Deltek

Maconomy Workspace Client Help

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General Ledger Overview

The G/L module is used for creating and maintaining a number of essential facilities in Maconomy, including the twelve dimensional chart of accounts and multiple companies in the same system.

Registration Section

This section includes the fields and descriptions for the Registration section workspaces.

General Journal Workspace

Use this workspace to make manual entries to a general journal.

These entries are G/L transactions; customer transactions, such as payments; and vendor transactions, such as expenses and payments to vendors. You can change a journal until it is posted.

Posting Journals

A general journal cannot be posted until:

- Its balance is zero.
- The balance for each transaction end entry date combination in the journal is zero.

  Maconomy validates the balance in base currency, and the balance in registration currency, if all transactions have the same registration currency, and the **Do not check currency amount when posting a journal** system parameter is not marked.
- The balance matches the batch control (if a batch control sum is entered).

You also might need to submit the journal before you post it, depending on how the **Submission of General Journal required** system parameter is set.

Reusing Journals

You can reuse posted journals for transactions that occur on a regular basis (rent, monthly salaries, and so on) or for correcting erroneous entries in previous journals.

For journals that you reuse on a regular basis, you can create a template journal. Select the **Save Template** field and specify a template name. In the General Journal Templates and Journal Copying workspaces, create journals using your template. When you create a journal, enter a new entry date and new transaction number and specify whether to reverse entries (create the original debit entries as credits and vice versa).

You can also re-create any posted journal that was not saved as a template-for instance, to correct erroneous entries. For a description of this functionality, see the Journal Copying workspace.

Maconomy provides the same functionality when you create a journal from a previously posted journal as it does when you create a journal from a template. Because a limited number of templates is easier to manage than a large number, you should only create templates for journals that you expect to reuse on a regular basis.

Creating Reversing Journals

You can create a reversing journal for the current journal directly in this workspace, without using a template. In the Journal Reversion island, specify whether the reversing journal is to be posted manually, or it should be posted automatically when the original journal is posted.

Multiple Currencies

A general journal line can contain amounts in different currencies. Maconomy converts these amounts automatically, using the exchange rate that is valid on the posting date.

If the entry is a customer entry, Maconomy uses the exchange rate table for sales.

If the entry is a vendor entry, Maconomy uses the exchange rate table for purchases.

If the entry is a G/L entry, Maconomy uses:

- The exchange rate table for purchases if the balance on the specified account is zero or in debit.
- The exchange rate table for sales if the balance on the specified account is in credit.

If the entry is a job entry—the **Job No.** field in the Entries sub-tab has a value—and the **Account No.** field does not have a value, Maconomy checks whether fixed exchange rate information has been specified for the job in the Job Price Information workspace in the Job Cost module.

If this is the case, and you did not select the **Fixed exchange rates in budgets only** system parameter, Maconomy converts the currency according to the fixed exchange rate information specified in the Job Price Information workspace.

Multiple Companies

If a journal contains entries for two different companies, Maconomy automatically creates intercompany balances, unless you do not select the **Create intercompany entries for companies with same parent company** system parameter, and the companies in question are both assigned to the same parent company. For more information, see description of the Intercompany Accounts workspace.

General Journal Tab

This section includes the fields and descriptions for the General Journal tab.

Journal Island

Field	Description
Journal No.	This is the journal number. Maconomy automatically allocates the next available journal number from the window System Numbers in the Set-Up module.
Created by	This is the name of the user who created the general journal. The name cannot be changed.
Date	This is the date the journal was created. It cannot be changed.
Period No.	This field shows the journal's period number in the current fiscal year. If your company uses periods that follow the months of the year, the field will, for example, show 1 for January, 2 for February, 3 for March, and so on. However,

Field	Description
	the periods do not necessarily follow the months of the year. The duration of the period is shown in the fields “Period Start” and “Period End” below. When you have completed the first entry line, Maconomy checks the current fiscal year defined in the window Fiscal Year and finds the period covering this entry’s date. This period is assigned to this field, and in this way, the first entry line determines the journal’s posting period. All entries in a journal must be within the same period. This ensures that each period balances. The date in this field cannot be changed manually.
Period Start	This field shows the first date in the period covered by the journal. The period of the journal goes from the period starting date to the date shown in the field “Period End” below. It is only possible to specify entry dates within this period to ensure that each period balances. The date in this field cannot be changed manually. When you have completed the first entry line, Maconomy checks the current fiscal year defined in the window Fiscal Year and finds the period covering this entry’s date. This period is assigned to the journal, and this field shows the first day of that period. In this way, the first entry line determines the journal’s posting period.
Period End	This field shows the last date in the period covered by the journal. For a further description, please see the field “Period Start” above.
Fiscal Year	This field shows the fiscal year to which the journal is assigned.
Balance, Base	This is the journal’s balance in the base currency of the company responsible for the current journal. The currency is displayed in the field “Base Currency” in the island Company. Maconomy updates the balance every time you complete an entry line. A general journal can only be posted when the balance is zero both in base currency for the current company and in the enterprise currency. This guarantees that debit and credit amounts are always the same.
Balance, Enterprise	This is the journal’s balance in enterprise currency. Maconomy updates the balance every time you complete an entry line. The balance must be zero in both the base currency of the current company and the enterprise currency before the journal can be posted, this ensures that debit and credit amounts are always the same.
Prior-Period	Here you can specify if the general journal is a prior-period journal and if so, which prior periods the G/L entries are to be posted to. If a period is selected, the journal is a prior-period journal. The periods are created in the popup field “Prior Periods” in the window Popup Fields in the Set-Up module. That window is also used for specifying whether the prior-period is open and in which G/L period the current prior-period can be used. A user can only select a prior-period if he or she has been granted access to using prior-periods in the window Actions in the SetUp module. The window Journal Listing shows the marked journals and also gives you the choice of having and overview of prior-period journals only. In the window Print

Field	Description
	Posting Journal it is possible to specify that the posting or the reprinting of journals should include prior-period journals only. In the window G/L Report Columns you can create a report which only contains G/L entries from a given prior period. Prior-period journals are used when posting in closed periods, including closed financial years.
Auto. Trans. No.	You can check this box if you want Maconomy to suggest your transaction numbers. Maconomy raises the transaction number automatically every time the journal balance is zero, otherwise it suggests the same number as the transaction before it. You must enter a transaction number for the first transaction in a journal. If you remove the mark in the “Reuse Entry Information” box, the transaction number will always be 0, that is, blank, regardless of the journal’s balance, and you must enter a number manually.
Post	Here you can mark the journal as ready to be posted. If the field is marked, you can either post the journal directly in this window, or you can include the journal in posting done from the Posting and Print Posting Journal windows. If the field is not marked, you must mark the journal in the “Post” field in the window Posting. In the window G/L Report Columns, it is possible to generate a report which contains G/L entries with a specific prior-period only. Prior-period journals are used for postings to closed periods, including postings to closed fiscal years.
Reuse Entry Info.	If you check this box, Maconomy will reuse entry information from one line on the next. Maconomy reuses the “Entry Date,” “Transaction Type,” “Trans. No.,” “Description,” “Std. Description,” “Offset Entry,” and “Currency” information as long as the journal balance is different from zero. If you remove the mark, Maconomy suggests today’s date in the field “Entry Date” and the base currency in the field “Currency” and leaves the fields “Transaction Type,” “Trans. No.,” “Description,” “Std. Description,” and “Offset Entry” empty, regardless of the journal’s balance.

Template Island

Field	Description
Save Template	If you check this box, Maconomy will keep the journal as a template when you post it. You can create new journals from your templates in the General Journal Templates and Journal Copying windows. If you check the box, you can use the remaining fields in this island and the field “Num. Series” to specify what the template will be used for. All the values entered below can be changed in the window General Journal Templates after posting. It is also possible to create journals based on posted journals that were not saved as templates, for instance, to correct erroneous entries. For a description

Field	Description
	of this functionality, please see the window Journal Copying. The functionality offered when creating a journal from a previously posted journal is identical to the one offered when creating journals from templates. As a limited number of templates provide a better overview, templates should therefore only be created for journals that you expect to reuse on a regular basis.
Name	Here you can enter the name of your new template journal.
New Entry Date	Here you must enter the new entry date for the template, that is, the entry date which is to be used the first time that the template is copied.
Range (Months)	Here you can enter the range for the template, if you are going to use it repeatedly.
New Trans. No.	Here you can enter the transaction number which is to be used for template copies. If you do not enter a value, any transaction number series specified in the field “Num. Series” will be used. If neither of the two fields is completed, the fields will also be blank in the template created.
New Trans. Type	Here you can enter the transaction type which is to be used for template copies. If you do not enter a value, the transaction specified in the Transaction Type field in the Transaction Numbering island will be used. A value must be entered in at least one of these fields. The value entered in either field must be a transaction type that is valid for the company and for the General Journal journal type.
Reverse Entries	If you mark this field, Maconomy will reverse the entries when journals are created from the current journal (or from the template created upon posting, if the field “Save Template” is marked). This field does not cause the creation of reversing entries when posting the current journal. If you want Maconomy to create reversing entries when the current journal is posted, use the fields in the “Journal Reversion” island.

Transaction Numbering Island

Field	Description
Transaction Type	In this field you can enter a default transaction type to be used when creating the lines. The default transaction type that is set up for the General Journal in the given company will be shown initially.
Number Series	In this field you can select a transaction number series created in the popup field “Transaction No. Series” in the window Popup Fields in the Set-Up module. If you select a number series, Maconomy will automatically number your journal lines. The field is optional. The default number series defined for the transaction type will be suggested initially.

Field	Description
	The selected transaction number series will be suggested when creating new journals from the current journal in the windows Journal Copying and General Journal Templates. This will not take place, however, if the field “New Trans. No.” in the Template island is completed, as this transaction number will then be suggested instead. If the field “Create Reversing Journal” in the Journal Reversion island is marked, it also applies that a number series in this field will be used on the entries in the reversion journal, unless a transaction number is specified in the field “New Trans. No.” in the island Journal Reversion.

Posting Island

Field	Description
Layout	In this field, you can select which layout to use when the journal is posted. The layout “Standard” includes detailed information on each entry. The layout “Journal Overview” shows summary information with totals for the journal, including any resulting intercompany journals.

Offsetting Entries Island

Here you can select up to five offset codes, for which Maconomy updates the entry sum in the journal’s “Total” column and the resulting balance in the “Balance” column. The following types of entries are included in the entry total and resulting balance of a given offset code specified in this island:

Entries for which you have entered the offset code in question in the “Offset” field.

Entries on which the dimension values comply with the dimension values assigned to the offset code. The dimension values assigned to the offset code are specified in the window Popup Fields by means of a dimension combination. If this dimension combination contains company specific dimension values, an entry is only included in the entry total and resulting balance if the dimension values on the entry comply with those dimension values in the dimension combination that apply to the company responsible for the current journal.

Examples of offset codes are cash, bank, and giro. The totals are shown in the base currency of the company that created the journal and updated after each journal line is completed. Offset codes are maintained in the popup field “Offset Accounts” in the window Popup Fields in the Set-Up module.

When a journal is created, Maconomy automatically retrieves the offset codes specified on the last general journal created by the same user and concerning the same settling company, unless the user has selected one or several offset codes before pressing Enter, in which case no offset codes are transferred.

Batch Total Island

Field	Description
Control	Here you can enter a control sum that is the expected total of the all the entries in the journal. The amount must be specified in the base currency of the company that created the journal. The batch total is the total of all the values in the fields “Debit” and

Field	Description
	“Credit” in the journal lines. Both debit and credit entries are calculated as positive figures. If you enter a control sum, the general journal can only be posted if the total is the same as the batch total calculated by Maconomy, shown in the field “Current”, that is, the value in the field “Balance” must be 0. If the control sum is 0, the batch total is ignored. A journal can only be posted as long as it balances, that is, that the total of debit entries is equal to the total of credit entries. The control sum is used as an extra check that you have entered the correct amounts in the entry lines. Before you enter any amounts, Maconomy counts up all the entries, regardless of whether they are being credited or debited. If you forget a transaction, or if you enter a wrong amount, the batch total will not balance with the total Maconomy calculates in the field “Current.”
Current	This is the batch total calculated by Maconomy. It is the total of the values entered in the fields “Debit” and “Credit” in the journal. The batch total is shown in the base currency of the company that created the journal.
Balance	This is the difference between the amounts in the fields “Control” and “Current”. The amount is shown in the base currency of the company that created the journal. If you have entered an amount in the field “Control”, the journal cannot be posted before the values in this field and in the field “Balance” in the island Journal are both 0.

Company Island

Field	Description
Name	This field shows the name of the company shown in the field “Company No.” above.
Number	In this field, you can enter the number of the company responsible for the general journal. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. If you create lines in the general journal in which you specify a company different from the value in this field, Maconomy will automatically create intercompany balances between the companies at the posting of the general journal. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section about dimension derivation in the chapter “Introduction to the G/L Module” and the window Dimension Derivations for a description of dimension derivation. Intercompany balances are described in the window Intercompany Accounts.
Balance	This is the journal’s balance in the currency of the company responsible for the current journal. A general journal can only be posted when the balance is zero both in

Field	Description
	base currency for the current company and the enterprise currency. This guarantees that debit and credit amounts are always the same.

Dimensions Island

Field	Description
Location	Here you can enter a value for the Location dimension. When dimension values are derived to the Entries sub-tab, the value in this field will be used as a context value for the dimension Location, and thus in some cases be transferred to table lines. For a description of the term “context values” and the cases where context values are derived, see the section “Deriving Dimensions.”
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Journal Reversion Island

Field	Description
Create Rev. Journal	If you mark this field, Maconomy will create a reversion copy of the general journal when posting. This means that Maconomy creates a new journal containing the same lines as the current journal. However, amounts in debit in the original journal will be in credit in the reversing journal and vice versa. The reversing journal is posted automatically if you mark the field “Post Rev. Journal.”
Post Rev. Journal	If the field “Create Reversing Journal” is marked, you can use this field to specify if Maconomy should automatically post the reversing journal when the current journal is posted. If you mark the field, Maconomy will post the reversing copy together with the current journal. If you do not mark the field, the reversing journal is just created in this window when the current journal is posted, giving you the possibility to edit the reversing journal.
New Entry Date	In this field, you must enter the entry date to be used on the entries in the reversing journal.

Field	Description
New Trans. No.	In this field, you can enter a transaction number to be used on the entries in the reversing journal. If you do not specify a value, Maconomy will instead use any transaction number series specified in the field “Num. Series.” If the field “Create Reversing Journal” is marked, you must either specify a transaction number in this field or a number series in the island Transaction Numbering.
New Trans. Type	In this field, you can enter a transaction type to be used on the entries in the reversing journal. If the field “Create Reversing Journal” is marked, you must either specify a transaction type in this field, or in the Transaction Type field in the island Transaction Numbering (if a value is specified in this field, this value is used; if not, the value specified in the other field mentioned will be used.) Either transaction type must be valid for the company and the General Journal type.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Document Count	This field shows the total number of documents in the Document Archive.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Entry Date	Here you enter the entry date. The first entry you enter in a journal determines which period the journal will be posted to. The “Period” field is completed automatically based on the date you enter here. Maconomy suggests today’s date. If you have marked the field “Reuse Entry Information,” Maconomy will suggest the previous transaction’s entry date for the next transactions. Otherwise Maconomy suggests today’s date for all transactions. If you have not selected a prior period in the card part of this window, Maconomy checks that their dates are within the open posting range and within the journal’s period. The open posting range can be changed for the individual company in the window Company Information or generally in the window System Information in the Set-Up module. The field is mandatory. If a prior-period has been chosen in the card part of this window, Maconomy checks that the entry date corresponds with the prior-period. Please note that all lines regarding the same transaction number must be assigned the same entry date.

Field	Description
Trans. No.	Here you enter the entry's transaction number. The way this works depends on whether a value is specified in the Number Series field in the General Journal tab. If Number Series has been specified, the following applies: In this case, the "Reuse Entry Information" and "Auto. Trans. No." have no effect on the "Trans. No." field. It does not matter if they have a value, or are left blank. The value in the "Trans. No." field will be set like this: ▪ The value specified by the user. ▪ If the user did not specify a value, and "Balance, Base" in the General Journal tab is not 0 (zero), Maconomy will suggest the same number as in the previous entry. ▪ If the user did not specify a value, and "Balance, Base" in the General Journal tab is 0 (zero), and if the user does not specify a "Trans. Type," Maconomy will suggest the next number from the number series specified in the card part. ▪ If the user did not specify a value, and "Balance, Base" in the General Journal tab is 0 (zero), and if the user specifies the same "Trans. Type" on the line as the "Transaction Type" in the General Journal tab, Maconomy will suggest the next number from the number series specified in the card part. ▪ If the user did not specify a value, and "Balance, Base" in the General Journal tab is 0 (zero), and if the user specifies a "Trans. Type" on the line that is different from the "Transaction Type" in the General Journal tab, Maconomy will suggest the next number from the number series corresponding to the "Trans. Type" on the line. Note that changing the "Trans. Type" on a line that has already been created will not change the "Trans. No." If Number Series has not been specified, the following applies: You must complete the field for the first entry. On the next lines, Maconomy will suggest one of the following transaction numbers: ▪ You have marked the field "Reuse Entry Information": If the journal balance in the field "Balance, Base" in the General Journal tab is not 0, Maconomy suggests the same transaction number as for the previous entry. If the balance is zero, and you have marked the field "Auto. Trans. No.," Maconomy gives it the next transaction number. If the balance is 0 and the field "Auto. Trans. No." is not marked, you must enter a number manually. ▪ There is no mark in the field "Reuse Entry Information": The number must be entered manually, regardless of the journal balance.

Field	Description
	If you have not checked the box “Reuse Trans. No.” in the window System Information in the Set-Up module, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the system parameter “Company specific transaction number check” has been marked, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general, asset, customer payment or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the parameter has not been marked, Maconomy checks that the number has not been used on any other manual transaction in the system, regardless of company number. Please note that all lines regarding the same transaction number must be assigned the same entry date. Furthermore, the journal can only be posted if the amounts in base and enterprise currencies balance on lines with identical transaction numbers.
Trans. Type	Here you can enter the transaction type. The field will show the transaction type specified in the General Journal tab as a default. It is mandatory to enter a transaction type. You can select from the transaction types available for the general journal and the company of the general journal line.
Description	Here you enter the entry text. If you use a number of standard texts, it will be quicker for you to select a text from the field “Std. Description” pop-up. If you have entered both a manual and a standard text, Maconomy uses the manually entered text. If the journal’s balance in the field “Balance, Base” in the General Journal tab is not 0, and you have marked the field “Reuse Entry Information”, Maconomy suggests the text from the previous line. If the current entry is an entry from the Job Cost module, and no account text is entered, the text from the activity will be transferred to this and the “Name” fields.
Std. Description	Here you can select a standard text. Descriptions like “Payment,” “Purchase,” “Purchase Order,” and so on are typical frequently used entry texts. Standard texts are entered and changed in the pop-up field “Standard Descriptions” in the window Popup Fields in the Set-Up module. See also the description of the field “Description.”
GRP	Here you can select “G,” “R,” or “P,”,= which is shorthand for General Ledger, Accounts Receivable, and Accounts Payable respectively. ▪ G — The entry is a G/L entry without relevance to a customer or vendor. ▪ R — The entry is a customer entry, which means it is entered to the customer’s control account in the G/L module and to the customer’s

Field	Description
	account in the Accounts Receivable module. The reference to the control account is retrieved from the field “Control Account” in the window Payment Information in the Accounts Receivable module. ▪ If you choose “R” and enter an invoice number in the field “Invoice No.,” Maconomy automatically enters the customer number of the relevant customer in the field “Account No.” ▪ P — The entry is an vendor entry, which means it is entered to the vendor’s control account in the G/L module and to the vendor’s account in the Accounts Payable module. The reference to the control account is retrieved from the field “Control Account” in the window Payment Control in the Accounts Payable module. This field is ignored if you leave the field “Account No.” blank and specify a job in the field “Job No.”
Account No.	Here you can enter the account number to which the entry will be posted. If you wish to create a job entry, leave this field blank and enter a job number in the field “Job No.” If you specify both an account number and a job number, the dimension derivation process will include derivation of dimensions from the specified job, but the entry will be considered a G/L, customer, or vendor entry, meaning that although the entries created will be stamped with the job number, no entries will be created in the Job Cost module. Even if both a job and an account have been specified, the tax code is derived from the account. If the field “GRP” shows: ▪ G — Enter a G/L account number. ▪ R — You must enter an A/R (Customer) account number. If the field shows “R” and you enter an invoice number in the field “Invoice No.,” Maconomy automatically enters the customer number in this field. However, when creating lines regarding invoice reconciliation, you can also specify a customer number here. If you do so, the Find Invoice window in the field “Reconc. Invoice No.” will only show invoices relating to the customer in question. ▪ P — Enter an A/P (Vendor) account number. Maconomy checks that the specified account exists in the module in question. Maconomy checks that the combination of dimensions indicated on the general journal line is a valid allocation combination. Valid allocation combinations are defined in the windows G/L Allocation Combinations and Company Allocation Combinations. If the current account is a G/L account, and if an allocation code has been entered on the account information card of the current account, this code will automatically be used on the general journal line unless an allocation code has already been specified. If the current account is a customer, and if the system parameter “Aut. company specific customer creation” is not selected, Maconomy will check if the customer in question has been created as a company specific customer for

Field	Description
	the company specified on the line. If this is not the case, the customer must be created as a company specific customer in the window Company Specific Customer Information Card before any posting on the current combination of customer and company number can be performed.
Account Name	This field shows the account text of the account shown in the field “Account No.” It cannot be changed here. If the entry is from the Job Cost module, and no account text is entered, the text from the activity will be transferred to this and the “Description” fields.
Debit	In this field, you enter an amount if the entry is a debit entry. Enter the amount in the base currency of the company responsible for the current journal, that is, the currency displayed in the field “Base Currency” in the island Company in the card part. You must complete this field if you leave the fields “Credit,” “Currency Amount,” “Amount, Enterprise,” “Quantity,” and “Quantity 2” blank. However, if the balance in the field “Balance, Base” in the card part is less than zero in the current journal (that is, a credit balance), and you enter an amount neither in the field “Currency Amount” nor in the field “Amount, Enterprise,” you can leave this field blank to let Maconomy automatically enter the corresponding debit amount in this field when you press Return. You can enter amounts in more than one of these fields on the same line. If you specify amounts in more than one field, Maconomy uses a fixed order of priority to decide which amount should be copied to the other amount fields. The following description is based on the presumption that all amounts in the fields “Currency Amount” and “Amount, Enterprise” are positive (or zero), as negative amounts in these fields represent credit amounts. It is also presumed that the field “Exchange Rate Variance” has not been marked, as Maconomy will otherwise not calculate currency conversion amounts. When entering amounts, Maconomy uses the following order of priority: 1. The field “Debit” or “Credit.” 2. The field “Currency Amount.” 3. The field “Amount, Enterprise.” If amounts in more than one field on the line are in the same currency (for example, if the base currency corresponds to the enterprise currency), Maconomy automatically equalizes the amounts to the same size. If you specify non-matching amounts in two fields that represent the same currency, the amount entered in the field which is located highest in the priority list and contains an amount greater than zero is therefore the one that is copied to the other fields representing the same currency. When amounts are copied, manually entered amounts in the relevant fields are overwritten. If the amounts specified in the fields on one line represent more than one currency, Maconomy first points out the currency whose amount should form the basis for the calculation of amounts in other currencies. This currency is called the primary currency. The primary currency is pointed out as the first

Field	Description
	field in the priority list that contains an amount that is greater than zero. Based on the amount in this field, Maconomy calculates the amounts in the other currencies represented on the current line. If, however, an amount has been entered manually in a field not representing the primary currency, Maconomy keeps the manually entered amount. Furthermore, if the amount specified in the field “Debit” is changed to zero on an existing line, the amount in this field will always be calculated on the basis of the value in the field “Currency Amount.” When performing currency conversion on general journal lines, Maconomy uses the exchange rate valid on the posting date. Depending on whether the journal line entry is a customer or vendor entry, Maconomy uses either the exchange rate table for sales or the exchange rate table for purchase. If the entry is a G/L entry, Maconomy uses the exchange rate table for purchase if the balance on the specified account is zero or in debit, whereas the exchange rate table for sales is used if the balance on the account is in credit. If the current entry is a job entry, and the job specified in the field “Job No.” uses fixed exchange rate information on all transactions, the currency is converted according to the information specified in the window Job Price Information for the job in question. For more information about currency conversion in the Job Cost module, please see “Appendix A: Price Calculation in the Job Cost Module.” When converting between currencies on the individual lines it sometimes happens that when amounts are rounded off, the balance in, for example, enterprise currency does not amount to zero, even though the debit and credit amounts on the lines are the same. When you press Return in the table part, Maconomy will check if the journal contains other lines with the same transaction number as the current line, and if the current line brings the balance of the fields “Debit” and “Credit” to zero for all lines with the same transaction number. If this is the case, Maconomy will make sure that the balance in enterprise currency for the transaction in question will total zero as well. This is done by setting the amount in enterprise currency to the difference between zero and the balance in enterprise currency for all other lines with the same transaction number. If you have specified the same currency in the field “Currency” for all lines with the same transaction number, a similar adjustment of the currency amount of the new line takes place. This also applies to job entries where the job in question uses fixed exchange rate information on all transactions. If different currencies are specified on the lines in question, this automatic rounding of the currency amount does not take place.
Credit	Here you enter an amount if the entry is a credit entry. Enter the amount in the base currency of the company responsible for the current journal, that is, the currency displayed in the field “Base Currency” in the island Company in the card part. You must complete this field if you leave the fields “Debit,” “Currency Amount,” “Amount, Enterprise,” “Quantity,” and “Quantity 2” blank. However, if the balance in the field “Balance, Base” in the card part has a positive amount in the current journal (that is, a debit balance), and you enter an amount neither in the field “Currency Amount” nor in the field “Amount, Enterprise,” you

Field	Description
	can leave this field blank to let Maconomy automatically enter the corresponding credit amount in this field when you press Return. You can enter amounts in more than one of these fields on the same line. If you specify amounts in more than one field, Maconomy uses a fixed order of priority to decide which amount should be copied to the other amount fields. This order of priority is described in further detail in the description of the field “Debit.”
Offset	Here you select the offsetting entry. If none of the pre-defined offset codes apply, leave the field blank. You can then enter the offsetting code on the next line. Offset codes are maintained in the popup field “Offset Accounts” in the window Popup Fields in the Set-Up module. Dimensions specified on the line are also registered to the offsetting entry. In the General Journal tab you can select one of the five possible offset codes for which Maconomy shows a continuous update of entry total and resulting balance.
Tax Code	In this field, you can specify a tax code for the entry on the current line if the line represents a G/L entry. If a value has been entered in the field “Account No.” on the same line, Maconomy suggests the G/L tax code of the account in question, provided that the tax code is for ingoing tax. If a G/L tax table has been specified on the information card of the compveany, the G/L tax code is retrieved from this G/L tax table using the information on the line to determine which tax table line to use. If no G/L tax table has been specified, or if the G/L tax table does not contain any lines matching the information on the current journal line, Maconomy suggests the G/L tax code specified for the account in the window Account Information Card. If a value has been entered in the field “Activity No.” on the same line, and this activity is assigned to a P&L account, Maconomy suggests the tax code of the P&L account in question. Maconomy calculates tax automatically using the tax code. The tax is entered to the account for ingoing/outgoing tax. The references to these accounts can be changed by specifying dimension combinations in the window G/L Tax Codes. When tax is calculated automatically, the tax amount and account are registered to the individual entries when these are posted. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.” The field only applies to G/L and job entries.
Registration Code	In this field you can enter a registration code if you want to use a shortcut to manual entry of dimensions. You can only enter a registration code if it has been created in the window Registration Codes. Please note that if you use a

Field	Description
	registration code with a company number when creating a new line, the company number suggested by Maconomy or entered by the user is overwritten by the one in the registration code while the suggested or manually entered values in other dimensions are not overwritten by values from the registration code.
Company No.	In this field you can enter the number of the company responsible for the general journal. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the Dimension Derivations workspace in the G/L module. If no value can be derived, the standard value is transferred from the System Information workspace in the Set-Up module. If you create lines in the general journal in which you specify a company different from the value in this field, Maconomy will automatically create intercompany balances between the companies at the posting of the general journal. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Crate intercompany entries for companies with the same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section about dimension derivation in “Introduction to the G/L Module” and the Dimension Derivations workspace for a description of dimension derivation. Intercompany balances are described in the Intercompany Accounts workspace.
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually or through a registration code, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations. Any manually entered value will however be overwritten, if a value is derived for which “Overwrite” is selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivations for a further description of dimension derivation. If an offset code is entered on the line, the location will also be stored in the automatically created offset entry. The location is furthermore stored in any automatically created tax entry. ▪ For a G/L entry, the location will be registered to the entry itself. You can only complete this field if the “Location” box in the “Allowed” column in the account information card is marked. It must be completed if the “Required” column is marked. ▪ For a Customer entry, the location will be registered to the customer’s control account in the G/L module. It will not be registered to the customer entry in the Accounts Receivable module. ▪ For a Vendor entry, the location will be registered to the vendor’s control account in the G/L module. It will not be registered to the vendor entry in the Accounts Payable module.

Field	Description
	If you are entering a new customer payment and you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from invoices when creating a customer payment, specifying an invoice in the field “Reconc. Invoice No.” will cause the location on the specified invoice to be copied to this field on the current line. However, if you have manually specified a location before pressing Enter, this value is not overwritten by the dimension value from the invoice. For further information, see the field “Action” in the table part of the window Dimension Derivations.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Currency	Here you select the original currency of the entry, if it involves a currency transaction (such as payments from foreign customers). The transaction normally shows the amount in both the foreign currency and the base currency of the company responsible for the current journal. The entry is then registered in both the company base currency, in the foreign currency, and in the enterprise currency. If the entry is a customer or vendor entry, the base amount is converted to the customer or vendor’s standard currency when it is posted to the accounts receivable or accounts payable modules. If the balance is not zero in the field “Balance, Base” in the General Journal tab, Maconomy suggests the same currency as for the previous entry if you have marked the field “Reuse Entry Information.” If you have entered a G/L account in the field “Account No.” and the field “Currency Account” is marked for this account, you can only specify the currency assigned to the account in question.
Currency Amount	Here you enter the entry amount in the currency, if the entry is a currency entry. A credit amount is entered as a negative figure. You can enter amounts in more than one of these fields on the same line. If you specify amounts in more than one field, Maconomy uses a fixed order of priority to decide which amount should be copied to the other amount fields. This order of priority is described in more detail in the description of the field “Debit.” The description of the field “Debit” also accounts for how the amounts in all currencies within the same transaction number are balanced.

Field	Description
	Please note that the value in this field cannot be changed to zero on an existing line unless the field “Exchange Rate Variance” has been marked. For further information, see the field “Exchange Rate Variance.”
Currency Direction	If another currency than the base currency has been entered, a currency direction must be chosen here. The currency direction specifies which currency table applies to the entry. The currency table, sales, applies to sales and the table, purchase, to purchases.
Exchange Rate Variance	By marking this field, you can specify that the current line concerns an exchange rate variance. If the field is marked, the amount in the field “Currency Amount” must therefore be zero, and the currency on the line must be different from the base currency of the company responsible for the journal. If you mark the field, Maconomy will not perform any currency conversions of the amounts entered on the line. This means that if you, for example, enter an amount in the field “Debit,” Maconomy will not calculate amounts for the fields “Currency Amount” and “Amount, Enterprise Currency.” However, if amounts in more than one field on the line are in the same currency (for example, if the base currency corresponds to the enterprise currency), Maconomy automatically equalizes the amounts to the same size, using the order of priorities specified in the description of the field “Debit.” If the base currency of the company responsible for the journal is different from the Enterprise currency, it is possible to enter both a debit/credit amount and an enterprise currency, and none of the amounts will result in currency recalculations. If you do not mark this field, the amount in the field “Amount, Currency” must be different from zero.
Amount, Enterprise	In this field, you can enter the entry amount in enterprise currency. A credit amount should be entered as a negative figure. You can enter amounts in more than one of these fields on the same line. If you specify amounts in more than one field, Maconomy uses a fixed order of priority to decide which amount should be copied to the other amount fields. This order of priority is described in further detail in the description of the field “Debit.” The description of the field “Debit” also accounts for how the amounts in all currencies within the same transaction number are balanced. Please note that you cannot change the enterprise amount to zero if a job has been specified on the line.
Quantity	Here you can enter a quantity. If the chart of accounts, for example, has an account for “Oil Purchases,” you can enter oil quantities here when entering the oil bill. This enables you partly to read total oil usage, partly to compare prices of different oil deliveries.
Quantity 2	The functionality of this field is similar to that of “Quantity” above.
Allocation Code	Here you enter an allocation code. You can enter one of the codes created in the window Allocation Codes. Note that the field cannot be changed later.

Field	Description
	When you enter an allocation code, Maconomy will automatically replace the original entry with the entries specified by the allocation code. Allocation codes are used for relieving manual work with standardized entries. If an allocation code has been entered on the account information card of the current account, this code will automatically be used on the general journal line unless an allocation code has already been specified.
Summary Posting	You can mark this field if you want gather entries to the same account number during posting. In the window System Information, you can choose between two ways of joining entries.
Job No.	In this field, you can enter the number of a job from the Job Cost module. If the job is a job entry, enter a number in this field and leave the field “Account No.” blank. If you specify both a value in the field “Account No.” and a job number, the dimension derivation process will include derivation of dimensions from the specified job, but the entry will be considered a G/L, customer or vendor entry, meaning that although the entries created will be stamped with the job number, no entries will be created in the Job Cost module. Even if both a job and an account have been specified, the tax code is derived from the account. If you receive an invoice from a vendor in connection with a job, and if you wish to assign the invoice to a job, you can enter the job entry in this window or in the window Vendor Invoices in the Accounts Payable module (after which the invoice is allocated in the window Invoice Allocation or Reallocate Invoices in the Accounts Payable module). If you enter a job here, and leave the field “Account No.” blank, you must enter an amount activity (from the window Activities in the Job Cost module) in the field “Activity” on the same line. Amounts for non-capitalized jobs are posted on the activity’s P & L account. The capitalization principle determines how capitalized jobs are posted. “At Cost” means the entry is posted to the job’s posting reference for work in progress (WIP) for amount activities. “At Billing Price” means the calculated billing price is posted to the job’s WIP account and set off against the open billing price account. The amount is posted to the open billing price account. The posting references for these accounts are specified by means of dimension combinations in the window Job Groups and in the window Activities in the Job Cost module if “Post by Activity” is marked in the window System Information in the SetUp module, or the window Posting References if “Post by Activity” is not marked.
Job Name	This field displays the name of the current job.
Activity	Here you can enter a number of an activity from the Job Cost module, if the entry pertains to a job. Maconomy checks that the number is that of an existing amount activity. Activities are created in the window Activities in the Job Cost module.

Field	Description
Activity Name	This field shows the name of the activity if you have entered an activity on the current line. The name is retrieved from the window Activities in the Job Cost module.
Employee No.	If the current entry concerns a certain employee, you can enter the employee number in question in this field. Employees are created in the window Employees in the Set-Up module.
Task	Here you can enter the job dimension “Task.” If a task is entered, Maconomy checks that the selected task has been assigned to the task list for the job in question. If a task list has been selected for a job, it is necessary to enter a task in connection with job entries to the job (that is, entries where the field “Account No.” is left blank and a job is specified in the field “Job No.” Task lists are created in the window Task Lists in the Job Cost module.
Task Description	This field shows the description of the task if you have entered a task on the current line. The description is retrieved from the window Task Lists in the Job Cost module.
Customer No., Ref.	In this field, you can enter a reference to a customer. You can only specify a customer number here if the current line pertains to a finance entry (for example, the field “GRP” contains the value “G”). If the line also contains a value in the field “Job No.,” you can only specify the customer of the job in question. When deriving dimension values for the current line, dimension values may be derived from the specified customer. For further information on this process, see the description of the field “Location No.”
Customer Name, Ref.	If a customer has been specified in the field “Customer No., Ref.” above, this field shows the name of the customer in question.
Vendor No., Ref.	In this field, you can enter a reference to a vendor. You can only specify a vendor number here if the current line pertains to a finance entry (for example, the field “GRP” contains the value “G”). When deriving dimension values for the current line, dimension values may be derived from the specified vendor. For further information on this process, see the description of the field “Location No.”
Vendor Name, Ref.	If a customer has been specified in the field “Vendor No., Ref.” above, this field shows the name of the vendor in question.
Asset No., Reference	Use this field to enter a reference to an asset. You can only specify an asset number here if the current line pertains to a finance entry and GRP=G.
Asset Description	This field displays a description of the referenced asset.
Tax Direction	Here you can specify whether the entry is for a purchase or a sale. It only needs to be completed if you have selected “Extended Tax Reporting” in the window System Information.

Field	Description
	If you enter a customer entry, Maconomy will choose “Sale” for the subsequent G/L entry lines if they have the same transaction number as the customer entry and if you have chosen a “Company Tax Code.” If you enter a vendor entry, Maconomy will choose “Purchase” for the subsequent G/L entry lines if they have the same transaction number as the vendor entry and if you have chosen a “Company Tax Code.”
Company Tax Code	Here you can select a company tax code. It is only necessary to complete the field if you complete the field “Tax Direction.” If you enter a customer entry, Maconomy will choose the customer’s reporting code for the subsequent G/L entry lines if they have the same transaction number as the customer entry and if you have chosen an Item Tax Code.” If you enter a vendor entry, Maconomy will choose the vendor’s reporting code for the subsequent G/L entry lines if they have the same transaction number as the vendor entry and if you have chosen an “Item Tax Code.”
Item Tax Code	Here you can choose an item tax code. It is only necessary to complete the field if you complete the field “Tax Direction.” If you enter an account in the field “Account No.” on the same entry line, Maconomy suggests the reporting code assigned to the account.
Vendor Invoice No.	This field can only be used when you post entries related to a vendor in the general journal. You can specify a vendor invoice number in the field. The field “Settle non-appr. Cred. Entries” in the system information must be marked if you wish to settle a non-approved vendor entry in this window.
Reconc. Invoice No.	Here you enter an invoice number, if you have entered “R” in the field “GRP.” You can only specify invoices that have been posted. If the field “GRP” is marked “R,” and you enter the number of an invoice or credit memo here, Maconomy automatically enters the customer number in the field “Account No.” However, if you have manually entered a customer number in the field “Account No.,” the Find Invoice window activated from this will only show invoices relating to the customer in question. If the entry is a customer payment that is supposed to automatically reconcile an invoice, enter the invoice number. If the amount paid is not the same as the invoice amount, the invoice will be partly reconciled. Note that if you do not enter an invoice number, and the customer is marked in the field “Automatic Reconciliation” in the window Payment Information in the A/R module, Maconomy will reconcile the oldest due invoice. If the entry is a payment that is supposed to automatically reconcile a credit memo, enter the credit memo number. If the amount on the payment (which is entered in debit) is not the same as the credit memo amount, the credit memo will be partly reconciled. If you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from invoices when creating a customer payment, specifying an invoice or credit memo in this field while creating a new customer payment will cause the dimension values on the specified invoice or credit memo to be copied to the dimension fields on the current line. However,

Field	Description
	fields in which a value has manually been specified are not overwritten by the dimension values from the invoice. For further information, see the field “Action” in the table part of the window Dimension Derivations. If an invoice is reconciled in a foreign currency, any exchange rate difference will be posted at the same time as the journal.
Due Date	Here you enter the due date of the customer or vendor entry. You can use the date when entering cost vendor entries, in which case the entry is registered in the Accounts Payable module with the date. This makes it possible to include cost transactions in your regular payment control. You can also manually enter debit entries to a customer account—for example, invoices —and also enter a due date in this field. If you do not enter a date here, Maconomy will calculate the due date from the entry date and the terms of payment. This only applies to a customer entry to a customer or a vendor entry to a vendor, that is, a sales or purchase invoice.
Reference Date	In this field you can enter a reference date for the current entry. This might, for example, be the date of a telephone call which gave rise to the current entry. If you do not enter a date, Maconomy suggests the entry date of the line. The date is transferred to the G/L entries resulting from the current journal line. If you enter a job number on the current line, Maconomy checks that the date specified in this field is within the open posting period of the job in question. Furthermore, if a job is specified, the date in this field is used as the job cost posting date on the job entries resulting from the current journal line.
Check No.	If the current line is a debit entry for a vendor, the line represents payment to the vendor. If you pay the vendor by check, you can enter the number of the handwritten check in this field. A payment mode must also be specified in the field “Payment Mode” described below. The payment mode must be assigned to a check book, and the number will be checked against the number series created for the check book that is assigned to the payment mode. If the system parameter “Consecutive Check Numbers Required” has been marked, you can only specify enter a check number corresponding to the next check number according to the check book setup in the window Popup Fields.
Payment Mode	This field can only be completed on lines concerning payment of vendors by check or registration of vendor invoices or credit memos. The field is used for specifying the payment mode to be used when paying the vendor, either immediately by handwritten check or later if the registration concerns the registration of a vendor invoice. The functionality of the field depends on whether a check number has been specified in the field “Check No.” above. ▪ If a check number has been specified (manual payment to vendor by check): If you have specified a check number, the line represents payment to the vendor by check. In this field, you must therefore specify the payment mode assigned to the relevant check book covering the specified check number.

Field	Description
	If the field “Omit Payment Reporting” has not been marked on the payment mode, the G/L entry resulting from the current line is posted to the account “Being Paid” specified on the vendor control account in the window Popup Fields, while the offset entry is posted to the account specified for the payment mode in the field “Posting Ref., Being Paid” in the table part of the window External Accounts. If the payment mode specifies to omit payment reporting, the G/L entry is posted to the account “Control Account” specified on the vendor control account in the window Popup Fields, while offset entry is posted to the account specified in the field “Account No.” in the card part of the window External Accounts. ▪ If no check number has been specified (registration of vendor invoice or credit memo): If no check number has been specified, the line represents the registration of a vendor invoice or credit memo, depending on whether the amount is in credit or debit. In this field, you can therefore specify the payment mode to be used when the vendor entry is paid. This payment mode will be suggested when the entry is selected for payment, rather than the standard payment mode of the vendor, specified in the window Payment Control. If you do not enter a payment mode, Maconomy will suggest the vendor’s standard payment mode when the vendor invoice is selected for payment. If you have specified a payment mode, it is not possible to enter an offset code on the line.
Prior-Period	If the journal is a prior-period journal, the prior period is displayed in this field. If the journal is not a prior-period journal, you can specify a prior period from another fiscal period in this field. If this is the case when you post the entry, postings will be made on a sub-total account for the selected prior period. The posting date will be the last day in the period, if the prior period is before the current period, and on the first day in the period if the prior period is after the current period. Prior-periods are created in the popup field “Prior Periods” in the window Popup Fields in the Set-Up module and can contain information about which sub-total account the prior period should be posted on, which period and fiscal year is to be used and whether the prior period is open for registration or import.
Accrual Type	If you select a value in this field, the entry will be accrued. You can only accrue an entry if a G/L account or job has been selected. If you select accrual, Maconomy will create a G/L entry on the specified G/L account or job for each G/L period specified in the fields “Period From, Accrual” and “Period To, Accrual.” If the current entry is a G/L entry, the accrual entries are posted to the account specified in the field “Account No.” If the current entry is a job entry, the accrual entries are posted to the relevant, accrual related posting references on the activity in question or in the window Posting References, depending on whether the field “Post by Activity” is marked in the window System Information.

Field	Description
	The offset entries are posted to the accounts referenced for the selected accrual type in the window Popup Fields. The amount is distributed evenly on the selected periods. For accruals made on job entries, both cost and billing prices are accrued.
Period From, Accrual	In this field and the field “Period To” you can enter a range of dates. If you select an accrual type in the field “Accrual Type” above, Maconomy will create a G/L entry on the specified G/L account for each G/L period specified in the fields “Period From, Accrual” and “Period To, Accrual.” The amount is distributed evenly on the selected periods. Please note that the last period must be no later than the accrual ending period set up in the field “Accrual Period, Ending” in the information card of the company specified on the entry. If no ending period has been specified there, the ending period set up in the corresponding field in the window System Information applies instead. If an ending period has been set up neither in the company information card nor in the system information window, you can specify any period in the field “Period To”.
Period To, Accrual	See the field “Period From, Accrual” above.
External Trans. No.	In this field you can enter the number of an external transaction, for example, a transaction which originates in a legacy financial system. After posting, this number can be viewed in the window Show G/L Entries.
Payer ID	In this field you can specify a payer ID on vendor entries, corresponding to the payer ID entered on vendor invoices in the window Vendor Invoices. For further information on the functionality of the payer ID, see the field “Payer Identification” in the A/P module’s description of the window Vendor Invoices.
Line Can Be Rejected By Current User	This field shows whether the current user can reject the line. The field does not display by default. Use the Customize Columns wizard to add this field to the sub-tab.
Line Can Be Undone By Current User	This field shows whether the current user can reject the line. The field does not display by default. Use the Customize Columns wizard to add this field to the sub-tab.

Actions

This section shows the actions available in the General Journal workspace.

General Journal Tab

Field	Description
Attach Document	Use this action to attach a document to the General Journal. For example, this could be a scanned voucher or invoice which serves as documentation for the General Journal. **Note:** You can only attach one document per journal, so if you try and add a new document when one is already attached, a dialog displays to give you an option to replace the current document with the new document. The current document is permanently deleted when the new document is attached. Documents are attached at a journal level, and not a table line level. All the lines refer to the same attached document.
View Document	Use this action to display the document attached to the General Journal.

General Journal Templates Workspace

Use this workspace to reuse general journals, for instance for transactions that occur on a regular basis (rent, monthly salaries, and so on) or for correcting erroneous entries in previous journals.

This workspace displays any templates that you created from posted journals. You can use these templates to create journals that have the same entry lines as the originals. You can enter a new entry date and transaction number, and you can reverse the entries, meaning that the original debit entries are created as credit entries, and vice-versa.

You can copy templates in batches in the Journal Copying workspace.

General Journal Templates Tab

This section includes the fields and descriptions for the General Journal Templates tab.

Template Island

Field	Description
Journal No.	This is the number of the general journal from which you created the template. You can use the search functions in the Find menu to find the correct template.
Name	Here you can enter the name of the template.
Created by	This is the name of the user who created the template. It cannot be changed.

Field	Description
Date	This is the date the template was created. It cannot be changed.
Period	This is the first day in the period the original journal was posted in. it cannot be changed.
Prior-Period	Here you can specify that the journal is a prior-period journal, as well as which prior period the journal is for. If you choose a period, the journal is registered as a prior-period journal. The mark is shown in the window Journal Listing, where you can choose to see a list of prior-period journals. In the window Print Posting Journal, you can choose to make a printout or to post just prior-period journals. In the window G/L Report Set-Up you can extract a financial report based on a prior period. Prior-period journals are used for entries to periods which have been closed, including entries to previous fiscal years. The prior periods are created in the popup field “Prior Periods” in the window Popup Fields in the Set-Up module.

Company Island

Field	Description
Company	This field displays the name of the company responsible for the journal used as a basis for the current template. The company name cannot be changed.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company” above. See the field “Base Currency” in the window Company Information for a detailed description of the concepts of company base currency and enterprise currency.

Transaction Numbering Island

Field	Description
Transaction Type	In this field you can specify the default transaction type of the template journal. You can later change the transaction type of individual entries in the General Journal workspace.
Number Series	In this field you can select a transaction number series. When you create the general journal, Maconomy will use the next available transaction number in the selected number series for all entry lines in the new general journal. This means that even if the template lines have different transaction numbers, the transaction number will be the same on every line in the new general journal. You can, however, change the transaction number on individual entry lines in the General Journal workspace. You can also enter a specific transaction number on the entry lines by leaving this field blank and instead specifying a fixed transaction number in the field “New Trans. No.”

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Entry Date	This is the entry date of the entry line.
Trans. No.	This is the transaction number of the entry line.
Trans. Type	This field is the transaction type of the entry line.
Description	This is the entry text of the entry line.
Std. Desc.	This is the text code, if the entry text is based on a standard text code.
GRP	This field contains “G,” “R,” or “P,” depending on whether the entry is a general ledger, customer (receivable) or vendor (payable) entry. It has a “G” if the entry is from the Job Cost module, that is, there is a job number in the field “Job No.”
Account No.	This field shows the account number, if the entry is not a job entry from the Job Cost module, that is, if there is a job number in the field “Job No.” on the line. If the field “GRP” contains: ▪ G — The number is a general ledger account number. ▪ R — It is a customer number. ▪ P — It is a vendor number. If the entry is a job entry from the Job Cost module, this field is blank.
Account Name	This is the account text. It is retrieved from the Account Information Card for the general ledger, customer or vendor account given in the field “Account No.”
Tax	This field shows the G/L tax code, if applicable. If multiple tax codes are enabled, the field will display the aggregate G/L tax. For further information on multiple tax codes, please see the description in “Tax Codes.”
Debit	This field is the amount in Base Currency, if the entry is a debit entry. The amount is displayed in the base currency of the company specified in the island Company in the General Journal Templates tab.
Credit	This field is the amount in Base Currency, if the entry is a credit entry. The amount is displayed in the base currency of the company specified in the island Company in the General Journal Templates tab.
Registration Code	This field displays a registration code, if you used one when entering the dimensions.

Field	Description
Company No.	This field displays the number of the company to which the current posting line pertains.
Location	This is the Location to which the entry is assigned.
Entity	This is the Entity to which the entry is assigned.
Project	This is the Project to which the entry is assigned.
Purpose	This is the Purpose to which the entry is assigned.
Spec. 1-3	These fields display the Specifications to which the entry is assigned.
Local Spec. 1-3	These fields display the Local Specifications to which the entry is assigned.
Offset	This is the entry's offset code.
Summary Posting	This field is marked if the entry line is going to be posted with other entries to the same account number.
Job No.	This is the entry's job number, if the entry pertains to a job in the Job Cost module.
Activity	This is the job activity, if the entry pertains to a job in the Job Cost module.
Task	This is the task number of the entry line, if the entry pertains to a job in the Job Cost module.
Vendor Invoice No.	This field shows the vendor invoice number, if any.
Reconc. Vendor Invoice No.	If you are paying a vendor invoice, that is, an A/P entry in debit, this field shows a vendor invoice number.
Reconc. Invoice No.	This is the invoice number if the field "GRP" contains an "R." If the entry is a customer payment, the invoice number indicates the invoice that the payment reconciles.
Due Date	This is the due date, if applicable, of the customer or vendor entry.
Currency	This is the original currency, if the entry is from a currency transaction.
Currency Amount	This is the entry amount in the foreign currency. Credit amounts are negative.

Field	Description
Amount, Enterprise	This field displays the entry amount in enterprise currency. A credit amount is shown as a negative figure.
Quantity	This is the entry quantity.
Quantity 2	This is the entry quantity 2.
Payment Mode	This field shows the payment mode and is only used in connection with registering checks. The check number will not be transferred to the template. When a new general journal is created based on the journal template, a new check number must be specified in the general journal.
Accrual Type	This field shows the accrual type. You can only accrue an entry if this is a G/L account or job.
Period From, Accrual	This field shows the beginning date of the accrual period, if the Accrual Type field contains a value.
Period To, Accrual	This field shows the ending date of the accrual period, if the Accrual Type field contains a value.

Journal Copying Workspace

Use this workspace to copy journals in batches.

You can also use this workspace to give an overview of the templates that are to be used within a given period. You enter the date range in the **New Entry Date** target group fields in the Selection Criteria island.

By default, this workspace displays any templates that you created from posted journals that meet the selection criteria that you specify. You can use these templates to create journals that have the same entry lines as the originals. You can enter a new entry date and transaction number, and you can reverse the entries, meaning that the original debit entries are created as credit entries, and vice-versa.

You can also create journals from posted journals that were not saved as templates-for instance to correct erroneous entries. Deselect the **Show Templates Only** field in this workspace to see a list of posted journals that match the specified criteria.

This approach provides the same functionality as that for creating journals from templates.

To create a journal from another journal or a template, select the **Copy** field on the journal or template line and enter information about the entry date, transaction numbers, reversion, and so on. You can select any number of lines for copying.

If you change any information about templates in this workspace, the General Journal Templates workspace also displays those changes.

Journal Copying Tab

This section includes the fields and descriptions for the Journal Copying tab.

Selection Criteria Island

Field	Description
Journal No.	Here you can enter a range of journal numbers to specify which journals and templates are to be shown in the table part of the window.
New Entry Date	Here you can enter a range of dates. The Journals sub-tab will display templates for the journals to be posted within the specified date range. This range only pertains to journals marked as templates. If the field “Show Templates Only” is unmarked, this period does not limit the number of non-template journals shown in the Journals sub-tab.
Show Journals to Repeat	If you mark this box, the Journals sub-tab will show journals that are not marked in the field “Reverse Entries”.
Show Journals to Reverse	If you mark this box, the Journals sub-tab will show journals that are marked in the field “Reverse Entries”.
Show Templates Only	If this box is marked, the Journals sub-tab will only show journal templates. If the mark is removed, the Journals sub-tab also shows journals that are not marked as templates. Journals are marked as templates either before they are posted in the General Journal or by assigning a name to them later in the field “Name” in the Journals sub-tab of this workspace.

Journals Sub-Tab

This section includes the fields and descriptions for the Journals sub-tab.

Field	Description
Journal No.	This is the number of the current general journal. If the line shows a template, this is the number of the journal from which the template was created.
Name	This field shows the name of the current template. You can change the name here. If the field is blank, the current line shows a journal which has not been marked as a template. However, you can enter a name on such lines, thus marking the journal in question as a template. Similarly, if you remove the name from a template, the template is changed to a “normal” journal.
New Entry Date	Here you can enter an entry date. When you create a new journal, Maconomy will use this entry date for all entry lines in the new journal. The entry dates can be changed in the window General Journal.

Field	Description
Range (Months)	If you enter a range here, Maconomy will set the date in the “New Entry Date” to the applied entry date plus the value in this field. The new date will be used next time the template or journal is copied.
New Trans. No.	Here you can specify a transaction number. When you create the new journal, Maconomy will use the number for all entry lines. You can later change transaction number of individual entries in the window General Journal. You can also let Maconomy enter the next available number in a transaction number series on the journal lines by leaving this field blank and instead specifying a transaction number series in the field “Transaction Number Series.”
New Trans. Type	Here you can specify a transaction type. When you create the general journal, Maconomy will use this transaction type for all entry lines. You can later change the transaction type of individual entries in the General Journal workspace.
Transaction Number Series	In this field you can select a transaction number series. When you create the general journal, Maconomy will use the next available transaction number in the selected number series for all entry lines in the new general journal. This means that even if the lines in the original journal had different transaction numbers, the transaction number will be the same on every line in the new general journal. You can, however, change the transaction number on individual entry lines in the General Journal workspace. You can also enter a specific transaction number on the entry lines by leaving this field blank and instead specifying a fixed transaction number in the field “New Trans. No.”
Transaction Type	In this field you can select the default transaction type of the current general journal.
Rev. Entries	If you mark this field, Maconomy will reverse entry lines when creating a new journal. This means the original debit entries are created as credit entries and vice versa. However, a reversing journal is only created if the field “Copy” is also marked.
Copy	If you mark this field, Maconomy will create a journal as a copy of the journal or template on the line when you select the “Copy” action. However, if the field “Rev. Entries” has also been marked, the journal created when the action “Copy” is selected will be a reversing journal, as described in the field “Rev. Entries” above.
Created by	This field shows the name of the user who created the original journal. The name cannot be changed.
Created on	This is the date when the template was created. It cannot be changed.

Actions

This section shows the actions available in the Journal Copying workspace.

Top Pane

Field	Description
Copy	When you select this action, Maconomy copies the templates and journals which have a mark in the field “Copy”. Each individual template or journal is copied in the same way as with the action “Copy General Journal” in the window General Journal Templates. At this time it is validated that the new entry date is within the open posting periods for the company and transaction type combination.

Posting Workspace

Use this workspace to view a list of unposted journals—which you can limit by specifying selection criteria—and to post all of these journals directly.

In the Journals sub-tab of this workspace you can select each journal as released for posting. A journal can only be released for posting when its balance is 0, and the control sum balances with the batch total that Maconomy calculates. Maconomy only performs this last check for general and A/P journals. You cannot post A/P journals if they contain allocated vendor invoices that have not been approved.

You can also post journals in the Print Posting Journal workspace. You can post only journals that have been released for posting, both in this workspace and in the Print Posting Journal workspace.

You cannot post general journals, vendor invoice journals, and payment journals if they are being processed in the General Journal, Vendor Invoices, or Payment Journal workspaces.

The posting procedure requires that you have created a number of posting references, such as references for customer cash discounts, cost of sales, inventory value, and so on. You create these references in a number of different workspaces, such as Posting References and Popup Fields in the Set-Up module, Warehouse Information Card and Item Group Information Card in the Inventory module, Job Groups and Activities in the Job Cost module, and so on.

The posting procedure also requires that you have created a number of standard posting texts in the Posting Descriptions workspace.

Multiple Journals of the Same Type

Multiple general journals, vendor invoice journals, job journals, and customer payment journals can exist at the same time; these are created manually by the user. All the other journal types are automatically created by Maconomy as needed; only one of each journal type is created. These automatic journals are cumulative for each user-company combination if a user-specific journal system parameter is selected (for example, **User Specific Vendor Journal**, **User Specific Payment Journal**, **User Specific Customer Reconciliation Journal**), and are cumulative for a company if a user-specific system parameter is not selected.

For example, when you create an invoice for the first time, Maconomy automatically creates an invoice journal. This invoice journal contains all of the entries from invoicing and crediting until it is posted. This means that you can have invoice entries that go back several days. When you post

the invoice journal, Maconomy marks the journal as posted, and you can no longer see the journal in this workspace. Maconomy creates a new journal the next time that you create an invoice or a credit note.

When you settle accounts periodically, be sure not to omit posting journals that contain invoices or other entries for the period that you are closing.

Interrupted Posting

If a journal posting is interrupted—for example, by server problems—entries whose posting was complete when the interruption occurred remain posted. When the posting resumes, only the entries that were not posted are processed. After an interruption, you must resume the posting from this workspace.

Multiple Companies

If a journal contains entries for two different companies, Maconomy automatically creates intercompany balances, unless you do not select the **Create intercompany entries for companies with same parent company** system parameter, and the two companies involved are both assigned to the same parent company.

When you post intercompany entries, Maconomy copies all of the dimension values to the account that you defined as the intercompany account by means of a posting reference in the Intercompany Accounts workspace. To avoid copying local specifications that might not exist for the intercompany company, Maconomy resets the values of local specifications to standard values before copying them.

Multiple Currencies

If a journal contains job entries, Maconomy checks whether fixed exchange rate information has been provided for the job in the Job Price Information workspace in the Job Cost module. If this is the case, and you did not select the **Fixed exchange rates in budgets only** system parameter, Maconomy converts the currency according to the fixed exchange rate information specified in the Job Price Information workspace.

Posting Tab

This section includes the fields and descriptions for the Posting tab.

Statistics Island

Field	Description
No. Journals to Post	This field shows how many of the journals shown in the table part you have released for posting. A journal is released for posting when its balance is 0 and it is marked in the “Post” field.

Selection Criteria Island

Field	Description
Company No.	In these fields you can enter a range of company numbers. Only companies within the range will be included in the Journals sub-tab. If you do not specify a

Field	Description
	range, no regard is made to the companies to which the Journals sub-tab entries belong.
Journal No.	In this field, you can specify a range of journal numbers. Only journals with numbers within the specified range will be included in the Journals sub-tab.
Journal Type	In this field, you can select a journal type. Only journals of the specified type will be included in the Journals sub-tab. A description of the individual journal types is given in the introduction to this workspace.
Created on	In this field, you can specify a range of creation dates. Only journals created on dates within the specified range will be included in the Journals sub-tab.
Created by	In this field, you can specify a range of user names. Only journals created by users whose user name is within the specified range will be included in the Journals sub-tab.
Post	This field shows whether the journal is ready to be posted.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. The layout “Standard” includes detailed information on each entry. The layout “Journal Overview” shows summary information with totals for each posted journal, including intercompany journals.
Include Totals	You can check this box if you wish to print a total for every account to which there are entries in the posting journals you are printing. If you check the box, Maconomy will total up debit, credit and tax amounts for every account in every journal during posting.

Journals Sub-Tab

This section includes the fields and descriptions for the Journals sub-tab.

Field	Description
Journal No.	This is the journal number. Maconomy allocates it automatically from the “Journal” system number series. It cannot be changed.
Company No.	This field displays the number of the company to which the journal pertains.
Name	This field displays the name of the company specified in the field “Company No.”
Journal Type	This is the journal type. The different types are general, payment, A/R, A/P, invoice, vendor invoice, reallocation, job, client adjustment, and item journal.

Field	Description
	See also the introductory description of this workspace. The type cannot be changed.
Created on	This is the date when the journal was created. It cannot be changed.
Created by	This is the name of the user who created the journal. It cannot be changed.
Balance	This is the journal's balance. It is automatically updated by Maconomy. A/R and vendor invoice journal balances are calculated as the total of customer and vendor entries respectively. The total of offsetting entries are not included in the calculation. This means that these two types of journal can be posted without their balances having to be 0. All other journals must balance to be posted, that is, the value in this field must be 0.
Post	If you mark this field, the journal will be posted when you select the "Post" action on the Posting tab. All journals with a check mark in this field will be included in the posting. There will only be a mark for general, job, vendor invoice, and payment journals if the mark was set when the journals were entered. Other journals will automatically be marked.
Being Posted	This field shows whether parts of the journal have been posted. When the posting of a journal starts, this field is marked until the posting of the journal is completed. If posting is interrupted due to server problems, the field remains marked, but those entries whose posting was complete when the interruption occurred remain posted. Thus, when the posting is resumed, only the entries remaining to be posted are processed. After an interruption, a posting can only be resumed in this workspace.

Actions

This section shows the actions available in the Posting workspace.

Top Pane

Field	Description
Post	When you select this action, Maconomy posts all the journals that are currently shown in the Journals sub-tab and have the field "Post" marked. Before Maconomy carries out the posting in the G/L module, it checks that all of the accounts named in the journals exist in the chart of accounts, and that they are not blocked. The journal cannot be posted if an account, a customer, or a vendor is missing, or if a G/L account is blocked. A vendor invoice journal can only be posted when all allocated vendor invoices are approved. Depending on the setting of the system parameters "Submission of General Journal required," "Submission of Job Journal required," "Submission of Customer Payment Journal required," and "Allow Posting of Own Journals," general journals, job journals, and customer payment journals, respectively, may have to be submitted before they can

Field	Description
	be posted, and they may have to be posted by a different user than the one who submitted them. Maconomy automatically prints the posting journals. This cannot be prevented, but you can select a layout which summarizes the journal information rather than itemizing all entries. You can reprint posting journals in the window Print Posting Journal. You cannot change information in a journal which has been posted.

Types of Posting Journals

Maconomy provides many types of posting journals, for different types of entries and calculations.

Type	Description
General	You create this journal in the General Journal workspace. It contains manually entered G/L, customer, and vendor entries. Depending on how you set the **Submission of General Journal required** and **Allow Posting of Own Journals** system parameters, you might need to submit a journal before you can post it, and it might need to be posted by a different user from the one who submitted it.
Vendor Invoice	You create this journal in the Vendor Invoices workspace in the Accounts Payable module. It contains manually entered vendor invoices and credit memos. If the journal involves a vendor invoice that is assigned to a purchase order that has unsettled job accruals, posting the journal triggers a number of postings that reconcile the job accrual.
Invoice Reallocation	You create this journal in the Reallocate Invoices workspace in the Accounts Payable module.
Job	You create this journal in the Job Journal workspace in the Job Cost module. When you post the job journal in this workspace, it includes job entries from the Invoice Selection workspace in the Job Cost module, so that customers are invoiced for services sold. Depending on how the **Submission of Job Journal required** and **Allow Posting of Own Journals** system parameters are set, you may need to submit a journal before it can be posted, and it may need to be posted by a different user than the one who submitted it. When you make entries to a job in a job group for which there is automatic capitalization, the resulting G/L entries depend on which capitalization principle you selected for the job. When you make entries to a job in a job group that does not have automatic capitalization, or to an unbillable job or activity, Maconomy creates a G/L entry only if you select the **Post Hours in Job Journal** (for hours entries) or **Post Amount in Job Journal** (for amount entries) fields in the System Information workspace If you selected the **Dept. from Employee** field in the System Information workspace, Maconomy takes the posting reference for the offsetting entry for time activities from the department to

	which the employee belongs. If you do not select this field, Maconomy uses the department to which the job is assigned.
Time Sheet	You create this journal when you transfer or approve time sheets in the Time Sheets workspace in the Job Cost module. When you post the time sheet journal in this workspace, the entries are included in the Invoice Selection workspace in the Job Cost module so that the relevant customers are invoiced for services. You can post time sheet journals from this workspace and from the Print Posting Journal workspace.
Expense Sheet	You create this journal when you transfer or approve expense sheets that you entered in the Expense Sheets workspace in the Job Cost module. You can post expense sheet journals from this workspace and from the Print Posting Journal workspace.
Customer Reconciliation	You create this journal when you approve customer reconciliations in the A/R module. You also use this journal type if the reconciliation produces a cash discount or exchange rate difference.
Automatic Customer Payment	You create this journal when customer payments are read from a file or entered and approved manually in the Customer Payment Reporting workspace in the Banking module.
Follow-up Selection	You create this journal when you print a petty cash follow-up selection in the Print Follow-Up Selection workspace in the Banking module.
Vendor	You create this journal when you print out checks or create an electronic payment file. When the vendor journal is posted, entries are made to the payment mode account for amounts being paid and to the equivalent account belonging to the A/P control account. The amounts are offset when the payment is approved in the Payment Reporting workspace in the Banking module and subsequently posted.
Payment	You create this journal when you approve payment selections in the Banking module. You can edit the journal in the Payment Journal workspace in the Banking module, where you can change the entry date and the amount in base currency for currency entries.
Invoice	You create this journal by invoicing and crediting in the Sales Orders or Job Cost modules. Invoice journals contain transaction information about the following accounts: customer and customer control accounts, item sales accounts, invoice discounts, the four charge accounts, cost of sales accounts, accounts for non-invoiced cost of sales, accounts for non-inventoried cost of sales, WIP accounts, open billing price accounts, open cost accounts, accounts for outgoing tax, job invoice/contract deviation accounts, and accounts for advance payment of subscriptions. Dimension values on item lines on invoices and credit memos with reference to any of these accounts are posted with the dimension specification. Entries to the customer's account in the Accounts Receivable module are excepted. Entries to customer control accounts, tax accounts, and charge accounts are posted with the dimensions given in the card part of the invoice or credit memo that the invoice journal is related to.

Item	You create this journal when you approve inventory change transactions in the Inventory module, approve item receipts in the Item Purchase module, print delivery notes and credit memos in the Sales Orders module, and when you print invoices and credit memos in the Accounts Receivable module. An inventory journal contains information about transactions involving the posting references in Warehouse Information Cards in the Inventory module and the account for unreconciled vendor entries. When you post an inventory journal line that is attached to a job and activity number, the debit entry is marked with the job's dimension information. If you have the Maconomy Bill of Materials module, you also create an inventory journal when you approve a production transaction in the Inventory module.
Job Item	You create this journal when you use one of the Print Packing Slip or Release to Invoice actions in the Sales Orders workspace, and you select the **Invoice in Job Cost** field for the sales order. The entries in this journal are then included in a subsequent invoice selection for the job.
Asset	You create this journal when you approve an asset adjustment in the Asset Adjustment workspace. An asset journal shows transactions to posting references in the Asset Groups workspace in the Fixed Assets module.
Asset Depreciation	You create this type of journal when you create a depreciation adjustment for one or more assets in the Depreciation Adjustment workspace in the Fixed Assets module.
Asset Sale	You create this journal when you use the Asset Disposal workspace to sell an asset (you fill out the Sales island in that workspace and use the Approve Sale action).
Asset Transfer	You create this journal when you use the Asset Disposal workspace to transfer an asset (you fill out the Transfers island in that workspace and use the Approve Transfer action).
Asset Relocation	You create this journal when you use the Asset Relocation workspace to change the internal location of an asset.
Asset Internal Sale	You create this journal when you use the Asset Internal Sale workspace to sell an asset internally.
Bank Reconciliation	You create this journal when you approve a set of bank reconciliation lines in the Bank Reconciliations workspace in the Banking module.
Job Reallocation	This journal contains approved job reallocation entries from the Job Reallocation workspace. Posting of job reallocation entries is performed according to the principles for job journals.
Job Accrual	This journal contains entries for job accruals created in the Job Accruals workspace. When job accruals are posted, a number of job and G/L postings are created (for example, to the WIP account) so that you can invoice a customer for a cost before the cost is entered into Maconomy.

G/L Reallocation	You create this journal when you use the Create Journal action in the G/L Reallocation workspace to reallocate G/L entries.
Royalty	You create this journal when you approve royalties in the A/P module.
Import	You create this journal when you run import programs and other programs from the **Programs...** menu option.
Job Revenue Recognition	This journal contains entries for job revenue recognition adjustments, overrun adjustments, and WIP evaluations. When the journal is posted, a number of job and G/L postings are created (for example, to the account for WIP adjustment and the open sales price account). If the journal is created in connection with overrun adjustments on a job, the entries that are created adjust the open sales price to match the fixed price of the job. If the journal is created as a result of revenue recognition on a job, the entries adjust the capitalized amount to match the completion percentage of the job. If the journal is created as a result of a WIP evaluation, the entries adjust the account for work in progress and the account for open billing price.
Customer Payment	This journal contains error entries from reading customer payment files in the Read Customer Payments workspace or manually marking entries as error entries in the Customer Payment Reporting workspace in the Banking module. Before the journal can be posted, the errors must be corrected in the Customer Open Entry Reconciliation workspace in the A/R module. Depending on the setting of the **Submission of Customer Payment Journal required** and **Allow Posting of Own Journals** system parameters, a journal of this type may need to be submitted before it can be posted, and may need to be posted by a different user than the one who submitted it.
Unrealized Exchange Rate Variance	You create this journal when you run currency reports where the **Create G/L Entries** field is selected. The entries in this journal enter unrealized exchange rate variances in your accounts.
Job Transfer	You create this journal when a job is transferred to new dimensions in the Job Transfer workspace in the Job Cost module. The G/L postings that are made as a result of a job transfer depend on the capitalization method selected for the job. If a job is capitalized at cost price, only the accounts for work in progress are affected. If a job is capitalized at billing price, postings are also made to the accounts for open cost and open billing price and to the two accounts for internally transferred cost and sales.
Interest Charge Notice	You create journal when an interest charge selection is approved in the Change Interest Charge Selection or Approve Interest Selection workspaces in the A/R module.
Reminder	You create this journal when a reminder is approved in the Change Reminder Selection or Approve Reminders workspaces in the A/R module.
Collection	You create this journal when a customer collection file is created in the Collection Files workspace in the Banking module.

Tax Settlement	You create this journal when approving a tax settlement in the Tax Settlement workspace.
Intercompany Settlement Vendor Invoice	You create this journal when you run intercompany settlements in the Intercompany Invoicing workspace.
Intercompany Interest Memo	You create this journal when intercompany interest calculations are posted in the Open Entry Intercompany Statement workspace.
Intercompany Grouping	You create journal type when intercompany entries are grouped using the "Group Entries" action in the Open Entry Intercompany Statement workspace.

Print Posting Journal Workspace

Use this workspace to reprint one or more posted posting journals and to post other journals. When journals are posted, Maconomy automatically prints the posting journal.

When you post a journal, the journal keeps its number and you cannot change it. This serves as documentation of the changes that were made by the posting. You can reprint any posting journal.

Before you can post a journal, you must release it for posting. Select the **Post** field in the Posting workspace or select the **Release for Posting** field on lines in those workspaces that allow you to release entries for posting, such as the Customer Payments workspace.

In the Vendor Invoices and Invoice Allocation workspaces, you cannot select the **Released for Posting** field manually, but Maconomy automatically selects it when an invoice is approved for posting.

In the Posting workspace, you can see which journals are released for posting.

When you post journals in this workspace, you choose which journal type to include in the posting. Maconomy posts all journals of this type that have been released for posting, and prints a copy of the journal.

Print Posting Journal Tab

This section includes the fields and descriptions for the Print Posting Journal tab.

Post Journal Island

Field	Description
Cash	If you mark this field, you specify that you wish to post general journals that have been released for posting. In the Posting window, you can mark the “Post” field to specify which journals should be released for posting. General journals should be released for posting. General journals can also be released for posting in the General Journal window. If this field is not marked, general journals will not be posted even though they have been released for posting.

Field	Description
Vendor Invoice	If you mark this field, you specify that you wish to post vendor invoice journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. Vendor invoice journals can also be released for posting in the windows Vendor Invoices and Invoice Allocation in the Accounts Receivable module. If this field is not marked, vendor invoice journals will not be posted even though they have been released for posting.
Reallocate Invoices	If you mark this field, you specify that you wish to post invoice reallocation journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. When Maconomy creates an invoice reallocation journal, it will automatically be released for posting. If this field is not marked, invoice reallocation journals will not be posted even though they have been released for posting.
Job	If you mark this field, you specify that you wish to post job journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. Job journals can also be released for posting in the window Job Journal in the Job Cost module. If this field is not marked, job journals will not be posted even though they have been released for posting.
Time Sheet	If you mark this field, you specify that you wish to post time sheet journals released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, time sheet journals will not be posted even though they have been released for posting.
Expense Sheet	If you mark this field, you specify that you wish to post expense sheet journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, expense sheet journals will not be posted even though they have been released for posting.
Mileage Sheet	If you mark this field, you specify that you wish to post mileage sheet journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, mileage sheet journals will not be posted even though they have been released for posting.
Customer Payment	If you mark this field, you specify that you wish to post customer payment journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, customer payment journals will not be posted even though they have been released for posting. Note that customer payment journals can also be posted in the window Customer Payments in the A/R module.

Field	Description
Customer Reconciliation	If you mark this field, you specify that you wish to post customer reconciliation journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, customer reconciliation journals will not be posted even though they have been released for posting.
Interest Charge Notice	If you mark this field, you specify that you wish to post interest charge notice journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, interest charge notice journals will not be posted even though they have been released for posting.
Reminder Letter	If you mark this field, you specify that you wish to post reminder letter journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, reminder letter journals will not be posted even though they have been released for posting.
Collection	If you mark this field, you specify that you wish to post collection journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, collection journals will not be posted even though they have been released for posting.
Automatic Customer Payment	If you mark this field, you specify that you wish to post customer payment journals which have been automatically created by reading customer payments in the window Read Customer Payments in the Banking module and which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, automatic customer payment journals will not be posted even though they have been released for posting.
Follow-up Selection	If you mark this field, you specify that you wish to post follow-up selection journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, follow-up selection journals will not be posted even though they have been released for posting.
Vendor	If you mark this field, you specify that you wish to post vendor journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, vendor journals will not be posted even though they have been released for posting. A/P journals are created when you post exchange rate differences or cash discounts in connection with reconciliations in the window A/P Open Entry Reconciliation in the A/P module.
Payment	If you mark this field, you specify that you wish to post payment journals that have been released for posting. Payment journals are created when you print checks in the window Print Check, when you create payment files

Field	Description
	in the window Payment Files or when you approve payments in the window Payment Reporting in the Banking module. Payment journals can also be released for posting in the window Payment Journal in the Banking module. If this field is not marked, payment journals will not be posted even though they have been released for posting.
Invoice	If you mark this field, you specify that you wish to post invoice journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. When Maconomy creates an invoice journal, it will automatically be released for posting. If this field is not marked, invoice journals will not be posted even though they have been released for posting.
Job Invoice Allocation	If you mark this field, you specify that you wish to post job invoice allocation journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. When Maconomy creates a job invoice allocation journal, it will automatically be released for posting. If this field is not marked, job invoice journals will not be posted even though they have been released for posting.
Item	If you mark this field, you specify that you wish to post item journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. When Maconomy creates an inventory journal, it will automatically be released for posting. If this field is not marked, item journals will not be posted even though they have been released for posting.
Job Item	If you mark this field, you specify that you wish to post job item journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. When Maconomy creates a job item journal, it will automatically be released for posting. If this field is not marked, job item journals will not be posted even though they have been released for posting.
Asset	If you mark this field, you specify that you wish to post asset journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, asset journals will not be posted even though they have been released for posting.
Asset Depreciation	If you mark this field, you specify that you wish to post asset depreciation journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, asset depreciation journals will not be posted even though they have been released for posting.
Asset Sale	If you mark this field, you specify that you wish to post asset sale journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If

Field	Description
	this field is not marked, asset sale journals will not be posted even though they have been released for posting.
Asset Internal Sale	If you mark this field, you specify that you wish to post asset internal sale journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, asset internal sale journals will not be posted even though they have been released for posting.
Asset Relocation	If you mark this field, you specify that you wish to post asset relocation journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, asset relocation journals will not be posted even though they have been released for posting.
Asset Transfer	If you mark this field, you specify that you wish to post asset transfer journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, asset transfer journals will not be posted even though they have been released for posting.
Asset Acquisition	If you mark this field, you specify that you wish to post asset acquisition journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, asset acquisition journals will not be posted even though they have been released for posting.
Bank Reconciliation	If you mark this field, you specify that you wish to post bank reconciliation journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, bank reconciliation journals will not be posted even though they have been released for posting.
Job Reallocation	If you mark this field, you specify that you wish to post job reallocation journals released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. When Maconomy creates a job reallocation journal, it will automatically be released for posting. If this field is not marked, job reallocation journals will not be posted even though they have been released for posting.
Fixed Price Inclusion	If you mark this field, you specify that you wish to post fixed price inclusion journals released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. When Maconomy creates a fixed price inclusion journal, it will automatically be released for posting. If this field is not marked, fixed price inclusion journals will not be posted even though they have been released for posting.
Job Transfer	If you mark this field, you specify that you wish to post job transfer journals released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. When Maconomy creates a job transfer journal, it will automatically be released for posting. If

Field	Description
	this field is not marked, job transfer journals will not be posted even though they have been released for posting.
Job Accrual	If you mark this field, you specify that you wish to post job accrual journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, job accrual journals will not be posted even though they have been released for posting.
Job Revenue Recognition	If you mark this field, you specify that you wish to post job revenue recognition journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, revenue recognition journals will not be posted even though they have been released for posting.
Debtor Provisions	If you mark this field, you specify that you wish to post debtor provisions journals that have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, debtor provision journals will not be posted even though they have been released for posting.
G/L Reallocation	If you mark this field, you specify that you wish to post G/L reallocation journals released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, G/L reallocation journals will not be posted even though they have been released for posting.
Royalty	If you mark this field, you specify that you wish to post royalty journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, royalty journals will not be posted even though they have been released for posting.
Commission	If you mark this field, you specify that you wish to post commission journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, commission journals will not be posted even though they have been released for posting.
Import	If you mark this field, you specify that you wish to post import journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, import journals will not be posted even though they have been released for posting.
Tax Settlement	If you mark this field, you specify that you wish to post tax settlement journals created as a result of approving tax settlements. If this field is not marked, tax settlement journals will not be posted.

Field	Description
Unrealized Exchange Rate Variance	If you mark this field, you specify that you wish to post unrealized exchange rate journals which have been released for posting. In the window Posting, you can mark the field “Post” to specify which journals should be released for posting. If this field is not marked, unrealized exchange rate journals will not be posted even though they have been released for posting.
Intercompany Settlement Vendor Invoice	If you mark this field, you specify that you wish to post intercompany settlement vendor invoice journals created as a result of running intercompany settlements. If this field is not marked, intercompany settlement vendor invoice journals will not be posted.
Intercompany Interest Note	If you mark this field, you specify that you wish to post intercompany interest memo journals created as a result of calculating intercompany interest. If this field is not marked, intercompany interest memo journals will not be posted.
Intercompany Grouping	If you mark this field, you specify that you wish to post intercompany grouping journals created as a result of grouping intercompany entries. If this field is not marked, intercompany grouping journals will not be posted.

Selection Criteria Island

Field	Description
Company No.	In these fields, you can enter a range of company numbers. The posting or reprint will only include journals which belong to companies within the specified range. If you leave the fields blank, the company number will not affect what is reprinted or posted.
Journal No.	Here you enter a range of journal numbers. The posting or reprint will only include journals inside the given range. If you leave the fields blank, journal number will not affect what is reprinted or posted.
Reprint Posted Journals	If you mark this field, you will print already posted journals within the selected range as well as any intercompany journals resulting from those journals. You must mark either this field or at least one of the fields in the Posting island.
Only Incl. Prior-Period Entries	In this field, you mark whether to only post or reprint prior-period journals. In the window General Journal, you can mark a journal as prior-period journal. This field is thus only applicable for posting and reprinting general journals.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. The layout “Standard” includes detailed information on each entry. The layout “Journal Overview” displays summary information about each posted journal, including intercompany journals.

Field	Description
Include Totals	If you mark this field, every posting journal will be shown with a total per account to which entries have been posted. Maconomy will total how much has been debited, credited and taxed for each account involved.
Print Posted, Previously Unprinted Journals	If you mark this field, all posted, previously unprinted journals within the specified Selection Criteria will be included on the printout.

G/L Reallocation Workspace

Use this workspace to automatically reallocate G/L entries, letting Maconomy create the necessary G/L entries.

Using this workspace, you can change the allocation combination on a range of G/L entries.

You specify the range of entries that you want to reallocate and the dimension values to which they should be reallocated. If you leave a dimension field blank, the entries keep their current values in that dimension field.

You can also specify whether the entries that a reallocation creates should keep their current transaction numbers, be assigned a specific transaction number, or be assigned numbers from a transaction number series.

Use the Selection Criteria island to specify the entries that you want to reallocate. Maconomy saves these selection criteria by user, so the next time that you open this workspace, you see the same selection criteria.

Use the Entry Information island to enter the new values and specify whether the entries should be assigned new transaction numbers.

Then use the **Create Journal** action to create one or more reallocation journals, which you can post in the Posting workspace.

G/L Reallocation Tab

This section includes the fields and descriptions for the G/L Reallocation tab.

Show Entries Island

Field	Description
Show Entries	If you mark this field, the Entries sub-tab shows the entries matching the Selection Criteria. Please note that the entries do not have to be shown to be reallocated. When the action “Create Journal” is selected, Maconomy reallocates all of the entries matching the Selection Criteria, regardless of whether this field has been marked.

Selection Criteria Island

Field	Description
Reallocated Entries	If this field is selected, the entries previously reallocated are also shown.
Trans. No.	In these fields, you can specify a range of transaction numbers. The reallocation will only affect G/L entries with a transaction number within the specified range. If you leave the fields blank, the transaction number is ignored in the selection of G/L entries to be reallocated or shown in the Entries sub-tab.
Journal No.	The functionality of these fields is similar to that of the field “Trans. No.”
Entry Date	The functionality of these fields is similar to that of the field “Trans. No.”
Company No.	The functionality of these fields is similar to that of the field “Trans. No.”
Account No.	The functionality of these fields is similar to that of the field “Trans. No.”

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Trans. No.”
Entity	The functionality of these fields is similar to that of the field “Trans. No.”
Project	The functionality of these fields is similar to that of the field “Trans. No.”
Purpose	The functionality of these fields is similar to that of the field “Trans. No.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Trans. No.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Trans. No.”

Entry Information Island

Field	Description
Trans. No.	In this field, you can specify whether the entries created as a result of the reallocation should be assigned a new transaction number. If you specify a number in this field, all new entries will be assigned a new number. If you do not enter a transaction number here, and you leave the field “Number Series” blank, the transaction date of each original entry will be assigned to the

Field	Description
	reallocation entries reallocating the original entry in question. For further information, please see the description of the field “Number Series” and the action “Create Journal”.
Trans. Type	In this field you can specify whether the entries created as result of the reallocation should have a new transaction type. You can select from all transaction types registered in the system. If you do not specify a transaction type, the transaction type of the original entry will be assigned to the new entry created as result of the reallocation.
Number Series	If you specify a transaction number series in this field, all entries created in the reallocation will be assigned new transaction numbers from the specified series. If you neither enter a new transaction number in the field “Trans. No.” above nor specify a transaction number series in this field, the number series of each original entry will be assigned to the reallocation entries reallocating the original entry in question.
Entry Date	In this field, enter a new entry date for the reallocation entries. If you do not specify an entry date, the entry date of each original entry will be assigned to the reallocation entries reallocating the original entry in question.
Company No.	In this field, you can specify a company number. The entries matching the Selection Criteria will be reallocated to this value.
Account No.	In this field, you can specify the account number of the entry.

Entry Information, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Company No.”
Entity	The functionality of this field is similar to that of the field “Company No.”
Project	The functionality of this field is similar to that of the field “Company No.”
Purpose	The functionality of this field is similar to that of the field “Company No.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.”

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Entry Date	When the field “Show Entries” is marked in the Show Entries island, this field shows the entry date of the entry in question. The fields in the Entries sub-tab cannot be changed. The entries are sorted by entry date.
Reallocate	If this field is selected, this is the entry chosen for reallocation.
Reallocated	This field is selected for entries that have been reallocated.
Trans. No.	This field shows the transaction number of the entry.
Transaction Type	This field shows the transaction type of the entries created as result of the reallocation. If a valid transaction type has been specified in the Entry Information island, it will be copied to this field.
Entry Description	This field shows the entry description of the entry.
Debit, Base	This field shows the debit amount in base currency if the entry is a debit entry.
Credit, Base	This field shows the credit amount in base currency if the entry is a credit entry.
Account No.	This field shows the account number of the entry.
Company No.	This field shows the company number to which the current entry is assigned.
Location	This field shows the location assigned to the current entry.
Entity	This field shows the entity assigned to the current entry.
Project	This field shows the project assigned to the current entry.
Purpose	This field shows the purpose assigned to the current entry.
Spec. 1-3	These fields show the values in the dimensions Specification 1-3 assigned to the current entry.
Local Spec. 1-3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current entry.

Field	Description
Date Posted	This field shows the date when the entry was posted.
Journal No.	This field shows the number of the journal in which the entry was posted.
Journal Line No.	This field shows the number of the line on which the entry was placed in the journal.
Quantity 1	This field shows the quantity registered in the entry.
Quantity 2	This field shows the quantity 2 value registered in the entry.

Actions

This section shows the actions available in the G/L Reallocation workspace.

Top Pane

Field	Description
Mark for Reallocation	When you select this action, all job entries that match the selection criteria are marked. This excludes job entries that belong to closed jobs, job entries marked for reallocation in the Job Reallocation or Batch Job Reallocation workspaces but not yet approved, entries of unknown type of origin, and job entries created on the basis of a job surcharge rule. Job entries of the latter type are automatically reallocated when the entries that caused the job surcharge are reallocated. After this action has been selected, Maconomy will issue information as to the number of entries not marked for reallocation.
Unmark for Reallocation	When you select this action, all job entries that match the selection criteria are unmarked. This means that the mark in the fields “Reallocate” and “Marked is removed for all entries in the Entries sub-tab.
Create Journal	When you select this action, one or several reallocation journals are created. If you have specified a company in the Entry Information island, Maconomy creates one reallocation journal for which this company is responsible. If you have not specified a company, a reallocation journal is created for each of the companies within the Selection Criteria. When you select this action, Maconomy looks through all of the entries matching the Selection Criteria and transfers them to the reallocation journals created. When the journals are posted, two entries are created for each entry in the journal. One entry matches the original entry, but with the opposite amount or quantity, and the entry date and transaction number may be different, according to the entry information entered in the workspace. The other entry also matches the original entry, except for the company number, account number, and dimension values, which are retrieved from the Entry Information island. If one or several dimension fields have been left blank in the Entry Information island, the values for these dimensions are retrieved

Field	Description
	from the original entry, meaning that no reallocation is made for the dimensions in question. As in the first case, the entry date and transaction number may be different, according to the entry information entered in the workspace. As in the case of, for example, entering information in a general journal, Maconomy performs a dimension derivation of the values entered in the Entry Information island when the journal is posted. This means that the reallocation of any dimension value can cause changes to a number of other dimensions. Furthermore, if you added a transaction type it will be validated, and if it is invalid, a warning will be issued.

Finance Reconciliation Workspace

Use this workspace to reconcile entries with the general ledger.

This workspace displays an account's unreconciled entries and lets you reconcile these against each other.

You typically use reconciliation for suspense accounts, whose entries need regular reconciliation to maintain a clear picture of outstanding entries.

The following rules govern reconciliations:

- You can only reconcile entries that balance.
- You can only reconcile entries that belong to the same company.
- You can only reconcile entries to accounts for which you selected the **Reconciliation** field in the Account Information Card workspace.

To perform a reconciliation, enter the account number for which you want to reconcile entries and set up selection criteria in the Selection Criteria island to identify the entries to be reconciled. Then use the **Approve Reconciliation** action to perform the reconciliation.

Maconomy ensures that no two users can reconcile the same entries at the same time. You receive a message if another user is trying to reconcile the same account and entries, and you cannot continue.

Finance Reconciliation Tab

This section includes the fields and descriptions for the Finance Reconciliation tab.

Account Island

Field	Description
Account	In this field, enter the name or number of the account whose entries you want to reconcile. You can use the Find menu to retrieve an account.
Department	This is the department to which the account is assigned.

Field	Description
Account Type	This is the account type.
P&L/Balance Sheet	This shows whether the account is a Profit & Loss or a Balance Sheet account.
Blocked	This shows whether the account is blocked.

Selection Criteria Island

Field	Description
Show Entries	When you mark this field, the table part of the window will show those unreconciled entries to the account that match the Selection Criteria in this island.
Show Automatically Reconciled Entries	This field only applies if you use intercompany invoicing. If you mark this field, the table part will also show finance entries which belong to the intercompany accounts and which must therefore be automatically reconciled through intercompany invoicing. If you do not use intercompany invoicing, this field has no effect.
Company No.	In this field, you must specify a company number. The table part will only display entries for the specified company.
Entry Date	In these fields, you can specify a range of entry dates. The table part will only display entries with entry dates within the specified range.
Trans. No.	In these fields, you can specify a range of transaction numbers. The table part will only display entries with transaction numbers within the specified range.
Intercomp. Company	In these fields, you can specify a range of company numbers. The table part will only display entries on which the intercompany company is within the specified range.
Customer No.	In these fields, you can specify a range of customer numbers. The table part will only display entries on which a customer within the specified range has been specified.
Vendor No.	In these fields, you can specify a range of vendor numbers. The table part will only display entries on which a vendor within the specified range has been specified.
Job No.	In these fields, you can specify a range of job numbers. The table part will only display entries on which a job within the specified range has been specified.
Activity No.	In these fields, you can specify a range of activity numbers. The table part will only display entries on which an activity within the specified range has been specified.

Field	Description
Employee No.	In these fields, you can specify a range of employee numbers. The table part will only display entries on which an employee within the specified range has been specified.
Asset No.	In these fields, you can specify a range of asset numbers. The table part will only display entries on which an asset within the specified range has been specified.
Item No.	In these fields, you can specify a range of item numbers. The table part will only display entries on which an item within the specified range has been specified.
Reference Date	In these fields, you can specify a range of dates. The table part will only display entries on which a reference date within the specified range has been specified.

Reconciliation Island

Field	Description
Debit	This field shows the total of the debit entries which are selected for reconciliation.
Credit	This field shows the total of the credit entries which are selected for reconciliation.
Balance	This field shows the difference between the “Debit” and “Credit” fields. It must be zero before you can reconcile.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of locations. The table part will only display entries for locations within the specified range.
Entity	The functionality of this field is similar to the functionality of the field “Location.”
Project	The functionality of this field is similar to the functionality of the field “Location.”
Purpose	The functionality of this field is similar to the functionality of the field “Location.”
Spec. 1-3	The functionality of this field is similar to the functionality of the field “Location.”
Local Spec. 1-3	The functionality of this field is similar to the functionality of the field “Location.”

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Entry Date	This is the entry date. The entries are sorted by this date.
Description	This is the entry text.
Trans. No.	This is the entry's transaction number.
Trans. Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Debit	This is the entry amount in the base currency of the current company, if the entry is a debit entry.
Credit	This is the entry amount in the base currency of the current company, if the entry is a credit entry.
Reminder	Reminder charges from the windows Reminder Selection and Approve Reminders in the Accounts Receivable module. The entries are posted in a reminder letter journal .
Reconcile	The entry will be reconciled when you select "Approve Reconciliation" in the Action menu.
Amount for reconciliation	Here you can enter an amount if you want to do a partial reconciliation. The amount should be negative for credit entries and positive for debit entries, although Maconomy will change the sign if the amount is entered with the wrong sign.
Quantity	This is the entry quantity.
Quantity 2	This is the entry quantity 2.
Location	The functionality of this field is similar to the functionality of the field "Company."
Entity	The functionality of this field is similar to the functionality of the field "Company."
Project	The functionality of this field is similar to the functionality of the field "Company."
Purpose	The functionality of this field is similar to the functionality of the field "Company."
Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Company."

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company.”
Date Posted	This is the entry’s posting date.
Journal No.	This is the number of the posting journal in which the entry is posted.
Customer No.	This is the number of the customer associated with the entry.
Vendor No.	This is the number of the vendor associated with the entry.
Job No.	This is the number of the job associated with the entry.
Asset No.	This is the number of the asset associated with the entry.
Employee No.	This is the number of the employee associated with the entry.
Activity No.	This is the number of the activity associated with the entry.
Item No.	This is the number of the item associated with the entry.
Reference Date	This field shows the entry reference date.

Actions

This section shows the actions available in the Finance Reconciliation workspace.

Top Pane

Field	Description
Approve Reconciliation	When you select this action, you reconcile the entries marked in the “Reconcile” field. Reconciliation is only possible when the entries balance, that is, when the “Balance” field shows zero.
Mark All for Reconciliation	When you select this action, the field “Reconcile” is marked on all entries matching the Selection Criteria. Please note that the entries are marked regardless of whether the field “Show Lines” has been marked.
Unmark All for Reconciliation	When you select this action, the field “Reconcile” is unmarked on all entries matching the Selection Criteria. Please note that the entries are marked regardless of whether the field “Show Lines” has been marked.

Print Currency Report Workspace

Use this workspace to calculate and print out a list of the company's G/L balance sheet accounts, customers, and vendors whose currency is different from the currency that you select in the Selection Criteria island in this workspace.

For accounts, only accounts for which you select the **Currency Account** field are included in the report.

Use the Selection Criteria island to select accounts, customers, and vendors. For these entities, Maconomy displays the open balance in the base currency of the company and in the currency of the account, vendor, or customer.

Choose between two layouts:

- **Standard**—Reevaluation is based on the standard currency of the account, vendor, or customer.
- **Original**—Reevaluation is based on the original currency of the entry.

The report can include multiple companies, with balances printed for each company.

Exchange Rates

In the Currency island, you can select specific exchange rates for sales and purchases. If you do not select rates, Maconomy uses the sales currency table for customers and the purchases currency table for vendors.

For G/L accounts, Maconomy uses the sales currency table if the account has a debit balance and the purchases currency table if the account has a credit balance. In all cases, Maconomy uses the exchange rate that is valid on the statement date.

Exchange Rate Variances

For each account, customer, and vendor, the workspace displays any unrealized exchange rate variances caused by changes in the exchange rates between the statement date and the entry dates of open entries. This workspace displays the variances on an entry-by-entry basis and as a total for each account, customer, or vendor in each company.

Maconomy uses the following process to determine the exchange rate variance of an account, customer, or vendor:

1. For each account, customer, or vendor, Maconomy finds the open entries that exist for the current company.
2. For each of these entries, Maconomy takes the amount in base currency and calculates a new base currency amount. This new amount is based on the exchange rate that is valid on the statement date and the entry amount in the standard currency of the account, customer, or vendor or in the original currency of the entry, depending on whether you use the Standard or Original layout.
3. Maconomy adds up all of the variances found between the original base currency amounts and the recalculated ones. It displays the total of these amounts for the account, customer, or vendor, converted into the reporting currency.

If you select the **Create G/L Entries** field, Maconomy creates entries for unrealized exchange rate variances. These entries cause account balances to look as they would if the exchange rate

variances had actually been realized, providing a more up-to-date picture of the accounts. The automatically created entries are set to reverse themselves on a given date.

Print Currency Report Tab

This section includes the fields and descriptions for the Print Currency Report tab.

Selection Criteria Island

Field	Description
Company	In these fields, you can enter a range of companies. If you specify a range, the balance is calculated and printed based on G/L entries, customer entries, and vendor entries assigned to the companies within the specified range. If the companies included in the printout do not have the same fiscal year, no grand totals are printed for the companies.
Currency	Select a currency from the drop-down list to calculate currency positions. The calculation will include all open job entries, unallocated invoices, G/L accounts, customers, and vendors whose currency corresponds to the currency in this field. Only G/L accounts accounts where you have selected the **Currency Account** field are included in the report. If you do not specify a currency in this field, the printout includes all jobs, G/L currency accounts, customers and vendors having a base currency different from the current company's base currency.
Account Type General	Select this check box to include G/L accounts when you run the report.
Account Type Receivable	Select this check box to include accounts receivable (customers) when you run the report.
Account Type Payable	Select this check box to include accounts payable (vendors) when you run the report.
Jobs Work In Progress	Select this check box to include open job entries when you run the report.
Jobs Unallocated On Account Amount	Select this check box to include jobs with unallocated on account amounts when you run the report.
Job Group	Select the job groups to include in the report. These fields are applicable only for work-in-progress jobs and unallocated invoices.
Account Group	If you selected “G” in the field “Account Type,” you can specify in this field that the report should only include accounts belonging to the account

Field	Description
	group specified in this field. If you leave the field blank, the report will include accounts in all groups.
A/R Control Account	If you selected “R” in the field “Account Type,” you can specify in this field that the report should only include customers belonging to the control account specified in this field. If you leave the field blank, the report will include customers using any control account.
Customer Type	If you selected “R” in the field “Account Type” or if that field is empty, you can specify here that the report should only include customers having the customer type specified in this field. If you leave the field blank, the report will include all customers.
Customer Group	If you selected “R” in the field “Account Type” or if that field is empty, you can specify here that the report should only include customers belonging to the customer group specified in this field. If you leave the field blank, the report will include all customers.
A/P Control Account	If you selected “P” in the field “Account Type,” you can specify in this field that the report should only include vendors belonging to the control account specified in this field. If you leave the field blank, the report will include vendors using any control account.
Vendor Group	If you selected “P” in the field “Account Type” or if that field is empty, you can specify here that the report should only include vendors belonging to the vendor group specified in this field. If you leave the field blank, the report will include all vendors.

Print Control Island

Field	Description
Statement Date	In this field, you can enter a statement date for the currency report. The report can thus be printed on the basis of, for example, an ending date of a given month or a given year.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Unrealized Exchange Rate Variances Island

Field	Description
Create G/L Entries	Select this check box to create G/L entries for unrealized exchange rate variances when you print the report. These are exchange rate variances caused by changes in the exchange rates between the statement date and the registration dates of open entries. This illustrates the exchange rate variances that would have to be registered if the open entries were closed on the statement date. The exchange rate variances are shown on the printout.

Field	Description

	For a further description of the calculation of the exchange rate variances, please see the introduction to this workspace.
	If you select this check box, Maconomy creates a number of G/L entries, registering these expected exchange rate variances in your accounts. This corresponds to the information shown in the printout. However, no G/L entries are created for control accounts, as all accounts of this type are skipped in the process. The following posting process is carried out for each company included in the printout.
	▪ The exchange rate variance is determined for each G/L currency account (accounts where the **Currency Account** field is selected) in the Selection Criteria. For each account that has a variance, Maconomy then creates a G/L entry, using the number of the account in question as the account number on the entry. The variance amount is transferred to the entry; a variance in the current company's favor results in a credit entry, and a variance in the account's favor results in a debit entry. The amounts in different currencies are as follows on this entry:
	  ▪ The amount in base currency is the exchange rate variance amount (converted into the company's base currency).
	  ▪ The amount in currency is zero.
	  ▪ The enterprise currency amount is calculated from the amount in base currency, using the statement date as the exchange rate date. If the enterprise currency and base currency are identical, the amount is simply transferred. However, if the enterprise currency is the same as the currency of the account, the enterprise currency amount is set to zero.
	When all accounts have been processed, Maconomy sums up the variances found on the G/L accounts and creates an offset entry for the total variance amount found. This entry is posted to the G/L account referred to in the dimension combination specified for Unrealized G/L Exchange Rate Variances in **Setup » Job Cost Setup » Dimensions » Posting References » Job Posting Reference Lines**.
	The same process is carried out for each customer and vendor, respectively. However, the account number used on the G/L entries is different for customers and vendors.
	If you select the **Jobs Work In Progress** or **Jobs Unallocated On Account Amount** check boxes, but do not enter dimension combinations in the job posting references for these entries, an error is displayed when you run the report.

Group Offset Entries by Currency	If this field is marked Maconomy will create one entry per currency on the account for unrealized exchange rate differences. If the field is not marked Maconomy will create one entry per customer/vendor.

Field	Description
Post Company Exchange Rate Variances	If you select this check box, Maconomy calculates and posts unrealized exchange rate variances in base currency. Maconomy then calculates the amount in enterprise currency from the unrealized exchange rate variance in base.
Post Enterprise Exchange Rate Variances	If you select this check box, Maconomy calculates and posts unrealized exchange rate variances in enterprise currency.
Transaction Type	In this field, you can specify a transaction type for the entries created as a result of the current currency report. You can only select transaction types that are valid in the Unrealized Exchange Rate Variance journal. The field is left empty by default. If you leave the field empty, the system will try to derive a transaction type. If this fails, a warning message will be issued. The value will be validated before actually used. The validation will test if the given transaction type is allowed for the Companies involved in the currency reevaluation, User, Unrealized Exchange Rate Variance journal combination.
Transaction Number Series	In this field, you can specify a transaction number series by which the entries created as a result of the current currency report should be numbered. If you mark the field “Create G/L Entries” and select a number series in this field, the next available number in this series is used as the transaction number on all of the entries created as a result of unrealized exchange rate variances including the reversion entries. If this field is empty, the system will try to derive a value from the Transaction Type if “Transaction No.” is not specified on the lines.
Transaction No.	In this field, you can specify a transaction number for the entries created as a result of the current currency report. If you mark the field “Create G/L Entries” and specify a number in this field, this number is used as the transaction number on all of the entries created as a result of unrealized exchange rate variances including the reversion entries. If this field is empty, the system will try to derive a “Transaction Number Series.”
Reversion Date	If you have marked the field “Create G/L Entries,” you must specify in this field the date on which the unrealized exchange rate variance entries should be reversed as described in the field “Create G/L Entries.”

Currency Island

Field	Description
Sales Exchange Rate Table	In this field, you can select an exchange rate to use for the conversion of sales. The default is to use the standard exchange rate table.

Field	Description
Purchase Exchange Rate Table	In this field, you can select an exchange rate to use for the conversion of purchases. The default is to use the standard exchange rate table.
Reporting Currency	In this field, you can specify the currency in which figures on the printout should be displayed. All report figures will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date.” In the conversion, the currency table for sales is used for customers, while the currency table for purchases is used for vendors. For G/L accounts, the currency table for sales is used if the account has a debit balance, while the currency table for purchases is used if the account has a credit balance. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may cause discrepancies between the registered amounts and the amounts shown in this window.

Actions

This section shows the actions available in the Print Currency Report single dialog workspace.

Print Currency Report Tab

Field	Description
Print	If you select the **Create G/L Entries** check box and the **Jobs Work In Progress** or **Jobs Unallocated On Account Amount** check boxes, but do not enter an account in the job posting references for these entries, an error is displayed when you run the report.

Year-End Closing Workspace

Use this workspace to close your books and calculate annual results for one or multiple companies.

When you close the fiscal year, Maconomy prints a report for each company that shows the year-end closing for each account with posted entries, and the year-end result.

Use the Selection Criteria island to specify a range of companies and a fiscal year. Maconomy performs the year-end closing for those companies that match the selection criteria and have the specified fiscal year. You define each company's fiscal in the Company Information workspace. If a company has a parent company, Maconomy uses the parent company's fiscal year as the company's fiscal year.

It is important that you set the fiscal year template correctly before you close the fiscal year. For example, if your company wants to calculate the year-end result for 2014 in April 2015, you must

set the fiscal year template to the one that covers 2014 in the Company Information or System Information workspace before you close the fiscal year.

Before you close the fiscal year, you must post all journals that are relevant to the period.

After you close the fiscal year, you should update the fiscal year in the Company Information workspace in the General Ledger module or the System Information workspace in the Set-Up module.

Effect of Year-End Closing

When Maconomy closes the fiscal year, the following actions occur:

- The year-end result is transferred to the Retained Earnings Account, which you define by means of a posting reference in the System Information workspace in the Set-Up module.

  To perform this step, Maconomy takes the total of all closing balances for all P&L accounts in the old fiscal year and transfers them to the opening balance of the Retained Earnings Account in the new fiscal year.

  After you perform a year-end closing, Maconomy continues updating the Retained Earnings Account if you make entries to the closed year. This ensures that the Retained Earning Account amount that appears on G/L reports reflects any entries made to the closed year.

- Opening balances on balance sheet accounts in the new fiscal year are set to the closing balances from the old year. As in the case of the Retained Earnings Account, Maconomy keeps these opening balances updated if you subsequently make entries to the closed year.

  Maconomy updates the current balance on all P/L Accounts if the system parameter **Update balance on account information card** is marked.

  The current balance is is shown in the account information card. The current balance is calculated as the sum in enterprise currency of all finance entries that belong to the acoount in the the fiscal year following the closing year.

- If you use a local chart of accounts (you defined a local dimension in the System Information workspace), Maconomy also performs a year-end closing for the local chart of accounts. Maconomy takes the total of all closing balances for all local charts of accounts linked to a P&L account in the old fiscal year, and transfers them to the opening balance of the local chart of account used for Retained Earnings Account in the new fiscal year.

  To determine which local accounts should be considered P&L accounts (and thus which local account balances should be transferred to the Retained Earnings account and reset), Maconomy checks the **Derived Account No.** field on the information card for each local account. The local account is considered to be of the same type as the derived account.

  By selecting the appropriate layout, you can have the report show the year-end closing amounts of either the global accounts or the local accounts. However, if a local chart of accounts has been specified in the System Information workspace, Maconomy performs year-end closing for both global and local accounts, regardless of your layout choice.

Reprocessing Year-End Closing

You can process any number of year-end closings for a given year, and you can process them at any time. Maconomy calculates a new year-end result, ignoring earlier results, including previously calculated opening balances for the Retained Earnings Account and other accounts.

It is important to run a new year-end closing if you make back-dated entries to the closed year, so that your year-end closing report shows current information.

If you reprocess a year-end closing for a fiscal year that lies several years back, you must also reprocess year-end closings for the years in between. Otherwise, the balances for intervening years will be incorrect.

Year-End Closing Tab

This section includes the fields and descriptions for the Year-End Closing tab.

Selection Criteria Island

Field	Description
Fiscal Year	Here you enter the date of the first day in the fiscal year for which you wish to perform the year-end closing.
Company No.	In these fields you specify a range of company numbers. The year-end closing will be processed for all companies within the range, provided that their fiscal year corresponds to the one specified in the field “Fiscal Year.”

Run Mode Island

Field	Description
Close Year	If this box is checked, the year-end closing is performed for the companies specified in the Selection Criteria island. If the box is not checked, previously performed year-end closings for the companies specified in the Selection Criteria island are reprinted. If this is the case, no year-end closing is performed.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If you select “Standard,” the printout will show year-end closing figures for accounts in the dimension Accounts. The layout “Local Chart of Accounts” is only available if a local chart of account dimension has been specified in the field “Local Chart of Account” in the window System Information, and shows the year-end closing figures for the values in the local chart of account dimension selected in that field. For a further description of the year-end closing procedure for global and local accounts, see the introduction to this workspace.

Show Year End Closing Workspace

Use this workspace to view the information from the most recently performed year-end closing.

You can browse through previous year-end closings and reprint these using the Print menu. The year-end closings are displayed in the sequence in which they were processed. You cannot change the fields in this workspace.

You can perform a new year-end closing in the Year-End Closing workspace.

Show Year End Closing Tab

This section includes the fields and descriptions for the Show Year End Closing tab.

Company Island

Field	Description
Company	This field shows the name of the company for which the currently displayed year-end closing was performed.

Time Island

Field	Description
Date	This field shows the date of the year-end closing.
Time	This field shows the time when the year-end closing was processed.
Made by	This field shows which user processed the year-end closing.

Closing Island

Field	Description
Fiscal Year	This is the fiscal year of the year-end closing. Maconomy always calculates the year-end closing for the fiscal year specified for the current company in the Company Information window.
Total Debits	This is the debit total from accounts with a debit balance. The result is calculated when you close the year.
Total Credits	This is the credit total from accounts with a credit balance. The result is calculated when you close the year.
Account	This is the account to which the year-end closing is transferred. The account number is retrieved from the posting reference specified in the System Information window in the Set-Up module.

Intercompany Invoicing Workspace

Use this workspace to perform intercompany invoicing.

The functionality of this workspace only applies if you select the **Create Intercompany Invoicing Basis** system parameter.

On the Intercompany Invoicing tab, select a company, then select the **Show Lines** option. On Intercompany Entries sub-tab, Maconomy displays all of the invoiceable intercompany entries for which the selected company is the executing company. These entries represent times when the company performed work, shipped items, and so on, on behalf of another company in the same enterprise.

Use the Selection Criteria to limit the number of lines that Maconomy displays in the Intercompany Entries sub-tab. You can also enter an invoice date and a text to appear on the next intercompany invoice(s) that you create.

Use the **Marked for Invoicing** field to select the intercompany entries that you want to invoice.

When you use the **Print Invoice** action, Maconomy invoices all the intercompany entries selected for invoicing, and reconciles the intercompany balancing entries in the G/L system as described for the Print Invoice action. These take place regardless of whether you selected the **Show Lines** field.

Intercompany Invoicing Tab

This section includes the fields and descriptions for the Intercompany Invoicing tab.

Executing Company Island

Field	Description
Company No.	This field shows the number of the currently selected company. The lines shown in the table part are intercompany entries where the selected company is the executing company. The remaining fields in the island display the name, address, and country of the company.

Invoice Island

Field	Description
Amount, Base, Executing	This field shows the sum of the amounts in the field “Amount, Base, Executing” on those lines in the Intercompany Entries sub-tab where the field “Marked for Invoicing” has been marked.
Invoice Date	In this field, you can specify the invoice date to be applied to the invoice(s) created when you select the “Print Invoice” action.
Invoice Text	In this field, you can specify a text to be shown on the invoice(s) created when you select the “Print Invoice” action. If you use the “Standard” invoice layout, this text will be displayed below the column names in the table part of the printed invoice.

Print Control Island

Field	Description
Layout, Invoice	In this field, you can specify the layout to be used in the printout of the invoice(s) created when you select the “Print Invoice” action. If no other layouts have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Layout, Credit Memo	In this field, you can specify the layout to be used in the printout of the credit memo(s) created when you select the “Print Invoice” action. If no other layouts have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Selection Criteria Island

Field	Description
Show Lines	When you check this box, the Intercompany Entries sub-tab will display the intercompany entries that match the Selection Criteria specified in this island and have the current company as responsible company.
Intercompany Type	In this field, you can select an intercompany type. The Intercompany Entries sub-tab will only show intercompany entries of the selected type. The intercompany type is the type of transaction which caused an intercompany entry. See the field “Intercompany Name” in the Intercompany Accounts window for a description of the individual intercompany types.
Entry Date	In these fields, you can specify a range of entry dates. The Intercompany Entries sub-tab will only show intercompany entries whose entry date is within the specified range.
Responsible Company	In these fields, you can specify a range of responsible companies. The Intercompany Entries sub-tab will only show intercompany entries pertaining to a responsible company within the specified range. If the range of company numbers specified here spans several companies, an invoice will be created for each of the companies in question when the “Print Invoice” action is selected. However, a given company is only included in the invoicing if the field “Marked for Invoicing” is marked on one or more lines pertaining to the company in question.
Job No.	In these fields, you can specify a range of job numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to jobs within the specified range.
Employee No.	In these fields, you can specify a range of employee numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to employees within the specified range.
Activity No.	In these fields, you can specify a range of activity numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to activities within the specified range.

Field	Description
Task	In these fields, you can specify a range of task names. The table part will only show intercompany entries pertaining to tasks within the specified range.
Customer No.	In these fields, you can specify a range of customer numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to customers within the specified range.
Vendor No.	In these fields, you can specify a range of vendor numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to vendors within the specified range.
Asset No.	In these fields, you can specify a range of asset numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to assets within the specified range.
Item No.	In these fields, you can specify a range of item numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to items within the specified range.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of locations. The Intercompany Entries sub-tab will only show intercompany entries where the value in the field “Location” is within the specified range.
Entity	The functionality of these fields is similar to that of the field “Location” above.
Project	The functionality of these fields is similar to that of the field “Location” above.
Purpose	The functionality of these fields is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Intercompany Entries Sub-Tab

This section includes the fields and descriptions for the Intercompany Entries sub-tab.

Field	Description
Responsible Company	This field shows the number of the company which was the responsible company on the transaction that caused the current intercompany entry. See the description of the Intercompany Accounts window for

Field	Description
	information about the method for identifying the responsible company on the individual intercompany transaction types.
Resp. Company Name	This field shows the name of the company shown in the field “Responsible Company” on the current line.
Entry Date	This field shows the entry date of the current intercompany entry.
Date Posted	This field shows the date on which the registration that gave rise to the current intercompany entry was posted.
Trans. No.	This field shows the transaction number of the registration that gave rise to the current intercompany entry.
Trans. Type	This is the entry’s transaction type. Transaction types are set up in the Transaction Types window.
Entry Description	This field shows the entry description on the registration that caused the current intercompany entry.
Marked for Invoicing	In this field, you can mark the intercompany entry for invoicing. When you select the “Print Invoice” action, the intercompany invoicing will only include those intercompany entries that pertain to the current executing company and match the Selection Criteria specified in the Intercompany Invoicing tab, regardless of whether the field “Show Lines” is marked.
Amount, Base, Executing	This field shows the amount of the intercompany entry in the base currency of the company selected in the card part.
Amount, Base, Responsible	This field shows the amount of the intercompany entry in the base currency of the company shown in the field “Company No.” on the current line.
Amount, Currency	This field shows the amount of the intercompany entry in the currency of the registration that caused the creation of the intercompany entry. The currency in question is shown in the field “Currency.” The amount corresponds to the amount in currency on the registration that gave rise to the current intercompany entry.
Amount, Executing, Enterprise	This field shows the amount in enterprise currency as converted from the intercompany entry's amount in the executing company's currency.
Amount, Responsible, Enterprise	This field shows the amount in enterprise currency as converted from the intercompany entry's amount in the responsible company's currency.
Currency	This field shows the currency of the transaction that caused the creation of the current intercompany entry.

Field	Description
Item Tax Code	In this field, you can enter an item tax code, which is created in the window Popup Fields. Maconomy suggests the tax code from the basis entry of the current intercompany entry. Maconomy uses the field to determine a tax code for the fields “Tax Code, Invoice” and “Tax Code, Vendor Invoice,” as the item tax code is part of the criteria to derive a tax code from the window Tax Tables in the G/L module. For further information, see the description of the fields “Tax Code, Invoice” and “Tax Code, Vendor Invoice.”
Tax Code, Invoice (Tax Code 1-3, Invoice)	In this field, you can specify a tax code used for calculating tax for the invoice line of which the current intercompany entry will be part when you select the “Print Invoice” action. Maconomy suggests a tax code using the following method: In the field “Item Tax Code,” you can specify an item tax code created in the window Popup Fields. The field is used by Maconomy for determining the tax code to be suggested in this field, as the item tax code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. These Selection Criteria also involve a company tax code which corresponds to the one specified on the executing company’s company specific version of the intercompany settling customer assigned to the responsible company. In other words, Maconomy looks up the number of the intercompany settling customer on the information card of the responsible company, and finds the executing company’s company specific information card for this customer. The company tax code on this customer will then be used along with the item tax code specified in the field “Item Tax Code” for looking up a tax code in the tax table. At the selection of a tax code from a tax table, Maconomy uses the tax table specified for the company responsible for the current intercompany entry. This tax table is selected in the window Company Information. However, the tax code is only selected from a tax table, if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the intercompany entry is assigned to a tax table. If no tax table has been specified for the responsible company or if you use differentiated tax, and you do not use tax tables, the tax code is derived using the following order of priorities: 1. The tax code specified for any activity referenced on the basis entry of the current intercompany entry 2. The tax code specified for any item referenced on the basis entry of the current intercompany entry. 3. The standard tax code specified in the window System Information in the Set-Up module When posting invoices, the company and item tax codes are used for determining which tax report entries to create. Based on the tax report

Field	Description
	entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information. If multiple tax codes are enabled, the “Tax Code, Invoice” field will be replaced by the following fields: “Tax Code 1, Invoice,” “Tax Code 2, Invoice,” and, if enabled, “Tax Code 3, Invoice.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax Code, Vendor Invoice (Tax Code 1-3, Vendor Invoice)	The functionality of this field corresponds to that of the “Tax Code, Invoice” field above. However, this field contains the tax code applied to the invoice allocation line of which the current intercompany entry will be part when you select the “Print Invoice” action. Furthermore, the company tax code used for looking up a tax code for this field is found on the responsible company’s company-specific version of the intercompany settling vendor assigned to the executing company. In other words, Maconomy looks up the number of the intercompany settling vendor on the information card of the executing company, and finds the responsible company’s company-specific information card for this vendor. The company tax code on this vendor will then be used along with the item tax code specified in the field “Item Tax Code” for looking up a tax code in the G/L tax table. If no G/L tax table has been specified for the responsible company, or if you use differentiated tax, and you do not use G/L tax tables, the tax code specified on the account referenced on the basis entry of the current intercompany entry is used. If multiple tax codes are enabled, the “Tax Code, Vendor Invoice” field will be replaced by the following fields: “Tax Code 1, Vendor Invoice,” “Tax Code 2, Vendor Invoice,” and, if enabled, “Tax Code 3, Vendor Invoice.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Intercompany Type	This field shows the type of intercompany transaction that gave rise to the current intercompany entry. See the field “Intercompany Name” in the window Intercompany Accounts for a description of the individual intercompany types.
Account No., Executing	When a registration involving two different companies is posted, Maconomy posts an intercompany balancing entry in the executing company and one in the responsible company, using the window Intercompany Accounts to look up the account to which each entry should be posted. Each entry is then assigned to the intercompany entry created as a result of the intercompany transaction. For each intercompany entry in the Intercompany Entries sub-tab, this field shows the account number to which the intercompany balancing entry was posted in the executing company.

Field	Description
Account No., Responsible	When a registration involving two different companies is posted, Maconomy posts an intercompany balancing entry in the executing company and one in the responsible company, using the Intercompany Accounts window to look up the account to which each entry should be posted. Each entry is then assigned to the intercompany entry created as a result of the intercompany transaction. For each intercompany entry in the Intercompany Entries sub-tab, this field shows the account number to which the intercompany balancing entry was posted in the responsible company.
Journal Type	This field shows the type of journal in which the registration that caused the current intercompany entry was entered.
Journal No.	This field shows the number of the journal in which the registration that caused the current intercompany entry was entered.
Journal Line No.	This field shows the number of the line in the above journal on which the registration that caused the current intercompany entry was entered.
Basis Account	This field shows the account that was posted against and which caused the intercompany invoicing.
Account Name	This field shows the name of the basis account.
Location	This field shows the number of the location to which the current intercompany entry pertains.
Location Name	This field shows the name of the location shown in the field “Location” above.
Entity	The functionality of this field is similar to that of the field “Location” above.
Entity Description	This field shows the description of the purpose shown in the field “Entity” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Project Description	This field shows the description of the project shown in the field “Project” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Purpose Description	This field shows the description of the purpose shown in the field “Purpose” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Spec. 1-3 Description	These fields show the descriptions of the spec. 1-3 values shown in the fields “Local Spec. 1-3” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3 Description	These fields show the descriptions of the local spec. 1-3 values shown in the fields “Local Spec. 1-3” above.
Job No.	This field shows the number of the job to which the current intercompany entry pertains, that is, the job specified on the registration that gave rise to the current intercompany entry, if any.
Job Name	This field shows the name of the job shown in the field “Job No.” on the current line.
Employee No.	This field shows the number of the employee to which the current intercompany entry pertains, that is, the employee specified on the registration that gave rise to the current intercompany entry, if any.
Employee Name	This field shows the name of the employee shown in the field “Employee No.” on the current line.
Activity No.	This field shows the number of the activity to which the current intercompany entry pertains, that is, the activity specified on the registration that gave rise to the current intercompany entry, if any.
Activity Name	This field shows the name of the activity shown in the field “Activity No.” on the current line.
Task	This field shows the name of the task to which the current intercompany entry pertains, that is, the task specified on the registration that gave rise to the current intercompany entry, if any.
Task Description	This field shows the description of the task shown in the field “Task” on the current line.
Customer No.	This field shows the number of the customer to which the current intercompany entry pertains, that is, the customer specified on the registration that gave rise to the current intercompany entry, if any.
Customer Name	This field shows the name of the customer shown in the field “Customer No.” on the current line.
Vendor No.	This field shows the number of the vendor to which the current intercompany entry pertains, that is, the vendor specified on the registration that gave rise to the current intercompany entry, if any.
Vendor Name	This field shows the name of the vendor shown in the field “Vendor No.” on the current line.
Entry No.	If the current intercompany entry was created as a result of a registration which also gave rise to the creation of an A/P or A/R entry (for instance if

Field	Description
	one company has sent an invoice to a customer belonging to another company), the entry number assigned to the A/P or A/R entry in question is displayed in this field. For further information on the entry number assigned to A/P and A/R entries, please see the description of the field “Entry No.” in the window Show G/L Entries.
Asset No.	This field shows the number of the asset to which the current intercompany entry pertains, that is, the asset specified on the registration that gave rise to the current intercompany entry, if any.
Asset Name	This field shows the name of the asset shown in the field “Asset No.” on the current line.
Item No.	This field shows the number of the item to which the current intercompany entry pertains, that is, the item specified on the registration that gave rise to the current intercompany entry, if any.
Description	This field shows the description of the item shown in the field “Item No.” on the current line.

Actions

This section shows the actions available in the Intercompany Invoicing workspace.

Top Pane

Field	Description
Mark All for Invoicing	When you select this action, the field “Mark for Invoicing” is automatically marked on all intercompany entries that pertain to the current executing company and match the criteria specified in the Intercompany Invoicing tab, regardless of whether the field “Show Lines” has been marked.
Remove Mark from All	When you select this action, the field “Mark for Invoicing” is automatically unmarked on all intercompany entries that pertain to the current executing company and match the criteria specified in the Intercompany Invoicing tab, regardless of whether the field “Show Lines” has been marked.
Print Invoice	When you have marked the desired entries in the Intercompany Invoicing tab, select this action to execute the intercompany invoicing. When you select the action, Maconomy creates an invoice or credit memo for each responsible company occurring on the lines marked for invoicing, summarizing on each invoice the entries pertaining to the responsible company in question. An invoice or credit memo pertaining to the responsible company in question is created and printed, containing one line for each combination of item tax code, invoice tax code, and vendor invoice tax code occurring on the lines pertaining to the company. The amount on each of these lines corresponds to the sum of the amounts on the lines with the tax combination in question. If the sum of amounts on the selected entries pertaining to the responsible company is 0 or more, an invoice is created. If the sum is negative, a credit memo is created. The invoice or credit memo is stored in a regular invoice journal which is ready for posting

Field	Description
	(and will be posted automatically if the system parameter “Automatic posting of invoices” has been marked). The customer on the invoice or credit memo is the intercompany settling customer specified in the information card of the responsible company. At the same time, a vendor invoice or credit memo on which the vendor is the intercompany settling vendor specified in the information card of the executing company is created. Maconomy automatically creates and approves an allocation line for each corresponding line on the invoice created earlier in the process. The vendor invoice or credit memo is stored in an intercompany settling vendor invoice journal in the responsible company which is ready for posting (which will be posted automatically if the system parameter “Automatic posting of Intercompany Vendor Invoices” has been marked). It is not possible to change the vendor invoice or credit memo. When the invoices or credit memos are posted, Maconomy creates the regular A/P, A/R, and G/L entries pertaining to normal invoices/credit memos and vendor invoices/credit memos, including entries to, for example, the account for item sales and the A/P and A/R control accounts. Furthermore, when the invoice or credit memo is posted, Maconomy creates (for each intercompany entry being invoiced or credited) an entry to the intercompany account indicated in the field “Account No., Executing” to set off the original intercompany balancing entry in the executing company. Similarly, when the vendor invoice or credit memo is posted, Maconomy creates an entry to the intercompany account indicated in the field “Account No., Responsible.” On the entries posted to the intercompany accounts, the amounts in enterprise currency and invoice currency (the currency of the customer on the invoice) are calculated from the amount in base currency on the intercompany entries in question. If the exchange rates have changed since the posting of the original registrations that caused the creation of the intercompany entries being invoiced, this can lead to exchange rate variances in the enterprise and invoice currencies. Maconomy handles this by automatically creating the necessary exchange rate variance entries in the G/L system. When the invoice is posted, any variance between the amount in enterprise currency on the original entries and the entries created as a result of the invoicing, respectively, is posted to the account for Customer Balancing Exchange Rate Gain. The company on this entry will be the executing company. When the vendor invoice or credit memo is posted, any variance between the amounts in base currency is posted to the account for intercompany settling exchange rate variances, while any variance between the amount in enterprise currency on the original registrations and the entry created as a result of the invoicing, respectively, is posted to the account for Vendor Balancing Exchange Rate Variance. The company on these entries will be the responsible company. Finally, all of these entries, along with the original intercompany balancing entries assigned to the intercompany entries being invoiced or credited, are reconciled against each other.

Open Entry Intercompany Account Statement Workspace

Use this workspace to view the open intercompany entries.

In the Open Entry Intercompany Account Statement tab, you specify the companies whose intercompany entries you want to see. In the Intercompany Entries sub-tab, you can see the intercompany entries between the two companies.

The functionality of this workspace only applies if you select the **Create Intercompany Invoicing Basis** system parameter.

You can also calculate interest for open, non-invoiced intercompany entries in this workspace. Maconomy calculates interest in the same way as it does for customers. The intercompany customer specified for each company in the Company Information workspace determines the calculation principle (interest rate and terms) used in the interest calculation.

Use the **Group Entries** action to combine multiple open intercompany entries between two companies into one summarized intercompany entry, to reduce the number of open entries.

Open Entry Intercompany Account Statement Tab

This section includes the fields and descriptions for the Open Entry Intercompany Account Statement tab.

Selection Criteria Island

Field	Description
Show Lines	When you check this box, the Intercompany Entries sub-tab will display the intercompany entries between the companies specified in this island.
Company 1	In this field, specify the number of a company. When the field “Show Lines” is marked, the Intercompany Entries sub-tab will show the intercompany entries between this company and the one specified in the field “Company 2” below.
Company 2	In this field, specify the number of a company. When the field “Show Lines” is marked, the Intercompany Entries sub-tab will show the intercompany entries between this company and the one specified in the field “Company 1” above.

Interest Calculation Island

Field	Description
Interest Date	In this field, you can specify a date for interest calculation. When the action “Calculate Interest” is selected, the interest calculation will only include intercompany entries with an entry or interest date earlier than or equal to the date specified in this field. For further information about the interest calculation procedure, see the action “Calculate Interest.”

Balance Island

Field	Description
Net Amount, Currency	This field shows the open balance between the two companies specified in the island Selection Criteria. The amount is expressed in the currency displayed in the field “Currency” below. A positive amount means a balance in favor of the company in the field “Company 1,” whereas a negative amount means a balance in favor of the company in the field “Company 2.”
Currency	This field shows the base currency of the company specified in the field “Company 1.” The amount in the field “Net Amount, Currency” is shown in this currency.

Grouping Island

Field	Description
Grouping Date	In this field, you can specify a date for grouping intercompany entries. When you select the “Group Entries” action, the grouping procedure will only include intercompany entries with an entry or interest date earlier than or equal to the date specified in this field. For further information about the grouping procedure, see the “Group Entries” action.

Intercompany Entries Sub-Tab

This section includes the fields and descriptions for the Intercompany Entries sub-tab.

Field	Description
Executing Company	This field shows the number of the executing company of the current intercompany entry.
Responsible Company	This field shows the number of the executing company of the current intercompany entry.
Entry Date	This field shows the entry date of the current intercompany entry.
Date Posted	This field shows the date when the current intercompany entry was posted.
Entry Description	This field shows a description of the current intercompany entry.
Amount, Currency	This field shows the amount of the current intercompany entry, expressed in the currency specified in the field “Currency.”
Currency	This field shows the currency of the transaction that caused the creation of the current intercompany entry.

Field	Description
Interest Date	This field shows the interest date of the current intercompany entry, if interest has been calculated for the entry.
Trans. No.	This field shows the transaction number of the intercompany entry.
Trans. Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Intercompany Type	This field shows the type of intercompany transaction that caused the current intercompany entry. See the field "Intercompany Name" in the Intercompany Accounts window for a description of the individual intercompany types.
Journal Type	This field shows the type of journal in which the registration that gave rise to the current intercompany entry was entered.
Journal No.	This field shows the number of the journal in which the registration that caused the current intercompany entry was entered.
Journal Line No.	This field shows the number of the line in the above journal on which the registration that caused the current intercompany entry was entered.
Location	This field shows the number of the location to which the current intercompany entry pertains.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.
Job No.	This field shows the number of the job to which the current intercompany entry pertains, that is, the job specified on the registration that caused the current intercompany entry, if any.
Customer No.	This field shows the number of the customer to which the current intercompany entry pertains, that is, the customer specified on the registration that caused the current intercompany entry, if any.
Vendor No.	This field shows the number of the vendor to which the current intercompany entry pertains, that is, the vendor specified on the registration that caused the current intercompany entry, if any.

Field	Description
Entry No.	If the current intercompany entry was created as a result of a registration which also caused the creation of an A/P or A/R entry (for instance, if one company has sent an invoice to a customer belonging to another company), the entry number assigned to the A/P or A/R entry in question is displayed in this field. For further information on the entry number assigned to A/P and A/R entries, please see the description of the field “Entry No.” in the Show G/L Entries window.
Employee No.	This field shows the number of the employee to which the current intercompany entry pertains, that is, the employee specified on the registration that caused the current intercompany entry, if any.
Activity No.	This field shows the number of the activity to which the current intercompany entry pertains, that is, the activity specified on the registration that caused the current intercompany entry, if any.
Task	This field shows the name of the task to which the current intercompany entry pertains, that is, the task specified on the registration that caused the current intercompany entry, if any.
Item No.	This field shows the number of the item to which the current intercompany entry pertains, that is, the item specified on the registration that caused the current intercompany entry, if any.
Asset No.	This field shows the number of the asset to which the current intercompany entry pertains, that is, the asset specified on the registration that caused the current intercompany entry, if any.

Actions

This section shows the actions available in the Open Entry Intercompany Account Statement workspace.

Top Pane

Field	Description
Calculate Interest	Using this action, you can calculate interest for the non-invoiced, open intercompany entries between two companies. When you select the action, Maconomy will calculate interest for the intercompany entries between the two companies specified in the Open Entry Intercompany Account Statement tab. The interest calculation only takes place for open, non-invoiced intercompany entries whose date for interest calculation is earlier than or equal to the date specified in the field “Interest Date” in the Open Entry Intercompany Account Statement tab. An entry’s date for interest calculation depends on whether interest has previously been calculated for the entry in question. If it has, the date for interest calculation is equal to the interest date on the entry. If interest has not previously been calculated for the entry, the date for interest calculation is equal to the entry date.

Field	Description
	Note that the system parameter Use Enterprise Currency in Intercompany Interest Calculation and Grouping determines if the grouping is based on the original or the enterprise currency. For each of the companies, interest is calculated according to the interest charge/reminder principle of the customer specified as intercompany settling customer in the information card of the company in question. This means that for each entry, Maconomy looks up the intercompany settling customer of the company which owes the amount. In the information card of the intercompany settling customer is a reference to an interest charge/reminder principle, which will then be used in the calculation of interest for the company in question. Interest is calculated individually for the intercompany entries meeting the above-described criteria. The method in which interest is calculated for each entry depends on the setup of the interest charge/reminder principle used. For instance, a field on the interest charge/reminder principle determines whether entries created as a result of previous interest calculations should also be included in subsequent interest calculations. Therefore, for a description of the interest calculation method, see the description of the Interest Charge Selection and Interest Charge/Reminder Principles windows in the A/R module. After an interest amount has been calculated for each entry, Maconomy calculates the difference between the total interest amount calculated for each of the companies and creates a single intercompany entry for the difference. This means that if USD 100 has been calculated for company A, and USD 70 has been calculated for company B, an intercompany entry for the amount of -30 is created with company A as executing company and company B as responsible company. The new entry is posted in an intercompany interest note journal. Furthermore, the amount is posted to the relevant interest earnings, interest expense, and intercompany accounts in the general ledger. After the interest charge calculation, Maconomy prints an interest charge notice.
Group Entries	Using this action, you can reduce the number of open, noninvoiced intercompany entries between two companies. When you select the action, Maconomy will group similar entries between the two companies specified in the Open Entry Intercompany Account Statement tab into one entry for the total amount of the grouped entries. The grouping only takes place for open, non-invoiced intercompany entries whose grouping date is earlier than or equal to the date specified in the field “Grouping Date” in the Open Entry Intercompany Account Statement tab. The grouping date of an entry depends on whether interest has been calculated for the entry in question. If it has, the grouping date of the entry is equal to the interest date on the entry. If interest has not been calculated for the entry, the grouping date is equal to the entry date. After the entries matching the above criteria have been identified, Maconomy creates a number of groups. Each group will consist of the entries where the following information is identical: ▪ Intercompany type

Field	Description
	▪ Date (entry date or interest date as described above) ▪ Item Tax Code ▪ Tax code on the invoice on which the intercompany entry was based ▪ Tax code on the vendor invoice on which the intercompany entry was based For each group, Maconomy creates an intercompany entry on which the amount corresponds to the net balance of the intercompany entries in the group. An offset intercompany entry is also created, along with corresponding G/L entries. The new intercompany entries are created in an intercompany grouping journal which is posted automatically. Finally, the intercompany entries which were grouped are closed, along with their respective G/L entries. The new intercompany entries and their respective G/L entries remain open and can therefore be invoiced in the Intercompany Invoicing workspace.

Interest Calculation of Intercompany Entries Workspace

Use this workspace to calculate interest for the intercompany entries that pertain to a given company, or that pertain to all combinations of responsible and settling company for which intercompany entries exist in Maconomy.

The functionality of this workspace only applies if you select the **Create Intercompany Invoicing Basis** system parameter.

To reduce the number of open entries,you can also use the **Group Entries** action to combine multiple open intercompany entries between two companies into one summarized intercompany entry.

The **Use Enterprise Currency** system parameter in Intercompany Interest Calculation and Grouping determines whether the interest calculation and the open intercompany entry grouping are based on the original or the enterprise currency.

Interest Calculation of Intercompany Entries Tab

This section includes the fields and descriptions for the Interest Calculation of Intercompany Entries tab.

Selection Criteria Island

Field	Description
Company No.	In this field, you can specify a company number. If you specify a company number, the actions “Calculate Interest” and “Group Entries” will only take into consideration intercompany entries on which the company in question is involved, either as the responsible or as the settling company. If you do not enter a company number, selecting an action will cause the action to be run for all combinations of

Field	Description
	responsible and executing company for which intercompany entries exist in the system. Please note that access restrictions to companies also apply when using the actions in this workspace. This means that the actions will only include entries with an executing company to which the current user has access. If, for instance, interest is being calculated for two companies, only one of which is accessible to the user, Maconomy only calculates interest for the entries for which that company is the executing company. If the user had access to both companies, Maconomy would also calculate the interest for the entries where the other company is responsible, and set off the interest calculations of the two companies against each other as described for the “Calculate Interest” action.

Calculate Interest Island

Field	Description
Interest Date	In this field, you can specify a date for interest calculation. When you select the “Calculate Interest” action, the interest calculation will only include intercompany entries with an entry or interest date earlier than or equal to the date specified in this field. For further information about the interest calculation procedure, see the “Calculate Interest” action.

Grouping Island

Field	Description
Grouping Date	In this field, you can specify a date for grouping intercompany entries. When you select the “Group Entries” action, the grouping procedure will only include intercompany entries with an entry or interest date earlier than or equal to the date specified in this field. For further information about the grouping procedure, see the “Group Entries” action.

Actions

This section shows the actions available in the Interest Calculation of Intercompany Entries workspace.

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Field	Description
Calculate Interest	Using this action, you can calculate interest for the non-invoiced, open intercompany entries between companies. For each pair of companies between which intercompany entries exist, Maconomy runs a process corresponding to the one described for the “Calculate Interest” action in the Open Entry Intercompany Account Statement workspace. This means that selecting this action corresponds to specifying two companies in the Open Entry Intercompany Account Statement tab of the Open Entry

Field	Description
	Intercompany Account Statement workspace and selecting the “Calculate Interest” action there, then specifying another combination of companies, running the action again, and so on, until the action has been run for all combinations of companies. However, if a company number has been specified in the field “Company No.” in the Interest Calculation of Intercompany Entries workspace, the process is only run for each pair of companies that involves the specified company. In other words, this corresponds to specifying the company in question in the field “Company 1” in the window Open Entry Intercompany Account Statement workspace and then selecting the “Calculate Interest” action there for a number of times, each time specifying a new company in the field “Company 2,” until all companies have been specified in the field “Company 2.”
Group Entries	Using this action, you can reduce the number of open, noninvoiced intercompany entries between companies. For each pair of companies between which intercompany entries exist, Maconomy runs a process corresponding to the one described for the action “Group Entries” in the window Open Entry Intercompany Account Statement workspace. This means that selecting this action corresponds to specifying two companies in the Open Entry Intercompany Account Statement tab of the Open Entry Intercompany Account Statement workspace and selecting the “Group Entries” action there, then specifying another combination of companies, running the action again, and so on, until the action has been run for all combinations of companies. However, if a company number has been specified in the field “Company No.” in the Interest Calculation of Intercompany Entries tab, the process is only run for each pair of companies that involves the specified company. In other words, this corresponds to specifying the company in question in the field “Company 1” in the window Open Entry Intercompany Account Statement workspace and then selecting the “Calculate Interest” action there for a number of times, each time specifying a new company in the field “Company 2,” until all companies have been specified in the field “Company 2.”

Sequence Numbers Workspace

This workspace allows customers to view sequence numbers added to finance entries, and view opening balance entries with sequence numbers.

Along with the **Sequence Number Criteria** single dialog workspace, the **Sequence Numbers** workspace allows customers to view sequence numbers added to finance entries, and view opening balance entries with sequence numbers. These numbers are unique, chronological (according to entry date), and unbroken within the context of a company and fiscal year (and, optionally, within a fiscal year period and transaction type).

This functionality is also added as an enhancement to the Accounting Entry File (AEF), a French statutory requirement that is generated using BPM. The sequence numbers for finance entries listed in the AEF report can be used to look up those finance entries in Maconomy.

You can also specify if a company is a reporting/non-reporting company. This is significant when you want to use the same sequence of numbers for a reporting company and its subordinate company (which should be a non-reporting one).

To make this functionality usable , you must tag specific local accounts (or companies) to the Local Specification 1 dimension. Only finance entries for these local accounts are assigned sequence numbers and taken into consideration when Maconomy calculates opening balance entries.

Sequence Numbers Tab

This section includes the fields and descriptions for the Sequence Numbers tab.

Sequence No. Assignment Island

Field	Description
Reporting Company	Enter the name or number of the reporting company for Maconomy to consider when assigning sequence numbers to finance entries. Maconomy considers the finance entries of the company you specify here, as well as the finance entries of the company's subordinate non-reporting companies.
Fiscal Year	In this field, specify the fiscal year within which finance entries should be considered.
From Period	In these fields, specify a range of fiscal year periods. Maconomy will consider finance entries within these periods.

Log Selection Criteria Island

Field	Description
Show Logs	If you select this check box, the Logs sub-tab will display all log entries that satisfy the selection criteria. If you leave this blank, the Logs sub-tab will remain empty.
Reporting Company	In these fields, specify the range of companies for which Maconomy should display log entries in the Logs sub-tab.
Fiscal Year	In these fields, specify the range of fiscal years for which Maconomy should display log entries in the Logs sub-tab.
Period	In these fields, specify the fiscal year period interval of the selected fiscal years for which Maconomy should display log entries in the Logs sub-tab. If you are not restarting the sequence for each period, the value for the **Period** field in the log entries is '0'.
Transaction Type	If you specify a value for this field, only the log entries for the specified transaction type are displayed in the Logs sub-tab.

SD_GL_Sequence_NumbersWS_Logs Sub-tab

This section includes the fields and descriptions for the Logs sub-tab.

Field	Description
Reporting Company	This field displays the reporting company of the finance entries assigned a sequence number.
Fiscal Year	This field displays the fiscal year of the finance entries.
Period	This field displays the fiscal year period of the finance entries.
Transaction Type	This field displays the transaction type of the finance entries. If your setup specifies that a new sequence should not be used for each transaction type, this field is left blank.
First Seq. No.	This field displays the first sequence number assigned to finance entries belonging to the company, fiscal year, fiscal year period, and transaction type on the same log entry.
Last Seq. No.	This field displays the last sequence number assigned to finance entries belonging to the company, fiscal year, fiscal year period, and transaction type on the same log entry.
Created by	This field displays the user who performed the assignment of sequence numbers.
Created Date	This field displays the date of the assignment.
Created Time	This field displays the time of the assignment.

Actions

This section shows the actions available in the Sequence Numbers workspace.

Sequence Numbers Tab

Field	Description
Assign Sequence Numbers	If you click this action, Maconomy assigns sequence numbers to the finance entries that meet the company and fiscal year criteria as well as the local account and transaction type criteria.

Journals Workspace

Use this workspace to view all the journals created in Maconomy to which you have access.

Journal Tab

This section includes the fields and descriptions for the Journal tab.

Journal Island

Field	Description
Journal No.	This is the number of the journal. Maconomy numbers journals in consecutive order. All journals use the same system number series, regardless of which module a journal is created in. The journal number series is defined in the System Numbers window in the Set-Up module.
Type	In this field, you can enter the type of the journal.
Company No.	In this field, you can enter the number of the company to which the current journal pertains.
Company of Origin	This field shows the original company number of the journal. This is relevant for intercompany transactions.
Orig. Company Journal No.	If the current journal is an intercompany journal, that is, the field “Intercompany Posting” is marked, this field shows the number of the company responsible for the journal which caused the intercompany posting and thus the creation of the current journal.
Main Journal No.	A journal can be created when you post another journal. A customer reconciliation journal can be created when you post a credit memo if the credit memo is reconciled automatically against the invoice. The customer reconciliation journal will then have the invoice journal as the main journal.
Period, Start	This field shows the first date in the period covered by the journal. The period of the journal goes from the period starting date to the date shown in the “Period, End” field below.
Period, End	This field shows the last date in the period covered by the journal. For a further description, please see the “Period, Start” field above.
Period No.	This field shows the journal’s period number in the current fiscal year. If your company uses periods that follow the months of the year, the field will, for example, show 1 for January, 2 for February, 3 for March, and so on. However, the periods do not necessarily follow the months of the year. The duration of the period is shown in the fields “Period, Start” and “Period, End.”
Fiscal Year	This field shows the fiscal year used by the journal’s company.

Field	Description
Prior-Period	This field shows the prior period, if posting outside the open posting period is allowed.
Last Entry Date	This field shows date on which the most recent entry was created.
Last Line Number	This field shows the number of the last line in the journal.
Lines Deleted	You can delete general journal lines after the general journal has been posted. This field is marked if the lines have been deleted.

Balance Island

Field	Description
Balance, Base	This field shows the journal's balance in base currency. Note that A/R and vendor invoice journals are the total of customer and vendor entries, respectively, since the total of offsetting entries are not included in the balance. These two journals can therefore be posted even though they do not balance. All other journals must balance before they can be posted.
Base Currency	This field shows the company currency.
Balance, Enterprise	This field shows the journal balance in enterprise currency.
Intercompany Posting	This check box is selected if the journal is a result of intercompany operations.
Control Entry Total	This is the expected total of the all the entries in the journal. The batch total is the total of all the values in the fields "Debit" and "Credit" in the journal lines. Both debit and credit entries are calculated as positive figures. The control entry total is in the base currency of the company that created the journal.
Current Entry Total	This is the batch total calculated by Maconomy. It is the total of the values entered in the fields "Debit" and "Credit" in the journal. The current entry total is shown in the base currency of the company that created the journal.

Status Island

Field	Description
Created by	This field shows the user name of the person who created the journal.
Created on	This field shows the date on which the journal was created.

Field	Description
Submitted by	This field shows the user name of the person who submitted the journal.
Date Submitted	This field shows the date on which the journal was submitted.
Marked for Posting	If this check box is selected, the journal is marked for posting.
Being Posted	This field shows whether parts of the journal have been posted. When the posting of a journal starts, this field is marked until the posting of the journal is completed.
Posted	If this check box is selected, the journal has been posted.
Date Posted	This field shows the date on which the journal was posted.
Posted by	This field shows the user name of the person who posted the journal.
Printed	If this check box is selected, the journal has been printed.

Transaction Island

Field	Description
First Trans. No.	This field shows the transaction number used on the first entry, usually the smallest number.
Last Trans. No.	This field shows the transaction number used on the last entry, usually the largest number.
Previous Transaction Number	This field shows the transaction number used on the previous entered entry.
Number Series	This field shows the default transaction number series.
Transaction Type, Default	This field shows the default transaction type.

Offsets Island

Field	Description
Offset Code 1-5	This field shows up to five offset codes, for which Maconomy updates the entry sum in the journal's "Total" column and the balance in the "Balance" column.

Opening Balances Workspace

This workspace allows you to set up and view fields and logs related to opening balances.

The **Opening Balances** single dialog workspace allows you to view the reporting company, fiscal year, and other log-related information for sequence numbering purposes.

Opening Balances Tab

This section includes the fields and descriptions for the Opening Balances tab.

Opening Balance Creation Island

Field	Description
Reporting Company	Enter the name or number of the reporting company for Maconomy to consider when calculating opening balance entries. Maconomy considers the finance entries of the company you specify here, as well as the finance entries of the company's subordinate non-reporting companies.
Fiscal Year	In this field, specify the fiscal year for which Maconomy should create opening balance entries.

Log Selection Criteria Island

Field	Description
Show Logs	If you select this check box, the Logs sub-tab will display all log entries that satisfy the selection criteria.
Reporting Company	In these fields, specify the range of companies for which Maconomy should display log entries in the Logs sub-tab.
Fiscal Year	In these fields, specify the range of fiscal years for which Maconomy should display log entries in the Logs sub-tab.

Logs Sub-tab

This section includes the fields and descriptions for the Logs sub-tab.

Field	Description
Reporting Company	This field displays the reporting company of the created opening balance entries for the specific log entry.
Fiscal Year	This field displays the the fiscal year for which the opening balance entries were created.
Entries Created	This field displays the number of opening balance entries created for the specific log entry.
Created by	This field displays the user who created the opening balance entries.

Field	Description
Created Date	This field displays the date of creation.
Created Time	This field displays the time of creation.

Actions

This section shows the actions available in the Opening Balances workspace.

Field	Description
Create Opening Balances	If you click this action, Maconomy creates opening balance entries with sequence numbers for the company and fiscal year specified in the Opening Balances tab, and for the local account and transaction type specified in the Sequence Number Criteria single dialog workspace.

Lookup Section

This section includes the fields and descriptions for the Lookup section workspaces.

Account Ledger Workspace

Use this workspace to view an account's opening and closing balances for an accounting period, and see the entries that affected the account balance.

You cannot change any information that you see in this workspace.

You enter an account number and a period range. The Entries sub-tab displays the entries, sorted by entry date, then transaction number. Another way to view finance entries from this sub-tab is by using the Show G/L Entries workspace.

You can also display balances and entries for specific dimensions, meaning that you can review a periodic statement for any account and dimension.

When you open this workspace, Maconomy displays information for the account that you most recently viewed. Use the Find menu to retrieve other accounts. The **Company** field in the Entry Selection island defaults to your own company.

Account Ledger Tab

This section includes the fields and descriptions for the Account Ledger tab.

Entry Selection Island

Field	Description
Account No.	This is the account number of the account shown in the window. Use the search functions in the Find menu to retrieve other accounts.

Field	Description
Name	This is the text entered for the account.
Type	This is the account type.
P&L/Balance Sheet	This field shows whether the account is a Profit & Loss or Balance Sheet account.
Account Currency	This is the standard currency of the account.
Blocked	This field is marked if the account is blocked.
Company No.	In these fields you can specify a range of company numbers. The Entries sub-tab only shows entries which belong to the specified range of companies. If the Maconomy system contains companies whose fiscal year templates do not include the current period, Maconomy shows an error message. To avoid this problem every time you open this window, Maconomy automatically suggests the company of the user as the criterion in this field.

Entry Selection, Dimensions Island

Field	Description
Location	Here you can enter a range of location values. The Entries sub-tab will only show entries assigned to dimension values within the given range. If you leave the fields blank, “Location” has no influence on the entry selection. The values shown in the Period Balances: Opening/Closing island and in the field “Balance” in the Entries sub-tab are calculated from the entries selected in the Account Ledger tab.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Period Island

Field	Description
Month/Yr.	Here you enter the starting month and year and the ending month and year to define the period for which you wish to see a balance. Enter the month as a figure, for instance, “1” for January, “2” for February, and so on. The period must be created as a fiscal year in the fiscal year template for all companies within the range of companies specified in the Entry Selection island. If you wish to see entries for a period which does not follow your company’s G/L periods, you must enter the period in the “Date” field instead. This field will then show the period to which the starting and ending dates belong. If you use flexible periods that do not follow the calendar year, the month that you enter refers to the period defined in the window Fiscal Year for the combination of month and year.
Date	This is the date range which defines the period for which you want to see account statements. If the period corresponds to one of the fiscal periods of the company, you could supply the dates in the fields “Month/Yr.” instead. If a period is entered in the fields “Month/Yr.,” a date range corresponding to the selected period is automatically displayed in these fields. Using the account number and period, Maconomy retrieves the period balance and movements.

Period Balances: Opening/Closing Island

Field	Description
Currency	This is the account’s opening and closing balances in the reporting currency.
Enterprise	This is the account’s opening and closing balances for the specified period and within the specified dimensions. The amounts are shown in enterprise currency. The balances are updated upon posting and cannot be changed.
Account	This is the account’s opening and closing balances for the specified period and within the specified dimensions. The amounts are shown in the currency of the account The balances are updated upon posting and cannot be changed.
Quantity	This is the account’s opening and closing quantity balances for the specified period and dimension specification. The balances are updated during posting and cannot be changed here.
Quantity 2	This is the account’s opening and closing quantity 2 balances for the specified period and dimension specification. The balances are updated during posting and cannot be changed here.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which totals in this workspace are to be displayed. The totals in the Period Balances: Opening/Closing island will be converted into and displayed in this currency. If the current user has been

Field	Description
	assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates that are valid on the date entered in the field “Exchange Rate Date,” and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may cause discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates that are valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Entry Date	This is the entry date. The entries are sorted by entry date. Entries with the same date are sorted by transaction number.
Description	This is the entry text.
Trans. No.	This is the entry’s transaction number. Depending on where the entry occurs, the transaction number was entered manually or allocated by Maconomy. If the number originates in a general or vendor invoice journal, it is manually entered. If the number originates in an A/R, A/P, invoice, reallocation, inventory, job, or client account regulation journal, it is entered automatically.
Trans. Type	This is the entry’s transaction type. Transaction types are set up in the Transaction Types window.
Debit, Base	This is the entry amount in the base currency of the company specified on the entry if the entry is a debit entry.
Credit, Base	This is the entry amount in the base currency of the company specified on the entry if the entry is a credit entry.
Base Currency	This is the currency used as base currency in the company specified on the current entry.

Field	Description
Balance, Rep. Currency	This is the balance on the current account after the posting of the current entry. The amount is calculated from the amount in base currency of the company specified on the entry, but is displayed in the reporting currency selected in the Account Ledger tab. The balance on the first transaction in the Entries sub-tab thus corresponds to the opening balance plus the amount on the first entry, whereas the balance on the last transaction in the Entries sub-tab corresponds to the closing balance. Credit balances are displayed as negative figures. The balance is shown for entries within the specified dimension ranges in the Account Ledger tab. Note that the column only displays amounts if the Selection Criteria cover companies that use the same base currency, and if this base currency corresponds to the reporting currency.
Debit, Account	This is the entry amount in the standard currency of the account, if the entry is a debit entry.
Credit, Account	This is the entry amount in the standard currency of the account, if the entry is a credit entry.
Balance, Account	In this field, Maconomy displays the balance of the current account after the posting of the current entry. The amount is displayed in the base currency of the account. The balance on the first transaction in the Entries sub-tab corresponds to the opening balance plus the amount on the first entry, while the balance on the last transaction in the Entries sub-tab corresponds to the closing balance. Credit balances are displayed as negative figures. The balance is shown for entries within the specified dimension ranges in the Account Ledger tab.
Debit, Enterprise	This is the entry amount is enterprise base currency if the entry is a debit entry.
Credit, Enterprise	This is the entry amount is enterprise base currency if the entry is a credit entry.
Balance, Enterprise	In this field, Maconomy displays the balance of the current account after the posting of the current entry. The amount is displayed in the base currency of the account. The balance on the first transaction in the Entry sub-tab corresponds to the opening balance plus the amount on the first entry, while the balance on the last transaction in the Entry sub-tab corresponds to the closing balance. Credit balances are displayed as negative figures. The balance is shown for entries within the specified dimension ranges in the Account Ledger tab.
Amount, Original	This is the amount that was specified in the field “Currency Amount” when the current entry was created.
Original Currency	This is the original currency for the entry.
Quantity	This is the quantity registered to the entry.

Field	Description
Quantity Balance	This is the account's quantity balance after posting. The balance for the first transaction is thus the opening balance plus the first entry quantity, while the balance for the last transaction is the closing balance. Note that the quantity balance is only for the entries selected in the Account Ledger tab.
Quantity 2	This is the quantity 2 registered to the entry.
Quantity 2 Balance	This is the account's quantity 2 balance after posting. The balance for the first transaction is thus the opening balance plus the first entry, while the balance for the last transaction is the closing balance. Note that the quantity 2 balance is only for the entries selected in the Account Ledger tab.
Company No.	This is the number of the company to which the current entry is assigned.
Location	This is the Location to which the current entry is assigned.
Entity	This is the Entity to which the current entry is assigned.
Project	This is the Project to which the current entry is assigned.
Purpose	This is the Purpose to which the current entry is assigned.
Spec. 1-3	These are the Specification values to which the current entry is assigned.
Local Spec. 1-3	These are the Local Specification values to which the current entry is assigned.
Date Posted	This is the date when the entry was posted in the general ledger.
Journal No.	This is the number of the posting journal in which the entry is posted.
EU Tax Code	This is the EU tax code of the entry.
Prior-periods	This field displays the prior period assigned to the current entry.

Actions

This section shows the actions available in the Account Ledger workspace.

Entries Sub-Tab

Field	Description
View Document	Select a line in the table, then use this action to display the document attached to the General Journal or Vendor Invoice, if any.

Dimension Card Workspace

Use this workspace to view all G/L entries for a specific period, for a range of dimension combinations or based on other criteria for selecting accounts.

You can select the accounts to include based on selection criteria or dimensions. Maconomy remembers the last selections that you made and displays them the next time that you open this workspace.

The Entries sub-tab displays the entries, sorted by account number, then entry date, then transaction number.

Dimension Card Tab

This section includes the fields and descriptions for the Dimension Card tab.

Selection Criteria Island

Field	Description
Show Entries	When this box is checked, the Entries sub-tab will display the entries that fall within the specified ranges.
Account No.	In these fields, you can specify a range of account numbers. The Entries sub-tab will only show entries to accounts within the range.
Company No.	In these fields, you can specify a range of company numbers. The Entries sub-tab will only show entries to companies within the range.
Intercomp. Company	In these fields, you can enter a range of company numbers. The Entries sub-tab will only show entries where a company within the range is the intercompany company. Consequently, if these fields are completed, only intercompany entries will be displayed in the Entries sub-tab.
Customer No.	In these fields, you can enter a range of customer numbers. The Entries sub-tab will only show entries associated with a customer within the specified range. Please note that it must be specified for each account in the window Account Information Card whether customer numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the Entries sub-tab will only show entries to accounts for which it has been specified that customer numbers should be transferred to G/L entries.

Field	Description
Vendor No.	In these fields, you can enter a range of vendor numbers. The Entries sub-tab will only show entries associated with a vendor within the specified range. Please note that it must be specified for each account in the window Account Information Card whether vendor numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the Entries sub-tab will only show entries to accounts for which it has been specified that vendor numbers should be transferred to G/L entries.
Job No.	In these fields, you can enter a range of job numbers. The Entries sub-tab will only show entries associated with a job within the specified range. Please note that it must be specified for each account in the window Account Information Card whether job numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the Entries sub-tab will only show entries to accounts for which it has been specified that job numbers should be transferred to G/L entries.
Activity No.	In these fields, you can enter a range of activity numbers. The Entries sub-tab will only show entries associated with an activity within the specified range. Please note that it must be specified for each account in the window Account Information Card whether activity numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the Entries sub-tab will only show entries for accounts for which it has been specified that activity numbers should be transferred to G/L entries.
Task	In these fields, you can enter a range of tasks. The Entries sub-tab will only show entries associated with a task within the specified range. Please note that it must be specified for each account in the window Account Information Card whether tasks should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the Entries sub-tab will only show entries to accounts for which it has been specified that tasks should be transferred to G/L entries.
Employee No.	In these fields, you can enter a range of customer numbers. The Entries sub-tab will only show entries associated with an employee within the specified range.
Asset No.	In these fields, you can enter a range of asset numbers. The Entries sub-tab will only show entries associated with a fixed asset within the specified range. Please note that it must be specified for each account in the window Account Information Card whether asset numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the Entries sub-tab will only show entries to accounts for which it has been specified that asset numbers should be transferred to G/L entries.
Item No.	In these fields, you can enter a range of item numbers. The Entries sub-tab will only show entries associated with an item within the specified range. Please note that it must be specified for each account in the window Account Information Card whether item numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the Entries sub-tab will only show entries to accounts for which it has been specified that item numbers should be transferred to G/L entries.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can enter a range of values for the dimension Location. The Entries sub-tab will only show entries with a location value within the specified range. If no range is specified, the dimension Location has no influence on the selection of entries displayed in the Entries sub-tab.
Entity	The functionality of these fields is similar to that of the field “Location.”
Project	The functionality of these fields is similar to that of the field “Location.”
Purpose	The functionality of these fields is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Period Island

Field	Description
Month/Yr.	Here you enter the starting month and starting year of the period for which you wish to see entries. Enter the month as a number, for instance “1” for January, “2” for February, and so on. If you wish to see entries for a period which does not follow your company’s fiscal periods, you must enter the period in the “Date” field instead. This field will then show the period to which the starting and ending dates belong. If your company uses flexible periods that do not follow the calendar year, the month you enter here refers to the period defined in the window Fiscal Year.
Date	This is the date range of the period for which you want to see a dimension card. If the desired period corresponds to one of the fiscal periods of the company, you can enter this period in the “Month/Yr.” fields instead. If a period is entered in the “Month/Yr.” fields, a date range which corresponds to the selected period is displayed in these fields. Maconomy will use the account number and the period to retrieve period balance and movements.

Period Balances Island

Field	Description
Calculate Opening Balances	Maconomy will calculate the opening balance for the period and dimension specification if this field is marked. The opening balance will not be calculated if the field is not marked, and Maconomy will in that case show the movement for the period and dimension specification in the closing column.

Field	Description
Currency	This is the opening and closing quantity balances in reporting currency for the specified period and dimension specification.
Enterprise	This is the opening and closing quantity balances in enterprise currency for the specified period and dimension specification.
Quantity	This is the quantity registered to the entry, if applicable.
Quantity 2	This is the quantity 2 registered to the entry, if applicable.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which amounts in the Entries sub-tab should be displayed. The amounts will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date,” and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may cause discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	In this field, you can specify the exchange rate table to use in accordance with the exchange rate date.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Account No.	This is the account to which the entry is entered.
Account Name	This is the text entered for the above account.

Field	Description
Entry Date	This is the entry date.
Description	This is the entry text.
Trans. No.	This is the entry's transaction number. It is entered manually or automatically depending on where the entry originates. If the number is of a general or vendor invoice journal, it is entered manually. If the number is of an A/R, A/P, invoice, reallocation, inventory, job, or client account adjustment journal, it is given automatically.
Trans. Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Debit, Company	This is the entry amount in the base currency of the company specified on the entry if the entry is a debit entry.
Credit, company	This is the entry amount in the base currency of the company specified on the entry if the entry is a credit entry.
Company Currency	This is the currency used as base currency in the company specified on the current entry.
Balance, Currency	This is the customer's current balance in the customer's standard currency. The balance is updated at posting.
Debit, Account	This is the entry amount in the standard currency of the account, if the entry is a debit entry.
Credit, Account	This is the entry amount in the standard currency of the account, if the entry is a credit entry.
Account Currency	This is the base currency of the currency account.
Debit, Enterprise	This is the entry amount is enterprise base currency if the entry is a debit entry.
Credit, Enterprise	This is the entry amount is enterprise base currency if the entry is a credit entry.
Balance, Enterprise	In this field, Maconomy displays the balance of the current account after the posting of the current entry. The amount is displayed in the base currency of the account. The balance on the first transaction in the Entries sub-tab corresponds to the opening balance plus the amount on the first entry, while the balance on the last transaction in the table part corresponds to the closing balance. Credit balances are displayed as negative figures. The

Field	Description
	balance is shown for entries within the specified dimension ranges in the card part of the window.
Amount, Original	This is the entry amount in the currency that the entry was registered in, for example, the field “Currency Amount” if the entry originates from a general journal entry, the currency specified on the vendor invoice if the entry originates from a vendor invoice, or the currency on the invoice if the entry was created upon posting of an invoice.
Original Currency	This is the currency in which the entry was registered, for example, the field “Currency” if the entry originates from a general journal entry, the currency of the vendor invoice if the entry originates from a vendor invoice, or the currency of the invoice if the entry was created upon the posting of an invoice.
Quantity	This is the quantity registered to the entry, if applicable.
Quantity Balance	This is the total of the quantity of the current entry and those above it. The quantity balance of the first entry is thus its own quantity, and the quantity balance of the last entry is the total of all the entry quantities, that is, the accumulated sum of the Quantity entry.
Quantity 2	This is the quantity 2 registered to the entry, if applicable.
Quantity 2 Balance	The functionality of this field is similar to that of the field “Quantity Balance” above.
Company No.	This field displays the number of the company to which the current entry is assigned.
Location	This is the name of the Location to which the entry is assigned.
Entity	This is the name of the Entity to which the entry is assigned.
Project	This is the name of the Project to which the entry is assigned.
Purpose	This is the name of the Purpose to which the entry is assigned.
Spec. 1-3	These are the names of the Specifications to which the entry is assigned.
Local Spec. 1-3	These are the names of the Local Specifications to which the entry is assigned.
Date Posted	This is the date the entry was posted to the general ledger.

Field	Description
Journal No.	This is the number of the journal to which the entry was entered.
EU Tax Code	This is the EU tax code of the entry.
Prior Periods	This is the prior period of the entry, if applicable.
Intercomp. Company	This is the a range of company numbers of intercompany companies, if the entry is an intercompany entry. The printout will only include entries where a company with a number within the range is the intercompany company. Consequently, if these fields are completed, only intercompany entries will be included in the printout.
Customer No.	This is a range of customer numbers. The printout will only include entries associated with a customer within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether customer numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the printout will only include entries to accounts for which it has been specified that customer numbers should be transferred to G/L entries.
Vendor No.	This is a range of vendor numbers. The printout will only include entries associated with a vendor within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether vendor numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the printout will only include entries to accounts for which it has been specified that vendor numbers should be transferred to G/L entries.
Job No.	This is a range of job numbers. The printout will only include entries associated with a job within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether job numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the printout will only include entries to accounts for which it has been specified that job numbers should be transferred to G/L entries.
Asset No.	This is a range of asset numbers. The printout will only include entries associated with a fixed asset within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether asset numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the printout will only include entries to accounts for which it has been specified that asset numbers should be transferred to G/L entries.
Task	This is a range of tasks. The printout will only include entries associated with a task within the specified range. Please note that it must be specified for each account in the Account information Card workspace whether tasks should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the printout will only include

Field	Description
	entries to accounts for which it has been specified that tasks should be transferred to G/L entries.
Employee No.	This is a range of employee numbers. The printout will only include entries associated with employees within the specified range.
Activity No.	This is a range of activity numbers. The printout will only include entries associated with an activity within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether activity numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the printout will only include entries for accounts for which it has been specified that activity numbers should be transferred to G/L entries.
Item No.	This is a range of item numbers. The printout will only include entries associated with an item within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether item numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the printout will only include entries to accounts for which it has been specified that item numbers should be transferred to G/L entries.

Company Overview Workspace

Use this workspace to see a high-level overview of a company's financial status, including predefined metrics that correspond to financial highlights.

It includes basic company information, key employee information, finance, and other company metrics.

Many metrics are included by default, but you can also add almost any figure that appears on a G/L report.

As a start, Maconomy supports a total of 20 finance metrics.

The Company Overview workspace includes:

- Basic company information, such as company number, name, address, phone, and bank account.
- Information about key employees in the company.
- Finance metrics, such as income statement and balance sheet highlights. These metrics are figures that Maconomy extracts from G/L reports. Before you can include these metrics in this workspace, you must define the proper G/L reports and metrics. Define the reports using the G/L Report Columns and G/L Report Set-Up workspaces, and define the metrics using the G/L Report Metrics workspace. To get up-to-date metrics, you must generate the source G/L reports for the given company and fiscal year before you review the Company Overview.
- Other company metrics, such as details about customers, vendors, and employees are provided as a standard set of key metrics, which you cannot customize.

Company Tab

This section includes the fields and descriptions for the Company tab.

Company Island

Field	Description
Company No.	This field shows the company's number, name, and address.
Country	This field shows the company's country code.
Phone	This field shows the company's telephone number.
Fax	This field shows the company's fax number.
Telex	This field shows the company's telex number.
Giro	This field shows the company's giro account number.
Bank	This field shows the company's bank.
Company Reg. No.	This field shows the company's registration number.
Credit Card No.	This field shows the company's credit card number.
Tax No.	This field shows the company's tax registration number.

Currency Island

Field	Description
Base Currency	This field shows the company's base currency. Maconomy calculates all metrics in base currency.

Accounts Receivable Island

Field	Description
Total Outstanding	This field shows the open balance of all of the company's customers, in base currency. This includes the amount that has been invoiced to customers, but has not yet been paid.

Field	Description
Total Overdue	This field shows the due open balance of all of the company's customers, in base currency. This includes the amount that has been invoiced to customers, is due for payment, but has not yet been paid.

Accounts Payable Island

Field	Description
Total Outstanding	This field shows the open balance of all of the company's vendors, in base currency. This includes the amount that vendors have invoiced, but the company has not yet paid.
Total Overdue	This field shows the open balance of all of the company's vendors, in base currency. This includes the amount that vendors have invoiced, is due for payment, but the company has not yet paid.

Contact Management Island

Field	Description
Opportunities	This field shows the current number of opportunities in the company.
Campaigns	This field shows the current number of campaigns running in the company.

Human Resources Island

Field	Description
Employees	This field shows the current number of employees in the company.
Vacancies	This field shows the current number of vacancies in the company.

Fiscal Year Island

This field shows the company's fiscal year.

Finance Island

Copy to come

Actions

This section shows the actions available in the Company Overview workspace.

Top Pane

Field	Description
Recalculate Finance Metrics	Use this action to recalculate the metrics. This process effectively runs the G/L reports related to those metrics; as a result, this process can be time consuming.

Finance Entry Analysis Workspace

Use this workspace to view G/L entries that include information about dimensions, and any information about the import of G/L data. You cannot change the data in this workspace.

Finance Entry Tab

This section includes the fields and descriptions for the Finance Entry tab.

Company Island

Field	Description
Company No.	This field shows the company number.
Base Currency	This field shows the company's base currency.

Account Island

Field	Description
Account No.	This field shows the account number.

Control Account Island

Field	Description
Job No.	If the entry was created as a result of entry on a job, the job number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that job numbers should be transferred to G/L entries.
Activity No.	If the entry was created with an activity specified, the activity number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that activity numbers should be transferred to G/L entries.

Field	Description
Task Name	If the entry was created with a task specified, the task in question is shown in this field, if the Account Information Card for the G/L account in question specifies that tasks should be transferred to G/L entries.
Employee	If the entry was created with a task specified, the employee in question is shown in this field.
Customer No.	If the entry was created with a customer number, the customer number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that customer numbers should be transferred to G/L entries.
Vendor No.	If the entry was created with a vendor number specified, the vendor number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that vendor numbers should be transferred to G/L entries.
Asset No.	If the entry was created from an entry with an asset number specified, the asset number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that asset numbers should be transferred to G/L entries.
Item No.	If the entry was created from an entry with an item number specified, the item number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that item numbers should be transferred to G/L entries.
Entry No.	G/L entries which are assigned to a specific customer or vendor through a customer or vendor entry are automatically given an entry number. If the current entry was created as a result of a customer or a vendor entry, the entry number of the current entry is shown in this field. The number will be 0 if the entry consists of several customer or vendor entries which are joined into a single G/L entry.

Tax Island

Field	Description
Entry Type	If the current entry is related to tax calculation, this field shows the nature of the relation. If the entry type is “Tax Receivable” or “Tax Payable,” the entry is a tax entry created in connection with tax calculation for sales or purchases. If the entry type is “Tax Basis,” the entry is a G/L entry on the basis of which tax entries have been created, for instance the G/L entry representing an invoice for taxable items. If the field contains a different value, the entry is a tax entry for one of the tax types set up in the Tax Codes and G/L Tax Codes windows.
Tax Date	In some countries, legal requirements demand that the entry date of each registration is what determines the tax settlement period in which the entry belongs, while in other countries, the period is determined by the invoice date of

Field	Description
	the registration. In this field, you can specify for the current tax reporting unit which of the two methods should apply to companies belonging to the reporting unit. Each G/L entry contains a field called “Tax Date” to which either the entry date or the invoice date of the registration depending on the value in this field on the tax reporting unit assigned to the company which the entry concerns is automatically transferred when the entry is posted. When you create tax settlements in the Tax Settlement window, Maconomy uses the tax date registered on each individual G/L entry to determine whether the entry is covered by the period for which settlement is carried out.
EU Tax	If the entry type is Tax Basic, EU Tax gets a value if the related tax code is an EU tax code.
Nature of Tax	This is the nature of tax with which the G/L entries must be posted to be included in the printout. See the G/L Tax Codes workspace for a description of nature of tax.
Tax Type	This field shows the tax type assigned to the G/L tax code. See the description of the G/L Tax Codes workspace for more information about tax types.
Debit Tax	This shows the tax on the entry, if the entry is a debit entry subject to tax. Note that tax amount and tax account can only be registered to the account if the tax is calculated from a tax code in the general journal.
Credit Tax	This shows the tax on the entry, if the entry is a credit entry subject to tax.
Debit Ratio Tax	If ratio tax has been calculated for the current entry, the debit entry ratio tax amount is displayed in this field. Ratio tax is set up in the G/L Tax Codes workspace.
Credit Ratio Tax	If ratio tax has been calculated for the current entry, the credit entry ratio tax amount is displayed in this field.

Import Information Island

Field	Description
Run No.	This field shows the run number of a previous import.
Line No.	This field displays the line of the above mentioned run from which the current G/L entry has been imported.
External Trans. No.	If a transaction number is registered on the current G/L entry in the import file, this field displays a transaction number. An external transaction number can, for example, be the number of the transaction in a legacy financial system.

Export Information Island

Field	Description
Run No.	This field shows the run number of a previous export.
Group No.	This field displays the number of the group in the above mentioned run of which the current G/L entry was a part.
Line No.	This field displays the line number of the above mentioned run of which the current G/L entry was a part.

Entry Information Island

Field	Description
Trans. No.	This is the entry's transaction number.
Trans. Type	This is the entry's transaction type.
Entry Date	This is the entry's entry date.
Entry Description	This is the entry text.
Prior-Period	This is the current entry's prior period.
Open/Closed	This field displays whether the current G/L entry is open or closed. In the Account Information Card workspace, you can specify whether an account is to be reconciled. When entries on the account are subsequently reconciled in the Finance Reconciliation workspace, their status is changed from "Open" to "Closed."
Reference Date	This field shows the reference date for the current entry. The reference date can manually be specified on G/L journals and vendor invoices. The reference date is automatically set to the job/cost entry date for job-related entries in the cases where the job/cost entry date can be different from the G/L entry date.

Entry Island

Field	Description
Debit, Base	This is the entry amount in the base currency of the company displayed in the Company island, if the entry is a debit entry.
Credit, Base	This is the entry amount in the base currency of the company displayed in the Company island, if the entry is a credit entry.
Debit, Enterprise	This is the entry amount in enterprise currency, if the entry is a debit entry.

Field	Description
Credit, Enterprise	This is the entry amount in enterprise currency, if the entry is a credit entry.
Debit, Currency	This is the entry amount in the standard currency of the account, if the entry is a debit entry.
Credit, Currency	This is the entry amount in the standard currency of the account, if the entry is a credit entry.
Currency	This is the account's currency.
Amount, Original	This is the entry amount in the currency that the entry was registered in, for example, the field "Currency Amount" if the entry originates from a general journal entry; the currency specified on the vendor invoice if the entry originates from a vendor invoice; or the currency on the invoice if the entry was created upon the posting of an invoice.
Original Currency	This is the currency that the entry was registered in, for example, the field "Currency" if the entry originates from a general journal entry; the currency of the vendor invoice if the originates from a vendor invoice; or the currency of the invoice if the entry was created upon the posting of an invoice.
Quantity	This shows the quantity registered to the entry, if applicable.
Quantity 2	This shows the quantity 2 registered to the entry, if applicable.

Posting Island

Field	Description
Date Posted	This is the date when the entry was posted.
Time Posted	This is the time when the entry was posted.
Journal No.	This is the journal number of the posting journal to which the entry is posted.
Journal Line No.	This is the number of the journal line in the posting journal to which the entry is posted. If there is more than one entry to a transaction, Maconomy numbers the lines with the same number within the transaction. If, for example, you tax an entry in the window General Journal, you will get two entries with the same line number.
Journal Type	This field shows the journal type.
Aut. Entry	If this box is checked, the account number has been supplied by means of a posting reference. If the value is Yes, the user specified an account number manually in the General Journal, Invoice Allocation, or Reallocate Invoices

Field	Description
	window. In this way it is, for example, possible to check whether manual postings have been made on control accounts.

Intercompany Posting Island

Field	Description
Intercompany Company No.	If the entry was created as a result of an intercompany posting, this field shows the number of the intercompany company.
Journal No.	This is the number of the posting journal to which the entry is posted.
Journal Line No.	This is the number of the journal line in the posting journal to which the entry is posted. If there is more than one entry to a transaction, Maconomy numbers the lines with the same number within the transaction. If, for example, you tax an entry in the window General Journal, you will get two entries with the same line number.

Origin Object Island

Field	Description
Origin Object	The relation name of the origin object, for example, Time Sheet Header.
Origin Object Instance Key	The instance key of the origin object
Object Key 1, String	If any of the key fields of the origin object is of type String, then this field contains the value of the first String key field.
Object Key 2, String	If two or more of the key fields of the origin object are of type String, then this field contains the value of the second String key field.
Object Key 1, Integer	If any of the key fields of the origin object is of type Integer, then this field contains the value of the first Integer key field.
Object Key 2, Integer	If two or more of the key fields of the origin object are of type Integer, then this field contains the value of the second Integer key field.
Object Key 3, Integer	If three or more of the key fields of the origin object are of type Integer, then this field contains the value of the third Integer key field.
Object Key 1, Date	If any of the key fields of the origin object is of type Date, then this field contains the value of the first Date key field.
Object Payment Agent	If any of the key fields of the origin object is a reference to a Payment Agent, then this field contains the name of that Payment Agent.

Origin Line Island

Field	Description
Origin Line	The relation name of the origin line, for example, Time Sheet Line.
Origin Line Instance Key	The instance key of the origin line.
Line Key 1, String	If any of the key fields of the origin line is of type String, then this field contains the value of the first String key field.
Line Key 2, String	If two or more of the key fields of the origin line are of type String, then this field contains the value of the second String key field.
Line Key 1, Integer	If any of the key fields of the origin line is of type Integer, then this field contains the value of the first Integer key field.
Line Key 2, Integer	If two or more of the key fields of the origin line are of type Integer, then this field contains the value of the second Integer key field.
Line Key 3, Integer	If three or more of the key fields of the origin line are of type Integer, then this field contains the value of the third Integer key field.
Line Payment Agent	If any of the key fields of the origin line is a reference to a Payment Agent, then this field contains the name of that Payment Agent.

Transaction Entries Island

Finance This field shows the number of finance entries in the same transaction.

Field	Description
Customer	This field shows the number of customer entries in the same transaction.
Vendor	This field shows the number of vendor entries in the same transaction.
Job	This field shows the Number of job entries in the same transaction.
Asset	This field shows number of asset entries in the same transaction.
Intercompany	Number of intercompany entries in the same transaction.

Show G/L Entries Workspace

Use this workspace to view G/L entries that include information on tax and dimensions, and any information about the import of G/L data.

With the exception of the **Reference Date** field, you cannot change the data in this workspace.

Show G/L Entries Tab

This section includes the fields and descriptions for the Show G/L Entries tab.

Entry Information Island

Field	Description
Trans. No.	This is the entry's transaction number.
Trans. Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types workspace.
Entry Date	This is the date when the entry was entered to the general ledger. It indicates which period the entry is in.
Entry Description	This is the entry text.
Prior-Period	This is the current entry's prior period.
Open/Closed	This field displays whether the current G/L entry is open or closed. In the Account Information Card workspace, you can specify whether an account is to be reconciled. When entries on the account are subsequently reconciled in the Finance Reconciliation workspace, their status is changed from "Open" to "Closed."
Reference Date	This field shows the reference date for the current entry. The reference date can manually be specified on G/L journals and vendor invoices. The reference date is automatically set to the job/cost entry date for job-related entries in the cases where the job/cost entry date can be different from the G/L entry date.

Company Island

Field	Description
Company	This field displays the company's name and number.
Base Currency	This field displays the company's base currency.

Account Island

Field	Description
Account	This field displays the account name and number.

Dimensions Island

Field	Description
Location	This is the name of the location attached to the current entry.
Entity	This is the name of the entity attached to the current entry.
Project	This is the name of the project attached to the current entry.
Purpose	This is the name of the purpose attached to the current entry.
Spec. 1-3	These are the names of the specifications attached to the current entry.
Local Spec. 1-3	These are the names of the local specifications attached to the current entry.

Control Account Island

Field	Description
Job	If the entry was created as a result of entry on a job, the job number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that job numbers should be transferred to G/L entries.
Activity	If the entry was created as a result of entry on an activity, the activity number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that activity numbers should be transferred to G/L entries.
Task	If the entry was created as a result of entry on a task, the task in question is shown in this field, if the Account Information Card for the G/L account in question specifies that tasks should be transferred to G/L entries.
Employee	If the entry was created as a result of entry on an employee, the employee number in question is shown in this field.
Customer	If the entry was created as a result of entry on a customer, the customer number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that customer numbers should be transferred to G/L entries.
Vendor	If the entry was created as a result of entry on a vendor, the vendor number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that vendor numbers should be transferred to G/L entries.
Item	If the entry was created as a result of entry on an item, the item number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that item numbers should be transferred to G/L entries.
Asset	If the entry was created as a result of entry on an asset, the asset number in question is shown in this field, if the Account Information Card for the G/L account in question specifies that asset numbers should be transferred to G/L entries.

Field	Description
Entry No.	G/L entries which are assigned to a specific customer or vendor through a customer or vendor entry are automatically given an entry number. If the current entry was created as a result of a customer or a vendor entry, the entry number of the current entry is shown in this field. The number will be 0 if the entry consists of several customer or vendor entries which are joined into a single G/L entry.

Posting Island

Field	Description
Date Posted	This is the date when the entry was posted to the general ledger.
Time Posted	This field shows the time at which the journal/entry was posted. Maconomy uses the posting time internally only, for drilling in financial statements.
Journal No.	This is the number of the posting journal to which the entry is posted.
Journal Line No.	This is the number of the journal line in the posting journal to which the entry is posted. If there is more than one entry to a transaction, Maconomy numbers the lines with the same number within the transaction. If, for example, you tax an entry in the window General Journal, you will get two entries with the same line number.
Journal Type	This field shows the journal type.
Aut. Entry	If this box is checked, the account number has been supplied by means of a posting reference. If the box is not checked, the user specified an account number manually in the General Journal, Invoice Allocation, or Reallocate Invoices window. In this way it is, for example, possible to check whether manual postings have been made on control accounts.

Intercompany Posting Island

Field	Description
Intercompany Company	If the entry was created as a result of an intercompany posting, this field shows the number of the intercompany company.
Journal No.	If the entry was created as a result of an intercompany posting, this field shows the number of the journal in the intercompany company in which the entry was posted.
Journal Line No.	If the entry was created as a result of an intercompany posting, this field shows the line number of the posting journal in the intercompany company in which the entry was posted.

Entry Island

Field	Description
Debit, Base	This is the entry amount in the base currency of the company displayed in the Company island, if the entry is a debit entry.
Credit, Base	This is the entry amount in the base currency of the company displayed in the Company island, if the entry is a credit entry.
Debit, Enterprise	This is the entry amount in enterprise currency, if the entry is a debit entry.
Credit, Enterprise	This is the entry amount in enterprise currency, if the entry is a credit entry.
Debit, Currency	This is the entry amount in the standard currency of the account, if the entry is a debit entry.
Credit, Currency	This is the entry amount in the standard currency of the account, if the entry is a credit entry.
Currency	This is the account's currency.
Amount, Original	This is the entry amount in the currency that the entry was registered in, for example, the field "Currency Amount" if the entry originates from a general journal entry; the currency specified on the vendor invoice if the entry originates from a vendor invoice; or the currency on the invoice if the entry was created upon the posting of an invoice.
Original Currency	This is the currency that the entry was registered in, for example, the field "Currency" if the entry originates from a general journal entry; the currency of the vendor invoice if the originates from a vendor invoice; or the currency of the invoice if the entry was created upon the posting of an invoice.
Quantity	This shows the quantity registered to the entry, if applicable.
Quantity 2	This shows the quantity 2 registered to the entry, if applicable.

Tax Island

Field	Description
Entry Type	If the current entry is related to tax calculation, this field shows the nature of the relation. If the entry type is "Tax Receivable" or "Tax Payable," the entry is a tax entry created in connection with tax calculation for sales or purchases. If the entry type is "Tax Basis," the entry is a G/L entry on the basis of which tax entries have been created, for instance the G/L entry representing an invoice for taxable items. If the field contains a different value, the entry is a tax entry for one of the tax types set up in the windows Tax Codes and G/L Tax Codes.

Field	Description
Tax Date	This field shows the tax date applying to the current entry. The tax date of a given entry can be either the entry date or the invoice date of the registration on which the entry is based, depending on the setup of the tax reporting unit used by the company that the entry concerns.
EU Tax	In this field, you can specify the tax type under which EU acquisition tax should be reported in tax settlement printouts for the current tax reporting unit.
Nature of Tax	This field displays whether the current entry (which is typically an expense account entry) regards sales of items or services which are taxable, tax exempt, or for export. The field is used when you need to calculate the value of taxable, tax-exempt, or export sales in connection with a tax settlement.
Tax Type	This field shows the tax type assigned to the G/L tax code. See the description of the G/L Tax Codes window for more information about tax types.
Debit Tax	This shows the tax on the entry, if the entry is a debit entry subject to tax. Note that tax amount and tax account can only be registered to the account if the tax is calculated from a tax code in the general journal.
Credit Tax	This shows the tax on the entry, if the entry is a credit entry subject to tax.
Debit Ratio Tax	If ratio tax has been calculated for the current entry, the debit entry ratio tax amount is displayed in this field. Ratio tax is set up in the G/L Tax Codes workspace.
Credit Ratio Tax	If ratio tax has been calculated for the current entry, the credit entry ratio tax amount is displayed in this field.

Import Information Island

If the current G/L entry is imported using the Import Data window, import information is shown in this island.

Field	Description
Run No.	This field displays the run number of the currently imported G/L entry.
Line No.	This field displays the line of the above-mentioned run from which the current G/L entry has been imported.
Delivery No.	This field displays the delivery number of the import file from which the current G/L entry has been imported.
Data Sender	This field displays the name of the data sender shown by the import file from which the current G/L entry has been imported.
External Trans. No.	If a transaction number is registered on the current G/L entry in the import file, this field displays a transaction number. An external transaction number can, for example, be the number of the transaction in a legacy financial system.

Export Information Island

If the current G/L entry was exported using the Export Data window, export information is shown in this island.

Field	Description
Run No.	This field displays the run number of the currently exported G/L entry.
Group No.	This field displays the number of the group in the above-mentioned run of which the current G/L entry was a part.
Line No.	This field displays the line number of the above mentioned run of which the current G/L entry was a part.

VAT Settlement Entries Sub-Tab

This section includes the fields and descriptions for the VAT Settlement Entries sub-tab.

Field	Description
Tax Reporting Unit	If the current entry is currently included in a tax settlement (approved or non-approved), this field shows the number of the tax reporting unit to which the settlement in question pertains. The field “Tax Settlement No.” below shows whether the entry is included in a settlement.
Tax Settlement No.	If the current entry is currently included in a tax settlement (approved or non-approved), this field shows the number of the settlement in question. If the entry ceases to be included in this settlement as a result of a recalculation of the settlement, this field is updated accordingly.
Tax Settlement Type	This shows the type of account used. This field displays one of the types listed below. For a detailed description of each tax settlement type, please refer to the descriptions of the G/L Tax Codes, Tax Codes, and Tax Reporting Unit Selection workspaces. ▪ Tax Receivable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax receivable in the G/L Tax Codes, Tax Codes, and Tax reporting Units workspaces. ▪ Tax Payable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax payable in the G/L Tax Codes and Tax Codes workspaces. ▪ EU Acquisition Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace. ▪ Investment Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace.

Field	Description
	▪ Basis high investment Tax — The line shows amounts that form the basis for calculation of high investment tax. The line there for shows amounts registered on accounts used for investment tax basis in B/L tax codes in which the investment tax is zero. These accounts are referred to by the dimension combination specified for each C/L tax code. ▪ Sales Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for sales tax in the Tax Codes workspace. ▪ Tax — The line shows amounts registered on the account of a given tax type. The field “Tax Type” on the current line shows the relevant tax type. You can assign an account to a specific tax type in the Tax Reporting Units workspace by specifying a dimensions combination. ▪ Ratio Tax — The line shows amounts registered on the accounts referred to by the dimension combination specified for the ratio tax in the G/L Tax Codes workspace.
Tax Code	This field shows a tax code for the entry on the current line if the line represents a G/L entry.
Tax Rate	This field shows the tax rate for the current tax code.
Tax Account	This is the account to which tax has been entered, if applicable. If ratio tax applies to the current entry, the account number for the ratio tax account is shown. If both regular tax and ratio tax apply, both account numbers are shown, separated by a comma. Ratio tax is mainly used by governmental units.
Tax Settlement Company	This field shows the company number of the tax settlement company, if the current entry is currently included in a tax settlement (approved or non-approved).
Original Currency	This field shows the original currency of the entry, typically the currency of the invoice or vendor invoice.
Debit Tax, Currency	This shows the tax on the entry, if the entry is a debit entry subject to tax, in the company’s currency. Note that tax amount and tax account can only be registered to the account if the tax is calculated from a tax code in the general journal.
Credit Tax, Currency	This shows the tax on the entry, if the entry is a credit entry subject to tax, in the company’s currency.
Base Currency	This field shows the company currency.

Field	Description
Debit Tax, Base	This shows the tax on the entry, if the entry is a debit entry subject to tax, in the company's base currency.
Credit Tax, Base	This shows the tax on the entry, if the entry is a credit entry subject to tax, in the company's base currency. Debit Tax, Enterprise This field shows the tax on the entry in the enterprise currency of the entry.
Credit Tax, Enterprise	This field shows the tax on the entry in the enterprise currency of the entry.
Popup 1-10	Select various information about the tax rates. These are pop-up fields, which means that you can choose from the options created for each field. They are created as Tax Popup 1-10 in the Popup Fields workspace. This information is transferred to tax settlement entries so that the tax reports can be grouped by the new tax type fields.

Show Journals Workspace

Use this workspace to view all of the journals created in Maconomy to which you have access.

This is necessary in the Financial Analysis and Journals workspaces.

Journal Tab

This section includes the fields and descriptions for the Journal tab.

Journal Island

Field	Description
Journal No.	This is the number of the journal shown. Maconomy numbers journals in consecutive order. All journals use the same system number series, regardless of which module a journal is created in. The journal number series is defined in the System Numbers window in the Set-Up module.
Type	This field shows the type of the journal.
Company No.	This is the number of the company to which the current journal pertains.
Company of Origin	This field shows the original company number of the journal. This is relevant for intercompany transactions.
Original Company Journal No.	If the current journal is an intercompany journal, that is, the field "Intercompany Posting" is marked, this field shows the number of the company responsible for the journal which caused the intercompany posting and thus the creation of the current journal.

Field	Description
Main Journal No.	A journal can be created when you post another journal. A customer reconciliation journal can be created when you post a credit memo if the credit memo is reconciled automatically against the invoice. The customer reconciliation journal will then have the invoice journal as the main journal.
Period, Start	This field shows the first date in the period covered by the journal. The period of the journal goes from the period starting date to the date shown in the “Period, End” field below.
Period, End	This field shows the last date in the period covered by the journal. For a further description, please see the “Period, Start” field above.
Period No.	This field shows the journal’s period number in the current fiscal year. If your company uses periods that follow the months of the year, the field will, for example, show 1 for January, 2 for February, 3 for March, and so on. However, the periods do not necessarily follow the months of the year. The duration of the period is shown in the fields “Period, Start” and “Period, End.”
Fiscal Year	This field shows the fiscal year used by the journal’s company.
Prior-Period	This field shows the prior period, if posting outside the open posting period is allowed.
Last Entry Date	This field shows date on which the most recent entry was created.
Last Line Number	This field shows the number of the last line in the journal.
Lines Deleted	You can delete general journal lines after the general journal has been posted. This field is marked if the lines have been deleted.

Balance Island

Field	Description
Balance, Base	This field shows the journal’s balance in base currency. Note that A/R and vendor invoice journals are the total of customer and vendor entries, respectively, since the total of offsetting entries are not included in the balance. These two journals can therefore be posted even though they do not balance. All other journals must balance before they can be posted.
Base Currency	This field shows the company currency.
Balance, Enterprise	This field shows the journal balance in enterprise currency.

Field	Description
Intercompany Posting	This check box is selected if the journal is a result of intercompany operations.
Control Entry Total	This is the expected total of the all the entries in the journal. The batch total is the total of all the values in the fields “Debit” and “Credit” in the journal lines. Both debit and credit entries are calculated as positive figures. The control entry total is in the base currency of the company that created the journal.
Current Entry Total	This is the batch total calculated by Maconomy. It is the total of the values entered in the fields “Debit” and “Credit” in the journal. The current entry total is shown in the base currency of the company that created the journal.

Status Island

Field	Description
Created	This field shows date on which the journal was created and the user name of the person who created the journal.
Submitted	This field shows the date on which the journal was submitted and the user name of the person who submitted the journal.
Being Posted	This field shows whether parts of the journal have been posted. When the posting of a journal starts, this field is marked until the posting of the journal is completed.
Posted	This field shows the date and time when the journal was posted and the user name of the person who posted the journal. Maconomy uses the posting time internally only, for drilling in financial statements.
Printed	This field shows whether the journal has been printed.

Transaction Island

Field	Description
First Transaction No.	This field shows the transaction number used on the first entry, usually the smallest number.
Last Transaction No.	This field shows the transaction number used on the last entry, usually the largest number.
Previous Transaction No.	This field shows the transaction number used on the previous entered entry.
Number Series	This field shows the default transaction number series.

Field	Description
Transaction Type	This field shows the default transaction type.

Offsets Island

Field	Description
Offset Code 1-5	This field shows up to five offset codes, for which Maconomy updates the entry sum in the journal's "Total" column and the balance in the "Balance" column.

Actions

This section shows the Actions available in the Show Journals workspace.

Journal Tab

Field	Description
View Document	Use this action to show the document attached to the journal. The action is only available if a document is attached to the journal.

Show General Journals Workspace

Use this workspace to view posted general journals.

The tab shows the journal, and the sub-tab shows the general journal lines.

General Journal Tab

This section includes the fields and descriptions for the General Journal tab.

Journal Island

Field	Description
Journal No.	This field shows the journal number. This window shows all the general journals to which you have access that were posted or are in the process of being posted.
Type	This field shows the journal type.
Main Journal No.	This field shows the main journal number if the journal was created when another journal was posted.
Original Company Journal No.	This field shows the number of the company responsible for the journal that resulted in the intercompany posting, and thus the creation of the current journal, if the current journal is an intercompany journal.

Period Island

Field	Description
Fiscal Year	This field shows the fiscal year used in the current journal.
Period, Start	This field shows the first date in the period that the journal covers.
Period, End	This field shows the last date in the period that the journal covers.
Last Entry Date	This field shows the date on which the most recent entry was created.
Period No.	This field shows the journal's period number in the current fiscal year.
Prior-Period	This field indicates whether the general journal is a prior-period journal, and if so, to which prior periods the G/L entries were posted.

Balance Island

Field	Description
Balance, Base	This field shows the journals' balance in the base currency of the company that is responsible for the journal. Maconomy updates the balance each time that you complete an entry line. You can only post a general journal when the balance is zero in both the base currency for the current company and in the enterprise currency. This guarantees that debit and credit amounts are always the same.
Balance, Enterprise	This field shows the journal's balance in enterprise currency. Maconomy updates the balance each time that you complete an entry line. You can only post the journal if the balance is zero in both the base currency of the current company and the enterprise currency. This ensures that debit and credit amounts are always the same.

Transaction Numbering Island

Field	Description
Transaction Type	This field shows the transaction type.
Number Series	This field shows the transaction number series.

Company Island

Field	Description
Company	This field shows the name and number of the company that is responsible for the general journal.

Field	Description
Base Currency	This field shows the currency used as base currency for the company specified in the Company field.

Dimensions Island

Field	Description
Location	This field shows the location dimension value of the company specified in the Company field.
Entity	This field shows the entity dimension value of the company specified in the Company field.
Project	This field shows the project dimension value of the company specified in the Company field.
Purpose	This field shows the purpose dimension value of the company specified in the Company field.
Spec. 1 – Spec. 3	This field shows the specification 1 – specification 3 dimension value of the company specified in the Company field.
Local Spec. 1 – Local Spec. 3	This field shows the local specification 1 through local specification 3 dimension value of the company specified in the Company field.

Status Island

Field	Description
Created	This field shows date when the general journal was created and the user name of the person who created it.
Submitted	This field shows the date when the general journal was submitted and the user name of the person who submitted it.
Being Posted	This field shows whether parts of the journal have been posted. When the posting of a journal starts, this field is marked until the posting of the journal is completed. If the posting is interrupted due to server problems, the field remains marked, but those entries whose posting was complete when the interruption occurred remain posted. Thus, when the posting is resumed, only the entries remaining to be posted are processed. After an interruption, a posting can only be resumed in this window.
Posted	This field shows the date and time on which the general journal was posted and the user name of the person who posted it.
Printed	This field shows whether the general journal has been printed.
Lines Deleted	You can delete general journal lines after the general journal has been posted. This field is marked if the lines have been deleted.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Document Count	This field shows the total number of documents in the Document Archive.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Entry Date	This field shows the date on which the journal was entered.
Trans. No.	This field shows the entry's transaction number.
Trans. Type	This field shows the transaction type.
Description	This field shows the entry text.
Std. Description	This field shows the standard text.
GRP	This field shows one of the following values: ▪ G – The entry is a G/L entry without relevance to a customer or vendor. ▪ R – The entry is a customer entry, which means that it was entered to the customer's control account in the G/L module and the customer's account in the Accounts Receivable module. Maconomy retrieves the reference to the control account from the Control Account field in the Payment Information window in the Accounts Receivable module. ▪ P – The entry is a vendor entry, which means that it was entered to the vendor's control account in the G/L module and to the vendor's account in the Accounts Payable module. Maconomy retrieves the reference to the control account from the Control Account field in the Payment Control window in the Accounts Payable module.
Account No.	This field shows the account number to which the entry was posted.

Field	Description
Account Name	This field shows the account text for the account that is associated with the account number.
Debit	This field shows an amount in the base currency of the company that is responsible for the journal, if the entry is a debit entry.
Credit	This field shows an amount in the base currency of the company that is responsible for the journal, if the entry is a credit entry.
Offset	This field shows the entry's offset code.
Tax Code	This field shows a tax code for the entry on the current line if the line represents a G/L entry.
Registration Code	This field shows a registration code for a shortcut to manual entry of dimensions.
Company No.	This field shows the number of the company that is responsible for the general journal.
Location	This field shows the location dimension value of the company specified in the Company No. field.
Entity	This field shows the entity dimension value of the company specified in the Company No. field.
Project	This field shows the project dimension value of the company specified in the Company No. field.
Purpose	This field shows the purpose dimension value of the company specified in the Company No. field.
Spec. 1 – 3	This field shows the specification 1 – specification 3 dimension value of the company specified in the Company No. field.
Local Spec. 1 – 3	This field shows the local specification 1 through local specification 3 dimension value of the company specified in the Company No. field.
Currency	This field shows the original currency of the entry, if it involves a currency transaction such as payments from foreign customers.
Currency Amount	This field shows the entry amount in the currency, if the entry is a currency entry. A credit amount is displayed as a negative figure.
Currency Direction	This field shows which currency table applies to the entry, if a currency other than the base currency was entered for the entry.
Exchange Rate Variance	If this check box is selected, the entry is for exchange rate variance.
Amount, Enterprise	This field shows the entry amount in enterprise currency. A credit amount is displayed as a negative figure.

Field	Description
Quantity	This field shows the quantity of the entry.
Quantity 2	This field shows another quantity of the entry.
Allocation Code	This field shows the allocation code.
Summary Posting	This check box is selected if Maconomy has gathered entries to the same account number during posting.
Job No.	This field shows the number of the job from the Job Cost module if the entry pertains to a job.
Job Name	This field shows the name of the current job.
Activity	This field shows the number of the activity from the Job Cost module if the entry pertains to a job.
Activity Name	This field shows the name that is associated with the activity number.
Employee No.	This field shows the number of an employee if the entry pertains to a specific employee.
Task	This field shows the Task job dimension.
Task Description	This field shows the description for the task identified by the Task field.
Customer No., Ref.	This field shows a reference to a customer if the current line pertains to a finance entry – that is, the GRP field contains the value G.
Customer Name, Ref.	If a customer has been specified in the Customer No., Ref. field, this field shows the name of the customer in question.
Vendor No., Ref.	This field shows a reference to a vendor if the current line pertains to a finance entry – that is, the GRP field contains the value G.
Vendor Name, Ref.	This field shows the name that is associated with the vendor number.
Asset No., Reference	This field shows a reference to an asset.
Asset Description	This field displays a description of the referenced asset.
Tax Direction	This field indicates whether the entry is for a purchase or a sale.

Field	Description
Company Tax Code	This field shows the company tax code. This field must contain a value if the Tax Direction field contains a value.
Item Tax Code	This field shows the item tax code. This field must contain a value if the Tax Direction field contains a value.
Vendor Invoice No.	This field shows the vendor invoice number. You can only use this field when you post entries that are related to a vendor in the general journals.
Reconc. Vendor Invoice No.	This field shows an invoice number if you entered R in the GRP field.
Reconc. Invoice No.	This field shows the invoice number for a posted invoice.
Due Date	This field shows the due date of the customer or vendor entry.
Reference Date	This field shows the reference date for the current entry. The reference date can manually be specified on G/L journals and vendor invoices. The reference date is automatically set to the job/cost entry date for job-related entries in the cases where the job/cost entry date can be different from the G/L entry date.
Check No.	This field shows the payment to the vendor if the current line is a debit entry for a vendor. This can be the number of a handwritten check if you pay the vendor by check.
Payment Mode	This field shows the payment mode that you use to pay the vendor, either immediately by handwritten check or later if the registration concerns the registration of a vendor invoice. The functionality of this field depends on whether a check number is displayed in the Check No. field.
Prior-Period	This field shows the prior period if the journal is a prior-period journal. If the journal is not a prior-period journal, this field can show a prior period from another fiscal period.
Accrual Type	This field shows the accrual type. You can only accrue an entry if this is a G/L account or job.
Period From, Accrual	This field shows the beginning date of the accrual period, if the Accrual Type field contains a value.
Period To, Accrual	This field shows the ending date of the accrual period, if the Accrual Type field contains a value.
External Trans. No.	This field shows the number of an external transaction – that is, a transaction that originates in a legacy financial system.

Field	Description
Payer Id	This field shows the payer ID on vendor entries, which corresponds to the payer ID entered on vendor invoices in the Vendor Invoices window.

Show General Journal Lines Workspace

Use this workspace to view general journal lines. It is possible to see both posted and unposted general journal lines..

You cannot change data in this workspace.

General Journal Entry Tab

This section includes the fields and descriptions for the General Journal Entry tab.

General Island

Field	Description
Entry Date	This field shows the date when the entry was created.
Trans. No.	This field shows the transaction number.
Transaction Type	This field shows the transaction type.
Description	This field shows the entry text.
Std. Description	This field shows the standard text.
GRP	This field shows one of the following values: ▪ G — The entry is a G/L entry without relevance to a customer or vendor. ▪ R — The entry is a customer entry, which means that it was entered to the customer's control account in the G/L module and the customer's account in the Accounts Receivable module. Maconomy retrieves the reference to the control account from the Control Account field in the Payment Information workspace in the Accounts Receivable module. ▪ P — The entry is a vendor entry, which means that it was entered to the vendor's control account in the G/L module and to the vendor's account in the Accounts Payable module. Maconomy retrieves the reference to the control account from the Control Account field in the Payment Control workspace in the Accounts Payable module.

Field	Description
Account No.	This field shows the account number to which the entry was posted.
Account Name	This field shows the account text for the account that is associated with the account number.
Debit	This field shows an amount in the base currency of the company that is responsible for the journal, if the entry is a debit entry.
Credit	This field shows an amount in the base currency of the company that is responsible for the journal, if the entry is a credit entry.
Offset	This field shows the entry's offset code.
Company No.	This field shows the number of that company that is responsible for the general journal.
Exchange Rate Variance	This field shows whether the entry is for exchange rate variance.
Allocation Code	This field shows the allocation code.
Summary Posting	This field shows whether Maconomy has gathered entries to the same account number during posting.
Registration Code	This field shows a registration code for a shortcut to manual entry of dimensions.

Tax Island

Field	Description
Tax Code	This field shows a tax code for the entry on the current line if the line represents a G/L entry.
Tax Direction	This field indicates whether the entry is for a purchase or a sale.
Company Tax Code	This field shows the company tax code. This field must contain a value if the Tax Direction field contains a value.
Item Tax Code	This field shows the item tax code. This field must contain a value if the Tax Direction field contains a value.

Amounts Island

Field	Description
Currency	This field shows the original currency of the entry, if it involves a currency transaction such as payments from foreign customers.

Field	Description
Currency Amount	This field shows the entry amount in the currency, if the entry is a currency entry. A credit amount is displayed as a negative figure.
Currency Direction	This field shows which currency table applies to the entry, if a currency other than the base currency was entered for the entry.
Amount, Enterprise	This field shows the entry amount in enterprise currency. A credit amount is displayed as a negative figure.
Quantity	This field shows the quantity of the entry.
Quantity 2	This field shows another quantity of the entry.

Job Island

Field	Description
Job No.	This field shows the number of the job form the Job Cost module if the entry pertains to a job.
Activity	This field shows the number of the activity from the Job Cost module if the entry pertains to a job.
Employee No.	This field shows the number of an employee if the entry pertains to a specific employee.
Task	This field shows the Task job dimension.

Vendor Island

Field	Description
Vendor No., Reference	This field shows a reference to a vendor if the current line pertains to a finance entrythat is, the GRP field contains the value G.
Vendor Invoice No.	This field shows the vendor invoice number. You can only use this field when you post entries that are related to a vendor in the general journals.
Reconc. Vendor Invoice No.	This field shows an invoice number if you entered R in the GRP field.

Customer Island

Field	Description
Customer No., Reference	This field shows a reference to a customer if the current line pertains to a finance entrythat is, the GRP field contains the value G.

Field	Description
Reconc. Invoice No.	This field shows the invoice number for a posted invoice.

Asset Island

Field	Description
Asset	This field shows a reference number to an asset.

Payment Island

Field	Description
Due Date	This field shows the due date of the customer or vendor entry.
Reference Date	This field shows the reference date for the current entry. The reference date can manually be specified on G/L journals and vendor invoices. The reference date is automatically set to the job/cost entry date for job-related entries in the cases where the job/cost entry date can be different from the G/L entry date.
Check No.	This field shows the payment to the vendor if the current line is a debit entry for a vendor. This can be the number of a handwritten check if you pay the vendor by check.
Payment Mode	This field shows the payment mode that you use to pay the vendor, either immediately by handwritten check of later if the registration concerns the registration of a vendor invoice. The functionality of this field depends on whether a number is displayed in the Check. No. field.
Prior-Period	This field shows the prior period if the journal is a prior-period journal. If the journal is not a prior-period journal, this field can show a prior period from another fiscal period.
External Trans. No.	This field shows the number of an external transactionthat is, a transaction that originates in a legacy financial system.
Payer Id.	This field shows the payer ID on vendor entries, which corresponds to the payer ID entered on vendor invoices in the Vendor Invoices workspace.

Accrual Island

Field	Description
Accrual Type	This field shows the accrual type. You can only accrue an entry if this is a G/L account or job.

Field	Description
Period From, Accrual	This field shows the beginning date of the accrual period, if the Accrual Type field contains a value.
Period To, Accrual	This field shows the ending date of the accrual period, if the Accrual Type field contains a value.

Show Journal Foundation Workspace

Use this workspace to view journals of several types.

The journals that are displayed are:

- Commission
- G/L Reallocation
- Unrealized Exchange Rate Variances
- Follow up Selection
- Import
- Tax Settlement
- Bank Reconciliation

This workspace does not show intercompany journals.

Journals Tab

This section includes the fields and descriptions for the Journals tab.

Journal Island

Field	Description
Journal No.	This field shows the number of the journal to which the entry was posted.
Type	This field shows the journal type (for example, general, customer payment, bank reconciliation, vendor and so on).
Main Journal No.	This field shows the main journal number if the journal was created when another journal was posted.

Period Island

Field	Description
Fiscal Year	This field shows the fiscal year used in the current journal.

Field	Description
Period, Start	This field shows the first date in the period covered by the journal.
Period, End	This field shows the last date in the period covered by the journal.
Last Entry Date	This field shows the date on which the most recent entry was created.
Period No.	This field shows the journal's period number in the current fiscal year.
Prior-Period	This field specifies whether the general journal is a prior-period journal.

Balance Island

Field	Description
Balance, Base	This field shows the journal's balance in the base currency of the company responsible for the current journal.
Balance, Enterprise	This field shows the journal's balance in enterprise currency.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the general journal.
Base Currency	This field shows the currency used as base currency for the company specified in the Company field.

Dimensions Island

Field	Description
Location	This field shows the location dimension value of the company specified in the Company field
Entity	This field shows the entity dimension value of the company specified in the Company field.
Project	This field shows the project dimension value of the company specified in the Company field.
Purpose	This field shows the purpose dimension value of the company specified in the Company field.
Spec. 1 – 3	These fields show the values in the dimensions Specification 1-3 assigned to the current entry.

Field	Description
Local Spec. 1 – 3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current entry.

Status Island

Field	Description
Created	This field shows the date when the journal was created and the name of the user who created it.
Submitted	This field shows date when the journal was submitted and the name of the user who it.
Being Posted	This field shows whether parts of the journal have been posted. When the posting of a journal starts, this field is marked until the posting of the journal is completed. If the posting is interrupted due to server problems, the field remains marked, but those entries whose posting was complete when the interruption occurred remain posted. Thus, when the posting is resumed, only the entries remaining to be posted are processed. After an interruption, a posting can only be resumed in this window.
Posted	This field shows the date and time when the entry was posted and the name of the user who posted it.
Printed	This field shows whether the current journal has been printed.

General Journals Sub-Tab

This section includes the fields and descriptions for the General Journals sub-tab.

Field	Description
Entry Date	This field shows the date on which the journal was entered.
Trans. No.	This field shows the transaction number.
Trans. Type	This field shows the transaction type.
Description	This field shows the entry text.
Std. Description	This field shows the standard text.
GRP	This field specifies whether the entry was made to the General Ledger (G), Accounts Receivable (R), or Accounts Payable (P).
Account No.	This field shows the account number to which the entry will be posted.

Field	Description
Account Name	This field shows the account text for the account shown in the Account No. field.
Debit	This field shows an amount if the entry is a debit entry.
Credit	This field shows an amount if the entry is a credit entry.
Offset	This field shows the entry's offset code.
Tax Code	This field shows a tax code for the entry on the current line if the line represents a G/L entry.
Registration Code	This field shows a registration code for a shortcut to manual entry of dimensions.
Company No.	This field shows the number of the currently selected company.
Location	This field shows the location dimension value of the company specified in the Company No. field.
Entity	This field shows the entity dimension value of the company specified in the Company No. field.
Project	This field shows the project dimension value of the company specified in the Company No. field.
Purpose	This field shows the purpose dimension value of the company specified in the Company No. field.
Spec. 1 – 3	These fields show the values in the dimensions Specification 1-3 assigned to the current entry.
Local Spec. 1 – 3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current entry.
Currency	This field shows the currency of the account.
Currency Amount	This field shows the entry amount in the currency, if the entry is a currency entry.
Currency Direction	This field shows a currency direction if another currency other than the base currency has been entered.
Exchange Rate Variance	If this field is marked, it specifies that the current line concerns an exchange rate variance.
Amount, Enterprise	This field shows the entry amount in enterprise currency.
Quantity	This field shows the quantity registered to the entry.

Field	Description
Quantity 2	This field shows the quantity 2 registered to the entry.
Allocation Code	This field shows the allocation code.
Summary Posting	This field specifies whether the entries will be gathered to the same account number during posting.
Job No.	This field shows the job number.
Job Name	This field shows the name of the current job.
Activity	This field shows the activity number.
Activity Name	This field shows the name of the activity.
Employee No.	This field shows the employee number for the current entry.
Task	This field shows the job dimension task.
Task Description	This field shows the description of the task entered in the Task field on the current line.
Customer No., Ref.	This field shows a reference to the customer.
Customer Name, Ref.	If a customer has been specified in the Customer No., Ref. field, this field shows the name of the customer in question.
Vendor No., Ref.	This field shows a reference to a vendor.
Vendor Name, Ref.	If a customer has been specified in the Vendor No., Ref. field, this field shows the name of the vendor in question.
Asset No., Reference	This field shows a reference to an asset.
Asset Description	This field displays a description of the referenced asset.
Tax Direction	This field specifies whether the tax direction is for a purchase or a sale.
Company Tax Code	This field shows the company tax code.
Item Tax Code	This field shows the item tax code.

Field	Description
Vendor Invoice No.	This field shows the vendor invoice number.
Reconc. Vendor Invoice No.	This field shows a vendor invoice number if the current payment should be reconciled fully or partly against an invoice. If the reconciliation can be made, the payment is automatically reconciled against the invoice when the journal is posted.
Reconc. Invoice No.	This field shows the invoice number for a posted invoice.
Due Date	This field shows the due date of the customer or vendor entry.
Reference Date	This field shows the reference date for the current entry. The reference date can manually be specified on G/L journals and vendor invoices. The reference date is automatically set to the job/cost entry date for job-related entries in the cases where the job/cost entry date can be different from the G/L entry date.
Check No.	This field shows the number of the check used for payment of the current vendor entry.
Payment Mode	This field shows the payment mode, for example, check.
Prior-Period	If the journal is a prior-period journal, the prior period is displayed in this field. If the journal is not a prior-period journal, a prior period from another fiscal period may be shown in this field.
Accrual Type	If there is a value in this field, the entry will be accrued.
Period From, Accrual	This field, together with the Period To, Accrual field shows a range of dates.
Period To, Accrual	This field, together with the Period From, Accrual field shows a range of dates.
External Trans. No.	This field shows the number of an external transaction, for example, a transaction which originates in a legacy financial system.
Payer Id.	This field shows a payer ID on vendor entries, corresponding to the payer ID entered on vendor invoices in the Vendor Invoices window.

Show Intercompany Invoice Details Workspace

Use this workspace to review intercompany invoices created in the Intercompany Invoicing workspace.

The Show Intercompany Invoice Details tab displays information about the currently selected invoice, including information about the customer who is associated with the invoice. Select the **Show Lines** option to populate the Intercompany Entries sub-tab with all intercompany entries

that are covered by the current invoice. You can enter a number of criteria in the Selection Criteria island to limit the number of lines that are shown.

Show Intercompany Invoice Details Tab

This section includes the fields and descriptions for the Show Intercompany Invoice Details tab.

Executing Company Island

Field	Description
Company	This field shows the number of the executing company of the currently selected invoice. The executing company is the company who ran the intercompany invoicing which resulted in the current invoice. This field also displays the name, address, and country of the company.

Billing Address Island

Field	Description
Bill to Customer	This field shows the number of the customer billed on the current invoice, as well as the name, address, and country of the bill-to customer. In the Company Information window, each company can be assigned to a customer for use in intercompany invoicing, and when a company is being invoiced in an intercompany invoicing, this customer is automatically assigned to the invoice created for the company in question. In other words, the customer in this field is the customer representing the company being billed in the intercompany invoicing.

Ship to Address Island

Field	Description
Customer	This field shows the number of the ship-to customer on the current invoice, as well as the name, address, and country of the ship-to customer. The ship-to customer is automatically derived from the information card of the customer shown in the “Bill to Customer” field above.

Invoice Island

Field	Description
Invoice No.	This field shows the number of the current invoice.
Invoice Date	This field shows the invoice date of the current invoice. This invoice date corresponds to the one specified in the Intercompany Invoicing window when the current invoice was created.

Field	Description
Due Date	This field shows the date on which the invoice is due for payment. The due date is calculated automatically from the invoice date and payment terms.
Department	This field shows the department to which the current invoice is assigned. The department is automatically derived from the information card of the customer shown in the field “Bill to Customer” above.
Reference	This field is not used in the current version of Maconomy.
Printed by	This field shows the name of the user who ran the intercompany invoicing which resulted in the current invoice.
Printing Date	This field shows the date on which the current invoice was originally printed.
Invoice Supplement Name	Enter the invoice supplement name to use in the invoice.

Price Island

Field	Description
Billing Price Total, Currency	This field shows the total invoice amount.
Sales Price Total, Base	This field shows the total invoice amount in the base currency.
Hereof within Search Criteria	This field shows the total billing price on the lines currently shown in the Intercompany Entries sub-tab. The amount is shown in the currency displayed in the base currency.

Selection Criteria Island

Field	Description
Show Lines	When you check this box, the Intercompany Entries sub-tab will display the intercompany entries that are covered by the current invoice and match the Selection Criteria specified in this island.
Intercompany Type	In this field, you can select an intercompany type. The Intercompany Entries sub-tab will only show intercompany entries of the selected type. The intercompany type is the type of transaction which caused an intercompany entry. See the field “Intercompany Name” in the Intercompany Accounts window for a description of the individual intercompany types.

Field	Description
Entry Date	In these fields, you can specify a range of entry dates. The Intercompany Entries sub-tab will only show intercompany entries where the entry date is within the specified range.
Responsible Company	In these fields, you can specify a range of responsible companies. The Intercompany Entries sub-tab will only show intercompany entries pertaining to a responsible company within the specified range.
Job No.	In these fields, you can specify a range of job numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to jobs within the specified range.
Employee No.	In these fields, you can specify a range of employee numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to employees within the specified range.
Activity No.	In these fields, you can specify a range of activity numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to activities within the specified range.
Task	In these fields, you can specify a range of task names. The Intercompany Entries sub-tab will only show intercompany entries pertaining to tasks within the specified range.
Customer No.	In these fields, you can specify a range of customer numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to customers within the specified range.
Vendor No.	In these fields, you can specify a range of vendor numbers. The table part will only show intercompany entries pertaining to vendors within the specified range.
Asset No.	In these fields, you can specify a range of asset numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to assets within the specified range.
Item No.	In these fields, you can specify a range of item numbers. The Intercompany Entries sub-tab will only show intercompany entries pertaining to items within the specified range.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of locations. The Intercompany Entries sub-tab will only show intercompany entries where the value in the field “Location” is within the specified range.
Entity	The functionality of these fields is similar to that of the field “Location” above.
Project	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Purpose	The functionality of these fields is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Intercompany Entries Sub-Tab

This section includes the fields and descriptions for the Intercompany Entries sub-tab.

Field	Description
Exclude Reversed and Reversal Entries	Select to display the original intercompany entries only. When selected, all reversed and reversal entries created in the background when reversing an intercompany entry are hidden.
All Entries	Select to display all entries, including reversed and reversal entries.
Responsible Company	This field shows the number of the company which was the responsible company on the transaction that caused the current intercompany entry.
Resp. Company Name	This field shows the name of the company shown in the field “Responsible Company” on the current line.
Entry Date	This field shows the entry date of the current intercompany entry.
Date Posted	This field shows the date on which the registration that caused the current intercompany entry was posted.
Trans. No.	This field shows the transaction number of the registration that caused the current intercompany entry.
Trans. Type	This is the entry’s transaction type. Transaction types are set up in the Transaction Types window.
Entry Description	This field shows the entry description on the registration that caused the current intercompany entry.
Amount, Base, Executing	This field shows the amount of the intercompany entry in the base currency of the company selected in the card part.
Amount, Base, Responsible	This field shows the amount of the intercompany entry in the base currency of the company shown in the field “Company No.” on the current line.

Field	Description
Amount, Currency	This field shows the amount of the intercompany entry in the currency of the registration that caused the creation of the current intercompany entry. The currency in question is shown in the field “Currency.” The amount corresponds to the amount in currency on the registration that caused the current intercompany entry.
Amount, Enterprise	This field shows the amount of the intercompany entry in the enterprise currency of the system. The amount corresponds to the amount in enterprise currency on the registration that caused the current intercompany entry.
Currency	This field shows the currency of the transaction that caused the creation of the current intercompany entry.
Intercompany Type	This field shows the type of intercompany transaction that caused the current intercompany entry. See the field “Intercompany Name” in the Intercompany Accounts window for a description of the individual intercompany types.
Account No. Executing	When a registration involving two different companies is posted, Maconomy posts an intercompany balancing entry in the executing company and one in the responsible company, using the Intercompany Accounts window to look up the account to which each entry should be posted. Each entry is then assigned to the intercompany entry that is created as a result of the intercompany transaction. For each intercompany entry in the Intercompany Entries sub-tab, this field shows the account number to which the intercompany balancing entry was posted in the executing company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Account No. Responsible	When a registration involving two different companies is posted, Maconomy posts an intercompany balancing entry in the executing company and one in the responsible company, using the Intercompany Accounts window to look up the account to which each entry should be posted. Each entry is then assigned to the intercompany entry that is created as a result of the intercompany transaction. For each intercompany entry in the Intercompany Entries sub-tab, this field shows the account number to which the intercompany balancing entry was posted in the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Journal Type	This field shows the type of journal in which the registration that caused the current intercompany entry was entered.

Field	Description
Journal No.	This field shows the number of the journal in which the registration that caused the current intercompany entry was entered.
Journal Line No.	This field shows the number of the line in the above journal on which the registration that caused the current intercompany entry was entered.
Location	This field shows the location of the current intercompany entry.
Location Description	This field shows the name of the location shown in the field “Location” above.
Entity	The functionality of this field is similar to that of the field “Location” above.
Entity Description	This field shows the name of the entity shown in the field “Entity” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Project Description	This field shows the name of the project shown in the field “Project” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Purpose Description	This field shows the name of the purpose shown in the field “Purpose” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Spec. 1-3 Description	These fields show the names of the Spec. 1-3 values shown in the fields “Local Spec. 1-3” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3 Description	These fields show the names of the Local Spec. 1-3 values shown in the fields “Local Spec. 1-3” above.
Job No.	This field shows the number of the job to which the current intercompany entry pertains, that is, the job specified on the registration that caused the current intercompany entry, if any.
Job Name	This field shows the name of the job shown in the field “Job No.” on the current line.
Employee No.	This field shows the number of the employee to whom the current intercompany entry pertains, that is, the employee specified on the registration that caused the current intercompany entry, if any.

Field	Description
Employee Name	This field shows the name of the employee shown in the field “Employee No.” on the current line.
Activity No.	This field shows the number of the activity to which the current intercompany entry pertains, that is, the activity specified on the registration that caused the current intercompany entry, if any.
Activity Name	This field shows the name of the activity shown in the field “Activity No.” on the current line.
Task	This field shows the name of the task to which the current intercompany entry pertains, that is, the task specified on the registration that caused the current intercompany entry, if any.
Task Description	This field shows the description of the task shown in the field “Task” on the current line.
Customer No.	This field shows the number of the customer to whom the current intercompany entry pertains, that is, the customer specified on the registration that caused the current intercompany entry, if any.
Customer Name	This field shows the name of the customer shown in the field “Customer No.” on the current line.
Vendor No.	This field shows the number of the vendor to which the current intercompany entry pertains, that is, the vendor specified on the registration that caused the current intercompany entry, if any.
Vendor Name	This field shows the name of the vendor shown in the field “Vendor No.” on the current line.
Entry No.	If the current intercompany entry was created as a result of a registration which also caused the creation of an A/P or A/R entry (for instance, if one company has sent an invoice to a customer belonging to another company), the entry number assigned to the A/P or A/R entry in question is displayed in this field. For further information on the entry number assigned to A/P and A/R entries, please see the description of the field “Entry No.” in the Show G/L Entries window.
Asset No.	This field shows the number of the asset to which the current intercompany entry pertains, that is, the asset specified on the registration that caused the current intercompany entry, if any.
Asset Name	This field shows the name of the asset shown in the field “Asset No.” on the current line.
Item No.	This field shows the number of the item to which the current intercompany entry pertains, that is, the item specified on the registration that caused the current intercompany entry, if any.
Description	This field shows the description of the item shown in the field “Item No.” on the current line.

Reverse Intercompany Invoice Wizard

Field	Description
Reopen Intercompany Entries	Select the check box to reopen the corresponding intercompany entries when reversing the invoice. Deselect to reverse the invoice without reopening.
Invoice Text	Enter the text to use on the invoice and corresponding finance entries.
Layout	Select the layout to use for printing the invoice.

Reopen Intercompany Entries Action

Field	Description
Reopen Intercompany Entries	Run this action to reopen intercompany entries. This action is visible only if the intercompany invoice was reversed without selecting the **Reopen Intercompany Entries**field.

Show Intercompany Entries Workspace

Use this workspace to view all of the intercompany entries created in Maconomy.

The Show Intercompany Entries single dialog workspace is primarily used in the Financial Analysis workspace to show the intercompany entries that are included in a specific transaction.

Intercompany Entry Tab

This section includes the fields and descriptions for the Intercompany Entry tab.

Entry Information Island

Field	Description
Trans. No.	This field shows the number of the transaction that generated the intercompany entry.
Transaction Type	This field shows the transaction type of the intercompany entry line.
Entry Date	This field shows the date on which the intercompany entry was created.
Entry Description	This field shows additional information about the intercompany entry.

Amounts Island

Field	Description
Base, Executing	This field shows the amount on the intercompany entry, in the executing company's currency.
Base, Responsible	This field shows the amount of the intercompany entry in the base currency of the company shown in the field "Company No." on the current intercompany entry line.
Currency	This field shows the amount of the intercompany entry in the currency of the registration that caused the creation of the intercompany entry. The amount corresponds to the amount in currency on the registration that caused the current intercompany entry.
Enterprise	This field shows the amount of the intercompany entry in the enterprise currency of the system. The amount corresponds to the amount in enterprise currency on the registration that caused the current intercompany entry.

Tax Island

Field	Description
Item Tax Code	This field shows an item tax code, which is created in the Popup Fields window.
Tax Code, Invoice	This field shows a tax code used for calculating tax for the invoice line of which the current intercompany entry will be part when the "Print Invoice" action is selected.
Tax Code, Vendor Invoice	This field shows the tax code applied to the invoice allocation line of which the current intercompany entry will be part when the "Print Invoice" action is selected for this vendor.

Intercompany Island

Field	Description
Intercompany Type	This field shows the type of transaction that generated the intercompany entry (for example, job registration, general journal, asset journal, or budget journal).
Intercompany Entry Type	This field shows the type of the intercompany entry, indicating the kind of intercompany calculation: intercompany invoicing, intercompany interest calculation, or grouping.
Settlement Invoice No.	This field shows the settlement invoice number.
Settlement Invoice Line No.	This field shows the settlement invoice line number.

Field	Description
Status	This field shows the intercompany entry status type: not selected, selected for invoicing, invoiced, settlement posted, or closed via grouping.
Marked for Invoicing	This check box is selected if the intercompany entry is marked for invoicing.
Invoice Posted	This check box is selected if the invoice was posted.
Vendor Invoice Posted	This check box is selected if the vendor invoice was posted.

Interest Island

Field	Description
Interest Date	This field shows the date on which intercompany interest was calculated.
Selected for Interest Calculation	This check box is selected if the intercompany entry is currently involved in interest calculation.

Executing Company Island

Field	Description
Company	This field shows the name and number of the executing company on the intercompany entry.
Account	When a registration involving two different companies is posted, Maconomy posts an intercompany balancing entry in the executing company and one in the responsible company, using the Intercompany Accounts window to look up the account to which each entry should be posted. Each entry is then assigned to the intercompany entry that is created as a result of the intercompany transaction.

Responsible Company Island

Field	Description
Company	This field shows the name and number of the responsible company on the intercompany entry.
Account	When a registration involving two different companies is posted, Maconomy posts an intercompany balancing entry in the executing company and one in the responsible company, using the Intercompany Accounts window to look up the account to which each entry should be posted. Each entry is then assigned to the intercompany entry that is created as a result of the intercompany transaction.

Dimensions Island

Field	Description
Location	This field shows the location dimension value which is assigned to the current intercompany entry.
Entity	This field shows the entity dimension value which is assigned to the current intercompany entry.
Project	This field shows the project dimension value which is assigned to the current intercompany entry.
Purpose	This field shows the purpose dimension value which is assigned to the current intercompany entry.
Spec. 1 – 3	These fields show the values in the dimensions Specification 1-3 assigned to the current intercompany entry.
Local Spec. 1 – 3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current intercompany entry.

Control Account Island

Field	Description
Job	This field shows the job number and name, if the intercompany entry is related to a job.
Activity	This field shows the activity number and name, if the intercompany entry is related to a job.
Task	This field shows the task identifier and name, if the intercompany entry is related to a job.
Employee	This field shows the employee number and name, if the intercompany entry is related to an employee.
Customer	This field shows the customer number and name, if the intercompany entry is related to a customer.
Vendor	This field shows the vendor number and name, if the intercompany entry is related to a vendor.
Item	This field shows the item number and name, if the intercompany entry is related to an item.
Asset	This field shows the asset number and name, if the intercompany entry is related to an asset.

Origin Object Island

Field	Description
Origin Object	The relation name of the origin object, for example, Time Sheet Header.

Field	Description
Origin Object Instance Key	The instance key of the origin object
Object Key 1, String	If any of the key fields of the origin object is of type String, then this field contains the value of the first String key field.
Object Key 2, String	If two or more of the key fields of the origin object are of type String, then this field contains the value of the second String key field.
Object Key 1, Integer	If any of the key fields of the origin object is of type Integer, then this field contains the value of the first Integer key field.
Object Key 2, Integer	If two or more of the key fields of the origin object are of type Integer, then this field contains the value of the second Integer key field.
Object Key 3, Integer	If three or more of the key fields of the origin object are of type Integer, then this field contains the value of the third Integer key field.
Object Key 1, Date	If any of the key fields of the origin object is of type Date, then this field contains the value of the first Date key field.
Object Payment Agent	If any of the key fields of the origin object is a reference to a Payment Agent, then this field contains the name of that Payment Agent.

Origin Line Island

Field	Description
Origin Line	The relation name of the origin line, for example, Time Sheet Line.
Origin Line Instance Key	The instance key of the origin line.
Line Key 1, String	If any of the key fields of the origin line is of type String, then this field contains the value of the first String key field.
Line Key 2, String	If two or more of the key fields of the origin line are of type String, then this field contains the value of the second String key field.
Line Key 1, Integer	If any of the key fields of the origin line is of type Integer, then this field contains the value of the first Integer key field.
Line Key 2, Integer	If two or more of the key fields of the origin line are of type Integer, then this field contains the value of the second Integer key field.
Line Key 3, Integer	If three or more of the key fields of the origin line are of type Integer, then this field contains the value of the third Integer key field.
Line Payment Agent	If any of the key fields of the origin line is a reference to a Payment Agent, then this field contains the name of that Payment Agent.

Transaction Entries Island

Field	Description
Finance	Number of finance entries in the same transaction.
Customer	Number of customer entries in the same transaction.
Vendor	Number of vendor entries in the same transaction.
Job	Number of job entries in the same transaction.
Asset	Number of asset entries in the same transaction.
Intercompany	Number of intercompany entries in the same transaction.

Show Finance Reconciliation Workspace

Use this workspace to review approved reconciliations.

Show Finance Reconciliation Tab

This section includes the fields and descriptions for the Show Finance Reconciliation tab.

Account Island

Field	Description
Account No.	Enter the number of the account whose entries you want to review in this field. You can use the Show menu to retrieve an account.
Account Name	This is the name of the account.

Company Island

Field	Description
Company No.	This field shows the number of the company the reconciliation was made for.
Name	This field shows the name of the company the reconciliation was made for.

Reconciliation Island

Field	Description
Approved by	This field shows who has approved the reconciliation.
Approval Date	This field shows the date when the reconciliation was approved.
Reopened	This field will be marked if the reconciliation has been reopened.
Reopened by	If the reconciliation has been reopened, this field shows who reopened it.
Date reopened	If the reconciliation has been reopened, this field shows the date when it was reopened.

Finance Reconciliation Lines Sub-Tab

This section includes the fields and descriptions for the Finance Reconciliation Lines sub-tab.

Field	Description
Entry Date	This is the entry date. The entries are sorted by this date.
Description	This is the entry text.
Trans. No.	This is the entry's transaction number.
Trans. Type	This is the entry's transaction type.
Debit	This is the entry amount in the base currency of the current company, if the entry is a debit entry.
Amount Reconciled, Base	This is the entry amount in the base currency of the current company, if the entry is a credit entry.
Quantity	This is the entry quantity.
Quantity 2	This is the entry quantity 2.
Location	The functionality of this field is similar to the functionality of the field "Company."
Entity	The functionality of this field is similar to the functionality of the field "Company."

Field	Description
Project	The functionality of this field is similar to the functionality of the field “Company.”
Purpose	The functionality of this field is similar to the functionality of the field “Company.”
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company.”
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company.”
Date Posted	This is the entry’s posting date.
Journal No.	This is the number of the posting journal in which the entry is posted.
Intercomp. Company	This is the intercompany number if the entry is an intercompany entry.
Customer No.	This field shows the number of the customer to whom the current entry pertains, that is, the customer specified on the registration that caused the current entry, if any.
Vendor No.	This field shows the number of the vendor to which the current entry pertains, that is, the vendor specified on the registration that caused the current entry, if any.
Job No.	This field shows the number of the job to which the current entry pertains, that is, the job specified on the registration that caused the current entry, if any.
Asset No.	This field shows the number of the asset to which the current entry pertains, that is, the asset specified on the registration that caused the current entry, if any.
Employee No.	This field shows the number of the employee to whom the current entry pertains, that is, the employee specified on the registration that caused the current entry, if any.
Activity No.	This field shows the number of the activity to which the current entry pertains, that is, the activity specified on the registration that caused the current entry, if any.
Item No.	This field shows the number of the item to which the current entry pertains, that is, the item specified on the registration that caused the current entry, if any.
Reference Date	This field shows the reference date for the current entry. The reference date can manually be specified on G/L journals and vendor invoices. The reference date is automatically set to the job/cost entry date for job-related entries in the cases where the job/cost entry date can be different from the G/L entry date.

Show VAT Calculations Workspace

Use this workspace to view the calculated tax amount for a given tax reporting unit (depending on the specific combination of tax types).

Show Tax Calculations Tab

This section includes the fields and descriptions for the Show Tax Calculations tab.

Tax Calculation Island

Field	Description
Tax Reporting Unit	If the current entry is currently included in a tax settlement (approved or non-approved), this field shows the number of the tax reporting unit to which the settlement in question pertains.
Tax Settlement Type	This shows the type of account used. This field displays one of the types listed below. For a detailed description of each tax settlement type, please refer to the descriptions of the G/L Tax Codes, Tax Codes, and Tax Reporting Unit Selection workspaces. ▪ Tax Receivable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax receivable in the G/L Tax Codes, Tax Codes, and Tax reporting Units workspaces. ▪ Tax Payable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax payable in the G/L Tax Codes and Tax Codes workspaces. ▪ EU Acquisition Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace. ▪ Investment Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace. ▪ Basis high investment Tax — The line shows amounts that form the basis for calculation of high investment tax. The line there for shows amounts registered on accounts used for investment tax basis in B/L tax codes in which the investment tax is zero. These accounts are referred to by the dimension combination specified for each C/L tax code. ▪ Sales Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for sales tax in the Tax Codes workspace.

Field	Description
	▪ Tax — The line shows amounts registered on the account of a given tax type. The field “Tax Type” on the current line shows the relevant tax type. You can assign an account to a specific tax type in the Tax Reporting Units workspace by specifying a dimensions combination. ▪ Ratio Tax — The line shows amounts registered on the accounts referred to by the dimension combination specified for the ratio tax in the G/L Tax Codes workspace.
Nature of Tax	This field shows the nature of tax as Taxable, Tax Exempt, or Export. The tax reporting unit(s) on the line will only be used if this tax nature matches the tax nature code from the tax code or the G/L tax code applied in a registration window when registration values are entered.
Tax Type	This field shows the tax type for the current entry. The tax reporting unit(s) on the line will only be used if this tax nature matches the tax nature code from the tax code or the G/L tax code applied in a registration window when registration values are entered.
Manual Tax Type	This field shows the manual tax type. Manual tax types are created in the pop-up field “Tax Account References” in the popup fields workspace in the Set-Up module.
Debit basis, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit basis, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Debit Tax, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit Tax, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Debit Tax, Base	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Credit Tax, Base	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Debit basis, Base	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in base currency.

Field	Description
Credit basis, Base	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in base currency.

Show VAT Reporting Unit Selection Lines Workspace

Use this workspace to view information about tax reporting unit selection lines.

Create and maintain these lines in the sub-tab of the Tax Reporting Unit Selection single dialog workspace.

Show Tax Reporting Unit Lines Tab

This section includes the fields and descriptions for the Show Tax Reporting Unit Lines tab.

Tax Reporting Unit Selection Table Island

Field	Description
Name	This field shows the name of the tax reporting unit selection table for the current tax reporting unit.

Selection Criteria, Dimensions Island

Field	Description
Location	This is the name of the location attached to the current entry.
Entity	This is the name of the entity attached to the current entry.
Project	This is the name of the project attached to the current entry.
Purpose	This is the name of the purpose attached to the current entry.
Spec. 1-3	These are the names of the specifications attached to the current entry.
Local Spec. 1-3	These are the names of the local specifications attached to the current entry.

Selection Criteria Island

Field	Description
Period	This field shows the period to which the tax code on the tax table line should apply.

Field	Description
Zip Code	This field shows the company zip code.
Tax Direction	This field specifies whether the tax direction is for a purchase or a sale.
Company Tax Code	This field shows the company tax code.
Area	This field shows the area to which the tax code on the tax table line should apply.
Enterprise	This field shows the enterprise to which the tax code on the tax table line should apply.
Segment	This field shows the segment to which the tax code on the tax table line should apply.
Country	This field shows the country to which the tax code on the tax table line should apply.

Show Closing Entry Workspace

Use this workspace to view an entry that Maconomy creates for each account that has a balance each time that you perform a year-end closing.

Closing Entry Tab

This section includes the fields and descriptions for the Closing Entry tab.

Entry Island

Field	Description
Line No.	This field shows the number of the G/L report line where the metric value resides.
Account No.	This field shows the account number for the current entry.
Debit	This field shows the ultimo balance in debit in the base currency for the current company, account and fiscal year.
Credit	This field shows the ultimo balance in credit in the base currency for the current company, account and fiscal year.
Quantity A	This field shows the ultimo balance for Quantity A for the current company, account and fiscal year.
Quantity B	This field shows the ultimo balance for Quantity A for the current company, account and fiscal year.

Show Dimension Combination Lines Workspace

Use this workspace to view information about dimension combination lines.

Create and maintain these lines in the sub-tab of the Dimension Combinations single dialog workspace.

Dimension Combination Lines Tab

This section includes the fields and descriptions for the Dimension Combination Lines tab.

Dimension Combination Line Island

Field	Description
Dimension Comb. No.	This field shows the number of the dimension combination for the current entry.
Description	In this field, you can enter a description of the current dimension combination line.
Account No.	In this field, you can specify a dimension value for the Account dimension, if you want this value to be derived whenever the current dimension combination is used. If you also want the specified value to overwrite existing dimension values when it is derived, mark the field “Overwrite Account.” If you do not select “Overwrite Account,” the dimension value will only be derived if the dimension field into which the value is derived is neither completed manually nor through a registration code. If the dimension combination type is “Posting Reference,” you must always mark the field “Overwrite Account” when you specify an account number. When an entry is made, on which the current dimension combination is to be applied, the value in this field will only be used if the current line is the top line of those lines that match the number of the company to which the entry pertains. The company number range is specified in the fields “Company No. From” and “Company No. To.” If the dimension combination type is “Dimension Derivation,” the value will only be used when deriving from information cards which refer to the dimension combination, and where no derivation value for the Account dimension has been entered. A value in this field will not be used if the dimension combination has been assigned to an account information card in the Account Information Card workspace. This means that if the dimension combination, for example, has been selected for the account no. 1110 in the Account Information Card workspace, a value in this field will not be applied when dimensions are derived from account number 1110. Please note that a mark in the field “Overwrite Account” will only have effect if an account is also specified. If you only mark the field “Overwrite Account,” but do not specify an account, the overwrite mark is ignored, as the account and the overwrite mark are always retrieved together from the same

Field	Description
	dimension derivation island, dimension combination, or dimension combination line. For more information about derived dimensions, please see “Introduction to the G/L Module” and the description of the Dimension Derivations workspace. You can find more information about the priority of the values in the Dimension Combinations tab in relation to company-specific values and values on the individual information cards in the introduction to this workspace.
From Company No.	Together with the field “To Company No.,” this field constitutes a range of company numbers. When the current dimension combination is used as a result of an entry being made, Maconomy will check if the dimension combination contains a line with a company number range which matches the company to which the entry pertains. If this is the case, Maconomy will apply the dimension specifications entered on the dimension combination line instead of the specifications from the card part of the window. This way, it is possible to create lines with company-specific exceptions to the values in the card part. If more than one line match the company to which the entry pertains, the topmost of those table lines is applied. If no lines match the company to which the entry pertains, or if no lines have been created at all, Maconomy will only use the information in the card part. For more information about how Maconomy assigns priorities to the use of values from dimension derivation islands, dimension combinations, and dimension combination lines, please see the introduction to this workspace and the description of the field “Account No.” in the Dimension Combinations tab and the Dimension Combination Lines sub-tab.
To Company No.	The functionality of this field is described in the field “From Company No.” above.

Derived Dimensions Island

Each of the following fields in this island has two columns: Value and Overwrite.

Field	Description
Location	The functionality of this field is similar to that of the field “Account No.”
Entity	The functionality of this field is similar to that of the field “Account No.”
Project	The functionality of this field is similar to that of the field “Account No.”
Purpose	The functionality of this field is similar to that of the field “Account No.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” Furthermore, when you enter a value in this field, Maconomy checks whether

Field	Description
	the current dimension combination is in use on any information cards (customers, vendors, employees, and so on.) assigned to a specific company. If it is, Maconomy checks whether the local spec. value entered in this field is also available in the local spec. list assigned to the companies in question.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.”

Show Finance Reconciliation Line Workspace

Use this workspace to view information about how and when a reconciliation was performed, and only as a link between the reconciliation and the finance entry.

Use the Finance Reconciliation single dialog workspace to reconcile finance entries.

Finance Reconciliation Line Tab

This section includes the fields and descriptions for the Finance Reconciliation Line tab.

Reconciliation Island

Field	Description
Instance Key, Reconciliation	A link to overall information about the reconciliation. The information is shown in the “Show Finance Reconciliation” dialog.
Instance Key, Finance Entry	A link to the finance entry. The finance entry is shown in the “Show G/L entries” dialog.
Instance Key	This field shows the instance key for the finance reconciliation line.
Amount Reconciled, Base	This is the reconciled amount in the base currency of the finance entry.

Show Finance Tax Table Lines Workspace

Use this workspace to view information about G/L tax table lines.

Create and maintain these lines in the sub-tab of the G/L Tax Tables single dialog workspace.

Show G L Tax Table Lines Tab

This section includes the fields and descriptions for the Show G/L Tax Table Lines tab.

G/L Tax Table Island

Field	Description
Name	This field shows the name of the G/L tax table.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can enter a range of values for the Location dimension. If no range is specified, the dimension Location has no influence on the selection of entries displayed in the table part of the window.
Entity	The functionality of these fields is similar to that of the field “Location.”
Project	The functionality of these fields is similar to that of the field “Location.”
Purpose	The functionality of these fields is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Selection Criteria Island

Field	Description
Period	This field shows the period to which the tax code on the tax table line should apply.
Account	This field shows the range of accounts to which the tax code on the tax table line should apply.
Task	This field shows the Task job dimension.
Activity	This field shows the name and number of the activity from the Job Cost module if the entry pertains to a job.
Company Tax Code	This field shows the company tax code. This field must contain a value if the Tax Direction field contains a value.

Field	Description
Item Tax Code	This field shows the item tax code. This field must contain a value if the Tax Direction field contains a value.
Area	In this field, you can specify an area. All tax table lines matching the selected area and the other specified selection criteria are shown in the table part.
Enterprise	In this field, you can specify an enterprise. All tax table lines matching the selected enterprise and the other specified selection criteria are shown in the table part.
Segment	In this field, you can specify a segment. All tax table lines matching the selected segment and the other specified selection criteria are shown in the table part.

Show Tax Settlement Entries Workspace

Use this workspace to view information about Tax Settlement Entries.

You can also view these entries in the sub-tab of the Show G/L Entries single dialog workspace.

Tax Settlement Entries Tab

This section includes the fields and descriptions for the Tax Settlement Entries tab.

Tax Settlement Type Island

Field	Description
Tax Settlement Type	This shows the type of account used. This field displays one of the types listed below. For a detailed description of each tax settlement type, please refer to the descriptions of the G/L Tax Codes, Tax Codes, and Tax Reporting Unit Selection workspaces. ▪ Tax Receivable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax receivable in the G/L Tax Codes, Tax Codes, and Tax reporting Units workspaces. ▪ Tax Payable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax payable in the G/L Tax Codes and Tax Codes workspaces. ▪ EU Acquisition Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace. ▪ Investment Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace.

Field	Description
	▪ Basis high investment Tax — The line shows amounts that form the basis for calculation of high investment tax. The line there for shows amounts registered on accounts used for investment tax basis in B/L tax codes in which the investment tax is zero. These accounts are referred to by the dimension combination specified for each C/L tax code. ▪ Sales Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for sales tax in the Tax Codes workspace. ▪ Tax — The line shows amounts registered on the account of a given tax type. The field “Tax Type” on the current line shows the relevant tax type. You can assign an account to a specific tax type in the Tax Reporting Units workspace by specifying a dimensions combination. ▪ Ratio Tax — The line shows amounts registered on the accounts referred to by the dimension combination specified for the ratio tax in the G/L Tax Codes workspace.
Tax Type	In this pop-up field, you can select a tax pop-up value. The tax reporting unit(s) on the line will only be used if this tax nature matches the tax nature code from the tax code or the G/L tax code applied in a registration window when registration values are entered.
Nature of Tax	In this pop-up field, you can select a nature of tax as Taxable, Tax Exempt, or Export. The tax reporting unit(s) on the line will only be used if this tax nature matches the tax nature code from the tax code or the G/L tax code applied in a registration window when registration values are entered.
EU Tax	In this field, you can specify the tax type under which EU acquisition tax should be reported in tax settlement printouts for the current tax reporting unit.
Tax Level	This field shows the tax level to which the tax code you are creating should belong. The available options are Tax Level 1, Tax Level 2, and Tax Level 3.
Tax Date	In some countries, legal requirements demand that the entry date of each registration is what determines the tax settlement period in which the entry belongs, while in other countries, the period is determined by the invoice date of the registration. In this field, you can specify for the current tax reporting unit which of the two methods should apply to companies belonging to the reporting unit. Each G/L entry contains a field called “Tax Date” to which either the entry date or the invoice date of the registration depending on the value in this field on the tax reporting unit assigned to the company which the entry concerns is automatically transferred when the entry is posted. When you create tax settlements in the Tax Settlement workspace, Maconomy uses the tax date registered on each individual G/L entry to determine whether the entry is covered by the period for which settlement is carried out.

Field	Description
Tax Code	This field shows a tax code for the entry on the current line if the line represents a G/L entry.
Tax Rate	In this field, you can specify the tax rate for the current tax code.
EU Tax	In this field, you can specify the tax type under which EU acquisition tax should be reported in tax settlement printouts for the current tax reporting unit.
Calculate Tax of Tax	If this field is set to “Yes,” cumulative tax will be calculated on the different tax levels. Consider the following example which shows the difference between basic and cumulative tax calculation: If three tax levels of 5% national tax, 7% regional tax, and 8% local tax are calculated on a base amount of $100, the total amount after applicable taxes will be $120 (100+5+7+8 = 120). Conversely, if the three tax levels are added using the cumulative method, the total amount after applicable taxes will be $121.34 (100 x 1.05 = 105; 105 x 1.07 = 112.35, 112.35 x 1.08 = 121.34).
Popup 1-10	Select various information about the tax rates. These are pop-up fields, which means that you can choose from the options created for each field. They are created as Tax Popup 1-10 in the Popup Fields workspace. This information is transferred to tax settlement entries so that the tax reports can be grouped by the new tax type fields.

Tax Amount Island

Field	Description
Debit basis, Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in the company’s currency.
Credit basis, Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in the company’s currency.
Debit Tax, Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in the company’s currency.
Credit Tax, Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in the company’s currency.
Debit basis, Base	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Credit basis, Base	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in base currency.

Field	Description
Debit Tax, Base	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Credit Tax, Base	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Debit basis, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit basis, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Debit Tax, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit Tax, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.

Show Tax Specification Lines Workspace

Use this workspace to view the calculated tax amount for a given tax reporting unit for a given combination of tax types and finance account.

Show Tax Specification Lines Tab

This section includes the fields and descriptions for the Show Tax Specification Lines tab.

Tax Specification Line Island

Field	Description
Tax Settlement Type	This shows the type of account used. This field displays one of the types listed below. For a detailed description of each tax settlement type, please refer to the descriptions of the G/L Tax Codes, Tax Codes, and Tax Reporting Unit Selection workspaces. ▪ Tax Receivable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax receivable in the G/L Tax Codes, Tax Codes, and Tax reporting Units workspaces.

Field	Description
	▪ Tax Payable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax payable in the G/L Tax Codes and Tax Codes workspaces. ▪ EU Acquisition Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace. ▪ Investment Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace. ▪ Basis high investment Tax — The line shows amounts that form the basis for calculation of high investment tax. The line there for shows amounts registered on accounts used for investment tax basis in B/L tax codes in which the investment tax is zero. These accounts are referred to by the dimension combination specified for each C/L tax code. ▪ Sales Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for sales tax in the Tax Codes workspace. ▪ Tax — The line shows amounts registered on the account of a given tax type. The field “Tax Type” on the current line shows the relevant tax type. You can assign an account to a specific tax type in the Tax Reporting Units workspace by specifying a dimensions combination. ▪ Ratio Tax — The line shows amounts registered on the accounts referred to by the dimension combination specified for the ratio tax in the G/L Tax Codes workspace.
Manual Tax Type	If the value specified in the field “Tax Settlement Type” is “Tax,” this field shows which tax type has been selected. Tax types are created in the pop-up field “Tax Type” in the Popup Fields workspace in the Set-Up module and are assigned to G/L accounts in the Tax Reporting Units workspace.
Nature of Tax	In this pop-up field, you can select a nature of tax as Taxable, Tax Exempt, or Export. The tax reporting unit(s) on the line will only be used if this tax nature matches the tax nature code from the tax code or the G/L tax code applied in a registration window when registration values are entered.
Tax Type	In this pop-up field, you can select a tax pop-up value. The tax reporting unit(s) on the line will only be used if this tax nature matches the tax nature code from the tax code or the G/L tax code applied in a registration window when registration values are entered.
Company No.	This is the company to which the tax was posted.
Posting Ref.	This is the posting reference to which the tax was posted.

Field	Description
Description	This is the description of the posting reference to which the tax was posted.
Debit basis, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit basis, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Debit Tax, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit Tax, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Debit Tax, Base	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Credit Tax, Base	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Debit basis, Base	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Credit basis, Base	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in base currency.

Show Tax Table Lines Workspace

Use this workspace to view information about tax tables lines.

Create and maintain these lines in the sub-tab of the Tax Tables single dialog workspace.

Show Tax Table Lines Tab

This section includes the fields and descriptions for the Show Tax Table Lines tab.

Tax Table Island

Field	Description
Name	This field shows the name of the G/L tax table.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can enter a range of values for the Location dimension. If no range is specified, the dimension Location has no influence on the selection of entries displayed in the table part of the window.
Entity	The functionality of these fields is similar to that of the field “Location.”
Project	The functionality of these fields is similar to that of the field “Location.”
Purpose	The functionality of these fields is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Selection Criteria Island

Field	Description
Period	This field shows the period to which the tax code on the tax table line should apply.
Account	This field shows the range of accounts to which the tax code on the tax table line should apply.
Task	This field shows the Task job dimension.
Activity	This field shows the name and number of the activity from the Job Cost module if the entry pertains to a job.
Item	This field shows the item number and name, if the intercompany entry is related to an item.
Zip Code	This field shows the company zip code.
Tax Direction	This field indicates whether the entry is for a purchase or a sale.
Company Tax Code	If this field displays a company tax code, the tax code on the current line will only be used if the company tax code specified in the Tax Table tab in which the actual registration takes place matches this code. Company tax codes are created in the pop-up field “Company Tax Codes” in the Popup Fields workspace.
Item Tax Code	If this field displays item tax code, the tax code on the current line will only be used if the item tax code specified in the Tax Table Lines sub-tab in which the actual registration takes place matches this code. When invoicing and

Field	Description
	crediting on account, the tax code on the current line will only be used if the on-account tax code specified in the System Information workspace corresponds to the code specified in this field. Please note that it is only possible to point out the tax code on an invoice on account or a credit memo on account using a tax table if the system parameter “Get on account tax code from tax table” is marked. Item tax reporting codes are created in the pop-up field “Item Tax Codes” in the Popup Fields workspace.
Area	This field shows an area to which the tax code on the tax table line should apply.
Enterprise	This field shows an enterprise. All tax table lines matching the selected enterprise and the other specified selection criteria are shown in the table part.
Segment	This field shows a segment. All tax table lines matching the selected segment and the other specified selection criteria are shown in the table part.
Country	This field shows the country in which the tax code should be made applicable.
Item Group	This field shows the item group to which the item must belong for the tax code to be used.
Item Type	This field shows the item type to which the item must belong for the tax code to be used.
Statistics 1-4	If these fields are used, the tax code will only be used for items with the same code in the fields “Statistics 1,” “Statistics 2,” “Statistics 3,” and “Statistics 4” in the field “Print Control” in the Item Information Card workspace.

Show Finance Report Output Line Workspace

Use this workspace to view information about previously executed and saved finance reports.

This workspace shows one entry for each line in the saved report.

Use the G/L Report Set-Up single dialog workspace to perform the following tasks:

- Define the G/L report format.
- Execute the finance report.
- Specify if Maconomy should save the result when you execute a finance report.

Show G L Report Output Data Line Tab

This section includes the fields and descriptions for the Show G/L Report Output Data Line tab.

Field	Description
Line No.	This field shows the current line's number in the sequence of lines. The lines are numbered consecutively in the order of their creation.
Print	This field shows whether the current line is shown on printouts and in text and RTF files created from the current report. The value is derived from the field "Print" on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. On Maconomy's internal calculation lines, however, this field is always unmarked.
Description	This field shows the description of the current line. The value is derived from the field "Description" on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based.
Column 1-40	These fields show the actual data generated in the report, that is, the report contents.
Month From/Month To	These fields show the values from the corresponding fields on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. If either of these fields is blank, the value from the corresponding field in the Show G/L Report Output Data tab applies instead. Please note that the column description used on the line may cause this range to be overruled in some of the data fields ("Field 1-40"). This field therefore only represents the default range used in those columns for which the column description does not specify another range.
Year From/Year To	The functionality of these fields is similar to that of the fields "Month From" and "Month To."
Company No. From/ Company No. To	These fields show the values from the corresponding fields on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. If either of these fields is blank, the value from the corresponding field in the Show G/L Report Output Data tab applies instead. However, if the current line was the result of a G/L report setup line that itemizes company numbers, these fields show the actual range of company numbers whose data is shown in this field. Please note that the column description used on the line may cause this range to be overruled in some of the data fields ("Field 1-40"). This field therefore only represents the default range used in those columns for which the column description does not specify another range.
Account No. From/ Account No. To	The functionality of these fields is similar to that of the fields "Company No. From" and "Company No. To."

Field	Description
Intercompany Company From/ Intercompany Company To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Customer No. From/Customer No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Vendor No. From/ Vendor No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Job No. From/Job No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Activity No. From/ Activity No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Task From/Task To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Employee No. From/Employee No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Asset No. From/ Asset No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Item No. From/Item No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Statistics 1-4 From/ Statistics 1-4 To	These fields show the values from the corresponding fields on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. If either of these fields is blank, the value from the corresponding field in the Show G/L Report Output Data tab applies instead.
Include subcompanies	This field shows whether figures from subcompanies to the companies covered by the range in the fields “Company No. From” and “Company No. To” are included in the figures on the line. Subcompanies are included if the corresponding field is marked on the report containing the G/L report definition line on which the current output line is based. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is

Field	Description
	based. For information on the functionality of the field, you should therefore refer to the field “Include subcompanies.”
Account Group	This field shows that the current report line should display information about accounts in a specific account group. If the report line is assigned to a report that has been called by from another report, the value is inherited from the corresponding field on the report line that has called the current report.
Currency	This field shows the currency in which the figures on the current line are shown. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Currency.” Please note that the column description used on the line may cause this currency to be overruled in some of the data fields (“Field 1-40”). This field therefore only represents the default currency used in those columns for which the column description does not specify another currency.
Exchange Rate Date	This field shows the date whose exchange rates were used for converting amounts from one currency to another on the current line when the report was generated. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Exchange Rate Date.” Please note that the column description used on the line may cause this currency to be overruled in some of the data fields (“Field 1-40”). This field therefore only represents the default exchange rate date used in those columns for which the column description does not specify another date.
Format	This field shows the format applied to the current line on printouts. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Format.”
Indent	This field shows by how many spaces the line description is indented on printouts. The indent does not apply when creating tab-separated files. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Indent.”
Invert Sign	This field shows whether the figures on the current line have inverted signs (+/-). The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Invert Sign.”

Field	Description
Show 0	This field shows whether a zero or a blank value should be shown in the fields “Field 1-40” in those when a field has the value 0. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Show 0.”
Department	This field shows the name of the department to which the current G/L report output line pertains.
Report No.	This field shows the number of the report containing the G/L report definition line on which the current output line is based. The field “Original Line No.” shows the G/L report definition line’s table part position in the G/L Report Set-Up workspace. Using the information in this field and the field “Original Line No.,” you can thus in the G/L Report Set-Up workspace find the G/L report definition line on which the current G/L report output line is based.
Original Line No.	This field shows the table part position of the G/L report definition line in the G/L Report Set-Up workspace on which the current G/L report output line is based. The current output line may be the result of a sub-report, meaning that the G/L report definition line on which the output line is based does not necessarily belong to the main report. Therefore, the report in question is shown in the field “Report No.” Using the information in this field and the field “Report No.,” you can thus in the G/L Report Set-Up workspace find the G/L report definition line on which the current G/L report output line is based.
Line Type	This field shows what type of information is represented on the line. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Type.”
Calculation	This field shows the formula used for calculating the information on the current line (if any). The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Calculation.”
Expansion No.	This field is used for Maconomy support purposes only.
Itemization Level	This field shows the sub-report level at which the current output line was created. The main report represents level number one. If the main report calls a sub-report, the sub-report represents level two. The sub-report, in turn, can call another sub-report which represents level 3, and so on, and when a report at a given level results in an output line, the level in question is shown in this field.
Column Description	Here you enter the name of the G/L report column you have created in the G/L Report Columns workspace.

Field	Description
Last Printout Column	This field shows which column is the rightmost one to be printed.
Line Style	This field shows the name of the line style applied to the current output line. The line style determines the styles to be used on the different elements of the line when an RTF file is created for the report. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Line Style.”
Note No.	This field does not apply to the current version of Maconomy.
Note Text	This field does not apply to the current version of Maconomy.
Note Name	This field does not apply to the current version of Maconomy.
File Name	This field does not apply to the current version of Maconomy.
Note 2-3 Assigned	This field does not apply to the current version of Maconomy.
Note 2-3, Name	This field does not apply to the current version of Maconomy.

Dimensions Island

Field	Description
Location	In these fields, you can enter a range of values for the Location dimension. If no range is specified, the dimension Location has no influence on the selection of entries displayed in the table part of the window.
Entity	The functionality of these fields is similar to that of the field “Location.”
Project	The functionality of these fields is similar to that of the field “Location.”
Purpose	The functionality of these fields is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Show Finance Report Output Cell Workspace

Use this workspace to view information about previously executed and saved finance reports.

This workspace shows one entry for each line-column combination in the saved report.
Use the G/L Report Set-Up single dialog workspace to perform the following tasks:

- Define the G/L report format.
- Execute the finance report.
- Specify if Maconomy should save the result when you execute a finance report.

Finance Temp Report Cell Tab

This section includes the fields and descriptions for the Finance Temp Report Cell tab.

Period Island

Field	Description
Period	This field shows the date range which defines the period used in the current calculation.

Selection Criteria, Dimensions Island

Field	Description
Location	This is the local dimension interval used in the current calculation.
Entity	This is the entity dimension interval used in the current calculation.
Project	This is the project dimension interval used in the current calculation.
Purpose	This is the purpose dimension interval used in the current calculation.
Spec. 1-10	These are the Spec. 1-10 dimension intervals used in the current calculation.
Local Spec. 1-10	These are the Local Spec. 1-10 dimension intervals used in the current calculation.

Column Island

Field	Description
Column Line No.	This is the column line number. This number determines where on the printout the column is placed. This number is also used for referring to a given column in column calculations.

Field	Description
Column Heading	This field shows the column header. It is printed in the report using a report line of the type “Column Heading.”
Column Base	This field shows whether actual or budgeted figures will be displayed.
Column Description Name	This field shows the name of the G/L report column description.
Column Prior Periods	This field shows the prior periods used in the current calculation.

Column Criteria Island

Field	Description
Company No.	This field shows the company no. interval used in the current calculation.
Account No.	This field shows the account no. interval used in the current calculation.
Intercompany Company	This field shows the inter-company no. interval used in the current calculation.
Customer No.	This field shows the customer no. interval used in the current calculation.
Vendor No.	This field shows the vendor no. interval used in the current calculation.
Job No.	This field shows the job no. interval used in the current calculation.
Activity No.	This field shows the activity no. interval used in the current calculation.
Task	This field shows the task name interval used in the current calculation.
Employee No.	This field shows the employee no. interval used in the current calculation.
Asset No.	This field shows the asset no. interval used in the current calculation.
Item No.	This field shows the item no. interval used in the current calculation.

Show Dimension Periods Workspace

Use this workspace to view and search the content of dimension periods that you can access.

Show Dimension Periods Tab

This section includes the fields and descriptions for the Show Dimension Periods tab.

Period Information Island

Field	Description
Fiscal Year	This field shows the fiscal year when the dimension period aggregates over the finance entries.
Company No.	This field shows the company number the dimension period aggregates over the finance entries.
Account No.	This field shows the account number the dimension period aggregates over finance entries.
Local Account No.	This field shows the local account number the dimension period aggregates over finance entries.
Base Currency	This field shows the currency of the company of the dimension period.
Account Currency	This field shows the currency of the account where you posted the finance entries of the dimension period.

Debit Balance Island

Field	Description
Debit 1-12, Base	These fields show the aggregated base debit amount of the finance entries posted in the 1st-12th period of the fiscal year.

Credit Balance Island

Field	Description
Credit 1-12, Base	These fields show the aggregated base credit amount of the finance entries posted in the 1st-12th period of the fiscal year.

Tax Island

Field	Description
Tax Opening	This field shows the opening tax balance of the dimension period.
Tax 1-12	These fields show the aggregated tax amount of the finance entries posted in the 1st-12th period of the fiscal year.

Dimensions Island

Field	Description
Location	This field shows the location where the dimension period aggregates over the finance entries.
Entity	This field shows the entity by which the dimension period aggregates over the finance entries.
Project	This field shows the project by which the dimension period aggregates over the finance entries.
Purpose	This field shows the purpose by which the dimension period aggregates over the finance entries.
Spec. 1-10	These fields show the specifications of the dimension period that aggregates over the finance entries.
Local Spec. 1-10	These fields show the local specifications of the dimension period that aggregates over the finance entries.

Opening Balance Island

Field	Description
Debit Opening, Base	This field shows the opening debit balance of the dimension period in base currency.
Credit Opening, Base	This field shows the opening credit balance of the dimension period in base currency.
Debit Opening, Currency	This field shows the opening debit balance of the dimension period in account currency.
Credit Opening, Currency	This field shows the opening credit balance of the dimension period in account currency.
Debit Opening, Enterprise	This field shows the opening debit balance of the dimension period in enterprise currency.
Credit Opening, Enterprise	This field shows the opening credit balance of the dimension period in enterprise currency.

Year End Result Island

Field	Description
Debit Year End Result, Base	This field shows the year-end debit balance of the dimension period in base currency.
Credit Year End Result, Base	This field shows the year-end credit balance of the dimension period in base currency.

Field	Description
Debit Year End Result, Currency	This field shows the year-end debit balance of the dimension period in account currency.
Credit Year End Result, Currency	This field shows the year-end credit balance of the dimension period in account currency.
Debit Year End Result, Enterprise	This field shows the year-end debit balance of the dimension period in enterprise currency.
Credit Year End Result, Enterprise	This field shows the year-end credit balance of the dimension period in enterprise currency.

Quantity A Island

Field	Description
Quantity A Opening	This field shows the opening quantity A of the dimension period.
Quantity A Year End Result	This field shows the year-end quantity A of the dimension period.
Quantity A 1-12	These fields show the aggregated quantity A of the finance entries posted in the 1st-12th period of the fiscal year.

Quantity B Island

Field	Description
Quantity B Opening	This field shows the opening quantity B of the dimension period.
Quantity B Year End Result	This field shows the year-end quantity B of the dimension period.
Quantity B 1-12	These fields show the aggregated quantity B of the finance entries posted in the 1st-12th period of the fiscal year.

Committed Island

Field	Description
Committed Opening, Base	This field shows the committed opening of the dimension period in base currency.

Field	Description
Committed 1-12, Base	These fields show the aggregated committed amounts of the finance entries posted in the 1st-12th period of the fiscal year.

Show Dimension Task Periods Workspace

Use this workspace to view and search the content of dimension task periods that you can access.

Show Dimension Task Periods Tab

This section includes the fields and descriptions for the Show Dimension Task Periods tab.

Period Information Island

Field	Description
Fiscal Year	This field shows the fiscal year when the dimension task period aggregates over the finance entries.
Company No.	This field shows the company number the dimension task period aggregates over the finance entries.
Account No.	This field shows the account number the dimension task period aggregates over finance entries.
Local Account No.	This field shows the local account number the dimension task period aggregates over finance entries.
Task Name	This field shows the task name the dimension task period aggregates over finance entries.
Base Currency	This field shows the currency of the company of the dimension task period.
Account Currency	This field shows the currency of the account where the finance entries of the dimension task period are posted.

Debit Balance Island

Field	Description
Debit 1-12, Base	These fields show the aggregated base debit amount of the finance entries posted in the 1st-12th period of the fiscal year.

Credit Balance Island

Field	Description
Credit 1-12, Base	These fields show the aggregated base credit amount of the finance entries posted in the 1st-12th period of the fiscal year.

Tax Island

Field	Description
Tax Opening	This field shows the opening tax balance of the dimension task period.
Tax 1-12	These fields show the aggregated tax amount of the finance entries posted in the 1st-12th period of the fiscal year.

Dimensions Island

Field	Description
Location	This field shows the location where the dimension task period aggregates over the finance entries.
Entity	This field shows the entity by which the dimension task period aggregates over the finance entries.
Project	This field shows the project by which the dimension task period aggregates over the finance entries.
Purpose	This field shows the purpose by which the dimension task period aggregates over the finance entries.
Spec. 1-10	These fields show the specifications of the dimension task period that aggregates over the finance entries.
Local Spec. 1-10	These fields show the local specifications of the dimension task period that aggregates over the finance entries.

Opening Balance Island

Field	Description
Debit Opening, Base	This field shows the opening debit balance of the dimension task period in base currency.
Credit Opening, Base	This field shows the opening credit balance of the dimension task period in base currency.
Debit Opening, Currency	This field shows the opening debit balance of the dimension task period in account currency.
Credit Opening, Currency	This field shows the opening credit balance of the dimension task period in account currency.
Debit Opening, Enterprise	This field shows the opening debit balance of the dimension task period in enterprise currency.
Credit Opening, Enterprise	This field shows the opening credit balance of the dimension task period in enterprise currency.

Year End Result Island

Field	Description
Debit Year End Result, Base	This field shows the year-end debit balance of the dimension task period in base currency.
Credit Year End Result, Base	This field shows the year-end credit balance of the dimension task period in base currency.
Debit Year End Result, Currency	This field shows the year-end debit balance of the dimension task period in account currency.
Credit Year End Result, Currency	This field shows the year-end credit balance of the dimension task period in account currency.
Debit Year End Result, Enterprise	This field shows the year-end debit balance of the dimension task period in enterprise currency.
Credit Year End Result, Enterprise	This field shows the year-end credit balance of the dimension task period in enterprise currency.

Quantity A Island

Field	Description
Quantity A Opening	This field shows the opening quantity A of the dimension task period.
Quantity A Year End Result	This field shows the year-end quantity A of the dimension task period.
Quantity A 1-12	These fields show the aggregated quantity A of the finance entries posted in the 1st-12th period of the fiscal year.

Quantity B Island

Field	Description
Quantity B Opening	This field shows the opening quantity B of the dimension task period.
Quantity B Year End Result	This field shows the year-end quantity B of the dimension task period.
Quantity B 1-12	These fields show the aggregated quantity B of the finance entries posted in the 1st-12th period of the fiscal year.

Committed Island

Field	Description
Committed Opening, Base	This field shows the committed opening of the dimension task period in base currency.
Committed 1-12, Base	These fields show the aggregated committed amount of the finance entries posted in the 1st-12th period of the fiscal year.

Reporting Section

This section includes the fields and descriptions for the Reporting Section workspaces.

G/L Reports Introduction

Use the Maconomy G/L report generator as a tool for extracting and presenting financial data.

It enables you to define and store an unlimited number of reports. Maconomy produces the reports from data that is stored in the general ledger, so after you define a report, you can use it again and again. The G/L report generator consists of the following workspaces: G/L Report Columns, G/L Report Set-Up, and Print G/L Report.

You define G/L reports in Maconomy in two stages:

- Define the columns in the G/L Report Columns workspace.
- Define the report lines in the G/L Report Set-Up workspace.

The basic composition of a report is similar to a spreadsheet and consists of columns and lines (or rows).

The tasks of defining columns and lines are divided among two workspaces so that you can easily combine various column and line calculations. This adds flexibility in creating a wide range of reports, in that you can reuse elements that you have defined once, in numerous reports.

You use the G/L Report Columns workspace to define report columns. You assign the report columns to various report lines. Each line in a column produces figures that are consistent with other lines in the same column. For example, a column can consist of actual figures, budgeted amounts, quantity counts, a calculation from other columns, and so forth. You can define up to 40 columns for each report.

You use the G/L Report Set-Up workspace to define the output of the report lines. Each line expresses a dimension of the general ledger, subject to various target group criteria. Maconomy's general ledger dimensions are Company, Account, Location, Entity, Project, Purpose, Spec. 1-3, and Local Spec. 1-3. The target group enables you to clearly define a range of options for the dimension or dimensions that you include in the report or report line. For example, you might limit a section of the report (report line definition) to a range of expense account numbers.

You can print reports from several places, including the G/L Report Set-Up and Print G/L Report workspaces.

G/L Report Columns Workspace

Use this workspace to enter and change column specifications that Maconomy uses in financial (G/L) reports.

A G/L report has columns and lines (or rows). The columns control the type of information to be shown, such as actual or budgeted figures, while the lines control the range of information-the accounts and dimensions that are included in the lines.

You define a set of columns in this workspace. For each set of columns, you supply a name, a description, and a report layout (for example, 16ColumnsHorizontal).

The lines in the Column Description Lines sub-tab represent columns in the report. For each column, you enter a header, identify which figures to show, enter a calculation formula, specify whether the report is to include period changes or opening/closing numbers, select a number format, and so on.

For each column, you can also select the period for which the data should be calculated. The period you specify can be relative to the period you entered when you executed the report. For example, you can specify that a column show data for the current period, and another column show data for that same period but from a different year. If you select August 2014 when you execute the report, Maconomy shows one column with data for August 2014, and another column with data for August 2013.

The layout that you choose might limit the number of columns you can include in the report. The absolute maximum is 40 columns, but some layouts allow for fewer columns.

Each report has:

- A text column, which is defined for every report line in the G/L Report Set-Up workspace.
- Additional columns that display text, actual figures, budgeted figures, or calculations (for example, a percentage variance between actual and budget figures).

Each line in a column shows information that is consistent with other lines in the same column. For example, if the first column displays actual figures for a given period, all lines in that column display actual figures for the specified period. Budget figures and figures for other periods must be shown in another column. However, you can change the period for an individual line in a G/L report, such that all of the figures for this line relate to the specified period.

For actual or budgeted figures, you can choose to include only figures for a given location, entity, project, or period. You can enter a limitation using a range of dimension values for each line and for each column in the report. If you do so, the limitation on the column level has higher priority than the limitation on the line level.

If you delete a line from the Column Description Lines sub-tab, Maconomy does not check to see whether the deleted line was referenced by one or more calculation formulas on other lines. For this reason, you should carefully consider the effect of deleting lines.

If you do not define a column, it is blank on the report.

You can print G/L reports using the **Print Report** action in the G/L Report Set-Up or Print G/L Report workspace. You can also export the report to a tab-separated file using the **Create Tab-separated File** action in the G/L Report Set-Up workspace.

G/L Report Columns Tab

This section includes the fields and descriptions for the G/L Report Columns tab.

Column Definition Island

Field	Description
Name	Enter a name for the column specification here. You cannot change the name of an existing column definition.
Description	You can optionally enter a description of the column definition here.
Layout	Here you choose which G/L report layout will be used with the current column specification. The number of columns printed depends on the layout chosen. You can choose a layout for which there are more columns than you intend to print and use the remaining columns for subtotals. A layout consists of a number of line layouts (or blocks). When defining the report lines, you designate which of these is to be used for the specified line. You can use the Layout Designer to edit these layouts according to your own specifications. For example, you can choose to always display totals in bold type. If you change the format of the line layout, you can also save it under a new name in the Popup Fields window, to match its new format.

Access Level Island

Field	Description
Access Level	In this field, you can specify the description and name of an access level for the current G/L report column. In this workspace, you can only see and use the current G/L report column if you have been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. In other workspaces, you can only reference the column description if you have been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. Please note that this access control only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to G/L report columns may depend on other factors. For further information about the standard access control configuration, please see the “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current G/L report columns.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Column Width Island

Field	Description
Left Edge Position	This field does not apply in the current version of Maconomy.
Description	This field does not apply in the current version of Maconomy.
Note	This field does not apply in the current version of Maconomy.

Heading Island

Field	Description
Description	In this field you can enter a heading text to be inserted above the text columns in the printed G/L Report.
Note	This field does not apply in the current version of Maconomy.

Column Description Lines Sub-Tab

This section includes the fields and descriptions for the Column Description Lines sub-tab.

Field	Description
No.	This is the column number. This number determines where on the printout the column is placed. This number is also used for referring to a given column in column calculations. You can define up to 40 columns, but the number of columns printed depends on the layout that you choose.
Heading	Enter the column header here. It is printed in the report using a report line of the type “Column Heading.” It is possible to use fixed texts as well as texts which refer to the period the column is for. When the report is printed, the text is replaced by the value it represents. If the column covers more than one month, the printout shows the first and the last month in the period. These are the references you can use: ▪ #MonthNumber ▪ #MonthName ▪ #MonthNumber/Year ▪ #MonthName/Year
Type	In this field, you can specify the figures on which the amounts in the column should be based. You can choose between the following figures:

Field	Description
	▪ Amount in Base Currency — The column will display amounts posted in the base currency of each company. Unless you specify a currency in the field “Currency,” the column figures will be displayed in the base currency assigned to each entry. Note that if a report concerns companies that use nonmatching base currencies, Maconomy does not consider that the currencies do not match when calculating totals. This means that, for example, the amount DEM 250.00 and GBP 750.00 will result in a calculated total of 1,000.00. If totals are to be calculated, you are therefore urged to create a column where each line amount is converted in a specific currency. ▪ Amount in Currency — The column will display amounts posted in the currency of the account. Unless you specify a currency in the field “Currency,” the column figures will be displayed in the base currency assigned to the account on each entry. Note that if a report concerns accounts that use non-matching base currencies, Maconomy does not consider that the currencies do not match when calculating totals. This means that, for example, the amount DEM 250.00 and GBP 750.00 will result in a calculated total of 1,000.00. If totals are to be calculated, you are therefore urged to create a column where each line amount is converted in a specific currency. ▪ Quantity — The column will display actual or budgeted quantities. ▪ Quantity 2 — The column will display actual quantity 2 figures. It is not possible to extract budgeted quantity 2 figures, as budgets cannot be made on quantity 2. ▪ Calculation — The column will display the result of a calculation using one or more other columns. Enter the calculation formula in the “Calculation” field. ▪ Text — In each report line, the column will display the text entered in the “Calculation” field. If “Text” is chosen, the report line will display the line text and not the column text. ▪ Amount in Enterprise — The column will display amounts posted in the enterprise currency. Unless you specify a currency in the field “Currency,” the column figures will be displayed in enterprise currency. ▪ Tax — The column is based on the tax amounts derived from the entries in the Selection Criteria. If the Selection Criteria, for example, includes an entry of USD 80, which caused a tax entry of USD 8, the USD 8 will appear in this column.
Basis	Here you choose whether to display actual or budgeted figures, provided you have chosen “Amount in Base Currency,” “Amount in Currency,” “Amount in Enterprise,” or “Quantity” in the “Type” field. You can choose between “Actual” or “Budget.” Note that if you select “Budget,” you must select the option “Amount in Base Currency” in the field “Type,” as Maconomy only maintains budget figures in the base currency of the company assigned to each budget

Field	Description
	entry. If you have specified “Tax” in the field “Type,” you must select “Actual” in this field.
Balance	Here you choose whether to display the period’s opening balance, closing balance, or period changes, provided you have selected “Amount,” “Quantity,” or “Tax” in the field “Type.” The options here are “Closing,” “Opening,” and “Change.”
Direction	Here you choose whether to display the period’s debit entries, credit entries or all entries, provided you have chosen “Amount” in the “Text” field. The options are “Debit,” “Credit,” and blank, the last of which includes all entries.
Calculation	Here you enter a calculation formula, provided you have chosen “Calculation” in the “Type” field. A calculation formula can consist of references to other columns, numeric constants, and math operators. You refer to a column by entering its column number. A whole number preceded by a 0 is interpreted as a numeric constant. The math operators +, -, *, and / can be used for calculations involving columns or whole numbers. Parentheses may also be used to separate calculation expressions. Finally, you can use the % sign to find the percentage ratio between two columns. Here are some examples of calculation expressions: ▪ “1 2” in column three indicates that, for every line, column 3 calculates the difference between columns 1 and 2. ▪ “(1 + 2) / 4 * 012” in column 3 indicates that column 3 calculates the sum of columns 1 and 2, divided by column 4, multiplied by 12. If column 4 is 0, column 3 will also be 0. ▪ “1* 01.50” in column 2 means that column 2 is calculated as column 1 multiplied by the constant 1.5. ▪ “1 % 2” in column 3 indicates that column 3 calculates column 1, less column 2, divided by column 2, multiplied by 100. If column 2 is 0, column 3 will also result in 0. If a text is entered in the system parameter “Text on division by 0 in G/L rep.,” a division by 0 will result in the column displaying the text entered in the system parameter. Please note that if a line in the Column Description Lines sub-tab is deleted, Maconomy will not check whether the deleted line was referenced by one or more calculation formulas on other lines. For this reason it is recommended that you check the calculation formulas for references to the deleted lines and any subsequent lines which have changed number because of the deletion. If you choose “Text” in the “Type” field, you can enter a text or a text reference in the Calculation field. If the line is a “Text” line, and you enter a text in the column, the printed report line will display the line text and not the column text. You can enter fixed texts as well as texts to be retrieved by references to account, location, entity, or project. When the report is printed, the reference will be replaced with the value that it represents. Note that to get correct information in your reports, you should enter kernel strings for the relevant

Field	Description
	texts. It is, however, possible to enter template strings, but as these might not be configurable when using localized versions of Maconomy, using template strings might result in incomplete reports. You can use the following account references: ▪ #Account.AccountNumber ▪ #Account.AccountText ▪ #Account.Statistics1 ▪ #Account.Statistics2 ▪ #Account.Statistics3 ▪ #Account.Statistics4 ▪ #Account.AccountType ▪ #Account.AccountGroup ▪ #Account.Department ▪ #Account.ItemVATCode ▪ #Account.Blocked ▪ #Account.ProfitAndLossStatus ▪ #Account.VATCode ▪ #Account.Currency ▪ #Account.Note1...Note5 You can use the following references for dimensions. Replace “<dimension>” with the name of the dimension in the list below. The dimensions are written as follows: ▪ Location ▪ Entity ▪ Project ▪ Purpose ▪ Specification1 ▪ Specification2 ▪ Specification3 ▪ LocalSpecification1 ▪ LocalSpecification2 ▪ LocalSpecification3 You can use the following references for the dimensions above:

Field	Description
	▪ #<dimension>.Name ▪ #<dimension>.Description ▪ #<dimension>.Statistics1 ▪ #<dimension>.Statistics2 ▪ #<dimension>.Statistics3 ▪ #<dimension>.Statistics4 ▪ #<dimension>.Blocked ▪ #<dimension>.Note1 ▪ #<dimension>.Note2 ▪ #<dimension>.Note3 ▪ #<dimension>.Note4 ▪ #<dimension>.Note5 You can use the following column reference: ▪ #Column.1...#Column.40 You can use the following extra texts of the report: ▪ #Extratext.1... Extratext.6 (These texts will always refer to the main report, that is, the user-generated report). You can use the following reference to the main company, that is, the company which appears on all printouts not related to a specific company: ▪ #MainCompany You can use the following references to the Company Information workspace: ▪ #CompanyInformation.CompanyNumber ▪ #CompanyInformation.Name1...5 ▪ #CompanyInformation.ZipCode ▪ #CompanyInformation.City ▪ #CompanyInformation.Country ▪ #CompanyInformation.Phone ▪ #CompanyInformation.Fax ▪ #CompanyInformation.Telex ▪ #CompanyInformation.Giro ▪ #CompanyInformation.Bank

Field	Description
	▪ #CompanyInformation.CompRegNumber ▪ #CompanyInformation.BACSNumber ▪ #CompanyInformation.VATNumber ▪ #CompanyInformation.Statistics1... Statistics4 ▪ #CompanyInformation.Blocked ▪ #CompanyInformation.Currency ▪ #CompanyInformation.Note1...Note5 ▪ #CompanyInformation.Address1... Address8 ▪ #CompanyInformation.Text1...Text20 ▪ #CompanyInformation.Date1...Date5 ▪ #CompanyInformation.Popup1...Popup5 ▪ #CompanyInformation.Real1...Real5 ▪ #CompanyInformation.Integer1...Integer5 Name 1-5, ZipCode, City, and Country refer to the Address fields in the Company Information workspace for the current company. Address 1-8, however, refer to formatted address information. This means that the address consists of Name 1-3, followed by ZipCode and City (in one field), followed by Name 4-5, and finally Country. Blank fields are omitted. This is best illustrated by an example: ▪ The company information Name1 = “Maconomy NE Inc.” Name 2 = “33 Boston Post Road West, Suite 310” ZipCode = “MA 01752” City = “Marlborough” Country = “USA” ▪ corresponds to the following: Address1 = “Maconomy NE Inc.” Address2 = “33 Boston Post Road West, Suite 310” Address3 = “Marlborough, MA 01752” Address4 = “USA” The other address fields are blank. You can use the following references to the current year and month: ▪ #Year ▪ #MonthNumber ▪ #MonthNumber/Year ▪ #MonthName ▪ #MonthNumber/Year

Field	Description
Period Change	In this field you can enter a whole number that determines the column period relative to the period in the G/L report Selection Criteria. For example, if you enter “-12” the column will display figures for the same period range in the previous year.
Period Reference	In this field you can enter a time frame for which the figures in the column are to be shown, relative to the period in the G/L report Selection Criteria. You can choose between the following options: ▪ Period — The column shows figures for the period specified in the G/L report Selection Criteria. ▪ Month — The column shows figures for the last month specified in the G/L report Selection Criteria. ▪ Quarter — The column shows figures for the quarter in which the last month specified in the G/L report Selection Criteria is included. If the G/L report is run for months 1-7 in a given year, the column will show the figures for months 7, 8, and 9. Note that the figures for the whole quarter will be included in the report, even though the Selection Criteria only include the 7th month. ▪ Half Year — The column shows figures for the half year in which the last month specified in the G/L report Selection Criteria is included. If the G/L report is run for months 1-9 in a given year, the column will show the figures for months 7-12. Note that the figures for the entire half-year will be included in the report, even though the Selection Criteria only include the ninth month. ▪ Year — The column shows figures for the last year included by the G/L report Selection Criteria. Note that the figures for the entire year will be included in the report, even though the Selection Criteria only include a given month of that year. It applies to each of these period references that any relative period specified in the field “Period” above will affect the period reference specified in this field. To find the relevant period, Maconomy adds the number of months specified in the field “Period” (or deducts it if it is a negative figure) to the last month covered by the report and determines the period covering the resulting month. If, for instance, a report is to print figures from months 1-7 in a given year, and this field specifies “Quarter,” the column will show figures for the third quarter of the year, that is, the months 7, 8, and 9, as mentioned above. If a relative period of “-2” is specified in the field “Period,” Maconomy will deduct two months from the last month to be printed (month 7), thus determining that the last month to actually be covered by the report is month 5, which is in the second quarter of the year. Therefore, the column will, instead, show figures for the second quarter, that is, the months 4, 5, and 6.
Show As	Choose the number format here. You can choose between “Decimals,” “In Whole Numbers,” “In Thousands,” “Millions with one decimal,” or “Millions.”

Field	Description
Print	If you check this field, the current column will be printed out.
Company From	The values in this field and in the field “Company To” constitute a range of company numbers to be included in the column figures. This range is only used if the column should display realized or budgeted figures. The range applying to a given report field can, however, also derive from the card or table part of the report definitions in which the column appears. For a description of the priority used for determining the company range to apply to each report field in a given report, you should therefore see the field “Company No. From” in the table part of the G/L Report Set-Up workspace.
Company To	The functionality of this field is similar to that of the field “Company From” above.
Account No. From	The functionality of this field is similar to that of the field “Company From” above.
Account No. To	The functionality of this field is similar to that of the field “Company From” above.
Location From	The functionality of this field is similar to that of the field “Company From” above.
Location To	The functionality of this field is similar to that of the field “Company From” above.
Entity From	The functionality of this field is similar to that of the field “Company From” above.
Entity To	The functionality of this field is similar to that of the field “Company From” above.
Project From	The functionality of this field is similar to that of the field “Company From” above.
Project To	The functionality of this field is similar to that of the field “Company From” above.
Purpose From	The functionality of this field is similar to that of the field “Company From” above.
Purpose To	The functionality of this field is similar to that of the field “Company From” above.
Spec. 1-3 From	The functionality of these fields is similar to that of the field “Company From” above.
Spec. 1-3 To	The functionality of this field is similar to that of the field “Company From” above.

Field	Description
Local Spec. 1-3 From	The functionality of these fields is similar to that of the field “Company From” above.
Local Spec. 1-3 To	The functionality of this field is similar to that of the field “Company From” above.
Budget Model	If you have selected “Budget” in the field “Basis,” you can select the specific budget model from which to retrieve the figures in this field. If you select both a specific budget model and a budget type in the field “Budget Type,” a budget model of the specified name and type must exist. Otherwise, no figures will be displayed.
Budget Type	If you have selected “Budget” in the field “Basis,” you can in this field select the budget type from which to retrieve the figures. Budget types are created in the Popup Fields workspace in the Set-Up module and assigned to budget models in the Budget Models workspace. For example, you have created a budget type called “Anchor.. In one fiscal year, the name of a budget model of the type “Anchor” could be “Anchor 1998,” and in another year it could be called “Anchor 1999.” To avoid adjusting the G/L report column specifications every fiscal year, it is advisable to select a budget by budget type, instead of selecting a specific budget model.
Budget Version No.	If you have selected “Budget” in the field “Basis,” you can in this field select which version of budget specified in the fields “Budget Model” or “Budget Type” you wish to use.
Budget Version Type	If you have selected “Budget” in the field “Basis,” you can in this field select the budget version type from which to retrieve the figures. Budget version types are created in the Popup Fields workspace in the Set-Up module and assigned to budget models in the Budget Models workspace. Instead of selecting a specific budget version in the field “Budget Version No.,” you can in this field specify a budget version type. For example, you have created the budget version type “Revision 1.” In one fiscal year a budget model of the version type “Revision 1” has budget version number 2; in another year the version number might be 3. To avoid adjusting the G/L report column specifications every fiscal year, it is advisable to select a budget by budget version type instead of selecting a specific budget version.
Currency	In this field, you can specify the currency in which to display amounts in the current report field. The reporting currency used in any given report field can, however, also derive from the card or table part of the report definitions in which the column appears. For a description of the priority used for determining the reporting currency to apply to each report field in a given report, you should therefore see the field “Currency” in the table part of the G/L Report Set-Up workspace.
Exchange Rate Table	In this field, you can specify the exchange rate table to be used when converting currency amounts in the current report field. The exchange rate date used in a given report field can, however, also derive from the card or

Field	Description
	table part of the report definitions in which the column is used. For a description of the priority used for determining the exchange rate table to apply to each report field in a given report, you should therefore see the field “Exchange Rate Table” in the table part of the G/L Report Set-Up workspace.
Exchange Rate Date	In this field, you can specify the exchange rate date to be used when converting currency amounts in the current report field. The exchange rate date used in a given report field can, however, also derive from the card or table part of the report definitions in which the column appears. For a description of the priority used for determining the exchange rate date to apply to each report field in a given report, you should therefore see the field “Exchange Rate Date” in the table part of the G/L Report Set-Up workspace.
Price Year	If you have selected “Budget” in the field “Basis,” you can in this field select the price year to use when displaying figures from the budget selected in the budget specification fields above. If you select a price year, and the budget model selected was not created using that price year, Maconomy will convert the budget figures to the prices of the price year selected according to rules specified in the Price Areas and Price Registers workspaces in the Budget module. For a further description, please see the description of those workspaces in the documentation about the Budget module. If you do not specify a price year, the figures in the selected budget model will be used without conversion.
Price Register	In this field you select which price register to use if the budget figures need to be converted to a price year specified in the field “Price Year.” See the description of the field “Price Year” above.
Prior-Period	For actual figures, you can choose only to show entries from a given prior period. Prior-period journals are used when posting in closed fiscal years. Periods are created in the pop-up field “Prior Periods” in the Popup Fields workspace in the Set-Up module.
Column Width	In this field, you can specify the desired width of the current column. The field only applies when the column specification is used on a report which is printed to an RTF file, in which case the width of the table cell corresponding to the current column will be applied the specified width.

G/L Report Selection Criteria Workspace

Use this workspace to enter selection criteria for G/L reports.

This workspace is an alternative to the G/L Report Set-Up workspace, for users who do not have access to the G/L Report Set-Up workspace. It contains only the Selection Criteria parts of the G/L Report Set-Up workspace.

G/L Report Selection Criteria Tab

This section includes the fields and descriptions for the G/L Report Selection Criteria tab.

G/L Report Selection Criteria Island

Field	Description
Name	In this field, you enter a name for the G/L report Selection Criteria.
Description	In this field, you can enter a description of the current G/L report Selection Criteria.

Selection Criteria Island

Field	Description
Period	Here you enter the starting month/year and ending month/year of the period for which the report is to be printed. You can also enter a different period range for each report line definition in the table. Enter the period as a number, for example, “1” for January, “2” for February, and so on. If your company uses flexible periods that do not follow the calendar year, the month and year that you enter here refer to the period defined in the Fiscal Year workspace.
Company No.	Here you can enter a range of company numbers. Only companies within the specified range are included in the report.
Acct. No.	Here you can enter a range of account numbers to be included in the report. Only accounts within the specified range are included in the report.
Statistics 1-4	Here you can limit the report to a range of statistics codes. For more information about the effect of statistic codes in connection with the individual report lines and dimensions, see the description of the Selection Criteria island in the G/L Report Set-Up workspace.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Selection Criteria, Dimensions Island

Field	Description
Location	You can limit the report to a range of locations here. If these fields are left blank, all “Location” dimensions will be included in the report.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.

Field	Description
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Company Island

Field	Description
Include Subordinates	In this field, you can specify whether or not the report should include figures concerning possible subordinate companies for each company in the specified Selection Criteria, that is, companies that have been assigned to the current company as subordinate companies in the Company Information workspace. The structure functions on several levels, meaning that one company can be subordinate to a company that itself is a subordinate company to another company. If this field is marked, the report will include figures for all subordinate companies for each company in the selection criteria. Information from all subordinate companies is included, even if one or more subordinate companies is not within the range of companies in the dimension control. Note, however, that if a subordinate company is within the selection criteria, the figures for this company will be represented more than once on the printout, as the company will be represented both as a subordinate company and as an individual company with possible subordinate companies of its own. It is therefore recommended only to mark this field if the selection criteria only concerns one company.

G/L Report Set-Up Workspace

Use this workspace to create reports that are based on general ledger data.

Name the report, select the period on which you want to report, and select the accounts and dimensions that you want to include.

A G/L report has columns and lines (or rows). The columns control the type of information to be shown, such as actual or budgeted figures, while the lines control the range of information-the accounts and dimensions that are included in the lines.

You define the columns in the G/L Report Columns workspace and define the lines in this workspace. Each line in the Report Lines sub-tab defines one or more lines in the report. A report line definition can determine if a line displays fixed text, actual or budget figures or quantities, calculations based on other lines, and so on.

Selection Criteria

Use the Selection Criteria in this workspace to specify the period, account number range, dimension option range, and statistics code range.

You typically update the selection criteria before you generate a report, typically to update the period range.

You can also define G/L report selection criteria in the G/L Report Selection Criteria workspace, and override any selection criteria that you defined in the G/L Report Set-Up tab in this workspace.

When you print a G/L report from the Print G/L Report workspace, you can specify a G/L report selection criteria name.

Entries in the **From** and **To** fields in the sub-tab specify the target group or selection criteria. There is a target group for every report line definition in the G/L report, corresponding to the selection criteria in the G/L Report Set-Up tab or the specified G/L Report selection criteria. This defaults to the target group value in the G/L Report Set-Up tab or the specified G/L Report selection criteria, unless you enter a value in a Selection Criteria field for the line definition. If you do enter selection criteria information in the line, it overrides any information that you entered in the G/L Report Set-Up tab or the specified G/L report selection criteria, regardless of whether it narrows or expands the selection criteria.

Embedded Reports

You can embed a report within another report, generating two different reports simultaneously, one as an extension of the other. The name and layout of the primary report also apply to the embedded report. The selection criteria that are used to generate the embedded report come from the line in the primary report that calls the embedded report, rather than from the selection criteria in the G/L Report Set-Up tab or the G/L report selection criteria of the embedded report.

Printing Reports

To print a report, use the **Print Report** action in this workspace or the Print G/L Report workspace.

You can also export the report to a tab-separated file or an RTF file by choosing the relevant action in the G/L Report Set-Up tab. When you export a report, you cannot specify a G/L report selection criteria name.

G/L Report Set-Up Tab

This section includes the fields and descriptions for the G/L Report Set-Up tab.

Report Island

Field	Description
Report No.	This is a unique number assigned to the report. It can be used to call the report from another report. The number is taken from the “G/L Report” system number series.
Name	Enter the name of the report here. This name is printed on the report and can be used for searches.
Description	You can enter a detailed description of the report in these three text fields. The description can optionally be inserted in the printed report using Maconomy’s layout editing tools.

Field	Description
Column Description	Here you enter the name of the G/L report column you have created in the G/L Report Columns workspace.
Standard Column Description	By marking this field, you can choose to have the column description specified above override any column descriptions for reports called from this one.

Access Level Island

Field	Description
Access Level	In this field, you can specify the description and name of an access level for the current G/L report. In this workspace, you can only see and use the current G/L report if you have been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. In other workspaces, you can only reference the current report if you have been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. Please note that this access control only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to G/L reports may depend on other factors. For further information about the standard access control configuration, please see “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current G/L report.

Extra Remarks Island

Field	Description
Text 1-6	Here you can enter additional descriptive information about the report. You can use Maconomy’s layout editing tools to insert this information in the printed report and use it in searches.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Print Control Island

Field	Description
Number of Days until Expiry	If the report is to be saved, that is, the field “Save Output Data” has been marked, you can specify in this field the length of the report’s validity period. The validity period is used for warning other users about to run identical reports within a given period that such a report already exists. Please note, however, that you can only save reports if you have installed the add-on “Reprint G/L Reports.” Whenever a report is run, Maconomy checks whether an identical report with a validity date that has not yet expired has already been saved and issues a warning

Field	Description
	if this is the case, allowing you to cancel the process. This way, by specifying how long the new, saved report should be valid, you ensure that users who are about to run an identical report will be informed that such a report already exists. An existing report is considered identical to the one you are about to run if the information in the Selection Criteria, Dimensions, Selection Criteria, Currency Conversion, Company, Access Level, and Report (with the exception of the description fields) islands for the current report in this workspace is the same as the existing report's information in the corresponding islands in the Show G/L Report Output workspace. After the report has been saved, you can edit the validity period in the Reprint G/L Reports or Show G/L Report Output Data workspaces.
Save Output Data	In this field, you can specify whether Maconomy should save the output data created when the report is run. When a report is saved, you can reprint it any number of times in the Reprint G/L Reports workspace. However, you can only save reports if you have installed the add-on "Reprint G/L Reports." When saving a report, Maconomy runs the report as usual and saves the aggregated data—that is, the information that appears on the printout—and not the individual Maconomy entries that are processed in the report. This way you ensure that all reprints are identical to the original report, and the reprint can be made instantly, as no data queries or processing are needed. You can also use this functionality to, for example, run a report and inspect the results before creating an RTF or text file from either the Show G/L Reports or the Show G/L Report Output Data workspaces. If you mark this field, you can specify a validity period for the saved report if you want Maconomy to show a warning if other users are about to run an identical report within a given period. For further information on this, see the description of the field "Number of Days until Expiry" in this island.
Print Report	In this field, you can specify whether the report should be printed when it is run. This can be useful if a report contains sensitive information, and your reports are usually run at night. In those cases, you might prefer that the output is not printed right away, thereby lying in the printer all morning for anyone to see. If you do not want the report to be printed when it is run, unmark this field and mark the field "Save Output Data." This way, the report is saved and can be printed from the Reprint G/L Reports workspace when you see fit. However, you can only save reports if you have installed the add-on "Reprint G/L Reports."
Notify Users	In this field, you can specify whether people to whom this report is relevant should be notified when the report is run. The field is for information only, as no notification procedures are run when the report is generated.

Output Data File Island

Field	Description
Enter File Name	In this field, you can specify whether or not the user should specify a file name when the "Create Tab-separated File" action is selected. If the field is not

Field	Description
	marked, Maconomy names and places the file automatically as described for the “Create Tab-separated File” action.

Company Island

Field	Description
Include Subcompanies	In this field you can specify whether the figures on the report should be based on the figures from the companies that match the Selection Criteria of the report only, or whether the figures in any subcompanies belonging to the companies in the Selection Criteria should also be included. Please note that if you mark this field, and a company covered by the Selection Criteria is also the subcompany of another company covered by the Selection Criteria, the figures of the company in question are included twice: once as a company matching the Selection Criteria, and once as a subcompany of a company matching the Selection Criteria.

Selection Criteria Island

Field	Description
Show Lines	The Report Lines sub-tab only displays the report line definitions if you mark this field. This makes it quicker to open the workspace if you are only opening a report to print it, without making changes.
Month From	The values in this field and the fields “Year From,” “Month To,” and “Year To” define a period range. If you do not enter values in these fields, the value will be inherited from the corresponding field of the selection criteria, specified in the G/L Report Set-Up Tab. If the report line belongs to a report that is called from another report, the value in this field will be inherited form the corresponding field in the report line from which this report is called.
Company No.	In these fields, you can specify the range of companies that should apply to the columns on the line. Company number ranges can also be specified in the Report Lines sub-tab and for each individual column on the line (in the G/L Report Columns workspace). Therefore, for a description of the priority used for determining the company range to apply to each report field, see the field “Company No. From” in the Report Lines sub-tab.
Account No.	In these fields, you can specify the range of accounts that should apply to the columns on the line. Account number ranges can also be specified in the Report Lines sub-tab and for each individual column on the line (in the G/L Report Columns workspace). Therefore, for a description of the priority used for determining the account range to apply to each report field, see the field “Account No. From” in the Report Lines sub-tab.
Intercomp. Company No.	In these fields, you can enter a range of company numbers. The report will only show entries where a company within the range is the intercompany company. Consequently, if these fields are completed, only intercompany entries will be displayed in the report.

Field	Description
Customer No.	In these fields, you can enter a range of customer numbers. The report will only show entries associated with a customer within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether customer numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that customer numbers should be transferred to G/L entries.
Vendor No.	In these fields, you can enter a range of vendor numbers. The report will only show entries associated with a vendor within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether vendor numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that vendor numbers should be transferred to G/L entries.
Job No.	In these fields, you can enter a range of job numbers. The report will only show entries associated with a job within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether job numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that job numbers should be transferred to G/L entries.
Activity No.	In these fields, you can enter a range of activity numbers. The report will only show entries associated with an activity within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether activity numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that activity numbers should be transferred to G/L entries.
Task	In these fields, you can enter a range of tasks. The report will only show entries associated with a task within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether tasks should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that tasks should be transferred to G/L entries.
Employee No.	In these fields, you can enter a range of customer numbers. The report will only show entries associated with an employee within the specified range.
Asset No.	In these fields, you can enter a range of asset numbers. The report will only show entries associated with a fixed asset within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether asset numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that asset numbers should be transferred to G/L entries.

Field	Description
Item No.	In these fields, you can enter a range of item numbers. The report will only show entries associated with an item within the specified range. Please note that it must be specified for each account in the Account Information Card workspace whether item numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that item numbers should be transferred to G/L entries.
Statistics 1-4	Here you can limit the report to a range of statistic codes. The statistics code range operates differently depending on the value chosen in the field “Dimension” on the individual report line definition. If the “Dimension” field is blank, the report prints figures for each statistics code in the given range. If it shows “Account,” the report prints a line for each account with a statistics code included in the range entered here. If the “Dimension” field shows “Location,” the report prints a line for all locations whose statistics codes are within this range. This also applies to the other dimensions. You can also vary the statistics code ranges for each report line definition in the Report Lines sub-tab.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify the range of locations that should apply to the columns on the line. Location ranges can also be specified in the Report Lines sub-tab and for each individual column on the line (in the G/L Report Columns workspace). Therefore, for a description of the priority used for determining the location range to apply to each report field, see the field “Location From” in the Report Lines sub-tab.
Entity	The functionality of these fields is similar to that of the field “Location” above.
Project	The functionality of these fields is similar to that of the field “Location” above.
Purpose	The functionality of these fields is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Currency Conversion Island

Field	Description
Currency	In this field, you can specify the currency in which to display amounts in each individual report field (a given column on a given line) in the report. The reporting

Field	Description
	currency used in any given report field can, however, also derive from the Report Lines sub-tab or from the current report description. For a description of the priority used for determining the reporting currency to apply to each report field, see the field “Currency” in the Report Lines sub-tab.
Exchange Rate Table	In this field, you can specify the exchange rate table to be used when converting currency amounts in each individual report field (a given column on a given line) in the report. The exchange rate date used in a given report field can, however, also derive from the Report Lines sub-tab or from the current report description. For a description of the priority used for determining the exchange rate table to apply to each report field, see the field “Exchange Rate Table” in the Report Lines sub-tab.
Exchange Rate Date	In this field, you can specify the exchange rate date to be used when converting currency amounts in each individual report field (a given column on a given line) in the report. The exchange rate date used in a given report field can, however, also derive from the Report Lines sub-tab or from the current report description. For a description of the priority used for determining the exchange rate date to apply to each report field, see the field “Exchange Rate Date” in the Report Lines sub-tab.

Report Lines Sub-Tab

This section includes the fields and descriptions for the Report Lines sub-tab.

Field	Description
Line No.	Here you enter a range of line numbers to be used in conjunction with the action “Copy Report Lines” described above.
Description	Here you enter a text or text reference. This text will be printed in a text column to the left of the number columns. You can enter fixed text as well as texts that are retrieved by references to accounts, locations, entities, projects, and so on. When the report is printed, the reference will be replaced by the text it represents. You can use the following account references: ▪ #Account.AccountNumber ▪ #Account.AccountText ▪ #Account.Statistics1 ▪ #Account.Statistics2 ▪ #Account.Statistics3 ▪ #Account.Statistic4 ▪ #Account.AccountType ▪ #Account.AccountGroup

Field	Description
	▪ #Account.Department ▪ #Account.ItemTaxCode ▪ #Account.Blocked ▪ #Account.ProfitAndLoss ▪ #Account.TaxCode ▪ #Account.Currency ▪ #Account.Note1...Note5 You can use the following references for dimensions. Replace “<dimension>” with the name of the dimension in the list below. The dimensions are written as follows: ▪ Location ▪ Entity ▪ Project ▪ Purpose ▪ Specification1 ▪ Specification2 ▪ Specification3 ▪ LocalSpecification1 ▪ LocalSpecification2 ▪ LocalSpecification3 (These texts will always refer to the main report, that is, the user-generated report.) You can use the following references for the dimensions above: ▪ #<dimension>.Name ▪ #<dimension>.Description ▪ #<dimension>.Statistics1 ▪ #<dimension>.Statistics2 ▪ #<dimension>.Statistics3 ▪ #<dimension>.Statistics4 ▪ #<dimension>.Blocked ▪ #<dimension>.Note1 ▪ #<dimension>.Note2

Field	Description
	▪ #<dimension>.Note3 ▪ #<dimension>.Note4 ▪ #<dimension>.Note5 You can use the following column reference: ▪ #Column.1...#Column.40 You can use the following extra texts of the report: ▪ #Extratext.1... Extratext.6 Moreover you can use report texts and note numbers. Moreover, you can use the following references for a number of other relations: ▪ #Asset ▪ #Employee ▪ #Activity ▪ #Customer ▪ #Vendor ▪ #Item ▪ #Job ▪ #Task An example could be “#Asset.Name1.” However, as you can refer to almost all fields in the above-mentioned relations, these are not stated in this manual. The fields available in each relation can, for example, be seen in the relevant windows by selecting “Find” in the Find menu. You can use the following reference to the main company, that is, the company which appears on all printouts that are not related to a specific company: ▪ #MainCompany You can use the following references to the Company Information workspace applying to both main companies and intercompany companies: ▪ #CompanyInformation.CompanyNumber ▪ #CompanyInformation.Name1...5 ▪ #CompanyInformation.ZipCode ▪ #CompanyInformation.City ▪ #CompanyInformation.Country ▪ #CompanyInformation.Phone ▪ #CompanyInformation.Fax

Field	Description
	▪ #CompanyInformation.Telex ▪ #CompanyInformation.Giro ▪ #CompanyInformation.Bank ▪ #CompanyInformation.CompRegNumber ▪ #CompanyInformation.BACSNumber ▪ #CompanyInformation.TaxNumber ▪ #CompanyInformation.Statistics1... Statistics4 ▪ #CompanyInformation.Blocked ▪ #CompanyInformation.Currency ▪ #CompanyInformation.Note1... Note5 ▪ #CompanyInformation.Address1... Address8 ▪ #CompanyInformation.Text1...Text20 ▪ #CompanyInformation.Date1...Date5 ▪ #CompanyInformation.Popup1...Popup5 ▪ #CompanyInformation.Real1...Real5 ▪ #CompanyInformation.Integer1...Integer5 Name 1-5, ZipCode, City, and Country refer to the Address fields in the Company Information workspace for the current company. Address 1-8, however, refer to formatted address information. This means that the address consists of Name 1-3, followed by ZipCode and City (in one field), followed by Name 4-5, and finally Country. Blank fields are omitted. This is best illustrated by an example: ▪ The company information Name1 = “Maconomy NE Inc.” Name 2 = “33 Boston Post Road West, Suite 310” ZipCode = “MA 01752” City = “Marlborough” Country = “USA” ▪ Corresponds to the following: Address1 = “Maconomy NE Inc.” Address2 = “33 Boston Post Road West, Suite 310” Address3 = “Marlborough, MA 01752” Address4 = “USA” The other address fields are blank. You can use the following references to the current year and month: ▪ #Year

Field	Description
	▪ #MonthNumber ▪ #MonthNumber/Year ▪ #MonthName ▪ #MonthName/Year
Type	For each report line definition you must specify a type. These types are: ▪ Balance — The line will display the figures (actual, budgeted, or column calculation) that relate to each column. If, instead of a total, you wish to itemize individual lines for each account or dimension in the given range, complete the “Dimension” field (described below). ▪ Text — The line will display text or manually entered numbers in the individual columns. Text in the text column is entered as described above for the “Description” field. Text or numbers for columns other than the initial “Description” column are entered in the “Calculation” field. Use a semicolon (;) to designate to which column they belong. For columns defined as “Text” in the column specification, Maconomy prints the line text and not the column text on the report line. ▪ Page Break — This will insert a page break in the report. ▪ Column Heading — The line will display the column headers defined in the “Heading” fields in the G/L Report Columns workspace. ▪ Calculation — The line will show a calculation of other report line definitions. This calculation is entered in the “Calculation” field, and the calculation is made by column. Therefore, if the result in a column is calculated from other columns, the calculation of the report line will take into account the same formula used in that calculation (that is, calculate across). To illustrate, if column 3 is the percentage variance between columns 1 and 2, and if the line calculation is the total of the report lines above it, the result in the line’s third column will be the percentage difference between the totals in columns 2 and 3. The ability to total the percentages on the above report lines (calculate down) is provided by the “Line Calculation” described below. If, instead of a total, you wish to print a line for every account or dimension in a given range, complete the “Dimension” field. ▪ Line Calculation — This is also a calculation of other line definitions written in the “Calculation” field. The calculation is made from the result shown in other lines; that is, the column formulas are ignored, and only the results are used. See also “Calculation” above. If, instead of a total, you want to print a line for every account or dimension in a given range, complete the “Dimension” field.

Field	Description
	▪ Report — This indicates that you are embedding or “calling” another report to be printed at this place in the current report. Enter the number of the report that you are calling in the “Calculation” field. If you wish to print a report for each account or dimension in a given range, complete the “Dimension” field. When you call a report, the dimension ranges, period ranges, and so on, applying to the current line are also applied to the lines in the report called. However, in those columns in the called report where the column description assigned to the report in question specifies other ranges, those ranges are applied in the called report instead.
Indent	Here you can enter a whole number of spaces by which to indent the text on this line. The text in the “Description” field is indented by the number of spaces specified here.
Format	Here you can choose the print format of the report line as “Normal,” “Bold,” “Underline,” “Italic,” or “Small” (smaller point size). The G/L report layout is accessible with Maconomy’s layout editing tools and contains a number of different line layouts (or blocks) and you choose one of these for each line. With Maconomy’s layout editing tools, you can edit the formats, changing point sizes, type styles, and so on. After changing the line layout format, you can change the name of the format in the pop-up field “Report Formats” in the Popup Fields workspace in the SetUp module.
Header	By marking this field, you can indicate that the content of the report line definition is to be printed as a header on each page of the report printout. Headers are always printed first on a page, regardless of where they are listed in the report. If the line is a Report line, that is, you have chosen “Report” in the “Type” field, you can use this field to indicate whether to print the current report header lines or the header lines of the called report, where that report occurs in the printout. If you mark this field, you print the called report’s header lines at the beginning of the called report. If a page break occurs while printing the lines of the called report, these header lines are also printed at the top of the new page(s). If you leave the field blank, the header from the called report is not printed.
Print	Here you can indicate whether the result of a report line definition is to be printed on the report. By choosing “No,” you can use the line for sub-total calculations or to insert comments in the report definition. If you choose “If Amount,” the line will print only if there is a non-zero value in one of the columns. For lines where the line type is “Report,” the value “If Amount” means that the line is only printed if the last line in the sub-report called by the line contains one or several amounts different from zero. The last line in the sub-report is the last line in the table part of the report definition of the sub report, and not necessarily the last line to be printed in that report (the field “Print” can be set to “No” on the sub-report line in question). Therefore, using the value “If Amount” in connection with sub-reports requires that the reports called always end with a line printed or non-printed containing figures (typically a grand total), otherwise the line calling the sub-report will never be shown.

Field	Description
	If the line calls a sub-report, the value in this field is used on those lines in the sub-report that do not have a value in the corresponding field. The value is transferred to any number of subreport levels, that is, sub-reports called by a sub-report. If you want to insert a blank line in the table part without influencing the appearance of the report, that is, by just inserting a space between certain lines in the table part you can specify the value “No” in this field while also specifying the value “Text” in the field “Type.” If you do not select “Text” in the field “Type,” the performance of the report may be influenced.
Calculation	In this field you can enter a calculation formula, if the report line definition is of the type “Calculation” or “Line Calculation,” or an alphanumeric string if the type is “Text.” A calculation formula entered here can consist of numeric constants, references to other lines, and math operators. You refer to a line by entering its line number. A whole number preceded by a 0 is interpreted as a numeric constant. The math operators +, -, *, and / can be used for line and whole number calculations. The % operation can also be used for calculating the percentage ratio between two lines. By inserting a colon (:) between two line numbers, you can find the sum of a range of lines. Finally, you can use parentheses to separate various calculation expressions. If a report line involves calculation of lines for which the “Dimension” field is completed, you can select a matching value in the “Dimension” field on the calculation line. This will result in a separate line being printed for each account, location, entity, project, and so on, depending on which you have chosen. It is possible to make calculations involving report lines whose types are “Balance” and “Report,” even where you have entered a value in the “Dimension” field. If the calculation involves a line that calls another report, Maconomy uses the last line in the called report for the calculation in the current report. Here are some examples of calculation expressions: ▪ “1 2” in line 3 indicates that line 3 in every column calculates the difference between lines 1 and 2. ▪ “(2 : 8) / 9 * 012” in line 1 indicates that the first line in every amount column is calculated as the sum of the corresponding fields in line 2 through line 8, divided by the corresponding field in line 9, multiplied by 12. If line 9 is 0, line 1 will also be 0. ▪ “1 % 2” in column 3 indicates that column 3 calculates column 1 less column 2, divided by column 2 multiplied by 100. If column 2 is 0, column 3 will also be 0. ▪ “1* 01.50” in column 2 means that column 2 is calculated as column 1 multiplied by the constant 1.5.

Field	Description
	In line 1 the “Dimension” field has “Location,” while line 2 has the calculation “1.” Line 1 will produce a balance line for every location in the Selection Criteria, while line 2 will produce totals for all the lines line 1 has generated. Line 1 through line 7 are lines that display balances for different projects and for whom the “Dimension” field shows “Location.” Line 8 is a calculation line where the “Dimension” field shows “Location” and the “Calculation” field shows “1:7.” Lines 1 through 7 will display the G/L balance for each location in the Selection Criteria, while line 8 will display the total for each location as generated from lines 1 to 7. In lines 1 and 2 the “Type” field has “Report,” while line 3 has the calculation expression “1-2.” Line 3 will display the difference between the last line in the report called from line 1 and the last line in the report called from line 2. See also the difference between the types “Calculation” and “Line Calculation.” If the line is a “Text” line, you can enter text and manually entered numbers (not balances). Text and numbers in different columns are to be separated by a semicolon (;). For example, if you wish to enter “Not available” in number column 1 (that is, the first column after the initial Description column) and “100” in number column 3, the correct expression is “Not available;;100” (without quotation marks). As in the “Description” field, you can enter fixed texts as well as texts to be retrieved by various references to accounts and dimension values. When the report is printed, the reference is replaced with the value it represents. You can use the following account references: ▪ #Account.AccountNumber ▪ #Account.AccountText ▪ #Account.Statistics1 ▪ #Account.Statistics2 ▪ #Account.Statistics3 ▪ #Account.Statistics4 ▪ #Account.AccountType ▪ #Account.AccountGroup ▪ #Account.Department ▪ #Account.ItemTaxCode ▪ #Account.Blocked ▪ #Account.ProfitAndLoss ▪ #Account.TaxCode ▪ #Account.Currency

Field	Description
	▪ #Account.Note1...Note5 You can use the following references for dimensions. Replace “<dimension>” with the name of the dimension in the list below. The dimensions are written as follows: ▪ Location ▪ Entity ▪ Project ▪ Purpose ▪ Specification1 ▪ Specification2 ▪ Specification3 ▪ LocalSpecification1 ▪ LocalSpecification2 ▪ LocalSpecification3 You can use the following references for the dimensions above: ▪ #<dimension>.Name ▪ #<dimension>.Description ▪ #<dimension>.Statistics1 ▪ #<dimension>.Statistics2 ▪ #<dimension>.Statistics3 ▪ #<dimension>.Statistics4 ▪ #<dimension>.Blocked ▪ #<dimension>.Note1 ▪ #<dimension>.Note2 ▪ #<dimension>.Note3 ▪ #<dimension>.Note4 ▪ #<dimension>.Note5
Dimension	In this field, you can choose the type of information for which the line is to get data. If you select “Balance,” “Calculation,” or “Line Calculation” in the field “Type,” and this field is completed, a line is printed for each value in the selected dimension which belongs to the range specified for the dimension in question. If the field “Type” shows “Report,” and a value is selected here, the selected report will be called once for each value in the selected dimension included in the range specified for the dimension in question.

Field	Description
Company No. From	In this field, you can specify the lower limit to the range of companies that should apply to the columns on the line. Company number ranges can also be specified in the card part and for each individual column on the line (in the window G/L Report Columns). Therefore, for each column on the line, Maconomy uses the following priority to determine the lower limit to the company range: 1. If a value has been specified in the corresponding field for the column in the table part of the window G/L Report Columns, that value is used. 2. If no value is found there, any value specified in this field on the line in question is used. 3. If no value is found here either, the value specified in the corresponding field in the card part of this window is used. However, when running the report from the window Print G/L Report, any value specified in the corresponding field in that window will overwrite the value entered in the card part. An exception to the procedure described above occurs if the report line belongs to a report that is called from another report. In this case, the value will be inherited from the corresponding field on the report line from which the report is called. How this range is reflected in the final report depends on the values you choose for the report line definition in the “Type” and “Dimension” fields. See the description of the field “Location from.”
Company No. To	The functionality of this field corresponds to that of the field “Company No. From” above.
Account No. From	In this field, you can specify the lower limit to the range of accounts that should apply to the columns on the line. Account ranges can also be specified in the card part and for each individual column on the line (in the window G/L Report Columns). Therefore, for each column on the line, Maconomy uses the following priority to determine the lower limit to the account range: 1. If a value has been specified in the corresponding field for the column in the table part of the window G/L Report Columns, that value is used. 2. If no value is found there, any value specified in this field on the line in question is used. 3. If no value is found here either, the value specified in the corresponding field in the card part of this window is used. However, when running the report from the window Print G/L Report, any value specified in the corresponding field in that window will overwrite the value entered in the card part. An exception to the procedure described above occurs if the report line belongs to a report that is called from another report. In this case, the value will

Field	Description
	be inherited from the corresponding field on the report line from which the report is called. How this range is reflected in the final report depends on the values you choose for the report line definition in the “Type” and “Dimension” fields. Note that you can further limit the range of accounts by specifying a range of statistic codes. This procedure is described in a separate section on statistic codes below. If you choose “Balance” in the “Type” field and leave the “Dimension” field blank, the report will calculate G/L balances for the accounts in the range (subject to any statistic code limitations you enter). If this line is to be printed, the individual accounts and balances will not be shown. If you choose “Balance” in the “Type” field, and “Account” in the “Dimension” field, the report will print a line and the balance for every account in the range (subject to any statistic code limitations you enter). If you choose “Balance” in the “Type” field and “Location,” “Entity,” “Project,” “Purpose,” or one of the general or local specifications in the “Dimension” field, the report will calculate G/L balances for the accounts in the range (statistic code limitations will be ignored in this case). If this line is to be printed, the individual accounts and balances will not be shown, only their total. If you choose “Report” in the “Type” field and the leave the “Dimension” field blank, the account range (including any statistic code limitations) will be transferred to the lines in the report that is called, where the corresponding account range fields are blank. If you choose “Report” in the “Type” field and “Account” in the “Dimension” field, the report will be called once for each account in the range (subject to any statistic code limitations you enter). Every time the report is called, the account number will be transferred to the corresponding field in the called report, if that field is blank. (Note that statistic code limitations will not be transferred to the called report.) If you choose “Report” in the “Type” field and “Location,” “Entity,” or “Location,” “Entity,” “Project,” “Purpose,” or one of the shared or local dimensions in the “Dimension” field, the account range (not including statistic code limitations) will be transferred to those lines in the called report where the corresponding account range fields are blank. If you choose “Calculation” or “Line Calculation” in the “Type” field and select “Location,” “Entity,” “Project,” “Purpose,” one of the shared or local dimensions, or blank in the “Dimension” field, the account range will only be used for text references to account fields. See the description of the “Text” option for the “Calculation” field. If you choose “Calculation” or “Line Calculation” in the “Type” field and “Account” in the “Dimension” field, the report makes the calculation specified in the “Calculation” field for every account in the account range (subject to any statistic code limitations you enter).

Field	Description
	If you choose “Text” in the “Type” field, the account range will only be used for references to account fields. See the description of the “Description” option for the “Calculation” field. See also the description of the “Location From” field below.
Account No. To	The functionality of this field corresponds to that of the field “Account No. From” above.
Location From	In this field, you can specify the lower limit to the range of locations that should apply to the columns on the line. Location ranges can also be specified in the card part and for each individual column on the line (in the window G/L Report Columns). Therefore, for each column on the line, Maconomy uses the following priority to determine the lower limit to the location range: 1. If a value has been specified in the corresponding field for the column in the table part of the window G/L Report Columns, that value is used. 2. If no value is found there, any value specified in this field on the line in question is used. 3. If no value is found here either, the value specified in the corresponding field in the card part of this window is used. However, when running the report from the window Print G/L Report, any value specified in the corresponding field in that window will overwrite the value entered in the card part. An exception to the procedure described above occurs if the report line belongs to a report that is called from another report. In this case, the value will be inherited from the corresponding field on the report line from which the report is called. How this range is reflected in the final report depends on the values you choose for the report line definition in the “Type” and “Dimension” fields. If you choose “Balance” in the “Type” field, and complete the “Dimension” field with either blank, “Account,” “Entity,” “Project,” “Purpose,” or one of the shared or local dimensions, the report will calculate G/L balances for the locations in the range. If this line is to be printed, the individual locations and balances will not be shown. If you choose “Balance” in the “Type” field, and “Location” in the “Dimension” field, the report will print a line and the balance for every location in the range (subject to any statistic code limitations you enter). If you choose “Report” in the “Type” field and the leave the “Dimension” field blank, the location range (including any statistic code limitations) will be transferred to the lines of the report being called, where the corresponding location range fields are blank. If you choose “Report” in the “Type” field and “Location” in the “Dimension” field, the report will be called once for each location in the range (subject to any statistic code limitations you enter). Every time the report is called, the location code will be transferred to the corresponding field in the called report, if that

Field	Description
	field is blank. (Note that statistic code limitations will not be transferred to the called report.) If you choose “Report” in the “Type” field and “Account,” “Entity,” “Project,” “Purpose,” or one of the general or local specifications in the “Dimension” field, the location range (not including statistic code limitations) will be transferred to the lines in the report that is called, where the corresponding location range fields are blank. If you choose “Calculation” or “Line Calculation” in the “Type” field and select either blank, “Account,” “Entity,” “Project,” “Purpose,” or one of the general or local specifications in the “Dimension” field, the location range will only be used for text references to location fields. See the description of the “Description” option for the “Calculation” field. If you choose “Calculation” or “Line Calculation” in the “Type” field and “Location” in the “Dimension” field, the report makes the calculation specified in the “Calculation” field for every location in the location range (subject to any statistic code limitations you enter). If you choose “Text” in the “Type” field, the location range will only be used for references to location fields. See the description of the “Description” option for the “Calculation” field. See also the description of the “Account No. From” field.
Location To	The functionality of this field is similar to that of the field “Location From” above.
Entity From / Entity T	The functionality of these fields is similar to that of the field “Location From” above.
Project From / Project To	The functionality of these fields is similar to that of the field “Location From” above.
Purpose From / Purpose To	v
Spec. 1-3 From / Spec. 1-3 To	The functionality of these fields is similar to that of the field “Location From” above.
Local Spec. 1-3 From / Local Spec. 1-3 To	The functionality of these fields is similar to that of the field “Location From” above.

Field	Description
Intercomp. Company From / Intercomp. Company To	The values in these fields define a range of intercompany numbers. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window.
Customer No. From / Customer No. To	The values in these fields define a range of customer numbers. The report will only show entries associated with a customer within the specified range. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window. Please note that it must be specified for each account in the window Account Information Card whether customer numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that customer numbers should be transferred to G/L entries.
Vendor No. From / Vendor No.	The functionality of these fields is similar to that of the field “Intercomp. Customer No. From” above.
Job No. From / Job No. To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Activity No. From / Activity No. To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Task From / Task To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Employee No. From / Employee No.	The functionality of these fields is similar to that of the field “Customer No. From” above.
Asset No. From / Asset No. To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Item No. From / Item No. To	The functionality of these fields is similar to that of the field “Customer No. From” above.

Field	Description
Stat. 1-4 From / Stat. 1-4 To	In these fields, you can specify the lower and upper limit to the range of statistic values that should apply to the columns on the line. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window. An exception to the procedure described above occurs if the report line belongs to a report that is called from another report. In this case, the value will be inherited from the corresponding field on the report line from which the report is called. However, this only occurs if the “Dimension” field is blank in the report line from which this report is called.
Account Group	In this field, you can specify that the current report line should display information about accounts in a specific account group. If the report line is assigned to a report which has been called by from another report, the value is inherited from the corresponding field on the report line that has called the current report.
Month From / Month To	The values in these fields define a period range. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window. If the report line belongs to a report that is called from another report, the value in this field will be inherited from the corresponding field in the report line from which this report is called.
Year From / Year To	The values in these fields define a period range. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window. If the report line belongs to a report that is called from another report, the value in this field will be inherited from the corresponding field in the report line from which this report is called.
Invert Sign	Marking this field reverses the signs for printed figures on the report line, that is, credit figures display as positive and debit figures display as negative. The net result on the report can be changed to a positive amount if the field is marked. If you mark the field “Carry Forward Inverted Sign” in the window System Information in the Set-Up module, the calculated value on a given G/L report line will be used with inverted sign in further calculations. If you do not mark the field, the original value will be used.
Show 0	Zero balances will print as “0.00.” if you mark this field. Otherwise, they will be blank.
Column Description	Here, you can enter a column description, which will be used on the line instead of the description specified in the card part of the window. If the line type is “Report,” the column description will be transferred to the report as a standard column description.
Exchange Rate Table	In this field, you can specify the exchange rate table to be used when converting currency amounts in each individual report field (a given column on a given line) in the report. The exchange rate table used in a given report field

Field	Description
	can, however, derive from the card part of this window or from the current column description. Maconomy uses the following priority to determine which exchange rate table to use in each report field: 1. If an exchange rate table is specified for the column in the table part of the window G/L Report Columns, that exchange rate table is used. 2. If no exchange rate table is found there, any exchange rate table specified for the line in question in this field is used. 3. If no exchange rate table is found here either, the exchange rate table specified in the card part of this window is used.
Exchange Rate Date	In this field, you can specify the exchange rate date to be used when converting currency amounts in each individual report field (a given column on a given line) in the report. The exchange rate date used in a given report field can, however, also derive from the card part of this window or from the current report description. Maconomy uses the following priority to determine which exchange rate date to use in each report field: 1. If an exchange rate date is specified for the column in question in the table part of the window G/L Report Columns, that exchange rate date is used. 2. If no exchange rate date is found there, any exchange rate date specified for the line in question in this field is used. 3. If no exchange rate date is found here either, any exchange rate date specified in the card part of this window is used. 4. If an exchange rate date still has not been found, the last date of the reporting period for the report field in question is used.
Currency	In this field, you can specify the currency in which to display amounts in each individual report field (a given column on a given line) in the report. The reporting currency used in any given report field can, however, also derive from the card part of this window or from the current report description. Maconomy uses the following priority to determine the reporting currency to be used in each individual report field: 1. If a currency is specified in the field “Currency” for the column in question in the table part of the window G/L Report Columns, that currency is used. 2. If no currency is found there, any currency specified in the field “Currency” for the line in question in this field is used. 3. If a currency isn’t found here either, any currency specified in the field “Reporting Currency” in the card part of this window is used. 4. If a currency still isn’t found, the amount of the report field is shown in the currency which applies to the individual entry according to the value in the field “Type” in the column description in question.

Field	Description
Itemization	This field applies if you choose a value in the “Dimension” field and choose “Report” in the “Type” field. If this field is marked, Maconomy will insert a page break after each call of a report from this line. Also, at the end of the current report, a page will print displaying the last line of each called report. If the current report is itself to be called from another report, then this function will have no effect.
Line Style	In this field, you can specify the line style that should be used for formatting the output resulting from the current line when printing the report to an RTF file using the “Create RTF File” action. If you specify a line style, all lines created in the RTF file as a result of the current report line definition will be formatted according to the RTF styles pointed out in the specified line style definition. Line styles are defined in the window Line Styles in which you specify the names of the RTF styles to use for the line description, positive values, and negative values. The format of the styles should be defined in the template document selected when running the report as an RTF file. For a detailed description of the line style functionality, see the descriptions of the action “Create RTF File” and the window Line Styles.

Actions

This section shows the actions available in the G/L Report Set-Up workspace.

Top Pane

Field	Description
Print Report	Select this action to print the report in the window. If you are working on a Macintosh, check the Page Setup to make sure that your setup matches the horizontal/vertical layout of the report. When you select this action, Maconomy checks whether an identical report with a validity date that has not yet expired has already been saved and issues a warning if this is the case, allowing you to cancel the process. The conditions for the current report to be identical to an existing, saved report are described in the field “Number of Days until Expiry.” If the field “Save Output Data” has been marked, the report is also saved when you select this action and will be available in the Show G/L Reports workspace. For further information on saving reports, see the field “Save Output Data.”
Reprint Report	Select this action to reprint a report that has already been saved in the system, rather than generating a new report. If you want to reprint a report, you must specify in this workspace the exact selection criteria of the desired report. You can see the criteria of the individual saved reports in the Reprint G/L Reports workspace. If none of the reports saved in Maconomy has the exact selection criteria that you have specified in this workspace, Maconomy issues an error message. If several saved reports have the exact same selection criteria, Maconomy reprints the one that was generated most recently.

Field	Description
Create Tab-separated File	Select this action to create a tab-separated file consisting of selected data from the current report. You can then edit the file in another program, for example, a spreadsheet editor. If the field “Enter File Name” is marked for the current report, you will be asked to specify a name and a location for the created file. If the field is not marked, Maconomy names the file automatically and places it in the Maconomy program folder. When you select this action, Maconomy checks whether an identical report with a validity date that has not yet expired has already been saved and issues a warning if this is the case, allowing you to cancel the process. The conditions for the current report to be identical to an existing, saved report are described in the field “Number of Days until Expiry.”
Create RTF File	When you select this action, Maconomy runs the current report, creating an RTF file with the output data. An RTF file is a formatted file which can be opened in, for example, Microsoft® Word®. The data will be set up in a table in the file created. If the field “Enter File Name” is marked for the current report, you will be asked to specify a name and a location for the created file. If the field is not marked, Maconomy names the file automatically and places it in the Maconomy program folder. When you select this action, Maconomy will ask you to point out an existing RTF file to use as template for new RTF files. The template file must contain definitions of all the styles used in the report, that is, the styles pointed out in the line style definitions selected on the individual lines in the table part of this workspace. For a detailed description of the line style functionality, see the description of the Line Styles window. If the field “Save Output Data” has been marked, the report is also saved in the Maconomy database when you select this action and will be available in the Show G/L Reports workspace. For further information on saving reports, see the field “Save Output Data.” Maconomy checks if an identical report with a validity date that has not yet expired has already been saved and issues a warning if this is the case, allowing you to cancel the process. The conditions for the current report to be identical to an existing, saved report are described in the field “Number of Days until Expiry.”
Copy Report Lines	Select this action to copy lines to the current report, from the report identified in the “Report No.” field in the “Copying” island, whose line number is in the range given in the “Line No.” field. When the lines are copied, the line references are renumbered.
Delete Report Lines	Select this action to delete a range of line numbers. The range is specified in the “Line No.” field in the Deletion island. Line number references are renumbered after deletion.

G/L Report Notes Workspace

Use this workspace to define the content for a G/L report note.

Notes are automatically assigned consecutive note numbers, and places at the end of the printed report.

You can refer to report notes when you create the G/L report in the G/L Report Set-up single dialog workspace.

G/L Report Notes Tab

This section includes the fields and descriptions for the G/L Report Notes tab.

Report Note Island

Field	Description
Name	In this field, you can enter the name of the current note.
Description	In this field, you can enter a description of the current note.
Template	In this field, you can enter a template name. The template name is in this case just an additional description.
Note Type	In this field, you can specify a note type. The note type can be Free or Balanced. The value of the last line in the note will be shown on the report line where the note Is used, if the note type is balanced.
Column Description	Here you enter the name of the G/L report column you have created in the window G/L Report Columns.
Standard Column Description	By marking this field, you can choose to have the column description specified above override any column descriptions for reports called from this one.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

G/L Report Note Lines Sub-Tab

This section includes the fields and descriptions for the G/L Report Note Lines sub-tab.

Field	Description
Line No.	Here you enter a range of line numbers to be used in conjunction with the action “Copy Report Lines” described above.
Description	Here you enter a text or text reference. This text will be printed in a text column to the left of the number columns.

Field	Description
	You can enter fixed text as well as texts that are retrieved by references to accounts, locations, entities, projects, and so on. When the report is printed, the reference will be replaced by the text it represents. You can use the following account references: ▪ #Account.AccountNumber ▪ #Account.AccountText ▪ #Account.Statistics1 ▪ #Account.Statistics2 ▪ #Account.Statistics3 ▪ #Account.Statistic4 ▪ #Account.AccountType ▪ #Account.AccountGroup ▪ #Account.Department ▪ #Account.ItemTaxCode ▪ #Account.Blocked ▪ #Account.ProfitAndLoss ▪ #Account.TaxCode ▪ #Account.Currency ▪ #Account.Note1...Note5 You can use the following references for dimensions. Replace “<dimension>” with the name of the dimension in the list below. The dimensions are written as follows: ▪ Location ▪ Entity ▪ Project ▪ Purpose ▪ Specification1 ▪ Specification2 ▪ Specification3 ▪ LocalSpecification1 ▪ LocalSpecification2 ▪ LocalSpecification3 Note that these texts will always refer to the main report, that is, the user-generated report.

Field	Description
	You can use the following references for the dimensions above: ▪ #<dimension>.Name ▪ #<dimension>.Description ▪ #<dimension>.Statistics1 ▪ #<dimension>.Statistics2 ▪ #<dimension>.Statistics3 ▪ #<dimension>.Statistics4 ▪ #<dimension>.Blocked ▪ #<dimension>.Note1 ▪ #<dimension>.Note2 ▪ #<dimension>.Note3 ▪ #<dimension>.Note4 ▪ #<dimension>.Note5 You can use the following column reference: ▪ #Column.1...#Column.40 You can use the following extra texts of the report: ▪ #Extratext.1... Extratext.6 Moreover you can use report texts and note numbers. Moreover, you can use the following references for a number of other relations: ▪ #Asset ▪ #Employee ▪ #Activity ▪ #Customer ▪ #Vendor ▪ #Item ▪ #Job ▪ #Task An example could be “#Asset.Name1.” However, as you can refer to almost all fields in the above-mentioned relations, these are not stated in this manual. The fields available in each relation can, for example, be seen in the relevant windows by selecting “Find” in the Find menu. You can use the following reference to the main company, that is, the company which appears on all printouts that are not related to a specific company:

Field	Description
	▪ #MainCompany You can use the following references to the Company Information workspace applying to both main companies and intercompany companies: ▪ #CompanyInformation.CompanyNumber ▪ #CompanyInformation.Name1...5 ▪ #CompanyInformation.ZipCode ▪ #CompanyInformation.City ▪ #CompanyInformation.Country ▪ #CompanyInformation.Phone ▪ #CompanyInformation.Fax ▪ #CompanyInformation.Telex ▪ #CompanyInformation.Giro ▪ #CompanyInformation.Bank ▪ #CompanyInformation.CompRegNumber ▪ #CompanyInformation.BACSNumber ▪ #CompanyInformation.TaxNumber ▪ #CompanyInformation.Statistics1... Statistics4 ▪ #CompanyInformation.Blocked ▪ #CompanyInformation.Currency ▪ #CompanyInformation.Note1... Note5 ▪ #CompanyInformation.Address1... Address8 ▪ #CompanyInformation.Text1...Text20 ▪ #CompanyInformation.Date1...Date5 ▪ #CompanyInformation.Popup1...Popup5 ▪ #CompanyInformation.Real1...Real5 ▪ #CompanyInformation.Integer1...Integer5 Name 1-5, ZipCode, City, and Country refer to the Address fields in the Company Information workspace for the current company. Address 1-8, however, refer to formatted address information. This means that the address consists of Name 1-3, followed by ZipCode and City (in one field), followed by Name 4-5, and finally Country. Blank fields are omitted. This is best illustrated by an example:

Field	Description
	▪ The company information Name1 = “Maconomy NE Inc.” Name 2 = “33 Boston Post Road West, Suite 310” ZipCode = “MA 01752” City = “Marlborough” Country = “USA” ▪ Corresponds to the following: Address1 = “Maconomy NE Inc.” Address2 = “33 Boston Post Road West, Suite 310” Address3 = “Marlborough, MA 01752” Address4 = “USA” The other address fields are blank. You can use the following references to the current year and month: ▪ #Year ▪ #MonthNumber ▪ #MonthNumber/Year ▪ #MonthName ▪ #MonthName/Year
Type	For each report line definition you must specify a type. These types are: ▪ Balance — The line will display the figures (actual, budgeted, or column calculation) that relate to each column. If, instead of a total, you wish to itemize individual lines for each account or dimension in the given range, complete the “Dimension” field (described below). ▪ Text — The line will display text or manually entered numbers in the individual columns. Text in the text column is entered as described above for the “Description” field. Text or numbers for columns other than the initial “Description” column are entered in the “Calculation” field. Use a semicolon (;) to designate to which column they belong. For columns defined as “Text” in the column specification, Maconomy prints the line text and not the column text on the report line. ▪ Page Break — This will insert a page break in the report. ▪ Column Heading — The line will display the column headers defined in the “Heading” fields in the G/L Report Columns workspace. ▪ Calculation — The line will show a calculation of other report line definitions. This calculation is entered in the “Calculation” field, and the calculation is made by column. Therefore, if the result in a column is calculated from other columns, the calculation of the report line will take into account the same formula used in that calculation (that is, calculate

Field	Description
	across). To illustrate, if column 3 is the percentage variance between columns 1 and 2, and if the line calculation is the total of the report lines above it, the result in the line's third column will be the percentage difference between the totals in columns 2 and 3. The ability to total the percentages on the above report lines (calculate down) is provided by the "Line Calculation" described below. If, instead of a total, you wish to print a line for every account or dimension in a given range, complete the "Dimension" field. ▪ Line Calculation — This is also a calculation of other line definitions written in the "Calculation" field. The calculation is made from the result shown in other lines; that is, the column formulas are ignored, and only the results are used. See also "Calculation" above. If, instead of a total, you want to print a line for every account or dimension in a given range, complete the "Dimension" field. ▪ Report — This indicates that you are embedding or "calling" another report to be printed at this place in the current report. Enter the number of the report that you are calling in the "Calculation" field. If you wish to print a report for each account or dimension in a given range, complete the "Dimension" field. When you call a report, the dimension ranges, period ranges, and so on, applying to the current line are also applied to the lines in the report called. However, in those columns in the called report where the column description assigned to the report in question specifies other ranges, those ranges are applied in the called report instead.
Indent	Here you can enter a whole number of spaces by which to indent the text on this line. The text in the "Description" field is indented by the number of spaces specified here.
Format	Here you can choose the print format of the report line as "Normal," "Bold," "Underline," "Italic," or "Small" (smaller point size). The G/L report layout is accessible with Maconomy's layout editing tools and contains a number of different line layouts (or blocks) and you choose one of these for each line. With Maconomy's layout editing tools, you can edit the formats, changing point sizes, type styles, and so on. After changing the line layout format, you can change the name of the format in the pop-up field "Report Formats" in the Popup Fields workspace in the SetUp module.
Header	By marking this field, you can indicate that the content of the report line definition is to be printed as a header on each page of the report printout. Headers are always printed first on a page, regardless of where they are listed in the report. If the line is a Report line, that is, you have chosen "Report" in the "Type" field, you can use this field to indicate whether to print the current report header lines or the header lines of the called report, where that report occurs in the printout. If you mark this field, you print the called report's header lines at the beginning of the called report. If a page break occurs while printing the lines of the called report, these header lines are also printed at the top of the

Field	Description
	new page(s). If you leave the field blank, the header from the called report is not printed.
Print	Here you can indicate whether the result of a report line definition is to be printed on the report. By choosing “No,” you can use the line for sub-total calculations or to insert comments in the report definition. If you choose “If Amount,” the line will print only if there is a non-zero value in one of the columns. For lines where the line type is “Report,” the value “If Amount” means that the line is only printed if the last line in the sub-report called by the line contains one or several amounts different from zero. The last line in the sub-report is the last line in the table part of the report definition of the sub report, and not necessarily the last line to be printed in that report (the field “Print” can be set to “No” on the sub-report line in question). Therefore, using the value “If Amount” in connection with sub-reports requires that the reports called always end with a line printed or non-printed containing figures (typically a grand total), otherwise the line calling the sub-report will never be shown. If the line calls a sub-report, the value in this field is used on those lines in the sub-report that do not have a value in the corresponding field. The value is transferred to any number of subreport levels, that is, sub-reports called by a sub-report. If you want to insert a blank line in the table part without influencing the appearance of the report, that is, by just inserting a space between certain lines in the table part you can specify the value “No” in this field while also specifying the value “Text” in the field “Type.” If you do not select “Text” in the field “Type,” the performance of the report may be influenced.
Calculation	In this field you can enter a calculation formula, if the report line definition is of the type “Calculation” or “Line Calculation,” or an alphanumeric string if the type is “Text.” A calculation formula entered here can consist of numeric constants, references to other lines, and math operators. You refer to a line by entering its line number. A whole number preceded by a 0 is interpreted as a numeric constant. The math operators +, -, *, and / can be used for line and whole number calculations. The % operation can also be used for calculating the percentage ratio between two lines. By inserting a colon (:) between two line numbers, you can find the sum of a range of lines. Finally, you can use parentheses to separate various calculation expressions. If a report line involves calculation of lines for which the “Dimension” field is completed, you can select a matching value in the “Dimension” field on the calculation line. This will result in a separate line being printed for each account, location, entity, project, and so on, depending on which you have chosen. It is possible to make calculations involving report lines whose types are “Balance” and “Report,” even where you have entered a value in the “Dimension” field. If the calculation involves a line that calls another report, Maconomy uses the last line in the called report for the calculation in the current report.

Field	Description
	Here are some examples of calculation expressions: ▪ “1 2” in line 3 indicates that line 3 in every column calculates the difference between lines 1 and 2. ▪ “(2 : 8) / 9 * 012” in line 1 indicates that the first line in every amount column is calculated as the sum of the corresponding fields in line 2 through line 8, divided by the corresponding field in line 9, multiplied by 12. If line 9 is 0, line 1 will also be 0. ▪ “1 % 2” in column 3 indicates that column 3 calculates column 1 less column 2, divided by column 2 multiplied by 100. If column 2 is 0, column 3 will also be 0. ▪ “1* 01.50” in column 2 means that column 2 is calculated as column 1 multiplied by the constant 1.5. In line 1 the “Dimension” field has “Location,” while line 2 has the calculation “1.” Line 1 will produce a balance line for every location in the Selection Criteria, while line 2 will produce totals for all the lines line 1 has generated. Line 1 through line 7 are lines that display balances for different projects and for whom the “Dimension” field shows “Location.” Line 8 is a calculation line where the “Dimension” field shows “Location” and the “Calculation” field shows “1:7.” Lines 1 through 7 will display the G/L balance for each location in the Selection Criteria, while line 8 will display the total for each location as generated from lines 1 to 7. In lines 1 and 2 the “Type” field has “Report,” while line 3 has the calculation expression “1-2.” Line 3 will display the difference between the last line in the report called from line 1 and the last line in the report called from line 2. See also the difference between the types “Calculation” and “Line Calculation.” If the line is a “Text” line, you can enter text and manually entered numbers (not balances). Text and numbers in different columns are to be separated by a semicolon (;). For example, if you wish to enter “Not available” in number column 1 (that is, the first column after the initial Description column) and “100” in number column 3, the correct expression is “Not available;;100” (without quotation marks). As in the “Description” field, you can enter fixed texts as well as texts to be retrieved by various references to accounts and dimension values. When the report is printed, the reference is replaced with the value it represents. You can use the following account references: ▪ #Account.AccountNumber ▪ #Account.AccountText ▪ #Account.Statistics1 ▪ #Account.Statistics2 ▪ #Account.Statistics3

Field	Description
	▪ #Account.Statistics4 ▪ #Account.AccountType ▪ #Account.AccountGroup ▪ #Account.Department ▪ #Account.ItemTaxCode ▪ #Account.Blocked ▪ #Account.ProfitAndLoss ▪ #Account.TaxCode ▪ #Account.Currency ▪ #Account.Note1...Note5 You can use the following references for dimensions. Replace “<dimension>” with the name of the dimension in the list below. The dimensions are written as follows: ▪ Location ▪ Entity ▪ Project ▪ Purpose ▪ Specification1 ▪ Specification2 ▪ Specification3 ▪ LocalSpecification1 ▪ LocalSpecification2 ▪ LocalSpecification3 You can use the following references for the dimensions above: ▪ #<dimension>.Name ▪ #<dimension>.Description ▪ #<dimension>.Statistics1 ▪ #<dimension>.Statistics2 ▪ #<dimension>.Statistics3 ▪ #<dimension>.Statistics4 ▪ #<dimension>.Blocked ▪ #<dimension>.Note1

Field	Description
	▪ #<dimension>.Note2 ▪ #<dimension>.Note3 ▪ #<dimension>.Note4 ▪ #<dimension>.Note5
Dimension	In this field, you can choose the type of information for which the line is to get data. If you select “Balance,” “Calculation,” or “Line Calculation” in the field “Type,” and this field is completed, a line is printed for each value in the selected dimension which belongs to the range specified for the dimension in question. If the field “Type” shows “Report,” and a value is selected here, the selected report will be called once for each value in the selected dimension included in the range specified for the dimension in question.
Company No. From	In this field, you can specify the lower limit to the range of companies that should apply to the columns on the line. Company number ranges can also be specified in the card part and for each individual column on the line (in the window G/L Report Columns). Therefore, for each column on the line, Maconomy uses the following priority to determine the lower limit to the company range: 1. If a value has been specified in the corresponding field for the column in the table part of the window G/L Report Columns, that value is used. 2. If no value is found there, any value specified in this field on the line in question is used. 3. If no value is found here either, the value specified in the corresponding field in the card part of this window is used. However, when running the report from the window Print G/L Report, any value specified in the corresponding field in that window will overwrite the value entered in the card part. An exception to the procedure described above occurs if the report line belongs to a report that is called from another report. In this case, the value will be inherited from the corresponding field on the report line from which the report is called. How this range is reflected in the final report depends on the values you choose for the report line definition in the “Type” and “Dimension” fields. See the description of the field “Location from.”
Company No. To	The functionality of this field corresponds to that of the field “Company No. From” above.
Account No. From	In this field, you can specify the lower limit to the range of accounts that should apply to the columns on the line. Account ranges can also be specified in the card part and for each individual column on the line (in the window G/L Report Columns). Therefore, for each column on the line, Maconomy uses the following priority to determine the lower limit to the account range:

Field	Description
	1. If a value has been specified in the corresponding field for the column in the table part of the window G/L Report Columns, that value is used. 2. If no value is found there, any value specified in this field on the line in question is used. 3. If no value is found here either, the value specified in the corresponding field in the card part of this window is used. However, when running the report from the window Print G/L Report, any value specified in the corresponding field in that window will overwrite the value entered in the card part. An exception to the procedure described above occurs if the report line belongs to a report that is called from another report. In this case, the value will be inherited from the corresponding field on the report line from which the report is called. How this range is reflected in the final report depends on the values you choose for the report line definition in the “Type” and “Dimension” fields. Note that you can further limit the range of accounts by specifying a range of statistic codes. This procedure is described in a separate section on statistic codes below. If you choose “Balance” in the “Type” field and leave the “Dimension” field blank, the report will calculate G/L balances for the accounts in the range (subject to any statistic code limitations you enter). If this line is to be printed, the individual accounts and balances will not be shown. If you choose “Balance” in the “Type” field, and “Account” in the “Dimension” field, the report will print a line and the balance for every account in the range (subject to any statistic code limitations you enter). If you choose “Balance” in the “Type” field and “Location,” “Entity,” “Project,” “Purpose,” or one of the general or local specifications in the “Dimension” field, the report will calculate G/L balances for the accounts in the range (statistic code limitations will be ignored in this case). If this line is to be printed, the individual accounts and balances will not be shown, only their total. If you choose “Report” in the “Type” field and the leave the “Dimension” field blank, the account range (including any statistic code limitations) will be transferred to the lines in the report that is called, where the corresponding account range fields are blank. If you choose “Report” in the “Type” field and “Account” in the “Dimension” field, the report will be called once for each account in the range (subject to any statistic code limitations you enter). Every time the report is called, the account number will be transferred to the corresponding field in the called report, if that field is blank. (Note that statistic code limitations will not be transferred to the called report.) If you choose “Report” in the “Type” field and “Location,” “Entity,” or “Location,” “Entity,” “Project,” “Purpose,” or one of the shared or local dimensions in the “Dimension” field, the account range (not including statistic code limitations)

Field	Description
	will be transferred to those lines in the called report where the corresponding account range fields are blank. If you choose “Calculation” or “Line Calculation” in the “Type” field and select “Location,” “Entity,” “Project,” “Purpose,” one of the shared or local dimensions, or blank in the “Dimension” field, the account range will only be used for text references to account fields. See the description of the “Text” option for the “Calculation” field. If you choose “Calculation” or “Line Calculation” in the “Type” field and “Account” in the “Dimension” field, the report makes the calculation specified in the “Calculation” field for every account in the account range (subject to any statistic code limitations you enter). If you choose “Text” in the “Type” field, the account range will only be used for references to account fields. See the description of the “Description” option for the “Calculation” field. See also the description of the “Location From” field below.
Account No. To	The functionality of this field corresponds to that of the field “Account No. From” above.
Location From	In this field, you can specify the lower limit to the range of locations that should apply to the columns on the line. Location ranges can also be specified in the card part and for each individual column on the line (in the window G/L Report Columns). Therefore, for each column on the line, Maconomy uses the following priority to determine the lower limit to the location range: 1. If a value has been specified in the corresponding field for the column in the table part of the window G/L Report Columns, that value is used. 2. If no value is found there, any value specified in this field on the line in question is used. 3. If no value is found here either, the value specified in the corresponding field in the card part of this window is used. However, when running the report from the window Print G/L Report, any value specified in the corresponding field in that window will overwrite the value entered in the card part. An exception to the procedure described above occurs if the report line belongs to a report that is called from another report. In this case, the value will be inherited from the corresponding field on the report line from which the report is called. How this range is reflected in the final report depends on the values you choose for the report line definition in the “Type” and “Dimension” fields. If you choose “Balance” in the “Type” field, and complete the “Dimension” field with either blank, “Account,” “Entity,” “Project,” “Purpose,” or one of the shared or local dimensions, the report will calculate G/L balances for the locations in the range. If this line is to be printed, the individual locations and balances will not be shown.

Field	Description
	If you choose “Balance” in the “Type” field, and “Location” in the “Dimension” field, the report will print a line and the balance for every location in the range (subject to any statistic code limitations you enter). If you choose “Report” in the “Type” field and the leave the “Dimension” field blank, the location range (including any statistic code limitations) will be transferred to the lines of the report being called, where the corresponding location range fields are blank. If you choose “Report” in the “Type” field and “Location” in the “Dimension” field, the report will be called once for each location in the range (subject to any statistic code limitations you enter). Every time the report is called, the location code will be transferred to the corresponding field in the called report, if that field is blank. (Note that statistic code limitations will not be transferred to the called report.) If you choose “Report” in the “Type” field and “Account,” “Entity,” “Project,” “Purpose,” or one of the general or local specifications in the “Dimension” field, the location range (not including statistic code limitations) will be transferred to the lines in the report that is called, where the corresponding location range fields are blank. If you choose “Calculation” or “Line Calculation” in the “Type” field and select either blank, “Account,” “Entity,” “Project,” “Purpose,” or one of the general or local specifications in the “Dimension” field, the location range will only be used for text references to location fields. See the description of the “Description” option for the “Calculation” field. If you choose “Calculation” or “Line Calculation” in the “Type” field and “Location” in the “Dimension” field, the report makes the calculation specified in the “Calculation” field for every location in the location range (subject to any statistic code limitations you enter). If you choose “Text” in the “Type” field, the location range will only be used for references to location fields. See the description of the “Description” option for the “Calculation” field. See also the description of the “Account No. From” field.
Location To	The functionality of this field is similar to that of the field “Location From” above.
Entity From / Entity T	The functionality of these fields is similar to that of the field “Location From” above.
Project From / Project To	The functionality of these fields is similar to that of the field “Location From” above.
Purpose From / Purpose To	v

Field	Description
Spec. 1-3 From / Spec. 1-3 To	The functionality of these fields is similar to that of the field “Location From” above.
Local Spec. 1-3 From / Local Spec. 1-3 To	The functionality of these fields is similar to that of the field “Location From” above.
Intercomp. Company From / Intercomp. Company To	The values in these fields define a range of intercompany numbers. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window.
Customer No. From / Customer No. To	The values in these fields define a range of customer numbers. The report will only show entries associated with a customer within the specified range. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window. Please note that it must be specified for each account in the window Account Information Card whether customer numbers should be transferred to G/L entries for that particular G/L account. Consequently, if these fields are completed, the report will only show entries for accounts for which it has been specified that customer numbers should be transferred to G/L entries.
Vendor No. From / Vendor No.	The functionality of these fields is similar to that of the field “Intercomp. Customer No. From” above.
Job No. From / Job No. To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Activity No. From / Activity No. To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Task From / Task To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Employee No. From / Employee No.	The functionality of these fields is similar to that of the field “Customer No. From” above.

Field	Description
Asset No. From / Asset No. To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Item No. From / Item No. To	The functionality of these fields is similar to that of the field “Customer No. From” above.
Stat. 1-4 From / Stat. 1-4 To	In these fields, you can specify the lower and upper limit to the range of statistic values that should apply to the columns on the line. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window. An exception to the procedure described above occurs if the report line belongs to a report that is called from another report. In this case, the value will be inherited from the corresponding field on the report line from which the report is called. However, this only occurs if the “Dimension” field is blank in the report line from which this report is called.
Account Group	In this field, you can specify that the current report line should display information about accounts in a specific account group. If the report line is assigned to a report which has been called by from another report, the value is inherited from the corresponding field on the report line that has called the current report.
Month From / Month To	The values in these fields define a period range. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window. If the report line belongs to a report that is called from another report, the value in this field will be inherited from the corresponding field in the report line from which this report is called.
Year From / Year To	The values in these fields define a period range. If you do not enter values in these fields, the value will be inherited from the corresponding field of the Selection Criteria, specified in the card part of this window. If the report line belongs to a report that is called from another report, the value in this field will be inherited from the corresponding field in the report line from which this report is called.
Invert Sign	Marking this field reverses the signs for printed figures on the report line, that is, credit figures display as positive and debit figures display as negative. The net result on the report can be changed to a positive amount if the field is marked. If you mark the field “Carry Forward Inverted Sign” in the window System Information in the Set-Up module, the calculated value on a given G/L report line will be used with inverted sign in further calculations. If you do not mark the field, the original value will be used.
Show 0	Zero balances will print as “0.00.” if you mark this field. Otherwise, they will be blank.

Field	Description
Column Description	Here, you can enter a column description, which will be used on the line instead of the description specified in the card part of the window. If the line type is “Report,” the column description will be transferred to the report as a standard column description.
Exchange Rate Table	In this field, you can specify the exchange rate table to be used when converting currency amounts in each individual report field (a given column on a given line) in the report. The exchange rate table used in a given report field can, however, derive from the card part of this window or from the current column description. Maconomy uses the following priority to determine which exchange rate table to use in each report field: 1. If an exchange rate table is specified for the column in the table part of the window G/L Report Columns, that exchange rate table is used. 2. If no exchange rate table is found there, any exchange rate table specified for the line in question in this field is used. 3. If no exchange rate table is found here either, the exchange rate table specified in the card part of this window is used.
Exchange Rate Date	In this field, you can specify the exchange rate date to be used when converting currency amounts in each individual report field (a given column on a given line) in the report. The exchange rate date used in a given report field can, however, also derive from the card part of this window or from the current report description. Maconomy uses the following priority to determine which exchange rate date to use in each report field: 1. If an exchange rate date is specified for the column in question in the table part of the window G/L Report Columns, that exchange rate date is used. 2. If no exchange rate date is found there, any exchange rate date specified for the line in question in this field is used. 3. If no exchange rate date is found here either, any exchange rate date specified in the card part of this window is used. 4. If an exchange rate date still has not been found, the last date of the reporting period for the report field in question is used.
Currency	In this field, you can specify the currency in which to display amounts in each individual report field (a given column on a given line) in the report. The reporting currency used in any given report field can, however, also derive from the card part of this window or from the current report description. Maconomy uses the following priority to determine the reporting currency to be used in each individual report field: 1. If a currency is specified in the field “Currency” for the column in question in the table part of the window G/L Report Columns, that currency is used.

Field	Description
	2. If no currency is found there, any currency specified in the field “Currency” for the line in question in this field is used. 3. If a currency isn’t found here either, any currency specified in the field “Reporting Currency” in the card part of this window is used. 4. If a currency still isn’t found, the amount of the report field is shown in the currency which applies to the individual entry according to the value in the field “Type” in the column description in question.
Itemization	This field applies if you choose a value in the “Dimension” field and choose “Report” in the “Type” field. If this field is marked, Maconomy will insert a page break after each call of a report from this line. Also, at the end of the current report, a page will print displaying the last line of each called report. If the current report is itself to be called from another report, then this function will have no effect.
Line Style	In this field, you can specify the line style that should be used for formatting the output resulting from the current line when printing the report to an RTF file using the “Create RTF File” action. If you specify a line style, all lines created in the RTF file as a result of the current report line definition will be formatted according to the RTF styles pointed out in the specified line style definition. Line styles are defined in the window Line Styles in which you specify the names of the RTF styles to use for the line description, positive values, and negative values. The format of the styles should be defined in the template document selected when running the report as an RTF file. For a detailed description of the line style functionality, see the descriptions of the action “Create RTF File” and the window Line Styles.

G/L Report Metrics Workspace

Use this workspace to create finance metrics for inclusion in the Company Overview workspace.

These finance metrics are based on G/L reports. You must create the appropriate G/L reports before you can base metrics on them. For the metrics to be up to date, you must generate the reports regularly, at the company level, using the company's fiscal year as the period.

You can extract a total of 20 figures from any report and define them as metrics.

You define a metric by identifying the G/L report that contains the value, and the column and line where the value resides.

In the Company Overview workspace, Maconomy shows the value from the most recently generated report for the current company that has the company's fiscal year as the period.

Metrics Tab

This section includes the fields and descriptions for the Metrics tab.

Metric Island

Field	Description
Metric	Enter a name for the metric, such as Gross Profit, and a number that uniquely identifies the metric. You cannot change this number after you create the metric.
Description	Enter a more detailed description for the metric.

Definition Island

Field	Description
Report	Select or enter the name or number of the G/L report where the metric's value resides.
Line	Select or enter the name or number of the G/L report line where the metric value resides.
Column	Select or enter the name or number of the G/L report column where the metric value resides.

Access Level Island

Field	Description
Name	Enter the name of the access level to assign to the current metric.
Description	This field shows the description for that access level.

User Island

See the chapter "Getting Started" for a description of the fields in the User island.

G/L Report Metric List Workspace

Use this workspace to change the order or priorities of all the G/L Report Metrics.

Maconomy shows the first 20 metrics to which you have access in the Company Overview workspace.

Metric List Tab

This section includes the fields and descriptions for the Metric List tab.

Selection Criteria Island

Field	Description
Metric List No.	This field the name of the G/L Report Metric List. The name of the list is always 1, and it is not possible to create additional lists.

Metrics Sub-Tab

This section includes the fields and descriptions for the Metrics sub-tab.

Field	Description
Metric No.	This field shows the number that uniquely identifies the metric.
Name	This field shows the G/L report's name. You can change this value.
Description	This field shows a description of the current G/L Report. By default, the fields show the values from the corresponding description fields on the report definition on which the current G/L report was based. You can change this description.
Report No.	This field shows the number of the G/L report where the metric's value resides. You can change this value.
Name	This field shows the G/L report's name. You can change this value.
Line No.	This field shows the number of the G/L report line where the metric value resides. You can change this value.
Title	This field shows the title for the selected line, as it appears on the printed report.
Column No.	This field shows the number of the G/L report column where the metric value resides. You can change this value.
Title	This field shows the title for the selected line, as it appears on the printed report.
Column Description	This field shows the name of the column description used in the current G/L report.

Reprint G/L Reports Workspace

Use this workspace to review and reprint saved G/L reports.

This workspace is available only if you have installed the Reprint G/L Reports add-on.

Use the selection criteria to find the saved reports that you want to see. Select the **Show Lines** field to populate the G/L Report Output Data sub-tab with information about reports that match the criteria and to which you have access

You can print reports any number of times or create text or RTF files using the information in the reports. You can also delete saved reports.

You can only change the description and remark fields in a saved report.

To save a report, select the **Save Report** field in the G/L Report Set-Up workspace before you run the report.

Maconomy only saves the information that appears in the report, not the underlying data, which ensures that all reprints are identical to the original report. The reprint is created instantly because no queries or processing are performed. You can view this saved report information in the Show G/L Report Output Data workspace.

Reprint G/L Reports Tab

This section includes the fields and descriptions for the Reprint G/L Reports tab.

Selection Criteria Island

Field	Description
Show Lines	When you check this box, the GL Report Output Data sub-tab will display the saved G/L reports that match the Selection Criteria specified in this island.
Show Only with Notify Users	If you mark this field, the GL Report Output Data sub-tab will only show reports where the field “Notify Users” is marked.
Report No.	In this field, you can specify a range of report numbers. The GL Report Output Data sub-tab will only show reports based on G/L report definitions with numbers within the specified range.
Report Name	In this field, you can specify a range of report names. The GL Report Output Data sub-tab will only show reports based on G/L report definitions with names within the specified range.
Access Level	In these fields, you can specify a range of access levels. The GL Report Output Data sub-tab will only show reports with access levels within the specified range.
Expiry Date	In these fields, you can specify a range of expiry dates. The GL Report Output Data sub-tab will only show reports with expiry dates within the specified range.
Generated by	In these fields, you can specify a range of user names. The GL Report Output Data sub-tab will only show reports run by users whose name is within the specified range.
Description 1-3	In these fields, you can specify a range of descriptions. The GL Report Output Data sub-tab will only show reports where first characters in the respective description fields are within the specified range.

Field	Description
Extra Text 1-6	In these fields, you can specify a range of texts. The GL Report Output Data sub-tab will only show reports where the respective extra text fields contain text within the specified range.
Month From / Month To	In these fields, you can specify a range of starting / ending months. The GL Report Output Data sub-tab will only show reports covering a period whose starting / ending month is within the specified range.
Year From / Year To	In these fields, you can specify a range of starting / ending years. The GL Report Output Data sub-tab will only show reports covering a period whose starting /ending year is within the specified range.

G/L Report Output Data Sub-Tab

This section includes the fields and descriptions for the G/L Report Output Data sub-tab.

Field	Description
Report No.	This field shows the number of the report definition on which the current G/L report was based.
Report Name	This field shows the name of the report definition on which the current G/L report was based.
Month From / Month To	These fields show the starting / ending month of the period covered by the current G/L Report.
Year From / Year To	These fields show the starting / ending year of the period covered by the current G/L Report.
Generated by	This field shows the name of the user who generated the current report, in either the G/L Report Set-Up or the Print G/L Report workspace.
Generated, Date	This field shows the date on which the report was generated, that is, the date on which the user shown in the field “Generated by” either selected an action in this workspace that resulted in the generation of the report, or ordered the report in the Print G/L Report workspace.
Expiry Date	In this field, you can specify the ending date of the report’s validity period. The validity period is used for warning other users who are about to run identical reports within a given period that such a report already exists. Whenever a report is run, Maconomy checks if an identical report with a validity date that has not yet expired has already been saved and issues a warning if this is the case, allowing you to cancel the process. This way, by specifying a validity date, you ensure that users who are about to run an identical report will be informed that such a report already exists. Reports are considered identical if they have the same information in the Dimension Control, Selection Criteria,

Field	Description
	Currency Conversion, Company, Access Level, and Report (with the exception of the description fields) islands in the G/L Report Set-Up workspace.
Notify Users	In this field, you can specify whether people to whom this report is relevant should be notified about the existence of the report. The field is for information only, as no notification procedures are run automatically, but using a Portal interface, you can build a distribution system where this field, for example, determines whether the report should appear in certain report lists. By default, this field shows the value from the corresponding field on the report definition on which the current G/L report was based.
Access Level	In this field, you can specify an access level for the current report. A given user can only see the current G/L report if he or she has been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. In other workspaces, a user can only reference the current report if he or she has been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. Please note that this access control only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to saved reports may depend on other factors. For further information about the standard access control configuration, please see “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current report.
Access Level Description	This field shows the description of the access level specified in the field “Access Level.”
Output Data Identification	This field shows the identification number of the saved report.
Description 1-3	In these fields, you can enter a description of the current G/L Report. By default, these fields show the values from the corresponding description fields on the report definition on which the current G/L report was based.
Enter File Name	In this field, you can specify whether or not the user should specify a file name when the “Create Tab-separated File” or “Create RTF File” action is selected. If this field is not marked, Maconomy names and places the file automatically as described for the “Create Tab-separated File” action. By default, this field shows the value from the corresponding field on the report definition on which the current G/L report was based.

Field	Description
Company No. From / Company No. To	Together, these fields identify the range of companies included in the current report.
Account No. From / Account No. To	Together, these fields identify the range of accounts included in the current report.
Location From / Location To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To."
Entity From / Entity To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Project From / Project To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Purpose From / Purpose To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Spec. 1-3 From / Spec. 1-3 To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Local Spec. 1-3	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Local Spec 1-3 From / Local Spec. 1-3 To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Intercompany Company From / Intercompany Company To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Customer No. From / Customer No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Vendor No. From / Vendor No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Job No. From / Job No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”

Field	Description
Activity No. From / Activity No.	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Task From / Task To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Employee No. From / Employee No.	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Asset No. From / Asset No.	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Item No. From / Item No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Statistic 1-4 From / Statistic 1-4 To	These fields show the values from the corresponding fields on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. If either of these fields is blank, the value from the corresponding field in the Show G/L Report Output Data tab applies instead.
Text 1-6	In these fields, you can enter text regarding the current G/L Report. By default, these fields show the values from the corresponding text fields in the Extra Texts island on the report definition on which the current G/L report was based.
Column Description	This field shows the name of the column description used in the current G/L report.
Standard Column Description	This field shows whether the column description in the field “Column Description” was also applied to all subreports (if any) called by the current report when the report was generated. For further information on the functionality of standard column descriptions, see the description of the field “Standard Column Description.”
Currency	This field shows the default currency in which amounts in the individual report fields are shown. However, on the individual lines in the report, this currency can in some cases be overruled according to the derivation priorities described in the “Currency” field.
Include subcompanies	This field shows whether the report includes the subcompanies of the individual companies covered by the report. The field reflects the value in the corresponding field in the G/L Report Set-Up workspace when the report was generated.
Exchange Rate Table	This field shows the default exchange rate table used for converting amounts in the individual report fields. However, on the individual lines in the report, this exchange rate table can in some cases be overruled

Field	Description
	according to the derivation priorities described in the field “Exchange Rate Table.”
Exchange Rate Date	This field shows the default exchange rate date used for converting amounts in the individual report fields. However, on the individual lines in the report, this date can in some cases be overruled according to the derivation priorities described in the field “Exchange Rate Date.”

Actions

This section shows the actions available in the Reprint G/L Reports workspace.

Top Pane

Field	Description
Delete Reports in Selection Criteria	Select this action to delete the reports that are currently selected in the table part of the window.

Bottom Pane

Field	Description
Print Report	Select this action to print the report currently selected in the G/L Report Output Data sub-tab. If you are working on a Macintosh, check the Page Setup to make sure that your setup matches the horizontal/vertical layout of the report.
Create Tab-separated File	Select this action to create a tab-separated file with the data in the report currently selected in the G/L Report Output Data sub-tab. You can then edit the file in another program, for example, a spreadsheet editor. If the field “Enter File Name” is marked for the current report, you will be asked to specify a name and a location for the created file. If the field is not marked, Maconomy names the file automatically and places it in the Maconomy program folder.
Create RTF File	When you select this action, Maconomy creates an RTF file with the data in the report currently selected in the G/L Report Output Data sub-tab. An RTF file is a formatted file which can be opened in, for example, Microsoft Word. The data will be set up in a table in the file that is created. If the field “Enter File Name” is marked for the current report, you will be asked to specify a name and a location for the created file. If the field is not marked, Maconomy names the file automatically and places it in the Maconomy program folder. When you select this action, Maconomy will ask you to point out an existing RTF file to use as template for new RTF files. The template file must contain definitions of all of the styles used in the report, that is, the styles pointed out in the line style definitions selected on the individual lines in the G/L Report Output Data sub-tab. For a detailed description of the line style functionality, see the description of the Line Styles workspace.

Show G/L Report Output Data Workspace

Use this workspace to view the individual lines that make up each saved G/L report.

This workspace is only available if you have installed the Reprint G/L Reports add-on.

When Maconomy generates a report, it only saves the information that appears in the report, not the underlying data, which ensures that all reprints are identical to the original report. The reprint is created instantly because no queries or processing are performed.

You can print reports any number of times or create text or RTF files using the information in the reports. You can also delete saved reports.

Use this workspace to view the saved report information.

You can change some of the fields in the Show G/L Report output Data tab, but you cannot change any of the information in the G/L Report Output Data Lines sub-tab, which contains the individual report lines.

Show G/L Report Output Data Tab

This section includes the fields and descriptions for the Show G/L Report Output Data tab.

Output Data Island

Field	Description
Show Lines	When you check this box, the G/L Report Output Data Lines sub-tab will display the lines comprised by the report. However, Maconomy's internal calculation lines are only shown if the field "Show Calculation Lines" below is also marked. Please note that Maconomy's internal calculation lines are not the same as regular calculation lines set up in the G/L Report Set-Up workspace (which are shown if this field is marked). For more information on this, see the field "Show Calculation Lines" below.
Show Calculation Lines	If you mark this field, the G/L Report Output Data Lines sub-tab will show Maconomy's internal calculation lines in the current report. However, no lines are shown until the field "Show Lines" above is also marked. Please note that Maconomy's internal calculation lines are not the same as regular calculation lines set up in the G/L Report Set-Up workspace (which are shown if the field "Show Lines" above is marked). Maconomy's internal calculation lines are automatically created lines used for summarizing data.
Output Data Identification	This field shows the identification number of the current report.
Generated by	This field shows the name of the user who generated the current report, in either the G/L Report Set-Up or the Print G/L Report workspace.
Generated on	This field shows the date and time on which the report was generated, that is, the date on which the user shown in the field "Generated by" either selected an action in this window that resulted in the generation of the report, or ordered the report in the Print G/L Report workspace.

Field	Description
Expiry Date	In this field, you can specify the ending date of the report's validity period. The validity period is used for warning other users who are about to run identical reports within a given period that such a report already exists. Whenever a report is run, Maconomy checks if an identical report with a validity date that has not yet expired has already been saved and issues a warning if this is the case, allowing you to cancel the process. This way, by specifying a validity date, you ensure that users who are about to run an identical report will be informed that such a report already exists. Reports are considered identical if they have the same information in the islands Dimension Control, Selection Criteria, Currency Conversion, Company, Access Level, and Report (with the exception of the description fields) in the G/L Report Set-Up workspace.

Report Island

Field	Description
Report	This field shows the name and number of the report definition on which the current G/L report was based.
Description	In these fields, you can enter a description of the current G/L Report. By default, these fields show the values from the corresponding description fields on the report definition on which the current G/L report was based.
Column Description	This field shows the name of the column description used in the current G/L report.
Standard Column Description	This field shows whether the column description in the field "Column Description" was also applied to all subreports (if any) called by the current report when the report was generated. For further information on the functionality of standard column descriptions, see the description of the field "Standard Column Description."

Access Level Island

Field	Description
Description	This field shows the description of the access level specified in the field "Name" below.
Name	In this field, you can specify an access level for the current report. A given user can only see the current G/L report if he or she has been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. In other windows, a user can only reference the current report if he or she has been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. Please note that this access control only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to saved reports may depend on other factors. For

Field	Description
	further information about the standard access control configuration, please see “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current report.

Extra Remarks Island

Field	Description
Text 1-6	In these fields, you can enter text regarding the current G/L Report. By default, the values suggested are transferred from the corresponding text fields in the Extra Texts island on the report definition on which the current G/L report was based.

Output Data File Island

Field	Description
Enter File Name	In this field, you can specify whether or not the user should specify a file name when the “Create Tab-separated File” or “Create RTF File” action is selected. If this field is not marked, Maconomy names and places the file automatically as described under the action “Create Tab-separated File.” By default, this field shows the value from the corresponding field on the report definition on which the current G/L report was based.

Company Island

Field	Description
Include subcompanies	This field shows whether the report includes the subcompanies of the individual companies covered by the report. This field reflects the value in the corresponding field in the G/L Report Set-Up workspace when the report was generated. For further information on the inclusion of subcompanies, you should therefore see the description of the field “Include subcompanies.”

Selection Criteria Island

Field	Description
Period	This field shows the period covered by the current G/L report.
Statistics 1-4	These fields show the statistics values covered by the current G/L report.
Company No. From / Company No.	Together, these fields identify the range of companies included in the current report.

Field	Description
Account No. From / Account No. To	Together, these fields identify the range of accounts included in the report.
Intercompany Company From / Intercompany Company To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Customer No. From / Customer No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Vendor No. From / Vendor No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Job No. From / Job No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Activity No. From / Activity No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Task From / Task To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Employee No. From / Employee No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Asset No. From / Asset No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Item No. From / Item No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Statistics 1-4 From / Statistics 1-4 To	In these fields, you can enter text regarding the current G/L Report. By default, the fields show the values from the corresponding text fields in the Extra Texts island on the report definition on which the current G/L report was based.

Selection Criteria, Dimensions Island

Field	Description
Location From / Location To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Entity From / Entity To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”

Field	Description
Project From / Project To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Purpose From / Purpose To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Spec. 1-3 From / Spec. 1-3 To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Local Spec. 1-3 From / Local Spec. 1-3 To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”

Currency Conversion Island

Field	Description
Currency	This field shows the default currency in which amounts in the individual report fields are shown. However, on the individual lines in the report, this currency can in some cases be overruled according to the derivation priorities described in the field “Currency.” For further information on how the currency used in the individual fields on individual lines is determined, please see the description of that field.
Exchange Rate Table	This field shows the default exchange rate table used for converting amounts in the individual report fields. However, on the individual lines in the report, this exchange rate table can in some cases be overruled according to the derivation priorities described in the field “Exchange Rate Table.” For further information on how the exchange rate table used in the individual fields on individual lines is determined, please see the description of that field.
Exchange Rate Date	This field shows the default exchange rate date used for converting amounts in the individual report fields. However, on the individual lines in the report, this date can in some cases be overruled according to the derivation priorities described in the field “Exchange Rate Date.” For further information on how the exchange rate date used in the individual fields on individual lines is determined, please see the description of that field.

G/L Report Output Data Lines Sub-Tab

This section includes the fields and descriptions for the G/L Report Output Data Lines sub-tab.

Field	Description
Line No.	This field shows the current line’s number in the sequence of lines. The lines are numbered consecutively in the order of their creation.
Print	This field shows whether the current line is shown on printouts and in text and RTF files created from the current report. The value is derived

Field	Description
	from the field “Print” on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. On Maconomy’s internal calculation lines, however, this field is always unmarked.
Description	This field shows the description of the current line. The value is derived from the field “Description” on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based.
Column 1-40	These fields show the actual data generated in the report, that is, the report contents.
Month From / Month To	These fields show the values from the corresponding fields on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. If either of these fields is blank, the value from the corresponding field in the Show G/L Report Output Data tab applies instead. Please note that the column description used on the line may cause this range to be overruled in some of the data fields (“Field 1-40”). This field therefore only represents the default range used in those columns for which the column description does not specify another range.
Year From / Year To	The functionality of these fields is similar to that of the fields “Month From” and “Month To.”
Company No. From / Company No. To	These fields show the values from the corresponding fields on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. If either of these fields is blank, the value from the corresponding field in the Show G/L Report Output Data tab applies instead. However, if the current line was the result of a G/L report setup line that itemizes company numbers, these fields show the actual range of company numbers whose data is shown in this field. Please note that the column description used on the line may cause this range to be overruled in some of the data fields (“Field 1-40”). This field therefore only represents the default range used in those columns for which the column description does not specify another range.
Account No. From / Account No. To	The functionality of these fields is similar to that of the fields “Company No. From” and “Company No. To.”
Location From / Location To	The functionality of these fields is similar to that of the fields “Company No. From” and “Company No. To.”
Entity From / Entity To	The functionality of these fields is similar to that of the fields “Company No. From” and “Company No. To.”

Field	Description
Project From / Project To	The functionality of these fields is similar to that of the fields “Company No. From” and “Company No. To.”
Purpose From / Purpose To	The functionality of these fields is similar to that of the fields “Company No. From” and “Company No. To.”
Spec. 1-3 From / Spec. 1-3 To	The functionality of these fields is similar to that of the fields “Company No. From” and “Company No. To.”
Local Spec. 1-3 From / Local Spec. 1-3 To	The functionality of these fields is similar to that of the fields “Company No. From” and “Company No. To.”
Intercompany Company From / Intercompany Company To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Customer No. From / Customer No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Vendor No. From / Vendor No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Job No. From / Job No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Activity No. From / Activity No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Task From / Task To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Employee No. From / Employee No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”
Asset No. From / Asset No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To.”

Field	Description
Item No. From / Item No. To	The functionality of these fields is similar to that of the fields “Company No. From/Company No. To."
Statistics 1-4 From / Statistics 1-4 To	These fields show the values from the corresponding fields on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. If either of these fields is blank, the value from the corresponding field in the Show G/L Report Output Data tab applies instead.
Include subcompanies	This field shows whether figures from subcompanies to the companies covered by the range in the fields “Company No. From” and “Company No. To” are included in the figures on the line. Subcompanies are included if the corresponding field is marked on the report containing the G/L report definition line on which the current output line is based. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Include subcompanies.”
Currency	This field shows the currency in which the figures on the current line are shown. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Currency.” Please note that the column description used on the line may cause this currency to be overruled in some of the data fields (“Field 1-40”). This field therefore only represents the default currency used in those columns for which the column description does not specify another currency.
Exchange Rate Table	This field shows the exchange rate table whose rates were used for converting amounts from one currency to another on the current line when the report was generated. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Exchange Rate Table.” Please note that the column description used on the line may cause this exchange rate table to be overruled in some of the data fields (“Field 1-40”). This field therefore only represents the default exchange rate table used in those columns for which the column description does not specify another table.
Exchange Rate Date	This field shows the date whose exchange rates were used for converting amounts from one currency to another on the current line when the report was generated. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Exchange Rate Date.”

Field	Description
	Please note that the column description used on the line may cause this currency to be overruled in some of the data fields (“Field 1-40”). This field therefore only represents the default exchange rate date used in those columns for which the column description does not specify another date.
Format	This field shows the format applied to the current line on printouts. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Format.”
Indent	This field shows by how many spaces the line description is indented on printouts. The indent does not apply when creating tab-separated files. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Indent.”
Invert Sign	This field shows whether the figures on the current line have inverted signs (+/-). The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Invert Sign.”
Show 0	This field shows whether a zero or a blank value should be shown in the fields “Field 1-40” in those when a field has the value 0. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Show 0.”
Department	This field shows the name of the department to which the current G/L report output line pertains.
Report No.	This field shows the number of the report containing the G/L report definition line on which the current output line is based. The field “Original Line No.” shows the G/L report definition line’s table part position in the G/L Report Set-Up workspace. Using the information in this field and the field “Original Line No.,” you can thus in the G/L Report Set-Up workspace find the G/L report definition line on which the current G/L report output line is based.
Original Line No.	This field shows the table part position of the G/L report definition line in the G/L Report Set-Up workspace on which the current G/L report output line is based. The current output line may be the result of a sub-report, meaning that the G/L report definition line on which the output line is based does not necessarily belong to the main report. Therefore, the report in question is shown in the field “Report No.” Using the information in this field and the field “Report No.,” you can thus in the

Field	Description
	G/L Report Set-Up workspace find the G/L report definition line on which the current G/L report output line is based.
Line Type	This field shows what type of information is represented on the line. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Type.”
Calculation	This field shows the formula used for calculating the information on the current line (if any). The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Calculation.”
Expansion No.	This field is used for Maconomy support purposes only.
Itemization Level	This field shows the sub-report level at which the current output line was created. The main report represents level number one. If the main report calls a sub-report, the sub-report represents level two. The sub-report, in turn, can call another sub-report which represents level 3, and so on, and when a report at a given level results in an output line, the level in question is shown in this field.
Column Description	This field shows the column description used on the current line. The column description contains the definitions on which the data in the field “Field 1-40” is based. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Column Description.”
Last Printout Column	This field shows which column is the rightmost one to be printed.
Line Style	This field shows the name of the line style applied to the current output line. The line style determines the styles to be used on the different elements of the line when an RTF file is created for the report. The value is derived from the corresponding field on the line in the G/L Report Set-Up workspace on which the current G/L report output line is based. For information on the functionality of the field, you should therefore refer to the field “Line Style.”
Note No.	This field does not apply to the current version of Maconomy.
Note Text	This field does not apply to the current version of Maconomy.
Note Name	This field does not apply to the current version of Maconomy.

Field	Description
File Name	This field does not apply to the current version of Maconomy.
Note 2-3 Assigned	This field does not apply to the current version of Maconomy.
Note 2-3, Name	This field does not apply to the current version of Maconomy.

Print G/L Report Workspace

Use this workspace to print G/L reports.

You can also use the **Print Report** action in the G/L Report Set-Up workspace to print reports.

Any selection criteria that you enter here override the corresponding criteria entered for the report in the G/L Report Set-Up workspace.

Similarly, information that you enter in the Currency Conversion and Print Control islands overrides the corresponding information in the G/L Report Set-Up workspace.

Print G/L Report Tab

This section includes the fields and descriptions for the Print G/L Report tab.

Selection Criteria Island

Field	Description
Report No.	Enter the number of the report you wish to print here.
Column Description	Here you can optionally choose a column description to be used for the G/L report. Maconomy checks that the column description exists. If you leave this field blank, Maconomy uses the column specification entered for the report that you are printing.
Standard Column Description	If you have completed the “Column Description” field above, you can check this box to indicate that this column description is to be used for all reports called from the report being printed. The default is to use the column description specified in the card part of the report in question in the G/L Report Set-Up workspace.
Report Selection Criteria	In this field you select a G/L Report Selection Criteria name. If you select G/L Report Selection Criteria, the selections from the G/L Report Selection Criteria will replace any Selection Criteria specified in the Selection Criteria islands in the G/L Report Set-Up workspace. G/L Report Selection Criteria are created in the workspace by the same name. See the description of the G/L Report Selection Criteria workspace for more information.

Field	Description
Company No.	In these fields, you can specify a range of company numbers for which the report is to be printed. If you enter information in one of the fields, this information will overrule any information entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the report in question.
Account No.	The functionality of these fields is similar to that of the field “Company No.” above.
Intercompany Company	The functionality of these fields is similar to that of the field “Company No.” above.
Customer No.	The functionality of these fields is similar to that of the field “Company No.” above.
Vendor No.	The functionality of these fields is similar to that of the field “Company No.” above.
Job No.	The functionality of these fields is similar to that of the field “Company No.” above.
Activity No.	The functionality of these fields is similar to that of the field “Company No.” above.
Task	The functionality of these fields is similar to that of the field “Company No.” above.
Employee No.	The functionality of these fields is similar to that of the field “Company No.” above.
Asset No.	The functionality of these fields is similar to that of the field “Company No.” above.
Item No.	The functionality of these fields is similar to that of the field “Company No.” above.
Statistics 1-4	In these fields, you can specify ranges of statistics values for which the report is to be printed. If you enter information in one of the fields, this information will overrule any information entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the report in question.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Company No.” above.
Entity	The functionality of these fields is similar to that of the field “Company No.” above.

Field	Description
Project	The functionality of these fields is similar to that of the field “Company No.” above.
Purpose	The functionality of these fields is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Period Island

Field	Description
Month/Yr.	In these fields, you can specify the starting month/year and ending month/year of the period for which the report is to be printed. If you enter information in one of the fields, this information will overrule any information entered in the corresponding field in the card part of the window G/L Report Set-Up for the report in question. If your company uses flexible periods that do not follow the calendar year, the month and year you enter here refers to the period defined in the window Fiscal Year.

Currency Conversion Island

Field	Description
Currency	In this field, you can specify the currency in which the amounts in the report should be shown. If you select a currency, this currency will overrule any currency entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the report in question. However, on the individual lines in the report, this currency can in some cases be overruled according to the derivation priorities described in the field “Currency.” For further information on how the currency used in the individual fields on individual lines is determined, please see the description of that field.
Exchange Rate Table	In this field, you can specify an exchange rate table to be used for converting amounts from one currency into another in the report. If you enter information in the field, this information will overrule any information entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the report in question. However, on the individual lines in the report, this exchange rate table can in some cases be overruled according to the derivation priorities described in the field “Exchange Rate Table.” For further information on how the exchange rate table used in the individual fields on individual lines is determined, please see the description of that field.
Exchange Rate Date	In this field, you can specify the date whose exchange rates should be used for converting amounts from one currency into another in the report. If you enter a date in the field, this information will overrule any date entered in the corresponding field in the card part of the G/L Report Set-Up workspace for the

Field	Description
	report in question. However, on the individual lines in the report, this exchange rate date can in some cases be overruled according to the derivation priorities described in the field “Exchange Rate Date.” For further information on how the exchange rate date used in the individual fields on individual lines is determined, please see the description of that field.

Print Control Island

Field	Description
Layout	Here you can select the layout of the report. If you do not choose a layout, Maconomy uses the layout of the column specification attached to the report you are printing.
Number of Days until Expiry	If the report is to be saved, that is, the field “Save Output Data” has been marked, you can specify in this field the length of the report’s validity period. The validity period is used for ensuring that only one report of a given kind exists at a time, thus making sure everybody can refer to the same report. If you do not specify a number of days, the value in the corresponding field for the report in the G/L Report Set-Up workspace will determine the number of days until expiry. For a description of the functionality of expiry dates on G/L report output data, please see the “Number of Days until Expiry” field in the G/L Report Set-Up workspace.
Reprint	Mark this field if you want to reprint a report that has already been saved in the system, rather than generating a new report. If you want to reprint a report, you must specify in this workspace the exact selection criteria of the desired report. You can see the criteria of the individual saved reports in the Reprint G/L Reports workspace. If none of the reports saved in Maconomy has the exact selection criteria that you have specified in this workspace, Maconomy issues an error message. If several saved reports have the exact same selection criteria, Maconomy reprints the one that was generated most recently.
Save Output Data	In this field, you can specify that Maconomy should save the output data created when the report is run. If you do not mark this field, the value in the corresponding field for the report in the G/L Report Set-Up workspace will determine whether the output should be saved. For a description of the functionality of expiry dates on G/L report output data, please see the “Number of Days until Expiry” field in the G/L Report Set-Up workspace.
Print Report	In this field, you can specify whether the report should be printed on paper when it is run. This can be useful if a report contains sensitive information, and your reports are usually run at night. In those cases, you might prefer that the output is not printed right away, thereby lying in the printer all morning for anyone to see. If you do not mark this field, the value in the corresponding field for the report in the G/L Report Set-Up workspace will determine whether the output should be printed.
Notify Users	In this field, you can specify whether people to whom this report is relevant should be notified when the report is run. The field is for information only, as no notification procedures are run when the report is generated. If you do not mark this field, the

Field	Description
	value in the corresponding field for the report in the G/L Report Set-Up workspace will determine whether users should be notified.

Report Groups Workspace

This workspace includes information on report groups.

Report Groups Tab

This section includes the fields and descriptions for the Report Groups tab.

Report Group Island

Field	Description
Name	Use this field to enter the name of the report group.
Description	Use this field to enter a description of the report group.
Report Group Type	Use this field to enter the type of report group. Report Group Types are created in the popup field “Report Group Type” in the window Popup Fields in the Set-Up module.”

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Remarks Island

Here you can enter additional descriptive information about the report. You can use Maconomy’s layout editing tools to insert this information in the printed report and use it in searches.

Report Group Lines Sub-Tab

This section includes the fields and descriptions for the Report Group Lines sub-tab.

Field	Description
Report No.	In this field you can enter the report no. for the report that you want to add to the reporting group.
Selection Criteria	In this field you can enter the selection criteria that should be used when printing the report from the current line.

Specification of Dimension Reports Workspace

Use this workspace to specify dimension reports so that you can compare G/L and Budget entries for a maximum of three dimensions.

You can then use the specified report to print a balance sheet.

You can use the following dimensions:

- Company
- Account
- Location
- Entity
- Project
- Purpose
- Specification 1
- Specification 2
- Specification 3
- Local Specification 1
- Local Specification 2
- Local Specification 3

The report shows the highest of the selected sum levels furthest to the left, with the subsequent levels indented toward the right.

The lowest sum level of the primary dimension within the selected range is itemized. This means that all entries on the sum level in question are displayed. If sum level 0 is the lowest sum level specified for the report, the report shows account figures at item entry level.

Information and entries are only printed for the three dimensions that you specify. You can further delimit the three dimensions to a certain range of sum levels according to the structure of the dimension in question. Each dimension has a separate workspace in which you define its structure.

You can choose to show a combination of name, description, and sum level of the selected dimensions.

You can further delimit the extent of the report by entering dimension value ranges in the Selection Criteria island in the Specification of Dimension Reports sub-tab.

In the Column Definition 1 island in the Specification of Dimension Reports sub-tab, you specify which information you want to see and how it should be shown. For example, you can choose to see movements in the current dimensions for a certain period, displayed in thousands, or compare budget figures with actuals and committed amounts. In addition, you can use the figures for performing calculations, and you can specify to show the figures with or without tax.

The report runs when you press Enter or click **Start**. Maconomy asks whether you want to save the report as a file for more processing, for example, in a spreadsheet. If you choose to do so, Maconomy first saves the report and then prints it. If you choose **Cancel**, Maconomy just prints the report; it does not save it as a file.

Specification of Dimension Reports Tab

This section includes the fields and descriptions for the Specification of Dimension Reports tab.

Report Island

Field	Description
Name	If you want to run a dimension report based on a dimension report template created in the Specification of Dimension Reports workspace, you can enter the name of the desired template here. If you do so and press Return or click “OK.” Maconomy will not process and print a report. Instead, Maconomy clears all the fields in the window and transfers the information from the selected dimension report template. You can then make the desired changes to the information transferred from the template before pressing Return or clicking “OK” again to run the report.
Description	In this field, you can enter a short description of the report. If you have specified a dimension report template in the field “Name” above, the description is transferred from the template in question. This ensures that on the printout, you can see the description of the template on which the report was based.

Dimension Specification Island

Field	Description
Dimension	In this column, you can select the dimensions for which you want a report. The dimensions are compared, using the top dimensions as the primary dimension. If, for instance, you select “Location” as the first dimension and “Account” as the second dimension, “Location” will be displayed in the far-left column in the report, and “Account” will be distributed by locations to the right of the column “Location.” In the printed report, the highest sum level is placed to the far-left in a column, and further sum levels are indented toward the right. For each primary dimension value, an additional line is printed that sums the printed entries for the current dimension value.
From Sum Level / To Sum Level	In these fields you can enter a range of sum levels for which you want to print the report. Sum levels are defined in the structure window for the dimension in question. The report will itemize the lowest sum level. The lowest sum level can be either the level selected in this field, if it exists, or the lowest sum level in the entries selected in the Selection Criteria island. If, for instance, you enter “4” in this field, but enter selection criteria that otherwise delimit the selected entries so that the lowest sum level among the selected entries is 6, sum level 6 is the lowest and will be fully itemized. The lowest sum level contains the greatest amount of details. Other, higher sum levels are printed as sums but not itemized, as this would only result in a repetition of figures already displayed.

Field	Description
Name	If you check this field, the report will print the name (or number) of the current dimension.
Width	In this field, you can specify the width of the columns used for displaying the dimension names. The width is measured in a unit that relates to the screen's resolution in pixels. It is recommended that you use the landscape paper orientation when printing a report. In Windows, this is done by selecting File » Printer Setup, and then selecting "Landscape" in the field "Paper Orientation" (the Printer Setup window may vary). On a Macintosh, it is done by selecting File » Page Setup, and then clicking the landscape orientation. Please note that if you are using a PostScript® printer, and you reduce the printout size, Maconomy will take this into account and place more information on the same page. Reducing (scaling down) the print size is done in the PostScript printer driver. Space is only allocated to the width if the field "Name" has been marked.
Descr.	If you check this field, the report will print the description (or account text) of the current dimension.
Width	The functionality of this field is similar to that of the "Width" field that applies to columns for dimension names. However, this field is used for specifying the width of the columns that display the dimension descriptions, and space is only allocated for the width if the field "Descr." has been marked.
Sum Level	If you check this field, the report will print the sum level of the current dimension. The sum level is the level specified on the line in the structure window for the dimension in question, that is the Location Structure workspace.
Width	The functionality of this field is similar to that of the field "Width" that applies to columns for dimension names. However, this field is used for specifying the width of the columns that display the sum levels, and space is only allocated to for the width if the field "Sum Level" has been marked.

Column Definition 1 Island

Field	Description
Number	This is the column number. This number determines where on the printout the column is placed. This number is also used for referring to a given column in column calculations.
Type	Here you choose the type of figures to be shown in the current column. You can choose among the following types of figures: ▪ Actual — The column shows amounts posted in the General Ledger. ▪ Committed — The column shows amounts from the commitment accounts. Committed amounts are future expenses registered in approved, non-closed purchase orders. See the section "Commitment Accounts" in the

Field	Description
	Budget module for further information on the concept of commitment accounts. ▪ Budget — The column shows amounts from the budget model and the version specified for the column in the fields “Budget Model” and “Version.” ▪ Calculation — The column shows a calculation of amounts in one or more of the other columns. Do not enter a period in the “Period” fields. The calculation formula is entered in the field “Calculation.”
Balance Sheet	Here you choose the type of balance to be shown in the current column. You can choose among the following balance types: ▪ Movement — The column shows the period’s movements for the selected group of dimension entries. Enter a period in the “Period” fields below. ▪ Opening — The column shows the period’s opening amounts for the selected group of dimension entries. Enter an opening date in the field “From Period.” ▪ Closing — The column shows the period’s closing amounts for the selected group of dimension entries. Enter a closing date in the field “To Period.”
Budget Model	If you have selected “Budget” in the field “Type” for the current column, you must enter in this field the name of the budget model whose figures should be shown in the report.
Version	If you have selected “Budget” in the field “Type” for the current column, you must enter in this field the version number of the budget model whose figures should be shown in the report.
Mth.	Along with the “Year” fields, the “Mth.” fields identify a set of starting G/L period and year and ending G/L period and year whose figures will be displayed in the current column. If you, for example, enter “07” in the leftmost “Mth.” field, the time range will run from the seventh G/L period of the year specified in the field “Year.” Note that the dimension reports only recognize complete G/L periods.
Year	For a description of the functionality of these fields, see the field “Mth.” above.

Column Definition 2 Island

Field	Description
Number	This is the column number. This number determines where on the printout the column is placed. This number is also used for referring to a given column in column calculations.
Name	In this field, you can enter a heading for the column. If you do not enter a heading, the current column type will be used as a heading (“Movement,” “Opening,” “Closing,” or “Calculation”).

Field	Description
Tax	If you mark this field, the displayed figures will include tax. Usually tax has been lifted from the accounts displayed in the report and entered on special tax accounts. If this field is marked, the tax is added to the original entries again, so that the amounts are shown including tax. This is naturally for reporting only; no actual reallocation is taking place in the system.
Show as	In this field, you can select the format in which to display the column. You can choose between “Decimal,” “In Whole Numbers,” “Thousands,” “Millions with one decimal,” and “Millions.”
Width	In this field, you can specify the width of the columns used for displaying the figures in the report. The width is measured in a unit which relates to the screen’s resolution in pixels. It is recommended that you use landscape paper orientation when printing a report. In Windows, this is done by selecting File » Printer Setup, and then selecting “Landscape” in the field “Paper Orientation” (the Printer Setup window may vary). On a Macintosh, it is done by selecting File » Page Setup, and then clicking the landscape orientation. Please note that if you are using a PostScript® printer, and you reduce the printout size, Maconomy will take this into account and place more information on the same page. Reducing (scaling down) the print size is done in the PostScript printer driver.
Calculation	In this field, you can enter the formula you want to use for this column if you have selected “Calculation” in the field “Type” above. A calculation formula can consist of references to other columns and constants. You refer to another column by specifying the column number, preceded with a “#”. Whole and decimal numbers are specified as usual. For calculations, you can use the four arithmetical operations: “+”, “-”, “*,” and “/.” Furthermore, you can use “%,” which indicates the percentage ratio between two columns. Finally, you can use parentheses for grouping arithmetic expressions. Examples of calculations: ▪ “#1 #2” in column 3 means that column 3 of every line will be calculated as the difference between column 1 and 2. ▪ “(#1 + #2) / #4 * 12” means that column 3 of every line will be calculated as the sum of columns 1 and 2 divided by column 4, multiplied by the constant “12”. If column 4 is 0, column 3 will also be 0. If a text is specified in the system parameter “Text on division by 0 in G/L rep.,” a division by 0 will result in the column displaying the text from the system parameter. ▪ “#1 * 1,50” in column 2 means that column 2 will be calculated as column 1 multiplied by the constant “1,5.” ▪ “#1 % #2” in column 3 means that column 3 will be calculated as the difference between columns 1 and 2, divided by column 2, multiplied by 100. If column 2 is 0, column 3 will also be 0. If a text is specified in the system parameter “Text on division by 0 in G/L rep.,” a division by 0 will result in the column displaying the text from the system parameter.

Selection Criteria Island

Field	Description
Company No. From/ Company No. To	The functionality of these fields is similar to that of the “Account No.” fields below.
Account No. From/ Account No. To	In these fields, you can enter a range of account numbers. The report will include entries that fulfill the condition specified in the Dimension Specification island and this island. Note that you can use the Find menu to locate account numbers. This feature can be used for all fields in the Selection Criteria island.

Selection Criteria, Dimension Lists Island

Field	Description
List 1-3	In these fields, you enter the name of the list of local specifications to be used in the selection criteria. Lists of values for local specifications are created in the windows Local Specification 1-3.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Account No.” above.
Entity	The functionality of these fields is similar to that of the field “Account No.” above.
Project	The functionality of these fields is similar to that of the field “Account No.” above.
Purpose	The functionality of these fields is similar to that of the field “Account No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above. When selecting criteria for local specifications, you must also enter a list number for the local specification in question.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Print Control Island

Field	Description
Heading	In this field, you can enter a heading for the entire report, which will be printed at the top of each page. If you choose to save the report as a file, the heading

Field	Description
	will not be included in the file, as it would otherwise be repeated at every page break in the report. The same is true for column headings; these are entered in the file only once.
Print Front Page	If you mark this field, a front page will be printed listing the selections and choices which form the basis of the current report. Also, the current date of printing and user name are included on the front page.
Include 0-Lines	If you check this field, the report will include lines with a zero value.

Ad Hoc Analysis Workspace

Use this workspace to create G/L queries and reports that are based on the period balances in your chart of accounts.

Use this workspace to:

- Compare account balances.
- Calculate a total for a group or list of accounts. You can create the group independent of the sum levels in the account structure tables.
- Make calculations based on account balances, using the four basic arithmetic operations, constants, and percentages.
- Transfer the report contents to a tab-separated file for use by other programs.

Ad Hoc Analysis Tab

This section includes the fields and descriptions for the Ad Hoc Analysis tab.

Report Island

Field	Description
Name	Here you specify the name of the report, the name being the sole identification of the report. You cannot change the name of an existing report. To retrieve existing reports, use the search functions in the Find menu. The name is transferred to the tab-separated file created by the “Create tab-separated file” action.
Updated since Last Calculation	This field shows whether the report has been redefined since the last calculation. If the field is marked, you cannot transfer the report to a tab-separated file before recalculating the values. This is a precaution against inconsistencies. When you make a new calculation using the “Calculate Ad Hoc Analysis” action, Maconomy removes the mark. You cannot change the value manually.

Last Calculation Island

Field	Description
Month/Yr.	This is the period of the last calculation for the report displayed. If no information is displayed in this field, the period has no influence on the report figures. The value cannot be changed. It is copied to the tab-separated file created using the “Create tab-separated file” action.
Company	These fields display the range of companies for the last calculation of the current report. If these fields are empty, no company range was entered when the report was created. The value cannot be changed. It is copied to the tab-separated file created using the “Create tab-separated file” action.
Made by	This is the name of the user who last made a calculation for the report.
Date	This is the date of the last calculation. The date cannot be changed here. The date is not transferred to the tab-separated file created using the “Create tab-separated file” action.

Last Calculation, Dimensions Island

Field	Description
Location	Here you can specify a range of locations. The G/L report in the Lines sub-tab will only include periodic figures for entries with dimension values within the specified range of locations. If no range is specified, the report is not affected by the Location fields.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which periodic figures should be displayed. All amounts in the window be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question.

Field	Description
	When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the System Information workspace in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may cause discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates that are valid on this date according to the enterprise exchange rate table selected in the System Information workspace in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Description Island

Here you enter a description of the report. The two lines of text are copied to the tab-separated file that is created when you select the “Create tab-separated file” action.

New Calculation Island

Field	Description
Month/Yr.	Here you enter the starting month/year and ending month/year of the period for which the analysis is to be printed. Enter the period as a number, for example, “1” for January, “2” for February, and so on. If your company uses flexible periods that do not follow the calendar year, the month and year that you enter here refers to the period defined in the window Fiscal Year.
Company	In these fields, you can enter a range of companies. The G/L report in the Lines sub-tab will only include periodic figures for entries assigned to the specified range of companies. If no range is specified, the report is not affected by the Company fields.

New Calculation, Dimensions Island

Field	Description
Location	This is the range of locations used in the last calculation. The G/L report in the Lines sub-tab only includes periodical figures for entries with a location in the “Location” field that is within this range. If the fields are blank, they have no influence on the report. The information is transferred to the tab-separated file created using the action “Create TAB-separated File”.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.

Field	Description
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Lines Sub-Tab

This section includes the fields and descriptions for the Lines sub-tab.

Field	Description
Line	This is the line number in the report. All report lines are numbered in consecutive order. When lines are inserted or removed, Maconomy renumbers the lines and their references. The line number is transferred to the tab-separated file created by the “Create tab-separated file” action.
Account/Line 1	Here you enter either the number of a G/L account in the chart of accounts or the number of an earlier line in the current report. If you cannot remember the number of an existing G/L account, you can use the search functions in the Find menu. You can only use accounts of the type “Control” or “Manual.” If you specify a number that is both the number of a G/L account and the number of a report line, Maconomy uses the information on the G/L account. The value in the field is transferred to the tab-separated file created by the “Create tab-separated file” action.
Name	This is the text assigned to the G/L account or the line number specified in the “Account/Line 1” field. The text is transferred to the tab -separated file created by the “Create tab-separated file” action.
+, -, *, /, %, :, Constant	Here you enter either an operator or a constant. The operator is used to calculate the values in the “Period” and “YTD” fields. Below is a description of the function of the legal values in this field. The value is transferred to the tab-separated file created by the “Create tab-separated file” action. ▪ “+”— The balance for the account or the value on the report line specified in the “Account/Line 1” field is added to the balance for the account or the value on the report line specified in the “Account/Line 2” field. ▪ “-”— The balance for the account or the value on the report line specified in the “Account/Line 2” field is subtracted from the balance for

Field	Description
	the account or the value on the report line specified in the “Account/Line 1” field. ▪ “*”— The balance for the account or the value on the report line specified in the “Account/Line 1” field is multiplied by the balance for the account or the value on the report line specified in the “Account/Line 2” field. ▪ “/”— The balance for the account or the value on the report line specified in the “Account/Line 1” field is divided by the balance for the account or the value on the report line specified in the “Account/Line 2” field. If the last balance/value is zero, the result of the calculation is 0. ▪ “%”— The balance for the account or the value on the report line specified in the “Account/Line 1” field is calculated as a percentage of the balance for the account or the value on the report line specified in the “Account/Line 2” field. If the last balance/value is zero, the result is 0. ▪ “:”— Maconomy calculates the total of the balances for all positing accounts within the range from the G/L account specified in the field “Account/Line 1,” up to and including the G/L account given in the field “Account/Line 2.” Note that you cannot specify a range of report line numbers. Maconomy checks that you enter existing account numbers in the fields “Account/Line 1” and “Account/Line 2,” when you select the “:” operator. ▪ Constant — You can enter a constant if you need to use a constant value in later calculations. If so, you merely refer to the line number. The constant must be a whole number. You cannot at the same time enter values in the fields “Account/Line 1” and “Account/Line 2.” Maconomy checks this. The field’s value is transferred to the fields “Period” and “YTD.”
Account/Line 2	Here you enter either the number of a G/L account in the chart of accounts or the number of an earlier line in the current report. If you cannot remember the number of an existing G/L account, you can use the search functions in the Find menu. You can only use accounts of the type “Control” or “Manual.” If you enter a number that is both the number of a G/L account and the number of a report line, Maconomy will use the information on the G/L account. The value in the field is transferred to the tab-separated file created by the “Create tab-separated file” action.
Name	This is the text assigned to the G/L account or the line number specified in the “Account/Line 2” field. The text is transferred to the tab-separated file created by the “Create tab-separated file” action.
Description	Here you specify a text to describe the value calculated on the line. The text is transferred to the “Name” field on another report line, if there is a reference to the line. The text is transferred to the tab-separated file created by the “Create tab-separated file” action.

Field	Description
Period	This field shows the value calculated on the line. The calculation is based on the periodical balances for the period specified in the Last Settlement island in the Ad Hoc Analysis tab. If one of the fields on the line is changed, Maconomy blanks this field. The value is calculated using the “Calculate Ad Hoc Analysis” action. It is then shown here. The value is transferred to the tab-separated file created by the “Create tab-separated file” action.
YTD	This field shows the calculated value on the line, based on the year-to-date balances for the period specified in the Last Settlement island in the Ad Hoc Analysis tab. Note that the year-to-date balances follow the fiscal year and not the calendar year. If one of the fields on the line is changed, Maconomy blanks this field. The value is calculated using the “Calculate Ad Hoc Analysis” action. It is then shown here. The value is transferred to the tab-separated file created by the “Create tab-separated file” action.
Print	Here you specify whether to transfer the line to the tab-separated file created using the “Create tab-separated file” action. Maconomy marks the field automatically.

Print Trial Balance Workspace

Use this workspace to print a trial balance for a given period.

The Trial Balance lists the following information for each account:

- **Opening Balance**—The opening balance of the account at the beginning of the specified period.
- **Closing Balance**—The closing balance of the account at the end of the specified period.
- **Movements**—The total movement posted to this account during the specified period.

The trial balance can include all G/L accounts, or the included accounts can be limited in a number of ways—for example, to departmental accounts or to a range of dimension values.

Select a value from the drop-down list for the **Layout** field to specify one of three format types: You can choose between three format types:

- **Change**—Select this value to show the period movements (that is, the total debits and total credits made to the account) and fiscal year-to-date figures.
- **Opening**—Select this value to show opening balances for the period.
- **Value**—Select this value to show the period movements. Maconomy will create one report for the dimension specified in the layout name. Each report will be ordered by account.

If you select the **Calculate operating result in reports** system parameter, Maconomy also displays the company's current operating result in the year-end closing account, calculated as the sum of the balances in the company's P&L accounts. In this way, the report simulates a year-end closing without creating the entries made during a year-end closing.

Note that if a trial balance is printed for multiple companies, and these companies use different fiscal years, the year-to-date figures may be misleading.

The report does not include accounts of the Single Line and Double Line type, and also ignores the Invert Sign specification.

Print Trial Balance Tab

This section includes the fields and descriptions for the Print Trial Balance tab.

Selection Criteria Island

Field	Description
Company No.	Here you enter a range of company numbers. The trial balance will only include entries to companies within this range. If you leave the fields blank, company numbers have no influence on the selection criteria.
Account No.	Here you enter a range of account numbers. The trial balance will only include accounts with an account number within this range. If you leave the fields blank, they have no influence on the selection criteria.
Statistics 1-4	Here you enter up to four statistics code ranges. The printout will only include accounts with statistics codes within this range. If you leave the codes blank, the statistics fields have no influence on the selection criteria.
Sum Level	Here you can enter a range of sum levels. The printout will only include accounts marked “Balance Sheet” in the Account Structure workspace on a sum level within the given range. If you leave the fields blank, they have no influence on the selection criteria.
Line No.	In these fields, you can specify a range of line numbers from the account structure. The balance will only include lines in the Account Structure workspace and appearing on an account structure line within the specified range.
Department	Here you can select a department. The printout will only include accounts assigned to this department. If you leave the field blank, it has no influence on the selection criteria.

Selection Criteria, Dimensions Island

Field	Description
Location	Here you enter a range of locations. The trial balance will only include entries to locations within this range. If you leave the fields blank, they have no influence on the selection criteria.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Period Island

Field	Description
Month/Yr.	Here you enter the starting month/year and ending month/year of the period for which the balance is to be printed. You can also enter a different period range for each report line definition in the table. Enter the period as a number, for example, “1” for January, “2” for February, and so on. If your company uses flexible periods that do not follow the calendar year, the month and year that you enter here refer to the period defined in the window Fiscal Year.

Print Control Island

Field	Description
Layout	Here you select whether to print an opening balance or a balance showing monthly movements. You select either “Opening” or “Movement.” You can also sort the movement balance, first by options from one of the dimensions, then by account number. To do this, select the option concerning the desired dimension, for example, “Location Account,” “Entity Account,” or “Project Account” in this field. However, if you do so, you cannot select a dimension in the field “Allocate to Dimension.”
Allocate to Dimension	Here you can select whether to split up individual account balances by dimension values. If you leave this field blank, the printout will show a total for every balance. If you select a dimension, the printout will show one line per dimension value, and a balance for every account in the balance sheet. You can only select a dimension in this field if you select “Opening” or “Movement” in the “Layout” field.
Include Zero Balances from Level	Here you specify whether to include zero-balance accounts for a given level. If you enter “1,” for example, the printout will only include zero-balance sum accounts, and will not include any zero-balance posting accounts.
Include Zero Balance Dimensions	Here you can specify whether to include a dimension option, also when the balance for an option in an account is zero. The option is included regardless of its balance, if this field is marked. If it is not marked, the option is only included if the account has a balance that is different from zero for this option. The field only applies if the “Allocate to Dimension” field is marked.
Tax Code	If you mark this field, the balance sheet will show the tax codes for every account. If multiple tax codes are enabled, this field will be replaced by the field “Show Tax Codes.” To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the

Field	Description
	System Parameters workspace. For further information on multiple tax codes, please see the description in “Tax Codes.”
Include Page Break	Here you can specify whether to include page breaks, where this is specified by page break accounts in the Account Structure workspace. If the field is marked, the printout includes page breaks. Page breaks only occur in page break accounts found on a line in the account structure that lies within the range specified in the field “Line No.”
Include Headings	If you mark this field, the printout will include heading accounts in the Account Structure workspace. The printout will only include heading accounts found on a line in the account structure that lies within the range specified in the field “Line No.”
Include Underlinings	If you mark this field, the printout will include underlining accounts—single underlining as well as doublein the Account Structure workspace. The printout will only include underlining accounts found on a line in the account structure that lies within the range specified in the field “Line No.” Only Include Accts with Dimension Alloc. Here, you specify whether to include accounts assigned to a dimension. “Manual,” “Control,” “Heading,” and “Page Break” accounts can be assigned to either the “Company,” “Location,” “Entity,” or “Project” dimension in their account information cards. If you mark this field, you must select “Company Account,” “Location Account,” “Entity Account,” or “Project Account” in the “Layout” field in this window. If you do not mark this field, the balance will include all accounts.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which figures on the printout should be displayed. All total figures will be converted into and displayed in this currency. If the current user has been assigned to a company in the Users workspace, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates that are valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the field “Exchange Rate Table” below. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may cause discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table selected in the field “Exchange Rate Table” below.

Field	Description
Exchange Rate Table	In this field, you can specify the exchange rate table to use when converting between currencies in the printout.
Basis	In this field, you can specify which amounts on each G/L entry should form the basis of the printed figures. Each G/L entry stores the amount in enterprise currency, the base currency of the company in question, and the currency of the account on which the entry is recorded. The printout will for every G/L entry convert the amount in the in the currency of the basis selected into the reporting currency, using the selected exchange rate date and table.

Print Balance Sheet Workspace

Use this workspace to print a balance sheet for a given period.

The balance sheet shows the opening balance, total debit entries, total credit entries, and closing balance for balance sheet accounts.

The balance sheet can include all balance sheet accounts, or you can limit the included accounts in a number of ways-for example, to departmental accounts or to a range of dimension values.

Maconomy prints the accounts in the order that you specified in the Account Structure workspace.

If you select the **Calculate operating result in reports** system parameter, Maconomy also displays the company's current operating result in the year-end closing account, calculated as the sum of the balances in the company's P&L accounts. In this way, the report simulates a year-end closing without creating the entries made during a year-end closing.

Print Balance Sheet Tab

This section includes the fields and descriptions for the Print Balance Sheet tab.

Selection Criteria Island

Field	Description
Company No.	In these fields, you enter a range of companies. If you enter a range, the balance will only include information pertaining to companies within the specified range. If you leave these fields blank, they will not affect the balance.
Account No.	In this field, you enter a range of account numbers. The balance will only include accounts with an account number within this range, and marked “Balance Sheet” in the window Account Structure. If you leave these fields blank, they have no influence on the selection criteria. If you have marked the “Invert Sign” field in the Print Control island in the Account Information Card workspace, credit amounts will be printed as positive figures and debit amounts as negative figures.

Field	Description
Department	Here you can select a department. The printout will only include balance sheet accounts assigned to this department If you leave these fields blank, they will not affect the balance.
Statistics 1-4	Here you enter up to four statistics code ranges. The printout will only include balance sheet accounts with statistics codes within this range. If you leave the codes blank, the statistics fields will not affect the selection criteria.
Sum Level	Here you can enter a range of sum levels. The printout will only include accounts marked “Balance Sheet” in the Account Structure workspace on a sum level within the given range. If you leave these fields blank, they will not affect the balance.
Line No.	In these fields, you can specify a range of line numbers from the account structure. The printout will only include accounts marked “Balance Sheet” in the Account Structure workspace, and appearing on an account structure line within the specified range.

Select Criteria, Dimensions Island

Field	Description
Location	In this field, you enter a range of locations. The balance will only include entries to locations within this range. If you leave the fields blank, they will not affect the balance.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Period Island

Field	Description
Month/Yr.	Here you enter the starting month/year and ending month/year of the period for which the balance is to be printed. Enter the period as a number, for example, “1” for January, “2” for February, and so on. If your company uses flexible periods that do not follow the calendar year, the month and year you enter here refer to the period defined in the window Fiscal Year.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the Print Layout workspace in the Set-Up module, “Standard” is the only option.
Include Zero Balances from Level	Here you specify whether to include balance sheet accounts with both zero opening and zero closing balances from a given level. If, for example, you enter “1,”,the balance will only show posting accounts (that is, accounts with sum level 0) if either the opening or closing balance for the period is different from 0.
Include Page Break	Here you can specify whether to include page breaks, where this is specified by page break accounts marked “Balance Sheet” in the Account Structure workspace. If the box is checked, the printout includes page breaks.
Include Headings	Here you can specify whether to include headings, where this is specified by heading accounts marked “Balance Sheet” in the Account Structure workspace. If the box is checked, the printout includes headings.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which figures on the printout should be displayed. All total figures will be converted into and displayed in this currency. If the current user has been assigned to a company in the Users workspace, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates that are valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the field “Exchange Rate Table” below. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table selected in the field “Exchange Rate Table” below.
Exchange Rate Table	In this field, you can specify the exchange rate table to use when converting between currencies in the printout.
Basis	In this field, you can specify which amounts on each G/L entry should form the basis of the printed figures. Each G/L entry stores the amount in enterprise currency, the base currency of the company in question, and the currency of the account on which the entry is recorded. The printout will for every G/L entry

Field	Description
	convert the amount in the currency of the basis selected into the reporting currency, using the selected exchange rate date and table.

Print Income Statement Workspace

Use this workspace to print an income statement (P&L report) for a given period.

The income statement shows the period's total movements compared with its budget or with the corresponding period in the previous fiscal year.

The income statement can include all profit and loss accounts or you can limit the included accounts in a number of ways-for example, to departmental accounts or to a range of dimension values.

Print Income Statement Tab

This section includes the fields and descriptions for the Print Income Statement tab.

Selection Criteria Island

Field	Description
Company No.	In these fields you enter a range of companies. If you enter a range, the report will only include information pertaining to companies within the specified range. If you leave these fields blank, they will not affect the report.
Account No.	Here you enter a range of account numbers. The income statement will only include accounts with an account number within this range, and marked “P & L” in the Account Structure workspace. If you leave these fields blank, these fields have no influence on the report. If you have marked the “Invert Sign” field in the Print Control island in the Account Information Card workspace, credit amounts will be printed as positive figures and debit amounts as negative figures.
Department	Here you can select a department. The income statement will only include P & L accounts assigned to this department. If you leave this field blank, it has no influence on the target group.
Statistics 1-4	Here you enter up to four statistics code ranges. The income statement will only include P & L accounts with statistics codes within this range. If you leave these codes blank, the statistics fields have no influence on the target group.
Sum Level	Here you can enter a range of sum levels. The income statement will only include accounts marked “P&L” in the Account Structure workspace on a sum level within the given range. If you leave these fields blank, they have no influence on the target group.
Line No.	In these fields, you can specify a range of line numbers from the account structure. The printout will only include accounts with an account structure line number within the specified range, and marked “P&L” in the Account Structure workspace.

Selection Criteria, Dimensions Island

Field	Description
Location	Here you enter a range of locations. The income statement will only include entries to locations within this range. If you leave the fields blank, they will not affect the report.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Period Island

Field	Description
Month/Yr.	Here you enter the starting month and year and the closing month and year of the period for the income statement. Enter the month as a number, for example, “1” for January, “2” for February, and so on. If your company uses flexible periods that do not follow the calendar year, the month and year you enter here refers to the period defined in the window Fiscal Year.

Budget Island

Field	Description
Budget Model	If you have selected “Compare with Budget” in the Print Control island, you can enter the budget model with which you want to compare the actual figures in this field.
Version	In this field, you can enter which version of the budget model selected in the field “Budget Model” above with which you want to compare the actual figures.
Budget Type	In this field, you can select the budget type with which to compare the actual period figures, if you have checked the box “Compare with Budget” in the Print Control island. Instead of selecting a budget model in the field “Budget Model” above, you can select a budget type to make Maconomy select the budget model of the specified type for the fiscal year indicated in the field “Month/Yr.” Budget types are created in the pop-up field “Budget Type” in the Popup Fields workspace in the Set-Up module.
Version Type	In this field, you can select which budget version type to use when comparing budget figures with actual figures, if you have checked the box “Compare with Budget” in the Print Control island. Instead of selecting a version number in the

Field	Description
	field “Version” above, you can select a budget version type to make Maconomy select the budget model of the specified version type for the fiscal year indicated in the field “Month/Yr.” Budget version types are created in the pop-up field “Budget Version Type” in the Popup Fields workspace in the Set-Up module.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the Print Layout workspace in the Set-Up module, “Standard” is the only option.
Include Zero Balances from Level	Here you specify whether to include P & L accounts with zero period balances for both this year and last year from a given level. If, for example, you enter “1,” the income statement will only show posting accounts (that is, accounts with sum level 0) if either the opening or closing balance for the period is different from 0.
Include Page Break	Here you can specify whether to include page breaks, where this is specified by page break accounts marked “P&L” in the Account Structure workspace. If the box is checked, the printout includes page breaks.
Include Headings	Here you can specify whether to include headings, where this is specified by heading accounts marked “P&L” in the Account Structure workspace. If the box is checked, the printout includes headings.
Compare with Budget	You can check this box if you wish to compare the period result with a budget. If you mark this field, the period movements will be compared with the budget selected in the field “Budget Model.” If the box is not checked, the period movements are compared with the movements in the corresponding period in the previous year.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which figures on the printout should be displayed. All total figures will be converted into and displayed in this currency. If the current user has been assigned to a company in the Users workspace, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the field “Exchange Rate Table” below. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.

Field	Description
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates that are valid on this date according to the exchange rate table selected in the field “Exchange Rate Table” below.
Exchange Rate Table	In this field, you can specify the exchange rate table to used when converting between currencies in the printout.
Basis	In this field, you can specify which amounts on each G/L entry should form the basis of the printed figures. Each G/L entry stores the amount in enterprise currency, the base currency of the company in question, and the currency of the account on which the entry is recorded. The printout will for every G/L entry convert the amount in the currency of the basis selected into the reporting currency, using the selected exchange rate date and table.

Print Balance Overview Workspace

Use this workspace to select a set of accounts and display data about them.

You can show debited and credited amounts or compare budgeted and actual amounts for the accounts that you select.

Use the selection criteria to select accounts. For example, you can select a range of accounts or select all accounts for a single department.

If you print a balance overview for multiple companies, and these companies use different fiscal years, the year-to-date figures may be misleading.

Print Balance Overview Tab

This section includes the fields and descriptions for the Print Balance Overview tab.

Selection Criteria Island

Field	Description
Company No.	In these fields you enter a range of companies. If you enter a range, the report will only include information pertaining to companies within the specified range. If you leave these fields blank, they will not affect the report.
Account No.	Here you enter a range of account numbers. The printout will only include accounts with an account number within this range. If you leave these fields blank, they will not affect the report.
Statistics 1-4	Here you enter up to four statistics code ranges. The printout will only include accounts with statistics codes within this range. If you leave these codes blank, the statistics fields have no influence on the printout.
Sum Level	Here you can enter a range of sum levels. The printout will only include accounts with a sum level within the given range. If you leave these fields blank, they have no influence on the printout.

Field	Description
Line No.	In these fields, you can specify a range of line numbers from the account structure. The printout will only include accounts with an account structure line number within the specified range, and marked “Balance Sheet” in the Account Structure workspace.
Department	Here you can select a department. The printout will only include accounts assigned to this department in the Account Information Card workspace. If you leave these field blank, it has no influence on the printout.

Selection Criteria, Dimensions Island

Field	Description
Location	Here you enter a range of locations. The printout will only include entries to locations within this range. If you leave these fields blank, they will not affect the report.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Period Island

Field	Description
Month/Yr.	Here you enter the starting month and year and the closing month and year of the period for the printout. Enter the month as a number, for example, “1” for January, “2” for February, and so on. If your company uses fiscal periods that do not follow the calendar year, the month and year you enter here refers to the period defined in the window Fiscal Year.

Budget Island

Field	Description
Budget Model	If you have selected “Result” in the field “Layout,” you must enter the budget model with which you want to compare the actual figures in this field. The printout will then show both the budgeted and the actual figures based on the budget and G/L entries within the selection criteria. If the layout “Result” has not been selected, the field has no effect.

Field	Description
Version	In this field, you can enter the version of the budget model selected in the field “Budget Model” above with which you want to compare the actual figures. If the layout “Result” has not been selected, the field has no effect.
Budget Type	In this field, you can select the budget type with which to compare the actual period figures, if you have checked the box “Compare with Budget” in the Print Control island. Instead of selecting a budget model in the field “Budget Model” above, you can select a budget type to make Maconomy select the budget model of the specified type for the fiscal year indicated in the field “Month/Yr.” Budget types are created in the pop-up field “Budget Type” in the Popup Fields workspace in the Set-Up module.
Version Type	In this field, you can select the budget version type to use when comparing budget figures with actual figures, if you have checked the box “Compare with Budget” in the Print Control island. Instead of selecting a version number in the field “Version” above, you can select a budget version type to make Maconomy select the budget model of the specified version type for the fiscal year indicated in the field “Month/Yr.” Budget types are created in the pop-up field “Budget Version Type” in the Popup Fields workspace in the Set-Up module.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which figures on the printout should be displayed. All total figures will be converted into and displayed in this currency. If the current user has been assigned to a company in the Users workspace, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates that are valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the field “Exchange Rate Table” below. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates that are valid on this date according to the exchange rate table selected in the field “Exchange Rate Table” below.
Exchange Rate Table	In this field, you can specify the exchange rate table to use when converting between currencies in the printout.
Basis	In this field, you can specify which amounts on each G/L entry should form the basis of the printed figures. Each G/L entry stores the amount in enterprise currency, the base currency of the company in question, and the currency of the

Field	Description
	account on which the entry is recorded. The printout will for every G/L entry convert the amount in the in the currency of the basis selected into the reporting currency, using the selected exchange rate date and table.

Print Control Island

Field	Description
Layout	In this field you choose the layout of the printout. The layout “Balance Sheet” shows opening and closing balances and the total movements within the period for each of the balance sheet accounts identified by the selection criteria. The layout “Trial Balance” shows debited and credited amounts and total movements within the period for each of the P&L and balance sheet accounts comprised by the selection criteria. The layout “Result” compares actual amounts with the budget figures for the individual accounts. For all the layouts, only the entries identified by the selection criteria are included in the printout.
Include Zero Balances from Level	Here you specify whether to include accounts with zero balances in the printout for a given level. If, for example, you enter “1,” the printout will only show sum accounts with a balance of zero, whereas no posting accounts with a balance of zero will be shown.
Settings	Here you specify additional settings: ▪ Include Page Break— Here you can specify whether to include page breaks in the printout, where this is specified by page break accounts in the Account Structure workspace. If the box is checked, the printout includes page breaks. Page breaks only occur where the page break accounts in the account structure are included in the range specified in the field “Line No.” ▪ Include Headings— Here you can specify whether to include headings in the printout, where this is specified by heading accounts in the Account Structure workspace. If the box is checked, the printout includes headings. Headings only occur where the heading accounts in the account structure are included in the range specified in the field “Line No.” ▪ Compare with Budget — You can mark this field if you wish to compare the period figures with a budget. If you mark the field, the period movements will be compared with the budget selected in the field “Budget Type.” If this field is not marked, the period movements are compared with the movements in the corresponding fiscal period in the previous year.

Print General Ledger Workspace

Use this workspace to review account activity for a set of accounts.

For each account, you see the opening and closing balances and all of the entries that debited or credited the account.

Use selection criteria to specify the accounts and entries that are included in the report.

Depending on the layout that you select, the report shows all entries that meet the selection criteria or only summary information about the journals to which the entries are assigned.

Print General Ledger Tab

This section includes the fields and descriptions for the Print General Ledger tab.

Selection Criteria Island

Field	Description
Company No.	In these fields you enter a range of companies. If you enter a range, the report will only include entries pertaining to companies within the specified range.
Account No.	Here you enter a range of account numbers. The printout will only include accounts with an account number within this range. If you leave these fields blank, these fields have no influence on the report.
Statistics 1-4	Here you enter up to four statistics code ranges. The income statement will only include accounts with statistics codes within this range. If you leave these codes blank, the statistics fields have no influence on the printout.
Department	Here you can select a department. The printout will only include accounts assigned to this department in the Account Information Card workspace. If you leave these field blank, it has no influence on the printout.

Selection Criteria, Dimensions Island

Field	Description
Location	Here you enter a range of locations. The printout will only include entries with reference to locations within this range. If you leave the fields blank, they will not affect the report.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Period Island

Field	Description
Month/Yr.	Here you enter the starting month and year and the closing month and year of the period for the printout. Enter the month as a number, for example, “1” for January, “2” for February, and so on. If your company uses fiscal periods that do not follow the calendar year, the month and year you enter here refers to the period defined in the window Fiscal Year.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which figures on the printout should be displayed. All report figures will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates that are valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the enterprise exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may cause discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates that are valid on this date according to the enterprise exchange rate table selected in the System Information workspace in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Layout	Here you choose the layout of the printout. The layout “Standard” shows opening and closing balances for each account in the selection criteria, and information about the entries in the selection criteria which have caused movements on the accounts in question. The layout “Journal Listing” shows summary information for each account about the journals which contain entries within the selection criteria and which have therefore caused movements on the account in question.
Include	Here you specify additional settings: ▪ Zero Balance Accts — Here you specify whether to include accounts with a zero balance. If this field is selected, the account is always included, regardless of its balance. If the field is not selected, an account is only included if its balance is different from zero.

Field	Description
	▪ Page Break at New Account — Here you can specify whether to include page breaks in the printout, wherever this is specified by page break accounts in the chart of accounts. If this field is selected, page breaks are included. ▪ Dimensions — Here you can specify whether to include the dimension values for the printed entries. If this field is selected, the dimension values are included in the printout. The field is only considered if the layout “Standard” is selected, as the layout “Journal Listing” only shows summary journal information.

Print Currency Positions Workspace

Use this workspace to review currency positions, useful for estimating the company's available funds.

The report shows positions for vendors and customers. The positions are displayed in blocks, each of which represents a base currency. Each block displays the amounts originally entered in the vendors' and customers' currencies (that is, the amounts due to vendors and due from customers), the amounts posted in the current base currency, and the converted amounts in the base currency, using the exchange rate that was valid on the exchange rate date. The report also includes a block that shows totals for each position in the reporting currency.

Based on a specified start date, a currency position report shows due amounts on the start date and two months from the start date; it also shows a total for the period after two months. If you specify January 1 as the start date, the list shows the due balance on January 1, February 1, March 1, and the period after that. Note that an entry that is due in January and after the start date (which, in this case, is January 1) is included in the total for the following month (in this case, February).

Print Currency Positions Tab

This section includes the fields and descriptions for the Print Currency Positions tab.

Selection Criteria Island

Field	Description
Company No.	In this field, you can specify a range of company numbers. Only the figures relating to company specific customers whose settling company is within the specified range are included in the printout.
Currency	Here you can choose for which currency to calculate currency positions. If you leave this field blank, the list will contain currency positions for all currencies in Maconomy.
Start Date	In this field, you specify the start date from which Maconomy will calculate the currency positions. The field is mandatory. Maconomy calculates the due balance on four dates:

Field	Description
	1. The specified start date 2. One month as of the start date 3. Two months as of the start date 4. The due balance for the months following the two month period

Currency Island

Field	Description
Reporting Currency	Here you can choose for which currency to calculate currency positions. If you leave this field blank, the list will contain currency positions for all currencies in Maconomy.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the System Information workspace in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the Print Layout workspace in the Set-Up module, “Standard” is the only option.

Tax Section

This section includes the fields and descriptions for the Tax section workspaces.

Tax Codes Workspace

Use this workspace to set up tax codes.

If you sell or purchase an activity or an item, Maconomy applies a tax rate from a tax table if a tax table is available and the tax table criteria are met. If not, Maconomy applies the tax code that is associated with the item or activity.

Tax reporting systems can vary substantially from country to country. Different tax rates may be applied based on the purchaser's location, the type of buyer (retail/wholesale), or the type of product/service provided (tax-free, tax-exempt, or rate). Additionally, multiple regional tax reporting units exist in some countries, including the United States, India, and Brazil.

Postings

Maconomy automatically posts the tax amounts to the correct accounts, depending on whether the transaction is a purchase or sale.

Another option is to use G/L tax codes, which you set up in the G/L Tax Codes workspace. These codes let you explicitly determine whether a tax amount should be posted to receivable or payable accounts.

Three Levels of Taxes

Maconomy lets you use up to three different tax levels, labeled Tax Code 1, Tax Code 2, and Tax Code 3. For example, you could use the three levels for national tax, regional tax, and local tax. To use this functionality, select the **Show Three Tax Levels** or **Show Two Tax Levels** system parameter in the System Parameters workspace.

Maconomy can calculate all three levels from the base amount, or they can be cumulative.

For example, assume that you are creating an invoice for an item that costs $100 before taxes. $100 is the base amount. You have three tax levels: 5% national tax, 7% regional tax, and 8% local tax.

If Maconomy calculates the tax from the base amount, the total invoiceable amount after applicable taxes is $120 (100 + 5 + 7 + 8 = 120).

If the tax is cumulative, the total invoiceable amount is $121.34 (100 x 1.05 = 105; 105 x 1.07 = 112.35; 112.35 x 1.08 = 121.34).

Tax Code Tab

This section includes the fields and descriptions for the Tax Code tab.

Tax Code Island

Field	Description
Name	In this field, you can enter the name of the tax code.

Tax Payable Island

Field	Description
Tax Rate	In this field, you can specify the tax rate for the current tax code.
Tax Type, Taxable	In this field, you can specify the tax type of the chosen sublevel to be transferred to tax basis entries created when posting taxable invoices and credit memos.
Tax Type, Export	In this field, you can specify the tax type of the chosen sublevel to be transferred to export related entries created when posting taxable invoices and credit memos.
Posting Reference	In these fields, you can specify the number of a dimension combination which contains the account number and any other dimension values needed when posting payable tax for the sublevel in question. If no value is specified for a dimension in the dimension combination, the value specified on the entry line which gives rise to the tax posting is used.

Invoices Excl. Tax Island

Field	Description
Nature of Tax	When posting invoices and credit memos, the nature of tax from the tax code of each invoice or credit memo line is transferred to the tax basis entries created. The nature of tax is used in the tax settlement for distinguishing between taxable, tax exempt, and export related entries. In this field you can specify if invoice and credit memo lines using the current tax code should be a part of the company's tax accounts as taxable sales, tax exempt sales, or export sales when the field "Tax" is marked for the invoice or credit memo in question.
Tax Type	In this field, you can specify the tax type to be transferred to tax basis entries created when posting taxable invoices and credit memos. A tax basis entry is an entry from which tax must be lifted. An invoice or credit memo is taxable if the field "Tax" is selected on the invoice or credit memo. When such an invoice or credit memo is posted, the information in these fields will be transferred to the G/L entries which pertain to invoice lines with the current tax code. When posting invoices and credit memos, the tax type from the tax code of each invoice or credit memo line is transferred to the tax basis entries created. If tax is to be lifted from the invoice or credit memo in question, the tax type in this field is used. Tax types are created in the popup field "Tax Type" in the window Popup Fields in the Set-Up module.

Extra Fields Island

Field	Description
Popup 1-10	Select various information about the tax rates. These are pop-up fields, which means that you can choose from the options created for each field. They are created as Tax Popup 1-10 in the Popup Fields workspace. This information is transferred to tax settlement entries so that the tax reports can be grouped by the new tax type fields.

Tax Receivable Island

Field	Description
Posting Reference	In this field, you can specify the number of a dimension combination which contains the account number and any other dimension values needed when posting receivable tax. If no value is specified for a dimension in the dimension combination, the value specified on the entry line which gives rise to the tax posting is used.

Access Level Island

Field	Description
Access Level	In this field, you can specify a description and name for an access level for the current tax code. If an access level is specified, only users who have been granted access to this access level or higher can use the tax code when registering

Field	Description
	information in Maconomy windows. In this window, a user can only see a given tax code if he has been granted access to the access level specified for the tax code in question, or a higher level. Please note that this access control only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to tax codes may depend on other factors. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the SetUp module. If you do not specify an access level, all users will have access to see information about the current tax code.

Special Tax Island

Field	Description
Special Tax Rate	In this field, you can specify a tax rate which often represents public charges. The tax is charged to the invoicing party and not the customer being invoiced. Therefore it is not added to the invoice or credit memo amounts. The charge will only be used in connection with invoice and credit memo postings. If you specify a tax rate here, the calculated charge amount will be posted on the account specified in the dimension combination in the field “Tax” in this window with an offset entry posted on the account specified in the dimension combination in the field “Offset Account” in the island Posting References.
Special Tax Type	In this field, you can specify the tax type of the chosen sublevel to be transferred to tax basis entries created when posting taxable invoices and credit memos.
Posting Reference	In these fields, you can specify the number of a dimension combination which contains the account number and any other dimension values needed when posting payable tax for the special tax sublevel in question. If no value is specified for a dimension in the dimension combination, the value specified on the entry line which gives rise to the tax posting is used.
Offset Posting Reference	In this field, you can specify the number of a dimension combination which contains the account number and any other dimension values needed when offsetting the tax calculated from the value in the field "Tax Rate” for Special Tax. If no value is specified for a dimension in the dimension combination, the value specified on the entry line which gives rise to the tax posting is used.
Create Job Entry	When this is selected, Maconomy creates a closed job entry with the special tax rate for the special tax sublevel chosen.
Activity No., Special Tax	These fields allow you to select an Activity which will be transferred to the entries created when selecting the 'Create Job Entry' field.

Invoices Incl. Tax Island

Field	Description
Nature of Tax	When posting invoices and credit memos, the nature of tax from the tax code of each invoice or credit memo line is transferred to the tax basis entries created. The nature of tax is used in the tax settlement for distinguishing between taxable, tax exempt, and export related entries. In this field you can specify if invoice and credit memo lines using the current tax code should be a part of the company's tax accounts as taxable sales, tax exempt sales, or export sales when the field "Tax" is marked for the invoice or credit memo in question.
Tax Type	In this field, you can specify the tax type to be transferred to tax basis entries created when posting taxable invoices and credit memos. A tax basis entry is an entry from which tax must be lifted. An invoice or credit memo is taxable if the field "Tax" is selected on the invoice or credit memo. When such an invoice or credit memo is posted, the information in these fields will be transferred to the G/L entries which pertain to invoice lines with the current tax code. When posting invoices and credit memos, the tax type from the tax code of each invoice or credit memo line is transferred to the tax basis entries created. If tax is to be lifted from the invoice or credit memo in question, the tax type in this field is used. Tax types are created in the popup field "Tax Type" in the window Popup Fields in the Set-Up module.

User Island

See the chapter "Getting Started" for a description of the fields in the User island.

Tax Tables Workspace

Use this workspace to set up tax tables.

Maconomy uses the information from the tax tables in this workspace when you process transactions in the Sales Orders, Item Purchase, and Job Cost modules. If Maconomy cannot identify the correct tax code, it uses the specific item's tax code in the Item Information Card workspace or the Activities workspace.

You can use tax tables if your company sells items to tax locales that have different tax rates, or if you have more than one company in your enterprise, and the companies are subject to different taxes.

Assigning Tax Tables to Companies and Countries

You can assign a tax table to one or more companies, so that each company uses just one tax table for sales and purchases.

You can also use the **Country** field in this workspace to assign a country code to a tax table, then assign lines in the Tax Table Lines sub-tab to the country.

To determine which tax to apply, Maconomy uses the tax code from the tax table that is assigned to the company that entered the sale or purchase, combined with the country code that is specified for the sales order, invoice, job, and so on. If Maconomy cannot identify the correct tax code, it uses the tax code from the item's information card or from the activity.

On each line in the Tax Table Lines sub-tab, you assign a tax code to a target group that is made up of a combination of item groups, item types, item numbers, and so on. This is how you determine how taxes are applied to specific items and activities.

For auditing purposes, Deltek recommends that you print and file the Tax Tables workspace every time that you change it.

Tax Table Tab

This section includes the fields and descriptions for the Tax Table tab.

Tax Table Island

Field	Description
Name	In this field, you can specify a name for the current tax table. The name of the tax table can be assigned to one or more companies limiting a company to the use of one specific tax table in connection with sales and purchases. In the following four fields, you can specify a tax table description or outline.

Selection Criteria Island

Field	Description
Country	In this pop-up field, you select the country code to which you want to assign tax table lines. The Tax Table Lines sub-tab only displays lines assigned to the selected country, and if you create lines, these will be assigned to this country. You can choose between the state/country codes created in the Countries workspace in the Set-Up module. When the current tax table is used, Maconomy only uses those lines in the tax table that are assigned to the country specified on the current sales order, job, and so on.
Company Tax Code	In this field, you can specify a company tax code. All tax table lines matching the selected company tax code and the other specified selection criteria are shown in the Tax Table Lines sub-tab.
Item Tax Code	In this field, you can specify an item tax code. All tax table lines matching the selected item tax code and the other specified selection criteria are shown in the Tax Table Lines sub-tab.
Enterprise	In this field, you can specify an enterprise. All tax table lines matching the selected enterprise and the other specified selection criteria are shown in the Tax Table Lines sub-tab.
Segment	In this field, you can specify a segment. All tax table lines matching the selected segment and the other specified selection criteria are shown in the Tax Table Lines sub-tab.
Area	In this field, you can specify an area. All tax table lines matching the selected area and the other specified selection criteria are shown in the Tax Table Lines sub-tab.

Field	Description
Tax Direction	In this field, you can specify whether the tax direction should be receivable or payable. All tax table lines matching the selected tax direction and the other specified selection criteria are shown in the Tax Table Lines sub-tab.
Date	In this field, you can specify a date. All periodic tax table lines that are in effect on the selected date and the other specified selection criteria will be shown in the Tax Table Lines sub-tab. If no time period has been specified for a tax table line, the tax table line will be shown in the Tax Table Lines sub-tab regardless of the date entry in this field.
Show All Lines	This check box allows you to toggle between showing only the tax table lines that match the specified selection criteria and showing all tax table lines in the Tax Table Lines sub-tab. This means you do not need to reset all selection criteria to view a certain tax table line or all available tax table lines.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Rederivation Island

Field	Description
Rederive at <registration value> Change	The check boxes in this island allow you to specify whether the tax code(s) should be rederived from the relevant tax table line. This lets you select individual registration values for which tax codes will be rederived. Rederivation will occur when the relevant tax-related registration value is changed in an amount registration window. If you mark a check box, for instance “Rederive at Location Change,” the tax code(s) belonging to the relevant tax table line will be rederived when a location is changed in any amount registration window. In the example above, if the location on an invoice line is changed, the tax code(s) will be rederived from the relevant tax table line. Deriving the tax code(s) for location value changes could be useful in cases where the tax rate differs from location to location.

Rederivation, Dimensions Island

Field	Description
Rederive at <registration value> Change	The check boxes in this island allow you to specify whether the tax code(s) should be rederived from the relevant tax table line. This lets you select individual registration values for which tax codes will be rederived. Rederivation will occur when the relevant tax-related registration value is changed in an amount registration window. If you mark a checkbox, for instance “Rederive at Location Change,” the tax code(s) belonging to the relevant tax table line will be rederived when a location is changed in any amount registration window.

Field	Description
	In the example above, if the location on an invoice line is changed, the tax code(s) will be rederived from the relevant tax table line. Deriving the tax code(s) for location value changes could be useful in cases where the tax rate differs from location to location.

Tax Table Lines Sub-Tab

This section includes the fields and descriptions for the Tax Table lines sub-tab.

Field	Description
Tax Code	Here you specify the tax code for the line. You can choose between the tax codes created in the Tax Codes workspace, or you can leave this field blank to specify that the line is not taxable. In connection with order processing in the Sales Orders and Item Purchase modules, and invoicing in the Job Cost module, Maconomy will use the tax code specified in this field if the item line or job entry lies within the selection criteria specified in the following fields on the current line. Maconomy uses the first tax code line that matches the current registration. It is therefore very important to have the correct order of lines. You can easily change the order of lines using the “Move Tax Table Line Up / Down” arrows on the table toolbar. If you leave any field blank, it will not influence the target group. If you leave all of the fields blank, the tax code will be used for all item lines and job entries for which the current tax table is used. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels,” “Show Two Tax Levels,” and/or “Show Tax Sublevels” must be marked in the System Parameters workspace. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.”
Period From / Period To	If you define a period in these fields, the selected tax code will only be applied to items within this range.
Country	This field allows you to select the country in which the tax code should be made applicable.
Company Tax Code	If you enter a company tax code in this field, the tax code on the current line will only be used if the company tax code specified in the Tax Table tab in which the actual registration takes place matches this code. Company tax codes are created in the pop-up field “Company Tax Codes” in the Popup Fields workspace.
Item Tax Code	If you enter an item tax code in this field, the tax code on the current line will only be used if the item tax code specified in the Tax Table Lines sub-tab in which the actual registration takes place matches this code. When invoicing and crediting on account, the tax code on the current line will

Field	Description
	only be used if the on-account tax code specified in the System Information workspace corresponds to the code specified in this field. Please note that it is only possible to point out the tax code on an invoice on account or a credit memo on account using a tax table if the system parameter “Get on account tax code from tax table” is marked. Item tax reporting codes are created in the pop-up field “Item Tax Codes” in the Popup Fields workspace.
Enterprise	This field allows you to select an enterprise to which the tax code on the tax table line should apply.
Segment	This field allows you to select a segment to which the tax code on the tax table line should apply.
Area	This field allows you to select an area to which the tax code on the tax table line should apply.
Tax Direction	This field allows you to select a tax direction for the tax code on the tax table line. You can choose between receivable, indicating that the tax code pertains to sales, and payable, which indicates that the tax code pertains to purchases.
Account No. From / Account No. To	If you define a range of account numbers in these fields, the selected tax code will only be applied to items within this range.
Location From / Location To	If you define a range of locations in these fields, the selected tax code will only be applied to items within this range.
Entity From / Entity To	If you define a range of entities in these fields, the selected tax code will only be applied to items within this range.
Project From / Project To	If you define a range of projects in these fields, the selected tax code will only be applied to items within this range.
Purpose From / Purpose To	If you define a range of purposes in these fields, the selected tax code will only be applied to items within this range.
Spec. 1-3 From / Spec. 1-3 To	If you define a range of specification values in these fields, the selected tax code will only be applied to items within this range.
Local Spec. 1-3 From / Local Spec. 1-3 To	If you define a range of local specification values in these fields, the selected tax code will only be applied to items within this range.

Field	Description
Zip Code From / Zip Code To	If you define a range of zip codes in these fields, the tax code will only be applied to items with a business address within this range.
Activity No. From / Activity No. To	If you define a range of activity numbers in these fields, the tax code will only be applied to sales orders with activity numbers within the defined range.
Task Name From / Task Name To	If you define a range of task names in these fields, the tax code will only be applied to items within this range.
Item No. From / Item No.	To If you define a range of item numbers in these fields, the tax code will only be used for items within this range. If you forget an item number, use the search function in the Find menu.
Item Group	Here you select the item group to which the item must belong for the tax code to be used.
Item Type	Here you select the item type to which the item must belong for the tax code to be used.
Statistics 1-4	If you complete these fields, the tax code will only be used for items with the same code in the fields “Statistics 1,” “Statistics 2,” “Statistics 3,” and “Statistics 4” in the field “Print Control” in the Item Information Card workspace.

G/L Tax Codes Workspace

Use this workspace to set up G/L tax codes.

These codes are different from standard tax codes because they let you explicitly determine whether a tax amount should be posted to receivable or payable accounts.

Standard tax codes, which you set up in the Tax Codes workspace, implicitly determine whether a tax amount should be posted to receivable or payable accounts.

Maconomy uses G/L tax codes to calculate tax on entries that are posted in the General Journal workspace in the G/L module and in the Purchase Orders, Vendor Invoices, Invoice Allocation, and Reallocate Invoices workspaces in the A/P module.

You can also maintain EU acquisition tax codes in this workspace.

G/L Tax Code Tab

This section includes the fields and descriptions for the G/L Tax Code tab.

G/L Tax Code Island

Field	Description
Name	In this field, you can specify the name of the current tax code.

Field	Description
Tax Rate	In this field, you can specify the percentage rate of the current tax code.
Ratio	In this field, you can specify the deductible ratio of the receivable tax or charge. Companies with both taxable and tax-exempt sales are not entitled to deduct the full tax amount on expenses. If, for instance, only 70% of the receivable tax can be deducted, you must specify 70 in this field. If you have specified a dimension combination which refers to the account for ratio tax, the remaining 30% will be posted on the account specified by means of the dimension combination. If no account for ratio tax is specified, the remaining 30% will be posted on the same account as the expense from which the tax amount has been calculated. Note that this allocation only applies to manual postings. It is only possible to specify a ratio for receivable G/L tax codes as the ratio for payable tax codes is automatically set at 100.
Tax Direction	In this field, you can select the tax direction of the current tax code. You can choose between “Receivable,” “Payable,” “Withholding Tax Receivable,” (used on customer payments) and Withholding Tax Payable (used on vendor payments).
Nature of Tax	In this field, you can specify whether registrations in the window General Journal are to be linked to either taxable, tax exempt or export item sales when you calculate tax in the Tax Settlement workspace. The field only applies to payable tax codes. It is only necessary to specify tax codes if you wish to register outgoing invoices directly in the window General Journal. If you register tax-exempt or export item sales in this way, you must create a G/L tax code with a tax rate of 0%. The tax rate is used in connection with tax calculation. The tax basis of entries for which you have selected either “Taxable,” “Tax Exempt,” or “Export” in this field will be added to item sales originating from invoices or credit memos.
Default Tax Type	In this pop-up field, you can choose a tax type. Tax types are created in the pop-up field “Tax Type” in the Popup Fields workspace in the Set-Up module. In connection with posting, the tax type will be transferred to the entry that causes the tax settlement, and it is hereby possible to distinguish between different types of tax.
EU Acquisition Tax Code	By completing this field, you can specify that the G/L tax code is used for EU acquisition tax. For receivable EU acquisition tax codes, the tax amount is not calculated on the basis of the original amount as in the case of ordinary G/L tax codes. The full amount of the originally specified amount will be posted, and the tax which is calculated from the field “EU Acquisition Tax Rate” will be posted on the account referred to by the dimension combination specified in the field “Tax” in the Posting References island, and offset against the account referred to by the dimension combination specified in the field “EU Acquisition Tax.” If you have specified a ratio, the EU acquisition tax will be calculated fully, whereas the non-deductible part of the tax amount will be posted on the account for tax

Field	Description
	reconciliation. If the latter has not been specified, the amount will be added to the expense itself. It is not possible to specify an EU acquisition tax rate or tax code for payable EU acquisition tax codes. Payable EU acquisition tax codes are used exclusively for manual postings of EU item sales as the G/L entries will be marked EU Sale and thereby appear in the field “EU Sale” on the tax settlement.
EU Acquisition Tax Rate	In this field, you can specify an EU acquisition tax rate to be used for the calculation of EU acquisition tax. For receivable EU acquisition tax codes, the tax amount is not calculated on the basis of the original amount as in the case of ordinary G/L tax codes. The full amount of the originally specified amount will be posted, and the tax which is calculated from the field “EU Acquisition Tax Rate” will be posted on the account referred to by the dimension combination specified in the field “Tax” in the Posting References island, and offset against the account referred to by the dimension combination specified in the field “EU Acquisition Tax.” If you have specified a ratio, the EU acquisition tax will be calculated fully, whereas the non-deductible part of the tax amount will be posted on the account for tax reconciliation. If the latter has not been specified, the amount will be added to the expense itself. For payable EU acquisition tax codes it is not possible to specify an EU acquisition tax rate or an EU tax account in the field “EU Acquisition Tax.” Payable EU acquisition tax codes are used exclusively for manual postings of EU item sales as the G/L entries will be marked EU Sale and thus appear in the field “EU Sale” on the tax settlement.

Investment Tax Island

Field	Description
Investment Tax Rate	In this field, you can specify the tax rate for the current tax code sublevel for investment tax.
Entry Description	This field shows the text for the entry.
Create Separate Job Entry	In this field, you specify whether Maconomy is to create a separate job entry for the investment tax entry when posting new job-related vendor invoices on which the current G/L tax code has been specified. No markup is calculated for the investment tax entry, even if a markup percentage is specified for the activity. If you mark this field, Maconomy will create separate job entries for the vendor invoice amount excluding tax and the investment tax amount to which the vendor invoice gives rise. The amounts are thus shown separately on job invoices created in the Job Cost module.

Field	Description
	If you do not mark this field, Maconomy will include both the vendor invoice amount excluding tax and the investment tax amount in the same job entry when posting a job-related vendor invoice.

Posting References Island

Field	Description
Tax	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions that you wish to apply to the posting of receivable or payable tax, depending on your selection in the field “Tax Direction.”
Ratio Tax	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions that you wish to apply to the posting of ratio tax. The information will be transferred to entries that are related to nondeductible tax amounts in relation to the specified ratio in the field “Ratio.” If you do not enter a dimension combination in this field, the amount will be added to the expense itself. It is only possible to specify a ratio for receivable tax codes.
EU Acquisition Tax	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions that you wish to apply to the posting of EU acquisition tax. For payable EU acquisition tax codes, it is not possible to specify a dimension combination. Payable EU acquisition tax codes are used exclusively for manual postings of EU item sales as the G/L entries will be marked EU Sale and thus appear in the field “EU Sale” on the tax settlement.
Investment Tax	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions that you wish to apply to investment tax. Investment tax is only used in Norway.
Investment Tax, Offset	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions on which Maconomy should set off investment tax entries. When investment tax is posted, Maconomy needs to set off the investment tax amount. If you enter a dimension combination in this field, the amount is set off on the account and other dimensions in this dimension combination. If you do not enter a dimension combination, the amounts are set off on the P&L account and the other dimension values used on the entry which gave rise to the investment tax entry.
Investment Tax, Basis	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions that you wish to apply to basis entries for investment tax. This type of entry is only used in Norway.

Extra Fields Island

Field	Description
Popup 1-10	Select various information about the tax rates. These are pop-up fields, which means that you can choose from the options created for each field. They are created as Tax Popup 1-10 in the Popup Fields workspace. This information is transferred to tax settlement entries so that the tax reports can be grouped by the new tax type fields.

Access Level Island

Field	Description
Access Level	In this field, you can specify a description and name for an access level for the current G/L tax code. If an access level is specified, only users who have been granted access to this access level or higher can use the G/L tax code when registering information in Maconomy windows. In this workspace, a user can only see a given G/L tax code if he or she has been granted access to the access level specified for the G/L tax code in question, or a higher level. Please note that this access control only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to G/L tax codes may depend on other factors. For further information about the standard access control configuration, please see “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current G/L tax code.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

G/L Tax Tables Workspace

Use this workspace to set up G/L tax tables.

Use G/L tax tables if your company purchases items from tax locales that have different tax rates, or if you have more than one company in your enterprise, and the companies are subject to different taxes.

You use tax tables to maintain standard G/L tax codes for specified allocation combinations. If you specify a tax code for the allocation combination in use, Maconomy automatically generates the entry of a tax code whenever that combination is used in, for example, the general ledger.

Use the G/L Tax Table Lines sub-tab to specify the G/L tax code to be used in different cases. For each line in this sub-tab, specify how taxes are applied to certain items and activities by assigning a G/L tax code to a target group composed of a combination of dimensions, activities, and a period.

You can assign one G/L tax table to each company. If you do not assign a G/L tax table to a company, Maconomy uses the G/L tax code for the G/L account that is associated with an entry.

Use the Selection Criteria island to select the G/L tax tables to display in the G/L Tax Table Lines sub-tab. You can edit the field values of any G/L tax table that is displayed.

G/L Tax Table Tab

This section includes the fields and descriptions for the G/L Tax Table tab.

G/L Tax Table Island

Field	Description
Name	In this field, you enter the name of the G/L tax table. The first line is used for the name of the table, and the rest of the lines can be used for a description of the table.

Selection Criteria Island

Field	Description
Company Tax Code	In this field, you can specify a company tax code. All G/L tax table lines matching the selected company tax code and the other specified Selection Criteria are shown in the G/L Tax Table Lines sub-tab.
Item Tax Code	In this field, you can specify an item tax code. All G/L tax table lines matching the selected item tax code and the other specified selection criteria are shown in the G/L Tax Table Lines sub-tab.
Enterprise	In this field, you can specify an enterprise. All G/L tax table lines matching the selected enterprise and the other specified selection criteria are shown in the G/L Tax Table Lines sub-tab.
Segment	In this field, you can specify a segment. All G/L tax table lines matching the selected segment and the other specified selection criteria are shown in the G/L Tax Table Lines sub-tab.
Area	In this field, you can specify an area. All G/L tax table lines matching the selected area and the other specified Selection Criteria are shown in the table part.
Date	In this field, you can specify a date. All periodic G/L tax table lines that are in effect on the selected date and the other specified selection criteria will be shown in the G/L Tax Table Lines sub-tab. If no time period has been specified for a G/L tax table line, the G/L tax table line will be shown in the G/L Tax Table Lines sub-tab regardless of the date entry in this field.
Show All Lines	This checkbox allows you to toggle between showing only the G/L tax table lines that match the specified selection criteria and showing all G/L tax table lines in the G/L Tax Table Lines sub-tab. This means you do not need to reset all selection criteria to view a certain G/L tax table line or all available G/L tax table lines.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Rederivation Island

Field	Description
Rederive at <registration value> Change	The check boxes in this island allow you to specify whether the tax code(s) should be rederived from the relevant G/L tax table line. This lets you select individual registration values for which tax codes will be rederived. Rederivation will occur when the relevant tax-related registration value is changed in an amount registration window. If you mark a checkbox, for instance “Rederive at Location Change,” the tax code(s) belonging to the relevant G/L tax table line will be rederived when a location is changed in any amount registration window. In the example above, if the location on an invoice line is changed, the tax code(s) will be rederived from the relevant G/L tax table line. Deriving the tax code(s) for location value changes could be useful in cases where the tax rate differs from location to location.

Rederivation, Dimensions Island

Field	Description
Rederive at <registration value> Change	The check boxes in this island allow you to specify whether the tax code(s) should be rederived from the relevant G/L tax table line. This lets you select individual registration values for which tax codes will be rederived. Rederivation will occur when the relevant tax-related registration value is changed in an amount registration window. If you mark a checkbox, for instance “Rederive at Location Change,” the tax code(s) belonging to the relevant G/L tax table line will be rederived when a location is changed in any amount registration window. In the example above, if the location on an invoice line is changed, the tax code(s) will be rederived from the relevant G/L tax table line. Deriving the tax code(s) for location value changes could be useful in cases where the tax rate differs from location to location.

G/L Tax Table Lines Sub-Tab

This section includes the fields and descriptions for the G/L Tax Table Lines sub-tab.

Field	Description
Tax Code	In this field, you enter a G/L tax code for the line in question. You can choose between the G/L tax codes that have been created in the G/L Tax Codes workspace, or you can leave this field blank to specify that the line is not taxable. When registering G/L entries, Maconomy will use this G/L tax code provided that the allocation combination used for the G/L entry fulfilled the combination defined by the fields in the allocation line in question. Maconomy uses the first G/L tax code line that matches the current registration. It is therefore very important to have the correct order of lines.

Field	Description
	You can easily change the order of lines using the “Move Tax Table Line Up / Down” arrows on the table toolbar. If you do not enter a value in some of the fields, the values entered in the other fields will define the allocation combination. If you do not enter any values in the other fields for a specific allocation combination line, the G/L tax code entered in this field will be used for all G/L entries of relevance to the assigned company. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.”
Period From / Period To	In these fields you enter a date range. When registering a date elsewhere in Maconomy, the G/L tax code which is assigned to this combination will only be used if the date entered is within the range of dates defined in this table.
Company Tax Code	In this pop-up field, you can enter a company tax reporting code. You can select between company tax codes created in the Popup Fields workspace in the Set-Up module. When registering G/L entries, Maconomy will use this company tax code if the allocation combination for the G/L entry is within the Selection Criteria which has been specified by the range fields.
Item Tax Code	The functionality of this field is similar to the functionality of the field “Company Tax Code.”
Enterprise	This pop-up field allows you to select an enterprise for the G/L tax table line.
Segment	This pop-up field allows you to select a segment for the G/L tax table line.
Area	This pop-up field allows you to select an area for the G/L tax table line.
Tax Direction	This pop-up field allows you to select a tax direction for the G/L tax table line. The G/L tax code on the line will only be used if the direction on the registration match the selected value in this field.
Account No. From / Account No. To	In these fields you enter a range of account numbers. When registering an account number elsewhere in Maconomy, the G/L tax code assigned to this combination of accounts will only be used if the account number entered is within the range of account numbers defined in this table.
Location From / Location To	The functionality of these fields is similar to the functionality in the field “Account No. From.”
Entity From / Entity To	The functionality of these fields is similar to the functionality in the field “Account No. From.”

Field	Description
Project From / Project To	The functionality of these fields is similar to the functionality in the field “Account No. From.”
Purpose From / Purpose To	The functionality of these fields is similar to the functionality in the field “Account No. From.”
Spec. 1-3 From / Spec. 1-3 To	The functionality of these fields is similar to the functionality in the field “Account No. From.”
Local Spec. 1-3 From / Local Spec. 1-3 To	The functionality of these fields is similar to the functionality in the field “Account No. From.”
Activity No. From / Activity No. To	The functionality of these fields is similar to the functionality in the field “Account No. From.”
Task Name From / Task Name To	The functionality of these fields is similar to the functionality in the field “Account No. From.”
Transaction Type Group No.	This pop-up field allows you to select a transaction type group for the G/L tax table line. The G/L tax code on the line will only be used if the direction on the registration matches the selected value in this field.

Tax Reporting Units Workspace

Use this workspace to set up a tax reporting unit.

A tax reporting unit is a set of companies that report tax collectively to the same agency, such as the IRS in the USA.

In the Tax Reporting Units tab, enter information about the tax reporting unit. In the Account References sub-tab, enter information about the dimension values of entries for which tax must be reported. You create **Tax Account References** pop-up entries in the Popup Fields workspace in the Set-Up module.

In the Company Information workspace, identify which tax reporting unit each company should use for reporting tax.

Tax Reporting Units Tab

This section includes the fields and descriptions for the Tax Reporting Units tab.

Reporting Unit Island

Field	Description
Name	In this field, you enter the name of the current tax reporting unit.
Reg. No.	In this field, you enter the registration number of the current tax reporting unit.
Tax Date	In some countries, legal requirements demand that the entry date of each registration is what determines the tax settlement period in which the entry belongs, while in other countries, the period is determined by the invoice date of the registration. In this field, you can specify for the current tax reporting unit which of the two methods should apply to companies belonging to the reporting unit. Each G/L entry contains a field called “Tax Date” to which either the entry date or the invoice date of the registration depending on the value in this field on the tax reporting unit assigned to the company which the entry concerns is automatically transferred when the entry is posted. When you create tax settlements in the window Tax Settlement, Maconomy uses the tax date registered on each individual G/L entry to determine whether the entry is covered by the period for which settlement is carried out.
Currency	A company (in the EU) should paid taxes in a foreign country (also in the EU) if the company has a lot of sales in that company. The tax settlement should in this case be made in the foreign currency instead of the currency of the selling company. This field can be sued to set the currency that the VAT settlement will be made in. If not set, the currency of the company will be used.
Tax Type, EU Acquisition Tax	In this field, you can specify the tax type under which EU acquisition tax should be reported in tax settlement printouts for the current tax reporting unit.
Tax Settlement by Tax Type	In this field, you can specify whether tax reporting for the current tax reporting unit should be made by tax type rather than a combination of tax settlement type, tax type, nature of tax, and tax type. If you do not mark this field, tax settlement printouts will show a line for each combination of tax settlement type, tax type, nature of tax, and tax type. If you mark the field, a line is shown for each tax type, however only including tax types for which the field “Include on Printout” is marked in the Popup Fields workspace. If you mark the field, the Tax Reporting workspace will not show lines for which no tax type has been specified.

Posting References Island

Field	Description
Settlement	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions that you wish to apply to the posting of amounts pertaining to tax settlement. If no value is specified for a dimension in the dimension combination, the value specified on the entry line which causes the posting is used.
Investment Tax, Basis, Offset	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions that you wish to apply to the posting of amounts pertaining to the basis of Norwegian investment tax. The field is only used in Norway. If no value is specified for a dimension in the dimension combination, the value specified on the entry line which causes the posting is used.

Access Level Island

Field	Description
Access Level	In this field, you can specify a description and name for an access level for the current tax reporting unit. In this window, you can only see and edit a tax reporting unit if you have been assigned to this or a higher access level in the User Access Levels workspace in the Set-Up module. Please note that this access control only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to tax reporting units may depend on other factors. For further information about the standard access control configuration, please see “Introduction to the Access Control System” in the SetUp module. If you do not specify an access level, all users will have access to see information about the current tax reporting unit.

Period Island

Field	Description
Mth/Yr	In these fields you enter the starting month/starting year and the ending month/ending year of the period for which you want to print tax reporting units. Enter the month as a number. If your company uses flexible periods that do not follow the calendar year, the month and year you enter here refers to the period defined in the Fiscal Year workspace.

Address Island

Field	Description
Address	In these fields, you enter the address of the tax authority to which tax settlements from the current tax reporting unit are to be sent. The address appears on tax settlements printed on the basis of the current tax reporting unit in the window Tax Settlement.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Account References Sub-Tab

This section includes the fields and descriptions for the Account References sub-tab.

Field	Description
Name	This field displays the name of the posting reference specified on the current table line.
Posting Reference	In this field, you can specify the number of a dimension combination which contains the account number and any other dimensions that you wish to apply to the posting of amounts pertaining to the current tax type. If no value is specified for a dimension in the dimension combination, the value specified on the entry line which causes the posting is used.
Description	This field displays the description of the dimension combination selected in the field “Posting Reference” above.

Tax Reporting Unit Selection Workspace

Use this workspace to assign tax settlement units (also known as tax reporting units) to a tax reporting unit table.

This table usually consists of tax settlement units for countries or other geographical areas.

If you need to report tax to multiple tax reporting units, this workspace lets you define relevant entry value ranges for each tax settlement unit in the table. For instance, you can select whether a tax settlement unit table should be used for collecting payable or receivable tax. You can also apply a different geographical area to each tax settlement unit.

In the Tax Reporting Unit Selection tab, you can view or create a tax reporting unit table. You can also view logging information about the current tax reporting unit table. The Tax Reporting Unit Selection Lines sub-tab lets you assign tax settlement units to the table and specify particular entry value ranges for each combination of tax settlement units.

Note that the lines in the Tax Reporting Unit Selection Lines sub-tab are listed in order of priority. Accordingly, if the selection criteria on the top line do not match the entry values that you entered in an entry workspace, Maconomy searches the subsequent lines until it finds matching selection criteria on a lower line. Typically, you define narrow selection criteria on the top lines, while you define broader criteria on lower lines.

Tax Reporting Unit Selection Tab

This section includes the fields and descriptions for the Tax Reporting Unit Selection tab.

Tax Reporting Unit Table Island

Field	Description
Name	In this field, you can enter the name of the tax reporting unit table you want to create. The text lines beneath the name allow you to enter a description of the tax reporting unit table.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Tax Reporting Unit Selection Lines Sub-Tab

This section includes the fields and descriptions for the Tax Reporting Unit Selection Lines sub-tab.

Field	Description
Priority	This field shows the priority of the tax settlement unit. The lines in the table part are listed in order of priority.
Tax Settlement 1 Unit	This field allows you to select a tax settlement unit to be used if the registration values entered in a registration window match the criteria on the current line. Please note that only tax settlement units already created in the “Tax Reporting Units” workspace can be assigned to a table line. You can add up to three different tax settlement units if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters workspace. When multiple tax codes are enabled, the “Tax Settlement 1 Unit” field will be replaced by the following fields: “Tax Settlement 1 Unit,” “Tax Settlement 2 Unit,” and, if enabled, “Tax Settlement 3 Unit.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Period From/To	These fields allow you to enter a range of dates during which the relevant tax settlement unit(s) should be effective.
Country	In this pop-up field, select the country in which the selected tax settlement unit(s) should be effective.
Company Tax Code	In this pop-up field, you can select a company tax code. The tax reporting unit(s) on the line will only be used if this company tax code matches the company tax code applied in a registration window when registration values are entered.
Enterprise	In this pop-up field, select the enterprise to which the selected tax settlement unit(s) should belong.

Field	Description
Segment	In this pop-up field, select the segment to which the selected tax settlement unit(s) should belong.
Area	In this pop-up field, select the area to which the selected tax settlement unit(s) should belong.
Tax Direction	This pop-up field allows you to specify whether or not the tax settlement unit(s) on the line should be used for reporting receivable or payable tax.
Location From / Location To	These fields allow you to specify a range of locations for which the selected tax settlement unit(s) should be effective.
Entity From / Entity To	These fields allow you to specify a range of entities for which the selected tax settlement unit(s) should be effective.
Project From / Project To	These fields allow you to specify a range of projects for which the selected tax settlement unit(s) should be effective.
Purpose From / Purpose To	These fields allow you to specify a range of purposes for which the selected tax settlement unit(s) should be effective.
Spec. 1-10 From / Spec. 1-10 To	These fields allow you to specify a range of Spec. 1 values for which the selected tax settlement unit(s) should be effective.
Local Spec. 1-10 From / Local Spec. 1-10 To	These fields allow you to specify a range of Local Spec. 1 values for which the selected tax settlement unit(s) should be effective.
Zip Code From / Zip Code To	These fields allow you to specify a range of zip codes for which the selected tax settlement unit(s) should be effective.
Nature of Tax	In this pop-up field, you can select a nature of tax as Taxable, Tax Exempt, or Export. The tax reporting unit(s) on the line will only be used if this tax nature matches the tax nature code from the tax code or the G/L tax code applied in a registration window when registration values are entered.
Tax Type	In this pop-up field, you can select tax type. The tax reporting unit(s) on the line will only be used if this tax type matches the tax type from the tax code or the G/L tax code applied in a registration window when registration values are entered.
Popup 1 – 10	Select a tax pop-up value. The tax reporting unit(s) on the line are only used if this tax nature matches the tax nature code from the tax code or the G/L tax code applied in a registration window when registration values are entered.

Tax Settlement Workspace

Use this workspace to calculate and settle tax.

Tax settlements can involve taxes receivable and payable, EU acquisition tax, and various energy and environmental taxes. Maconomy also calculates EU purchases and sales, dutiable and non-dutiable.

The Accounts sub-tab groups the tax entries, creating a line for each combination of tax settlement type, tax type, and nature of tax. Maconomy also creates export and tax-exempt lines, ensuring that the tax basis amounts in the Tax Settlement tab are fully documented. However, if you select the **Tax Reporting by Tax Type** field for the current tax reporting unit, lines for which you have not specified any tax type are not shown.

The lines that are shown on tax reports also depend on the setting of the **Tax Reporting by Tax Type** field. For more information, see the **Print Settlement** action.

You cannot change the figures in this workspace, but you can view them before they are approved.

When the settlement is approved (using this workspace or the Print Tax Settlement single dialog workspace), Maconomy creates a tax settlement journal that has a line for every account affected (for example, a line each for tax payable, tax receivable, and tax settlement).

Tax Settlement Tab

This section includes the fields and descriptions for the Tax Settlement tab.

Tax Reporting Unit Island

Field	Description
Name	This field displays the name of the current tax reporting unit.
Currency	This field displays the reporting currency of the current tax reporting unit.

Taxes Island

Field	Description
Tax Payable	This field shows the sum of debited and credited amounts for entries in the table part marked as being of the tax settlement type “Tax Payable.”
Acquisition Tax	This field shows the sum of debited and credited amounts for entries in the table part marked as being of the tax settlement type “EU Acquisition Tax.”
Investment Tax	This field shows the sum of debited and credited amounts for entries in the table part marked as being of the tax settlement type “Investment Tax.”
Total Taxes	This field shows the sum of the amounts in this island.

Deduction Island

Field	Description
Tax Receivable	This field shows the sum of debited and credited amounts for entries in the table part marked as being of the tax settlement type “Tax Receivable.”
Taxes	This field shows other taxes.
Total Allowance	This field shows the sum of the two previous fields, Tax Receivable and Taxes.

Reconciliation Tax Island

Field	Description
Ratio Tax	Copy to come
Sales Tax	Copy to come

Tax Settlement Island

Field	Description
Tax Settlement	This field shows the gross amount for which tax settlement is made.

Period Island

Field	Description
Mth/Yr	These fields show the starting month/starting year and the ending month/ending year of the period which is valid for the current tax reporting unit. The month is specified as a number, for example, “1” for January, “2” for February, and so on. Only entries with a tax date within the specified range are included in the settlement. The tax date of a given entry can be either the entry date or the invoice date of the registration on which the entry is based, depending on the set-up of the tax reporting unit used by the company that the entry concerns. You can also update the current settlement period of the tax reporting unit using these fields. The current period on the tax reporting unit is updated with the changed dates.

Sales Island

Field	Description
Taxable	This field shows the taxable amount of the total sales in the specified period. For sales posted through an invoice created by Maconomy, the nature of tax is transferred from the tax code of each individual invoice line. The nature of tax for manual entries which are posted in a general journal will be transferred if you specify a G/L tax code to which a nature of tax has been assigned. For more

Field	Description
	information on the selection of the nature of tax, please see the description of the fields in the Posting island in the Tax Codes workspace.
Export	This field shows the total amount of export-related sales in the specified period. For sales posted through an invoice created by Maconomy, the nature of tax is transferred from the tax code of each individual invoice line. The nature of tax for manual entries which are posted in a general journal will be transferred if you specify a G/L tax code to which a nature of tax has been assigned. For more information on the selection of the nature of tax, please see the description of the fields in the Posting island in the Tax Codes workspace.
Taxable + Export	This field shows the sum of the amounts in the fields “Taxable” and “Export.”
Tax Exempt	This field shows the tax-exempt part of the total sales in the specified period. For sales posted through an invoice created by Maconomy, the nature of tax is transferred from the tax code of the individual invoice line. The nature of tax for manual entries which are posted in a general journal will be transferred if you specify a G/L tax code to which a nature of tax has been assigned. For more information on the selection of the nature of tax, please see the description of the fields in the Posting island in the Tax Codes workspace.
Total Turnover	This field shows the total turnover for the specified period, that is, the sum of the amounts in the fields “Taxable + Export” and “Tax Exempt.”

EU Revenue Island

Field	Description
EU Purchase	This field shows total EU purchases for the period. It is the total of all credit entries less all debit entries made in the General Journal workspace or in the Vendor Invoices, Invoice Allocation, or Reallocate Invoices workspaces in the Accounts Payable module that has an ingoing G/L tax code for EU Acquisition Tax. A G/L tax code is an EU Acquisition Tax code if there is a mark in the field “EU Acquisition Tax Code” in the window G/L Tax Codes.
EU Sale	This field shows total EU sales for the period. EU sales can be registered in two ways in Maconomy: ▪ The General Journal workspace can be used to register manual EU sales by giving entries an outgoing G/L tax code that is an EU Acquisition Tax code. A G/L tax code is an EU Acquisition Tax code if there is a mark in the field “EU Acquisition Tax Code” in the G/L Tax Codes workspace. The manual EU sale is the total of all such credit entries less the total of all such debit entries for the specified period.

Field	Description
	▪ In the Accounts Receivable and Sales Orders modules, the sale of dutiable goods in non-taxed invoices or credit memos will be registered as automatic EU sales, if there is a mark in the field “EU Sales” in the Statistics to Tax Authorities island on the sales orders, credit orders, invoices, or credit memos. An invoice or a credit memo will not be taxed if the “Tax” field is unmarked. A dutiable item is an item without a mark in the field “Service” on the item information card and with a non-blank tax code in the field “Tax Code.” Sales of services and non-dutiable items are not included in EU sales. The automatic EU sale is the total of non-taxed invoice lines less credit memo lines for dutiable items, for which the field “EU Sales” in the Statistics to Tax Authorities island on the sales orders, credit orders, invoices, or credit memos.
Tax Exempt Sales	Your non-dutiable sales are calculated as the total sales of both goods and services and charges which are not taxed. Tax is not taken from items and services for which there is a tax code in the field “Tax Code” on the item information, or if the field “Tax” on the invoice or credit memo is not marked. If the invoice or credit memo carries discount, the sales figure on individual invoice and credit memo lines will be adjusted accordingly. Maconomy will not calculate tax for charges if the field “Tax” on the invoice or credit memo is unmarked.

Basis Island

Field	Description
Incl. Investment Tax	This field shows the sum of debited and credited amounts for entries in the table part marked as being of the tax settlement type “Basis high investment tax.”
Without Investment Tax	This field shows the sum of debited and credited amounts for entries in the table part marked as being of the tax settlement type “Basis low investment tax.”

Status Island

Field	Description
Made by	This field shows the user who made the settlement.
Date	This field shows the date the settlement was made.
Approved by	This field shows which user approved the settlement.
Date	This field shows the date the settlement was approved.

Field	Description
Changed	A mark in this field shows that you have changed information in the window, for example, the period range or the posting references since selecting the “Create Settlement” action. If there have been changes, you cannot select the “Approve Settlement” action. If the field is not marked, the information in the window is consistent, and you can approve the settlement by selecting the “Approve Settlement” action.

Accounts Sub-Tab

This section includes the fields and descriptions for the Accounts sub-tab.

Field	Description
Tax Settlement Type	This field shows the type of account used. This field displays one of the types listed below, where they are described briefly. For a detailed description of each tax settlement type, please refer to the descriptions of the G/L Tax Codes, Tax Codes, and Tax Reporting Unit Selection workspaces. ▪ Tax Receivable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax receivable in the G/L Tax Codes, Tax Codes, and Tax Reporting Units workspaces. ▪ Tax Payable — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for tax payable in the G/L Tax Codes and Tax Codes workspaces. ▪ EU Acquisition Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace. ▪ Investment Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for acquisition tax in the G/L Tax Codes workspace. ▪ Basis high investment tax — The line shows amounts that form the basis for calculation of high investment tax. The line therefore shows amounts registered on accounts used for investment tax basis in G/L tax codes in which the investment tax is greater than zero. These accounts are referred to by the dimension combination specified for each G/L tax code. ▪ Basis low investment tax — The line shows amounts that form the basis for calculation of low investment tax. The line therefore shows amounts registered on accounts used for investment tax basis in G/L tax codes in which the investment tax is zero. These accounts are referred to by the dimension combination specified for each G/L tax code.

Field	Description
	▪ Sales Tax — The line shows tax amounts registered on the accounts referred to by the dimension combination specified for sales tax in the Tax Codes workspace. ▪ Tax — The line shows amounts registered on the account of a given tax type. The field “Tax Type” on the current line shows the relevant tax type. You can assign an account to a specific tax type in the Tax Reporting Units workspace by specifying a dimensions combination. ▪ Ratio Tax — The line shows amounts registered on the accounts referred to by the dimension combination specified for ratio tax in the G/L Tax Codes workspace.
Manual Tax Type	If the value specified in the field “Tax Settlement Type” is “Tax,” this field shows which tax type has been selected. Tax types are created in the pop-up field “Tax Type” in the Popup Fields workspace in the Set-Up module and are assigned to G/L accounts in the Tax Reporting Units workspace.
Nature of Tax	This field shows the nature of tax to which the current line pertains.
Tax Type	This field shows the tax type to which the current line pertains. The tax type is specified for each tax code and G/L tax code in the Tax Codes and G/L Tax Codes workspaces, respectively.
Debit basis, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit basis, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Change Basis, Reporting Currency	This field shows the difference between the two fields above, thus indicating the net balance movement on the basis entries in the specified period.
Debit Tax, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit Tax, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.

Field	Description
Change Tax, Reporting Currency	This field shows the difference between the two fields above, thus indicating the net balance movement on the basis entries in the specified period in reporting currency.

Actions

This section shows the actions available in the Tax Settlement workspace.

Top Pane

Field	Description
Create Settlement	When you select this action, Maconomy creates a tax settlement. You can make the settlement several times. It will not be final before you select “Approve Settlement.” Only entries with a tax date within the specified range are included in the settlement. The tax date of a given entry can be either the entry date or the invoice date of the registration on which the entry is based, depending on the setup of the tax reporting unit used by the company that the entry concerns. For further information on how the tax date is determined and posted, see the field “Tax Date.”
Approve Settlement	When you select this action, you approve the settlement. Maconomy creates a tax settlement journal with an entry for each account for tax payable, tax receivable, various charges and the actual tax settlement. This journal is ready to be posted. Once a settlement has been approved, it cannot be changed. If you make new entries for a period that has ended, you must make a new settlement after posting the first journal. The new settlement will include tax settlement for the newly entered entries in the settled period. Maconomy creates a new general journal that you then post. You cannot make a new settlement until the journal has been posted.
Print Settlement	When this action is selected, the currently displayed tax settlement is printed. Depending on whether the field “Company Structure” is marked for the current tax reporting unit in the Tax Reporting Units workspace, the printout will either show a line for each combination of tax settlement type, tax type, nature of tax, and tax type or a line for each tax type (including only tax types for which the field “Include on Printout” is marked in the Popup Fields workspace).

Tax Specification Workspace

Use this workspace to view a detailed specification of each tax settlement.

The Tax Specification tab displays information about the current tax reporting unit and period. The Tax Specification Lines sub-tab displays information about the tax entries that are part of the tax settlement. You cannot change the information in this workspace.

Tax Specification Tab

This section includes the fields and descriptions for the Tax Specification tab.

Tax Reporting Unit Island

Field	Description
Name	This field displays the name of the tax reporting unit for which the tax settlement was created.
Currency	This field displays the currency of the tax reporting unit.

Period Island

Field	Description
From Mth/Yr	This field displays the starting month and starting year of the period covered by the tax settlement.
To Mth/Yr	See the description of the field “From Mth/Yr” above.

Status Island

Field	Description
Made by	This field shows the user who created the current settlement.
Date	This field shows the date when the settlement was made.
Approved by	This field shows which user approved the settlement.
Date	This field shows the date when the settlement was approved.
Changed	If this box is checked, information has been changed since the last settlement was made.

Tax Specification Lines Sub-Tab

This section includes the fields and descriptions for the Tax Specification Lines sub-tab.

Field	Description
Tax Settlement Type	The tax settlement type can be “Tax Payable,” “Tax Receivable,” “EU Acquisition Tax,” “Investment Tax,” “Ratio Tax,” “Sales Tax,” or “Tax.” Sales tax occurs when you use a tax code to which a tax rate is assigned in the Tax Codes workspace.

Field	Description
Manual Tax Type	If the tax settlement type is “Tax,” this field displays the tax type of the tax. Tax types are created in the pop-up field “Tax Type” in the Popup Fields workspace in the Set-Up module.
Nature of Tax	This field displays the nature of tax with which the G/L entries must be posted in order to be included in the printout. See the G/L Tax Codes workspace for a description of nature of tax. If you do not select a specific nature of tax, all natures of tax will be shown on the printout.
Tax Type	This field shows the tax type to which the current line pertains. The tax type is specified for each tax code and G/L tax code in the Tax Codes and G/L Tax Codes workspaces, respectively.
Company No.	This is the company to which the tax was posted.
Posting Ref.	This is the posting reference to which the tax was posted.
Description	This is the description of the posting reference to which the tax was posted.
Debit basis, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit basis, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Debit Tax, Reporting Currency	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Credit Tax, Reporting Currency	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in reporting currency.
Debit Tax, Base	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Credit Tax, Base	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Debit basis, Base	This field shows the amount debited on the basis entries of the tax entries covered by the current line in the specified period in base currency.
Credit basis, Base	This field shows the amount credited on the basis entries of the tax entries covered by the current line in the specified period in base currency.

Print Tax Settlement Workspace

Use this workspace to create, approve, and print tax settlements for one or more tax reporting units.

Follow these steps:

1. Create and print a tax settlement.
2. Review the calculated figures in the tax settlement.
3. If the calculated figures are correct, approve the tax settlement and print it.
   - When you approve the settlement, Maconomy creates a general journal that has a line for every account that is included in the settlement.
   - When you print the tax settlement, all entries within the selected period are included. Note that unreported tax postings from prior periods are not included.

Print Tax Settlement Tab

This section includes the fields and descriptions for the Print Tax Settlement tab.

Selection Criteria Island

Field	Description
Reporting Unit	In these fields, you can specify a range of reporting units. If a range is specified, only tax settlements for reporting units within the specified range will be printed; otherwise tax settlements will be printed for all tax reporting units.
Period	In these fields, you can enter a starting month / starting year and an ending month / ending year for the period for which you want to print tax settlements.

Processing Information Island

Field	Description
Create Settlements	If you mark this field, a tax settlement will be created for the specified range of tax reporting units and periods.
Approve Settlements	If you mark this field, tax settlements for the specified range will be approved.
Entry Date	In this field you can enter an entry date to be used when you approve the tax settlement.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the Print Layout workspace in the Set-Up module, you can choose between the following layouts: The “Standard” layout shows a line for each combination

Field	Description
	of tax settlement type, tax type, nature of tax, and tax type. The “Tax Type” layout shows a line for each tax type. This layout only includes tax types for which the field “Include on Printout” is marked in the Popup Fields workspace.
Display Tax Specification	If you mark this field, the tax settlements will contain a specification of each tax entry attached to the settlements in question.

Print Tax Reconciliation Workspace

Use this workspace to print a tax reconciliation based on the nature of the tax and tax type.

Print Tax Reconciliation Tab

This section includes the fields and descriptions for the Print Tax Reconciliation tab.

Selection Criteria Island

Field	Description
Company No.	Here you can enter a range of company numbers. The printout will only show entries posted with a specification of nature of tax or tax type to companies within this range.
Account No.	Here you can enter a range of account numbers. The printout will only show entries posted with a specification of nature of tax or tax type to an account within this range.
Tax Date	Here you enter a range of dates. The printout will only include entries entered within this date range.
Nature of Tax	In this field, you can select the nature of tax with which the G/L entries must be posted in order to be included in the printout. See the G/L Tax Codes workspace for a description of nature of tax. If you do not select a specific nature of tax, all natures of tax will be shown on the printout.
Tax Type	In this field, you can select the tax type with which the G/L entries must be posted in order to be included in the printout. See the G/L Tax Codes workspace for a description of tax type. If you do not select a specific tax type, all tax types will be shown on the printout.
Incl. Manual Entries Only	If you check this box, the printout will only show G/L entries where the account number was entered manually, that is, automatic control account entries are omitted. See the Show G/L Entries workspace for a description of automatic G/L entries.
Include only Entries with	If you check this box, the printout will only show G/L entries on which a nature of tax or tax type was posted which does not correspond to the information specified in the corresponding G/L tax code. That is, G/L entries where the

Field	Description
Deviant Tax Code	nature of tax or the tax type has been changed from the value suggested by Maconomy when a general journal line is created in the General Journal workspace.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the Print Layout workspace in the Set-Up module, “Standard” is the only option.

Print EU Tax Reconciliation Workspace

Use this workspace to print details about EU-related purchases and sales.

Print EU Tax Reconciliation Tab

This section includes the fields and descriptions for the Print EU Tax Reconciliation tab.

Selection Criteria Island

Field	Description
EU Tax Code	Here you can select which amount you want specified, that is, which type of G/L entries that are to be printed for the given selection criteria. You can choose between the following types: ▪ EU Sale G/L entries for EU sales can be registered by two methods — The General Journal workspace can be used to register manual EU sales by giving entries an outgoing G/L tax code which is an EU Acquisition Tax code. A G/L tax code is an EU Acquisition Tax code if the field “EU Acquisition Tax Code” field in the G/L Tax Codes workspace has been completed. When you post invoices and credit memos, the sale of dutiable goods in non-taxed invoices or credit memos will be registered as automatic EU sales, if there is a mark in the “EU Sales” field in the Statistics to Tax Authorities island on the sales orders, credit orders, invoices, or credit memos. An invoice or a credit memo will not be taxed if the “Tax” field is unmarked. A dutiable item is an item without a mark in the “Service” field on the item information card and with a nonblank tax code in the “Tax Code” field. Sales of services and non-dutiable items are not included in EU sales. ▪ EU Purchase — G/L entries for EU purchases are made in the General Journal workspace or in the Vendor Invoices, Invoice

Field	Description
	Allocation or Reallocate Invoices workspaces in the Accounts Payable module that has an ingoing G/L tax code for EU Acquisition Tax. A G/L tax code is an EU Acquisition Tax code if there is a mark in the “EU Acquisition Tax Code” field in the G/L Tax Codes workspace. ▪ Tax-free Sales — G/L entries for tax-exempt sales are created when you post invoices and credit memos with items or services or charges which are not dutiable. Tax is not taken from items and services for which there is a tax code in the “Tax Code” field on the item information, or if the “Tax” field on the invoice or credit memo is not marked. If the invoice or credit memo carries discount, the sales figure on individual invoice and credit memo lines will be adjusted accordingly. Maconomy will not calculate tax for charges for which the “Add Tax” field in the Charge Codes pop-up field is not marked, or if the “Tax” field on the invoice or credit memo is unmarked.
Company No.	Here you can enter a range of company numbers. The printout will only show entries posted to companies within this range.
Account No.	Here you can enter a range of account numbers. The printout will only show entries posted to an account within this range.
Entry Date	Here you enter a range of dates. The printout will only include entries entered within this date range.
Only Incl. Manual Tax Entries	If you check this box, the printout will only show G/L entries where tax was not entered automatically. See the Show G/L Entries workspace for a description of automatic tax on G/L entries.
Incl. Manual Entries Only	If you check this box, the printout will only show G/L entries where the account number was entered manually, that is, automatic control account entries are omitted. See the Show G/L Entries workspace for a description of automatic G/L entries.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the Print Layout workspace in the Set-Up module, “Standard” is the only option.

Tax Report Fields Workspace

Use this workspace to create the tax report fields that you want to enter in the Tax Report Specification workspace.

Use this workspace to build the fields that you want to include in your printed tax report. You enter the tax report specification in the Tax Report Specification workspace.

Tax Report Fields Tab

This section includes the fields and descriptions for the Tax Report Fields tab.

Field Description Island

Field	Description
Field No.	Here you enter the number of the new tax report field. Maconomy checks that the number is not being used already. The number is unique and is used in the Tax Report Specification to point to the field. You can use the search functions in the Find menu to find existing fields. You cannot change the number of an existing field, but you can delete the information on it if it has not been used in the current or previous fiscal years.
Name	Here you enter the name of the field. The name is printed with the field number in the tax report.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Tax Report Specification Workspace

Use this workspace to create and edit tax report specifications.

You must have the Extended Tax Reporting add-on to use this workspace.

Maconomy uses the information in this workspace only if you selected the **Extended Tax Reporting** field in the System Information workspace.

A tax report specification determines which tax report fields are reported on when you post invoice journals, vendor invoice journals, reallocation journals, and general journals. You create tax report fields in the Tax Report Fields workspace. You print the tax report in the Print Tax Report workspace.

In the **Tax Direction** field, choose whether to work on a tax report specification for sales or purchases. Then create and edit individual tax report specification lines.

Each line determines which tax report fields are being reported on for a combination of item tax code, company tax code, tax rate, tax type, and nature of tax. When posting, Maconomy updates values and applies all of the tax report specification lines that apply to an entry. These updated values are used when you print the report.

For auditing purposes, Deltek recommends that you print and file your tax report specifications every time that you change them. Use the **Print This** function.

Sources of Information

When posting, Maconomy retrieves information from the following sources.

Posting invoices and credit memos:

- Tax Direction—Sale
- Company Tax Code—From the ship-to customer

- Item Tax Code—From the item or charge
- Tax Rate—From the item or charge
- Invoice/credit memo— Invoice fields for posting invoices, credit memo fields to post credit memos

Posting job invoices and job credit memos:

- Tax Direction—Sale
- Company Tax Code—From the ship-to customer
- Item Tax Code—From the activity
- Tax Rate—From the activity
- Invoice/credit memo— Invoice fields for posting job invoices, credit memo fields to post job credit memos

Posting invoices on account:

- Tax Direction—Sale
- Company Tax Code—From the ship-to customer
- Item Tax Code—From the System Information workspace
- Tax Rate—From the System Information workspace
- Invoice/credit memo— Invoice fields for posting invoices on account

Note: Maconomy updates the values for the tax fields when you post an invoice. The amount is reverted if you offset the invoice on account on a final invoice.

Posting allocated vendor invoices, vendor credit memos, and reallocation journals:

- Tax Direction—Purchase
- Company Tax Code—From the vendor
- Item Tax Code—From the allocation/reallocation line
- Tax Rate—From the allocation/reallocation line
- Invoice/credit memo— Invoice fields for posting vendor invoices, credit memo fields for posting vendor credit memos

Posting non-allocated vendor invoices, vendor credit memos:

- Tax Direction—Purchase
- Company Tax Code—From the vendor
- Item Tax Code—From the System Information workspace
- Tax Rate—From the System Information workspace
- Invoice/credit memo— Invoice fields for posting vendor invoices, credit memo fields for posting vendor credit memos

Note: Maconomy updates the values in the tax report when it posts the reallocation journal.

Posting general journals:

- Tax Direction—From the general journal line
- Company Tax Code—From the general journal line
- Item Tax Code—From the general journal line
- Tax Rate—From the general journal line
- Invoice/credit memo— Invoice fields when posting debit entries to vendors and credit entries to customers, and credit memo fields when posting debit entries to customers and credit entries to vendors

Tax Report Specification Tab

This section includes the fields and descriptions for the Tax Report Specification tab.

Selection Criteria Island

Field	Description
Tax Direction	Here you select the tax direction for the table. You can choose either “Sale” or “Purchase.”

Tax Report Specifications Sub-Tab

This section includes the fields and descriptions for the Tax Report Specifications sub-tab.

Tax Reporting Unit

Field	Description
Tax Reporting Unit	Copy to come
Company Tax Code	Here you select a company tax code for the line. You can choose between the codes created in the pop-up field “Company Tax Codes” in the Popup Fields workspace in the Set-Up module. If you leave this field blank, only the other fields in the target group will determine whether the line will be used to post a G/L entry.
Item Tax Code	Here you select the item tax code for the line. You can choose between the codes created in the pop-up field “Item Tax Codes” in the Popup Fields workspace in the Set-Up module. If you leave this field blank, only the other fields in the target group will determine whether the line will be used to post a G/L entry.
Verify Tax Rate	If you mark this field, the G/L entry tax rate will be checked against the tax rate in the “Tax Rate” field. This means that if this field is marked, and the field “Tax

Field	Description
	Rate" is set to zero, the line is only used for entries with a tax rate of zero, whereas the tax rate is disregarded if you leave this field blank and enter zero (or any other value) in the field "Tax Rate."
Tax Rate	Here you can enter a tax rate. If you have marked the "Check Tax Rate" field, the line will only be used if the G/L entry's tax rate in the base currency of the company that the entry concerns is the same as the value entered here.
Check Tax type	If you mark this field, the tax type on G/L entries will be checked against the tax type in the field "Tax Type" on the current line. This means that if this field is marked, and the field "Tax Type" is blank, the line is only used for entries with a blank tax type, whereas the tax type is disregarded if you leave both this field and the field "Tax Type" blank.
Tax Type	Here you can enter a tax type. If you have marked the "Check Tax Type" field, the line will only be used if the G/L entry's tax type is the same as the value entered here. Check nature of tax If you mark this field, the nature of tax on G/L entries will be checked against the nature of tax in the "Nature of Tax" field on the current line. This means that if this field is marked, and the field "Nature of Tax" is blank, the line is only used for entries with a blank nature of tax, whereas the nature of tax is disregarded if you leave both this field and the field "Nature of Tax" blank.
Nature of Tax	Here you can enter a nature of tax. If you have marked the "Check Nature of Tax" field, the line will only be used if the G/L entry's nature of tax is the same as the value entered here.
Invoice Tax Basis	Here you can enter which tax report fields to report to when posting the invoice tax basis. A tax report specification can be entered as an empty list of tax report fields prefixed by either + or -, and separated by blanks.
Invoice Tax Amount	Here you can enter which tax report fields to report to when posting the invoice tax amount. A tax report specification can be entered as an empty list of tax report fields prefixed by either + or -, and separated by blanks.
Credit Memo Tax Basis	Here you can enter which tax report fields to report to when posting the credit memo tax basis. A tax report specification can be entered as an empty list of tax report fields prefixed by either + or -, and separated by blanks.
Credit Memo Tax Amount	Here you can enter which tax report fields to report to when posting the credit memo tax amount. A tax report specification can be entered as an empty list of tax report fields prefixed by either + or -, and separated by blanks.

Print Tax Report Workspace

Use this workspace to print a tax report for a given period.

Maconomy prints a tax report for each tax reporting unit that matches the selection criteria.

Each tax report includes all of the tax report fields whose values have changed in the specified period. You create tax report fields in the Tax Report Fields workspace, and you define the tax report in the Tax Report Specification workspace.

Print Tax Report Tab

This section includes the fields and descriptions for the Print Tax Report tab.

Selection Criteria Island

Field	Description
Tax Reporting Unit	In these fields, you can specify a range of reporting units. The report will only include tax reporting units within the specified range.
Month/Yr.	Here you enter the month and year for the tax report.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the Print Layout workspace in the Set-Up module, “Standard” is the only option.

Data Exchange Section

The workspaces described in this section are all part of the add-on module “Import of G/L Data.” The functionality only applies if you have purchased and installed that add-on.

SD_GL_Introduction to Data Exchange

Data Exchange lets you import and export financial data so that you can integrate Maconomy with third-party products, such as payroll systems.

Data Exchange workspaces are all part of the Import of G/L Data add-on module, and are relevant only if you are using that module.

Data Exchange has two parts: Import and Export. The Data Agents workspace is used in both parts; the other workspaces are used by either the Import or Export part.

Data Exchange Module	
Import Workspaces	**Export Workspaces**
Data Agents	
Import Modes	Conversion Groups
Conversion Tables	Conversion Rules
Import Data	Export Data

Show Imported Files	Show Exported Files
Show Imported Data	Show Exported Data

Overview of Process

Before you can perform an import or an export using this module, follow these steps:

1. Identify the source or recipient of your data.
2. Get the data specification from the source or recipient, usually a third-party vendor.
3. Use the Format Specification module to build the formats and forms according to the specifications, or

   Import the formats created in another system into Maconomy, using an import program supplied by Maconomy.
4. Create one or more data agents and associate the import and export formats with the data agents.
5. Create import modes and conversion rules and associate them with the data agents.
6. Perform the actual import and export in the Import Data and Export Data workspaces.
7. View the imported or exported data in the Show Imported Files, Show Imported Data, Show Exported Files, and Show Exported Data workspaces.

You only need to perform steps 1 through 5 once.

Using SQL and RGL Reports

You can also use SQL and RGL reports for importing and exporting data in Maconomy. There are, however, some advantages to using the Data Exchange module:

- Entries that you exported using the Data Exchange module are marked as exported, so that you cannot export the same entry twice by mistake. You can review exported entries in the Show G/L Entries workspace.
- Entries that you imported using the Data Exchange module cannot be imported twice by mistake, provided that the person who imports the data uses unique file numbers.
- The Show Imported Data workspace provides error-checking and error-correcting functionality.

Import Data Workspace

Use this workspace to import G/L data.

Before you start the import, choose the data agent that you want to use. The import is performed according to the conditions that you defined for the data agent. Depending on the type of the data that you are importing, Maconomy also uses the import modes that are assigned to the data agent.

If the import file does not contain information about the type of data, you can select an import mode in this workspace. This import mode is used on all entries in the import file. Maconomy checks whether the delivery number of the import file has been used before to prevent an import of the same file from occurring more than once.

When you click **OK**, Maconomy prompts you to identify the file that contains the data that you want to import. You perform the import in three steps:

1. Maconomy reads the lines in the import file and stores them.
2. When Maconomy has read all of the lines, it converts the dimensions of the imported lines using the conversion table that you assigned to the data agent that you are using.
3. Maconomy creates the relevant entries in a number of journals, depending on the number of companies that are involved in the import.

When you have performed the import, Maconomy automatically prints out a report that contains the imported data. You can reprint the report from this workspace.

Import Data Tab

This section includes the fields and descriptions for the Import Data tab.

Import Island

Field	Description
Data Agent	In this field, you select the data agent for the import of data. The choice of data agent will determine which conversion table Maconomy will use for the conversion of the imported data to entries in line with Maconomy's dimension structure. When the import is started, Maconomy will ensure that the identification number in the import file corresponds to the identification number assigned to the current data agent in the Data Agents workspace.
Import Mode	In this field, you enter the import mode you wish to use in connection with the import. The import mode will determine how different types of data, for example, G/L data and vendor data, are to be treated during the import. The import mode in this field will, however, only be used if no import mode assigned to the data agent fits the type of the imported data.

Journal Information Island

Field	Description
Trans. No.	In this field, you enter the transaction number you wish to use for the entries created as a result of the data import. This transaction number is only used if no transaction number series is assigned to respectively the data agent or on each individual line in the imported file.
Trans. Type	In this field you enter the transaction type you wish to use for the entries created as result of the data import. This transaction type is only used if there is no default transaction type defined on the data agent or on each individual line in the imported file.
Entry Description	In this field, you enter a posting text. The text is used for all entries created during an import of data. Maconomy will use the following order of priority to determine which posting text to transfer:

Field	Description
	1. If a posting text has been entered on the import line, this text will be used. 2. If no posting text has been entered on the import line, Maconomy will use the standard text entered in the window Import Modes. 3. If no text has been entered for the import mode, Maconomy will use the standard text which has been assigned to the relevant data agent. 4. If no text has been assigned to the data agent, Maconomy will use the posting text entered in this field. If no text was entered here, the text “Import” will be used instead.

Reprint Island

Field	Description
Run No.	In this field, you can enter the run number of a previous import. The effect of this field is dependent upon whether the specified import has been processed or whether the import was interrupted at some stage. If the import phase was completed, the field “Processed” in the Show Imported Files workspace is checked for that particular import. In such cases, Maconomy will reprint the log report which was generated when the import was performed. If the run was interrupted, for example, due to a power failure, Maconomy will continue the import. In the window imported files you can see the status of the import process in the fields “Read,” “Converted,” and “Processed.”

Print Control Island

Field	Description
Layout	In this field, you can select the layout you wish to use for the printout of the log report which is automatically created when the report is performed. The log report shows, among other things, the number of lines imported as well as how many entries and erroneous entries Maconomy created during the import. If no other layouts have been created using Maconomy’s layout editing tools, “Standard” is the only option.

Show Imported Files Workspace

Use this workspace to view the content of the files that you imported in the Import Data workspace.

The Show Imported Files tab displays general information about each import file and the import itself. The Input Data Lines sub-tab shows the content of each line in the import file.

Show Imported Files Tab

This section includes the fields and descriptions for the Show Imported Files tab.

Import Information Island

Field	Description
Run No.	This field shows the run number assigned to the current import. A mode number is automatically assigned to each import when it is started in the window Import Data.
Inputfile	This field shows the file name of the imported file.
Delivery No.	This field shows the delivery number from the import file.
DataType	This field shows the data type. The data type can for example be G/L data, Job/Cost data or vendor data.
Data Sender	This field shows the data sender from the import file.
Transmission date	This field shows the transmission date from the import file.
Data Recipient	This field shows the data recipient. The data recipient will only have a value, if the data recipient is specified in the file, and the import format use this information.
Read by	This field shows the user who carried out the import of the file.
Reading Date	This field show when the file was imported.

Selection Criteria Island

Field	Description
Show Entries	If you mark this field, the table part shows the entries matching the selection criteria. Please note that the entries do not have to be shown to be reallocated. When the action “Create Journal” is selected, Maconomy reallocates all entries matching the selection criteria, regardless of whether this field has been marked.

Status Island

Field	Description
No. Entries	This field shows the number of entries contained in the imported file. The number includes both lines containing general information about the file and lines containing data for import.

Field	Description
Number of Data Entries	This field shows the number of data entries contained in the import. The first and last records are not included in this number.
Number of Error Entries	This field shows the number of error entries in the imported file. Error entries can, for example, occur if the import file contains dimension values which have not been created in Maconomy in advance or if the import file contains an external account number which was not included in the conversion table used for the import.
Total amount	This field shows the total amount of the import file. The field shows the absolute value of imported amounts, that is, the sign does not affect the amount. An import of two lines with respectively $100 and $-100 will thus produce the result $200.
Error Entries Total Amount	This field shows the total amount entered on error entries in connection with the import. The field shows the absolute value of imported amounts, that is, the sign does not affect the amount. An import of two lines with respectively $100 and $-100 will produce the result $200.
Read	This field show whether the import file of the current import has been read. The field can, for example, show where the import of data stopped in cases where the import was interrupted. If the import was interrupted, you may be able to restart the import by entering the mode number in the field “Mode No.” in the window Import Data.
Converted	This field shows whether Maconomy has converted the dimensions in the imported line to the dimensions in Maconomy. The field can, for example, show where the import of data stopped in cases where the import was interrupted. If the import was interrupted, you may be able to restart the import by entering the mode number in the field “Mode No.” in the window Import Data.
Processed	This field shows whether the import has been finalized. An import is finalized when all data are read and converted, and the relevant entries are created in the journals.

Input Data Lines Sub-Tab

This section includes the fields and descriptions for the Input Data Lines sub-tab.

Field	Description
Line No.	This field shows the line number of the current line in the import file.
External Reg. No.	This field shows the external registration number entered on the current line in the import file.
External Account No.	This field shows the external account number entered on the current line in the import file.

Field	Description
Account No.	This field shows the G/L account number entered on the current line in the import file.
Trans. No.	This field shows the transaction number entered on the current line in the import file.
Trans. Type	This field shows the transaction type entered on the current line in the import file.
Entry Date	This field shows the posting date entered on the current line in the import file.
Entry Description	This field shows the posting text entered on the current line in the import file.
Amount	This field shows the amount entered on the current line in the import file. The amount is converted to Maconomy's base currency.
Currency	This field shows the currency entered on the current line in the import file.
Amount in Currency	This field shows the amount in currency entered on the current line in the import file.
Quantity	This field shows the quantity entered on the current line in the import file.
Quantity 2	This field shows the quantity entered in the field "Quantity 2" on the current line in the import file.
Reference Date	This field shows the reference date entered on the current line in the import file.
Input Data Form	This field shows the name of the data form which was used for the input of data.
Error Entry	This field shows whether the current import line contained any errors.
Error Message	If the field "Error Entry" is checked on the line, this field will describe the error.
Changed	You mark this field manually if you, for example, reallocate the current import line. This enables you to keep track of those import lines which have not yet been reallocated.
Changed by	This field show the user who changed the current import line. When the field "Changed" is checked, Maconomy automatically enters the name of the user. It is possible to change the name manually.
Changed on	This field shows when the current import line was modified. When the field "Changed" is checked, Maconomy will automatically enter today's date in this field, but the date can be changed.
Remarks	In this field you can enter remarks relevant to the current line.

Field	Description
Journal No.	If the current import has been finalized, and the import line has resulted in an entry, this field shows the number of the journal in which the entry was created.
Journal Line No.	If the current import has been finalized, and the import line has resulted in an entry, this field will show the line number containing the entry in the journal. The number of the journal is shown in the field “Journal No.” above.

Show Imported Data Workspace

Use this workspace to view the data that you imported from a file.

For each line in the import file, you can see the entries that were created in Maconomy.

The Show Imported Data tab displays information about the line that was imported; the Entries sub-tab displays the entry that was created in Maconomy based on the import line in the Show Imported Data tab. The Entries sub-tab lines are only displayed if the entries have been posted.

You can use this workspace to check whether the conversion of the imported lines is correct. You can also check whether all of the erroneous import lines were reallocated. For this purpose, you can use the Show workspace to perform a search of all of the import lines in which the **Error Entry** field is selected and the **Changed** field is not selected. You maintain the **Changed** field manually in the Show Imported Files workspace.

Show Imported Data Tab

This section includes the fields and descriptions for the Show Imported Data tab.

Import References Island

Field	Description
Run No.	This field shows the run number assigned to the current import. A run number is automatically assigned to an import when the import is started in the Import Data workspace.
Line No.	This field shows the delivery number of the current import file.

Entry Information Island

Field	Description
Amount in Base Currency	This field shows the amount entered on the current line in the import file and recalculated to Maconomy’s base currency.
Currency	This field shows the currency used on the current line in the import file.

Field	Description
Amount in Currency	This field shows the amount entered on the current line in the import file.
Quantity	This field shows the quantity entered on the current line in the import file.
Quantity 2	This field shows the quantity 2 value entered on the current line in the import file.

External Information Island

Field	Description
External Reg. No.	This field shows the external registration number which was entered on the current line in the import file.
External Account No.	This field shows the external account number which was entered on the current line in the import file.
Trans. No.	This field shows the transaction number which was entered on the current line in the import file.
Trans. Type	This is the transaction type that was entered on the current line in the import file.
Entry Date	This field shows the posting date which was entered on the current line in the import file.
Reference Date	This field shows the reference date which was entered on the current line in the import file.
Entry Description	This field shows the entry text which was entered on the current line in the import file.

Error Island

Field	Description
Error Entry	This field shows whether the current import line contained any errors.
Error Text	If the field “Error Entry” is checked on the current line, this field will contain the text describing the error.

Company Island

Field	Description
Company	If the imported line contained a value for the dimension Company, the value will be shown in this field.

Account Island

Field	Description
Account No.	If the imported line contained a value for the dimension Account, the value will be shown in this field.

Dimensions Island

Field	Description
Location	If the imported line contained a value for the dimension Location, the value will be shown in this field.
Entity	If the imported line contained a value for the dimension Entity, the value will be shown in this field.
Project	If the imported line contained a value for the dimension Project, the value will be shown in this field.
Purpose	If the imported line contained a value for the dimension Purpose, the value will be shown in this field.
Spec. 1-3	If the imported line contained values for the dimensions Spec. 1-3, these values will be shown here.
Local Spec. 1-3	If the imported line contained values for the dimensions Local Spec. 1-3, these values will be shown here.

Changed Island

Field	Description
Changed	This field shows whether any reallocation of the current import line has been made. This will help you keep an overview of those import lines which have not yet been reallocated. The field shows the value from the window Show Imported Files where the field is maintained manually.
Changed by	If changes have been made, this field will show the name of the user who performed the change.
Changed on	This field shows when the current import line was changed.
Remarks	This field shows any remarks entered to describe the change.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Trans. No	This field shows the transaction number of the entry which has been created in the import journal on the basis of the import line shown in the

Field	Description
	Show Imported Data tab. The transaction number can stem from the data agent, the import line itself, or from the Import Data workspace. For a more detailed description of the conditions for the transfer of transaction numbers, see the field “Transaction Number Series” in the Data Agents workspace.
Trans. Type	This is the transaction type of the entry that has been created in the import journal, based on the import line shown in the Show Imported Data tab.
Entry Date	This field shows the posting date of the entry which has been created in the import journal on the basis of the import line shown in the card part.
Entry Description	This field shows the posting text of the entry which has been created in the import journal on the basis of the import line shown in the Show Imported Data tab. The posting text can origin form the import line itself, the import mode, the data agent or from the Import Data workspace. For a more detailed description of the conditions for the transfer of posting texts, see the field “Standard Text” in the Data Agents workspace.
Company No.	This field shows the value for the dimension “Company” of the entry created on the basis of the import line shown in the Show Imported Data tab.
Account No.	The functionality of this field is similar to that of the field “Company.”
Location	The functionality of this field is similar to that of the field “Company.”
Entity	The functionality of this field is similar to that of the field “Company.”
Project	The functionality of this field is similar to that of the field “Company.”
Purpose	The functionality of this field is similar to that of the field “Company.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Company.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company.”
Debits	This field shows the debit amount which is based on the import line in the card part and transferred to the G/L entry. The amount is converted to Maconomy’s base currency.
Credits	This field shows the credit amount which is based on the import line in the card part and transferred to the G/L entry. The amount is converted to Maconomy’s base currency.
Currency	This field shows the value from the corresponding field in the entry which was created in the general journal on the basis of the import line shown in the Show Imported Data tab.

Field	Description
Debit, Currency	This field shows the debit amount in the currency of the import line. The amount is based on the import line in the Show Imported Data tab and transferred to the G/L entry.
Credit, Currency	This field shows the credit amount in the currency of the import line. The amount is based on the import line in the Show Imported Data tab and transferred to the G/L entry.
Quantity	This field shows the value from the field “Quantity.” The value is based on the import line in the Show Imported Data tab, and transferred to the general journal.
QuantityB	This field shows the value from the field “Quantity 2.” The value is based on the import line in the Show Imported Data tab, and transferred to the general journal.
Prior-Period	This field shows whether the current entry is a prior-period entry.
Date Posted	This field shows the posting date of the current entry.
Journal No.	This field shows the journal number in which the entry is included.
Journal Line No.	This field shows the number of the current line in the journal in which the entry is included.

Export Data Workspace

Use this workspace to start an export of G/L or job data.

Before the export is started, you must indicate which data agent you want to use for the export. Maconomy performs the export in accordance with the conditions that you defined for the data agent in question in the Data Agents workspace.

Export Data Tab

This section includes the fields and descriptions for the Export Data tab.

Run Mode Island

Field	Description
Create File	By marking this field, you indicate that you want to perform a new export. For reprints of previous exports, the mark should be removed, as Maconomy will otherwise create another file, not a reprint. The file is created when you select the “Create File” action.

Export Information Island

Field	Description
Data Agent	In this pop-up field you select the data agent whose format you want to use for the current export. Data agents are created in the Data Agents workspace.
Data Type	In this field, you can specify whether to export G/L entries or job entries.
File Name	In this field, you must specify the name of the file which will contain the exported data when you select the “Create File” action. The file is formatted in accordance with the format of the data agent you selected in the field “Data Agent.” The file is placed in your Maconomy client folder, unless you specify another path. If you do not specify a file name here, Maconomy will use the file and path name specified in the field “Standard Export File Name” in the Data Agents workspace. If no file name is specified there, Maconomy will display a dialog box in which you can select a file name and location.

Selection Criteria Island

Field	Description
Company No.	In these fields, you can limit the amount of data exported to a selection of companies in the Maconomy system.
Executing Company No.	In these fields, you can limit the amount of data exported to a selection of executing companies in the Maconomy system.
G/L Entry Date	In these fields, you can specify a range of G/L entry dates. Only entries with G/L entry dates within the specified range are included in the export.
Job Entry Date	These fields only apply when exporting job entries. In these fields, you can specify a range of job cost entry dates. Only job entries whose entry dates in the job cost system are within the specified range are included in the export.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of values for the Location dimension. Only entries with values falling within the specified range are included in the export.
Entity	In these fields, you can specify a range of values for the Entity dimension. Only entries with values falling within the specified range are included in the export.
Project	In these fields, you can specify a range of values for the Project dimension. Only entries with values falling within the specified range are included in the export.

Field	Description
Purpose	In these fields, you can specify a range of values for the Purpose dimension. Only entries with values falling within the specified range are included in the export.
Spec. 1-10	In these fields, you can specify a range of values for the Spec. 1 dimension, Spec. 2 dimension, Spec. 3 dimension, and so on. Only entries with values falling within the specified range are included in the export.
Local Spec. 1-10	In these fields, you can specify a range of values for the Local Spec. 1 dimension, Local Spec. 2 dimension, Local Spec. 3 dimension, and so on. Only entries with values falling within the specified range are included in the export.

Reprint Island

Field	Description
Run No.	If you specify the number of a previous export run in this field, the export will be written to a file again when you select the “Create File” action. If you want to do this, the field “Create File” in the Run Mode island must not be marked.

Extra Fields Island

Field	Description
Remarks 1-5	In these fields, you can enter a number of remarks about the current data export. The fields are for lookup and information only.
Dates 1-5	In these fields, you can enter a number of remarks about the current data export. The fields are for lookup and information only.

Actions

This section shows the actions available in the Export Data workspace.

Top Pane

Field	Description
Create File	When you select this action, Maconomy creates a file with the exported data, according to the format specified for the selected data agent. For more information about the file name, see the description of the field “File Name” above. When Maconomy creates the file, the exported G/L or job entries are marked as exported, and a run number is stamped on each entry included in the export. Entries which have been marked as exported cannot be exported again. You can see the export status of each G/L entry in the Show G/L Entries workspace. The individual entries included in a job entry export can be viewed in the Show Exported Job Entries workspace.

Show Exported Files Workspace

Use this workspace to view details about the files that have been exported using the Export Data workspace.

The Show Exported Files tab displays information about the run number and the amount of data that was exported.

The Exported Data sub-tab displays details about each line in the exported file. You select data for export in the Conversion Groups workspace, and Maconomy applies one or more conversion rules to the exported data. This workspace displays the exported data after the conversion rules have been applied. For more information, see the description of the Conversion Groups and Conversion Rules workspaces. You can view the original data in the Show Exported Data workspace.

Each export file on disk is linked to this workspace using the run number that is associated with the file. Maconomy automatically generates a run number when you create the file in the Export Data workspace.

Show Exported Files Tab

This section includes the fields and descriptions for the Show Exported Files tab.

Export Information Island

Field	Description
Run No.	This field shows the number of the run associated with the current export file.
No. Entries	This field shows the number of entries in the current file. This includes Record Start/End lines, Sector Start/End lines, and so on that are included in the file in accordance with the export specification.
Number of Data Entries	This field shows the number of data entries exported in the current file. The field shows the actual number of G/L entries exported, that is, the number of lines in the file less the number of structure lines as described in the field “No. Entries” above.
Total Amount	This field shows the total amount of all exported entries in the current file. The field shows the absolute value of exported amounts, that is, the sign does not affect the amount. An export of two lines with an amount of “100” and “-100,” respectively, will produce the result “200.”

Exported Data Sub-Tab

This section includes the fields and descriptions for the Exported Data sub-tab.

Field	Description
Group No.	This field shows the name of the conversion group used for selecting data for export.

Field	Description
Line No.	This field shows the line number in the conversion group that selected the current line of exported data.
Date	This field shows the date on which the current data was exported.
Amount	This field shows the amount associated with the current exported data line.
Company No.	This field shows the value of the dimension “Company” from the current exported data line. Please note that this value may be different from that of the originally exported data if a conversion rule has applied another value to this dimension.
Account No.	The functionality of this field is similar to that of the field “Company No.” above.
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Show Exported Data Workspace

Use this workspace to track how data was exported using the Export Data workspace.

The Show Exported Data tab displays one line of exported data as displayed in the Show Exported Files workspace. This means that the data is displayed as it was exported, that is, after Maconomy applied the conversion rules. The Entries sub-tab displays the original exported data, that is, before Maconomy applied the conversion rules.

Show Exported Data Tab

This section includes the fields and descriptions for the Show Exported Data tab.

Run Island

Field	Description
Run No.	This field show the run number of the exported data, that is, which run number Maconomy assigned to the data export. All exported lines from a given run can be seen in the Show Exported Files workspace.
Run Line No.	This field shows the line number of the run (that is, exported file) which is currently displayed in the workspace.
Run Group No.	This field shows the line number of the run (that is, exported file) which is currently displayed in the workspace.
Description	This field shows the description assigned to the run (that is, exported file) which is currently displayed in the workspace.
Date	This field shows the date when the export was performed in the Export Data workspace.
Amount	This field shows the amount of the currently displayed export line.

Company Island

Field	Description
Company No.	This field shows the value of the dimension “Company” for the current export data line. The value is shown as it was exported, that is, after a conversion rule has been applied to the data.

Account Island

Field	Description
Account No.	The functionality of this field is similar to that of the field “Company No.” above.

Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Trans. No.	This field shows the Maconomy transaction number of the exported data line. This makes it easy to identify the data line, for example, in the Show G/L Entries workspace.
Trans. Type	This is the entry’s transaction type. Transaction types are set up in the Transaction Types workspace.
Entry Date	This field shows the entry date of the exported data line.
Entry Description	This field shows the entry description of the exported data line as entered in, for example, the General Journal or Job Journal workspaces.
Debit	This field shows the debit amount associated with the current exported data line.
Credit	This field shows the credit amount associated with the current exported data line.
Quantity	This field shows the quantity associated with the current exported data line.
Quantity 2	This field shows the amount associated with the current exported data line.
Company No.	This field shows the original value of the dimension “Company” from the current exported data line
Account No.	The functionality of this field is similar to that of the field “Company No.” above
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Show Exported Job Entries Workspace

Use this workspace to track how job data was exported using the Export Data workspace.

In the Show Exported Job Entries sub-tab, you can browse among the job data exports that you ran in the Export Data workspace. The Show Exported Job Entries sub-tab displays the information that you entered about the current export when the export was run. The Job Entries sub-tab displays information about the individual job entries that are included in the export.

Show Exported Job Entries Tab

This section includes the fields and descriptions for the Show Exported Job Entries tab.

Export Information Island

Field	Description
Run No.	This field shows the number of the run associated with the current export.
Data Agent	This field shows the name of the data agent used in the current export.
Exported by	This field shows the name of the user who ran the current export.
Export Date	This field shows the date on which the current export was run.
No. Entries	This field shows the number of entries in the current export. This includes Record Start/End lines, Sector Start/End lines, and so on, that are included in the file in accordance with the export specification.
Output Data File	This field shows the name of the file created in the current export.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field, the individual job entries exported in the current export will be displayed in the Job Entries sub-tab. If you do not mark this field, no table lines are displayed.

Selection Criteria, Export Island

Field	Description
Company No.	These fields show the range of company numbers included in the current export.
G/L Entry Date	These fields show the range of G/L entry dates included in the current export.
Job Posting Date	This field shows the job cost posting date of the exported job entry.

Extra Fields Island

Field	Description
Remarks 1-5	These fields show the remarks entered in relation to the current export in the Export Data workspace when the export was run.
Date 1-5	These fields show the dates entered in relation to the current export in the Export Data workspace when the export was run.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

Field	Description
Job No.	This field shows the number of the job to which the current exported job entry pertains.
Job Name	This field shows the name of the job displayed in the field “Job No.” above.
Activity No.	This field shows the number of the activity to which the current exported job entry pertains.
Activity Name	This field shows the name of the activity displayed in the field “Activity No.” above.
Task	This field shows the name of the task to which the current exported job entry pertains.
Task Description	This field shows the description of the task displayed in the field “Task” above.
Employee No.	This field shows the number of the employee to which the current exported job entry pertains.
Employee Name	This field shows the name of the employee displayed in the field “Employee No.” above.
G/L Entry Date	This field shows the G/L entry date of the exported job entry.

Field	Description
Job Posting Date	This field shows the job cost posting date of the exported job entry.
Trans. No.	This field shows the transaction number of the exported job entry.
Trans. Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types workspace.
Description	This field shows the entry description text assigned to the current exported job entry.
Currency	This field shows the currency applying to the current exported job entry.
Quantity	This field shows the quantity on the current exported job entry.
Billing Price	This field shows the billing price of the current exported job entry.
Exec. Company No.	This field shows the executing company number of the current exported job entry. For further information, see the corresponding field in the table part of the Job Card workspace.
Base Currency, Exec. Company	This field shows the currency used as base currency in the company shown in the field Executing Company No." above.
Cost Price, Exec. Company	This field shows the cost price applying to the executing company for the current exported job entry. For further information, see the corresponding field in the table part of the Job Card workspace.
Cost	This field shows the cost price applying to the current exported job entry.
Cost Price, Reg.	This field shows the adjusted cost price applying to the current exported job entry. For further information, see the corresponding field in the table part of the Job Card workspace.
Company No.	This field shows the number of the company responsible for the current exported job entry.
Location	This field shows the location to which the current exported job entry pertains.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Vendor	This field shows the number of the vendor to which the current exported job entry pertains. For further information, see the corresponding field in the table part of the Job Card workspace.
Vendor Name	This field shows the name of the vendor displayed in the field “Vendor No.” above.
Vendor Invoice No.	This field shows the number of any vendor invoice pertaining to the current exported job entry. For further information, see the corresponding field in the table part of the Job Card workspace.
Origin	This field shows the origin of the current exported job entry.
Entry Type	This field shows the entry type of the current exported job entry.
Quantity	This field shows any quantity specification applying to the current exported job entry. For further information, see the corresponding field in the table part of the Job Card workspace.
Quantity 2	This field shows any quantity 2 specification applying to the current exported job entry.
Remarks	This field shows any remark entered for the current exported job entry. For further information, see the corresponding field in the table part of the Job Card workspace.
Overtime Spec.	This field shows any overtime specification entered for the current exported job entry.
Journal No.	This field shows the number of the job journal in which the current job entry was posted.
Journal Line No.	This field shows the current exported job entry’s line number in the job journal displayed in the field “Journal No.” above.
Date Posted	This field shows the date on which the current exported job entry was posted.

Data Agents Workspace

Use this workspace to enter information that defines how Maconomy is to handle the G/L data that you imported from or exported to external systems.

This information is used when you import and export G/L data in the Import Data and Export Data workspaces, respectively. The purpose is to ensure that all import and export files that are exchanged on a regular basis are treated in the same way every time. An example of such an

exchange of data is an import file that contains payroll information from an external payroll system.

You can enter information about each data agent, including an identification number. Maconomy uses this number as a unique reference number that ensures that no data is imported or exported by mistake, for example, using a different data agent. You can enter a fixed conversion table that can be used for every data import from the data agent in question, and an export format and conversion group to be used for exports. You can also predefine file names and determine whether users should be allowed to view imported data in a general journal before posting.

For more information about conversion tables, see the description of the Conversion Tables workspace. For more information about conversion groups, see the description of the Conversion Groups workspace.

Data Agents Tab

This section includes the fields and descriptions for the Data Agents tab.

Data Agent Island

Field	Description
Name	In this field, you enter the name of the data agent. This is the unique reference to the data agent, and the name cannot be changed later.
Address	In these fields, you enter the address of the data agent.
Your Phone	In this field, you enter the phone number of the data agent.
Your Contact	In this field, you enter the name of the data agent's contact person.
Our Phone	In this field, you enter the phone number of the person in your own company who is responsible for the contact with the current data agent.
Our Contact	In this field, you enter the name of the person in your own company who is responsible for the contact with the current data agent.

Export Control Island

Field	Description
Create Detailed Export File	In this field, you can specify whether to create a detailed export file when exporting G/L entries using the current data agent. If you mark this field, export runs for G/L entries will include information about each G/L entry included in the export, which you can then look up in the Show Exported Data workspace. If you do not mark this field, running a G/L entry export using the current data agent will only result in a file containing the export run number. However, the export run number is also copied to all of the G/L entries matching the selection criteria, allowing you to look up these entries in the Show G/L Entries workspace.

Field	Description
	When you export job cost entries, the file that is created only contains the run number, regardless of the value in this field. The individual job entries covered by the export can be looked up in the Show Exported Job Entries workspace.
Export Format	In this field you enter the export format to be used when exporting files to the current data agent. Formats are delivered by Maconomy A/S and are imported using the Import Format Descriptions program.
Conversion Group	In this field, you must enter a conversion group to be used when exporting data using the current data agent. A conversion group specifies a number of selection criteria for which G/L data is to be exported. At the same time, it assigns a conversion rule to each section of data. For more information, please see the description of the Conversion Groups workspace.
Group Export Entries	In this field, the user can specify whether Maconomy should create one export line for each entry or group entries that have the same dimensions.
Standard Export File Name	If the files you want to deliver to your data agent should always have the same name, you can enter the (standard) file name, including the path, in this field. If you enter a file name, Maconomy will automatically export to the right file, saving you the trouble of specifying the file manually in the Export Data workspace.

Export Information Island

Field	Description
Last Export Date	This field shows the date of the last export to the current data agent.
Last Run No.	This field shows the number of the last export file to the current data agent. Maconomy automatically assigns a number to the exported files using the system number series “Automatic Payment.”
Next System No. 1-3	The export format may specify that one or several system numbers must be included in the export file. Each number can be specified to increment in a different way, for example, starting over every day, month, or year. Maconomy will keep track of the system numbers, but if you need to set the number manually (for example, to set an initial value), you can do so in these fields.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Company Island

Field	Description
Company No.	In this field, you enter a value for the Company dimension. The company number will be inserted in all imported data. For each entry created, Maconomy will determine the company number to be used. The selection is carried out in accordance with the following order of priority: 1. If a conversion table has been assigned to the data agent, Maconomy will check whether the combination of the external registration number and the external account number exists in the conversion table for the data agent from which the import has been carried out. If this is the case, Maconomy will check whether a company number is entered on the conversion table line, and, if so, that number will be used. 2. If there is no company number on the conversion table line that fulfills the imported combination of the external registration number and the external account number, or if the combination does not exist in the conversion table, Maconomy will check whether the imported line contains a company number. If this is the case, that number will be used. 3. If no company number has been entered on the imported line, the company number in this field will be used. 4. If no company number is entered for the current data agent, Maconomy will try to derive a value in accordance with the order of priority defined in the Dimension Derivations workspace. If there is no value to derive, the standard value from the System Parameters workspace in the Set-Up module will be used. This field will also influence the number of general journals created when an import is carried out. If a value is entered in this field, only one general journal is created when import is carried out from the data agent. On the general journal, the company entered in this field will be used. The company number on the lines in the journal will depend on the above-mentioned order of priority. If entries of relevance to other companies are involved, intercompany entries are created, unless the system parameter “Create intercompany entries for companies with same parent company” is not marked, and the two companies involved are both assigned to the same parent company. If no value has been entered in this field, a general journal for each company involved is created when import is carried out. In this way you avoid intercompany balancing.

Account Island

Field	Description
Account No.	In this field, you enter the value for the Account dimension. The account number assigned to imported entries will be influenced by this field. For each entry created, Maconomy will use the following order of priority to determine where the account number is derived from:

Field	Description
	1. Maconomy will examine whether the combination of the external registration number and external account number exists in the conversion table for the data agent from which the import is carried out. If this is the case, Maconomy will check whether an account number has been entered on the conversion table line and if so, that number will be used. 2. If there is no account number on the conversion table line which fulfills the imported combination of the external registration number and the external account number, or if the combination does not exist in the conversion table, Maconomy will check whether an account number has been assigned to the imported line. If this is the case, that number will be used. 3. If no account number has been entered on the imported line, the account number assigned to the data agent will be used. 4. If no account number is entered for the current data agent, Maconomy will try to derive a value in accordance with the order of priority, which has been defined in the Dimension Derivations workspace. If there is no value to derive, the standard value from the System Parameters workspace in the Set-Up module will be used.

Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Account No.”
Entity	The functionality of this field is similar to that of the field “Account No.”
Project	The functionality of this field is similar to that of the field “Account No.”
Purpose	The functionality of this field is similar to that of the field “Account No.”
Spec. 1-3	The functionality of this field is similar to that of the field “Account No.”
Local Spec. 1-3	The functionality of this field is similar to that of the field “Account No.”

Import Control Island

Field	Description
Import Format	In this field you enter the import format to be used when importing files from the current data agent. Formats are delivered by Maconomy A/S and are imported using the Import Format Descriptions program.

Field	Description
Create General Journal	If you mark this field, a general journal is created with all imported entries of relevance to the current data agent. If this field is not marked, the imported files are registered in an import journal that will be ready for posting. In this case, you will not be able to inspect nor correct the imported data before posting is carried out.
Transaction Type	This the default transaction for the data agent. You can select from all transaction types that have been set up. There is no validation. Transaction types are set up in the Transaction Types workspace.
Transaction Number Series	In this field, you enter which transaction number series you wish to use for the entries that are created in connection with the import of data from the current data agent. If you do not enter a transaction number series for the data agent, Maconomy will use the transaction numbers that are entered on each line in the imported file. If no number is entered on the lines of the import file, the transaction number, which was entered in the Import Data workspace when the import was initiated, will be used. Transaction number series are created in the Trans. No. Series workspace.
Consecutive Trans. No.	If you mark this field, the transaction number of the entries created in the general journal will be incremented by one every time the balance is equal to zero. If this field is marked the number will be incremented.
Standard Posting Text	In this field, you enter a posting text. This text is used for all entries created during an import from the current data agent. Maconomy will use the following order of priority to determine which posting text to transfer: 1. If a posting text is entered on the line which is imported, this text will be used. 2. If no posting text is entered in the import file, Maconomy will use the standard text, which is entered in the Import Modes workspace. 3. If no text is entered for the import mode, Maconomy will use the standard text entered in this field. 4. If no text is entered in this field, Maconomy will use the posting text which was entered in the Import Data workspace when the import was initiated. If no text was entered here, the text “Import” will be used instead.
Standard Import File Name	If the files you receive from your data agent always has the same name, you can enter the (standard) file name, including the path, in this field. If you enter a file name, Maconomy will automatically find the right file, saving you the trouble of pointing out the file manually in the Import Data workspace.
Receipt File Name	If you enter a file name that includes the path, a receipt file is created every time you run an import from the current data agent. The file will contain information about the import. Receipt files are only created if a file name is entered in this field.

Field	Description
Automatic Posting	If you mark this field, Maconomy will automatically post the journals created as a result of an import from the current data agent.
Open Period from	In combination with the field “Open Period To,” this field specifies a range of dates for the import of data from the current data agent. If you enter a period, entries will only be imported if their posting date is within the specified range. Entries outside the specified range will not be imported.
Open Period to	See the description of the field “Open Period From.”
Post. Ref. for Balancing Entry	In this field, you can specify a dimension combination of the type “Posting Reference.” The account and dimension values in this dimension combination are used for balancing imported journals where the debit and credit amounts do not balance. If the amounts on the entries in an imported file do not balance, Maconomy creates an extra entry after the import, using the account and dimension values specified through the dimension combination in this field. The amounts on the balancing entry correspond to the amounts necessary to make the journal balance. If you leave this field blank, imports where balancing entries are created will fail. Entry text for balancing entry In this field, you can specify a posting description to be used on balancing entries. For a description of balancing entries, see the field “Post. Ref. for Balancing Entry” above. This field must be completed if you complete the field “Post. Ref. for Balancing Entry.”

Import Information Island

Field	Description
Identification No.	In this field you enter the identification number to be used in the fields imported from the data agent. When data import is carried out, Maconomy will check if the number corresponds to the identification number entered in the imported file. The identification number ensures that no data from other data agents are imported by mistake.
Conversion Table	In this field you enter the conversion table that is to be used for import of data from the current data agent. When the import is carried out, the accounts in the import file are converted to the conversion combinations entered in the conversion table. For further information about conversion tables, see the description of the Conversion Tables workspace.
Last Import Date	This field shows the date of the last import from the current data agent.
Last Run No.	This field shows the number of the last import file from the current data agent.

Import Modes Workspace

Use this workspace to enter information about how Maconomy should treat different types of data that you import in the Import Data workspace.

For each import mode, you can enter a posting reference and a posting text. Use these if you import an entry that cannot be posted (for example, an entry that refers to an unknown or blocked account or dimension value).

You assign each import mode to a data agent. You can assign more than one import mode to the same data agent. During the import, the type of the imported data determines which import mode is to be used for each line. Maconomy compares the import form that you enter on the import mode with the data type on the import line.

By creating different import modes, you can define that specific accounts and posting texts are to be used for the import of G/L data and the import of vendor data, respectively, from a specific data agent.

Import Modes Tab

This section includes the fields and descriptions for the Import Modes tab.

Import Mode Island

Field	Description
Name	In this field, you enter the name of the current import mode.
Description	In this field, you enter the description of the import mode.
Contact Person	In this field you enter the name of the contact person at the data agent to which the import mode is assigned.
Phone	In this field, you enter the phone number of the data agent to which the import mode is assigned.
Data Agent	In this field, you assign the import mode to a data agent. The import mode will be used when data is imported from the data agent which is entered in this field.
Import Form	In this field, you can enter a data type. The data type will determine when the import mode is used. Each import line contains information about the type of data which is entered on the line, for example, G/L data, vendor data, and so on. The import mode will only use lines that contain data of the same type as the type that is entered in this field.

Posting Island

Field	Description
Standard Text	In this field, you enter a posting text. This text is used for all entries created during an import from the current data agent. Maconomy will use the following order of priority to determine which posting text to transfer: 1. If the imported line contains a posting text, this text will be used. 2. If no posting text has been specified on the import line, Maconomy will use the standard text entered in the Import Modes workspace. 3. If no text has been entered for the import mode, Maconomy will use the standard text entered in this field. 4. If no text has been s entered in this field, Maconomy will use the posting text entered in the Import Data workspace when the import was initiated. If no text was entered here, the text “Import” will be used instead.
Posting Ref., Error Entries	In this field, you can enter the number of a dimension combination of the type “Posting Reference.” This dimension combination contains the reference to the account number and other dimension values on which error entries will be posted. If the field “Create Error Entries” is checked, and the current import mode is used for the import line which contains an erroneous entry, the entry will be registered on the account referred to by the dimension combination in this field. An example of an error is the import of a dimension value that has not been created in Maconomy. If the field “Create Error Entries” is not marked, erroneous lines are ignored.
Create Error Entries	In this field, you specify whether erroneous entries from an import are to be ignored or whether they are to be posted on an error account. If this field is marked, and the current import mode is used on an import line that contains an error, the created entry will be registered on the account referred to by the dimension combination in the field “Posting Ref., Error Entries.” An example of an error is the import of dimension values that have not been created in Maconomy.
Verify Posting Date	In this field you specify whether the posting dates of the imported entries are to be corrected if the posting dates on these entries are outside the open posting period. If this field is marked, and the import file contains a date outside the open posting period, Maconomy will correct the posting date to the first day of the open posting period. If this field is not marked, import lines with a posting date outside the open posting range are imported without any corrections. You can enter the open posting interval for each company in the Company Information workspace. If a company has no open posting period assigned, the posting period entered in the System Information workspace in the Set-Up module is used.
Post on Error Account	In this field you enter whether imported entries with an entry date outside the open posting period are to be posted on an error account. This field is only to be used if the field “Verify Posting Date” is checked for the import mode in question. If the field is marked, import lines outside the posting period will be posted on the account referred to by the dimension combination in the field “Posting Ref., Error Entries.” If this field is not marked, the account used on lines outside the open posting period is determined in the same way as on lines inside the period.

Import Control Island

Field	Description
Description	Further information about this field can be found in the detailed document for the current import form.
Popup	Further information about this field can be found in the detailed document for the current import form.
Value	Further information about this field can be found in the detailed document for the current import form.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Conversion Tables Workspace

Use this workspace to list a number of references between external and internal accounts.

This workspace is a part of the add-on module Import of G/L Data; you can only use it if you purchased that module.

In the Conversion Tables tab you enter the name of the current conversion table, and in the Conversion Table Lines sub-tab you enter the references between the external account and registration numbers. For each combination of external account number and registration number, you can enter a value for each of the 12 G/L dimensions in Maconomy. If you use the dimensions, you can merge an external one-dimensional chart of accounts into the 12-dimensional chart of account in Maconomy.

You assign conversion tables to data agents in the Data Agents workspace. When you import G/L data for a specific data agent, Maconomy converts the account numbers in the import file into the allocation combinations that you entered in the conversion table for the data agent in question.

Conversion Tables Tab

This section includes the fields and descriptions for the Conversion Tables tab.

Conversion Table Island

Field	Description
Name	In this field, you can enter the name of the current conversion table. Once the table is created, it is no longer possible to change the name.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the criteria specified in this island are shown in the Conversion Table Lines sub-tab.

Field	Description
External Reg. No.	In this field, you enter an external registration number, for example, an ID of a department at the external source.
External Account No.	In this field you enter an external account number.
Company No.	In this field you enter a value for the dimension Company.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Conversion Table Lines Sub-Tab

This section includes the fields and descriptions for the Conversion Table Lines sub-tab.

Field	Description
External Registration No.	In this field, you can enter an external registration number, for example, an ID of a department at the external source. When the conversion table is used in connection with an import, entries which have an external registration and account number corresponding to the combination on the current conversion table line will be converted. The conversion means that the entries created in Maconomy will be posted with the allocation combination entered in the dimension fields on the current line.
External Account No.	In this field you enter an external account number. When the conversion table is used in connection with an import, entries which have an external registration and account number corresponding to the combination on the current conversion table line will be converted. The conversion means that the entries which are created in Maconomy will be posted with the allocation combination entered in the dimension fields on the current line.
Company No.	In this field you enter a value for the dimension Company. The company number will be inserted in all imported data. For each entry created, Maconomy will determine which company number will be used. The selection is carried out in accordance with the following order of priority: 1. If a conversion table has been assigned to the data agent, Maconomy will check whether the combination of the external registration number and the external account number exists in the conversion table for the data agent from which the import is carried out. If this is the case, Maconomy will check whether a company number is entered on the conversion table line, and, if so, that number will be used. 2. If there is no company number on the conversion table line that fulfills the imported combination of the external registration number and the external account number, or if the combination does not

Field	Description
	exist in the conversion table, Maconomy will check whether a company number has been specified on the import line. If this is the case, that number will be used. 3. If no company number has been entered for the imported line, the company number that has been assigned to the data agent in the window Data Agents in this field will be used. 4. If no company number is entered for the current data agent, Maconomy will try to derive a value in accordance with the order of priority defined in the Dimension Derivations workspace. If there is no value to derive, the standard value from the System Parameters workspace in the Set-Up module will be used.
Account No.	The functionality of this field is similar to that of the field “Company No.”
Location	The functionality of this field is similar to that of the field “Company No.”
Entity	The functionality of this field is similar to that of the field “Company No.”
Project	The functionality of this field is similar to that of the field “Company No.”
Purpose	The functionality of this field is similar to that of the field “Company No.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.”

Conversion Groups Workspace

Use this workspace to define cross-sections of the pool of Maconomy G/L data that can be exported.

This workspace is a part of the add-on module Import of G/L Data; you can only use it if you purchased that module.

You can define these cross-sections by entry date, dimension value, and journal type. Maconomy then assigns to each section a conversion rule that defines how the export is performed for that particular section of G/L data. For instance, you can specify that all data that you entered after 1 April 2000 in company "Main" that was posted on G/L account numbers between 1000 and 3999 should be exported according to a conversion rule called "ProfitLoss." Data that you entered after 1 April 2000 in the same company, but on all other accounts, should be exported according to another rule.

You define conversion rules in the Conversion Rules workspace. You assign conversion groups to individual data agents in the Export Control island in the Data Agents workspace.

Conversion Groups Tab

This section includes the fields and descriptions for the Conversion Groups tab.

Conversion Group Island

Field	Description
Name	In this field, you specify the name of the conversion group when you create it. The name cannot later be changed.
Description	In this field, you can enter a description of the current conversion group.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Conversion Group Lines Sub-Tab

This section includes the fields and descriptions for the Conversion Group Lines sub-tab.

Field	Description
Conversion Rule	In this field, you enter the name of an existing conversion rule that has been created in the Conversion Rules workspace. The section of G/L data specified in the other fields on this table line is exported according to this rule.
External Entry Description	If you enter a description in this field, all exported data entries will have that description. If you do not enter a description, the entry description will be the same as on the original G/L entry.
Entry Date From / Entry Date To	If you enter a date range in these fields, data entered on and after the From date and up to the To date will be exported, provided it fulfills the other criteria in this table line.
Company No. From / Company No. To	These fields represent a range of companies. G/L entries for which the companies within this range are responsible will be exported (provided any other selection criteria on this line are fulfilled as well) and converted according to the conversion rule specified on this line.
Account No. From / Account No. To	The functionality of these fields is similar to that of the field “Company No. From” above.
Location From / Location To	The functionality of these fields is similar to that of the field “Company No. From” above.
Entity From / Entity To	The functionality of these fields is similar to that of the field “Company No. From” above.

Field	Description
Project From / Project To	The functionality of these fields is similar to that of the field “Company No. From” above.
Purpose From/ Purpose To	The functionality of these fields is similar to that of the field “Company No. From” above.
Spec. 1-10 From / Spec. 1-10 To	The functionality of these fields is similar to that of the field “Company No. From” above.
Local Spec. 1-10 From / Local Spec. 1-10 To	The functionality of these fields is similar to that of the field “Company No. From” above.
Journal Type	In this field, you can select a journal type. When you perform the export, G/L entries posted using a journal of the selected type will be exported and converted according to the conversion rule specified on this line (if they also fulfill the other criteria on this line).

Conversion Rules Workspace

Use this workspace to define rules for the export of G/L data.

Maconomy assigns the rules that you define in this workspace to lines in the Conversion Groups workspace. Each line in that workspace identifies a section of G/L data to be exported, and the assigned rule defines any conversion that should take place during the export.

You assign one conversion group to each data agent in the Data Agents workspace. When you use that data agent, Maconomy selects the exported data using the conversion group and converts it according to the rules that you set up in this workspace.

Conversion Rules Tab

This section includes the fields and descriptions for the Conversion Rules tab.

Conversion Rule Island

Field	Description
Name	In this field, you specify the name of a new conversion rule. The name cannot be changed once the rule has been created. Use this name when selecting the rule in the Conversion Groups workspace.
Description	In this field, you can enter a description of the current conversion rule.
Export Entries	If you mark this field, data selected in the Conversion Groups workspace with a specification of this conversion rule will be exported when exporting data using the conversion group in question. If this field is not selected, the selected G/L entries to which this rule is assigned will not be exported.

Field	Description
	This is useful when excluding entries from being exported. If you, for example, want to export G/L entries related to companies 1-10, except for companies 3 and 5, you can create two conversion rules in this workspace: “CR1” with no mark in this field, and “CR2” with a mark in this field. In the Conversion Groups workspace, you can then enter “3” in the fields “Company No. From” and “Company No. To” on line 1, enter “5” in the same fields on line 2, and finally enter “1” in the field “Company No. From” and “10” in the field “Company No. To” on line 2. Then, assign the conversion rule “CR1” to lines 1 and 2 and “CR2” to line 3. When exporting using the data agent to which the conversion group is assigned, G/L entries for companies 1-10, except for companies 3 and 5, will be exported.
Export Form	In this pop-up field, you select an export form to be used when converting exported data. This way, you can make the export file conform to the data agent’s specifications. It may, for instance, be necessary to use one export form for customer data and another for vendor data. Also, the same form can be assigned to different export data records. Export forms are created in the Format Specification module.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Company Island

Field	Description
Company No.	In this field you can enter a value for the Company dimension. The company number will be inserted into all exported data. If you do not enter a value, the value from the original G/L entry is transferred to the export entry.

Account Island

Field	Description
Account No.	The functionality of this field is similar to that of the field “Company No.” above.

Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Set-Up Section

This section includes the fields and descriptions for the Set-Up section workspaces.

Company Information Workspace

Use this workspace to maintain information about the company—or companies, if you are working in an enterprise or a public agency that consists of multiple companies, and you have purchased Maconomy's multi-company model.

The information in this workspace includes the address, telephone number, fax number, and so on, of the company and a definition of an access level if you want to limit access to the company's data. You also use this workspace to create values in the Company dimension, to specify dimensions that are derived from the company, and to specify the dimension structure to be used when posting local specifications.

To preserve the audit trail, it is recommended that you print and file the Company Information workspace every time that you change it.

Company Information Tab

This section includes the fields and descriptions for the Company Information tab.

Company Island

Field	Description
Company No.	In this field, you can specify the number of the company you are creating. In the remaining fields you can specify the name address of the company. If the current company is the main company, its name was inserted at the time Maconomy was installed and cannot be changed. The address fields include three optional text lines, zip code and city fields, and two more optional text lines. The information in this island is used when printing from the system, for example, order confirmations and invoices. It is only possible to create a company if you have purchased Maconomy’s Multi-Company add-on. If you have installed Maconomy Lawyer, it is not possible to create more than one company.
Country	Here you enter your company’s country code. This is used if your company does business within the European Union, in that you are only required to report on sales and purchases to and from other EU countries.

General Ledger Island

Field	Description
Posting Period Setup No.	In this field, you must specify a “Posting Period Setup” number. It is mandatory to define a posting period setup. It is used to describe the open posting periods where entries can be made in G/L and job cost. By default, all companies use the standard posting period setup. If a company-specific setup is needed, this posting period setup must be created and inserted here. Posting period setups are specified in the “Posting Period Setup” workspace. A posting period setup must be valid. The validation is done in the Posting Period Setup workspace.
Journal Setup No.	In this field, you must specify a “Journal Setup” number. It is mandatory to define a journal setup. It is used to describe the setup of all posting journals, that is: a specification of what transactions are allowed in different journals, and which default transaction number series is used in a specific journal. Journal setups are specified in the Journal Setup workspace.
Fiscal Year Template	In this field, specify the fiscal year template to be used for the current company. Once entries have been made for the company, you can no longer change the fiscal year template. The field must be completed. A fiscal year template is created in the Fiscal Year Templates workspace, and defines the start and end dates in the fiscal year of the company. The individual G/L periods in the fiscal year are defined in the Fiscal Year workspace. For further information about fiscal year functionality, please see the descriptions of these workspaces. When you create a company, Maconomy suggests the fiscal year template of the standard company specified in the System Information workspace in the Set-Up module, but you can select another template.
Fiscal Year	In this field, you specify the fiscal year to be used by the current company. The fiscal year must be entered with the start date for the fiscal year in accordance with the date format used, for example, 01/01/2002. The fiscal year must exist in the Fiscal Year Template workspace for the template specified in the field “Fiscal Year Template.” The periods in the fiscal year are defined in the Fiscal Year workspace. You must always specify a fiscal year unless you have specified a parent company. If you have specified a parent company, the fiscal year is retrieved from the parent company, and cannot be changed here. If you do not enter a fiscal year in this field, the start date for the fiscal year entered in the System Information workspace in the SetUp module will be used.
Jobs Overrun Entry Date	When having jobs set up with overrun handling, overrun is checked on jobs when posting journals on the jobs. In case of an overrun, an overrun entry is posted to the job. The default date for the entry created is current date, in other words, the date that the journal is posted. In this field you can control the entry date by company for entries generated on jobs where over run handling is set up.

Field	Description
Separate Transaction Numbers	This means that separate transaction number series will automatically be created for the current company, regardless of whether a parent company exists or not. If a standard company is specified in the System Information workspace in the Set-Up module, the transaction number series created for the current will correspond to the number series created for the standard company. Note that the number series from the standard company is not reset when transferred to the current company. The company specific number series can be viewed in the Trans. No. Series workspace and the System Numbers and Number Series workspaces in the Set-Up module. If this field is not marked, a parent company must be specified. When a company does not use separate transaction numbers, the transaction numbers are taken from the company specified in the island Parent Company in this workspace. This field is marked by default.
Blocked	Here you can specify that the company cannot be used for new entries. If the box is checked, you cannot assign the company to new transactions or information cards. However, the company is used if it is assigned to non-posted G/L entries before the box is checked. You can make statistics for a blocked company.

Seq. No. Assignment Island

Field	Description
Reporting Company	Select this check box if the company is a reporting company. Only reporting companies can be used when assigning sequence numbers to finance entries and creating opening balances.
Excl. Transaction Type Group	If you select a transaction type group, finance entries with transaction types listed in the group are disregarded when Maconomy assigns sequence numbers to finance entries. These finance entries are also disregarded in the creation of opening balance entries.
Sequence Numbering	Select a value from the drop-down list to specify the numbering system to use for the company: by transaction number, or by entry. If you select **By Transaction Number**, Maconomy provides all entries that have the same transaction number with the same sequence number. If you select **By Entry**, Maconomy provides each entry with a unique sequence number.
New Sequence per Period	If you select this check box, Maconomy restarts the sequence for each fiscal year period. If you leave this blank, the sequence numbers continue across fiscal year periods and thus span then entire fiscal year.
New Sequence per Trans. Type	If you select this check box, Maconomy creates a sequence for each transaction type. This means that for each transaction type, entries are assigned sequence numbers from 1 to the number of entries with the

Field	Description
	same fiscal year or fiscal year period (depending on whether the **New Seq. per Period** check box is selected).
Length of Sequence No.	In this field, you specify the number of digits for the sequence number part of the combined sequence number. If a sequence number has fewer digits than the number you specify in this field, Maconomy pads the sequence number with leading zeroes. For example, if you specify '6' in this field and the sequence number is '4123', then the sequence number part of the combined sequence number is '004123'.
Trans. Type on Opening Balance Combined Seq. No.	If the **New Seq. per Trans. Type** check box is selected, Maconomy includes the transaction type in the combined sequence number. Maconomy also needs to know which value to use in the combined sequence numbers for opening balance entries. The value you specify in this field is used as the transaction type in the combined sequence numbers for opening balance entries.

Currency Island

Field	Description
Base Currency	In this field, you can specify a currency created in the Popup Fields workspace. The base currency is the currency in which the current company wants to register its information and base its reporting throughout the system. This makes it possible to, for example, present tax accounts in the selected currency. Amounts converted into base currency at registration are not always shown, but are used for internal calculations. The exchange rate table used for conversion into base currency depends on the conversion situation. In the fields/windows where currency conversion is directly related to sales and purchase transactions, Maconomy uses the exchange rate table for sales and purchase respectively, while the enterprise exchange rate table is used where the conversion is not directly related to sales or purchases. Such conversions can take place, for example, in connection with intercompany transactions or internal reporting. See the System Information workspace in the Set-Up module for a more detailed description of the enterprise exchange rate table and other exchange rate tables. You can only select a base currency that is different from the enterprise currency if the add-on module Company-Specific Base Currency has been acquired. The base currency is specified when creating a company and cannot be changed, once you have pressed Enter. The enterprise currency is specified in the System Information workspace in the Set-Up module.
EU Reporting Currency	In this field, you can specify the currency in which the current company is to perform reporting to the Sales List System and Intrastat, that is, the national currency for the current company. The EU reporting currency is only used in the EU Statistics module, where all amounts are shown in the base currency of the current company as well as in the EU reporting currency. When creating reporting files for the Sales List System and Intrastat, Maconomy displays all amounts in the currency specified in this field.

Field	Description
	The EU reporting currency is specified when creating a company and cannot be changed, once you have pressed Return.

Local Dimensions Island

Field	Description
Local Spec. 1-10 List	In these fields, you can specify which dimension list should be used for the Local Specification 1-3 dimensions, respectively. Dimension lists are created in the Local Specification 1- 3 workspaces.

Intercompany Settlement Island

Field	Description
Customer	In this field, you can specify the number of the customer in the Accounts Receivable system that should represent the current company in connection with intercompany invoicing. The field is used when intercompany invoicing is run in the Intercompany Invoicing workspace. When another company runs an intercompany invoicing involving intercompany entries for which the current company is responsible, Maconomy creates an invoice assigned to the customer in this field. At the same time, Maconomy creates a vendor invoice in the current company, assigning this vendor invoice to the vendor specified in the field “Vendor No.” on the information card of the company running the intercompany invoicing. This way, the company running the intercompany invoicing can bill the current company for internally exchanged goods or services and the invoicing is automatically registered in the relevant companies. For further information on the use of this field and the exact intercompany invoicing procedure, please see the description of the “Print Invoice” action in the Intercompany Invoicing workspace. See also the description of the field “Vendor” below.
Vendor	In this field, you can specify the number of the vendor in the Accounts Payable system that should represent the current company in connection with intercompany invoicing. This field is used when the current company runs intercompany invoicing in the Intercompany Invoicing workspace. When the current company runs an intercompany invoicing, Maconomy creates a vendor invoice for each responsible company being billed. The vendor on each of these vendor invoices is the vendor in this field. At the same time, Maconomy creates an invoice for each of the companies billed, assigning each invoice to the customer specified in the field “Customer” on the information card of the respective companies. This way, the current company can bill the individual responsible companies for internally exchanged goods or services and the invoicing is automatically registered in the relevant companies. For further information on the use of this field and the exact intercompany invoicing procedure, please see the description of the “Print Invoice” action in the

Field	Description
	Intercompany Invoicing workspace, as well as the description of the field “Customer” above.

Template Island

Field	Description
Customer	In this field, you can specify a customer number. The customer specified will be used as a template when additional customers are created for the current company in the Customer Information Card or Company Specific Customer Information Card workspaces in the A/R module. For information to be inherited from the standard customer to new customers, you must set up a linking rule in the Linking Rules workspace. When you create a linking rule between the tables “Customer” and “Customer” and marking this linking rule as a “Standard Linking Rule,” the rule is automatically applied when creating customers, if you do not specify another linking rule when creating the customer. Using a template customer and a standard linking rule thus ensures fast and safe creation of customers. If you do not specify a standard customer in this field, any customer specified in the System Information workspace in the Set-Up module will be used when creating a customer. If you specify neither a customer number in this field, nor in the System Information workspace, customers must be created manually or by means of linking rules. See the description of the Linking Rules workspace for further information on the functionality of linking rules.
Vendor	In this field, you can specify a vendor number. The specified vendor will be used as a template when additional vendors are created for the current company in the Vendor Information Card or Company Specific Vendor Information Card workspaces in the A/P module. If you do not specify a standard vendor in this field, any vendor specified in the System Information workspace in the Set-Up module will be used when you create a vendor. See the description of the field “Customer” below for further information on the functionality of standard vendors/customers.
Employee	In this field you can select an employee template using the company information for the newly created employee.

Tax Reporting Units Island

Field	Description
Tax Settlement Unit Table	In this field you can specify the name of a tax settlement unit table. Maconomy will, if specified, use the tax settlement unit table to find a tax settlement unit for finance entries in this company.
Settlement	In this field, you can specify which tax reporting unit is to be used for tax reporting to the national tax authorities. You must specify a reporting unit in this field in order to be able to post tax related entries. If multiple tax codes are enabled, the “Settlement” field will be replaced by the following fields: “Tax Settlement Unit 1,, “Tax Settlement Unit 2,” and, if

Field	Description
	enabled, “Tax Settlement Unit 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Reconciliation	In this field, you can specify which tax reporting unit you want used for tax reconciliation. The field is used by public institutions for specifying a tax reporting unit to, for example, the Ministry of Home Affairs. The reporting unit specified in this field collects tax entries concerning ratio tax. Ratio tax is specified in the G/L Tax Codes workspace. For more information about tax reporting units, please see “Introduction to the G/L Module” and the description of the Tax Reporting Unit Selection workspace.

Tax island

Field	Description
G/L Tax Table	In this field, you can specify which G/L tax table to use for the current company.
Tax Table	In this field, you can specify the name of a tax table created in the Tax Tables workspace. The field only has importance if the field “Use Tax Tables” is marked in the System Information workspace. If you specify a tax table, Maconomy uses the specified tax table when invoicing and crediting sales/item purchase orders and jobs that the current company is responsible for. The tax table is used for selecting the tax code used for calculation of tax on each item or activity. If you do not specify a tax table, Maconomy will not use tax tables to calculate tax for sales made by the current company. See the Tax Tables workspace for a more detailed description of tax tables.
Tax Type, Tax Exempt	In this field, you can specify a tax type to be used when invoicing items or activities without a tax code. When posting invoices, Maconomy usually copies a tax type from the selected tax code to the G/L entry that concerns item sales. If you have not specified a tax code for a given item or job journal line, Maconomy copies the tax type form this field to the G/L entry created for the current item sale when posting the invoice. Item sales without a tax code occurs when, for example, tax on a given item should not be calculated.
Standard Vendor Tax Code	In this field, you can specify a G/L tax code created in the G/L Tax Codes workspace. This G/L tax code is used when entering vendor invoices in the Vendor Invoices and Invoice Allocation workspaces, as it will be suggested on vendor invoices belonging to the current company. If you do not enter a standard vendor tax code, Maconomy attempts to find a G/L tax code by using a G/L tax table when you enter vendor invoices for the current company. For a detailed description of this procedure, please see the field “Tax Code” in the table part of the Vendor Invoices workspace. If multiple tax codes are enabled, the “Standard Vendor Tax Code” field will be replaced by the following fields: “Standard Vendor Tax Code 1,” “Standard

Field	Description
	Vendor Tax Code 2," and, if enabled, "Standard Vendor Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes."

Prefix Specifications Island

Field	Description
Transaction Numbers	In this field, you can specify a prefix for the company's transaction number series. The prefix can be used for differentiating the current company's transaction number series from those of other companies, if the Maconomy multi-company model is used. Any prefix entered must be larger than or equal to zero.
System Numbers	In this field, you can specify a prefix for the company's system numbers. The prefix can be used for differentiating the current company's system numbers from those of other companies, if the Maconomy multi-company model is used. Any prefix entered must be larger than or equal to zero.
Number Series	In this field, you can specify a prefix for the company's number series. The prefix can be used for differentiating the current company's number series from those of other companies, if the Maconomy multi-company model is used. Any prefix entered must be larger than or equal to zero.

User Island

See the chapter "Getting Started" for a description of the fields in the User island.

Extra Fields Island

Using Maconomy's layout editing tools, you can place the fields in this island differently and add a relevant text label next to the fields. Furthermore, you can place the fields in various printouts concerning company information.

Field	Description
Text 1-20	In these text fields, you can enter various information about the current company. These are regular text fields, and there are no restrictions as to the type of text that you enter.
Date 1-5	In these date fields, you can enter dates relevant to the company.
Integer 1-5	In these integer fields, you can enter integer information pertaining to the current company.
Real Figure 1-5	In these real figure fields, you can enter various information regarding the current company in the form of real numbers, that is, decimal numbers. The number of decimals depends on the setting in the field "No. of Decimals" in the Preferences workspace in the Edit menu. If you change this setting, all decimal numbers in Maconomy are displayed using the specified number of decimals, except amounts that are always displayed with two decimals.

Field	Description
Popup 1-5	In these pop-up fields, you can select various information regarding the company. The values that are displayed when you select the pop-up fields are created in the pop-up field “Company Popup 1-5” in the Popup Fields workspace.

Remarks Island

In these fields, you can add remarks and comments about the current company.

Information Island

Field	Description
Phone	Enter the current company’s telephone number.
Fax	Enter the current company’s fax number.
Telex	Enter the current company’s telex number.
Giro	Enter the current company’s giro account number. This applies in countries with a national giro system.
Bank	Enter the name of the current company’s bank.
Company Reg. No.	Enter the registration number of the current company.
Credit Card No.	In this field, you can enter the company’s number with a payment service.
Tax No.	Enter the current company’s tax registration number. The number must be printed on invoices and credit memos to other EU member states. It also appears on reports to the tax authorities.

Exchange Rate Tables Island

Field	Description
Sales	Select the exchange rate table to use for all sales-related currency conversions in the current company. If you do not specify an exchange rate table on the Company Information tab, Maconomy uses the sales exchange rate table from the System Information single dialog.
Purchasing	Select the exchange rate table to use for all purchase-related currency conversions in the current company.

Field	Description
	If you do not specify an exchange rate table on the Company Information tab, Maconomy uses the sales exchange rate table from the System Information single dialog.
Duty	Select the exchange rate table to use for all currency conversion calculations of duty on purchased items in the current company. If you do not specify an exchange rate table on the Company Information tab, Maconomy uses the sales exchange rate table from the System Information single dialog.
Finance Budget	Select the exchange rate table to use for all finance budget conversions in the current company. If you do not specify an exchange rate table on the Company Information tab, Maconomy uses the sales exchange rate table from the System Information single dialog.
Miscellaneous	Select the exchange rate table to use for other types of currency conversion in the current company. If you do not specify an exchange rate table on the Company Information tab, Maconomy uses the sales exchange rate table from the System Information single dialog.

Access Level Island

Field	Description
Name	In this field, you specify the name of the access level to be assigned to the current company. If an access level is specified, only users who have been granted access to this access level or higher can see the data of the current company. This applies to both the company information card and transactions regarding the current company. Please note, however, that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to companies may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the “Introduction to the Access Control System” in the Set-Up module and “Multiple Companies” at the beginning of this module.
Description	This field displays the description of the selected access level.

Print Control Island

Field	Description
Statistics 1-4	In these fields you can enter an optional code that you can include in your search criteria for statistical purposes when printing.

Related Companies Island

Field	Description
Parent Budget Company	If a parent budget company exists, specify the name and number of that company here. When price-projecting a budget, a journal for each company in the budget model is created. If differences occur when price-projecting, the differences are posted on the difference account specified in the Create Budget Model workspace in the Budget module. If you specify a parent budget company in this field, the difference is posted on that company.
Parent Company	If the current company is affiliated with a parent company, the name and number of the parent company are entered in this field. If you specify a parent company, the fiscal year and fiscal year template of the parent company are also used by the current company. If you change the fiscal year template of a parent company, the template is also changed on all subcompanies. You cannot change the fiscal year of a company assigned to a parent company. If the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are never created between the current company and other companies with the same parent company. For more information about this, see the description of the system parameter “Create intercompany entries for companies with same parent company.”
Settling Company, Customer	In this field, you can enter the name and number of the company to be used as settling company for global customers. The field must be completed. If no settling company is specified on the customer information card, the customer is called a “global customer.” In such cases, the company specified in this field on the company information card of the responsible company is used as the customer’s settling company. In principle, all companies in the system can be used as settling companies. The responsible company will, for instance, be the company shown in the card part of the General Journal workspace or in the Company island in the Sales Orders workspace as the company that gives rise to a sales order. The responsible company will frequently be derived by the user; it is the company automatically shown in the Company island when a general journal or sales order is created by the user. For further information about the influence of a settling company and how such a company is selected, please see “Multiple Companies” in “Introduction to the G/L module.”
Settling Company, Vendor	In this field, you can enter the name and number of the company to be used as settling company for global vendors. The field must be completed. If no settling company is specified on the vendor information card, the vendor is called a “global vendor.” In such cases, the company specified in this field on the company information card of the responsible company is used as the vendor’s settling company. In principle, all companies in the system can be used as settling companies. The responsible company will, for instance, be the company shown in the card part of the General Journal workspace or in the Company island in the Item Purchase Orders workspace as the company that gives rise to an item purchase order. The responsible company will frequently be derived by the user; it is the company that is automatically shown in the Company island when a general journal or an item purchase order is created by the user.

Field	Description
	For further information about the influence of a settling company and how such a company is selected, please see “Multiple Companies” in “Introduction to the G/L module.”

Employees Island

Field	Description
Employee 1-5	In these fields, you can enter the numbers of five employees in the current company. This can be useful if you want a list of relevant contacts in the current company. The names of the specified employees are displayed in the Name column when you press Enter.

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the Dimension Combinations workspace. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current company. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the company information card.

Derived Account Island

Field	Description
Account No.	In this field, you can enter a dimension value for the Account dimension, if you want this value to be derived from the current company. If you also want the specified value to overwrite any existing values for the dimension, you can indicate this by checking the “Overwrite” box. If you choose not to overwrite, the dimension value will only be transferred to a table line being created if the “Account No.” field on the line is neither filled in manually nor through a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used, rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite,” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specifications are always retrieved together from the same dimension derivation island, dimension combination, or dimension combination line.

Field	Description
	For more information about derived dimensions, please refer to “Introduction to the G/L Module” and the description of the Dimension Derivations and Dimension Combinations workspaces.

Derived Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Account No.” above.
Entity	The functionality of this field is similar to that of the field “Account No.” above.
Project	The functionality of this field is similar to that of the field “Account No.” above.
Purpose	The functionality of this field is similar to that of the field “Account No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above.

Price Register Island

Field	Description
Name	In this field, you can enter the name of a price register. Price registers are created in the Price Registers workspace in the Budget module and are used for projecting budgets. The price register in this field is used when projecting budget models for the current company, unless another price register is specified in the Create Budget Model workspace in the Budget module.

Supplement Island

Field	Description
Company Supplement	Enter the company supplement to use in the company.
[Company] BPM	Enter the BPM supplement to use in the company.

E-Invoicing Island

Field	Description
Enable E-Invoicing	Select this check box to enable e-invoicing for the current company. You cannot enable e-invoicing for the company without enabling the **Enable E-Invoicing** system parameter first. You cannot enable e-invoicing for company customers without enabling it for the relevant parent company first.
Electronic Address	Use this field to enter the e-mail address to which business documents should be delivered. This field is mandatory if e-invoicing is enabled.
Electronic Address Scheme	Use this field to specify the electronic address scheme (EAS) identifier for the e-mail address you specified. This field is mandatory if e-invoicing is enabled. For a list of the available codes, refer to the following URL: https://docs.peppol.eu/poacc/billing/3.0/codelist/eas/

E-Invoicing Mappings Island

Field	Description
Job Cost Invoice Peppol Mapping	Use this field to select a company-specific mapping for job cost invoices.
Job Cost Credit Memo Mapping	Use this field to select a company-specific mapping for job cost credit memos.
Order Invoice Mapping	Use this field to select a company-specific mapping for order invoices.
Order Credit Memo Mapping	Use this field to select a company-specific mapping for order credit memos.

Company Locations Workspace

Use this workspace to set up global location numbers for the individual companies in your system.

You use global location numbers in electronic invoicing. A global location number is a unique number that identifies a specific legal, functional, or physical location within a business or organizational entity. For instance, a global location number can be a company; a specific department or function within a company, or a physical location, such as a specific warehouse, delivery point, and so on. Global location numbers are issued centrally and are therefore unique worldwide. This means that when you specify a given global location number on an electronic invoice or payment, the address or delivery point is automatically derived from the location number, ensuring that the invoice or payment reaches the correct recipient.

You can specify multiple location numbers for each company. For instance, if company A has one global location number for its marketing department and another for its sales department, you can set up the global location number that is assigned to each of these entities in this workspace.

The location numbers that you enter in this workspace are used when receiving vendor invoices. Thus, you can inform vendors that a given location number should be applied to invoices that are going to a specific department in your organization.

For each location, you can specify information to be applied to vendor invoices that are received. When you receive a vendor invoice with a location number, the information from the location number in question-including the number of the company to which the location number is assigned-is automatically assigned to the invoice in the Vendor Invoices workspace, thus ensuring that, for example, the correct dimension values and the employee responsible for allocation are assigned to the invoice.

Your customers might also have global location numbers that they want you to enter on invoices. You enter the information about the location number to be used on invoices that you send to customers in the Payment Information/Company Specific Payment Control workspace. This information is automatically suggested on jobs, orders, invoices, and so on.

Company Locations Tab

This section includes the fields and descriptions for the Company Locations tab.

Company Island

Field	Description
Company No.	This field shows the number of the currently selected company. In the Global Location Numbers sub-tab, you can set up global location numbers assigned to this company. The remaining fields in this island show the name and address of the company.

Information Island

Field	Description
Phone	This field shows the telephone number of the current company.
Fax	This field shows the fax number of the current company.
Telex	This field shows the telex number of the current company.
Giro	This field shows the giro number of the current company.
Bank	This field shows the name of the bank used by the current company.
Company Reg. No.	This field shows the company registration number of the current company.

Field	Description
Credit Card No.	This field shows the credit card number of the current company.
Tax No.	This field shows the tax number of the current company.

Global Location Numbers Sub-Tab

This section includes the fields and descriptions for the Global Location Numbers sub-tab.

Field	Description
Global Location No.	In this field, you can specify a global location number, thus assigning the global location number to the company specified in the Company Locations tab. In the Rules of Validation workspace, you can set up validation rules for global location numbers to ensure that the numbers entered in this field are valid.
Description	In this field, you can specify a description of the current global location number and its use, for instance the name of the department, building, and so on to which the number applies.
Blocked	If you mark this field, the current global location number is blocked and can no longer be specified on new vendor invoices. You can unblock a location number at any time by unmarking this field.
Registration Code	In this field, you can specify a registration code to be applied to vendor invoices going to the current location. This means that when the current global location number is specified on a vendor invoice, the registration code in this field is automatically transferred to the field “Registration Code” in the Vendor Invoices workspace, as if entered manually. However, the registration code on the vendor invoice can be changed. Assigning a registration code to a global location number is practical if certain dimension values should always be applied to vendor invoices belonging to the department, building, and so on represented by the global location number.
Allocation Responsible	In this field, you can specify an allocation responsible to be applied to vendor invoices going to the current location. This means that when the current global location number is specified on a vendor invoice, the allocation responsible in this field is automatically transferred to the field “Responsible for Allocation” in the Vendor Invoices workspace, as if entered manually. However, the allocation responsible on the vendor invoice can be changed.
Remarks 1-5	In these fields, you can enter various remarks and additional information about the current global location number and its use.
Created by	This field shows the name of the user who created the current line.

Field	Description
Created on	This field shows the date on which the current line was created.
Changed by	This field shows the name of the last user to change information on the current line.
Changed on	This field shows the last date on which information on the current line was made.
Version	This field shows a number corresponding to the version of the information on the line. Maconomy automatically increases the version number by one every time the information on the line is changed. It is not possible to retrieve previous versions.

Fiscal Year Templates Workspace

Use this workspace to create and maintain fiscal year templates.

Maconomy is delivered with one fiscal year template that contains twelve periods and follows the calendar year. You must create any additional fiscal years in this workspace before you can create entries for the year in question. You define the periods within each fiscal year in the Fiscal Year workspace.

You must assign all of the companies in Maconomy to a fiscal year template in the Company Information workspace, and you must specify a fiscal year for each company. After you post information in a company, you can no longer change the fiscal year template for the company in question.

When you create a fiscal year template, Maconomy suggests a fiscal year that corresponds to the calendar year. If you change the dates, for instance to a fiscal year that runs from 04/01/1999 to 03/31/2000, and you create a fiscal year, Maconomy automatically suggests the dates 04/01/2000 to 03/31/2001, that is, a whole year. However, you can change these dates as appropriate, ensuring that no two fiscal years can overlap, and that no gaps are allowed between fiscal years.

If you begin using Maconomy in April, but the fiscal year actually corresponds to the calendar year, you can thus use a fiscal year template that starts with a year that runs from April to December, while subsequent fiscal years correspond to the calendar year.

When you create fiscal years in this workspace, Maconomy creates a number of periods in the Fiscal Year Periods sub-tab of the Fiscal Year workspace. The first period starts on the starting date of the fiscal year, and the last period ends on the ending date of the fiscal year. Each period is one month long, but you can change this in the Fiscal Year workspace. Note that if you change the ending date of a fiscal year in this workspace, Maconomy deletes all of the periods and recreates them in the Fiscal Year workspace, and the new periods are once again one month long.

Fiscal Year Template Tab

This section includes the fields and descriptions for the Fiscal Year Template tab.

Template Island

Field	Description
Template No.	In this field, you enter a number for the new template.
Name	In this field, you can specify a name for the fiscal year template.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Fiscal Years Sub-Tab

This section includes the fields and descriptions for the Fiscal Years sub-tab.

Field	Description
Fiscal Year Start	In this field, you can enter the starting date of the fiscal year that you wish to create for the current template. You can create fiscal years before the first fiscal year and after the last existing fiscal year. Once a fiscal year has been created, it is no longer possible to change its starting date. The starting date of each fiscal year must be the day after the ending of the previous fiscal year.
Fiscal Year End	In this field, enter the ending date of the fiscal year on the line. The ending date can only be changed for the last fiscal year in the table part, and only as long as no registrations have been made in the year in question.

Fiscal Year Workspace

Use this workspace to define each period in the fiscal years that you created in the Fiscal Year Templates workspace.

You can define the periods as needed, if you adhere to the following rules:

- A period starts the day after the ending of the previous period. This means that overlapping periods and gaps between periods are not allowed.
- The periods of a fiscal year are changed backward, meaning that the last period of a fiscal year is changed first, and so on.

Note that if you change the ending date of a fiscal year in the Fiscal Year Templates workspace, Maconomy deletes all of the periods in that fiscal year from this workspace, and Maconomy creates a number of additional monthly periods.

The Fiscal Year tab displays the fiscal year and fiscal year template whose periods you can define in the Fiscal Year Periods sub-tab.

While the fiscal year itself is being created, or if the fiscal year has not been fully defined (meaning that the periods in the fiscal year in question do not cover the whole year), you cannot create entries in that year. Maconomy shows that entries are not allowed by selecting the **Blocked** field in this workspace.

The Fiscal Year Periods sub-tab displays which periods correspond to which months. For instance, in the Print Balance Sheet workspace, you can print the balance sheet for a given period by specifying a month and a year. Maconomy uses the link between period and month in this workspace to determine the correct fiscal period to be printed.

Fiscal Year Tab

This section includes the fields and descriptions for the Fiscal Year tab.

Fiscal Year Island

Field	Description
Name	This field shows the name of the fiscal year template whose periods are shown in the Fiscal Year Periods sub-tab.
Start	This field shows the starting date of the current fiscal year in the current fiscal year template. This date corresponds to the date in the field “Period Start” on the first line of the Fiscal Year Periods sub-tab.
End	This field shows the ending date of the current fiscal year in the current fiscal year template. This date corresponds to the date in the field “Period End” on the last line of the Fiscal Year Periods sub-tab.
Blocked	When you start editing the fiscal year by, for example, deleting a period, this field is marked, and it is no longer possible to post entries to companies using the fiscal year template in question. The template is automatically unblocked when the fiscal year is complete again, meaning that the periods cover the whole fiscal year without any gaps.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Fiscal Year Periods Sub-Tab

This section includes the fields and descriptions for the Fiscal Year Periods sub-tab.

Field	Description
Period	This field shows the number of the period on the current line.
Period Start	In this field, enter the starting date of the fiscal year period you are defining. The periods in a fiscal year must be changed backwards. When you start editing the fiscal year by, for example, deleting a period, the field “Blocked” is marked in the Fiscal Year Periods sub-tab, and it is no longer possible to post entries to companies using the fiscal year template in question. The template is automatically

Field	Description
	unblocked when the fiscal year is complete again, meaning that the periods cover the whole fiscal year without any gaps. Once entries have been created in a given fiscal year, the periods in the year in question can no longer be changed.
Period End	In this field, enter the ending date of the fiscal year period you are creating or editing. For further information, please see the description of the field “Period Start” above.
Month	In this field, you can enter the number of a month. Maconomy creates a link between the specified month and the period number on the same line. When Maconomy needs you to specify a month and a year, for example, in the Print Balance Sheet workspace, the month you specify should correspond to a month number in this field. Maconomy uses the month specified in the Print Balance Sheet workspace to find the correct line in the Fiscal Year Periods sub-tab. Once the line has been found, Maconomy finds the correct period in the field “Period” on the line in question. If a fiscal year consists of, for example, four periods, period one could be month one, period two could be month four, and so on. If the month specified in, for example, the Print Balance Sheet workspace does not exist, Maconomy issues an error message.
Year	In this field, enter the year which the current period concerns. The same combination of month and year can only be entered once.
Name	The user can enter the name of the period in this field. For example “January.”

Account Information Card Workspace

Use this workspace to enter and maintain information about the accounts in the chart of accounts.

You create an account with a number and a descriptive account text, and you assign it to a department. You create departments in the Posting References workspace. You specify whether the account is a Profit & Loss (P&L) or a Balance Sheet account, whether Maconomy should automatically create a tax entry for manual entries to the account, and how to handle Maconomy's dimensions in connection with this account. The account information card also shows the account balance if you select the "Update balance on account information card" system parameter.

You can only delete an account if there have been no entries to it in the current and previous fiscal years, and if the balance is 0. In Maconomy Lawyer, you cannot delete an account that you created as a client account in the Client Accounts workspace.

Account Information Card Tab

This section includes the fields and descriptions for the Account Information Card tab.

Account Island

Field	Description
Account	Here you enter the name and number of the account you are creating. Maconomy checks that the number is not already being used. The account number is the sole and absolute identification of the account. To retrieve an existing account in the window, use the search functions in the Find menu. The structure of the chart of accounts is defined in the Account Structure workspace. The structure is thus independent of the account number. It will, however, be an advantage to sort the account numbers in numerical groups, as you select ranges of account numbers in many selection criteria fields. For further information, please see the field “Account Type.” The field is alphanumeric; it can include both numbers and letters. Because accounts are sorted by number in the printed balance sheet, it is recommended that you use the same number of characters for all accounts. Also note that standard Maconomy printouts only include up to ten characters.
Department	Here you assign the account to a department selecting from existing departments in the pop-up field. Dividing the chart of accounts into departments is important when printing, as you can choose to print per department. Furthermore, as Maconomy’s P&L accounts all refer to a department, you can obtain individual departmental results and print these. You maintain your company’s departments in the Posting References workspace.
Blocked	This field shows whether the account is blocked. If the field is marked, the account is blocked and Maconomy will reject all entries to it. You cannot post a journal with entries to a blocked account.

Account Information Island

Field	Description
Account Type	In this field, you specify the account type. Maconomy has two kinds of posting accounts: “Manual” and “Control.” ▪ ”Manual” means that you can enter manual entries to the account in the General Journal workspace. ▪ ”Control” means that you cannot enter manual entries in the General Journal workspace. This account type is used for accounts to which Maconomy makes automatic entries from other modules. When you create a control account or change a manual account into a control account, Maconomy will automatically create a dimension combination of the type “Posting Reference” in the Dimension

Field	Description
	Combinations workspace. The number of the automatically created dimension combination will be the number of the control account. Furthermore, the account description is transferred to the dimension combination. By preventing manual entries, you can balance accounts against the modules. For example, you can balance customer control accounts against a customer balance, aging list, or currency positions. Note that if the account type is changed from control to manual, you lose this ability to balance accounts. You are therefore recommended not to change account type.
P&L/Balance Sheet	Here you specify whether the account is a Profit & Loss (P&L) or balance sheet account. This has significance for the year-end result. The closing balance for a balance sheet account is transferred as opening balance, whereas the closing balance for a P&L account is transferred to the opening balance of the new Retained Earnings Account. The opening balance for a P&L account will hereafter be zero in the new fiscal year. The Retained Earnings Account is entered as a dimension combination in the System Information workspace in the Set-Up module. Note that when the fiscal year is closed, you can no longer change existing P&L accounts to balance sheet accounts and vice versa.
Tax Code	In this field you can select a tax code. The tax code is a reference to a G/L account for ingoing and outgoing tax, respectively. The options for this field are created in the G/L Tax Codes workspace. The G/L tax code is used by Maconomy to calculate tax when you add entries in various windows. Maconomy automatically retrieves the tax rate and the tax account when you enter the account number. However, you can change the tax code as you add entries. This field is only relevant for manual accounts. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters workspace. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Item Tax Code	In this field, you can specify a company tax code created in the Popup Fields workspace in the Set-Up module. The field is used by Maconomy for determining the tax code to be used in the calculation of tax on entries on which the current account is used. The item tax code is part of the criteria for the selection of a G/L tax code in the G/L Tax Tables workspace if a G/L tax table has been specified for the company responsible for the entry in question. If no G/L tax table has been specified, or if no lines in the G/L tax table match the entry in question, Maconomy uses the G/L tax code specified in the field “Tax Code” for the current account.

Field	Description
	When you post entries, the item tax code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if the field “Extended Tax Reporting” has been selected in the System Information workspace.
Account Group	In this field, you select an account group. Account groups are used for grouping accounts so that when printing the Account Information Card you can print the accounts of all account groups together or just a single group. Account groups are created in the pop-up field “Account Group” in the Popup Fields workspace in the Set-Up module.
Allocation Code	In this field, you can specify an allocation code. When you specify the current account on a line in the General Journal workspace, the allocation code specified here is automatically transferred to the line in question. Allocation codes are created in the Allocation Codes workspace and are used for automatic allocation of amounts entered in the General Journal workspace in percentages on a number of dimensions. See also the Allocation Codes workspace.
Currency	Here you can select the currency of the account. You cannot change the currency after making entries to the account.
Currency Account	If you mark this field, manual entries made to the account in the General Journal workspace must be made in the currency specified in the field “Currency” above. This may be practical if the account represents a bank account kept in a given currency. Only accounts where this field is marked are included in currency reports.
Reconciliation	Here you determine whether to apply finance reconciliation to the account. If you mark the field, the account becomes accessible in the Finance Reconciliation workspace.
Bank Reconciliation	This field shows whether bank reconciliation is applied to the account. The box will be checked automatically if the current G/L account is attached to an external account which is reconciled with a bank. External accounts are created in the External Accounts workspace in the Banking module in connection with payments, customer payments, and bank reconciliation.

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the Dimension Combinations workspace. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current account. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the

Field	Description
	dimensions for which no value has been entered on the account information card. The functionality on period-specific sets of derived dimension values in the Derived Dimensions workspace, which is described in the field “Location” below, also applies to this field. See the section on dimension derivation in “Introduction to the G/L module,” as well as the description of the Dimension Derivation and Dimension Combinations workspaces in the G/L module for further information about dimension derivation.
Description	In this field, you can enter a description for the dimension combination entered above.

Print Control Island

Field	Description
Statistics 1-4	Here you can enter any code used to specify a target group in printed statistics.
Invert Sign	If you mark this field, movements and balances will be shown with inverted signs, that is, credit amounts will be shown as positive figures and debit amounts as negative figures. This applies to the Print Trial Balance and Print Balance Sheet workspaces.

Balance Island

Field	Description
Quantity 1	This field shows the account’s quantity balance. The field is updated when you post journals with quantity entries. Quantity can be entered in the general journal, and can be used for currency holdings, how much oil you have purchased during the year, and so on. If you have marked the “Post Quantity” field in the System Information workspace in the Set-Up module, Maconomy will transfer the quantities in the posted invoices and credit memos to the relevant item sales accounts when you post invoice journals. The field will also be updated at the year-end close and when you extend the fiscal year. Please note that if the system parameter “Update balance on account information card” is not marked, the amounts in this field are not kept up to date, neither when posting entries nor when performing year-end closing. If the system parameter “Update balance on account information card” is not marked, this field will therefore show the balance of the account at the time when the parameter was unmarked. You cannot change the field’s value here.
Quantity 2	The functionality of this field is similar to that of the field “Quantity” above.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Remarks Island

In these fields, you can enter supplementary comments regarding the current account.

Derived Dimensions Island

Field	Description
Location	In this field, you can specify a value for the Location dimension if you want this value to be derived from the current account. If you also want this value to overwrite any existing values for the dimension, you can indicate this by checking the “Overwrite” check box. If you do not choose overwriting, the dimension value will only be transferred to a table line being created if the “Location” field on the current table line is not filled in manually or through a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite,” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. In the Derived Dimensions workspace, you can create period-specific sets of derived dimensions if the dimension values to be derived from the current account should vary, depending on the entry date of the registrations to which dimension values are derived from the current account. In this context, the value in this field is always reflected in the corresponding field on the dimension derivation line that has a blank ending date, and changing the dimension values in this field will cause the corresponding information on that dimension derivation line to be updated accordingly, and vice versa. When you create an account, Maconomy automatically creates a line in the Derived Dimensions workspace with the information specified in this island, and a blank starting and ending date, indicating that this line applies on all registrations regardless of entry date. In effect, as long as you do not need the dimension values derived from the account to change on a given date, you only need to enter dimension derivation information in this island. Please note, however, that if you have added a period-specific set of derived dimensions in the Derived Dimensions workspace, the dimension derivation line that has a blank ending date is not necessarily the dimension derivation line valid on today’s date. You should therefore be aware that if period specific sets of derived dimensions have been created for the account, the dimension values derived from the current account are not necessarily those specified in this island.

Field	Description
	See the section on dimension derivation in “Introduction to the G/L module,” as well as the description of the Dimension Derivation and Dimension Combinations workspaces in the G/L module for further information about dimension derivation. For information on period specific sets of derived dimensions, see the Derived Dimensions workspace in the G/L module.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Registration Control Island

Field	Description
Employee No.	By marking the column “Allowed,” you can specify that entering an employee number is allowed when you post on the current account. If the field is not marked, Maconomy will reject any employee number specified on manual postings to the current account. Furthermore, an employee number specification will only be transferred from a journal to a G/L entry if this field is marked on the account information card. If you want to be able to enter an employee on a manually entered customer or vendor entry, this field must be marked on the associated customer and vendor control accounts. In the column “Required,” you can specify that an employee number must be entered on manual postings to the current account. If no employee number is specified, the entry will be rejected.
Tax Code	By marking the column “Allowed,” you can specify that entering a tax code is allowed when you post on the current account. This also includes postings made as a result of registering time and expenses on activities using the current account as P/L account. If the field is not marked, Maconomy will reject any tax code manually specified on manual postings to the current account. If you want to be able to enter a tax code on a manually entered customer or vendor entry, this field must be marked on the associated customer and vendor control accounts.

Registration Control, Dimensions Island

Field	Description
Location	You can check the “Allowed” column to make it possible to assign any dimension value to the current account. If the field has not been checked, Maconomy will reject dimension values other than the standard dimension value when making entries on the current account. Also, location entries can only be transferred from a journal to a G/L entry if the dimension “Location” has been marked on the account information card. If you wish to enter a Location value on a manually entered customer or vendor entry, the relevant control accounts must also be marked here. You can check the “Required” field to make it mandatory for the user to enter a Location value, either through manual entry or a registration code. The user can, however, enter the standard dimension value, but only manually. Maconomy will disallow any entries without a Location specification.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Finance Entry Island

Field	Description
Transfer	Mark the following check box(es) as appropriate: ▪ Customer No. — Here you can specify whether customer numbers should be transferred to G/L entries on the current account when Maconomy creates G/L entries in connection with posting customer or job entries. For instance, Maconomy creates a number of G/L entries when you post an invoice in the Sales Orders module or a job invoice in the Job Cost module. In this case, the number of the customer to whom the invoice or the job pertains will be transferred to G/L entries posted on the accounts on which this field is marked. ▪ Vendor No. — Here you can specify whether vendor numbers should be transferred to G/L entries on the current account when Maconomy creates G/L entries in connection with posting vendor entries. For instance, Maconomy creates a number of G/L entries when you post a vendor invoice or an invoice

Field	Description
	allocation in the A/P module. In this case, the number of the vendor to whom the vendor invoice pertains or the job number from an invoice allocation line will be transferred to G/L entries posted on the accounts on which this field is marked. ▪ Job No. — Here you can specify whether job numbers should be transferred to G/L entries on the current account when Maconomy creates G/L entries in connection with posting job entries. For instance, Maconomy creates a number of G/L entries when you post a job invoice in the Job Cost module. In this case, the number of the job to which the invoice pertains will be transferred to G/L entries posted on the accounts on which this field is marked. ▪ Activity No. — Here you can specify whether activity numbers should be transferred to G/L entries on the current account when Maconomy creates G/L entries in connection with posting job entries. For instance, Maconomy creates a number of G/L entries when you post a job journal in the Job Cost module. In this case, the number of the activity specified on each journal line will be transferred to G/L entries posted on the accounts on which this field is marked. ▪ Task — Here you can specify whether tasks should be transferred to G/L entries on the current account when Maconomy creates G/L entries in connection with posting job entries. For instance, Maconomy creates a number of G/L entries when you post a job journal in the Job Cost module. In this case, the task specified on each journal line will be transferred to G/L entries posted on the accounts on which this field is marked. ▪ Item No. — Here you can specify whether item numbers should be transferred to G/L entries on the current account when Maconomy creates G/L entries in connection with posting item entries. For instance, Maconomy creates a number of G/L entries when you post an inventory change transaction in the Inventory module. In this case, the number of the item to which the inventory change pertains will be transferred to G/L entries posted on the accounts on which this field is marked. ▪ Asset No. — Here you can specify whether asset numbers should be transferred to G/L entries on the current account when Maconomy creates G/L entries in connection with posting asset entries. For instance, Maconomy creates a number of G/L entries when you post an asset entry in the Fixed Assets module. In this case, the number of the asset to which the asset entry pertains will be transferred to G/L entries posted on the accounts on which this field is marked.

Local Charts of Accounts Workspace

Use the Local Charts of Accounts workspace to set up local chart of accounts and the associated local accounts.

Use the Local Chart of Accounts workspace to set up local chart of accounts and the associated local accounts. This window is similar to the windows for setting up local specification lists.

This workspace displays the local chart of accounts in the tab and associated local accounts in the sub-tab.

Note: The local accounts have fields for **Account Type, Group, P&L/Balance Sheet, Department,** and **Invert Sign.** The values of these must correspond to the ones on the associated global account. For that reason, they are read-only fields, auto-populated by Maconomy.

Local Chart of Accounts Tab

This section includes the fields and descriptions for the Local Chart of Accounts tab.

Local Chart of Accounts Island

Field	Description
Name	Enter the name of the local chart of accounts.
Description	Enter the description of the local chart of accounts.

Access Level Island

Field	Description
Description	Enter the description of the selected access control level.
Name	Enter the name of access level restricting the use of this local chart of accounts. You are not required to set an access level.

Local Accounts Sub-Tab

This section includes the fields and descriptions for the Local Accounts sub-tab.

Field	Description
Local Account Number	Enter the number or name of this local account.
Description	Enter the name of the local chart of accounts to which this local account is associated. This field is mandatory.
Account Number	Enter the (global) account number this local account belongs to. This field is mandatory.

Field	Description
Overwrite Account	Select this check box to control whether the account can be overwritten by the (global) account specified on this local account.
P&L/Balance Sheet	This field shows whether this local account is a P&L or Balance Sheet account. This is derived from the (global) account.
Blocked	Select this check box to control whether the local account is blocked.
Statistics 1-4	Enter an optional code that you can include in your search criteria for statistical purposes when printing.
Dim. Comb. No.	Enter a dimension combination number of the Dimension Derivation type. Dimension Derivations are created in the Dimension Combinations workspace. If you specify a dimension combination, Maconomy uses the values in this dimension combination when deriving dimensions from the current company. Note that any dimension derivation values specified in this are used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the company information card.
Derived Location	Enter a value specified for the Location dimension if you want this value to be derived from the current local account.
Overwrite Location	Select this check box to control whether the location can be overwritten by the derived location specified on this account.
Derived Entity	The functionality of this field is similar to the **Derived Location** field above.
Overwrite Entity	The functionality of this field is similar to the **Overwrite Location** field above.
Derived Project	The functionality of this field is similar to the **Derived Location** field above.
Overwrite Project	The functionality of this field is similar to the **Overwrite Location** field above.
Derived Purpose	The functionality of this field is similar to the **Derived Location** field above.
Overwrite Purpose	The functionality of this field is similar to the **Overwrite Location** field above.
Derived Specification 2-3	The functionality of this field is similar to the **Derived Location** field above.
Overwrite Specification 2-3	The functionality of this field is similar to the **Overwrite Location** field above.

Field	Description
Derived Local Specification 1-3	The functionality of this field is similar to the **Derived Location** field above.
Overwrite Local Specification 1-3	The functionality of this field is similar to the **Overwrite Location** field above.
Option List 1-10	Enter the option lists containing the values you wish to use for further specification of the local account.
Selected Value 1-10	Select a value from the option list you chose in the **Option List 1-10** fields.
Remarks 1-5	Enter any remarks as appropriate.

Actions

This section shows the actions available in the Local Charts of Accounts workspace.

Top Pane

Field	Description
New Local Chart of Accounts	Use this action to create a new local chart of accounts. This action is always available.
Delete Local Chart of Accounts	Use this action to delete a local chart of accounts. **Note:** A local chart of accounts can only be deleted if it is not used by any company. Deleting a local chart of accounts also deletes all associated local accounts and thus the local chart of accounts can only be deleted if all associated local accounts can be deleted.

Bottom Pane

Field	Description
Add Local Account	Use this action to create a new local account and associate it with the current local chart of accounts. Each local account name/number must be unique within each local chart of accounts.
Delete Local Account	Use this action to delete the local account. The local account can only be deleted if it is not referenced from any master or posted data.

Locations Workspace

Use this workspace to create the locations that you want to use when the Location dimension is used in Maconomy's other workspaces.

In this way, you ensure that no typing mistakes are made when you enter locations so that a G/L entry is missing from an important statistic. When you enter a location, for example, in the General Journal workspace, Maconomy checks that the location value exists.

You can use the Location dimension in any way that is appropriate to describe different locations in the company, different geographical divisions of the market, or something completely different. You can use the Location dimension and the other dimensions in the chart of accounts for any type of statistical category. Your use of dimensions reflects the way in which the company wants to view its financial data. You should always use dimensions for the same category of information. When you use dimensions consistently, you can attach them to each G/L entry, thus creating the basis for statistics where the G/L entries are subdivided by dimensions.

If you want to derive other dimensions from the dimension values that you created for the Location dimension, you can specify the value that these dimensions should derive, and whether the derived value should overwrite any existing values. Derived dimensions in this workspace are only used if you indicate a derivation priority for the Location dimension in the Dimension Derivations workspace.

For auditing purposes, it is recommended that you print and file location information every time that you change it.

The Location dimension is one of the 12 dimensions of the chart of accounts.

Locations Tab

This section includes the fields and descriptions for the Locations tab.

Location Island

Field	Description
Name	Here you specify the name of the location, if you are creating one. Maconomy checks that the name does not already exist. This name is the unique identification of the location. You cannot change the name of an existing location. You can delete a location which has not been used in the current and previous fiscal years. This also applies to locations assigned to entries in unposted journals.
Description	Here you give a full description of the location. This description is shown elsewhere in Maconomy.
Blocked	Here you can specify that the location cannot be used for new entries. If the box is checked, you cannot assign the location to new transactions or information cards. However, the location is used if it is assigned to non-posted G/L entries before the box is checked. You can make statistics for a blocked location.

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the Dimension Combinations workspace. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current location. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the location information card. The functionality on period-specific sets of derived dimension values in the Derived Dimensions workspace, which is described in the field “Account No.” below, also applies to this field. See the section on dimension derivation in “Introduction to the G/L module,” as well as the description of the Dimension Derivation and Dimension Combinations workspaces in the G/L module for further information about dimension derivation.

Print Control Island

Field	Description
Statistics 1-4	In each of these four fields, you can enter a code which can be used in the target group specification of various statistics printouts.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Remarks Island

In these fields, you can enter additional information about the current dimension value for the Location dimension.

Derived Account Island

Field	Description
Account No.	In this field, you can specify a value for the Account dimension if you want this value to be derived from the current location. If you also want this value to overwrite any manually entered values for the dimension, you can indicate this by checking the “Overwrite” check box. If you do not select to overwrite, the dimension value will only be derived if the dimension field to which the derivation is performed is not manually completed or completed by use of a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field.

Field	Description
	Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite,” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. In the Derived Dimensions workspace, you can create period-specific sets of derived dimensions if the dimension values to be derived from the current location should vary, depending on the entry date of the registrations to which dimension values are derived from the current location. In this context, the value in this field is always reflected in the corresponding field on the dimension derivation line that has a blank ending date, and changing the dimension values in this field will cause the corresponding information on that dimension derivation line to be updated accordingly, and vice versa. When you create an account, Maconomy automatically creates a line in the Derived Dimensions workspace with the information specified in this island, and a blank starting and ending date, indicating that this line applies on all registrations regardless of entry date. In effect, as long as you do not need the dimension values derived from the location to change on a given date, you only need to enter dimension derivation information in this island. Please note, however, that if you have added period specific set of derived dimensions in the Derived Dimensions workspace, the dimension derivation line that has a blank ending date is not necessarily the dimension derivation line valid on today’s date. You should therefore be aware that if period specific sets of derived dimensions have been created for the location, the dimension values derived from the current location are not necessarily those appearing in this island. See the section on dimension derivation in “Introduction to the G/L module,” as well as the description of the Dimension Derivation and Dimension Combinations workspaces in the G/L module for further information about dimension derivation. For information on period-specific sets of derived dimensions, see the Derived Dimensions workspace in the G/L module.

Derived Dimensions Island

Field	Description
Entity	The functionality of this field is similar to that of the field “Account No.” above. Entities are created in the Entities workspace.
Project	The functionality of this field is similar to that of the field “Account No.” above. Projects are created in the Projects workspace.
Purpose	The functionality of this field is similar to that of the field “Account No.” above. Purposes are created in the Purposes workspace.
Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above. Specification values are created in the Specification 1-3 workspaces.

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above. Local Specification values are created in the Local Specification 1-3 workspaces.

Entities Workspace

Use this workspace to create the entities that you want to use in Maconomy's other workspaces.

You can use the Entity dimension in any way that is appropriate to distinguish among employees in the company, among departments, or something completely different.

Entity is one of the 12 dimensions in the chart of accounts.

Projects Workspace

Use this workspace to create the projects that you want to use in Maconomy's other workspaces.

You can use the Project dimension in any way that is appropriate to describe sales projects or development projects, or something completely different.

Project is one of the 12 dimensions in the chart of accounts.

Purpose Workspace

Use this workspace to create the purposes that you want to use in Maconomy's other workspaces.

You can use the Purpose dimension in any way that is appropriate to describe the purpose of projects or development projects, or something completely different.

Purpose is one of the 12 dimensions in the chart of accounts.

Specification 1 Workspace

Use this workspace to create the dimension values that you want to use when Specification 1 is used in Maconomy's other workspaces.

You can use the Specification 1 dimension in any way that is appropriate to further specify a G/L entry or something completely different.

Specification 1 is one of the 12 dimensions in the chart of accounts.

Specification 2 Workspace

Use this workspace to create the dimension values that you want to use when Specification 2 is used in Maconomy's other workspaces.

You can use the Specification dimension in any way that is appropriate to further specify a G/L entry or something completely different.

Specification 2 is one of the 12 dimensions in the chart of accounts.

Specification 3 Workspace

Use this workspace to create the dimension values that you want to use when Specification 3 is used in Maconomy's other workspaces.

You can use the Specification 3 dimension in any way that is appropriate to further specify a G/L entry or something completely different.

Specification 3 is one of the 12 dimensions in the chart of accounts.

Local Specification 1 Workspace

Use this workspace to create the dimension values that you want to use when the Local Specification 1 dimension is used in Maconomy's other workspaces.

You can use the Local Specification dimension in any way that is appropriate to further specify a G/L entry or something completely different.

Local dimensions are different from the shared dimensions, in that instead of dimension values you can create dimension lists, each of which contains a number of dimension values. You can attach each dimension list to one or more companies. Only those dimension values that are part of the dimension list that is attached to a company are available to the particular company. You can create a structure list for each dimension list.

The fields in the Local Spec. 1 Entries sub-tab correspond fully to the fields that you use when creating dimension values for one of the shared dimensions. For a description of the fields in the Local Spec. 1 Entries sub-tab, see the description of the Locations workspace.

The Local Specification 1 dimension is one of the 12 dimensions in the chart of accounts.

Local Specification 2 Workspace

Use this workspace to create the dimension values that you want to use when the Local Specification 2 dimension is used in Maconomy's other workspaces.

You can use the Local Specification 2 dimension in any way that is appropriate to further specify a G/L entry or something completely different.

Local dimensions are different from shared dimensions, in that instead of dimension values you can create dimension lists, each of which contains a number of dimension values. You can attach each dimension list to one or multiple companies. Only those dimension values that are part of the dimension list that is attached to a company are available to the particular company. You can create a structure list for each dimension list.

The Local Specification 2 dimension is one of the 12 dimensions in the chart of accounts.

Local Specification 3 Workspace

Use this workspace to create the dimension values that you want to use when the Local Specification 3 dimension is used in Maconomy's other workspaces.

You can use the Local Specification 3 dimension in any way that is appropriate to further specify a G/L entry or something completely different.

Local dimensions are different from shared dimensions, in that instead of dimension values you can create dimension lists, each of which contains a number of dimension values. You can attach each dimension list to one or multiple companies. Only those dimension values that are part of the dimension list that is attached to a company are available to the particular company. You can create a structure list for each dimension list.

The Local Specification 3 dimension is one of the 12 dimensions in the chart of accounts.

Posting Descriptions Workspace

Use this workspace to maintain entry texts for automatic entries from subledger modules.

These texts are assigned when Maconomy posts the entries.

The function and name of each type of subledger entry is fixed. This workspace is only used for entering and changing texts.

Posting Descriptions Tab

This section includes the fields and descriptions for the Posting Descriptions tab.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Subledger Texts Sub-Tab

This section includes the fields and descriptions for the Subledger Texts sub-tab.

Field	Description
Entry Type	This field shows the entry type. It cannot be changed. The following is a list of all the entry texts and a description of their function in Maconomy. You specify the entry text in the field next to the entry type.
Description	Here you enter the entry text. The following entry types are used in Maconomy: ▪ Invoice Tax — Tax entries from invoices and credit memos in the Sales Orders and G/L modules. The entries are posted in an automatically created invoice journal. ▪ Cost of Sales — Cost of sales entered to cost of sales account and account for uninvoiced cost of sales from invoices and credit memos in the Sales Orders module. The entries are posted in an automatically created invoice journal. ▪ Sales — Item sales entries from invoices and credit memos in the Sales Orders module. The entries are posted in an automatically created invoice journal.

Field	Description
	▪ Amount Rounding — Entries created as a result of the rounding of external amounts, if this has been specified in the Currency Rounding workspace in the Set-Up module. The entries are posted in an automatically created invoice journal. ▪ Royalty Settlement — Royalty expenses from the Royalty Agreements and Royalty Billing workspaces. The entries are posted in an automatically created royalty journal. ▪ Job Allocation Variance — Job entries created as a result of rounding off amounts to the lowest currency unit. The entries are posted via a job journal. ▪ Item Invoice — Entries to the inventory value account and the account for uninvoiced cost of sales. The entries are created when items leave the warehouse in the Sales Orders and Accounts Receivable modules. The entries are posted in an automatically created item journal. ▪ Item Purchase — Inventory value from the window Item Receipt in the Item Purchase module. The entries are posted via an automatically created item journal. ▪ Item Cost Price Regulation — Adjustment of inventory value in the Inventory Change workspace in the Inventory module. Entries are posted in an automatically created item journal. ▪ Item Credit Memo — Entries to the inventory value account and the account for uninvoiced cost of sales. Entries are posted in an automatically created item journal. ▪ Item Manual — Inventory value from entering items arrivals and shipments in the Inventory Change workspace in the Inventory module. The entries are posted in an automatically created item journal. ▪ Item Up And Down Writing Shipment — Automatic up- and down-writing of the inventory value when removing items in the sales price system, where the cost calculated from sales price is different from the cost at the warehouse in question in the table part of the item information card. The entries are posted in an automatically created item journal. ▪ Item Up And Down Writing Production — Automatic write-up and write-down of the inventory value as a result of the production of items where the new items result in an adjustment to the cost of the items already in inventory. An example of this happens when you produce items using the “Last” cost method, and the produced item’s cost is different from the last cost used at the warehouse in question. The entries are posted in an automatically created item journal. ▪ Item Write-Up/-Down Receipt — Automatic write-up and write-down of the inventory value when you receive items that cause an adjustment to the

Field	Description
	costs of the items already in a warehouse. An example of this happens when you receive items using the “Last” cost method, and the received item’s cost is different from the last cost used at the warehouse in question. The entries are posted in an automatically created item journal. ▪ Item Inventory Count — Adjustment of inventory value after an inventory count in the Inventory Change and Approve Count workspaces in the Inventory module. The entries are posted via an automatically created item journal. ▪ Item Carry-over — Adjustment of inventory value after transferring items from one warehouse to another in the Inventory Change workspace in the Inventory module. The entries are posted via an automatically created item journal. ▪ Item Production — Production of bills of materials in the BOM Production workspace in the Inventory module. The entries are posted in an automatically created item journal. ▪ Item Misc. Losses — Adjustment of inventory value after entering losses in the Inventory Change workspace in the Inventory module. The entries are posted in an automatically created item journal. ▪ Item Duty — Entries with the duty amount in purchases, with reference to the vendor selected. The entries are posted in an automatically created item journal. ▪ Service Contract Invoicing — Posting type from the window Create Service Contract Invoice. The posting type is used when periodic invoicing is made for service contracts. The entries are posted in an automatically created invoice journal. ▪ Service Contract — Line text used as the external item description on automatically created service contract invoices. The entries are posted in an automatically created invoice journal. ▪ Service Cost of Sales — Posting type from the Service Jobs workspace. The posting type is used for the registration of cost of sales in connection with service jobs. ▪ Subscription Accrual — Entry type from the Print Invoice workspace. The entry is used when you invoice periodic subscriptions. The entries are posted in an automatically created invoice journal. ▪ Customer Cash Discount — Cash discounts from the Customer Open Entry Reconciliation workspace in the Accounts Receivable module. The entries are posted via a customer reconciliation journal. ▪ Customer Exchange Rate Gain — Exchange rate gains from the Customer Open Entry Reconciliation workspace in the Accounts Receivable module. The entries are posted in a customer reconciliation journal.

Field	Description
	▪ Customer Exchange Rate Loss — Exchange rate losses from the Customer Open Entry Reconciliation workspace in the Accounts Receivable module. The entries are posted in a customer reconciliation journal. ▪ Customer Collection — Entries created in connection with the creation of collection files in the Collection Files workspace in the Banking module. The entries are posted in a customer payment journal. ▪ Customer Interest Charge — Interest from the Interest Charge Selection and Approve Interest Selection workspaces in the Accounts Receivable module. The entries are posted in an interest charge notice journal. ▪ Customer Reminder — Reminder charges from the Reminder Selection and Approve Reminders workspaces in the Accounts Receivable module. The entries are posted in a reminder letter journal. ▪ Client Account Adjustment — Client account adjustments from the Approve Adjustment Selection workspace. The entries are posted in a client account adjustment journal. ▪ Vendor Payment — Payment of vendor invoices from the Payment Selection and Change Payment Selection workspaces by Vendor in the Banking module. Entries are posted in a payment journal. ▪ Vendor Invoice Reconciliation — Reconciling invoices in the Invoice Reconciliation workspace in the Accounts Payable module. The entries are posted in a vendor journal. ▪ Vendor Cash Discount — Cash discounts from the Payment Selection and Change Payment Selection by Vendor workspaces in the Banking module. The entries are posted in a vendor journal. ▪ Vendor Exchange Rate Gain — Exchange rate gains from the Payment Selection and Change Payment Selection by Vendor workspaces in the Banking module. The entries are posted in a vendor journal. ▪ Vendor Exchange Rate Loss — Exchange rate losses from the Payment Selection and Change Payment Selection by Vendor workspaces in the Banking module. The entries are posted in a vendor journal. ▪ Tax Settlement — Tax settlements from the Tax Settlement workspace. The entries are posted in an automatically created general journal. ▪ Invoice — Invoice entries to a customer in the Accounts Receivable module and to a customer control account in the G/L module. The entries are posted in an automatically created invoice journal. ▪ Invoice Discount — Invoice discount from invoices and credit memos in the Sales Orders module. The entries are posted in an automatically created invoice journal.

Field	Description
	▪ Order Charge 1-4 — Charge 1-4 from invoices and credit memos in the sales orders module. The entries are posted in an automatically created invoice journal. ▪ Non-Inventoried Cost of Sales — Set-off entries to cost of sales of non-inventoried items from invoices and credit memos in the Sales Orders module. The entries are posted in an automatically created invoice journal. ▪ Credit Memo — Credit memo entries to a customer in the accounts receivable module and to a customer control account in the G/L module. The entries are posted in an automatically created invoice journal. ▪ Interest Earnings Intercompany — When running interest calculations for intercompany entries, the interest earnings of each company included in the calculation are posted using this description. ▪ Interest Expenses Intercompany — When running interest calculations for intercompany entries, the interest expenses of each company included in the calculation are posted using this description. ▪ Payment (Error Reported Vendor Payments) — The entries are posted in a payment journal.

Posting References Workspace

Use this workspace to maintain departments and the posting references that are associated with them.

Maconomy uses posting references to generate automatic income and expense entries that are related to procedures such as invoice posting.

Maconomy retrieves account references by a fixed name to which you assign a dimension combination of the **Posting Reference** type, which contains the account number and any other dimension values to be applied in the context that is relevant for each posting reference. The posting references and their names are fixed in Maconomy; you use this workspace to assign dimension combinations to each reference.

For every department that you create, you must create a complete set of posting references if you want to be able to print things such as departmental income statements.

You only need to create departments to the extent that you want P&L entries posted automatically, each to a separate account. Instead, if you want to limit the number of accounts in your system, you can allocate departmental transactions to one of the dimensions in the chart of accounts, such as Locations. Using dimension combinations, you can also prepare company-independent sets of accounts, where entries posted by means of posting references are also posted on certain local accounts (created in one of the three local dimensions), depending on the company that makes the individual entry. For more information about this functionality, see the introduction to the Dimension Combinations workspace.

You cannot delete an existing department, although you can change its name. In Maconomy's **Department** pop-up fields, such as in the Customer Information Card, the departments are listed in the order in which you created them in this workspace.

For auditing purposes, it is recommended that you print and file the Posting References workspace every time that you change it.

Posting References Tab

This section includes the fields and descriptions for the Posting References tab.

Department Island

Field	Description
Name	Enter the name of the department. This is the name that appears in “Department” popup fields in Maconomy. You can also add various information about the department, such as address and telephone number. This additional information is purely for reference.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Account References Sub-Tab

This section includes the fields and descriptions for the Account References sub-tab.

Field	Description
Entry Type	This is the entry type of the posting reference. It cannot be changed. The following is a list of all of the posting types in Maconomy, showing which account should be contained in the dimension combination assigned to the posting type. ▪ Accrual Difference — If you make accruals in the Job Cost module, the amount is sometimes not divisible by the number of accrual periods, and the remainder will therefore be posted to this account, provided that job entries are not posted by activity (that is, the field “Post by Activity” is not marked in the System Information workspace). For instance, if you want to accrue $1 over a three-month period, an amount of 33 cents is accrued for each period. The last 1 cent, which cannot be divided, is posted to this account. ▪ Amount Rounding — Account for rounding of amounts on invoices. The account is used in connection with rounding of invoice totals, if external rounding has been defined in the Currency Rounding workspace in the Set-Up module. The difference between the actual invoice amount and amount rounded off on the invoice is posted on this account. ▪ Cost Of Sales — Account for cost of sales.

Field	Description
	▪ Customer Balancing Exchange Rate Gain —Select or enter the dimension combination number of the account to which the balance of a gain due to exchange rate variances is posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Customer Balancing Exchange Rate Loss — Select or enter the dimension combination number of the account to which the balance of a loss due to exchange rate variances is posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Customer Cash Discount — Account for cash discounts from the Customer Open Entry Reconciliation workspace in the A/R module. ▪ Customer Exchange Rate Gain — Select or enter the dimension combination number of the account to which gains due to exchange rate variances are posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Customer Exchange Rate Loss — Select or enter the dimension combination number of the account to which losses due to exchange rate variances are posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Customer Interest Charge — Account for interest from the Change Interest Charge Selection and Approve Interest Selection workspaces in the A/R module. ▪ Customer Payment Difference — Account for amount variances from the Customer Open Entry Reconciliation workspace in the A/R module. Amount variances between a customer payment and the entry/entries against which the payment is reconciled can be posted on this account depending on the values specified in the system parameter “Margin For Customer Payment Variances.” See the description of this system parameter for further information on customer payment variances. ▪ Customer Reminder — Account for reminder charges from the Reminder Selection and Approve Reminders workspaces in the A/R module. ▪ Debtor Provisions — Account for debtor provisions created in the Debtor Provisions By Invoice workspace in the A/R module. When a provision is created, the provision is credited to a balance account specified on the current customer’s control account in the Popup

Field	Description
	Fields workspace, and debited to this P&L offset account. Reversing entries are made on the two accounts when the customer invoice is fully reconciled. ▪ Intercompany Settlement Exchange Rate Variance — Account for exchange rate variances in intercompany settlements. When you run an intercompany invoicing, Maconomy checks if there are exchange rate variances between the amounts in base currency on the original registrations in the individual companies invoiced and the amount in base currency on the vendor invoice created in the intercompany invoicing. If a variance occurs, the exchange rate variance is posted to this account. For further information on the calculation and posting of exchange rate variances occurring in intercompany invoicing, please see the description of the action “Print Invoice” in the Intercompany Invoicing workspace. ▪ Interest Expenses Intercompany — When running interest calculations for intercompany entries, the interest expenses of each company included in the calculation are posted to this account. ▪ Interest Income Intercompany — When running interest calculations for intercompany entries, the interest earnings of each company included in the calculation are posted to this account. ▪ Invoice Discount — Account for invoice discounts. ▪ Invoiced On Account — Account for cost of sales invoiced on account. When you make the final invoice from an invoice on account, Maconomy transfers the entries to the cost of sales account. ▪ Job Balancing Exchange Rate Gain — Select or enter the dimension combination number of the account to which the balance of a gain due to exchange rate variances is posted. Realized gains are posted to this account. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Job Balancing Exchange Rate Loss — Select or enter the dimension combination number of the account to which the balance of a loss due to exchange rate variances is posted. Realized losses are posted to this account. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Job Exchange Rate Gain - Select or enter the dimension combination number of the account to which gains due to exchange rate variances is posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.*

Field	Description
	▪ Job Exchange Rate Loss - Select or enter the dimension combination number of the account to which loss due to exchange rate variances is posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Non-Inventoried Cost of Sales — Account for cost of sales that has not been booked to warehouse. Maconomy uses the following method to account for cost of sales: When you create packing slips, the value of the stock is credited to the account for inventory value and debited to the account for non-invoiced cost of sales. These entries are gathered in an inventory journal. Their posting references are maintained in the Warehouse Information Card workspace in the inventory module. When you later print the invoice, the cost of sales of the stock is credited to the account for non-invoiced cost of sales. If part of the sale is for non-inventoried items, the cost of sales for these items is debited to the cost of sales account. These non-inventoried costs of sales are not credited to the account for non-invoiced cost of sales. The offsetting entry is instead posted to the account for non-inventoried cost of sales. These entries are collected in an invoice journal. The invoiced sales are credited to the item sales account, and any entries for tax payable, invoice discount, charges, and so on, are created. The customer control account is debited by the corresponding amount. These entries are also collected in an invoice journal. This accounting method ensures that item sales and cost of sales always balance. When you credit a customer, Maconomy completes the same sequence of accounting, with the distinction that both the invoice and the item journal are created when you print the credit memos. ▪ Order Charge 1-4 — Account for type 1-4. In Maconomy you can add four different types of charge to an invoice (for example, handling charge, delivery, and postage). Charge texts and amounts are managed in the Charges workspace in the Sales Orders module. ▪ Outlay Settlement — Account for outlays from expense sheets specified in the Expense Sheets workspace in the Job Cost module. The posting reference will usually be a balance sheet account showing the company's balance with its employees in connection with outlays. ▪ Royalty Consumption — Account for royalty expenses. The account is used when you post royalty.

Field	Description
	▪ Royalty Prepayment — Account for prepaid royalty expenses and payable royalty expenses. A royalty journal will be created when you approve the billing selection of each individual royalty agreement. Prepaid royalty is debited to the account whereas payable royalty is credited to the account. ▪ Sales Export — Account for export sales. For item sales that are normally taxed, but the customer lives abroad and is therefore not taxed. ▪ Sales Nontaxable — Account for non-taxable item sales. For sales that are not taxable (that is, the tax code in the item information card is blank). ▪ Sales Taxable — Account for item sales with normal tax. ▪ Subscription Accrual Sale — Account for accrued sale. See the description of the posting reference “Subscription Prepayment.” ▪ Subscription Prepayment — Account for subscription revenues paid in advance. The posting reference is used as a subtotal account when a subscription is invoiced prior to delivery. When you invoice, the part of the amount, which represents payment of future deliveries, will be posted to this account. At the same time, entries will be made ahead in time so that the amount is reallocated to the account for accrual sales. The amount is allocated equally to the delivery months, and only the part of the invoiced amount pertaining to future deliveries will be accrued. The accrual takes place automatically and is not optional. For example: on 31 March, an invoice for USD 120 is posted as a result of a subscription running from 1 January until 31 December. This causes the following movements on the account for payment in advance: On 31 March, USD 30 will be credited to the account for accrued sales, and USD 90 will be credited to the account for prepayment. On the first of each month, from 1April until 1 December, the account for prepayment will thus be debited with USD 10, and USD 10 will be credited to the account for accrued sales, reaching a total of USD 90. If a credit order is created from an accrued invoice in the sales orders module, the credit order will also be accrued. ▪ Unrealized A/P Enterprise Exchange Rate Variance — Account used for automatic registration of unrealized enterprise exchange rate variances pertaining to vendors. ▪ Unrealized A/P Exchange Rate Variance — Account used for automatic registration of unrealized exchange rate variances pertaining to vendors. Entries are made to this account when running

Field	Description
	currency reports where the field “Create G/L Entries” is marked. For further information on the situations where entries are made to this account, see the description of the field “Create G/L Entries” in the Print Currency Report workspace. ▪ Unrealized A/R Enterprise Exchange Rate Variance — Account used for automatic registration of unrealized enterprise exchange rate variances pertaining to customers. ▪ Unrealized A/R Exchange Rate Variance — Account used for automatic registration of unrealized exchange rate variances pertaining to customers. Entries are made to this account when running currency reports where the field “Create G/L Entries” is marked. For further information on the situations where entries are made to this account, see the description of the field “Create G/L Entries” in the Print Currency Report workspace. ▪ Unrealized G/L Enterprise Exchange Rate Variance — Account used for automatic registration of unrealized exchange rate variances pertaining to G/L accounts. ▪ Unrealized G/L Exchange Rate Variance — Account used for automatic registration of unrealized exchange rate variances pertaining to G/L accounts. Entries are made to this account when running currency reports where the field “Create G/L Entries” is marked. For further information on the situations where entries are made to this account, see the description of the field “Create G/L Entries” in the Print Currency Report workspace. ▪ Unrealized Job Balancing Exchange Rate Gain — An exchange rate difference created as a result of a fixed job exchange rate variance should be posted as a un-realized exchange rate variance gain or loss when the invoice allocation is posted. The un-realized exchange rate variance should be moved to realized exchange rate variance when the vendor entry is posted. This account is for the unrealized gain. ▪ Unrealized Job Balancing Exchange Rate Loss — An exchange rate difference created as a result of a fixed job exchange rate variance should be posted as a un-realized exchange rate variance gain or loss when the invoice allocation is posted. The un-realized exchange rate variance should be moved to realized exchange rate variance when the vendor entry is posted. This account is for the unrealized loss. ▪ Unrealized Job Exchange Rate Gain — Select or enter the dimension combination number of the account to which the balance of a gain due to exchange rate variances is posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.*

Field	Description
	▪ Unrealized Job Exchange Rate Loss — Select or enter the dimension combination number of the account to which the balance of a gain due to exchange rate variances is posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Vendor Balancing Exchange Rate Gain — Select or enter the dimension combination number of the account to which balancing due to exchange rate variances is posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Vendor Balancing Exchange Rate Loss — Select or enter the dimension combination number of the account to which balancing loss due to exchange rate variances is posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Vendor Cash Discount — Account for cash discounts from the Payment Selection and Change Payment Selection by Vendor workspaces in the Banking module. ▪ Vendor Exchange Rate Gain — Select or enter the dimension combination number of the account to which gains due to exchange rate variances are posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.* ▪ Vendor Exchange Rate Loss —Select or enter the dimension combination number of the account to which losses due to exchange rate variances are posted. For more information about working with multiple currencies, refer to the *Deltek Maconomy Concepts Guide.*
Dimension Combination No.	This field shows the number of the dimension combination when creating a dimension combination. If the dimension combination is created on the basis of a control account, it has automatically been assigned the number of the account in question.
Description	This field is used for sorting purposes. It is not editable.

Intercompany Accounts Workspace

Use this workspace to specify the accounts to be used for intercompany balancing between two companies in the Company dimension.

You can define a set of intercompany accounts for each transaction type that can cause an intercompany balancing. You specify the posting reference to the individual intercompany account

by using a dimension combination. The dimension combination also specifies the account number and any other dimension values needed in connection with the intercompany transaction type in question.

An intercompany balancing is an extra entry that Maconomy creates at the posting of entries that concern two different companies. Maconomy performs the balancing to ensure that equal amounts are debited and credited in both companies. The entries can be based on an invoice; the entry, reallocation, or allocation of a vendor invoice; item movements; hours entered in the Job Cost module; or entries in a general journal. Note, however, that if you do not select the **Create intercompany entries for companies with same parent company** system parameter, Maconomy only creates intercompany entries if the two companies that are involved are not both assigned to the same parent company.

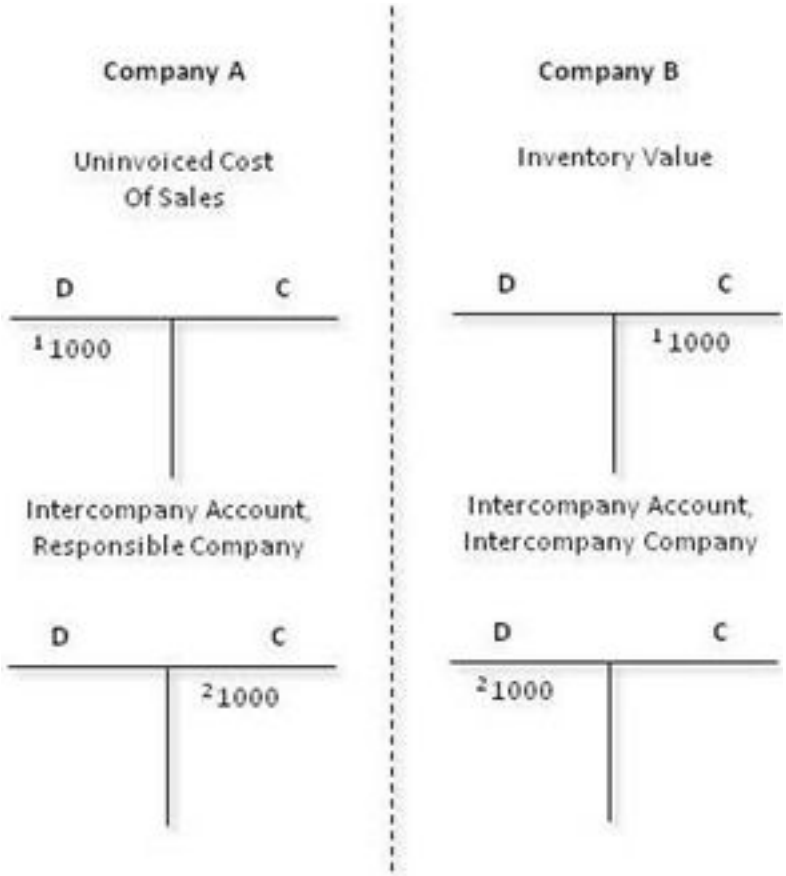
Two designations are used for the companies that are involved in an intercompany balancing: Responsible company and Intercompany company. The responsible company is the company that you specified in the Company island in the tab in which you entered the transaction (for example: for jobs, the tab in the Jobs workspace; for vendor invoices, the tab in the Invoice Allocation workspace). Therefore, this is usually the company who employs the user who created the transaction.

The intercompany company is the company whose accounts are affected by the transactions. The field that determines the intercompany company depends on the type of transaction that you are posting. You identify the field that determines the intercompany company in the field description of each type of intercompany balancing.

When posting, Maconomy creates intercompany entries for the relevant amounts. On the account and any other dimension values that are listed in the dimension combination that you entered in the **Posting Reference, Responsible Company** field for the intercompany transaction type in question, Maconomy creates an entry that has the responsible company as the company dimension. On the account and any other dimension values that are listed in the dimension combination that you entered in the **Posting Reference, Intercompany Company** field for the intercompany transaction type in question, Maconomy creates an offset entry that has the intercompany company as the company dimension. Maconomy transfers the remaining dimension values from the line that causes the intercompany balancing. If there is no value for a dimension in the dimension combination, the value that you specified on the entry line that results in the intercompany posting is used.

If you select the **Create Intercompany Invoicing Basis** system parameter, the creation of intercompany balancing also results in the creation of intercompany entries. This is described in "Settling Intercompany Balances." However, because intercompany entries are only used as a basis for easy intercompany invoicing and are not, as such, related to the G/L accounts of the companies that are involved, intercompany entries are not included in the following descriptions of intercompany balancing.

The following figure shows an example of an intercompany balancing in a situation where company A sells a chair at the price of $1,000 from a warehouse that belongs to company B. Tax is not considered in this example.



In the **Company Number** field in the tab of the Sales Orders workspace, company A has been specified, and is thus the responsible company. The warehouse specified on the sales order line is assigned to company B, making company B the intercompany company.

1. A normal sales situation causes a debit entry for the cost of the item on company A's account for uninvoiced cost of sales and an offset entry on company B's account for inventory value. Viewed separately, the accounts of the two companies are missing a credit entry in company A and a debit entry in company B. To make the accounts of both companies balance separately, an intercompany balancing must be performed.
2. In the preceding example, Maconomy creates a credit entry for the cost of the item on an intercompany account for the responsible company. The company dimension value on this entry is company A. In addition, Maconomy creates a debit entry for the same amount on the intercompany account for the intercompany company. The company dimension value on this entry is company B. The accounts of both companies now balance, because equal amounts have been debited and credited in both companies.

Deselecting the **Create intercompany entries for companies with same parent company** system parameter means that Maconomy does not create intercompany balancings between two companies that have the same parent company. In this example, this would mean that the entries to the two intercompany accounts would be skipped if the parameter was not selected and companies A and B were assigned to the same parent company. As a result, the accounts of the

two individual companies do not balance. However, because the same amount has been debited in one company and credited in the other, the accounts of the parent company balance.

Intercompany Accounts Tab

This section includes the fields and descriptions for the Intercompany Accounts tab.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Intercompany References Sub-Tab

This section includes the fields and descriptions for the Intercompany References sub-tab.

Field	Description
Intercompany Type	Each line in the table part represents an intercompany transaction type. For each type, you can specify a dimension combination and a posting description for the responsible company and the intercompany company, respectively. These posting descriptions and the accounts and any other dimension values specified in the dimension combinations in question will be used in intercompany balancing of the type in question. The intercompany transaction types are described below. The descriptions disregard situations where the system parameter “Create intercompany entries for companies with same parent company” is not marked and the two companies involved are both assigned to the same parent company (which would mean that no intercompany entries would be created). ▪ A/P Control Account — This type of intercompany balancing is used when posting vendor invoices if a company purchases items from a vendor who is assigned to another company. In a vendor invoice journal, this situation arises when the company specified in the island Company is different from the settling company of the vendor. The settling company of the vendor is specified on the information card of the vendor in question. The company specified in the island Company in the card part is the responsible company while the settling company of the vendor is the intercompany company. For further information about the influence of a settling company and of how such a company is selected, please see “Multiple Companies” in the chapter “Introduction to the G/L module.” If, for example Company A registers a vendor invoice for $100 covering items purchased from a vendor assigned to company B, Maconomy will create a debit entry for $100 on the purchase account and a corresponding credit entry on the intercompany account for the responsible company. The value for the dimension Company will be company A on both entries. Maconomy also

Field	Description
	creates a credit entry for $100 on the vendor control account and a corresponding debit entry on the intercompany account for the intercompany company. The value for the dimension Company will be company B on these two entries. The entries are created at the posting of the vendor invoice journal. This intercompany transaction type is also used when a vendor number has been specified on a general journal line, and the vendor in question is assigned to another company than the one specified in the island Company in the card part of the journal. In this case, the responsible company is the one specified in the card part, while the intercompany company is the settling company of the vendor. ▪ Inventory Journal — This intercompany transaction type is used when posting item journals containing transactions in which a company caused item movements in a warehouse assigned to another company. The item movement can be caused by sales or purchase. On a sales order, the situation where a company sells items from a warehouse assigned to another company is arises when one company is specified in the island Company and the warehouse on one of the sales order lines is assigned to a another company. In this case, the responsible company is the one specified in the island Company while the company to which the warehouse is assigned is the intercompany company. The warehouse is assigned to a company in the Warehouse Information Card workspace. On an item purchase order, the situation where a company buys items to be placed in a warehouse assigned to another company is arises when one company is specified in the island Company and the warehouse selected is assigned to a another company. In this case, the responsible company is the one specified in the island Company while the company to which the warehouse is assigned is the intercompany company. If, for example Company A buys items worth $100 to be placed in a warehouse assigned to company B, Maconomy will create a credit entry for $100 on the A/P suspense account and a corresponding debit entry on the intercompany account for the responsible company. The value for the dimension Company will be company A on both entries. Maconomy also creates a debit entry for $100 on the account for inventory value and a corresponding credit entry on the intercompany account for the intercompany company. The value for the dimension Company will be company B on these two entries. The entries are created at the posting of the inventory journal.

Field	Description
	▪ Vendor Invoice — This intercompany transaction type is used when posting two types of journals: When posting a vendor invoice journal if a vendor invoice has been allocated in the Invoice Allocation workspace, and the posting of a reallocation journal if a vendor invoice journal has been reallocated in the Reallocate Invoices workspace. In both cases, Intercompany balancing is made if the company in the island Company is different from the one in the field “Company No.” on a line in the table part. The company in the card part is the responsible company while the company on the line in question is the intercompany company. If, for example Company A registers a vendor invoice and allocates the invoice to a number of accounts, using company B in the field “Company No.,” the posting of the invoice journal will result in a credit entry for the full amount on the vendor control account and a debit entry for each allocation line on the intercompany account for the responsible company. The value for the dimension Company will be company A on all of these entries. On the account to which the amount was allocated, Maconomy also creates a debit entry for each allocation line, and a credit entry for the full amount on the intercompany account for the intercompany company. The value for the dimension Company will be company B on these entries. ▪ General Journal — This type of intercompany balancing is used when posting general journals in which different companies have been specified in the card and table parts. This could, for example, happen in a situation where one company covers an expense of another company. The company specified in the island Company in the card part is the responsible company while the company specified in the field Company No. on the journal line in question is the intercompany company. If an offset account is specified, the company specified in the card part will be used on the offset entry created. If, for example Company A creates a general journal in which a payment for $100 is registered to cover the purchase of office supplies for company B, Maconomy will create a credit entry for $100 on the cash account and a corresponding debit entry on the intercompany account for the responsible company. The value for the dimension Company will be company A on both entries. Maconomy also creates a debit entry for $100 on the account for office supplies and a corresponding credit entry on the intercompany account for the intercompany company. The value for the dimension Company will be company B on these two entries.

Field	Description
	The posting references of this intercompany transaction type are only used if the account number specified in the field “Account No.” on the general journal line is a G/L account. If a customer number or a vendor number is specified, Maconomy uses the intercompany posting references specified for the either the intercompany transaction type “A/R Control Account” or “A/P Control Account,” depending on the type of account. ▪ Job Registration — This type of intercompany balancing is used when posting time or amount activities on a job in the Job Journal and Time Sheets workspaces. The job entries will only cause the creation of intercompany entries if the executing company specified on the job is different from the company responsible for the job. In the Job Journal workspace, the responsible company is shown in the island Company in the card part of the workspace, while the executing company is specified in the field “Executing Company No.” in the table part of the workspace. In the Time Sheets workspace, the executing company is the company to which the employee is assigned, while the responsible is the company specified on the job on which hours are being registered. ▪ Budget Journal— This type of intercompany balancing is used when approving budget journals, where entries have been made with reference to different companies in the island Company in the card part and the field “Company No.” in the table part of the Budget Journal workspace. This will, for example, be the case if one company budgets for the accounts of another company. The responsible company is the company specified as a dimension value in the card part, and the intercompany company is the company specified as a dimension value in the table part of the budget journal. ▪ Asset Journal — This type of intercompany balancing is used when posting asset journals with entries that concern internal transfer or sales of fixed assets. The responsible company is the company from which the asset is transferred or sold, and the intercompany company is the company to which the asset is transferred or sold. ▪ Tax at Cash Discount — This type of intercompany balancing is used when posting payment journals if a company pays a vendor invoice assigned to another company. On a vendor invoice, this situation arises when the company responsible for the journal in which the vendor invoice is specified is different from the settling company of the vendor in question. However, this intercompany type is only used if the system parameter “Intercompany tax

Field	Description
	balancing" is marked and the vendor in question has a tax discount code on which tax adjustment is used. The intercompany type is used for intercompany posting of the tax included in any cash discount granted in connection with a payment. If, for example, Company A pays a vendor invoice which gives rise to a cash discount of which tax constitutes $10, and company B is responsible for the vendor invoice in question, Maconomy will create a debit entry for the full cash discount amount on the A/P control account. Furthermore, Maconomy will create a credit entry for the cash discount amount less tax on the account for vendor cash discounts and a credit memo for the tax amount of $10 on the intercompany account for the responsible company. The value for the dimension Company will be company A on all three entries. Maconomy also creates a debit entry for $10 on the intercompany account for the intercompany company and a credit entry for the same amount on the account for ingoing tax. The value for the dimension Company will be company B on these two entries. The entries are created when the payment journal is posted. Please note that this functionality is only used if the payment is registered in the Change Payment Selection by Vendor workspace in the Banking module. ▪ A/R Control Account — This type of intercompany balancing is used when posting sales invoices if a company sells an item to a customer who is assigned to another company. On a sales order, this situation arises when the company specified in the island Company is different from the one shown in the field "Settling Company." For further information about the influence of a settling company and of how such a company is selected, please see "Multiple Companies" in the chapter "Introduction to the G/L module." The company specified in the island Company in the card part is the responsible company while the company shown in the island Settling Company is the intercompany company. The settling company is transferred from the information card of the customer in question. If, for example Company A invoices $100 to a customer assigned to company B, Maconomy will create a credit entry for $100 on the sales account and a corresponding debit entry on the intercompany account for the responsible company. The value for the dimension Company will be company A on both entries. Maconomy also creates a debit entry for $100 on the customer control account and a corresponding credit entry on the intercompany account for the intercompany company. The value

Field	Description
	for the dimension Company will be company B on these two entries. The entries are created at the posting of the invoice. This intercompany transaction type is also used when a customer number has been specified on a general journal line, and the customer in question is assigned to another company than the one specified in the island Company in the card part of the journal. In this case, the responsible company is the one specified in the card part, while the intercompany company is the settling company of the customer.
Posting Reference, Responsible Company	For each intercompany transaction type, you can specify the number of a dimension combination which refers to the account and any other dimension values to be used in connection with the current intercompany transaction type. The dimension values from the specified dimension combination will be applied to intercompany entries in the responsible company.
Text, Responsible Company	For each intercompany transaction type, the posting description to be used on intercompany entries in the responsible company is specified in this field.
Posting Reference, Intercompany Company	For each intercompany transaction type, you can specify the number of a dimension combination which refers to the account and any other dimension values to be used in connection with the current intercompany transaction type. The dimension values from the specified dimension combination will be applied to intercompany entries in the intercompany company.
Text, Intercompany Company	For each intercompany transaction type, the posting description to be used on intercompany entries in the intercompany company is specified in this field.

Trans. No. Series Workspace

Use this workspace to maintain the transaction number series of each company.

In the General Journal workspace, select a transaction number series manually or automatically (by choosing a transaction type to which a transaction number series is assigned).When a transaction number series is used in a general journal, Maconomy automatically assigns the next available number to the lines that it creates in the journal. For example, you can use this functionality for keeping entries of different natures separated. You create the names of the number series in the Popup Fields workspace; you specify the number series of each company in this workspace.

This workspace only displays companies to which you have assigned separate system numbers, that is, you selected the **Separate Transaction Numbers** field in the Company Information workspace.

Transaction No. Series Tab

This section includes the fields and descriptions for the Transaction No. Series tab.

Company Island

Field	Description
Company No.	This field shows the number of the current company. The Numbers sub-tab only shows the transaction number series applying to the company shown in this field.
Name	This field shows the name of the company shown in the field “Company No.” above.

Prefix Specification Island

Field	Description
Trans. No.	This field shows the company prefix used on transaction number series in the current company. The prefix is transferred from the Company Information workspace, and it cannot be changed here. Whenever a number from a transaction number series is used, this prefix will be added in front of the number.

Numbers Sub-Tab

This section includes the fields and descriptions for the Numbers sub-tab.

Field	Description
Number Series	This field shows the name of the transaction number series. Transaction number series are created in the pop-up field “Transaction No. Series” in the Popup Fields workspace.
Next No.	This field shows the next number in the current series. “Next No.” must be an integer. When the transaction number series has been in use, Maconomy automatically updates this field.

Allocation Codes Workspace

Use this workspace to maintain allocation codes that automate entries in the General Journal (G/L module) and the Vendor Invoices (Accounts Payable module) workspace.

An allocation code consists of one or more account numbers and possibly a dimension combination.

When you use an allocation code to create entries in the General Journal workspace, Maconomy automatically replaces the original entry with the number of entries that the allocation code describes.

When you use an allocation code to enter vendor invoices (in Vendor Invoices in the Accounts Payable module) Maconomy automatically creates the allocation lines for the invoice. These are

displayed in the Invoice Allocation workspace and use the account numbers in the allocation code. In this case, the original line in the Vendor Invoices workspace is unchanged.

Thus you use allocation codes to simplify entry work for standardized entries. On the individual lines in the allocation code you can enter an account number directly, and you can specify that the account number is to be used for the new entry lines.

Allocation codes have several useful purposes, for example:

Regular and fixed allocation of overhead expenses, if you use the Location dimension for the departments in your company. Create an allocation code that has a line for each location with an allocation percentage that identifies the department's share of costs.

Automatic entries to subtotal accounts. Create an allocation such as the one illustrated in the following table:

Account No.	Allocation Percentage
	100
1010	100
1020	-100

If you enter a debit entry of $1,000 to account number 1000 in the General Journal workspace, Maconomy creates a debit entry of $1,000 with account number 1000-corresponding to the line without an account number-a debit entry of $1,000 to account number 1010, and a credit entry of $1,000 to account number 1020.

For auditing purposes, Deltek recommends that you print and file the Allocation Codes workspace every time that you change it.

Allocation Codes Tab

This section includes the fields and descriptions for the Allocation Codes tab.

Allocation Code Island

Field	Description
Name	Enter the name of the allocation code. This is the name you enter in the field “Allocation Code” in Maconomy’s other workspaces when you want to use the code.
Description	Here you can enter a detailed description of the allocation code. This field is for reference only.
Control %	This field shows the sum of the entered values in the field “Allocation Percent” in the table. If you want an allocation to cover no more than the original entry, the control % must be 100. However, Maconomy does not require that the control % be 100. If it is more or less than 100, the allocation code will result in a number of entry lines for which the sum of debit and credit allocations is more or less than the original entry.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Allocation Code Lines Sub-Tab

This section includes the fields and descriptions for the Allocation Code Lines sub-tab.

Field	Description
Account No.	Here you can enter the number of an account of the Manual type. If you enter an account number here, Maconomy will copy it to the field “Account No.” on the entry line that is created for this allocation code. You can enter a value here or in the field “Account Specification,” but not in both fields. If you leave both fields blank, Maconomy will use the account number you enter on the original entry line in the journal.
Account Specification	Here you can enter an alphanumeric string consisting of the numbers 0 to 9 or the letters a to z. If you enter a value, Maconomy will, when creating an entry line from the allocation code, enter an account number in the field “Account No.,” where each letter is replaced with a digit from the original account number. For example, if you enter “abc5,” and you enter a line in a journal with account number 2010, Maconomy will create an entry line with account number 2015. You can either enter a value here or in the field “Account No.”, not in both fields. If you leave both fields blank, Maconomy will use the account number you enter on the original entry line in the journal.
Company No.	Here you can enter a company number from the Company Information workspace. If you enter a value, Maconomy will transfer the company number to the new entry line. If you wish to enter values in any of the fields “Local Spec. 1-3,” you must enter a value in this field. Note that if you enter a company in this field, no dimension values will be derived from the company when it is transferred to a line in the general journal or the Invoice Allocation workspace.
Location	Here you can enter a location from the Locations workspace. If you enter a value, Maconomy will transfer the location to the new entry line. If you leave it blank, Maconomy will use the location entered on the original entry line, and if no location has been entered on the original entry line, Maconomy retrieves the standard location from the system parameter “Standard Location” in the System Parameters workspace. Note that if you enter a value in this field, no dimension values will be derived from the location when it is transferred to a line in the general journal or the Invoice Allocation workspace.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.

Field	Description
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	Here you can enter a value for the dimensions Local Spec. 1-3. This fields can only be completed if a value has been specified in the field “Company No.” on the current allocation code line. If you enter a value, Maconomy will transfer the local specification to the new entry line. Note that if you enter a local specification in this field, no dimension values will be derived when the local specification is transferred to a line in the general journal or the Invoice Allocation workspace.
Allocation %	Enter a percentage that will be calculated of the amount entered on the original entry line in the journal. A negative percentage will change an original debit amount to a credit amount on the new line, and vice versa. For example, if you enter an allocation percent of -250, and the original entry is for $1,000, Maconomy will make a credit entry of $2,500. The value here must be non-zero (that is, a positive or negative number).
Summary Posting	Here you can specify whether to combine entries that have the same account number. The value here is transferred to the new entry lines. In the System Information workspace you can choose whether to combine entries by transaction number or by journal number.
Entry Description	Here you can write an entry text that Maconomy will transfer to the new entry line. If you leave it blank, Maconomy will use the entry description from the original entry line.
Transfer Account No.	Here you can specify whether the entry description on the new line created is to include, in parentheses, the original account number entered in the journal. This allows you to track the account number used for the automatic entry.

Registration Codes Workspace

Use this workspace to create and maintain registration codes that make it easier to use all of the dimensions of the 12-dimensional chart of accounts and other information (for example, job number, employee number).

You use registration codes as a replacement for and simplification of the manual entry of dimensions if you often need to enter several dimensions at a time. When you use registration codes, the risk of typing errors is reduced, because the dimensions that are attached to a registration code are automatically retrieved into the current workspace when you enter the code.

A registration code can, in principle, replace the use of derived dimensions, but you can use both registration codes and derived dimensions. Maconomy perceives dimensions that you retrieve by using a registration code as a manual entry.

You can use registration codes in the General Journal, Purchase Orders, Vendor Invoices, Invoice Allocation, Invoice Reconciliation, and Budget Journal workspaces.

Registration Codes Tab

This section includes the fields and descriptions for the Registration Codes tab.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Registration Codes Sub-Tab

This section includes the fields and descriptions for the Registration Codes sub-tab.

Field	Description
Name	In this field, you can enter the name of the current registration code.
Company No.	In this field, you can specify the number of the company that the journal line refers to.
Overwrite Company	If you want the value in the field “Company No.” on the line to overwrite any manually entered values for the company dimension, you can indicate this by marking this field. If you do not select to overwrite, the company number on the line will only be derived if the dimension field to which the derivation is performed is blank.
Account No.	In this field, you can enter the account number to include in the current registration code. If you also want this value to overwrite any manually entered values for the dimension, you can indicate this by marking the field “Overwrite Account” on the line. If you do not select to overwrite, the dimension value will only be derived if the dimension field to which the derivation is performed is blank.
Overwrite Account	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Derived Location	In this field, you can specify the value for the Location dimension to include in the current registration code.
Overwrite Location	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Derived Entity	In this field, you can specify the value for the Entity dimension to include in the current registration code.
Overwrite Entity	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Derived Project	In this field, you can specify the value for the Project dimension to include in the current registration code.
Overwrite Project	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.

Field	Description
Derived Purpose	In this field, you can specify the value for the Purpose dimension to include in the current registration code.
Overwrite Purpose	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Derived Spec. 1-3	In these fields, you can specify the value to include in the current registration code for the Specification 1, 2, and 3 dimensions, respectively.
Overwrite Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Overwrite Company” above.
Derived Local Spec. 1-3	In these fields, you can specify the value to include in the current registration code for the Local Specification 1, 2, and 3 dimensions, respectively.
Overwrite Local Spec. 1-3	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Job No.	In this field, you can specify the job number to include in the current registration code.
Overwrite Job	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Activity	In this field, you can specify the activity number to include in the current registration code.
Overwrite Activity	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Task	In this field, you can specify the task to include in the current registration code.
Overwrite Task	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Employee No.	In this field, you can specify the employee number to include in the current registration code.
Overwrite Employee	The functionality of this field is similar to the functionality of the field “Overwrite Company” above.
Access Level	In this field, you can specify an access level. Only users with access to the specified level will be able to use the current registration code.
Remark 1-5	In these fields, you can enter a number of remarks about the current registration code.
Overwrite Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Overwrite Company” above.

Field	Description
Access Level	In this field, you can specify an access level. Only users with access to the specified level will be able to use the current registration code.
Remark 1-5	In these fields, you can enter a number of remarks about the current registration code.

Derived Dimensions Workspace

Use this workspace to set up date-dependent dimension derivation information for each location, job, employee, and so on, that should derive different sets of dimension values, depending on the date of the entry for which Maconomy performs dimension derivation.

The functionality of this workspace applies to locations, entities, projects, purposes, specification 1-3 values, local specification 1-3 values, jobs, and employees. The functionality is identical for all of these information types. However, to simplify the following description, the term "employee" is used throughout this section as a common designation for all of these information types.

In this workspace, you can set up an employee to derive one set of dimensions on one entry date and another set of dimensions on another entry date. This means that when Maconomy tries to derive dimension values from a given employee for a given entry, Maconomy checks the entry date of the entry against the lines in this workspace to determine the set of dimensions to derive. This functionality is useful if, for example, an employee is moving from one unit to another, and you want the dimension values to be derived from the employee to reflect this change.

For example: Employee Hugo Rune changes from location A to location B on May 1, 2003 because he is moving into a new district. To ensure correct dimension derivation from this employee, you can create two sets of derived dimensions in the Dimension Lines sub-tab: One that is valid until April 30 and derives location A, and one that is valid from May 1 and forward and derives location B. Each time that you create or change an entry where information should be derived from Hugo Rune, Maconomy will use the entry date of the entry to determine which of the two sets of dimension values should apply. Of course, instead of creating period-specific sets of derived dimensions, you can just change the information in the Derived Dimensions island in Hugo Rune's information card, but if you do that, any subsequent entries that are back-dated to before May 1 will use the new, updated information on the information card, causing location B to be derived when, in fact, location A is the correct value.

The Derived Dimensions tab displays information about the selected employee. On each line in the Dimension Lines sub-tab, you can identify a set of derived dimensions to apply to the selected employee in a given period. However, you cannot set up date-dependent derivation of company numbers. Therefore, the **Company No.** field in the Dimension Lines sub-tab is for information only. Each time that you create a line, Maconomy suggests the dimension values from the previous line, so that you only need to enter information in the dimensions that are affected by the change.

When you create an employee, Maconomy automatically creates a line in this workspace, on which the starting and ending dates are both blank, indicating that this line applies on all entries regardless of entry date. The dimension values on this line are the ones that you specified in the Derived Dimensions island on the information card of the employee in question. As long as you have not created any other lines for the employee in this workspace, changing the dimension values on the information card causes the corresponding information on the line in this workspace to be updated accordingly, and vice-versa. In effect, entering information in this workspace is only

necessary if you add lines in this workspace to make the dimension values that are derived from the employee change on a given date.

To add a period-specific set of derived dimensions, add a line in the Dimension Lines sub-tab. Setting up a period-specific set of derived dimensions is similar to setting up derived dimensions in regular employee information cards. However, for each line you also define the period during which the dimension values on the line should be valid. You identify the period by entering the appropriate starting date of the period. Maconomy then automatically assigns an ending date in accordance with the closest starting dates on the other lines in the Dimension Lines sub-tab. Similarly, if you delete a line, Maconomy adjusts the starting and ending dates of the lines that represent the adjacent periods before and after the period of the deleted line. For more information about the functionality of period specification, see the **From Date** field.

When the Dimension Lines sub-tab contains more than one line, the line that has the latest starting date always has an open ending date, and the original line that Maconomy automatically created when the employee was created always keeps the starting date blank. This ensures that there is always a valid set of dimension values to derive. The contents of the line that has the open ending date are shown in the Derived Dimensions island in the information card of the employee in question, and changes that you make in the information card cause the line to be updated accordingly.

Note that the dimension derivation procedure is the same whether you use date-dependent dimension derivation or not. Only Maconomy's method for finding the values to be derived from the employees that have period specific derived dimensions is affected.

Derived Dimensions Tab

This section includes the fields and descriptions for the Derived Dimensions tab.

Derived Dimensions Island

Field	Description
Used in Relation	This field shows whether the information in the workspace pertains to a location, an entity, a project, a purpose, a spec. 1-3 value, a local spec. 1-3 value, a job, or an employee.
Key 1	This field shows the value of the first key field for the type of information for which the dimension combination has been specified. A key value is a unique identification of a certain job, activity, dimension value, and so on. No two items of the same information type can have the same key value. The field that contains the key value is called the key and varies from information type to information type. For instance, the key on jobs is the job number, and the key to entities is the entity number. In certain cases, a key consists of two key values, key 1 and 2. In these cases, the combination of the two key values constitutes the key of that information type. An example of this is local specification values, where the first key value points to the local specification list to which the local spec. value belongs, and the second key value is the actual local spec. value. So it is possible for several pieces of information to have the same value in key 1 or key 2, but there can be no more than one piece of information with the same combination of values in key 1 and 2.

Field	Description
Key 2	This field shows the value of the second key field for the type of information currently shown in the workspace. For more information about key fields and values, please see the description of the field “Key 1” above.
Description	In this field, you can specify a description of the information in the workspace.
Option List	In this field, you can specify an option list. If you specify an option list, you can only select options from this list in the field “Selected Value” in the Dimension Lines sub-tab. This way, you can set up a number of options describing the reason for each change in the derived dimensions. If you leave the field blank, you can enter any value in the field “Selected Value.”

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Dimension Lines Sub-Tab

This section includes the fields and descriptions for the Dimension Lines sub-tab.

Field	Description
From Date	In this field, you can specify the starting date of the period in which the dimension values on the line should be derived from the current job, employee, and so on. When you specify a starting date, the ending date on the line covering the period before the specified starting date is changed to the day before the specified date. Furthermore, if you enter a date which lies within the period covered by another line, the current line will be assigned the ending date of the line whose period the current line overlaps. When the Dimension Lines sub-tab contains more than one line, the line with the latest starting date will always have an open ending date, and the original line that is automatically created when the employee was created always keeps the starting date blank. This ensures that there is always a valid set of dimension values to derive. The contents of the line with the open ending date are reflected in the Derived Dimensions island in the information card of the job, employee, and so on in question, and changes made in the information card will cause the line to be updated accordingly. If you delete a line, the period of the line above the deleted line is prolonged, as it is assigned the ending date of the deleted line. When registering hours in a time sheet, the dimensions derived for the lines in the table part are derived from the dimension derivation line covering the starting date of the time sheet. However, if the allocation method specified in the System Information workspace in the Set-Up module is “One Entry per Week,” the dimensions derived for the entry covering the whole week will be those that apply to the entry date specified for the week in question in the week calendar assigned to the employee.

Field	Description
To Date	This field shows the ending date of the period in which the dimension values on the line should be derived from the current job, employee, and so on. Maconomy automatically assigns an ending date to each line, causing the period of each line to end on the day before the starting date of the next period defined on a line in the Dimension Lines sub-tab. However, the line with the latest starting date will always have a blank ending date. For a detailed description of the functionality of the field, see the field “From Date” above.
Description	In this field, you can enter a description pertaining to the current dimension derivation line.
Selected Value	In this field, you can specify a value from the option list specified in the Derived Dimensions tab, for example, as a description of the reason for the change in derived dimensions. If no option list has been specified in the Derived Dimensions tab, you can enter any value in this field.
Dimension Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the Dimension Combinations workspace. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the job, employee or dimension value selected in the Derived Dimensions tab. However, any dimension derivation values specified on this line will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the line.
Dim. Comb. Description	This field shows the description of the current dimension combination.
Company No.	This field shows the number of the company derived from the job, employee, or dimension value selected in the Derived Dimensions tab. The information is retrieved from the information card of the job, employee, and so on, and cannot be changed here, as it is not possible to specify date dependent derivation of company numbers. Therefore, the field is for information only.
Company Name	This field shows the name of the company specified in the field “Company No.”
Overwrite Company	In this field, you can specify if any value specified in the field “Company No.” on the current line should overwrite existing account values on entries when the account number is derived from the current dimension derivation line. The value in this field only has effect if a company has been specified on the current line. If you mark this field, but do not specify a company, the overwrite mark is ignored, as the company and the overwrite mark are always retrieved together from the same dimension derivation line, dimension combination, or dimension combination line. For more information about the meaning of overwriting in connection with derived dimensions, please see the description of the field “Account No.”

Field	Description
	below. Furthermore, please see the section about dimension derivation in “Introduction to the G/L Module” and the description of the Dimension Derivations workspace.
Account No.	In this field, you can specify a value for the Account dimension if you want this value to be derived from the job, employee, or dimension value selected in the Derived Dimensions tab. If you also want this value to overwrite any manually entered values for the dimension, you can indicate this by marking the field “Overwrite Account.” If you do not select to overwrite, the dimension value will only be derived if the dimension field to which the derivation is performed is not manually completed or completed by use of a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite Account” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite Account,” but you do not enter a dimension value in this field, the “Overwrite Account” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation line, dimension combination or dimension combination line. For further information about derived dimensions, please see “Introduction to the G/L Module” and the description of the fields and functions in the Dimension Derivations and Dimension Combinations workspaces.
Account Name	This field shows the name of the account specified in the field “Account No.”
Overwrite Account	In this field, you can specify whether any value specified in the field “Account No.” on the current line should overwrite existing account values on entries when the account number is derived from the current dimension derivation line. The value in this field only has effect if an account has been specified on the current line. If you mark this field, but do not specify an account, the overwrite mark is ignored, as the account and the overwrite mark are always retrieved together from the same dimension derivation line, dimension combination, or dimension combination line. For more information about the meaning of overwriting in connection with derived dimensions, please see the description of the field “Account No.” above. Furthermore, please see the section about dimension derivation in “Introduction to the G/L Module” and the description of the Dimension Derivations workspace.
Location	The functionality of this field is similar to that of the field “Account No.”

Field	Description
Location, Description	This field shows a description of the location specified in the field “Location.”
Overwrite Location	The functionality of this field is similar to that of the field “Overwrite Account.”
Entity	The functionality of this field is similar to that of the field “Account No.”
Entity, Description	This field shows a description of the entity specified in the field “Entity.”
Overwrite Entity	The functionality of this field is similar to that of the field “Overwrite Account.”
Project	The functionality of this field is similar to that of the field “Account No.”
Project, Description	This field shows a description of the project specified in the field “Project.”
Overwrite Project	The functionality of this field is similar to that of the field “Overwrite Account.”
Purpose	The functionality of this field is similar to that of the field “Account No.”
Purpose, Description	This field shows a description of the purpose specified in the field “Purpose.”
Overwrite Purpose	The functionality of this field is similar to that of the field “Overwrite Account.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.”
Spec. 1-3, Description	These fields show the descriptions of the specification values specified in the fields “Spec. 1-3.”
Overwrite Spec. 1-3	The functionality of these fields is similar to that of the field “Overwrite Account.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.”

Field	Description
Local Spec. 1-3, Description	This field shows a description of the local spec. value specified in the field “Local Spec. 1-3.”
Overwrite Local Spec. 1-3	The functionality of these fields is similar to that of the field “Overwrite Account.”

Dimension Combinations Workspace

Use this workspace to create dimension combinations to be used in various contexts in Maconomy.

A dimension combination is a collection of dimension values that have a common name. For each dimension, you can apply company-specific values. In this way, the value that you specify for a given dimension in a given dimension combination depends on the company that makes the entry in question.

In the Dimension Combinations tab, you enter a name for the dimension combination. Then, for each dimension, you can enter a dimension value to be applied when the dimension combination is used.

If you want the dimension combination to derive a different value, depending on which company makes the actual entry, you can use the Dimension Combination Lines sub-tab. On each line, enter a range of company numbers and a value for one or more dimensions. The values that you enter are used instead of the values that you specified in the Dimension Combinations tab when a company within the specified range enters information in a situation where the current dimension combination is used. If the company that makes the entry is not included in the specified range of companies, Maconomy uses the information in the Dimension Combinations tab.

The following information explains the general function of dimension combinations first. This explanation is based on the functionality of the Dimension Combinations tab. Following that explanation, the usage of the Dimension Combination Lines sub-tab is described, including the setup of dimension combinations for specific posting needs.

Dimension combinations are used in the following contexts:

- As templates for Derived Dimensions islands
- As posting references

You define the use of each dimension combination in the **Type** field.

Dimension Combinations as Templates for Derived Dimensions Islands

Dimension combinations that you use as templates for the Derived Dimensions islands are convenient if you often include the same derived dimension values on, for example, activities, jobs, customers, accounts, and so on. The following explanation uses activities as an example, but the functionality is identical for every information card on which you can enter derived dimensions.

When you use the same derived dimension values on every activity, you can choose to enter the dimension values manually on every activity. However, if you later want to change one or more

dimension values on all activities, you would need to update the information card for every single activity. A more convenient approach is to enter a certain dimension combination in the information card of every activity. A dimension combination contains the dimension values that you normally use for a specific activity. If you need to update the dimension values, you only need to change the value in the dimension combination. That change is then populated in all information cards that refer to the dimension combination in question.

Another advantage of using dimension combinations is that when you create an activity, you do not need to enter all of the dimension values, just the name of the dimension combination.

When you define a dimension combination, Maconomy performs the dimension derivation from the activity as if you had manually entered in the Derived Dimensions island the values that you defined in the dimension combination.

You can enter both a dimension combination and values for one or more dimensions in the Derived Dimension island for the same activity. Maconomy uses the values for the dimensions that you enter on the activity over those that you enter for the same dimensions in the dimension combination. Maconomy derives the remaining dimension values from the dimension combination. Values that you enter in the Derived Dimensions island for an individual activity can thus be regarded as exceptions to the values that you enter in the assigned dimension combination.

The following example shows the values that are used as derived dimensions for an activity to which both a dimension combination and dimension values for some dimensions have been assigned. For the sake of clarity, only a selection of the Maconomy dimensions is displayed in the following example.

In the example, it is assumed that activity 101 is assigned to dimension combination A, and that the Dimension Derivations workspace defines a derivation priority for activities. The dimension combination and the dimensions that are derived from the activity are set up as follows:

Dimension	**Value in Dimension Combination A**	**Value in the Island Derived Dimensions, Activity 101**
Location	NY	
Entity	BOS	CHI
Project		MB
Purpose		

In this table, Maconomy uses the value NY in the Location dimension on the dimension combination because no activity-specific value has been entered for this dimension. For the Entity dimension, however, a value has been entered on both the dimension combination and the activity. Because the activity-specific dimension value has first priority, Maconomy uses the value CHI. Also, Maconomy uses the value MB for the Project dimension because this value was entered on the activity. Even if another value was entered for this dimension in the dimension combination, Maconomy would use the value MB, just as it used the value CHI for the Entity dimension.

No value has been entered for the Purpose dimension, either in the dimension combination or on the activity. When entries are made on the current activity, Maconomy attempts to derive a value for this dimension from somewhere else, using the priorities that you set up in the Dimension Derivations workspace. In other words, the setup described previously corresponds to the following setup in the Derived Dimensions island for activity 101:

Dimension	Derivation Values used for Activity 101
Location	NY
Entity	CHI
Project	MB
Purpose	

Note that Maconomy always retrieves the **Overwrite** field for a given dimension from the same location as the dimension value. This means that if Maconomy retrieves the dimension value from the tab of a dimension combination, Maconomy also retrieves the value of the **Overwrite** field from the tab of the dimension combination, regardless of whether you selected the **Overwrite Entity** check box in the information card to which the dimension combination is assigned.

When you assign a dimension combination to an activity, Maconomy does not transfer the values from the dimension combination to the fields in the Derived Dimensions island.

Dimension Combinations as Posting References

You create a posting reference in the Dimension Combinations single dialog workspace when you enter the account number to which Maconomy should post automatic G/L entries that it creates. For instance, Maconomy must know the G/L account on which to enter work in progress (WIP) when posting a job journal. In the same way, Maconomy must know on which G/L account it should post COGS when posting an item journal, which, for example, was created because of an item delivery.

In Maconomy, you can define posting references in several places. In the Posting References workspace, you enter a number of department-dependent posting references, for example, identifying where to post WIP, subscription prepayments, and so on.

To define a posting reference, enter a dimension combination of the type "Posting Reference" and specify an account number for this dimension combination. The account number is for the account where you want to post when you use this specific posting reference. When you create an account in the Account Information Card workspace or change it into a control account, Maconomy automatically creates a dimension combination that has the same number and description as the account. Thus you only need to manually create posting reference dimension combinations for manual accounts.

You enter specify values for other dimensions than Account on dimension combinations of the type "Posting Reference." This is, for example, useful if you always want a certain dimension to have a certain value when posting-for example, COGS-or if you use local charts of accounts as described in "Setting Up Dimension Combinations for Company-Specific Charts of Accounts."

On dimension combinations of the type "Posting Reference," you must select the **Overwrite** check box for all dimensions for which a value is provided. This ensures that the specified dimension values are always applied when you use the posting reference in question.

Dimension Combination Lines Sub-Tab: Setting Up Dimension Combinations to Support Company-Specific Dimension Values

On every line of the Dimension Combination Lines sub-tab, you can enter a range of company numbers. In addition, you can enter a value for each dimension and specify whether the value should overwrite any existing dimension value.

The lines in the Dimension Combination Lines sub-tab represent exceptions to the dimension values in the Dimension Combinations tab. If you create an entry on, for example, an activity, the combination of the company that you specified on the entry and the activity itself determines which values Maconomy retrieves from the dimension combination. When Maconomy derives values from a certain information card, it follows these steps to determine which dimension values to derive:

1. If a value exists for the dimension in the Derived Dimensions island on the activity, Maconomy uses that value along with its **Overwrite** value.
2. If there is no value for the dimension in the Derived Dimensions island, Maconomy uses the value that you entered for the dimension in the topmost line that identifies the company for which the entry is made, along with its **Overwrite** value.
3. If Maconomy does not find a dimension value in step 2, either, it uses the value that you entered in the Dimension Combinations tab, along with its **Overwrite** value.
4. If Maconomy does not find a dimension value in the Dimension Combinations tab, it does not derive a value for the current dimension from the derivation priority in question.

In the same way as described for the Dimension Combinations tab, Maconomy always retrieves the **Overwrite** field value for a given dimension from the same location as the dimension value. This means that if Maconomy retrieves the dimension value from the Dimension Combination Lines sub-tab of a dimension combination, Maconomy also retrieves the value of the **Overwrite** field from the that sub-tab, regardless of whether you selected that field on the information card to which the dimension combination is assigned.

Example: Dimension Combination with Company-Specific Values

In this example, the following dimension combination is used as a starting point:

Dimension Combination DC1						
Location	NY					
Entity						
Project	Promo					
Spec. 1	HQ					
Local Spec. 1						
Company No. From	Company No. To	Location	Entity	Project	Spec. 1	Local Spec. 1
A	C	BOS		Leads		A4415

This dimension combination is assigned to activity ACT1, for which the Derived Dimensions island contains the following values:

Dimension	**Value**

Location	
Entity	Campaign
Project	Sales
Spec. 1	
Local Spec. 1	

Because a line was created in the Dimension Combination Lines sub-tab, the company that is making the entry is vital for determining the dimension derivation from activity ACT1. The dimension derivation yields different results depending on whether the company number is within the range of A-C. The following describes the values that are used in the dimension derivation for companies that are within the range and companies outside the range, respectively.

Companies within the Range A-C

In this example, assume that company A makes an entry. The Location dimension is blank on the activity. Therefore, Maconomy looks in the line in the sub-tab that identifies company A. Here, Maconomy finds the value BOS and applies it, even though the Dimension Combinations tab specifies another location value.

Because the values that you enter in the Derived Dimensions island on the activity are always top priority, the Campaign entity and the Sales project are prioritized, even if other values exist in the Dimension Combinations tab and/or the Dimension Combination Lines sub-tab.

The dimension Spec. 1 is blank on the activity card. As in the case of the location value, Maconomy looks for a Spec. 1 value in the line in the sub-tab that identifies company A. Because no value is specified for Spec. 1 here, Maconomy uses the value that you entered in the Dimension Combinations tab.

Finally, Maconomy finds a value for Local Spec. 1 in the same way as it found the value for the Location dimension.

To sum up, for companies that are within the range of A-C, the preceding setup corresponds to having set up the Dimension Derivations island on the activity card as follows:

Dimension	**Value**
Location	BOS
Entity	Campaign
Project	Sales
Spec. 1	HQ
Local Spec. 1	A4415

Companies Outside the Range A-C

When a company that has a number that is outside the range of A-C enters information on activity ACT1, the following dimension values are used:

The Location dimension is blank on the activity, and no lines in the Dimension Combination Lines sub-tab identify companies outside the range of A-C. Therefore, Maconomy uses the value in the Dimension Combinations tab. Here, Maconomy finds the value NY.

Because the values that you entered in the Derived Dimensions island on the activity are always top priority, Maconomy always uses the Campaign entity and the Sales project, even if other values exist in the Dimension Combinations tab.

Spec. 1 is found in the same way as Location.

Local Spec. 1 is blank on the activity card and in the Dimension Combinations tab. Therefore, Maconomy does not derive a local specification 1 value for this activity when companies outside the A-C range enter information.

To sum up, for companies outside the range of A-C, the preceding setup corresponds to having set up the Dimension Derivations island on the activity card as follows:

Dimension	Value
Location	NY
Entity	Campaign
Project	Sales
Spec. 1	HQ
Local Spec. 1	

Dimension Combinations on Dimension Information Cards

When you enter a dimension combination on a dimension information card (that is, the Locations, Entities, Projects, Purposes, Spec. 1-3, and Local Spec. 1-3 workspaces), Maconomy ignores any values that you entered in the dimension combination for the dimension in question. This means that if you specify a dimension combination, for example, for the value NY in the Locations workspace, Maconomy does not use any values that you entered for the Location dimension in the tab and sub-tab of that dimension combination when it performs a dimension derivation from the location NY.

Derivation of Company-Specific Dimension Values

Dimension combinations enable you to set up company-specific rules for the derivation of dimension values. This is especially useful if some companies in the multi-company model use local charts of accounts, for example, because local legal or reporting requirements. This section describes some examples of such situations. The later section "Setting Up Dimension Combinations for Company-Specific Charts of Accounts" describes the process of setting up Maconomy to support the examples shown in this section.

A situation such as this can occur if costs that are related to certain activities are posting on one account in the global chart of accounts (the Account dimension), but a certain company needs to post the activity costs on separate accounts, and the company has therefore created a local chart of accounts in the Local Specification 1 dimension.

This situation is illustrated in the following example:

Activity	Global Account	Local Spec. 1 in Company A	Local Spec. 1 in Company B
101 Training, unspecified	G3310	A4410	B6500
102 Training, internal	G3310	A4415	B6510

103 Training, external	G3310	A4420	B6520

In this case, costs on all three activities entered by company A are posted on account G3310 in the global chart of accounts, whereas the value in Local Specification 1 depends on whether the posting is made on activity 101, 102, or 103. When company B enters costs on the same activities, the amounts are still to be posted on account G3310 in the global chart of accounts, whereas entirely different values are to be used for Local Specification 1.

Company A and B are thus able to create separate reports on unspecified, internal, and external training, whereas only one account for training exists in the global accounts.

Another example could be a company that uses a chart of accounts that is structured differently than the global chart of accounts. As in the preceding example, it could be that the global chart of accounts has only one account for Training activities, but that account may be placed differently in the local chart of accounts for a particular company, for example, because of different legal requirements in the country in which the company is based.

Activity	Global Account	Local Spec. 1 in Company C
101 Training, unspecified	G3310	C4410
102 Training, internal	G3310	C4410
103 Training, external	G3310	C4410

In this case, when company C enters costs on the three activities, Maconomy posts the cost on account G3310 in the global chart of accounts, and on the value C4410 in the Local Specification 1 dimension, no matter which activity the entry is made on.

Setting Up Dimension Combinations for Company-Specific Charts of Accounts

This section describes some examples of how you can set up dimension combinations to support company-dependent charts of accounts. The examples are based on the needs described in "Derivation of Company-Specific Dimension Values."

You create company-dependent charts of accounts in the Local Specification 1-3 workspaces, where you can create different lists of dimension values. You can then assign these lists to the individual companies, and each company can only use the local specification values in the list that you assigned to that company.

Assume that you want to set up a chart of accounts that supports the need described in the first example in "Derivation of Company-Specific Dimension Values." In that example, there was a requirement that costs on activities 101, 102, and 103 all be posted on the global account G3310 because there was no need to specify the nature of the training. Companies A and B, however, wanted to split the costs for these three activities into three specific accounts, to represent unspecified, internal, and external courses.

For this purpose, you create two lists in Local Specification 1 that contain the local chart of accounts for companies A and B, respectively. The charts of accounts contain, among other values, the values to be used for entering training costs. You assign the two lists to the two companies in the Company Information workspace.

Then, you create three dimension combinations, one for each activity.

You assign the first dimension combination to activity 101. Here, you enter G3310 in the **Account No.** field in the Dimension Combinations tab. In the Dimension Combination Lines sub-tab, you create a line for a range of companies A to A (that is, company A only). On this line, you enter the

value A4410 in the **Local Spec. 1** field. Finally, you create a line for a range of companies B to B. On this line, you enter the value B6500 in the **Local Spec. 1** field. After you create the lines, you can assign the dimension combination to activity 101 in the sub-tab of the Activities workspace as a posting reference. Because you did not enter any account numbers on either of the two dimension combination lines, Maconomy always uses the account number from the Dimension Combinations tab, regardless of which company is making the entry on activity 101. However, other than the account number, Maconomy uses local specification A4410 when company A enters costs on this activity, and local specification B6500 when company B enters costs on the activity. Maconomy does not transfer any local specific dimension values from the dimension combination when other companies enter costs on activity 101. Instead, Maconomy uses the local specifications that you provided on the entry.

You create the dimension combinations for the other two activities in the same way and assign them to the activities. These other two dimension combinations still use account G3310 in the Dimension Combinations tab, but the local specification 1 values in the Dimension Combination Lines sub-tab are A4415 and B6510, respectively, on the dimension combination that you assigned to activity 102, and A4420 and B6520, respectively, on the dimension combination that you assigned to activity 103.

In the second example in "Derivation of Company-Specific Dimension Values," you want all training costs to be posted on account G3310. Company C, however, needs to enter those costs on account C4410, no matter which of the three activities is used.

For this purpose, you create a list in **Local Specification 1** that contains the local chart of accounts for company C. The chart of accounts contains, among other values, the value C4410. You assign the list to company C in the Company Information workspace.

In the Dimension Combinations workspace, you then create a dimension combination by entering the account number G3310 in the Dimension Combinations tab. In the Dimension Combination Lines sub-tab, you create one line that has a company number range from C to C. On this line, you specify the value C4410 for the Local Spec. 1 dimension. Then, you assign this dimension combination to all three activities.

With this setup you can ensure that when company C enters costs on any of the three activities in question, Maconomy uses the account G3310 and the Local Specification 1 value C4410. When other companies enter costs on the activity, Maconomy uses the account G3310 as well, but it does not derive any local specification 1 values from the dimension combination. Instead, Maconomy uses the local specifications that are provided on the entry.

When you use local charts of accounts, you should create a full local chart of accounts in the local dimension in question, no matter whether the local chart of accounts only differs from the global chart of accounts on a few counts. In this way, you can be certain that you will be able to present the full accounts of that company without having to piece them together from two different dimensions, which may prove difficult. Consequently, for every company that uses a local chart of accounts, you should create company-specific lines in all dimension combinations so that all amounts are posted on both the global and the applicable local accounts.

Dimension Combinations Tab

This section includes the fields and descriptions for the Dimension Combinations tab.

Dimension Combination Island

Field	Description
Dimension Comb. No.	In this field, you specify the number of the dimension combination when creating a dimension combination. If the dimension combination is created on the basis of a control account, it has automatically been assigned the number of the account in question.
Type	In this field, you can specify the usage of the dimension combination. The type determines the context in which the dimension combination can be applied. You can choose between the following types, whose functionality is described in the introduction to this window: ▪ Posting Reference — The dimension combination is used by making a reference to it in posting reference fields, for example, in the Posting References, Activities, Warehouse Information Card workspaces, and so on. Dimension combinations created automatically on the basis of control accounts are always of this type. ▪ Dimension Derivation — The dimension combination is used as a template for completing the Derived Dimensions island in a number of different information cards in which you can derive dimensions.
Description	In this field, you specify a description of the current dimension combination. If the dimension combination is created on the basis of a control account, the description of the account in question has automatically been transferred to the dimension combination.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name and description for an access level for the current dimension combination. You only have access to the current dimension combination if you have been assigned to this or a higher access level in the User Access Levels workspace in the SetUp module. This means that you can only refer to dimension combinations to which you have access, for instance on a job. Furthermore, in this workspace, a user can only see the dimension combinations to which he or she has access. Please note that this access control only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to dimension combinations may depend on other factors. For further information about the standard access control configuration, please see “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to the current dimension combination.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Derived Company and Account Island

Field	Description
Company No.	In this field, you can specify a dimension value for the Company dimension, if you want this value to be derived whenever the current dimension combination is used. If you also want the specified value to overwrite existing dimension values when it is derived, mark the field “Overwrite.” If you do not select “Overwrite,” the dimension value will only be derived if the dimension field into which the value is derived is neither completed manually nor through a registration code. A value in this field is only used if the dimension combination type is “Dimension Derivation.” Furthermore, the value will only be used if the dimension combination is referenced on information cards on which it is possible to refer to a company number in the Derived Dimensions island, but no derivation value for the Company dimension is entered. Please note that a mark in the field “Overwrite” will only have effect if a company is also specified. If you only mark the field “Overwrite,” but do not specify a company, the overwrite mark is ignored, as the company and the overwrite mark are always retrieved together from the same dimension derivation island or dimension combination. For more information about derived dimensions, please see “Introduction to the G/L Module” and the description of the Dimension Derivations workspace. You can find more information about the priority of the values in the card part of the dimension combination in relation to company specific values and values on the individual information cards in the introduction to this workspace.
Account No.	In this field, you can specify a dimension value for the Account dimension, if you want this value to be derived whenever the current dimension combination is used. If you also want the specified value to overwrite existing dimension values when it is derived, mark the field “Overwrite.” If you do not select “Overwrite,” the dimension value will only be derived if the dimension field into which the value is derived is neither completed manually nor through a registration code. You must always specify an account number and mark the field “Overwrite” if the dimension combination type is “Posting Reference.” A value in this field will not be used, however, if lines have been created in the Dimension Combination Lines sub-tab, and the top line of those lines that match the number of the company which makes the entry contains a value for the Account dimension. If the dimension combination type is “Dimension Derivation,” the value will only be used in instances where the dimension combination is referenced on information cards on which it is possible to refer to an account number in the Derived Dimensions island, but no derivation value for the Account dimension is entered. Please note that a mark in the field “Overwrite” will only have effect if an account is also specified. If you only mark the field “Overwrite,” but do not specify an account, the overwrite mark is ignored, as the account and the overwrite mark are

Field	Description
	always retrieved together from the same dimension derivation island, dimension combination, or dimension combination line. For more information about derived dimensions, please see “Introduction to the G/L Module” and the description of the Dimension Derivations workspace. You can find more information about the priority of the values in the card part of the dimension combination in relation to company specific values and values on the individual information cards in the introduction to this workspace.

Derived Dimensions Island

Field	Description
Location	In this field, you can specify a dimension value for the Location dimension, if you want this value to be derived whenever the current dimension combination is used. If you also want the specified value to overwrite existing dimension values when it is derived, mark the field “Overwrite.” If you do not select “Overwrite,” the dimension value will only be derived if the dimension field into which the value is derived is neither completed manually nor through a registration code. If the dimension combination type is “Posting Reference,” the field “Overwrite” must be marked if you specify a location. A value in this field will not be used, however, if lines have been created in the Dimension Combination Lines sub-tab, and the topmost line of those lines that match the number of the company which makes the entry contains a value for the Location dimension. If the dimension combination type is “Dimension Derivation,” the value will only be used in instances where the dimension combination is referenced on information cards on which it is possible to refer to a location in the Derived Dimensions island, but no derivation value for the Location dimension is entered. A value in this field will not be used if the dimension combination has been assigned to a location information card in the Locations workspace. This means that if the dimension combination, for example, has been specified for the location NY in the Locations workspace, a value in this field will not be applied when dimensions are derived from the location NY. Please note that a mark in the field “Overwrite” will only have effect if a location is also specified. If you only mark the field “Overwrite,” but do not specify a location, the overwrite mark is ignored, as the location and the overwrite mark are always retrieved together from the same dimension derivation island, dimension combination, or dimension combination line. For more information about derived dimensions, please see “Introduction to the G/L Module” and the description of the Dimension Derivations workspace. You can find more information about the priority of the values in the card part of the dimension combination in relation to company specific values and values on the individual information cards in the introduction to this workspace.
Entity	The functionality of this field is similar to that of the field “Location.”

Field	Description
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.” Furthermore, when you enter a value in this field, Maconomy checks whether the current dimension combination is in use on any information cards (customers, vendors, employees, and so on) assigned to a specific company. If it is, Maconomy checks if the local spec. value entered in this field is also available in the local spec. list assigned to the companies in question.

Dimension Combination Lines Sub-Tab

This section includes the fields and descriptions for the Dimension Combination Lines sub-tab.

Field	Description
Line Description	In this field, you can enter a description of the current dimension combination line.
From Company No.	Together with the field “To Company No.,” this field constitutes a range of company numbers. When the current dimension combination is used as a result of an entry being made, Maconomy will check if the dimension combination contains a line with a company number range which matches the company to which the entry pertains. If this is the case, Maconomy will apply the dimension specifications entered on the dimension combination line instead of the specifications from the card part of the window. This way, it is possible to create lines with company-specific exceptions to the values in the card part. If more than one line match the company to which the entry pertains, the topmost of those table lines is applied. If no lines match the company to which the entry pertains, or if no lines have been created at all, Maconomy will only use the information in the card part. For more information about how Maconomy assigns priorities to the use of values from dimension derivation islands, dimension combinations, and dimension combination lines, please see the introduction to this workspace and the description of the field “Account No.” in the Dimension Combinations tab and the Dimension Combination Lines sub-tab.
To Company No.	The functionality of this field is described in the field “From Company No.” above.
Company Name	If the same company number is specified in the fields “From Company No.” and “To Company No.,” this field shows the name of the company in question. Otherwise, this field is blank.

Field	Description
Local Spec. 1-10 List	In these fields you can specify a Local Spec.1-3 list. When an entry is made in a company where the Local Spec. 1-10 list assigned to the company matches the Local Spec. 1-10 list on the line, the dimension values on the line will be applied to the entry.
Account No.	In this field, you can specify a dimension value for the Account dimension, if you want this value to be derived whenever the current dimension combination is used. If you also want the specified value to overwrite existing dimension values when it is derived, mark the field “Overwrite Account.” If you do not select “Overwrite Account,” the dimension value will only be derived if the dimension field into which the value is derived is neither completed manually nor through a registration code. If the dimension combination type is “Posting Reference,” you must always mark the field “Overwrite Account” when you specify an account number. When an entry is made, on which the current dimension combination is to be applied, the value in this field will only be used if the current line is the top line of those lines that match the number of the company to which the entry pertains. The company number range is specified in the fields “Company No. From” and “Company No. To.” If the dimension combination type is “Dimension Derivation,” the value will only be used when deriving from information cards which refer to the dimension combination, and where no derivation value for the Account dimension has been entered. A value in this field will not be used if the dimension combination has been assigned to an account information card in the Account Information Card workspace. This means that if the dimension combination, for example, has been selected for the account no. 1110 in the Account Information Card workspace, a value in this field will not be applied when dimensions are derived from account number 1110. Please note that a mark in the field “Overwrite Account” will only have effect if an account is also specified. If you only mark the field “Overwrite Account,” but do not specify an account, the overwrite mark is ignored, as the account and the overwrite mark are always retrieved together from the same dimension derivation island, dimension combination, or dimension combination line. For more information about derived dimensions, please see “Introduction to the G/L Module” and the description of the Dimension Derivations workspace. You can find more information about the priority of the values in the Dimension Combinations tab in relation to company-specific values and values on the individual information cards in the introduction to this workspace.
Account Name	This field shows the name of the account specified in the field “Account No.”.
Overwrite Account	In this field, you can specify if any value specified in the field “Account No.” on the current line should overwrite existing account values on entries when the account number is derived from the current dimension combination line. The value in this field only has effect if an account has

Field	Description
	been specified on the current line. If you mark the field, but do not specify an account, the overwrite mark is ignored, as the account and the overwrite mark are always retrieved together from the same dimension derivation island, dimension combination, or dimension combination line. For more information about the meaning of overwriting in connection with derived dimensions, please see the description of the field “Account No.” above. Furthermore, please see the section about dimension derivation in “Introduction to the G/L Module” and the description of the Dimension Derivations workspace. You can find more information about the priority of the values in the Dimension Combinations tab in relation to company-specific values and values on the individual information cards in the introduction to this workspace window.
Location	The functionality of this field is similar to that of the field “Account No.”
Location, Description	This field shows a description of the location specified in the field “Location.”
Overwrite Location	The functionality of this field is similar to that of the field “Overwrite Account.”
Entity	The functionality of this field is similar to that of the field “Account No.”
Entity, Description	This field shows a description of the entity specified in the field “Entity.”
Overwrite Entity	The functionality of this field is similar to that of the field “Overwrite Account.”
Project	The functionality of this field is similar to that of the field “Account No.”
Project, Description	This field shows a description of the project specified in the field “Project.”
Overwrite Project	The functionality of this field is similar to that of the field “Overwrite Account.”
Purpose	The functionality of this field is similar to that of the field “Account No.”
Purpose, Description	This field shows a description of the purpose specified in the field “Purpose.”

Field	Description
Overwrite Purpose	The functionality of this field is similar to that of the field “Overwrite Account.”
Spec. 1-10	The functionality of these fields is similar to that of the field “Account No.” Furthermore, when you enter a value in this field, Maconomy checks whether the current dimension combination is in use on any information cards (customers, vendors, employees, and so on.) assigned to a specific company. If it is, Maconomy checks whether the local spec. value entered in this field is also available in the local spec. list assigned to the companies in question.
Spec. 1-10, Description	These fields show the descriptions of the specification values specified in the fields “Spec. 1-10.”
Overwrite Spec. 1-3	The functionality of these fields is similar to that of the field “Overwrite Account.”
Local Spec. 1-10	The functionality of these fields is similar to that of the field “Account No.”
Local Spec. 1-10, Description	If the same company number is specified in the fields “From Company No.” and “To Company No.,” these fields show a description of the local specification values entered in the fields “Local Spec. 1-10.” Otherwise, this field is blank.
Overwrite Local Spec. 1-3	The functionality of these fields is similar to that of the field “Overwrite Account.”

Actions

This section shows the actions available in the Dimension Combinations workspace.

Top Pane

Field	Description
Copy Dimension Combination	When you select this action, Maconomy will create a dimension combination as a copy of the current dimension combination. The copy is assigned the number specified in the field “New Dimension Comb. No.,” but all other information, including table lines, is copied from the original dimension combination to the new dimension combination. This action can only be selected when you have entered a number in the field “New Dimension Comb. No.” and pressed Return.

Company Dimension Combinations Workspace

Use this workspace to quickly look up account, local account, and local chart of accounts derived for a given company and dimension combination header.

Maconomy derives the information in the workspace based on the rules of each dimension combination on each company in your system. Note that you cannot enter or create lines in the Company Dimension Combination tab or use it to derive the rules of or for the dimension combination. If you add or delete a company in the Dimension Combination workspace, Maconomy automatically updates the Company Dimension Combination single dialog workspace. Likewise, if you add, change, copy, or delete a dimension combination or dimension combination line, the system updates the table.

Company Dimension Combination Tab

This section includes the fields and descriptions for the Company Dimension Combination tab.

Company Dimension Combination Information Island

Field	Description
Dimension Comb. No.	This field shows the dimension combination number.
Description	This field shows the description of the dimension combination.
Company No.	This field shows the company number.
Account No.	This field shows the account number to which the entry will be posted.
Local Account No.	This field shows the local account number to which the entry will be posted.
Local Chart of Accounts	This field shows the local chart of account associated with the local account.
Instance Key	This field shows the unique identifiable key for the relation.
Transaction Timestamp	This field shows the date and time of the last change.

Show Dimension Combination Usage Workspace

Use this workspace to view where each dimension combination is used.

For instance, you can see which jobs specify dimension combinations in the Dimension Derivations island. Use the Jobs workspace to enter the name of a specific dimension combination.

In the Show Dimension Combination Usage tab, you can browse through all of the dimension combinations in Maconomy. For every dimension combination, the Dimension Combination Usages sub-tab displays the places where the current dimension combination is specified. The information in the Show Dimension Combination Usage tab derives from the Dimension Combinations workspace. You cannot change any information in the Show Dimension Combination Usage tab or the Dimension Combination Usages sub-tab in this workspace.

Show Dimension Combination Usage Tab

This section includes the fields and descriptions for the Show Dimension Combination Usage tab.

Dimension Combination Island

Field	Description
Dimension Comb. No.	This field shows the number of the current dimension combination. The Dimension Combination Usages sub-tab shows the places in which a reference has been made to this dimension combination.
Type	This field shows the type of the current dimension combination.
Description	This field shows the description of the current dimension combination.

Access Level Island

Field	Description
Access Level	This field shows the name and description of any access level assigned to the current dimension combination.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Dimension Combination Usages Sub-Tab

This section includes the fields and descriptions for the Dimension Combination Usages sub-tab.

Field	Description
Used In	This field shows the type of information to which the current reference pertains. The field may, for example, show whether the dimension combination is referenced from an asset group, an activity, a job, and so on. If the dimension combination is referenced in a workspace in which you can specify posting references per department in the table part, the field “Department” shows the name of department for which the dimension combination is specified.
Key 1	This field shows the value of the first key field for the type of information for which the dimension combination has been specified. A key value is a unique

Field	Description
	identification of a certain job, activity, dimension value, and so on. Two items of the same information type cannot have the same key value. The field that contains the key value is called the key and varies from information type to information type. For instance, the key on activities is the activity number, and the key to entities is the entity number. In certain cases, a key consists of two key values, key 1 and 2. In these cases, the combination of the two key values constitutes the key of that information type. An example of this is task list lines, where the first key value points to the task list to which the task line belongs, and the second key value is the line number. So it is possible for several pieces of information to have the same value in key 1 or key 2, but there can be no more than one piece of information with the same combination of values in key 1 and 2.
Key 2	This field shows the value of the second key field for the type of information for which the dimension combination has been specified. For more information about key fields and values, please see the description of the field “Key 1” above.
Department	If the current line pertains to a reference to the current dimension combination in a workspace in which you can enter posting references for every department in the table part (for example, the Activities workspace), this field shows the department for which the dimension combination has been specified.

Dimension Derivation Selection Workspace

Use this workspace to specify which dimension priorities Maconomy should use in different scenarios.

You can select the Default Dimension Derivation principle in the main tab, and the exceptions in the sub-tab. The exceptions can depend on company, period, and transaction type group.

Dimension Derivation Header Tab

This section includes the fields and descriptions for the Dimension Derivation Header tab.

Default Island

Field	Description
Default Dimension Derivation Name	This field shows the default dimension derivation name. Maconomy uses this default dimension derivation if it cannot find a line in the table part of this window that matches the registration.

User Role Island

See the chapter “Getting Started” for a description of the fields in the User Role island.

Dimension Derivation Line Sub-Tab

This section includes the fields and descriptions for the Dimension Derivation Line sub-tab.

Field	Description
Dimension Derivation Name	In this field, you can enter the name of a dimension derivation principle. Maconomy will use the setting from this principle if the registration matches the target group specified in the following fields.
Company No.	In this field, you enter a company number for which you want this dimension derivation to be invoked.
Period From	In this field you enter a date. In combination with the field “Period To,” this field forms a range of this field forms an range of dates.
Period To	The functionality of this field corresponds to the “Period From” field above.
Transaction Type Group No.	In this field you enter the transaction type group for which you want this dimension derivation to be invoked. You cannot delete a transaction type group if it is used in a dimension derivation selection line.
Created by	This field shows the name of the user who created the dimension derivation selection. The name cannot be changed.
Created on	This is the date when the dimension derivation selection was created. It cannot be changed.
Changed by	This field shows the name of the user who changed the dimension derivation selection.
Changed on	This is the date when the dimension derivation selection was last changed.
Version	This field shows the dimension derivation selection’s version number. This is not the same as a revision number. The version number is updated every time that a user makes a change to the dimension derivation selection.

Dimension Derivations Workspace

Use this workspace to create and maintain the priorities that apply to derived dimensions.

For a value to derive dimension values in other dimensions, you must define which values are derived in the information card of the particular dimension. For example, you can only derive dimension values from the Entity dimension if you assign a priority to the Entity dimension in this workspace.

Maconomy uses the sequence of priorities that you entered in the Dimension Derivation tab when there are several ways to derive a dimension. Maconomy does not derive any dimensions from items that have a priority of 0 in this workspace.

In the Dimension Derivation Rules sub-tab, you can enter a number of special cases in which dimension derivation should deviate from the standard functionality, so that dimensions are derived from a specific place.

Dimension Derivations Tab

This section includes the fields and descriptions for the Dimension Derivations tab.

Dimension Derivation Island

Field	Description
Name	In this field, you can enter the name of a dimension derivation principle. Maconomy will use the setting from this principle if the registration matches the target group specified in the following fields.

Priority Island

Field	Description
User Role	Enter a priority in this field if you want to derive dimensions from the user role. Dimensions are only derived from the user role if the priority is different from 0.
Account	The functionality of this field is similar to that of the **User Role** field above.
Local Account	The functionality of this field is similar to that of the **User Role** field above.
Company	The functionality of this field is similar to that of the **User Role** field above.
Customer	The functionality of this field is similar to that of the **User Role** field above.
Vendor	The functionality of this field is similar to that of the **User Role** field above.
Job	The functionality of this field is similar to that of the **User Role** field above.
Activity	The functionality of this field is similar to that of the **User Role** field above.
Employee Information	The functionality of this field is similar to that of the **User Role** field above.
Item	The functionality of this field is similar to that of the **User Role** field above.
Derive to Lines	Select the **Derive to Lines** box to enable or disable the derivation of vendor information to lines.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Priority, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the **User Role** field above.
Entity	The functionality of this field is similar to that of the **User Role** field above.
Project	The functionality of this field is similar to that of the **User Role** field above.
Purpose	The functionality of this field is similar to that of the **User Role** field above.
Spec. 1-3	The functionality of these fields is similar to that of the **User Role** field above.
Local Spec. 1-3	The functionality of these fields is similar to that of the **User Role** field above.
Rederive	Select the **Rederive** fields to change an existing entry/registration (such as a time sheet line, expense sheet line, or general journal line). If you select a field for a dimension, Maconomy resets the dimension value prior to the rederivation, so that Maconomy always derives a new value for that dimension. This is especially useful if you have selected the system parameter **Complete Dimension Derivation at Registration**, as Maconomy then derives the same dimension value in an update, as if you have entered the same information when you create a new entry.

Dimension Derivation Rules Sub-Tab

This section includes the fields and descriptions for the Dimension Derivation Rules sub-tab.

Field	Description
Action	In this field, you can select a situation or action in which dimension derivation should not take place according to the sequence of priorities specified in the card part. Instead, when performing the action in question, all dimensions are copied from a specific information type, which is specified in the field “Derivation From” on the line. The copying of dimension values from the specified information type requires that a reference to a specific entry in the information type in question is made when the action is performed. For instance, if you have created a line specifying “Create Customer Payment” in this field and “Invoice” in the field “Derivation From,” the dimension values on a customer payment being created are copied from the invoice specified on the payment. If no invoice is specified, dimension values are derived as usual.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>This functionality is available for the following combinations of actions and information types:
<table>
<tr><th>Action</th><th>Derivation From</th><th>Functionality</th></tr>
<tr><td>Create Customer Payment</td><td>Invoice</td><td>When creating a customer payment (for example, in the Customer Payments workspace), specifying an invoice number on the customer payment will cause the dimensions from the invoice in question to be copied to the customer payment. If no invoice is specified on the customer payment, dimensions are derived according to the set-up in the Dimension Derivations tab.</td></tr>
<tr><td>Post Customer Reconciliation</td><td>Customer Payment</td><td>When posting a customer reconciliation, the dimensions from the payment being reconciled will be copied to any exchange rate and discount entries created as a result of the customer reconciliation.</td></tr>
</table></td></tr>
<tr><td>Derivation From</td><td>In this field, you can specify the information type from which dimension values should be copied when performing the action specified in the field “Action” above. For further information about the functionality of the field, see the field “Action.”</td></tr>
</table>

G/L Allocation Combinations Workspace

Use this workspace to enter which G/L allocation combinations allow manual postings, that is, in connection with postings and entries made in the General Journal, Budget Journal, Purchase Orders, Invoice Allocation, Reallocate Invoices, Sales Orders workspaces, and so on.

An allocation combination is the combination of dimension values that you enter on an entry. Using G/L allocation combinations, you can set up rules that specify the dimension values that can be used together. You can also specify which employees and tax codes are allowed in connection with the individual dimension combinations that you set up in the Finance Allocation Lines sub-tab.

You define each G/L allocation combination rule on a line in the Finance Allocation Lines sub-tab, where each line represents an allowed allocation combination. You can set up each rule to apply to G/L-related information, Job Cost-related information, or both. Maconomy uses allocation combinations that apply to G/L to validate all entries where you provide an account number. Maconomy uses allocation combinations that apply to jobs to validate all entries on which a job is provided.

The rules that you set up in this workspace apply to all companies in the system. For instance, you might want to specify that a given account can only be used in combination with a given location (or range of locations). This minimizes the risk of error and allows you to ensure that the

dimension values that you create for special purposes are only used in the intended connections. If you want to add specific allocation combination rules for the individual companies in Maconomy, you can create these rules in the Company Allocation Combinations workspace. Entries that relate to a given company are then only allowed if they comply with both the G/L allocation combinations and the company allocation combinations that you set up for the company in question. This is also true for allocation combination lines that apply to Job Cost, for which you should also note that the rules that you set up in this workspace and the Company Allocation Combinations workspace also apply to all jobs in Maconomy. If you want to add specific allocation combination rules for the individual jobs, you can create these rules in the Job Allocation Combinations workspace in the Job Cost module. Then entries that relate to a given job are only allowed if they comply with the G/L allocation combinations, the company allocation combinations that you set up for the company in question, and the job allocation combinations that you assigned to the job in question.

In the G/L Allocation Combinations tab, you can enter selection criteria so that only allocation combinations that match those selection criteria are displayed in the Finance Allocation Lines sub-tab.

G/L Allocation Combinations Tab

This section includes the fields and descriptions for the G/L Allocation Combinations tab.

Selection Criteria Island

Field	Description
Account No.	In this field, you can enter an account number. Only allocation combinations containing the account number are shown in the Finance Allocation Lines sub-tab. If no account number has been entered, all accounts containing the specified “Location,” “Entity,” “Project,” “Purpose,” “Spec. 1-3,” and “Local Spec. 1-3” will be shown.
Employee No.	The functionality of this field is similar to the functionality of the field “Location.”
Tax Code	In this field, you can specify a tax code (that is, a tax percentage). You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters workspace. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Show Lines Applying to G/L	If you mark this field, only allocation combination lines where the field “Applies to G/L” is marked are shown in the Finance Allocation Lines sub-tab.
Show Lines Applying to Jobs	If you mark this field, only allocation combination lines where the field “Applies to Jobs” is marked are shown in the Finance Allocation Lines sub-tab.

Field	Description
Show Lines	When you check this box, the Finance Allocation Lines sub-tab will display the allocation combinations. For performance reasons, it is advisable not to check the box until after you have entered the selection criteria.

Selection Criteria, Dimensions Island

Field	Description
Location	In this field, you can enter a location. Only allocation combinations containing the location are shown in the Finance Allocation Lines sub-tab. If no location has been entered, all accounts containing the specified dimension information are shown.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Finance Allocation Lines Sub-Tab

This section includes the fields and descriptions for the Finance Allocation Lines sub-tab.

Field	Description
Account No. From	This field and the field “Account No. To” represent a range of accounts which, together with any other ranges specified for the other dimensions, represents an allowed G/L allocation combination. If the range of accounts is not filled in, all accounts are included. For job cost registrations, the P&L account specified in the table part of the activity on the registration must be within this range of account numbers for the registration to comply with the current allocation combination.
Account No. To	See the description of the field “Account No. From” above.
Location From	This field and the field “Location To” represent a range of locations. If the range of locations is not filled in, all locations are included.

Field	Description
Location To	See the description of the field “Location From” above.
Entity From	This field and the field “Entity To” represent a range of entities. If the range of entities is not filled in, all entities are included.
Entity To	See the description of the field “Entity From” above.
Project From	This field and the field “Project To” represent a range of projects. If the range of projects is not filled in, all projects are included.
Project To	See the description of the field “Project From” above.
Purpose From	This field and the field “Purpose To” represent a range of purposes. If the range of purposes is not filled in, all purposes are included.
Project To	See the description of the field “Purpose From” above.
Spec. 1-10 From	These fields and the fields “Spec. 1-10 From” represent a range of specifications. If the range of specifications is not filled in, all specifications are included.
Spec. 1-10 To	See the description of the field “Spec. 1-10 From” above.
Local Spec. 1-10 From	These fields and the fields “Local Spec. 1-10 To” represent a range of local specifications. If the range of locations is not filled in, all local specifications are included.
Local Spec. 1-10 To	See the description of the field “Local Spec. 1-10 From” above.
Access Level	In this field, you specify the name of the access level to be assigned to the current allocation combination. If an access level is specified, only users who have been granted access to this access level or higher can create entries on which the allocation combination matches the current line. In this workspace, a user can only see a given allocation combination line if he or she has been granted access to the access level specified for line in question, or a higher level. Please note, however, that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to allocation combinations may depend on other factors. For further information about the standard access control configuration, please see “Introduction to the Access Control System” in the Set-Up module. If you do not enter a value, all users can create entries with allocation combinations matching the current line.
Remarks	In this field, you can enter any remarks to the current allocation combination line.

Field	Description
Employee No. From	This field and the field “Employee No. To” represent a range of employee numbers that, together with any other ranges specified for the other dimensions, represents an allowed G/L allocation combination. If the range of employee numbers is not filled in, all employees are included.
Employee No. To	See the description of the field “Employee No. From” above.
Tax Code From	This field and the “Tax Code To” field represent a range of G/L tax codes that represents an allowed G/L allocation combination, along with any other range specified for the other dimensions. If the range of tax codes is not filled in, all tax codes are included. If multiple tax codes are enabled, the “Tax Code From” field will be replaced by the following fields: “Tax Code 1 From,” “Tax Code 2 From,” and, if enabled, “Tax Code 3 From.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax Code To	See the description of the “Tax Code From” field above.
Transaction Type Group No.	This field represents a transaction type group. An allocation group is only allowed if the transaction type belongs to this transaction type group.
Applies to G/L	Mark this field if the current allocation combination line should apply when registering G/L related information. If the field is marked, the allocation combination will apply to all registrations on which you specify an account number.
Applies to jobs	Mark this field if the current allocation combination line should apply when registering information related to the Job Cost module. If the field is marked, the allocation combination will apply in all registrations on which you enter a job number.

Company Allocation Combinations Workspace

Use this workspace to specify the allocation rules for one company at a time.

Use the G/L Allocation Combinations workspace to specify the rules for all companies.

Company Allocation Combinations Tab

This section includes the fields and descriptions for the Company Allocation Combinations tab.

Company Island

Field	Description
Company	This field displays the name and number from the Company island in the window Company Information.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Selection Criteria Island

Field	Description
Account No.	In this field, you can enter an account number. Only allocation combinations containing the account number are shown in the table part. If no account number has been entered, all accounts containing the specified “Location,” “Entity,” “Project,” “Purpose,” “Spec. 1-3,” and “Local Spec. 1-3” will be shown.
Employee No.	The functionality of this field is similar to the functionality of the field “Location” above.
Tax Code	In this field, you can specify a tax code (that is, a tax percentage). You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Show Lines Applying to G/L	If you mark this field, only allocation combination lines where the field “Applies to G/L” is marked are shown in the table part.
Show Lines Applying to Jobs	If you mark this field, only allocation combination lines where the field “Applies to Jobs” is marked are shown in the table part.
Show Lines	When you check this box, the table part of the window will display the allocation combinations. For performance reasons, it is advisable not to check the box until after you have entered the selection criteria.

Selection Criteria, Dimensions Island

Field	Description
Location	In this field you can enter a location. Only allocation combinations containing the location are shown in the table part. If no location has been entered, all accounts containing the specified dimension information are shown.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.

Field	Description
Spec. 1-10	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-10	The functionality of these fields is similar to the functionality of the field “Location” above.

Company Allocation Lines Sub-Tab

This section includes the fields and descriptions for the Company Allocation Lines sub-tab.

Field	Description
Account No. From / Account No. To	These fields represent a range of accounts which together with any ranges specified for the other dimensions represent an allowed company allocation combination. If the range of accounts is not filled in, all accounts are included. For job cost registrations, the P&L account specified in the table part of the activity on the registration must be within this range of account numbers in order for the registration to comply with the current allocation combination.
Location From / Location To	See the description of the field “Account No. From / To” above. Entity From / Entity To See the description of the field “Account No. From” above. Project From / Project To See the description of the field “Account No. From” above.
Purpose From / Purpose To	See the description of the field “Account No. From” above.
Spec. 1-3 From / Spec. 1-3 To	See the description of the field “Account No. From” above.
Local Spec. 1-3 From / Local Spec. 1-3 To	See the description of the field “Account No. From” above.
Access Level	In this field, you specify the name of the access level to be assigned to the current company allocation combination. If an access level is specified, only users who have been granted access to this access level or higher can create entries on which the allocation combination matches the current line. In this window, a user can only see a given company allocation combination line if he has been granted access to the access level specified for line in question, or a higher level. Please note, however, that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to company allocation combinations may depend on other factors. For further information about the standard access control

Field	Description
	configuration, please see the sections “Introduction to the Access Control System” in the Set-Up module. If you do not enter a value, all users can create entries with allocation combinations matching the current line.
Remarks	In this field, you can enter any remarks to the current company allocation combination line. Employee No. From / Employee No. To These fields represent a range of employee numbers, which together with any other ranges specified for the other dimensions represents an allowed company allocation combination. If the range of employee numbers is not filled in, all employees are included. Tax Code From / Tax Code To These fields represent a range of tax codes, which represents an allowed G/L allocation combination along with any other range specified for the other dimensions. If the range of tax codes is not filled in, all tax codes are included. If multiple tax codes are enabled, the “Tax Code From” field will be replaced by the following fields: “Tax Code 1 From,” “Tax Code 2 From,” and, if enabled, “Tax Code 3 From.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Transaction Type Group No.	This field represents a transaction type group. An allocation group is only allowed if the transaction type belongs to this transaction type group.
Applies to G/L	Mark this field if the current allocation combination line should apply when registering G/L related information. If the field is marked, the allocation combination will apply to all registrations on which you specify an account number.
Applies to jobs	Mark this field if the current allocation combination line should apply when registering information related to the Job Cost module. If the field is marked, the allocation combination will apply in all registrations on which you enter a job number. As job entries do not include an account number, you cannot mark this field if a range of account numbers has been specified in the fields “Account No. From” and “Account No. To.”

Dimension Sets Workspace

Use the Dimension Sets workspace to define a set of dimensions, such as Location and Entity.

Dimension Set Tab

This section includes the fields and descriptions for the Dimension Set tab.

Dimension Set Island

Field	Description
Dimension Set Name	Use this field to specify the name of the dimension set. The name cannot be changed after the dimension set is created.
Description	Use this field to specify a more comprehensive description for the dimension set.

Access Level Island

Field	Description
Name	In this field, you can specify the name of the access level to be assigned to the transaction types.
Description	This field will show the description of the access level you have specified.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Dimensions Island

Field	Description
Include:	▪ Location — Mark this field to include the location in the dimension set. ▪ Entity — Mark this field to include the entity in the dimension set. ▪ Project — Mark this field to include the project in the dimension set. ▪ Purpose — Mark this field to include the purpose in the dimension set. ▪ Spec. 1-10 — Mark this field to include Specification 1-10 in the dimension set. ▪ Local Spec. 1-10 — Mark this field to include Local Specification 1-10 in the dimension set.

Line Styles Workspace

Use this workspace to create and maintain line styles that Maconomy uses for formatting G/L report output in RTF files.

A line style is a combination of RTF document styles to be used on the different parts of a G/L report output line. For each line style, you can specify RTF document styles for line descriptions, positive figures, and negative figures, respectively. In the G/L Report Set-Up workspace, you can then assign a line style to each line in the Report Lines sub-tab. The styles that you define in the

line style that you select on the line in question are thus applied to each of the output RTF lines that results from a given line in the Report Lines sub-tab of the G/L Report SetUp workspace. The specifications in this workspace contain no information about the formats that are implied by the RTF styles, because you should define those beforehand in a template RTF file. When you create an RTF file from the report, Maconomy prompts you for such a template RTF file, which then functions as a definition of the formats of the styles in question.

For example: In this workspace, you create two line styles: "Regular" and "Totals." The "Regular" line style specifies that line descriptions and positive figures should use the RTF style "Regular." Negative figures should use the style "Red." The "Totals" line style is intended for subtotals and grand totals and specifies that line descriptions and positive figures should use the RTF style "Bold," while negative figures should use the style "Bold Red."

In the G/L Report Set-Up workspace, you set up your report lines, assigning the "Regular" line style on all lines that contain the itemized information, and assigning the "Totals" line style on all lines that are used to calculate totals.

In the RTF file "Template," you define these styles as you want them to look in your reports.

When you use the **Create RTF File** action, and Maconomy asks you to select a template file that contains the relevant styles, select the "Template" file. Maconomy creates an RTF file in which each output data line is formatted in compliance with the template document's definitions of the styles that are implied by the line styles that you specified on the report line that results in the output line

Line Styles Tab

This section includes the fields and descriptions for the Line Styles tab.

Line Style Island

Field	Description
Name	In this field, you can specify the desired name when creating a line style.

Style Selection Island

Field	Description
Line Text Style	In this field, you can specify the RTF style to be applied to the descriptions on G/L report output lines based on lines in the G/L Report Set-Up workspace, where the current line style has been selected. The options in this field are created as options in the pop-up type “Styles” in the Popup Fields workspace.
Style of Positive Values	In this field, you can specify the RTF style to be applied to positive figures on G/L report output lines based on lines in the G/L Report Set-Up workspace, where the current line style has been selected. The options in this field are created as options in the pop-up type “Styles” in the Popup Fields workspace.
Style of Negative Values	In this field, you can specify the RTF style to be applied to negative figures on G/L report output lines based on lines in the G/L Report Set-Up workspace, where the current line style has been selected. The options in this field are created as options in the pop-up type “Styles” in the Popup Fields workspace.

Field	Description
Note Style	This field is not used in the current version of Maconomy.

Transaction Types Workspace

Use this workspace to create, edit, and delete transaction types.

Maconomy uses a number of posting journals such as General Journals, Vendor Invoice, and so forth. You can use these journals to create transactions. These transactions are identified by their transaction numbers and their transaction types.

Different journals can support different transaction types. You can define different transaction types for different companies and different users. You can configure which transactions are allowed in which journals by creating different transaction type groups.

You cannot delete a transaction type that is used in a transaction group or in entries. You cannot rename transaction types. Maconomy provides a number of predefined transaction types. If you plan to change them, it is a very good idea to do this before you start using transaction types, because you cannot rename or delete transaction types after they are in use.

Setting Up Transaction Types, Transaction Type Groups and Journal Setups

Transaction Types, Transaction Type Groups, Journal Setups, and Posting Period Setups are all related. You must understand these relationships and plan what your needs are before you start setting any part of this up.

Together, Transaction Types, Transaction Type Groups, and Journal Setups enable you to specify very complex setups, where different companies use different transaction types and transaction number series, or where users have differentiated access to posting in journals, and so forth. On the other hand, if you do not need the more complex functionality, Maconomy provides standard functionality that works "out of the box."

The easiest way to explain and understand the relationship is to begin at the top, at the company level. When you implement a setup, however, you must start the setup at the lowest level, by creating Transaction Types.

In the Company Information workspace, you select a Journal Setup for the company. When you create a company, Maconomy suggests the Standard journal setup by default. If other journal setups exist, you can select one of those.

In the Journal Setup workspace you can create and change journal setups. A journal setup represents a setup of all posting journals in Maconomy. Therefore, a journal setup consists of a header part (consisting of the number and name, as well as the access level of the setup), and a table part that has exactly one line for each posting journal type in Maconomy. You can select a Transaction Type group for each of these journal types. There is also some information about the journal type displayed here that can otherwise be difficult to get an overview of (basically, whether the journal type uses a transaction number series, and whether you set the transaction manually or you must specify a default transaction type.)

Maconomy provides the Standard default journal setup. You cannot delete or rename it. When you create (and save) a journal setup, Maconomy adds a line to the Journal Setup Lines sub-tab of the Journal Setup workspace for each journal type. You cannot rename or delete those lines. You must then specify a transaction type group for each of these journal types. If you want to

create a journal setup that is similar to an existing journal setup, copy the existing journal setup and change the relevant transaction type groups.

You define the transaction type groups in the Transaction Type Groups workspace. The header part is quite similar to the header of the journal setup: you must give the transaction type group a number and name, and you can set an access level.

In the Transaction Type Group Lines sub-tab of the Transaction Type Groups workspace, you can add lines. Each line corresponds to a transaction type. There can be as few or as many transaction types in a transaction type group as you need. However, a transaction type group must have at least one transaction type.

Additionally, you can (but are not required to) set a Username and Transaction Number Series, and you can specify whether this is the default transaction type for the username, or whether the transaction type has a default transaction number series.

Transaction Types Tab

This section includes the fields and descriptions for the Transaction Types tab.

Transaction Type Island

Field	Description
Transaction Type	In this field, you can specify the name. This is used to identify the transaction type in different dialogs, for example in the General Journal.
Description	In this field, you can specify a descriptive text for the transaction type.

Access Level Island

Field	Description
Name	In this field, you can specify the name of the access level to be assigned to the transaction type.
Description	This field will show the description of the access level you have specified.

Transaction Numbering Island

Field	Description
Number Series	Use this field to select the transaction number series to be used by this transaction type. Regardless of where the transaction type is used, it can be overwritten by the transaction number series specified in the transaction type groups.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Transaction Type Groups Workspace

Use this workspace to create, edit, and delete transaction type groups.

You use transaction type groups to group transaction types, to make using transaction types more convenient. For example, most transactions have the same posting periods, so it is easier to define the posting period for a group of transaction types, instead of specifying it for each transaction type.

The transaction type groups are used by the posting period setups and the journal setups. Groups can be shared by different setups. A transaction type group must contain a minimum of one transaction type.

A transaction type group can contain a default transaction type for each user. This is used when Maconomy must derive a transaction type (any type, not a specific one), in a specific workspace, for a specific company and user.

You can identify a Transaction Number Series for a specific transaction type and a specific employee, within a specific group. This overrules the Transaction Number Series that you enter on the transaction type. The Transaction Number Series that you enter on the transaction types are generic, used by all companies, while the Transaction Number Series that you enter in the transaction type groups are company- and user-specific.

You can create user-specific Transaction Number Series if you are using different number series for different users. Also, different users can have access to different transaction types. The **Username** field controls the user-specific settings. By default, this field is empty, meaning that all users have the same transaction type settings within the group.

You cannot delete transaction type groups if they are used by journal setups or posting period setups.

By default, Maconomy provides a transaction type group that includes all of the predefined transaction types, and other transaction type groups used by the standard journal setup.

Transaction Type Groups Tab

This section includes the fields and descriptions for the Transaction Type Groups tab.

Transaction Type Group Island

Field	Description
Group No.	In this field, you can specify the transaction type group number when creating a transaction type group. This is a string.
Name	In this field, you can specify a name or description for the transaction type group.

Access Level Island

Field	Description
Access Level	In this field, you can specify the description and name of the access level to be assigned to the transaction type group.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Transaction Type Group Lines Sub-Tab

This section includes the fields and descriptions for the Transaction Type Group Lines sub-tab.

Field	Description
Transaction Type	Here you can enter a transaction type to include in the group.
Description	This fields shows the description of the transaction type (if a description exists.).
Username	Here you can enter the name of a user who can create transactions of the current type and with the current transaction number series.
Transaction Number Series	Here you can enter the transaction number series associated with the current transaction type and current user, in the current group.
Default	When marked, this field means that the current transaction type is the default transaction type for the current user in the current group. This is used to derive the transaction type in different dialogs.

Actions

This section shows the actions available in the Transaction Type Groups workspace.

Top Pane

Field	Description
Copy	This action copies lines (transaction types) from the transaction types group selected in the “From Transaction Type Group” field. All lines are copied, and existing lines of the same name are silently overwritten. After they are copied, both groups will contain the same transaction types.
Create Lines For All Transaction Types	This action adds line for every transaction type to the current transaction type group. The "Default," "Transaction Number Series," and "Username" fields will be empty.

Journal Setup Workspace

Use this workspace to set up the connection between posting journals, transaction types, and transaction number series

Maconomy provides one predefined standard journal setup that you cannot delete or rename.

In the Journal Setup tab in the Journal Setup workspace, you can enter the name and number of the journal setup, as well as the access level.

In the Journal Setup Lines sub-tab, you must enter a transaction type group for each journal type. When you create a journal setup, Maconomy creates a line for each journal type in the sub-tab. You cannot rename or delete lines. You can copy the lines from an existing journal setup to make it faster and easier to create a journal setup.

Journal Setup Tab

This section includes the fields and descriptions for the Journal Setup tab.

Journal Setup Island

Field	Description
Journal Setup No.	Here you can specify a number for the journal setup. It cannot be changed later.
Name	Here you can specify a name for the journal setup. It can be changed later.

Access Level Island

Field	Description
Name	In this field, you can specify the name of the access level to be assigned to the journal setup.
Description	This field will show the description of the access level you have specified.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Journal Setup Lines Sub-Tab

This section includes the fields and descriptions for the Journal Setup Lines sub-tab.

Field	Description
Journal Type	The journal type. You cannot delete or rename this.
Transaction Type Group No.	In this field, you can enter the number of the transaction types group to be used by the current journal type. Only the transaction types included in the group can be used in the current journal type.
Use Transaction Number Series	In this field, you can see if the journal type uses Transaction Number Series. If the field is not marked, you should not spend time on defining default transaction number series for the types that are included in the current setup, as they will never be used.
Manual Journal	Shows whether the user can select or enter a transaction type when creating the journal.

Field	Description
	If this field is not marked, the user is not able to specify a transaction type in this journal; the system will derive the transaction type (the default transaction type of the journal).
Default Transaction Type Mandatory	Shows whether the journal must have a default transaction type, since the system will use it when deriving the transaction type. Note the correlation between this field and the Manual Journal field; they are mutually exclusive. When one is marked, the other cannot be, and vice versa. If this field is marked, the group on the same line must have a default transaction type.

Actions

This section shows the actions available in the Journal Setup workspace.

Top Pane

Field	Description
Validate	This action is used to validate the current setup. Validation includes checking that a transaction type group is attached, that such transaction type groups are non-empty, and so forth. When the validation fails, an appropriate message will guide the user towards solving the problem. It is recommended that this action is run when the setup has been changed, and also after creating a setup.
Copy	This action copies lines from the journal setup selected in the “From Journal Setup” field. All lines are copied, and existing lines of the same name are silently overwritten.

Posting Period Setup Workspace

Use this workspace to set up posting periods.

You can have two open posting periods: one for G/L, and another for job cost. Both open posting periods can be generic or company-specific.

The open job cost posting period represents the posting interval for all job cost entries (for example, time and expense sheet entries, job allocation entries, and so forth), while an open G/L posting period represents the posting interval for all finance entries.

You can create complex setups. For example, you can allow time sheets only between September 1 and September 30, expense sheets between September 2 and September 30, and customer payments between September 3 and September 30. However, if you do not need this complexity, you are not required to create it.

You can create complex setups. For example, you can allow time sheets only between September 1 and September 30, expense sheets between September 2 and September 30, and customer payments between September 3 and September 30. However, if you do not need this complexity, you are not required to create it.

Maconomy determines the posting periods for a specific transaction made by a specific company as follows:

1. Find the posting period setup for the company.
2. In the posting period setup, find the posting periods for the transaction group that includes the transaction type.

A posting period setup must cover all transaction types.

By default, all companies use the standard setup. If your company needs a different setup, create a company-specific setup and link it to the company in the Company Information workspace.

Posting Period Setup Tab

This section includes the fields and descriptions for the Posting Period Setup tab.

Posting Period Setup Island

Field	Description
Posting Period Setup No.	Here you can enter a posting period setup number.
Name	Here you can specify a name for the posting period setup.

Access Level Island

Field	Description
Access Level	In this field, you can specify the description and name of the access level to be assigned to the posting period setup.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Posting Period Setup Lines Sub-Tab

This section includes the fields and descriptions for the Posting Period Setup Lines sub-tab.

Field	Description
Name	In this field, you can enter a name for the posting period setup line.
Description	In this field, you can enter a description of the posting period setup line.
G/L Start	In this field, you can enter the start date of the open G/L posting period.
G/L End	In this field, you can enter the end date of the open G/L posting period.

Field	Description
Job Cost Start	In this field, you can enter the start date of the open job cost posting period.
Job Cost End	In this field, you can enter the end date of the open job cost posting period.
Accrual End	In this field, you can enter the last date allowed for accrual.
Transaction Type Group No.	In this field, you can enter the number of the transaction type group covered by this posting period setup line. Each transaction type in the group will use the posting periods specified on this line.
Created By, Created On, Changed By, Changed On, Version	These fields show by whom and when the line was created and changed. The “Version” is the number of times the line has been changed.

Actions

This section shows the actions available in the Posting Period Setup workspace.

Top Pane

Field	Description
Validate	This action is used to validate the current setup. This includes validating that there is at least one line in the setup, that the same transaction type group is not specified in more than one line, and that a transaction type does not end up having more than one posting period. The validation also ensures that the posting period setup is compatible with the journal setups with which it is used in connection. After changing the structure of a setup, you must manually validate it by invoking this action.
Copy	This action copies lines from the posting period setup selected in the “From Posting Period Setup” field. All lines are copied, and existing lines of the same name are silently overwritten.

Sequence Number Criteria Workspace

This workspace provides company information and sequence number assignment information to support the Sequence Numbers functionality.

The Sequence Number Criteria workspace provides details on reporting company information and outlines relevant sequence numbering details. This information is also available on the **Information** sub-tab of the **Companies** workspace.

Company Tab

This tab lists company information and sequence number assignment information.

Company Information Island

Field	Description
Reporting Company	Select this check box if the company is a reporting company. Only reporting companies can be used when assigning sequence numbers to finance entries and creating opening balances.

Seq. No. Assignment Island

Field	Description
Excl. Transaction Type Group	If you select a transaction type group, finance entries with transaction types listed in the group are disregarded when Maconomy assigns sequence numbers to finance entries. These finance entries are also disregarded in the creation of opening balance entries.
Sequence Numbering	Select a value from the drop-down list to specify the numbering system to use: by transaction number, or by entry. If you select **By Transaction Number**, Maconomy provides all entries that have the same transaction number with the same sequence number. If you select **By Entry**, Maconomy provides each entry with a unique sequence number.
New Seq. per Period	If you select this check box, Maconomy restarts the sequence for each fiscal year period. If you leave this blank, the sequence numbers continue across fiscal year periods and thus span the entire fiscal year.
New Seq. per Trans. Type	If you select this check box, Maconomy creates a sequence for each transaction type. This means that for each transaction type, entries are assigned sequence numbers from 1 to the number of entries with the same fiscal year or fiscal year period (depending on whether the **New Seq. per Period** check box is selected).
Length of Sequence No.	In this field, you specify the number of digits for the sequence number part of the combined sequence number. If a sequence number has fewer digits than the number you specify in this field, Maconomy pads the sequence number with leading zeroes. For example, if you specify '6' in this field and the sequence number is '4123', then the sequence number part of the combined sequence number is '004123'.
Trans. Type on Opening Balance Combined Seq. No.	If the **New Seq. per Trans. Type** check box is selected, Maconomy includes the transaction type in the combined sequence number. Maconomy also needs to know which value to use in the combined sequence numbers for opening balance entries. The value you specify in

Field	Description
	this field is used as the transaction type in the combined sequence numbers for opening balance entries.

Seq. No. Accounts Sub-tab

The sub-tab on the Sequence Number Criteria workspace.

Fields

Field	Description
From Local Account	In this field, enter the start of the local account interval for Maconomy to consider when assigning sequence numbers to finance entries and creating opening balance entries. Leaving this field blank results in an open start interval, and Maconomy will include all local accounts until the local account you select in the **To Local Account** field.
To Local Account	In this field, enter the end of the local account interval for Maconomy to consider when assigning sequence numbers to finance entries and creating opening balance entries. Leaving this field blank results in an open end interval, and Maconomy will include all local accounts starting from the local account you select in the **From Local Account** field.
Split Opening Balance by	If you select a value from the drop-down list, Maconomy will create multiple opening balance entries for each local account in the local account interval (that is, one entry for each customer or vendor with a balance not equal to zero). If you leave this field blank, Maconomy will create one opening balance entry for each local account in the local account interval. Maconomy does not consider this field when assigning sequence numbers to finance entries.

Structure Section

This section includes the fields and descriptions for the Structure section workspaces.

Company Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Company dimension is structured.

You can only create one structure list for the Company dimension.

In the tab, select the **Headings**, **Underlinings**, **Page Break**, and/or **Blocked Companies** check boxes if you want to view any of this information in the sub-tab.

The sub-tab shows all the lines. In a line, select the **Itemize** check box if you want to view all the lines on the lower level.

Company Structure Tab

This section includes the fields and descriptions for the Company Structure tab.

Show Island

Field	Description
Headings	Check this box if you want to see Heading lines in the Company Structure Lines sub-tab.
Underlinings	Check this box if you want to see Underlining lines in the Company Structure Lines sub-tab.
Page Breaks	Check this box if you want to see Page Break lines in the Company Structure Lines sub-tab.
Blocked Companies	Check this box if you want to see blocked companies in the Company Structure Lines sub-tab.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Company Structure Lines Sub-Tab

This section includes the fields and descriptions for the Company Structure Lines sub-tab.

Field	Description
Line No.	In this field you can specify a line number. If you do not specify a line number, the line will be placed at the end of the structure. The line number determines the structure used in reporting.
Line Type	In this field you can select which line type you want to use. You can choose Sum, Heading, Page Break, Single Underscore, Double Underscore, and Posting lines. The line type cannot be changed later. If you want to change the line type, you must delete and re-create the existing line. Lines of the type Posting can only be created by creating a dimension value for the Company dimension in the Company Information workspace. Heading, Underscore, and Page Break lines are only displayed in the Company Structure Lines sub-tab if the check boxes Headings, Underlinings, or Page Break, respectively, are checked in the Show island in the Company Structure tab.
Sum Level	Enter a sum level in this field if the line type is Sum.
Itemize	For sum-level lines, you can specify in this field whether the lines between the sum level of the current line and the same sum level or higher should be displayed. Only lines with a line number lower than that of the current line are affected by this.

Field	Description
Name	In this field you can enter the name of a company. A name is only needed if this is a sum or posting line.
Description	This field displays the description of the current company.
Blocked	If this field is checked, the current company is blocked. Blocked companies are only displayed if Blocked Companies is checked in the Show island of the Company Structure tab.
New Line No.	In this field, you can enter a new line number if you want the current line moved to a new line number. When you press Return, the line will be given the new line number, and if a line with the specified line number already exists, that line's number and all subsequent line numbers will be increased by one.

Actions

This section shows the actions available in the Company Structure workspace.

Top Pane

Field	Description
Move Sum Levels	If you want to move an existing sum level to a higher sum level, you can do this by specifying the sum level from which the change should take effect in this field. When you choose this action, the sum levels from the sum level indicated will all be increased by one. If you, for instance, use four sum levels and wish to move the sum levels from level three, the sum levels three and four will both be moved up one sum level, that is, to sum level four and five, respectively, whereas the sum levels one and two will remain unchanged.
Itemize Structure	In this field, you can specify the sum level down to which you want to itemize the structure. When you now choose this action, all sum levels down to the sum level specified in this field will be itemized. This corresponds to indicating for all sum levels in the Company Structure Lines sub-tab that they should be itemized. This field is particularly useful if you have a very detailed structure and, consequently, many lines to be itemized. There is no limit to the number of sum levels. In principle you could use sum levels from 1 to 3,500 or more, where sum level 1 would be the lowest level. For practical purposes you will, however, often limit the number of sum levels that you use.

Account Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Account dimension is structured.

Printouts from the Print Trial Balance, Print Balance Sheet, and Print Income Statement workspaces use the structure in this workspace.

When you print the structure, you get an overview of the chart of accounts grouped with headings, sum lines, and so on.

Account Structure Tab

This section includes the fields and descriptions for the Account Structure tab.

Show Island

Field	Description
Headings	Check this box if you want to see Heading lines in the Account structure lines sub-tab.
Underlinings	Check this box if you want to see Underlining lines in the Account structure lines sub-tab.
Page Breaks	Check this box if you want to see Page Break lines in the Account structure lines sub-tab.
Blocked Accounts	Check this box if you want to see blocked accounts in the Account structure lines sub-tab.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Account Structure Lines Sub-Tab

This section includes the fields and descriptions for the Account Structure Lines sub-tab.

Field	Description
Line No.	In this field you can specify a line number. If you do not specify a line number, the line will be placed at the end of the structure. The line number determines the structure used in reporting.
Line Type	In this field you can select which line type you want to use. You can choose Sum, Heading, Page Break, Single Underscore, Double Underscore, and Posting lines. The line type cannot later be changed. If you want to change the line type, you must delete and recreate the existing line. Lines of the Posting type can only be created by creating a dimension value for the Account dimension in the Account Information Card workspace. Heading, Underscore, and Page Break lines are only displayed in the Account structure lines sub-tab if the check boxes Headings, Interlinings, or Page

Field	Description
	Break, respectively, are checked in the Show island in the Account Structure tab
Sum Level	Enter a sum level in this field if the line type is Sum.
Itemize	For sum-level lines you can specify in this field whether the lines between the sum level of the current line and the same sum level or higher should be displayed. Only lines with a line number lower than that of the current line are affected by this.
Name	In this field you can enter the name of an account. A name is only needed if this is a sum or posting line.
Description	This field displays the description of the current account.
P&L/Balance Sheet	In this field, you can specify whether the current structure line should be considered a P&L account or a balance sheet account. For accounts of the type Posting, this value is copied from the Account Information Card workspace when the account is created. For accounts of the types Sum, Heading, Underlining, and Page Break, the statement type must be specified manually. The statement type determines whether the current line is to be included in certain printouts. Printouts from the Print Trial Balance, Print Norwegian Balance, and Print Balance Sheet workspaces only include account structure lines of the type Balance Sheet, while printouts from the Print Income Statement workspace only include structure lines of the type P&L. This means that to include a heading in a trial balance, the heading must be marked as a Balance Sheet line in this workspace.
Blocked	If this field is checked, the current account is blocked. Blocked accounts are only displayed if Blocked Accounts is checked in the Show island in the Account Structure tab.
New Line No.	In this field you can enter a new line number, if you want the current line moved to a new line number. When you press Return, the line will be given the new line number, and if a line existed with the specified line number, that line and all subsequent line numbers will be increased by one.

Actions

This section shows the actions available in the Account Structure workspace.

Top Pane

Field	Description
Move Sum Levels	If you want to move an existing sum level to a higher sum level, you can do this by specifying the sum level from which the change should take effect in this field. When you choose this action, the sum levels from the sum level indicated will all be increased by one.

Field	Description
	If you, for instance, use four sum levels and wish to move the sum levels from level three, the sum levels three and four will both be moved up one sum level, that is, to sum level four and five, respectively, whereas the sum levels one and two will remain unchanged.
Itemize Structure	In this field you can specify the sum level down to which you want to itemize the structure. When you choose this action, all sum levels down to the sum level specified in this field will be itemized. This corresponds to indicating for all sum levels in the Account structure lines sub-tab that they should be itemized. This field is particularly useful if you have a very detailed structure and, consequently, many lines to be itemized. There is no limit to the number of sum levels. In principle you could use sum levels from 1 to 3,500 or more, where sum level 1 would be the lowest level. For practical purposes you will, however, often limit the number of sum levels that you use.

Location Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Location dimension is structured.

Entity Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Entity dimension is structured.

Project Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Project dimension is structured.

Purpose Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Purpose dimension is structured.

Specification 1 Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Specification 1 dimension is structured.

Specification 2 Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Specification 2 dimension is structured.

Specification 3 Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Specification 3 dimension is structured.

Local Specification 1 Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Local Specification 1 dimension is structured.

Local dimensions are different from common dimensions in that, instead of dimension values, you can create dimension lists, each of which contains a number of dimension values. You can attach each dimension list to one or more companies. Only those dimension values that are part of the dimension list that you attach to a company are available to the particular company. You can create a structure list for each dimension list.

Local Specification 2 Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Local Specification 2 dimension is structured.

Local dimensions are different from common dimensions in that, instead of dimension values, you can create dimension lists, each of which contains a number of dimension values. You can attach each dimension list to one or more companies. Only those dimension values that are part of the dimension list that you attach to a company are available to the particular company. You can create a structure list for each dimension list.

For more information about dimensions and Maconomy's twelve-dimensional chart of accounts, see "Introduction to the G/L Module" and the description of the Company Structure workspace, which corresponds to this workspace in terms of functionality.

Local Specification 3 Structure Workspace

Use this workspace to create and maintain a dimension structure that determines how reporting for the Local Specification 3 dimension is structured.

Local dimensions are different from common dimensions in that, instead of dimension values, you can create dimension lists, each of which contains a number of dimension values. You can attach each dimension list to one or more companies. Only those dimension values that are part of the dimension list that you attach to a company are available to the particular company. You can create a structure list for each dimension list.

For more information about dimensions and Maconomy's twelve-dimensional chart of accounts, see "Introduction to the G/L Module" and the description of the Company Structure workspace, which corresponds to this workspace in terms of functionality.

Remove Section

This section includes the fields and descriptions for the Remove section workspaces.

Remove Posted General Journals Workspace

Use this workspace to remove the lines of a range of general journals that have been posted.

When you click **OK**, Maconomy removes all of the lines in the general journals that match the selection criteria that you specify and that have not been specified as templates. However, the journals themselves are not removed, and journal lines to which you do not have access are not removed. Note that the journal lines that are removed are the ones that you originally entered in the General Journal workspace. The G/L entries that are created as a result of posting those lines are, of course, not removed.

General journal lines are removed, which means that the journal can no longer be copied in the Journal Copying or General Journal Templates workspaces. There is no log of removed lines.

Delete Posted General Journals Tab

This section includes the fields and descriptions for the Delete Posted General Journals tab.

Selection Criteria Island

Field	Description
Posted Before	In this field, you can specify a date. Only the lines of journals that were posted before this date are deleted. Journals posted on the specified date are not included.
Company No.	In these fields, you can specify a range of company numbers. Only the lines of journals whose responsible company is within the specified range are deleted.

Budget Overview

The budget module is used for creating, inspecting, and maintaining budget models and for comparing budget figures with actual amounts from the G/L module.

Registration Section

This section includes the fields and descriptions for the Registration section workspaces.

Finance Budgets Workspace

Use this workspace to link finance budget headers and finance budget lines and allow for creating, editing, deleting, submitting, and approving finance budgets and finance budget lines.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Line Types

Different line types can be used across the budget template and budgets. However, only some of the lines are allowed on certain budgets and sub budgets

On budget templates and sub budgets of the budget template, line types can be changed until the budgets are created from this template. On sub budgets of main budgets the line type cannot be changed once it has been set and the line has been saved. The only exception to this rule are the manual and calculation lines. Please see related section on how to convert between these two line types.

Sum Line Type

This topic describes sum line types.

Sum lines exist on almost all budget types, except on the Direct Costs sub budget. Any line of this type simply sums up all lines below the sum line. The user cannot manually update or change sum lines. Whenever a subordinate line is updated, the sum line is automatically updated, as well as the sum lines on all types of budgets.

Manual Lines

Manual lines are lines where a user can manually enter values for the periods or the total.

Lines of this type can be used on all types of budgets, except the Direct Costs and Settlements sub budgets.

If values are specified on the periods, the total field is automatically updated by summing up the periods on the line. If you prefer to only specify the total on the line and have it automatically allocated to the periods, either an allocation key can be specified on the line or you can manually specify an allocation type and the allocation values to be used on each period. Alternatively, you can specify that the total value on a manual line be allocated to the periods on the basis on the allocation of periods on another line. The reference line must be present on either the same budget as the manual line or, if the manual line is on a main budget, to a line on a sub budget (of type sub budget) to the main budget.

On sum budgets, the value of manual lines is the sum of all corresponding lines on the main and sum budgets directly below the sum budget in the budget hierarchy.

Calculation Lines

Use the calculation line type when you must calculate the periods of a line on the basis of another line.

Each calculation line must refer to another line (on which the calculation should be based). Additionally, set a surcharge type as well as surcharge values for all periods. Alternatively, specify a surcharge key on the line.

The calculation line must refer to either a line on the same budget as the calculation line, or, if the calculation line is on a main budget, to line on a sub budget (of type sub budget) to the main budget.

On sum budgets, the value of calculation lines is the sum of all corresponding lines on the main and sum budgets directly below the sum budget in the budget hierarchy.

As with manual lines, use this line type on all budget types, except the direct costs and settlements budgets.

Direct Cost Lines

When project or project group lines are created on the direct costs sub budget, a number of direct cost lines are automatically created as well.

The direct cost line type can exist on budget templates, main and sum budgets, as well as on the Direct Costs sub budget. However, it can only be added manually on the budget template.

Direct cost lines on direct costs sub budgets behave exactly as manual lines. This means that you can manually specify values on each period or have a total value allocated using an allocation type.

On main budgets, the value of the period and total fields of direct cost lines are the sum of the corresponding field on the associated direct cost line of all projects created on the direct costs sub budget.

On sum budgets, the value of calculation lines is the sum of all corresponding lines on the main and sum budgets directly below the sum budget in the budget hierarchy.

Project Lines

Project Lines sum up all direct cost lines attached to the project line.

The project type can only be used on direct costs sub budgets. The type cannot be manually specified, but the type is automatically specified when the user creates a new line on the Direct Costs sub budget.

Project lines work more or less as sum lines, wherein they simply sum up all direct cost lines attached to the project line.

Project Group Lines

Project group lines sum up all direct cost lines that are attached to a project group.

Project group lines are similar to project lines. They can only exist on direct costs sub-budgets, but you cannot manually create them. A project line is converted to a project group line when another project or project group line is indented to become a subordinate project or project group. Projects with subordinate projects become project groups.

Similar to project lines, project group lines sum up all direct cost lines that are attached to a project group.

Settlement Line Type

Settlement lines are similar to manual lines in that you can specify period values or allocate a total.

A settlement line type exists only on the Settlements sub-budget.

Each settlement line must have a reference to another department to match settlements across departments/budgets. Because you can only make registrations on main budgets, you can only refer to main budgets on a settlement line.

Settlement lines work exactly as manual lines. You can either specify values for each period or specify a total and have it allocated to the periods using an allocation type, similar to manual lines.

When a settlement line is updated, the relevant internal and external settlements lines (on main and sum budgets) are updated accordingly.

Internal Settlements Line Type

You can only use internal settlements line types on template budgets for main and sum budgets.

You can only create an internal settlements line type on template budgets. Internal settlements line types can only exist on main and sum budgets.

Each line of this type must refer to a settlements sub-budget that sums up settlements. For every settlements budget that is referred from a budget, there must be exactly two internal settlements lines on the budget that refer to the same settlement budget. These two lines should have different income/expense settings.

By definition, an internal settlement is a settlement between two departments in the sub-tree of the budget hierarchy that has the current budget as the root of the sub-tree. Because any main budget only has itself in the sub-tree having the main budget as root budget, all settlements registered on the main budget are external settlements. Hence, the internal settlements lines on main budgets are always 0.

On sum budgets, each internal settlements line sums up settlement lines satisfying the following criteria:

- The line is registered on a budget below the sum budget in the budget hierarchy.
- The referenced department/budget on the settlement line is also below the sum budget in the budget hierarchy.
- The line has the same income/expense setting as the internal settlements line.

- The line is registered on a settlements sub-budget that corresponds to the one referred to from the internal settlements line, that is, created from the same settlements sub-budget on the budget template.

External Settlements Line Type

External settlements lines sum up settlement lines that refer to departments/budgets outside the sub-tree in the hierarchy of the main or sum budget of the external settlements line.

External settlements lines work in almost exactly the same way as internal settlement lines, except that they sum up the settlement lines that refer to departments/budgets outside the sub-tree in the budget hierarchy of the main or sum budget of the external settlements line.

For this reason, all settlements registered on a settlements sub-budget are summed up on the associated external settlements line on the main budget.

On sum budgets, the lines sum up settlements exactly as internal settlements lines except for this difference.

Employee Line Type

An employee line on the Employees sub-budget contains information about a specific employee, such as salary, employment period, absence, and so on.

You can use lines of this type on the budget template, main and sum budgets, and the Employees sub-budget. You can manually specify the line type only on the budget template. On the Employees sub-budget, you create one employee line for each employee that you add to the sub-budget.

On the main and sum budgets, only one employee line can be present. This line and all subordinate lines (including their subordinate lines, and so on) are associated with each employee on the Employees sub-budget. On the main budget, all of these lines contain the summed values of all associated lines on the employees sub-budget, regardless of line type.

If there is no employee line on the main budget, you cannot use the Employees sub-budget from this main budget. Thus, you cannot use and budget on the employees who are already in Maconomy.

On the Employees sub-budgets, the employee lines contain information regarding the specific employee, such as monthly salary, employment period, absence, and so on.

On sum budgets, the value of employee lines is the sum of all corresponding lines on the main and sum budgets directly below the sum budget in the budget hierarchy.

Salary Line Type

A salary line is associated with an employee.

You can use a salary line on the budget template, main and sum budgets, and on the Employees sub-budget. You can specify the line type manually only on the budget template.

On main and sum budgets, lines with the type Salary can only exist below an employee line, because a salary line must be associated with an employee.

If a salary line exists on a main budget, it exists for each employee on the associated Employees sub-budget. Salary lines on the Employees sub-budget are similar to calculation lines. However, salary lines cannot refer to another line on which the calculations should be based. Instead, calculations are performed on the monthly salary specified on the parent employee line. But just as for calculation lines, you specify a surcharge type on salary lines.

On sum budgets, the value of salary lines is the sum of all corresponding lines on the main and sum budgets directly below the sum budget in the budget hierarchy.

Revenue Line Type

You can use a revenue line type on budget templates and main and sum budgets, similar to manual lines.

A revenue line type can exist on budget templates and main and sum budgets.

Revenue line behavior is similar to that of manual lines, except that the total expected employee income can be automatically updated on a revenue line. When the setting is enabled, the total field is automatically updated and the periods are recalculated (using the mandatory surcharge type/key) when the total expected employee income changes. If absence or a limited employment period has been set on the employee, this is taken into account when calculating the periods.

On sum budgets, the value of revenue lines is the sum of all corresponding lines on the main and sum budgets directly below the sum budget in the budget hierarchy.

Type Conversion Line Type

You can use actions to convert manual lines to calculation lines and vice-versa.

When a line type is set on a line, you typically cannot change it. The only exception is that when you use actions, you can convert manual lines to calculation lines and vice-versa.

If you convert a manual line on a main budget to a calculation line, a sub-budget is created that contains two lines: a sum line and a subordinate manual line. The calculation line is set to refer to the sum line, and the previous amounts of the calculation line are copied to the manual line on the sub-budget. If you convert a manual line on a sub-budget, no additional sub-budget is created, and the calculation line is not set to refer to any other line.

If you convert a calculation line that refers to a line on a sub-budget to a manual line, and no other line refers to a line on the same sub-budget, the sub-budget is deleted.

In both types of conversion, any distribution values are reset, but the periodic and total amounts are maintained.

Budget Types

There are two main budget types: Main Budget and Sum Budget.

Main Budget is used for budgets of departments that do not have any subordinate departments in the budget hierarchy.

Sum Budget is used for budgets of departments that have one or more subordinate departments in the budget hierarchy.

Regardless of budget type, you cannot change the following elements of lines created from a template line:

- Name
- Indentation
- Order
- Income/expense state

You cannot change these elements because those changes would affect automatic aggregation. For example, if you change the total expense line on one budget to be the sum of the result line, the values on the superior budget will not make sense. Also, if you change the names of the lines, it will be difficult for the employee who is responsible for a superior budget to compare the lines and values of the superior budget with the lines and values of the subordinate budgets.

Sum Budget

The amounts from subordinate main and sum budgets are automatically aggregated when changed. They are then displayed on the sum budget.

You cannot modify any field on lines of sum budgets except the Comment fields. The amounts from all subordinate main and sum budgets are automatically aggregated when changed, and these sums are displayed on the sum budget.

The employee who is responsible for a sum budget must approve all subordinate budgets (after they are submitted) before the sum budget can be submitted for approval.

The amounts on almost all lines on a sum budget are simply sums of all associated lines—the lines created from the same template line as the line on the sum budget—on the main and sum budgets directly below the sum budget in the budget hierarchy. The only lines on sum budgets that are calculated in a different way are the internal and external settlements lines.

Main Budget

If you have access to a main budget, you can specify value on it directly or on sub-budget lines.

If you have access to a main budget you can specify values on it, either directly on the lines of the budget or on lines of any sub-budget of the main budget. Depending on the type of the line, you can only change certain fields manually.

You can add lines, move lines, and delete lines.

Lines that you create based on a template have restrictions on which fields can be changed, such as the name, type, indentation, and order of the lines. However, you can change between the Manual and Calculation line types of some lines by using actions.

You can attach sub-budgets to each main budget. You can create some from the template and create, change, and delete others manually. Several budget types are available for use with these sub-budgets; each type has a different purpose and meaning.

Employees Sub-Budget

The Employee sub-budget contains a line for each employee who is associated with a department in the main budget. You can manipulate employees in the Employees sub-budget to simulate changes in the department's headcount.

This sub-budget is only available if one of the lines of the associated main budget is of the type Employee. Otherwise, you cannot directly budget on employee income or expenses on the main budget. You cannot create the Employee sub-budget on the budget template; it is automatically created on main budgets when you create those from the template.

The Employee sub-budget contains a line for each employee who is associated with the department of the main budget. You can automatically fetch and copy all employees associated with the department into this sub-budget and also create, modify, and delete employees to simulate changes in the department's headcount. On the budget template, departments and employees are linked using dimensions. Note that any change done to (or deletion of) employees in this sub-budget does not change or delete the "original" employee in Maconomy. All changes only affect the budget employee in the budget module.

The lines on this sub-budget are configured in a tree structure, where any root line (a line that has no parent line) is of type Employee and represents a single employee. The Employee line can have a number of subordinate lines of types Sum, Calculation, Manual, or Salary.

All subordinate lines of the Employee line on the main budget are automatically copied onto the Employees sub-budget for each employee that you create. If, for example, the employee line on the main budget has one subordinate line, such as a Salary line, all employees created on the Employees sub-budget will have one subordinate Salary line.

When you make a change on a line in this sub-budget, the corresponding line on the main budget is updated accordingly.

Direct Costs Sub-Budget

You can use the Direct Costs sub-budget to create lines of type project, project group, and direct cost.

You can use this type of sub-budget to create lines of type project, project group, and direct cost. However, the structure of this sub-budget is very strict, and the line type of the individual lines is controlled by the application logic. Thus, you cannot set or change the line type manually. When you create a line in this sub-budget, it is automatically interpreted as a project line. For each direct cost line that exists on the associated main budget, one similar direct cost line is created and attached as a subordinate line to this project line. You can understand the pairing of a project line and a number of subordinate direct cost lines as a building block in this sub-budget that you cannot change, break, or in any other way manipulate. You cannot manually delete direct cost lines; however, when you delete a project, all of the subordinate direct cost lines are deleted as well.

You can create multiple projects on the same direct costs sub-budget. Some of these projects can be indented to become subordinates of other projects. When this happens, the parent project is changed into a project group.

The only lines on this sub budget that allow you to specify amounts in the periods or the total fields are the direct cost lines that are attached to project lines. The direct cost lines that are associated with a project group line sum up the associated direct cost lines that are attached to

the projects and project groups that are subordinate to the project group of the direct cost lines. Project lines sum up the attached direct cost lines, and project group lines sum up the subordinate project and project group lines.

You cannot create the Direct Costs sub-budget on the budget template; it is automatically created on main budgets when you create those from the template.

Settlements Sub-Budget

Use the Settlements sub-budget to create lines of the type sum and settlement.

Use this sub-budget to create lines of type sum and settlement. This budget also builds up in a tree structure, but the order and structure do not affect the way in which they are summed up on the main budget and any sum budgets above the main budget.

Settlements are summed up on the main budget depending on the budget of the associated main budget and the referenced budget on the settlement lines. All settlements on a main budget are by definition external settlements because they represent settlements with other departments. Each settlement on a Settlements sub-budget is summed up on the external settlements line (on the main budget) and linked to the specific settlements sub-budget, and has the same income/expense setting as the settlement line.

External settlement lines on the sum budgets are summed up using the same concept as the main budgets. An external settlement is a settlement between two departments/main budgets, of which exactly one of them is somewhere below the sum budget in the budget hierarchy and the other department/budget is not. Again, only the settlements that are registered on the settlements sub-budget that is referenced from the external settlements line and with the same income/expense setting as the external settlements line are summed up. This means that the external settlements lines do not only sum up settlements that are created on the associated settlements sub-budget, but also settlements that are registered with other main budgets and against the main budget of the external settlements line.

The internal settlements lines are summed up in almost the same way as external settlements lines, except that it only sums up the lines that are registered by and refer to departments/budgets somewhere below the sum budget in the budget hierarchy.

Sub Budget

You can use the Sub-Budget type to create sub-budgets that are of the same kind and structure as the main budget. There is no special functionality linked to this type of sub-budget.

Sub-budgets of this type are of the same kind and structure as the main budget. They can contain lines of type Sum, Manual, and Calculation. Any line on this budget can be referred to from a calculation line on either this sub-budget or from a line on the main budget. There is no special functionality linked to this type of sub-budget.

Distribution Types

Some line types allow for some kind of automatic calculation of the periods given either the total amount or amounts on another line. To make this possible, two distribution types are available - allocation and surcharge.

Distribution keys (allocation or surcharge keys) can be created for each of the distribution types. By doing this, it is much easier for users of budgets to have amounts distributed. On the relevant lines, the key can simply be selected, and the allocation or calculation is done according to the specification of the key. Another advantage is that when a specification of a key is changed, all lines that use this key are updated as well. For instance, if a key specifies how vacation pay should be calculated and the rules are changed, then the key can simply be updated to comply with the new rules and all lines calculating vacation pay are automatically updated as well.

Allocation Distribution Type

The allocation type can be used on manual, direct cost, settlement, and revenue lines.

The purpose of the allocation type is to allow the user to specify the total amount on a line and then automatically have the amount distributed to the periods given an allocation type and allocation values for each period.

There are two types of allocation, the percentage and share types.

When the percentage type is used, the allocation values for all periods must sum up to 100 and then each period is updated with the associated percentage of the total amount. For example, if the total amount on the line is 300.00 and the allocation value for period 4 is 25, then period 4 will be assigned the amount 75.00.

When the share type is used, there is no requirement of what the allocation values must sum up to. Instead, the total amount is split up into even shares and allocated according to the allocation values. For example, if all allocation values on the line sum up to 120, the total amount is 300.00 and the allocation value on period 6 is 40, then period 6 will be assigned the amount 100.00, as 40x300.00/120=100.00.

The template enables the user to create allocation keys, which can be used across all budgets and sub budgets created from the template. Each allocation key specifies an allocation type and allocation values for each period. On any line that accepts allocation value, an allocation key can be used; however, the user should not specify an allocation type nor allocation values. When an allocation key is updated through the template, changes are pushed out to all lines using this allocation key.

Surcharge Distribution Type

The surcharge type can be used on calculation and salary lines.

The surcharge type enables you to specify a reference line and then automatically have the periods and total calculated, depending on the values on the reference line. On salary lines however, no reference line is specified since calculations are based on the monthly salary of the associated employee.

There are two surcharge types: the percentage and factor types.

When the percentage type is used, each period is calculated as the percentage (specified in the surcharge value of the period) of the associated period on the reference line. For example, period 2 on the reference line is 500.00 and the surcharge value for period 2 on the calculation line is 20, then period 2 on the calculation line is assigned the amount 100.00, representing 20% of 500.00. The summed percentage across all surcharge periods need not be 100, as it does for allocations.

When the factor type is used, each period is calculated as the product of the surcharge value of the same period and the associated period on the reference line. For example, if period 3 on the reference line is 200.00 and the surcharge value for period 3 is 4.5, then period 3 on the calculation line is set to 900.00, or 4.5 x 200.00 = 900.00.

As with allocations, you can create surcharge keys on the template. These keys can then be referred to from calculation and salary lines, without having to specify the surcharge type and values manually. As with the allocation keys, if a surcharge key is updated on the template, then all calculation and salary lines using this surcharge key are updated as well.

Finance Budget Tab

This section includes the fields and descriptions for the Finance Budget tab.

Budget Island

Field	Description
Name	This field shows the name of the budget.
Description	This field shows the description of the budget.
Finance Budget Type	This field shows the type of finance budget.

Currency Island

Field	Description
Currency	This field shows the currency used as base currency.
Exchange Rate Table	This field and the Exchange Rate Date field are used for all currency calculations made on this budget.
Exchange Rate Date	This field and the Exchange Rate Table field are used for all currency calculations made on this budget.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Field	Description
Name	This field displays the name of the finance budget line.
Line Type	This field shows the type of information that is represented on the line.
Income	This field shows whether the line is an income or expense line.
Currency	This field displays the currency of the budgeted amounts on the finance budget line.
Total	This field displays the total budgeted amount for this line.

Finance Budget Line Details Workspace

Use this workspace to display finance budget lines in the Finance Budget Line tab and allow for editing on lines in the tab.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Line Island

Field	Description
Name	In this field, enter the name of the finance budget line.
Description	In this field, enter a description for the selected line.
Line Type	This field shows the line type.

Finance Budget Project Lines Workspace

Use this workspace to list and allow for the editing of all project and project group finance budget lines that are related to a single finance budget header.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Header Tab

This section includes the fields and descriptions for the Finance Budget Header tab.

Budget Island

Field	Description
Name	This field shows the name of the finance budget.
Description	This field shows the description of the budget.
Finance Budget Type	This field shows the type of budget.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Field	Description
Name	This field displays the name of the finance budget line.
Direct Cost 1-15	These fields display the names of the first 15 direct cost lines on the main budget.
Total	This field displays the total budgeted amount for this line.

Finance Budget Direct Cost Lines Workspace

Use this workspace to list and allow for the editing of all direct cost finance budget lines that are associated with a project or project group finance budget line.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Card Part Island

Field	Description
Name	This field shows the name of the finance budget line.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Field	Description
Name	This field displays the name of the finance budget line.
Currency	This field displays the currency of the amounts on the finance budget line.
Total	This field displays the total budgeted amount for this line.

Finance Budget Line Actuals Workspace

Use this workspace to display actuals that are related to a single finance budget line.

Actuals are shown for the fiscal year of the budget as well as the three previous fiscal years.
You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

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Field	Description

Budget Settlement Line Details Workspace

Use this workspace to display settlement finance budget lines in the Finance Budget Line tab and allow for creating a settlement finance budget line with reversed amounts (reverse settlement) as the finance budget line in the tab.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Line Island

Field	Description
Name	In this field, enter the name of the budget settlement line.

Field	Description
Description	In this field, enter a description for the selected line.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Contents

Field	Description
Copy	This field shows a link to the CreateReverseSettlement action, causing the line in the table to be copied.
Name	This field displays the name of the finance budget line.
Budget	This field displays the type of finance budget line.
Income	This field displays whether the line is an income or expense line.
Currency	This field displays the currency for the amounts Period1 - Period12 and Total.
Total	This field displays the total budgeted amount for this line.

Referencing Budget Settlements Workspace

Use this workspace to list all settlement finance budget lines that refer to a specific finance budget header—the header of the finance budget line in the Finance Budget Header tab of this workspace.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Header Tab

This section includes the fields and descriptions for the Finance Budget Header tab.

Budget Island

Field	Description
Name	This field shows the name of the finance budget line.
Description	This field shows the description for the finance budget line.

Reverse Budget Settlements Workspace

Use this workspace to display settlement finance budget lines based on which finance budget they refer to.

The Finance Budget Line tab displays any settlement finance budget line. The Finance Budget Lines sub-tab displays all of the settlement finance budget lines that reference the budget header of the line in the tab and that also belong to the budget header referenced from the line in the tab.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Line Island

Field	Description
Name	This field shows the name of the reverse budget settlement line.
Description	This field shows the description for the selected line.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Field	Description
Copy	This field shows a link to the CreateReverseSettlement action, causing the line in the table to be copied.
Name	This field displays the name of the finance budget line.
Income	This field displays whether the line is an income or expense line.
Currency	This field displays the currency for the amounts Period1 – Period12 and Total.
Total	This field displays the total budgeted amount for this line.

Related Budget Direct Cost Lines Workspace

Use this workspace is to list similar direct cost finance budget lines that are related to the same finance budget.

The Finance Budget Line tab displays direct cost finance budget lines located on a main finance budget header. The Finance Budget Lines sub-tab lists all of the associated (identically named)

direct cost finance budget lines on the subordinate direct costs sub-budget. The reason for this is that the direct cost finance budget lines on the main budget show the sum of all of the associated direct cost finance budget lines on the direct costs sub-budget. Thus, this workspace provides an overview of which lines and amounts make up the amounts on the finance budget line in the Finance Budget Line tab.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Line Island

Field	Description
Name	This field shows the name of the related budget direct cost line.
Description	This field shows the description for the selected line.
Line Type	This field shows the line type.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Field	Description
Project	This field shows the project number on which the amount of the current budget entry has been budgeted.
Currency	This field displays the currency of the line's budgeted amounts.
Total	This field displays the total budgeted amount for this line.

Previous Finance Budget Lines Workspace

Use this workspace to display budget amounts from previous fiscal years.

The Finance Budget Line tab displays finance budget lines with the budget amounts of the fiscal year, along with budget amounts of the three previous fiscal years.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Field	Description
Compare with Budget Type	This field is used to specify the budget (specified by budget type) to which to compare.

Finance Budget Employees Workspace

This workspace includes information on finance budget employees.

Finance Budget Tab

This section includes the fields and descriptions for the Finance Budget tab.

Budget Island

Field	Description
Name	This field shows the name of the finance budget.
Description	This field shows the description of the budget.
Finance Budget Type	This field shows the type of budget.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Field	Description
Name	This field displays the name of the finance budget line.
Line Type	This field shows the type of information that is represented on the line.
Currency	This field displays the currency of all budgeted amounts on the line.
Total	This field displays the total budgeted amount for this line.

Finance Budget Employee Income Workspace

Use this workspace to display all of the finance budget employees who are associated with the main finance budget in the Finance Budget tab.

The Finance Budget Lines sub-tab displays a line for each finance budget employee with all income-related fields. The finance Budget tab displays accumulated income fields for all employees in the tab to provide an overview of the total income amount on that main finance budget.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Header

This section includes the fields and descriptions for the Finance Budget Header tab.

Base Island

Field	Description
Total Annual Hours	This field shows the total number of hours for the employees associated with the budget (unproductive plus productive hours).
Employees	This field shows the total number of employees associated with this budget.

Absence Island

Field	Description
Employees	This shows how many employees are absent in each period (month) and thus not contributing to income/expense of that period.
Hours	This shows how many hours of absence in each period (month) and thus not contributing to income/expense of that period.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Each line in the table represents a single employee and each field shows a value of that specific employee.

Field	Description
Name	This field shows the name of the employee.
Employee Category	This field shows the employee category of the specific employee and is used to derive the productive and unproductive percentages (percentage of working hours) of the employee.

Field	Description
Annual Hours	This field shows the total number of hours for the specific employee represented on the line associated with the budget (unproductive plus productive hours).
Unproductive Time Percentage 1-5	Five fields show a percentage of the employed hours that are used on non-work related tasks, for example, vacation. Each field corresponds to the work type defined in System Information.
Unproductive Time 1-5	Five fields show the number of employed hours that are used on non-work related tasks, for example, vacation. Each field corresponds to the work type defined in System Information.
Productive Hours	This field is used to specify the number of available (productive) hours. It equals the difference between the Annual Hours and the sum of unproductive hours.
Productive Time Percentage 1-5	Five fields show a percentage of the working hours that are used on work related tasks, for example, invoicable hours. The 5 percentages should sum up to 100. Each field corresponds to the work type defined in System Information. This is a percentage of the total amount of productive hours, not a percentage of the total amount of annual hours.
Productive Time Hours 1-5	Five fields show an amount of hours calculated from the total amount of productive hours and the related Productive Time Percentage field. Each field corresponds to the work type defined in System Information.
Productive Time Rate 1-5	Five fields used to specify a rate for the working hours that are used on work related tasks, for example, invoicable hours.
Productive Time Income 1-5	Five fields show the income for the working hours that are used on work related tasks, for example, invoicable hours.
Total Income	Total expected income for all types of work hours.

Finance Budget Employee Details Workspace

Use this workspace to display finance budget employees in the Finance Budget Line tab and allow for editing.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Line Island

Field	Description
Name	This field displays the name of the finance budget employee.
Line Type	This field shows the type of information that is represented on the line.

Related Budget Employees Workspace

Use this workspace to display finance budget employee lines that are related to specific finance budget lines on a main budget.

The Finance Budget Line tab displays finance budget lines that are related to budgeting on employees. The Finance Budget Lines sub-tab displays a list of the corresponding lines on the employees sub-budget. One line exists for each employee on the employees sub-budget. The reason for this is that these finance budget lines on the main budget show the sum of all of the associated lines on the employees sub-budget. Thus, this workspace provides an overview of which lines and amounts make up the amounts on the finance budget line in the Finance Budget Line tab.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Budget Island

Field	Description
Name	This field shows the name of the finance budget.
Description	This field shows the description of the budget.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Field	Description
Name	This field displays the name of the finance budget employee.

Field	Description
Currency	This field displays the currency of the budgeted amounts of the finance budget employee.
Total	This field displays the total budgeted amount for this line.

Previous Finance Budget Employees Workspace

Use this workspace to display budget amounts from previous fiscal years. The Finance Budget Line tab displays lines on the employees sub-budget with the budget amounts of the fiscal year, along with budget amounts of the three previous fiscal years.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Field	Description
Compare with Budget Type	This field is used to specify the budget (specified by budget type) to which to compare.

Budget Journal Workspace

Use this workspace to create budget journals.

A budget journal is a collection of changes for an existing budget model. By entering lines into a budget journal, you can create budget entries and perform reallocations. When you approve a budget journal, Maconomy creates budget entries from the approved lines in the budget journal.

Use the Budget Journal tab to enter a company name and information about the budget model to which the budget journal applies. The sum of the amounts of the current budget journal lines is displayed.

Use the Budget Journal Lines sub-tab to enter opening and closing amounts (or quantities) and selection criteria within the 12 G/L dimensions and the 8 module dimensions. This enables you to create G/L budgets as well as budgets for customers, vendors, and so on. Maconomy distributes the difference between the opening and closing balances among the 12 periods of the year. You can distribute the amount (or quantity) manually or automatically by using an allocation key. Enter all amounts in the sub-tab in the base currency of the company that is responsible for the budget journal.

If you create budget entries for a company other than the one specified in the Budget Journal tab, Maconomy creates intercompany balances when the journal is approved. Maconomy maintains all dimensions (except for the account number and local dimension values) of the budget entry when the entry is part of another company's budget.

When Maconomy creates an intercompany balance, it converts the amounts into the base currencies of the different companies. Maconomy always performs the conversion of currencies based on the exchange rate on January 1 of the fiscal year of the budgeting company.

If a budget model is part of a budget group, when you approve a budget journal for the budget group, Maconomy creates corresponding budget journals for the other budget models in the budget group. You can specify whether these journals should be approved manually or automatically.

You can only approve a budget journal when the amounts of all periods balance, unless you are using a budget model that is set up to manage period variances, meaning that it has a dimension combination that is used to post period variances.

All periods balance when all of the control fields in the Budget Journal tab are equal to zero.

If you are using a budget model that is set up for period variances, Maconomy automatically creates offsetting budget lines for period variances when you approve a budget journal in which the periods do not balance, but for which the closing balance is zero.

If Maconomy creates a budget line that offsets period variances, and if the number in the **Company No.** field on the line is different from the company number in the **Company No.** field in the Budget Journal tab, Maconomy creates intercompany postings between these two companies when you post the journal.

When you approve a budget journal, it is no longer displayed in this workspace. You can use the Show Budget Entries and Budget Inspection workspaces to view the journal lines, which become budget entries, and assigned period variance entries, if any.

Budget Journal Tab

This section includes the fields and descriptions for the Budget Journal tab.

Journal Island

Field	Description
Journal No.	This field displays the number of the budget journal. New budget journals are automatically given the next available number from the current company's "Budget Journal" number series. The number series is created in the window System Numbers in the Set-Up module.
Repeat Dimensions	If you check this box, Maconomy will suggest the dimensions from the previous line when you create a budget journal line. The dimensions can be changed.
Balance Amount	If you check this box, Maconomy will suggest an amount that will balance the budget journal when you create a budget journal line. The amount can be changed. If you enter an amount in for instance the field "Amount, Closing," which cancels out the other journal lines, the journal lines may still not be in balance. This is the case if the amounts on other lines cannot be rounded off exactly over the 12 periods. If an amount cannot be divided by 12, the first 11 periods are allocated equal amounts, whereas period 12 is allocated the amount with the variance. This balance cannot exceed 11 cents. If you let Maconomy fill in the line which is to balance the other journal lines, the budget journal can always be approved.

Field	Description
	If the field “Balance Amount” is not checked, you have to enter amounts in the table part.
Enter Value in Thousands	If you check this box, Maconomy will multiply the amounts entered by 1000. If you change an amount on a line, the amount you enter will also be multiplied by 1000.
Difference Entries Created	This field is automatically marked by Maconomy, if difference entries have been created for the budget journal in question. Difference entries are created by means of selecting the action “Create Difference Entries” in the Action menu. **Note:** Difference entries can only be made once for each budget journal. The field cannot be marked manually. See also the description of the action “Create Difference Entries.”

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Budget Model Island

Field	Description
Budget Model	Use this field to enter the name of the budget model you wish to post journal entries to. This field is mandatory. The description of the budget model is transferred from the Budget Models workspace.
Budget Type	This field displays the budget type which was specified for the current budget model in the Budget Models workspace.
Fiscal Year	This field displays the fiscal year used in the current budget model. The fiscal year is retrieved from the Budget Models workspace.
Price Year	This field displays the price year that applies to the current budget model. The price year is used at price projection of the budget models.

Budget Group Island

Field	Description
Budget Group	In this field you can specify a budget group if the current budget model is attached to one or more budget groups in the Budget Groups workspace. If you specify a group, corresponding budget journals will be created for the other budget models in the budget group when you approve the current budget journal, so that the same changes are made in all the budget models in the group. This field also displays the description of the selected budget group.

Field	Description
Approve Automatically	If you check this box, Maconomy will automatically approve budget journals created for the other budget models in the budget group specified above.

Company Island

Field	Description
Company	In this field, you can enter the number of the company to which the budget applies. The company must use the same financial year as the selected budget model. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the Dimension Derivation workspace in the G/L module. If no value can be derived, the standard value is transferred from the System Information workspace in the Set-Up module. See the description of the Dimension Derivations workspace in the G/L module for a discussion of dimension derivations. If you create lines in the budget Journal Lines sub-tab where the value in the “Company No.” field is different from the value in this field, intercompany balances will be created when you approve the budget journal. In the intercompany balance, the responsible company will be the company displayed in this field. It is not possible to change budget journal lines for intercompany postings in budget journals that are created automatically through budget copying or by creating budget journals in a budget group described in the Budget Group island. The intercompany posting accounts are specified by means of dimension combinations in the Intercompany Accounts workspace in the G/L module. This field also displays the name that is associated with the company number specified in the first part of this field.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company” above. See the field “Base Currency” in the Company Information workspace in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Batch Total Island

Field	Description
Control, Opening	This field shows the total opening amount yet to be allocated for the budget journal to balance. The value is calculated as the sum of the opening amounts in the Budget Journal Lines sub-tab.
Control 1-12	These fields display the total amount that remains to be accounted for in the budget before the current budget journal for the period in question is in balance. The value is calculated as the sum of the budget figures for each period from the table part of the budget journal. For example: You have budgeted for item purchases amounting to USD 200,000 in period 3. The liquid assets account has a budget amount of USD -140,000. The

Field	Description
	field “Control 3” will consequently display an amount difference of USD 60,000. This means that the budget journal will not be in balance until the balance amount has been budgeted, for example, on the Item Sales account.

Budget Journal Lines Sub-Tab

This section includes the fields and descriptions for the Budget Journal Lines sub-tab.

Field	Description
Reference Date	In this field, you can enter a reference date for the current budget entry. When you create the first line in the budget journal, Maconomy suggests today’s date as the reference date. On subsequent lines, Maconomy suggests the reference date used on the previous line.
Entry Date	In this field you can enter the entry date of the current budget line. The date in this field is also the date from which Maconomy accrues the amounts on the budget line in the remaining periods of the budget. When you create a budget journal line, Maconomy suggests today’s date as entry date on the first budget journal line. If any subsequent budget journal lines are created, the entry date previously used is automatically suggested on new lines.
Account No.	Enter the number of the account on which you want to budget in this field. You can budget on all accounts except intercompany accounts
Entry Description	Here you can enter a text to describe the current journal line.
Allocation Key	Here you can enter an allocation key to be used on the journal line. An allocation key specifies how the difference between the opening and the closing amounts is to be distributed among the 12 periods on the line. An allocation key can be a percentage allocation on all months or based on the allocation from a different budget model or an actual set of accounts. Allocation keys are created in the Allocation Keys workspace. If you want to use an allocation key based on percentages, the sum of the percentages must be 100 for it to be used. If you do not specify an allocation key, Maconomy will automatically allocate the amount to the periods in the year remaining from the date of entry. If you enter a change in the budget in the month of February, and the periods follow the months of the year, Maconomy will automatically allocate the amount evenly from March to December. You can allocate amounts manually by using the “Amount 1-12” fields. If you do this, you remove any allocation key previously entered, as the figures will then no longer match the allocation key. If you specify an allocation key after entering amounts manually in individual periods, these are overwritten with new values. Any allocation key specified is also transferred to the budget entry created as a result of the current line when the budget journal is posted.

Field	Description
Amount Opening, Base	Here you can enter an opening amount for the journal line if you have specified a balance sheet account in the “Account No.” field. If the journal line is for a P/L account, you cannot specify an amount in this field
Amount Closing, Base	Here you can enter a closing amount for the budget entry. The value in this field is equal to the amount in the field “Amount, Opening” plus the sum of values in the fields “Amount 1-12.” You can specify a closing amount for balance sheet accounts as well as for P/L accounts. A closing amount for a P/L account expresses the sum of budgeted activity on the account for the current fiscal year. The difference between the opening and the closing amount for a balance sheet account is an expression of the expected change in the stock value of the current account. If you specify an amount different from zero in this field, Maconomy will overwrite any values in the fields “Amount 1-12” and allocate the closing amount in accordance with the allocation key. If you enter changes in the fields “Amount 1-12” at a later stage, Maconomy updates the value in the field “Amount, Closing,” which corresponds to the sum of the fields “Amount 1-12.” The sum of the opening and closing amounts must amount to a total of zero for all the journal lines of the budget journal, so that the budget journal is in balance.
Registration Code	In this field you can enter a registration code from the Registration Codes workspace in the G/L module. The registration code is convenient if you often use certain combinations of dimension values on the current line.
Company Name	This field displays the name of the company entered in the field “Company No.”
Company No.	In this field you can specify the number of the company that the journal line refers to. The company must use the same financial year as the selected budget model. If you do not enter a number, the company number from the Budget Journal tab is transferred to this field. If the number in this field is different from the company number in the “Company No.” field in the Budget Journal tab, you have effectively made a transfer between two companies. When you approve the budget journal, Maconomy will create intercompany postings since you are not permitted to post on the budget of another company. See the description of the Intercompany Accounts workspace in the G/L module for a discussion of intercompany balances.
Location	In this field you specify a value for the “Location” dimension. Together with the other 11 G/L dimensions and the 8 module dimensions (customer, vendor, job, employee, and so on), this value determines the allocation combination of the journal line.

Field	Description
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec.1-3	The functionality of these fields is similar to that of the field “Location” above.
Customer No.	In this field, you can specify a customer created in the A/R module. If you enter a job number on the line, the customer number in this field must be the customer specified on the job in question. If no customer number has been specified, and you enter a job number, the customer number from the specified job is automatically transferred to this field.
Vendor No.	In this field, you can specify a customer created in the A/P module. Together with the seven other module dimensions (customer, vendor, job, employee, and so on) and the 12 G/L dimensions, this value determines the allocation combination of the journal line.
Job No.	The functionality of this field is similar to that of the field “Customer No.” above. If you enter a job number, the customer number in the field “Customer No.” above must be the customer specified on the job. If no customer number has been specified, and you enter a job number, the customer number from the specified job is automatically transferred to the budget journal line. **Note:** Any job allocation combination rules assigned to the job are ignored, as Maconomy does not check whether the allocation combination on the current line complies with the job allocation combination rules of the job. For further information about job allocation combination rules, see the description of the Job Allocation Combinations workspace in the Job Cost module.
Activity No.	The functionality of this field is similar to that of the field “Vendor No.” above.
Task Name	The functionality of this field is similar to that of the field “Vendor No.” above.
Employee No.	The functionality of this field is similar to that of the field “Vendor No.” above.
Item No.	The functionality of this field is similar to that of the field “Vendor No.” above.
Asset No.	The functionality of this field is similar to that of the field “Vendor No.” above.

Field	Description
Amount 1-12, Base	If you have specified an opening amount, a closing amount, or both, and perhaps an allocation key, the values in the “Amount 1- 12” fields will be filled in automatically by Maconomy. As an alternative, you can specify allocated amounts manually for one or more periods, and you can manually change an allocated amount. If an amount in one of the “Amount 1-12” fields is changed, the closing amount will be changed accordingly for the current journal line. When allocating manually, any previously selected allocation key is canceled.
Quantity Opening	Here you can enter an opening quantity for the journal line, if you have specified a balance sheet account in the “Account No.” field. If the journal line is for a P/L account, you cannot specify a quantity in this field.
Quantity Closing	Here you can enter a closing quantity for the budget entry. You can enter a closing quantity for both balance accounts and P/L accounts. The value in this field is equal to the sum of values in the “Quantity 1-12” fields. A closing quantity for a P/L account expresses the sum of budgeted activity on the account for the current fiscal year. The difference between the opening and the closing quantity for a balance sheet account is an expression of the expected change in the stock value of the current account. If you later on enter changes in the “Quantity 1-12” fields, Maconomy updates the value in the “Quantity, Closing” field, which corresponds to the sum of the “Quantity 1-12” fields. The sum of the opening and closing quantities must amount to a total of zero for all the journal lines of the budget journal, so that the budget journal is in balance.
Quantity 1-12	If you have specified an opening quantity, a closing quantity, or both, and perhaps an allocation key, the values in the “Quantity1-12” fields will be filled in automatically by Maconomy. As an alternative, you can specify allocated quantities manually for one or more periods, and you can manually change an allocated quantity. If a quantity in one of the “Quantity 1-12” fields is changed, the closing quantity will be changed accordingly for the current journal line. When allocating manually, any previously selected allocation key is canceled.
Copy from Budget Model	In this field, you can specify a reference to an existing budget model, causing Maconomy to copy amount, quantity, and dimension information from a given budget entry within that model to the current line. The information is transferred from the budget entry that has the entry number specified in the field “Entry No.” in the specified budget model, overwriting any information previously entered on the line. Copying information from existing entries can be used for two purposes: reusing amount or dimension information on new entries, or reallocating existing budget entries. If you simply wish to reuse information from a given budget entry in a given budget model, enter the number of the budget model to which the entry belongs in this field. In the field “Entry No.,” you can then specify the number of the desired entry within that budget model. Maconomy suggests the budget

Field	Description
	model specified in the card part of the current budget journal. When you press Enter, Maconomy retrieves the dimensions, amounts, and quantities of the specified entry, and you can change the information as you desire. If you wish to use the functionality for reallocating a budget entry, you must create several lines to set off the original entry and post the correct budget information. For an example of this use of this field, please see the description of the field “Invert Sign” below.
Entry No.	In this field, you can specify a reference to an existing budget entry in the budget model specified in the field “Budget Model” above, causing Maconomy to copy amount, quantity, and dimension information from the specified budget entry. For further information on the use of this field, see the description of the field “Copy from Budget Model” above.
Invert Sign	In this field, you can specify that you wish the sign to be inverted (for instance from plus to minus) on amounts and quantities retrieved by specifying a budget model in the field “Copy from Budget Model” and an entry number in the field “Entry No.” This field can, for example, be used if you wish to reverse an erroneous budget entry. The field is only used when an entry number has been specified on the line, and once you press Enter, the field cannot be changed. For example: In a previous budget journal, you entered a budget entry for 5,000 units in the base currency of the current company (in this case USD) to account number 2140, specifying the location “NY.” This entry is to be reallocated to the location “LA,” but with the same account and amount. In the Show Budget Entries workspace, you have found the entry number which is 1024 in the budget model “Budget 2003.” Create a budget journal for budget model “Budget 2003.” In the table part of the budget journal, specify “Budget 2003” in the field “Copy from Budget Model” and the number 1024 in the field “Entry No.” Delete any values in the account, dimension, and amount fields, and mark the field “Invert Sign.” Then press Enter. Maconomy now transfers the information from budget entry number 1024 in budget model “Budget 2003,” but with inverted amounts and quantities. This entry will set off the original entry. Create a line, once again making sure that the account number, dimensions, and amount fields are empty, and once again specifying budget model “Budget 2003” and entry number 1024. The information is transferred again, but this time with the original sign on the amounts. The location can now be changed from “NY” to “LA.”

Actions

This section shows the Actions available in the Budget Journal workspace.

Top Tab

Field	Description
Create Difference Entries	When you select this action, Maconomy creates difference entries for the specified budget journal lines. If you want to adjust the amount on an already approved budget journal line, you enter the new desired budget amount in a new budget journal for the relevant account number and select the “Create Difference Entries” action. Maconomy then adjusts the current budget journal line to display the difference between the amount entered and the budget amount that you wanted to adjust. This means that if you had approved a budget line of, for example, GBP 1000 on account X, and you wish to adjust that amount to GBP 1500, you enter a new budget journal line for account X specifying the new desired amount of GBP 1500 on the line. When you then select the “Create Difference Entries” action, Maconomy adjusts the amount on the budget line to GBP 500 as this amount is the difference between the original and the new amount. Having created one or more difference entries in a budget journal, you must set off the relevant entries in order to balance the journal. After approving the journal, the budget figures on the adjusted account now correspond to the amount specified in the new journal. According to the above example, the new amount for account X will thus be GBP 1500. The adjustments can be inspected in the window Budget Inspection. **Note:** The “Create Difference Entries” action can only be used once for each journal. Having used this action, you cannot assign allocation keys to the lines of the budget journal.
Approve	When you select this action, budget entries are created from the journal lines entered. One entry is created per line. Furthermore, intercompany postings are made if the company number in the Budget Journal tab and the Budget Journal Lines sub-tab are not identical. In these intercompany balances the amounts on the entries created in the intercompany company (the company is specified on the budget line) are converted into the base currency of the intercompany company. You can inspect budget entries in the Show Budget Entries and Budget Specification workspaces. If you have specified a budget group in the budget journal, budget journals will be created for the remaining budget models in the budget group. These budget journals can be approved manually, whereupon they too are created as budget entries. If the box “Approve Automatically” is checked, the new budget journals will however be approved at the same time as the budget model indicated in the budget journal, and cannot be approved manually. The budget journal can only be approved if the journal lines balance, that is, when the “Control 1-12” and “Control Total” fields equal zero.

Field	Description
Cancel Journal	When you select this action, the budget journal is canceled.

Budget Reallocation Workspace

Use this workspace to reallocate budget entries, letting Maconomy create the necessary budget entries.

In this workspace, you can change the selection criteria for a range of budget entries, not including intercompany entries.

You perform a reallocation by creating a budget reallocation journal and then using the **Reallocate** action.

In the Selection Criteria island, enter the range of entries to be reallocated.

In the Reallocate To island, enter the dimension values to which the entries are to be reallocated. If you leave a dimension field blank, the reallocated entries keep their current values in that dimension field.

Select the **Show Lines** field to display the entries that match the selection criteria.

Use the **Reallocate** action to perform the reallocation. After reallocation, the Budget Entries sub-tab displays information about the budget entries that the reallocation created. The selection criteria are blocked for the current journal so that you can review the criteria that you used.

Budget Reallocation Tab

This section includes the fields and descriptions for the Budget Reallocation tab.

Selection Criteria Island

Field	Description
Show Entries	If this field is marked, the Budget Entries sub-tab shows the budget entries matching the selection criteria or, if the field “Reallocated” is marked the budget entries created as a result of the completed reallocation. **Note:** The entries do not have to be shown to be reallocated. When the “Reallocate” action is selected, Maconomy reallocates all budget entries matching the selection criteria, regardless of whether this field has been marked.
Budget Model	In these fields, you can specify a range of budget model names. The reallocation will only affect budget entries belonging to budget models within the specified range. If you leave the fields blank, the budget model name is ignored in the selection of budget entries to be reallocated or shown in the Budget Entries sub-tab.
Budget Type	In this field, you can select at budget type. The reallocation will only affect budget entries of the selected type. If you leave the field blank, the budget type

Field	Description
	is ignored in the selection of budget entries to be reallocated or shown in the Budget Entries sub-tab.
Budget Group	In this field, you can select a range of budget groups. The reallocation will only affect budget entries belonging to budget models that are assigned to a budget group within the specified range. If you leave the field blank, the budget group is ignored in the selection of budget entries to be reallocated or shown in the Budget Entries sub-tab.
Fiscal Year	The functionality of these fields is similar to that of the field “Budget Model.”
Company No.	The functionality of these fields is similar to that of the field “Budget Model.”
Account No.	The functionality of these fields is similar to that of the field “Budget Model.”
Customer No.	The functionality of these fields is similar to that of the field “Budget Model.”
Vendor No.	The functionality of these fields is similar to that of the field “Budget Model.”
Job No.	The functionality of these fields is similar to that of the field “Budget Model.”
Activity No.	The functionality of these fields is similar to that of the field “Budget Model.”
Task Name	The functionality of these fields is similar to that of the field “Budget Model.”
Employee No.	The functionality of these fields is similar to that of the field “Budget Model.”
Item No.	The functionality of these fields is similar to that of the field “Budget Model.”
Asset No.	The functionality of these fields is similar to that of the field “Budget Model.”

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Budget Model.”
Entity	The functionality of these fields is similar to that of the field “Budget Model.”
Project	The functionality of these fields is similar to that of the field “Budget Model.”

Field	Description
Purpose	The functionality of these fields is similar to that of the field “Budget Model.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Budget Model.”
Local Spec.1-3	The functionality of these fields is similar to that of the field “Budget Model.”

Journal Island

Field	Description
Journal No.	This field displays the number of the budget reallocation journal. New journals are automatically given the next available number from the “Budget Journal” number series of the company specified in the field “Company No.” in this island. If no company number is specified there, the number series of the company assigned to the current user is used. If no company is assigned to the user, the number series of the standard company specified in the System Information workspace is used. The number series is created in the System Numbers workspace in the Set-Up module.
Reallocated	This field shows whether the current reallocation journal has been reallocated, that is, whether the action “Reallocate” has been selected for the current journal. Once a journal has been reallocated, it is not possible to change any information in it. The field also determines what is shown in the Budget Entries sub-tab. If the field is not marked, the Budget Entries sub-tab shows the budget entries that match the selection criteria specified in the Selection Criteria island. If the field is marked, the Budget Entries sub-tab shows the budget entries created as a result of the reallocation. **Note:** However, note that in both cases, lines are only shown in the Budget Entries sub-tab if the field “Show Lines” is marked.
Company No.	In this field, you can specify the number of the company whose number series should be used for assigning a journal number when creating a journal. If you specify a number, the journal number will be taken from the “Budget Journal” number series of the company in question. If you do not specify a number, the journal number is taken from the number series of the company assigned to the current user or, if no company is assigned to the user, the standard company specified in the System Information workspace.

Reallocate To Island

Field	Description
Create Summary Posting	In this field, you can specify whether the reallocation should result in one entry per original entry or one sum entry per allocation combination resulting from the reallocation.
Company No.	In this field, you can specify a company number. The entries matching the selection criteria will be reallocated to this value. If you leave the field blank, the reallocated entries will keep their current company numbers.
Account No.	The functionality of this field is similar to that of the field “Company No.”
Customer No.	The functionality of these fields is similar to that of the field “Company No.”
Vendor No.	The functionality of these fields is similar to that of the field “Company No.”
Job No.	The functionality of these fields is similar to that of the field “Company No.”
Activity No.	The functionality of these fields is similar to that of the field “Company No.”
Task Name	The functionality of these fields is similar to that of the field “Company No.”
Employee No.	The functionality of these fields is similar to that of the field “Company No.”
Item No.	The functionality of these fields is similar to that of the field “Company No.”
Asset No.	The functionality of these fields is similar to that of the field “Company No.”

Reallocate To, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Company No.”
Entity	The functionality of these fields is similar to that of the field “Company No.”
Project	The functionality of these fields is similar to that of the field “Company No.”
Purpose	The functionality of these fields is similar to that of the field “Company No.”

Field	Description
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.”
Local Spec.1-3	The functionality of these fields is similar to that of the field “Company No.”

Budget Entries Sub-Tab

This section includes the fields and descriptions for the Budget Entries sub-tab.

Field	Description
Budget Model	This field shows the budget model to which the budget entry on the current line belongs. Whether the current entry is an entry matching the selection criteria specified in the card part or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Budget Type	This field shows the budget type of the budget model to which the budget entry on the current line belongs. Whether the current entry is an entry matching the selection criteria specified in the card part or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Fiscal Year	This field shows the fiscal year to which the budget entry on the current line belongs. Whether the current entry is an entry matching the selection criteria specified in the card part or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Entry Description	This field shows the description of the budget entry on the current line. Whether the current entry is an entry matching the selection criteria specified in the card part or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Company No.	This field shows the company number to which the current entry is assigned. Whether the current entry is an entry matching the selection criteria specified in the card part or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Account No.	The functionality of this field is similar to that of the field “Company No.” above.
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec.1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Customer No.	The functionality of this field is similar to that of the field “Company No.” above.
Vendor No.	The functionality of this field is similar to that of the field “Company No.” above.
Job No.	The functionality of this field is similar to that of the field “Company No.” above.
Activity No.	The functionality of this field is similar to that of the field “Company No.” above.
Task Name	The functionality of this field is similar to that of the field “Company No.” above.
Employee No.	The functionality of this field is similar to that of the field “Company No.” above.
Item No.	The functionality of this field is similar to that of the field “Company No.” above.
Asset No.	The functionality of this field is similar to that of the field “Company No.” above.
Allocation Key	This field shows the name of the allocation key assigned to the current entry, if any. Whether the current entry is an entry matching the selection criteria specified in the Budget Reallocation tab or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Opening Amount	This field displays the opening amount of the current budget entry. Whether the current entry is an entry matching the selection criteria specified in the Budget Reallocation tab or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Amount 1-12	These fields display the amounts for period 1-12 for the current budget entry. Whether the current entry is an entry matching the selection criteria specified in the Budget Reallocation tab or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Closing Amount	This field displays the closing amount of the current budget entry. Whether the current entry is an entry matching the selection criteria specified in the Budget Reallocation tab or an entry resulting from the completed reallocation depends on whether the field “Real- located” has been marked.
Opening Quantity	This field displays the opening quantity of the current budget entry. Whether the current entry is an entry matching the selection criteria specified in the

Field	Description
	Budget Reallocation tab or an entry resulting from the completed reallocation depends on whether the field “Real- located” has been marked.
Quantity 1-12	These fields display the quantities for period 1-12 for the current budget entry. Whether the current entry is an entry matching the selection criteria specified in the Budget Reallocation tab or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Closing Quantity	This field displays the closing quantity of the current budget entry. Whether the current entry is an entry matching the selection criteria specified in the Budget Reallocation tab or an entry resulting from the completed reallocation depends on whether the field “Reallocated” has been marked.
Base Currency	This field shows the currency in which the amounts on the current line are displayed.

Lookup Section

This section includes the fields and descriptions for the Lookup section workspaces.

Finance Sub Budget Lines Workspace

Use this workspace to display an overview of the amounts on finance budget lines on a sum budget.

The Finance Budget Line tab displays the finance budget lines of the sum budget; the Finance Budget Lines sub-tab displays a line for each associated finance budget line on the subordinate main and sum budgets.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Line Tab

This section includes the fields and descriptions for the Finance Budget Line tab.

Line Island

Field	Description
Name	This field displays the name of the finance sub budget line.
Description	This field displays the description for the selected line.
Budget Instance Key	This field shows the instance key of the associated budget.
Parent Budget Instance Key	This field shows the instance key of the parent budget. That is, if the finance budget line in this card belongs to a sub budget, then the field refers to the instance key of the main budget and if the line belongs to a

Field	Description
	main budget, then the field refers to the instance key of the parent sum budget.

Finance Budget Lines Sub-Tab

This section includes the fields and descriptions for the Finance Budget Lines sub-tab.

Field	Description
Budget Name	This field displays the name of the finance budget line.
Total	This field displays the total budgeted amount for this line.

Budget Settlement Overview Workspace

Use this workspace to display an overview of settlements between the finance budget header in the Main Finance Budget Header tab and each of the other finance budget headers listed in the Finance Budget Headers sub-tab.

For each line in the sub-tab, four values are shown that sum up which amounts have been budgeted between the budget in the Main Finance Budget Header tab and the specific line in the Finance Budget Headers sub-tab. Color coding indicates whether two budgets have budgeted different amounts.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Main Finance Budget Header Tab

This section includes the fields and descriptions for the Main Finance Budget Header tab.

Budget Island

Field	Description
Name	This field displays the name of the finance budget header.
Description	This field displays the description of the budget header.
Finance Budget Type	This field displays the type of budget header.

Currency Island

Field	Description
Currency	This field shows the currency used as base currency.
Exchange Rate Table	This field and the Exchange Rate Date field are used for all currency calculations made on this budget.
Exchange Rate Date	This field and the Exchange Rate Table field are used for all currency calculations made on this budget.

Finance Budget Headers Sub-Tab

This section includes the fields and descriptions for the Finance Budget Headers sub-tab.

Field	Description
Name	This field shows the name of the finance budget header.
My Income	This field shows the total amount of registered income in my budget.
Their Costs	This field shows the total amount of registered costs on their budget (settlements registered against my budget).
My Costs	This field shows the total amount of registered costs on my budget.
Their Income	This field shows the total amount of registered income on their budget (settlements registered against my budget).

Sum Budget Settlement Overview Workspace

Use this workspace to display an overview of subordinate budgets to a sum budget with respect to settlements.

The tab contains a finance budget header of a sum budget and the sub-tab contains a line and column for each subordinate budget having settlements registered.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Finance Budget Header Tab

This section includes the fields and descriptions for the Finance Budget Header tab.

Budget Island

Field	Description
Name	This field displays the name of the finance budget.

Field	Description
Description	This field displays the description of the budget.
Finance Budget Type	This field displays the type of budget.

Currency Island

Field	Description
Currency	This field shows the currency used as base currency.
Exchange Rate Table	This field and the Exchange Rate Date field are used for all currency calculations made on this budget.
Exchange Rate Date	This field and the Exchange Rate Table field are used for all currency calculations made on this budget.

Finance Budget Headers Sub-Tab

This section includes the fields and descriptions for the Finance Budget Headers sub-tab.

Field	Description
Department	This field shows the name of the finance budget header represented by the selected line.
Internal	This field shows a boolean which is TRUE if the budget (of the table line) is a subordinate budget to the budget in the card part.

Budget Inspection Workspace

Use this workspace to review aggregate budget figures for a range of selection criteria.

Use the Budget Inspection tab to specify a budget model and a range of selection criteria for the budget figures that you want to review.

The Budget Sum sub-tab displays budget figures for the selection criteria that fall within the dimension values that you specify in the Budget Inspection tab. Each line displays the amount and quantity that are made up of the amounts and quantities of budget entries that have identical selection criteria.

The Amount and Quantity islands show the budget figures for the specified ranges in the current budget model.

You can review budget figures for one or more companies and specify values for all dimensions.

Use the Budget Specification and Show Budget Entries workspaces to review the budget entries that underlie the budget figures.

Budget Inspection Tab

This section includes the fields and descriptions for the Budget Inspection tab.

Budget Model Island

Field	Description
Name	This field displays the budget model you wish to inspect in this field.
Description	This field displays the description of the selected budget model. The description is retrieved from the Budget Models workspace.
Budget Type	This field displays the budget type of the selected budget model.
Fiscal Year	The fiscal year which applies to the selected budget model is shown in this field.
Price Year	This field displays the price year that applies to the current budget model. The price year is used at price projection of budget models.

Currency Island

Field	Description
Reporting Currency	In this pop-up field, you can select the reporting currency in which the budget figures should be displayed. If the current user has been assigned to a company in the Users workspace, Maconomy suggests the company base currency of the company in question. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the System Information workspace in the Set-Up module for conversion of currency amounts.
Exchange Rate Table	Specify the exchange rate table to use for conversion to reporting currency. If you do not specify an exchange rate table, Maconomy uses the company specific exchange rate table.

Selection Criteria Island

Field	Description
Show Entries	The field controls whether or not lines are shown in Budget sums sub-tab.
Account	In this field you can enter a range of account numbers so that only budget figures that fall within this range are shown. The selected allocation combinations are displayed in the Budget Inspection tab, whereas the amount and quantity sums are displayed in the Budget sums sub-tab. You can further limit the inspection by specifying ranges for the other 11 dimensions.

Field	Description
Company	The functionality of this field is similar to that of the field “Account No.” above.
Customer	The functionality of these fields is similar to that of the field “Account No.” above.
Vendor	The functionality of these fields is similar to that of the field “Account No.” above.
Job	The functionality of these fields is similar to that of the field “Account No.” above.
Activity	The functionality of these fields is similar to that of the field “Account No.” above.
Task	The functionality of these fields is similar to that of the field “Account No.” above.
Employee Information	The functionality of these fields is similar to that of the field “Account No.” above.
Item	The functionality of this field is similar to that of the field “Account No.” above.
Asset	The functionality of this field is similar to that of the field “Account No.” above.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Account No.” above.
Entity	The functionality of this field is similar to that of the field “Account No.” above.
Project	The functionality of this field is similar to that of the field “Account No.” above.
Purpose	The functionality of this field is similar to that of the field “Account No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above.
Local Spec.1-3	The functionality of these fields is similar to that of the field “Account No.” above.

Amount Island

Field	Description
Opening	This field displays the sum of the opening amounts of the allocation combinations specified in the Account island. The opening amount for every allocation combination is shown in the “Opening Amount” field in the Budget sum sub-tab.
1-12	The functionality of this fields is similar to that of the field “Opening” above.
Closing	The functionality of this field is similar to that of the field “Opening” above.

Quantity Island

Field	Description
Opening	This field displays the sum of the opening quantities of the allocation combinations specified in the Account island. The opening quantity for every allocation combination is shown in the “Opening Quantity” field in the Budget sums sub-tab.
1-12	The functionality of these fields is similar to that of the field “Opening” above.
Closing	The functionality of this field is similar to that of the field “Opening” above.

Budget Sums Sub-Tab

This section includes the fields and descriptions for the Budget Sums sub-tab.

Field	Description
Budget Model	This field displays the name of the budget model that applies to the current inspection line. The value corresponds to the budget model specified in the Budget Model island in the Budget Inspection tab.
Company No.	This field displays the company number that applies to the current inspection line. The number lies within the range of company numbers specified in the Budget Inspection tab
Name	This field displays the name of the company specified in the field “Company No.” above.
Currency	The functionality of this field is similar to that of the field “Company No.” above.
Account No.	The functionality of this field is similar to that of the field “Company No.” above.
Account Name	This field displays the account text attached to the “Account No.” field in the current inspection line.

Field	Description
Opening Amount	This field displays the opening amount budgeted for the allocation combination displayed in the current inspection line. The amount corresponds to the sum of all opening amounts for budget entries with the current allocation combination.
Amount 1-12	The functionality of these fields is similar to that of the field “Opening Amount” above.
Closing Amount	The functionality of this field is similar to that of the field “Opening Amount” above.
Opening Quantity	This field displays the opening quantity budgeted for the allocation combination displayed in the current inspection line. The quantity corresponds to the sum of all opening quantities for budget entries with the current allocation combination.
Quantity 1-12	The functionality of these fields is similar to that of the field “Opening Quantity” above.
Closing Quantity	The functionality of this field is similar to that of the field “Opening Quantity” above.
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec.1-3	The functionality of this field is similar to that of the field “Company No.” above.
Customer No.	The functionality of these fields is similar to that of the field “Company No.” above.
Vendor No.	The functionality of this field is similar to that of the field “Company No.” above.
Job No.	The functionality of this field is similar to that of the field “Company No.” above.
Activity No.	The functionality of this field is similar to that of the field “Company No.” above.
Task Name	The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Employee No.	The functionality of this field is similar to that of the field “Company No.” above.
Item No.	The functionality of this field is similar to that of the field “Company No.” above.
Asset No.	The functionality of this field is similar to that of the field “Company No.” above.

Budget Specification Workspace

Use this workspace to review budget entries and to get an overview of the budget entries on which the total budget figures are based.

The Entries sub-tab displays the budget entries that form the basis of the budget figure in the Budget Specification tab. The Entries sub-tab also displays opening and closing amounts and quantities for the whole period for the current selection criteria.

Budget Specification Tab

This section includes the fields and descriptions for the Budget Specification tab.

Account Island

Field	Description
Account No.	In this field, you can specify a range of account numbers for which budget figures should be shown in the table part of the window. You can make further delimitations to the entries to be shown in the table part by specifying ranges for the other 11 G/L dimensions and the eight module dimensions. If you do not specify a range of account numbers, the table part will display budget figures for all accounts.

Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Account No.” above.
Entity	The functionality of this field is similar to that of the field “Account No.” above.
Project	The functionality of this field is similar to that of the field “Account No.” above.
Purpose	The functionality of this field is similar to that of the field “Account No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above.

Field	Description
Local Spec.1-3	The functionality of these fields is similar to that of the field “Account No.” above.

Sub Module Dimensions Island

Field	Description
Customer No.	The functionality of this field is similar to that of the field “Account” above.
Vendor No.	The functionality of this field is similar to that of the field “Account No.” above.
Job No.	The functionality of this field is similar to that of the field “Account No.” above.
Activity	The functionality of this field is similar to that of the field “Account No.” above.
Task Name	The functionality of this field is similar to that of the field “Account No.” above.
Employee No.	The functionality of this field is similar to that of the field “Account No.” above.
Item No.	The functionality of this field is similar to that of the field “Account No.” above.
Asset No.	The functionality of this field is similar to that of the field “Account No.” above.

Budget Model Island

Field	Description
Name	Enter the name of the budget model you wish to inspect in this field.
Description	This field displays the description of the selected budget model. The description is retrieved from the window Budget Models.
Budget Type	This field displays the budget type of the selected budget model.
Fiscal Year	The fiscal year which applies to the selected budget model is shown in this field.
Price Year	This field displays the first date of the price year that applies to the selected budget model. The price year, which is specified at the creation of the budget model, indicates the year whose prices you wish to apply to the budget model. If you want to see the budget figures of the current budget model using the prices of another year, you can open the window Budget Control and specify a different

Field	Description
	price year. In this way, you can achieve a general view of the development of the budget figures based on an expected price development.

Company Island

Field	Description
Company	This field displays the name and number of the company specified in the field “Company No.” in the Sub-Module Dimensions island.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the Company Information workspace in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Amount Island

Field	Description
Opening	This field displays the sum of the opening amounts of the allocation combinations specified in the Account island. The opening amount for every allocation combination is shown in the “Amount, Opening” field in the table part.
1-12	The functionality of these fields is similar to that of the field “Opening” above.
Closing	The functionality of this field is similar to that of the field “Opening” above.

Quantity Island

Field	Description
Opening	This field displays the sum of the opening quantities of the allocation combinations specified in the Account island. The opening quantity for every allocation combination is shown in the “Quantity, Opening” field in the table part.
1-12	The functionality of these fields is similar to that of the field “Opening” above.
Closing	The functionality of this field is similar to that of the field “Opening” above.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Entry Date	This field displays the date of creation of the current budget entry.

Field	Description
Description	This field displays the text attached to the budget entry. The text is retrieved from the budget journal line which formed the budget entry.
Budget Version No.	This field displays the version number that applied to the budget model at the time of creation of the current budget entry. Budget model versions are created in the Budget Models workspace.
Allocation Key	If an allocation key was specified on the budget journal line on which the current budget entry is based, this field shows the name of the allocation key in question.
Amount Opening	This field displays the opening amount of the current budget entry. The value in this field is retrieved from the budget journal line which formed the budget entry.
Amount 1-12	These fields display the amounts for period 1-12 for the current budget entry. The values in these fields are retrieved from the budget journal line which formed the budget entry. The value in the fields equals the difference between the “Amount Opening” and the “Amount Closing” fields.
Amount Closing	This field displays the closing amount of the current budget entry. The value in this field is retrieved from the budget journal line which formed the budget entry.
Quantity Opening	This field displays the opening quantity of the current budget entry. The value in this field is retrieved from the budget journal line which formed the budget entry.
Quantity 1-12	These fields display the quantities for period 1-12 for the current budget entry. The values in these fields are retrieved from the budget journal line which formed the budget entry. The value in the fields equals the difference between the “Quantity Opening” and the “Quantity Closing” fields.
Quantity Closing	This field displays the closing quantity of the current budget entry. The value in this field is retrieved from the budget journal line which formed the budget entry.

Show Budget Entries Workspace

Use this workspace to review budget entries that you created.

Budget entries are created from budget journal lines when budget journals are approved. Every journal line creates one (and sometimes two) budget entries.

This workspace also displays a selection of information about the current budget entry.

Show Budget Entries Tab

This section includes the fields and descriptions for the Show Budget Entries tab.

Entry Information Island

Field	Description
Entry No.	This field displays the number of the budget entry. The entries are numbered consecutively within every budget model.
Reference Date	This field displays the reference date of the budget entry.
Entry Date	This field displays the entry date of the budget entry.
Entry Description	This field displays the text entered on the budget journal line that formed the budget entry.
Allocation Key	If an allocation key was specified on the budget journal line on which the current budget entry is based, this field shows the name of the allocation key in question.
Account No	This field shows the account number on which the amounts of the current budget entry has been budgeted.
Customer No.	The functionality of this field is similar to that of the field “Account No.” above.
Vendor No.	The functionality of this field is similar to that of the field “Account No.” above.
Job No.	The functionality of this field is similar to that of the field “Account No.” above.
Activity No.	The functionality of this field is similar to that of the field “Account No.” above.
Task Name	The functionality of this field is similar to that of the field “Account No.” above.
Employee No.	The functionality of this field is similar to that of the field “Account No.” above.
Item No.	The functionality of this field is similar to that of the field “Account No.” above.
Asset No.	The functionality of this field is similar to that of the field “Account No.” above.

Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Account No.” above.

Field	Description
Entity	The functionality of this field is similar to that of the field “Account No.” above.
Project	The functionality of this field is similar to that of the field “Account No.” above.
Purpose	The functionality of this field is similar to that of the field “Account No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Account No.” above.

Quantity Island

Field	Description
Opening	This field displays the budgeted opening quantity for the current budget entry.
1-12	The functionality of these fields is similar to that of the field “Opening” above.
Closing	The functionality of this field is similar to that of the field “Opening” above.

Journal Island

Field	Description
Journal No.	This field displays the number of the budget journal in which the current budget entry was created.
Journal Type	This field displays the type of the budget journal in which the current budget entry was created.
Journal Line No.	This field displays the number of the budget journal line that formed the budget entry.
Approval Date	This field displays the date upon which the budget journal was approved. On approval, the journal lines were converted into budget entries.
Approved by	This field displays the name of the user who approved the current budget journal.

Budget Model Island

Field	Description
Name	This field displays the name of the budget model that concerns the current budget entry.

Field	Description
Description	This field displays the description of the budget model that concerns the current budget entry.
Budget Type	This field displays the budget type of the current budget entry. Budget types are defined in the Popup Fields workspace in the Set-Up module.
Fiscal Year	This field displays the fiscal year of the budget model.
Price Year	This field displays the price year of the budget model.
Version	This field displays the version of the budget model.

Company Island

Field	Description
Company	This field displays the name and number of the company on which the amounts on the current budget entry have been budgeted.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the Company Information workspace in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Amount Island

Field	Description
Opening	This field displays the budgeted opening amount for the current budget entry.
1-12	The functionality of these fields is similar to that of the field “Opening” above.
Closing	The functionality of this field is similar to that of the field “Opening” above.

Budget Control Workspace

Use this workspace to compare budget figures with committed and actual figures.

The budgeted amounts are the sum of budget entries within the given range of selection criteria. Committed amounts are future expenses that you entered in purchase orders in the A/P module. Actual amounts are entries that you posted in the G/L module. The deviations between budgeted and actual amounts are stated in percentages.

By specifying a budget model, a price year, reporting currency, and a range of selection criteria, you can specify the budget control at different detail levels. Note that the Budget Control island only displays figures if you select the **Get Data** option in the Selection Criteria island.

Budget Control Tab

This section includes the fields and descriptions for the Budget Control tab.

Selection Criteria Island

Field	Description
Get Data	If you mark this field, budgeted and actual amounts are displayed in the island Budget Control in accordance with the selection criteria specified in this island. If you do not mark this field, the island Budget Control will not display any figures.
Account	In this field you can enter a range of account numbers. Budgeted and actual amounts will only be displayed for allocation combinations that fall within this range. For budget figures, however, only posting accounts and not summary accounts are included so that you can compare the budget figures and actual figures within the specified range of allocation combinations directly. The display may be further limited by entering selection criteria for the other 11 dimensions.
Company	This functionality of this field is similar to that of the field “Account” above.
Customer	The functionality of this field is similar to that of the field “Account” above. However, if you specify a value in this field, the window will not show committed amounts, as commitment accounts are not maintained on customer level.
Vendor	The functionality of this field is similar to that of the field “Customer” above.
Job	The functionality of this field is similar to that of the field “Customer” above.
Activity	The functionality of this field is similar to that of the field “Customer” above.
Task	The functionality of this field is similar to that of the field “Customer” above.
Employee Information	The functionality of this field is similar to that of the field “Customer” above.
Item	The functionality of this field is similar to that of the field “Customer” above.
Asset	The functionality of this field is similar to that of the field “Customer” above.

Selection Criteria, Dimensions Island

Field	Description
Location	This functionality of this field is similar to that of the field “Account” above.
Entity	This functionality of this field is similar to that of the field “Account” above.
Project	This functionality of this field is similar to that of the field “Account” above.
Purpose	This functionality of this field is similar to that of the field “Account” above.
Spec. 1-3	This functionality of these fields is similar to that of the field “Account” above.
Local Spec. 1-3	This functionality of these fields is similar to that of the field “Account” above.

Budget Control Island

Field	Description
Budget	These fields display the budgeted opening and closing amounts for the fiscal year, respectively, and for the 12 periods of the fiscal year. The figures are retrieved from the posting accounts of the current budget model.
Committed	These fields show the amount committed for the opening and closing of the fiscal year, respectively, and for the 12 periods of the fiscal year. Committed amounts are future expenses registered in approved purchase orders. Purchase orders are created and approved in the Purchase Orders workspace in the A/P module. The fields show the sum of amounts on approved purchase order lines within the specified allocation combination. When posting a vendor invoice assigned to a purchase order or manually closing a purchase order, the amount will no longer be shown in this workspace, but the vendor invoice amount posted is shown in the column “Actual.”
Actual	These fields display the actual opening and closing amounts for the fiscal year, respectively, and for the 12 periods of the fiscal year. The actual amounts are the sum of posted amounts of the current allocation combination.
Deviation	These fields show the deviation between the budgeted and the sum of actual and committed opening and closing amounts for the fiscal year, respectively, and for the 12 periods of the fiscal year.
% (Percentage)	These fields show the deviation between the budgeted and actual opening and closing amounts for the fiscal year, respectively, and for the 12 periods of the fiscal year. The deviation is measured in relation to the budgeted figures in the Budget column.

Budget Model Island

Field	Description
Name	Enter the name of the budget model for which you wish display budget and actual figures.
Description	This field displays the description of the selected budget model. The description is retrieved from the Budget Models workspace.
Budget Type	This field displays the budget type of the selected budget model, specified in the Budget Models workspace.
Version	In this field, you enter which version of the current budget model you want to use. If you do not enter a number, Maconomy assumes the latest version of the current budget model.
Fiscal Year	The fiscal year which applies to the selected budget model is shown in this field.
Price Year	This field shows the price year originally specified on the budget model in question. If you do not enter a specific price year in the Price Year island, the workspace will show budget figures for the price year displayed in this field.

Price Year

Field	Description
Price Year	In this field, you can enter the price year of the budget model for which you wish to see budget figures. If you do not enter a price year in this field, Maconomy will use the price year originally specified on the current budget model. The original price year is displayed in the Budget Model island. If you specify a different price year than what the budget model indicates, the budget figures will be adjusted accordingly.
Price Register	In this field, you can specify a price register to be used in the price adjustment. If you do not specify a price register, Maconomy will use the primary register. A price register lists the price adjustment of a certain year within a number of price areas. Price areas are created and maintained in the Price Areas workspace.

Currency

Field	Description
Reporting Currency	In this pop-up field, you can select the reporting currency in which the budget figures should be displayed. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the System Information workspace in the Set-Up module for conversion of currency amounts.
Exchange Rate Table	Specify the exchange rate table to use for conversion to reporting currency. If you do not specify an exchange rate table, Maconomy uses the company specific exchange rate table.

Set-Up Section

This section includes the fields and descriptions for the Set-Up section workspaces.

Budget Templates Workspace

Use this workspace is to create budget templates by creating budget template headers in the Budget Template tab and associated budget template lines in the Budget Template Lines sub-tab.

When the budget template is fully set up, use the **Create Budgets From Template** action to create finance budgets from the template budget. If needed, use the **Delete Budgets And Reopen Template** action to delete all associated finance budgets; you can edit the template.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Budget Template Tab

This section includes the fields and descriptions for the Budget Template tab.

Budget Island

Field	Description
Name	In this field, specify the name of the budget template line.
Description	In this field, enter a description of the budget template line.
Budget Type	This field displays the budget type of the selected budget model, specified in the Budget Models workspace.
Budgets Created	This field states whether or not the finance budgets have been created from this budget template. Most of the budget template settings/fields can be set and updated until the finance budgets have been created. When that happens, most settings/fields become closed and can no longer be changed by the user.

Budget Model Island

Field	Description
Budget Model	Use this field to enter the name of the budget model you wish to post journal entries to. This field is mandatory. The description of the budget model is transferred from the Budget Models workspace. The budget model will automatically be created when the budget template is complete and finance budgets are created from the template.
Posting Reference	In this field, you can enter a dimension combination of the type Posting Reference. The dimension combination of the posting reference will be used for posting the balance of the budget when the budget is approved.

Field	Description
Allow Unbalanced Journals	This is used in combination with the Posting Reference field. This field must be set in order to post the budget balance on the posting reference.

Fiscal Year Island

Field	Description
Fiscal Year	In this field, specify the fiscal year used in the current budget model.
Fiscal Year Template No.	In this field, specify the fiscal year template number.

Currency Island

Field	Description
Exchange Rate Table	This field, and the Exchange Rate Date field, specifies the exchange rate table and date used for all currency conversions in all budgets created from this template.
Exchange Rate Date	This field, and the Exchange Rate Table field, specifies the exchange rate table and date used for all currency conversions in all budgets created from this template.

User Island

See the chapter "Getting Started" for a description of the fields in the User Island.

Budget Template Lines Sub-Tab

This section includes the fields and descriptions for the Budget Template Lines sub-tab.

Field	Description
Name	This field shows the name of the budget template line.
Type	This field shows the type of the budget template line.
Income	This field shows whether the line is an income or expense line.
Transfer	Value ‘Yes’ means that the line will be transferred to a budget journal line when the associated finance budget is approved. Value ‘No’ means that the line will not be transferred. Value ‘Sub Budget Lines’ means that the line itself will not be transferred, but any line on a sub budget created from the line will be transferred. This latter value only applies to Direct Cost and External Settlements lines.

Field	Description
Distribution Key	This field shows the name of the used allocation/surcharge keys.

Actions

This section shows the Actions available in the Budget Templates workspace.

Top Tab

Field	Description
Copy Template	When you select this action, the Copy Budget Template dialog box displays. Use this dialog box to create a new template from an existing template.
Create Budgets From Template	Select this action to create a new budget from an existing template.
Delete Budgets And Reopen Template	This action will delete all existing finance budgets and reopen the template. Please note, that all work in finance budgets will be lost. You have to delete finance budgets in order to edit the template.

Budget Template Line Details Workspace

Use this workspace to display budget template lines in the Budget Template Line tab and allow for editing.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Budget Template Line Tab

This section includes the fields and descriptions for the Budget Template Line tab.

Line Island

Field	Description
Name	In this field, enter the name of the budget template line.
Description	In this field, enter a description for the selected line.
Type	In this field, select the line type.

Actions

This section shows the Actions available in the Budget Template Line Details workspace.

Top Tab

Field	Description
Create And Attach Sub Budget	Select this action to create a sub-budget and attach it to an existing budget.
Create And Attach Settlement Budget	Select this action to create a settlement budget and attach it to an existing budget.

Budget Template Sub Budgets Workspace

Use this workspace to list all sub-budgets of a main budget template.

The Main Budget Template tab contains main budget templates, and the Sub Budget Templates sub-tab contains a line for each associated sub-budget.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Main Budget Template Tab

This section includes the fields and descriptions for the Main Budget Template tab.

Card Part Island

Field	Description
Name	This field shows the name of the main budget template.
Description	This field shows a description of the main budget template.
Finance Budget Type	This field shows the type of budget.
Fiscal Year	This field shows the fiscal year used in the current budget model.
Access Level	This field shows the name of the access level to be assigned to the current company. If an access level is specified, only users who have been granted access to this access level or higher can see the data of the current company.
Instance Key	The instance key of the finance budget header.

Field	Description
Parent Budget Instance Key	This field shows the instance key of the parent budget. That is, if the finance budget line in this card belongs to a sub budget, then the field refers to the instance key of the main budget and if the line belongs to a main budget, then the field refers to the instance key of the parent sum budget.
Created by	This field shows the name of the employee who created the current information about the layout.
Created on	This field shows the date on which the current information about the layout was created.
Changed by	This field shows the name of the employee who last changed information about the layout.
Changed on	This field shows the date on which the information about the layout was changed.
Version	This field shows a version number. The version number is increased by one every time the current information is changed.

Sub Budget Template Sub-Tab

This section includes the fields and descriptions for the Sub Budget Template sub-tab.

Field	Description
Name	This field displays the name of the budget template.
Description	This field displays the description of the budget.
Finance Budget Type	This field shows the type of budget.

Budget Distribution Key Details Workspace

Use this workspace is to create, edit, and delete distribution keys for use in budget templates and finance budgets.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Distribution Key Tab

This section includes the fields and descriptions for the Distribution Key tab.

Key Island

Field	Description
Name	Enter the name of the allocation key in this field when you create it.
Description	In this field you can enter a description of the current allocation key.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Budget Hierarchies Workspace

Use this workspace to set up the budget hierarchy, meaning the relation between the finance budgets when these are created from the budget template.

The Budget Template Header tab contains main budget templates, and the Budget Hierarchy Lines sub-tab contains a line for each budget hierarchy line, that is, for each finance budget to be created. Budget hierarchy lines can be indented to tell Maconomy that the finance budget to be created from that specific line should be set to be subordinate to the sum budget created from the parent budget hierarchy line.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Budget Template Header Tab

This section includes the fields and descriptions for the Budget Template Header tab.

Budget Island

Field	Description
Name	This field shows the name of the budget template.
Description	This field shows a description of the budget template.
Fiscal Year	This field shows the fiscal year which applies to the selected budget template.

Budget Hierarchy Lines Sub-Tab

This section includes the fields and descriptions for the Budget Hierarchy Lines sub-tab.

Field	Description
Name	This field displays the name of the budget hierarchy.
Responsible	This field displays the name of the responsible employee. Additionally, this is the employee who will get a notification when the budget can be submitted and (if the budget is a Sum budget) get a notification when the subordinate budget is submitted and ready to be approved.
Company Name	This field displays the name of the company to which the budget hierarchy line pertains.
Currency	This field displays the currency used as base currency. Additionally, if a company is specified, the currency will be derived automatically from the company.
Access Level	This field displays the name of the access level which restricts access to the finance budget created from the basis on this budget hierarchy line.

Budget Hierarchy Details Workspace

Use this workspace to show budget hierarchy lines in the Budget Hierarchy Line tab and allow for editing.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Budget Hierarchy Line Tab

This section includes the fields and descriptions for the Budget Hierarchy Line tab.

Budget Island

Field	Description
Name	This field shows the name of the budget template.
Description	This field shows a description of the budget template.

Company Island

Field	Description
Company	This field shows the company name as well as a description of the company.

Account Island

Field	Description
Account	This field shows an account name as well as a description.

Module Dimensions Island

Field	Description
Customer	This field allows you to specify which dimensions should be set for the specific finance budget created from this budget hierarchy line. Together with the other dimensions and module dimensions, this value determines the allocation combination of the budget hierarchy line.
Vendor	The functionality of this field corresponds to that of the field “Customer” above.
Job	The functionality of this field corresponds to that of the field “Customer” above.
Activity	The functionality of this field corresponds to that of the field “Customer” above.
Task	The functionality of this field corresponds to that of the field “Customer” above.
Employee	The functionality of this field corresponds to that of the field “Customer” above.
Item	The functionality of this field corresponds to that of the field “Customer” above.
Asset	The functionality of this field corresponds to that of the field “Customer” above.

Dimensions Island

Field	Description
Location	This field shows a value for the “Location” dimension. Together with the other dimensions and module dimensions, this value determines the allocation combination of the budget hierarchy line.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Local Spec.1-3	The functionality of these fields is similar to that of the field “Location” above.

User Island

See the chapter “Getting Started” for a description of the fields in the User Island.

Budget Employee Categories Workspace

Use this workspace to list budget employee categories that are associated with a budget template.

The Budget Template Header tab contains main budget templates, and the Budget Employee Categories sub-tab contains a line for each budget employee category. This workspace provides the **Fetch Categories** action for importing/copying regular employee categories into the budget and thus automatically creating budget employee categories. You do not use this workspace on its own; it is meant as a building block in other bigger workspaces.

The Finance Budget module enables you to budget on employees who are already in Maconomy. Companies might also expect to hire more employees during the fiscal year that the budget covers. Using budget employee categories enables you to specify some default employee data to be used when budgeting on future possible employees. When you do this, Maconomy copies all data-percentages, rates, and so on-from the budget employee category to the potential employee. Maconomy also uses the values on those budget employee categories as the default values on actual employees.

A Budget Employee Category specifies some default employee data to be used when budgeting on potential employees. Maconomy also uses the values on those budget employee categories as the default values on actual employees.

Budget Template Header Tab

This section includes the fields and descriptions for the Budget Template Header tab.

Budget Island

Field	Description
Name	This field shows the name of the budget template header.
Description	This field shows the description of the budget template header.
Finance Budget Type	This field shows the type of budget header (for example, Main or Sub-budget).

Currency Island

Field	Description
Exchange Rate Table	This field displays the table that includes the reference currency to be used for currency conversion.
Exchange Rate Date	This field displays the exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected above.

Budget Employee Categories Sub-Tab

This section includes the fields and descriptions for the Budget Employee Categories sub-tab.

A Budget Employee Category specifies some default employee data that will be used when budgeting on fictive employees. When doing so, a budget employee category can be specified for the fictive employee and all data (percentages, rates, and so on) is copied from the budget employee category to the fictive employee.

Field	Description
Employee Category No.	This field shows the number of an employee category.
Name	This field shows the name of the budget employee category.
Currency	This field shows the currency for all amounts specified on this budget employee category.
Monthly Salary	This field shows the monthly salary for the selected budget employee category.
Hours per Year	This field shows the number of hours per year for the selected budget employee category.
Unproductive Time Percentage 1-5	Five fields used to specify a percentage of the employed hours that are used on non-work related tasks, for example, vacation. Each field corresponds to the work type defined in System Information.
Productive Time Percentage 1-5	Five fields used to specify a percentage of the working hours that are used on work related tasks, for example, invoicable hours. The 5 percentages should sum up to 100. Each field corresponds to the work type defined in System Information.
Productive Time Rate 1-5	Five fields used to specify a rate for the working hours that are used on work related tasks, for example, invoicable hours.

Actions

This section shows the Actions available in the Budget Employee Categories workspace.

Top Tab

Field	Description
Fetch Categories	Select this action to retrieve employees category and related budget information from Maconomy.

Budget Employee Category Details Workspace

Use this workspace to show budget employee categories in the Budget Employee Category tab and allow for editing them.

You do not use this workspace on its own; use it as a building block in other, bigger workspaces.

Budget Employee Category Tab

This section includes the fields and descriptions for the Budget Employee Category tab.

Employee Category Island

Field	Description
Employee Category No.	This field shows the number of an employee category.
Name	This field shows the name of the budget employee category.
Currency	This field shows the currency for all amounts specified on this budget employee category.

Employment Island

Field	Description
Monthly Salary	This field shows the monthly salary for the selected budget employee category.
Hours per Year	This field shows the number of hours per year for the selected budget employee category.

Unproductive Time Island

Field	Description
Unproductive Time Percentage 1-5	Five fields used to specify a percentage of the employed hours that are used on non-work related tasks, for example, vacation. Each field corresponds to the work type defined in System Information.

Productive Time Island

Field	Description
Percentage	Five fields used to specify a percentage of the working hours that are used on work related tasks, for example, invoicable hours. The 5 percentages should sum up to 100. Each field corresponds to the work type defined in System Information.
Rate	Five fields used to specify a rate for the working hours that are used on work related tasks, for example, invoicable hours.

Budget Models Workspace

Use this workspace to create and review budget models.

A budget model is a collection of a budget and the previous versions of the budget for a specific fiscal year.

When you create a budget model, you must provide a name and information about the fiscal year and price year. You can also attach a description and a budget type to the model.

You can also use this workspace to create additional versions of a budget model. The Versions sub-tab displays previous versions of the current budget model, including the version number and version type.

You can create a number of budget models for each budget year, but you can assign only one budget model for each year to a given budget type.

Use the Popup Fields workspace in the Set-Up module to create budget types.

You can block a budget model so that no additional budget entries can be created in it.

You can delete existing budget models, unless the model is used in an allocation key or a budget group. You can, however, use the Allocation Keys and Budget Groups workspaces to remove the use of a budget model in an allocation key or a budget group.

Version Numbers

Use the versioning feature to ensure that budget entries are associated with a specific version of the current budget model.

When you create a budget model, Maconomy automatically assigns version number 1. If you create another version of the budget model, new budget entries are marked with version number 2. You can only create budget entries in the latest version of a budget model.

Budget entries that you create in version 1 continue to exist in the updated budget model, implying that the budget figures of a budget model are the sum of budget entries from all versions of the budget model.

You can apply predefined version types and notes to every budget model. You create version types in the Popup Fields workspace in the Set-Up module.

You can review previous versions of the current budget model or compare different budget versions within the same budget model. For example, you can separate preliminary versions from the final version.

Dimension Combination for Period Variances

You can also specify a dimension combination used to create automatic offsets of period variances when you approve an assigned budget journal in which the periods do not balance, but for which the closing balance is zero.

You can only approve a budget journal when the amounts of all periods balance, unless you are using a budget model that has a dimension combination used to post period variances.

All periods balance when all control fields in the Budget Journal tab are equal to zero.

Budget Models Tab

This section includes the fields and descriptions for the Budget Models tab.

Budget Model Island

Field	Description
Name	When creating a budget model, you can specify a name for the budget model here.
Description	In this field, enter a description of the current budget model.
Budget Type	In this field you can enter a budget type for the current budget model. Budget types are created in the window Popup Fields in the Set-Up module. A type could be, for example, Internal or External budget.
Fiscal Year	In this field you specify the fiscal year which applies to the current budget model.
Price Year	In this field you specify the price year which applies to the budget model. The price year is used in price projections.
Blocked	You can mark this field to specify that you want to block the creation of further budget entries in the current budget model. Any new versions of the budget model will continue to be blocked, until you remove the mark from this field before creating another version.

Period Variances Island

Field	Description
Posting Reference	In this field, you can enter a dimension combination of the type Posting Reference. By means of this dimension combination Maconomy can make automatic offsets of period variances when you approve an assigned budget journal on which the periods do not balance but on which the closing balance is zero. Period variances are posted on the account specified on the dimension combination. In this way, you can approve budget journals on which the periods do not balance, but on which the closing balance is zero. If a dimension combination was specified at creation of the budget model, this field will show the specified dimension combination. However, you can change the dimension combination in this window. The dimension combination is not mandatory, and offsets for period variance entries should

Field	Description
	thus only be used if the current budget journal contains variances on current period entries. Period variances on approved budget journals can be inspected in the windows Show Budget Entries and Budget Inspection.
Entry Description	In this field, you can enter an entry text to be assigned to automatic offsets of period variances.
Allow Unbalanced Journals	Select this field to allow unbalanced journals.

Version Information Island

Field	Description
Version Type	In this field you can specify a version type for the current version of the budget model, for example, to indicate whether it is a draft or an approved budget version. The value of this field is transferred to the Versions sub-tab when creating a version of the current budget model. Version types are created in the Popup Fields Workspace in the Set-Up module.
Remarks	Here you can add notes to the active version of the current budget model.

User Island

See the chapter “Getting Started” for a description of the fields in the User Island.

Basis Island

Field	Description
Budget Model	This field displays the name and description of the budget model upon which basis the current budget model was created, if the current budget model is created on the basis of another budget model. A budget model can be created from another budget model in the Create Budget Model workspace.
Version	The functionality of this field is similar to that of the field “Budget Model” above.
Price Year	The functionality of this field is similar to that of the field “Budget Model” above.
Price Register	The functionality of this field is similar to that of the field “Budget Model” above.
Difference Account	The functionality of this field is similar to that of the field “Budget Model” above.

Field	Description
Entry Description	The functionality of this field is similar to that of the field “Budget Model” above.
Reference Date	The functionality of this field is similar to that of the field “Budget Model” above.
Keep Budget Entries	The functionality of this field is similar to that of the field “Budget Model” above.

New Budget Model Island

Field	Description
Company	In this field, enter the name and number of the company on which the amounts on the current budget entry have been budgeted.
Account	In this field, enter the account name and number for which the amounts of the current budget entry has been budgeted.
Reset:	▪ Customer No. — The functionality of this field is similar to that of the field “Account” above. ▪ Vendor No. — The functionality of this field is similar to that of the field “Account” above. ▪ Job. No. — The functionality of this field is similar to that of the field “Account” above. ▪ Activity No. — The functionality of this field is similar to that of the field “Account” above. ▪ Task Name — The functionality of this field is similar to that of the field “Account” above. ▪ Employee No. — The functionality of this field is similar to that of the field “Account” above. ▪ Item No. — The functionality of this field is similar to that of the field “Account” above. ▪ Asset No. — The functionality of this field is similar to that of the field “Account” above.

New Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Account” above.
Entity	The functionality of this field is similar to that of the field “Account” above.

Field	Description
Project	The functionality of this field is similar to that of the field “Account” above.
Purpose	The functionality of this field is similar to that of the field “Account” above.
Spec. 1-3	The functionality of this field is similar to that of the field “Account” above.
Use Default	Select the local spec that you want to set as the default.
Local Spec. 1-3	The functionality of this field is similar to that of the field “Account” above.

Versions Sub-Tab

This section includes the fields and descriptions for the Versions sub-tab.

Field	Description
Version	Here previous version numbers for the current budget model are shown. If, for example, two previous versions have been created, the first two lines in this column will have the value of “1” and “2,” respectively. Any postings on the current budget model will be marked with version 3.
Version Type	In this field you can enter a version type for the current version of the budget model, for example, to indicate whether it is a draft or an approved budget version. Version types are created in the Popup Fields workspace in the Set-Up module.
Created By	This field displays the name of the user who created the line’s version of the budget model.
Date	This field displays the date of creation of the line’s version of the budget model.
Remarks	This field displays any note attached to the line’s version of the budget model.

Actions

This section shows the Actions available in the Budget Models workspace.

Top Tab

Field	Description
Create New Version	When you select this action, Maconomy creates a new version of the current budget model. Maconomy displays all versions of the current budget model on the Versions sub-tab of the Budget Models workspace.

Budget Groups Workspace

Use this workspace to create and maintain budget groups.

A budget group is a collection of several budget models.

The Budget Groups tab displays the name of the current budget group; you can change the description of the group. The Models sub-tab displays the group's budget models; you can attach budget models to the current group by adding more lines.

If you group multiple budget models within the same budget group, you can transfer approved budget journal lines from one budget model to other budget models in the group.

When you create a budget journal in a budget model, you can have the journal automatically create entries in the other budget models in the budget group. If you need to make the same changes to several budget models, you only have to enter the modifying journal lines once.

A budget model can be a member of an unlimited number of budget groups.

Only budget models that have the same price year can be members of the same budget group. This ensures that budget figures are consistent when Maconomy transfers them from one budget model to other budget models in the budget group.

Budget Groups Tab

This section includes the fields and descriptions for the Budget Groups tab.

Budget Group Island

Field	Description
Name	In this field you can enter a name for a group that you are creating. After a group has been created, its name cannot be changed.
Description	In this field you can enter a description of the current budget group.

User Island

See the chapter “Getting Started” for a description of the fields in the User Island.

Models Sub-Tab

This section includes the fields and descriptions for the Models sub-tab.

Field	Description
Budget Model	This field displays the name of the budget model that is part of the current budget group.
Description	This field displays the description of the current budget model.
Fiscal Year	This field displays the fiscal year which applies to the current budget model. Only budget models with the same fiscal year can be members of the same budget group.

Field	Description
Price Year	This field displays the price year that applies to the current budget model. Only budget models attached to the same price year can be member of the same budget group.

Commitment Levels Workspace

Use this workspace to create combinations of dimensions on which you perform commitment control when you create and approve purchase orders.

To use commitment levels, enter the use of commitment control in the Commitment Rules workspace. For each commitment level, enter a number and a description. You can also select the follow-up levels (dimensions) for the current commitment level.

Commitment Levels Tab

This section includes the fields and descriptions for the Commitment Levels tab.

Level Island

Field	Description
Level No.	In this field, you can specify the number of the commitment level when creating a level. The number cannot be changed, once the level has been created.
Description	In this field, you can enter a description of the commitment level.

User Island

See the chapter “Getting Started” for a description of the fields in the User Island.

Follow-Up Level Island

Field	Description
Company	In this field, you can specify whether you wish to use the Company dimension as a follow-up level. If you mark this field, commitment control is made on this dimension when purchase orders are approved. However, this only applies if the dimension values on the purchase order being approved match a commitment rule line in the Commitment Rules workspace on which the current commitment level has been specified.
Account	The functionality of this field corresponds to that of the field “Company” above.

Follow-Up Level, Dimensions Island

Field	Description
Location	The functionality of this field corresponds to that of the field “Company” above.
Entity	The functionality of this field corresponds to that of the field “Company” above.
Project	The functionality of this field corresponds to that of the field “Company” above.
Purpose	The functionality of this field corresponds to that of the field “Company” above.\
Spec. 1-3	The functionality of this field corresponds to that of the field “Company” above.
Local Spec.1-3	The functionality of this field corresponds to that of the field “Company” above.

Commitment Rules Workspace

Use this workspace to enter rules for controlling purchase order amounts against the budget when you approve purchase orders.

For each line, enter a commitment level and the ranges within the 12-dimensional chart of accounts to determine when the commitment level on the line in question is to be used in the control of committed amounts.

In the Commitment Rules tab, enter a budget type and the rules for the control of committed amounts. Maconomy uses the budget type plus the entry date and company number for an entry to determine the relevant budget model. The budget model determines the fiscal year to which commitment accounting applies and the budget figures against which committed amounts are checked.

In the Commitment Rule Lines sub-tab, assign the relevant commitment levels and specify any follow-up values (dimension value ranges) to use as selection criteria for the use of each commitment level.

Commitment Rules Tab

This section includes the fields and descriptions for the Commitment Rules tab.

Commitment Island

Field	Description
Check Comm. Amount	In this field, you can specify whether Maconomy is to check the amounts on purchase orders against the budget. You can choose from the following values: ▪ No — Maconomy does not check the amounts being committed.

Field	Description
	▪ Year to Date — The check is made against the budgeted, actual, and committed amounts from the beginning of the fiscal year to today's date. ▪ Year Total — The check is made against the budgeted, actual, and committed amounts for the whole year. If you select "Year to Date" or "Year Total," you must also specify a budget type.
Budget Type	In this field, specify the budget type against which committed amounts are to be checked.

User Island

See the chapter "Getting Started" for a description of the fields in the User island.

Commitment Rule Lines Sub-Tab

This section includes the fields and descriptions for the Commitment Rule Lines sub-tab.

Field	Description
Commitment Level	In this field, you can specify the number of a commitment level created in the Commitment Levels workspace. The commitment level contains the combination of dimensions against whose budget committed amounts are to be checked when you approve a purchase order whose dimension values match the current commitment rule line.
Company No. From / To	These fields form a range of dimension values used as a criterion for the use of the current commitment rule line. If you do not specify a range, the commitment control for the current follow-up level will include all company numbers.
Account No. From / To	The functionality of this field is similar to that of the field "Company No. From / To" above.
Location From / To	The functionality of this field is similar to that of the field "Company No. From / To" above.
Entity From / To	The functionality of this field is similar to that of the field "Company No. From / To" above.
Project From / To	The functionality of this field is similar to that of the field "Company No. From / To" above.
Purpose From / To	The functionality of this field is similar to that of the field "Company No. From / To" above.
Spec. 1-3 From / To	The functionality of this field is similar to that of the field "Company No. From / To" above.

Field	Description
Local Spec. 1-3 From / To	The functionality of this field is similar to that of the field “Company No. From / To” above.

Allocation Keys Workspace

Use this workspace to maintain allocation keys.

You use allocation keys in the Budget Journal workspace to specify how to allocate the total budget sum for an account over the 12 periods of the fiscal year. For instance, an allocation key can specify that a budget entry is allocated quarterly-that is, distributed evenly in four equal parts.

Maconomy provides the following additional methods for allocating:

- **Base the allocation on an existing budget**—You enter the name and version of an existing budget model. Maconomy allocates new budget figures that have given selection criteria in the same way as it allocates budget figures that have the same selection criteria in the existing budget.
- **Base the allocation on an actual set of accounts**—You enter the fiscal year of the set of accounts. Maconomy allocates new budget figures using the actual figures for the fiscal year. If there are no actual figures (or earlier budget figures) for given selection criteria, Maconomy allocates the amount evenly among the 12 periods

When you use the allocation key in a budget journal, Maconomy uses the latest version of the key.

Changing an allocation key does not affect existing budget entries and budget journal lines.

Allocation Keys Tab

This section includes the fields and descriptions for the Allocation Keys tab.

Key Island

Field	Description
Name	Enter the name of the allocation key in this field when you create it.
Description	In this field you can enter a description of the current allocation key.
Allocate From	In this field you specify the way in which the current allocation key should allocate amounts. You can choose between the values “Percentage,” “Budget,” and “Actual.” If you select “Percentage,” you must enter percentages in the Percent island. The values specified in the fields “Period 1-12” display the allocation of the key, and the value in the field “Control %” displays the sum of these fields. If the sum value is different from 100, you cannot use the current allocation key.

Field	Description
	If you select “Budget,” you must specify which budget model to allocate from. If you do not specify a version number for the budget model, Maconomy will choose the latest version. In the budget journal, lines with allocation combinations that exist as budget entries in the existing budget, will be allocated in the same way as budget figures in the existing budget. If you select “Actual,” you must specify the fiscal year to allocate from. In the budget journal, lines with allocation combinations that exist as G/L entries in the existing set of accounts, will be allocated in the same way as in the existing set of accounts.

Budget Island

Field	Description
Name	Enter the name of the budget model in this field if the allocation key is being created from an existing budget model. The function of the allocation method is described under the field “Allocate From” above.
Description	This field displays the description of the current budget model.
Version	In this field you enter a version number for the existing budget model. If you do not enter a value, Maconomy will automatically select the latest version of the budget model specified.

Actual Island

Field	Description
Fiscal Year	Enter the first date of a fiscal year in this field, if the allocation key is to be based on an actual set of accounts. The function of the allocation method is described under the field “Allocate From” above.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Percent Island

Field	Description
Period 1-12	If you selected Percentage in the “Allocate From” field, use these fields to specify a percentage for each period, making sure that the sum of periods 1-12 makes 100. Positive numbers, negative numbers, and zero are permitted values.
Control %	This field displays the sum of the percentages mentioned above. The allocation key can only be used if the sum is 100, indicating full allocation.

Price Registers Workspace

Use this workspace to create and maintain price registers.

A price register specifies one year's price changes within certain price areas. Use price registers when you create budget models based on existing budget models and to control the budget.

Use the Price Register tab to view and edit information about the individual price register, including which fiscal year the price register applies to. The Price Areas sub-tab displays index values for price projection for all price areas. This index value specifies the price projection for the year to which the price register projects prices.

You can also specify whether the current price register is the primary price register for the fiscal year to which it applies. The primary price register is the default price register, used to project prices when no other price register exists.

If a given selection criterion falls within multiple price areas, Maconomy uses the price area that is listed first in the Price Areas sub-tab.

If no price register exists for a given year, Maconomy projects prices using an index value of 100.

You can block a price register, which prevents Maconomy from using it to project prices. You cannot delete a price register.

Price Registers Tab

This section includes the fields and descriptions for the Price Registers tab.

Price Registers Island

Field	Description
Name	Enter the name of the price register in this field when you create it. The name cannot be changed.
Description	This field displays the description of the current price register.
Fiscal Year	Enter the first date of the fiscal year to which you want the price register to project prices. If the price register is to project from 1998 to 1999, you enter 01/01/1999 as the fiscal year. A price register can only project prices one year at a time.
Primary	If you check this box, you specify that the price register is primary. A primary price register is used to project prices when no other price register is specified.
Blocked	If you check this box, the price register cannot be used for projecting prices.

User

See the chapter “Getting Started” for a description of the fields in the User island.

Price Areas Sub-Tab

This section includes the fields and descriptions for the Price Areas sub-tab.

Field	Description
Price Area	This field displays the name of the current price area. Price areas are created in the Price Areas workspace.
Index	In this field you can specify an index value for the price projection of the current area. If you do not enter a value in this field, Maconomy automatically displays the value of 100. Projecting prices be an index value of 100 means that prices for the current price area remain unchanged.

Price Areas Workspace

Use this workspace to create and maintain price areas.

You use price areas when you project prices; price areas are part of price registers.

The Price Area List tab displays the standard User island. You cannot edit the fields in this island.

Use the Price Areas sub-tab to define price areas by using a number of ranges of Maconomy's dimensions in the chart of accounts. When the selection criteria of a journal line fall within a price area, the price area is valid for that journal line.

If you do not enter a price area range for a given dimension, Maconomy does not take the dimension into account when it assigns a price area to a given selection criterion.

For example, if you enter values in the range **Location From** and **Location To** and do not enter values for other dimensions, Maconomy selects the journal line or the budget entry based solely on the **Location** dimension, regardless of any other dimension values in the selection criteria.

If you do not enter ranges for any dimension values at all, the price area applies to all selection criteria.

After you create a price area, it appears in all price registers in which you can assign an index value to the price area. The default index value is 100 until you change it in the Price Registers workspace.

If you delete a price area, Maconomy deletes it from all price registers, and you can no longer use it for price projection. For example, if you create a budget model that is based on the budget model for a previous fiscal year and use price registers to project the prices, Maconomy automatically creates a budget journal for the new budget model, and the prices are projected accordingly. If you later delete the price area that was used for that project, the budget journal is not updated. Similarly, if the budget journal was approved before you deleted the price area, the budget entries are not updated.

If multiple price areas apply to a specific selection criterion, Maconomy uses the price area that is listed first in the Price Areas sub-tab.

Price Area List Tab

This section includes the fields and descriptions for the Price Area List tab.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Price Areas Sub-Tab

This section includes the fields and descriptions for the Price Areas sub-tab.

Field	Description
Price Area	Enter the name of the price area in this field when you create it. The name cannot be changed.
Company No. From / To	These fields make up a range of company numbers. If you only enter a range for the Company No. dimension, the current price area will apply to budget entries with company numbers within the specified range, regardless of the values of the other dimensions. You can further limit the price area by entering ranges for the other common dimensions in Maconomy.
Account No. From / To	The functionality of this field is similar to that of the field “Company No. From / To” above.
Location From / To	The functionality of this field is similar to that of the field “Company No. From / To” above.
Entity From / To	The functionality of this field is similar to that of the field “Company No. From / To” above.
Project From / To	The functionality of this field is similar to that of the field “Company No. From / To” above.
Purpose From / To	The functionality of this field is similar to that of the field “Company No. From / To” above.
Spec. 1-3 From / To	The functionality of this field is similar to that of the field “Company No. From / To” above.
Local Spec.1-3 From / To	The functionality of this field is similar to that of the field “Company No. From / To” above.

Procedures

This section describes procedures used in Financial Budgeting.

Getting Started

This section provides an overview of the Financial Budgeting steps you need to perform to get started.

Finance Budgeting Workflow

The budgeting process in the Maconomy Financial Budgeting module is built around three main steps, which must be performed in order:

1. Setting up a budget template (including creating budgets from the template).
2. Populating budgets with data.
3. Reviewing and approving budgets.

There are several different activities to be performed within each of above mentioned steps. See Related Topics for details.

Set Up Budgets Template

Setting up budget templates is the first step in the budgeting process.

To set up budget templates, follow these steps:

1. Create the template and enter basic information
2. Create a budget hierarchy
3. Create a budget Chart of Accounts
4. Populate Employee Categories
5. Deploy the templates

Create the Template

The first step to setting up your budgets template is to create the template and enter basic information.

To create a template, complete the following steps:

1. Click New Template to create a new template, or Copy Template to create a template based on existing template.
2. On the Information tab, complete fields such as Name, Description, and Budget Type to indicate basic information about the budget. Note that Access levels shown in the Access Control field use the same functionality as core Maconomy. This means that if you need any access controls specific for budgeting purposes, you must create these controls in core Maconomy.
3. Click Save.

Create a Budget Hierarchy

Budget Hierarchy includes all business units which must submit their budgets. In Financial Budgeting, they are organized in tree-like structure. Dark gray lines with bold font are the **Sum Budgets** (described later in this document), which are use as a consolidation points for all subordinate budgets. Light grey lines are the **Main Budgets** which are use for the budgeting.

To create a budget hierarchy, you must first create a budget unit. You can enter the needed information in each column visible on the workspace. Additionally, you can quickly customize which columns appear by right-clicking on the column header and choosing the *Customize Column* option.

To create a budget unit, complete the following steps:

1. In the **Name** column, enter the name of the budget unit.
2. In the **Responsible** column, specify the employee(s) responsible for submitting the budget.
3. In the **Company** column, specify the related company. Budget template can use all Companies available in the Maconomy system.
4. In the **Currency** column, indicate the currency of the budgeting unit. Each budgeting unit can have each one currency. Conversion will be made based on information specified in exchange rate table set in main information in the template. Note that on the right side assistant you can specify dimensions in order to better identify this particular budgeting unit. Dimensions used in Financial Budgeting are the same as used in core Maconomy. Click Save.

Create Chart of Accounts

After the budget unit structure is complete, create a budget-specific Chart of Accounts (CoA). CoA structure follows the same logic as the budgeting structure, including **Sum Lines**, used for summarizing all subordinate lines, and **Main Lines** where budgeting is done.

To create a Chart of Accounts, complete the following steps:

1. In the **Name** column, enter the name of the Chart of Accounts.
2. In the **Type** column, select whether the line type (which are detailed later in this document). Line types are used for defining how information on this particular line is provided.
3. In the **Income** column, select the check box to indicate if this account is revenue or de-select to indicate if this is a cost income.
4. In the **Type** column, indicate if the distribution key is supposed to be used for this particular account. Distribution Keys are explained later in this document. Note that in right side assistant budget CoA can be linked to actual CoA from Maconomy. This link will be later on used in reporting (budget vs. actual).

If needed, add dimensions to identify a particular account. However, note that they cannot contradict dimensions set in the budget hierarchy.

Add Dimensions

If needed, add dimensions to identify a particular account. However, note that they cannot contradict dimensions set in the budget hierarchy.

To add dimensions, complete the following steps:

1. If revenue is to be automatically calculated based on income generated by individual employees, assign at least one account line to a **Revenue** line type.
2. Use the three additional tabs in the Budget workspace to set parameters:
   - Sub Budgets - Use to configure sub-budgets that are not pre-defined. This is an optional parameter.
   - Settlement Setup - Use to for configure Intercompany Settlements. This an optional parameter.
   - Employee Setup - Use to establish a Maconomy dimension based on which Employees are linked to which budgeting departments. If the Employee sub-budget is used, this parameter must be defined.

Set Up Employee Categories

After creating the budget hierarchy is complete, next provide information about employee categories.

To set up Employee Categories, complete the following steps:

1. From the *Employee Categories.* tab, click *Fetch Categories* to transfer employee categories from Maconomy.
2. Edit the information as needed.
3. Add new columns through tab *Home* **»** *Information* in islands *Unproductive Time* and *Productive Time:*

Deploy Templates

Once all of the above steps are complete, the template can be deployed to all budgeting units.

To deploy templates, complete the following steps:

1. Click *Create Budgets From Template.*
   This action freezes the budget template from editing and creates budgets for each budgeting unit defined in the Budget Hierarchy tab.
2. If the template must be edited, click *Delete Budgets And Reopen Template*
   Note that this deletes all existing budgets including any information in them.

Review and Approval Process

Review budgets at any level during the review workflow and monitor through submission, approval, and completion.

Employees responsible for Sum Budgets will have access to consolidated information of all of their subordinate budgets (tab *Budget Lines)* and they can review each budget separately (tab *Subordinate budgets).*

The *Subordinate Budgets* tab contains a dashboard with the status of all subordinate budgets and actions for approving or approval removal.

If this sum budget is not the final sub budget, it can be also submitted for further approvals.

Fixed Assets Overview

This chapter describes the Fixed Assets module in Maconomy. You use this module to manage company assets and to generate lists and reports used at the closing of the fiscal year.

The Fixed Assets module enables you to enter individual asset purchases. These are used to automatically calculate depreciation; you can manually enter improvements, write-ups, write-downs, and depreciations. You can also sell assets and transfer assets to and from different asset groups.

Introduction to the Fixed Assets Module

There are legal and practical reasons for entering assets in a separate system. The law has made it compulsory for companies to keep detailed accounts of fixed assets and depreciation. The various transactions that are made during the life of some assets have direct effect on the year-end result, which is why they must be properly documented. Therefore, you should not delete entries that are related to fixed assets until the asset is no longer in use and the audit documentation retention period has expired. Using the Fixed Assets module, you can keep structured, thorough control of your fixed assets.

Companies have a basic legal duty to enter assets that they have purchased for long-term usage. These assets are known as fixed assets, for which accounting laws set out precise and comprehensive rules for depreciation, write-ups, write-downs, and other transactions.

Assets of similar character or purpose are sorted into asset groups. The law has defined various asset groups for the purpose of reporting year-end results, but there are no legal hindrances to companies to categorize their assets in greater detail.

After you enter the assets in Maconomy, they are depreciated over a number of years, that is, the life span of an asset. Maconomy depreciates the assets automatically, whereas you enter transactions, such as write-ups and write-downs manually. As long as the asset is not sold or otherwise cast off, you must keep its records in the system, as required by law.

The law also requires full documentation of all transactions made during the life of an asset. Maconomy keeps a record of every transaction made and cannot delete these records before the legal requirement for documentation is relieved.

Structure of the Fixed Assets Module

The structure of the information contained in the Fixed Assets module is divided into the following levels:

1. At the top level are the asset groups, which represent assets of a similar character or purpose.
2. At the second level are the actual assets that are assigned to an asset group.
3. The third level contains the entries that describe the transactions that have been performed for the asset.

The asset groups have two purposes. One is to sort the financial transactions for the assets in the group; the other is to ensure full integration with the general ledger. The grouping of assets is required by law in some countries, because the total number of transactions that are represented in the group is used when accounts are closed at year end. Integration with the general ledger is ensured by attaching each type of transaction to a separate G/L account.

All assets are associated with a company. Whether a given user can see a given asset depends on whether he or she has access to the company to which the asset belongs. This applies to both the asset information card and any entries that are related to the asset in question. Note that this access control model only applies if you have not changed Maconomy's standard access control configuration. If you have, access to assets may depend on other factors. For more information about the standard access control configuration, see "Introduction to the Access Control System" in the Set-Up module.

In the Users workspace in the Set-Up module, you can attach a user to a company. You can assign an access level to each company in the Company Information workspace in the G/L module.

Documentation

A company must typically be able to document the life of an asset. This includes two types of documentation:

- Entries to the asset.
- Changes to the asset.

Maconomy prevents any asset entries from being deleted during the legal lifetime of the asset. Maconomy also complies fully with the second requirement by ensuring automatic control of any changes in vital information about the assets. The following data is recorded:

- The time of the change.
- The user who was responsible for the change.
- The name of the field that was changed.
- The value of the change.
- The value after the change.

You can view asset changes in the Asset History workspace, where you can enter a note for each change. This provides full documentation for all changes to the assets.

Integration with the General Ledger

The Fixed Assets module is integrated with the General Ledger module, which implies that all amount transactions performed for an asset are posted to the G/L accounts that are identified by the asset group and asset transaction type. This occurs during the posting of the asset journals, which are created when you approve asset adjustments.

For every asset group, you must specify which G/L accounts are to be used when posting transactions for the asset members. You must also enter the text that the G/L entries are to carry. This makes it easy to manage which G/L accounts are used for the individual asset groups and asset transaction types.

Asset Transaction Types

In day-to-day administration, assets are the central concept and foundation for all transactions. When you purchase an asset on a long-term basis, you must enter it in the Fixed Assets module. You do this in the Assets workspace, where you can enter a wide variety of information about the asset. A large part of the information is of a non-financial character. The purpose of having this information is to ensure proper documentation of the asset. The remainder of the information

pertains to the life (depreciation period) of the asset, depreciation method, residual value, and the non-depreciable part of the purchase price. The residual value is the amount to which you want to depreciate the purchase price. The residual value can also be perceived as the price that you expect to be able to sell the asset for, after the depreciation period is over.

You enter the purchase price (cost) by creating a transaction of the type **Purchase**. You enter a purchase transaction in the Asset Adjustment workspace in the same way as other manual transactions. This happens if you enter a cost price when you create the asset, or it can happen later, by entering an asset adjustment after you create the asset.

After you enter the transaction, the only change that typically takes place for an asset is depreciation. Normally, the depreciation is generated automatically; this takes place in the Depreciation Adjustment workspace, where you enter the date on which you want to start depreciating. Maconomy then creates a depreciation adjustment suggestion, which you can view and edit manually in the Asset Adjustment workspace. After you have finished editing the asset adjustment, you approve it. This updates the information that is attached to the asset. At the same time, Maconomy creates a posting journal of the type **Asset Journal**, which you must post in the G/L module.

Occasionally you might need to make extraordinary write-ups, write-downs, depreciation, and corrections to previous years' depreciation. You do this in the Asset Adjustment workspace, where you can create entries manually. An improvement in an asset typically results in a manual entry that is similar to a new purchase.

There are four types of transactions that you cannot select manually in the Asset Adjustment workspace: **Sale**, **Internal Sale**, **Relocation**, and **Transfer**. You create these types of transactions in the Asset Disposal workspace.

Asset Relocation/Internal Sale

If you want to change the physical location of one or more assets in the company, or if you want to sell assets to another department in the company or a subsidiary, and such a company is considered to be a separate legal entity, you might want to do so by relocating/selling the current assets internally. You change the physical location of an asset by redefining the asset's dimension and user information, including the asset's company association. You perform asset relocation transfer and sale in the Asset Relocation workspace.

If an asset is internally relocated, that asset's user information and dimension values are changed according to the specifications that you provide. However, this does not mean that an asset is created; instead, the company association of the asset and other dimension values are redefined. The remaining standard information is not changed. When you relocate assets between two companies, you create the necessary inter-company balances in the G/L module, unless you do not select the **Create intercompany entries for companies with same parent company** system parameter, and the two companies involved are both assigned to the same parent company.

When you enter the asset changes and the necessary G/L entries, Maconomy creates an asset adjustment of the type **Relocation**, which is automatically approved. The approved asset adjustments are displayed in the Asset Adjustment workspace. When approving an asset adjustment, Maconomy also creates a posting journal of the type **Asset Journal**, which is then posted in the G/L module.

If you sell an asset internally, you remove the asset from the company that is selling it and create an asset in the company to which the asset is being sold. The new asset is treated like an acquisition, and its sales price is the book value that you enter at the time of the sale. The

company that is selling the asset must ensure that possible depreciations are performed before the sale is completed. The company that is buying the asset takes over the depreciation period and the depreciation method from the company that is selling the asset.

At the same time, Maconomy creates an asset adjustment and automatically approves it. The entries in such asset adjustments are of the type **Internal Sale**. The approved asset adjustments are displayed in the Asset Adjustment workspace. Maconomy also creates an asset journal to be posted in the Posting workspace in the G/L module.

Registration Section

This section includes the fields and descriptions for the Registration Section workspaces.

Asset Adjustment Single Dialog Workspace

Use this workspace to enter manual transactions for assets.

You can enter information about acquisitions, improvements, write-ups, write-downs, corrections, depreciations, and tax depreciations.

You also use this workspace to approve depreciation selections that Maconomy makes.

When you approve an asset adjustment, Maconomy updates all of the totals in the asset and creates an asset journal, which you must post in the G/L module. This workspace only displays asset adjustments that have not yet been posted. The Show Asset Adjustments workspace displays posted asset adjustments.

Asset Adjustment Tab

This section includes the fields and descriptions for the Asset Adjustment tab.

Journal Island

Field	Description
Asset Adjustment No.	This is the number given to the asset adjustment. The number is taken from the “Asset Adjustment” system numbers.

User Island

Field	Description
Created	This field shows the user name of the person who created the asset adjustment and the date on which it was created.
Approved	This field shows the user name of the person who approved the asset adjustment and the date on which it was approved.

Transaction Numbering Island

Field	Description
Transaction Type	In this field you can enter a transaction type. When creating a new asset adjustment, the field shows the default transaction type for the asset journal.
Number Series	In this field you can select a transaction number series. By default, the field shows the default transaction number series for the transaction type specified.

Company Island

Field	Description
Company	This field displays the name and number of the company to which the current asset is attached.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Asset Entries Sub-Tab

This section includes the fields and descriptions for the Asset Entries sub-tab.

Field	Description
Date	In this field, you specify the entry date of the adjustment. Maconomy automatically suggests today’s date.
Trans. No.	In this field, you enter the transaction number. If you have not checked the box “Reuse Trans. No.” in the window System Information in the Set-Up module, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the system parameter “Company specific transaction number check” has been marked, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general, asset, customer payment, or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the parameter has not been marked, Maconomy checks that the number has not been used on any other manual transaction in the system, regardless of company number.
Trans. Type	In this field, you enter the transaction type. By default, the transaction type from the card part will be suggested. All entries that have the same Trans. No. must also have the same Trans. Type.

Field	Description
Asset No.	In this field, you enter the asset number.
Asset Transaction Type	In this field, you enter the asset transaction type.
Amount, Adjustment Currency	In this field, you enter the amount of the transaction in question. The amount is entered in the base currency of the company to which the asset in question is assigned.
Amount, Asset Base	This field displays the amount of the transaction in the currency of the company to which the asset entry in question is assigned.
Currency, Asset Base	This field displays the currency used as base currency in the company to which the asset entry in question is assigned. See the description of the field “Base Currency” in the window Company Information in the G/L module for further information about company base currencies and enterprise currencies.
Sub-Type	This field displays either “Sale” or “Transfer” if the transaction concerns either a sale or transfer of an asset to another group, or “Relocation” or “Internal Sale,” if the transaction concerns an internal asset relocation or sale to, for example, another department in the company. See the description of the windows Asset Disposal and Asset Relocation for further information about these asset transaction types.
Asset Group	This field displays to which group the asset belongs.
Asset Sub-Group	This field displays to which sub-group the asset belongs.
Pct. Sold	This field shows the percentage sold, if applicable
Entry Description	In this field, you can enter a note to the transaction.
Company No.	This field displays the number of the company for which the current asset is registered.
Location	This field displays a value for the Location dimension. The value is transferred from the asset.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.

Field	Description
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
New Asset Group	This is the new asset group, if the transaction is for a sale or transfer to another asset.
New Asset Number	This is the new asset number, if the transaction is for transfer to another asset group (see “Transfer to New Group”).

Actions

This section shows the Actions available in the Asset Adjustment workspace.

Field	Description
Approve	When you select this action, the asset adjustment is approved. Having approved an asset adjustment, all totals for the relevant assets are updated and displayed in the company’s base currency and in the enterprise currency. Furthermore, Maconomy creates an asset journal in the general ledger which is ready to be posted. Note that you cannot approve an asset adjustment having an entry date which is not within the open posting period. Note that between the time the adjustment is approved and the asset journal is posted, the Fixed Assets and G/L modules do not balance.

Asset Disposal Single Dialog Workspace

Use this workspace to enter the sale of all or part of an asset or to enter the transfer of one asset to another, for example, in connection with an asset group transfer.

Asset Sale

Selling an asset normally involves several accounting transactions. When an asset (all or part of it) is sold at a given price, the law requires that the parts that are sold are reversed. This means that a sale results in one entry of each transaction type. You are also required to enter a gain or loss made from an asset sale separately. When you approve a sale in the Asset Disposal workspace, Maconomy creates an asset adjustment that contains all of the calculated entries. These entries are of the sub-type **Sale**; you cannot edit or delete them in the Asset Adjustment workspace. If you do not want the sale to go through, you must delete the whole asset adjustment.

Transfer to New Group

The law also requires that the transfer of an asset to another group occurs by transferring all of the data for the asset to a new asset, which is a member of the new asset group.

The transfer of an asset from one group to another requires, in the same way as the sale, that you reverse the sum of all of the transactions for the asset to the original asset. You enter the totals as opening entries to the new asset. When you approve the transfer, Maconomy creates the asset automatically. Maconomy also creates an asset adjustment that has an entry for every transaction type used for the old asset. All of the entries are of the **Transfer** sub-type, and you cannot edit or delete them in the Asset Adjustment workspace. If you do not want the transfer to go through, you must delete the whole asset adjustment.

Asset Disposal Tab

This section includes the fields and descriptions for the Asset Disposal tab.

Asset Island

Field	Description
Asset No.	This field shows the number of the asset.
Asset Group	This is the asset group the asset is in.
Asset Sub-Group	This is the asset's sub-group.

Company Island

Field	Description
Company No.	This field displays the name and number of the company assigned to the current asset.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Asset Information Island

Field	Description
Description	This is the description of the asset.
Model	This is the model of the asset.
Located	This is where the asset is located.

Sales Island

Field	Description
Amount	In this field you enter the price the asset (or part of it) is being sold for. You must enter a positive amount.
Pct. Sold	In this field you enter how large a percent of the asset is being sold.
Date of Sale	In this field you enter the date of the sale.
Trans. Type	In this field you can select the transaction type for the asset to be sold. You can only select a transaction type that is allowed in the asset journal for the current company and user. The value of this field has no effect on the field Numbering Series. The default value is set to the default transaction type of the asset sales journal in company of the asset.
Number Series	In this field you can choose a transaction number series from the Popup Fields window. The transaction number will then be allocated automatically. The default is set to the default transaction numbering series for the transaction type in this island.
Trans. No.	In this field you enter the transaction number. If you have not checked the box “Reuse Trans. No.” in the window System Information in the Set-Up module, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the system parameter “Company specific transaction number check” has been marked, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general, asset, customer payment, or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the parameter has not been marked, Maconomy checks that the number has not been used on any other manual transaction in the system, regardless of company number.
Entry Description	In this field you enter a comment to explain the sale.

Transfer Island

Field	Description
New Asset Group	In this field you enter the asset group of the new asset.

Field	Description
New Asset Number	In this field you enter the new asset number. If you do not enter a number manually, Maconomy will automatically take an asset number from the transaction numbering series that may be connected to the current company. If the number in the numbering series has been selected as zero, you should enter an asset number manually. Numbering series are entered in the window Trans. No. Series in the Set-Up module.
Date Transferred	In this field you enter the transfer date.
Trans. Type	In this field you can select the transaction type for the asset to be transferred. You can only select a transaction type that is allowed in the asset journal for the current company and user. The value of this field has no effect on the field Numbering Series. The default value is set to the default transaction type of the asset transfer journal in company of the asset.
Number Series	In this field you can choose a transaction number series from the Popup Fields window. The transaction number will then be allocated automatically. The default is set to the default transaction numbering series for the transaction type in this island.
Trans. No.	In this field you enter the transaction number. If you have not checked the box “Reuse Trans. No.” in the window System Information in the Set-Up module, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the system parameter “Company specific transaction number check” has been marked, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general, asset, customer payment, or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the parameter has not been marked, Maconomy checks that the number has not been used on any other manual transaction in the system, regardless of company number.
Entry Description	In this field you enter a comment to explain the transfer.

Actions

This section shows the Actions available in the Asset Disposal workspace.

Field	Description
Approve Sale	When you approve a sale, Maconomy creates and approves a new asset adjustment containing the transactions with the entries needed to register the sale. When the asset adjustment is posted, Maconomy updates the asset and general ledger systems.
Approve Transfer	When you approve a transfer, Maconomy creates the new asset, transferring all the information from the old asset. A new asset adjustment is also created and approved, containing all the transactions with the entries needed to register the transfer. When the asset adjustment is posted, Maconomy updates the asset and general ledger systems.

Asset Relocation Single Dialog Workspace

Use this workspace to change the internal location of assets in a company.

If an asset is relocated internally, Maconomy updates the asset's properties, including the assigned company, dimensions, and user (date sold, responsible, and so on) according to the specifications that you provide in this workspace. However, the asset's standard information (for example, its existing asset number, asset information, financial information, technical data, and so on) remains unchanged.

In connection with an asset relocation, Maconomy creates an asset adjustment. This asset adjustment contains one asset entry for each asset that was relocated for both the company from which the asset is moved and the company to which it is moved.

If the currencies that the two companies use are different, Maconomy converts the asset values into the currency that is used by the company to which the asset is relocated. The Asset Entries sub-tab of the Asset Adjustment workspace displays the company number and base currency of each asset entry. You cannot change the asset transaction type in the Asset Adjustment workspace. All entries are assigned the asset transaction type **Relocation**.

Note that you cannot delete an approved asset adjustment. If you do not want to move the asset, you must manually transfer it back in the system using this workspace.

Asset Relocation Tab

This section includes the fields and descriptions for the Asset Relocation tab.

Selection Criteria Island

Field	Description
Asset No.	In these fields, you can enter the range of asset numbers to be included in the asset relocation.
Asset Group	In this field, you can select the asset group to be included in the asset relocation.

Field	Description
Asset Sub-Group	In this field, you can select the job number that is currently associated with the fixed asset.

Field	Description
Job No.	In this field, you can select the asset sub-group to be included in the asset relocation.
Activity	In this field, you can select the activity that is currently associated with the fixed asset.
Task	In this field, you can select the task that is currently associated with the fixed asset.
Company No.	In these fields, you can enter a range of values for the dimension Company to be included in the asset relocation. If this field is completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi- company model in the G/L module for further information about dimension derivation in Maconomy. If this field has been completed, and the company number is different from the company currently assigned to the asset, the asset changes are registered in the standard information on the information card for the same asset. Furthermore, intercompany balancing will be created between the two companies when the asset journal is posted, unless the system parameter “Create intercompany entries for companies with same parent company” is not marked, and the two companies involved are both assigned to the same parent company. If the field is not completed, the dimension value for the asset being relocated will remain unchanged. The dimension value is copied from the asset’s information card in the window Assets.

Selection Criteria, Dimension Island

Field	Description
Location	The functionality of this field is similar to that of the field “Company No.”
Entity	The functionality of this field is similar to that of the field “Company No.”
Project	The functionality of this field is similar to that of the field “Company No.”
Purpose	The functionality of this field is similar to that of the field “Company No.”
Spec. 1-3	The functionality of this field is similar to that of the field “Company No.”
Local spec. 1-3	The functionality of this field is similar to that of the field “Company No.”

New Dimensions Island

Field	Description
Location	In this field, you can enter a new value for the dimension Location. The new value will be assigned to the asset that is relocated. If this field has been completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi-company model in the G/L module for further information about dimension derivation in Maconomy. If assets are relocated from one location to another, Maconomy will create an asset adjustment and an asset journal. If the field is not completed, Maconomy keeps the dimension value for the asset being relocated. The dimension value is copied from the asset's information card in the window Assets.
Entity	The functionality of this field is similar to that of the field "Location."
Project	The functionality of this field is similar to that of the field "Location."
Purpose	The functionality of this field is similar to that of the field "Location."
Spec. 1-3	The functionality of these fields is similar to that of the field "Location."
Local spec. 1-3	The functionality of these fields is similar to that of the field "Location."

New Job Information Island

Field	Description
Job No.	Select the job number with which you now want to associate the fixed asset.
Activity	Select the activity with which you now want to associate the fixed asset.
Task	Select the task with which you now want to associate the fixed asset.

Posting Island

Field	Description
Entry Date	In this field, you enter the entry date for the asset relocation. The entry date will be registered along with the asset's standard information as the date of relocation. Maconomy automatically suggests today's date as entry date. The date specified must be within the open posting period.

Field	Description
Entry Description	In this field, you can enter an entry description text.
Transaction Type	In this field, you can enter a transaction type. You can select all existing transaction types valid for the asset journal. It has no effect on the fields "Transaction Number Series" and "Transaction No." If the field "Transaction Type" is empty, the created asset entries, asset adjustments, and journals will use the default transaction type. If you select a specific transaction type, this will be validated when pressing OK and will be copied to the newly created asset entries, adjustments, and journals. The validation will test if the given transaction type is allowed for the (company number, user, asset journal) combination. The reallocation is allowed only if a valid transaction type was entered by the user or derived by the system.
Transaction Number Series	In this field, you can select a transaction number series for the asset journals created in connection with the asset relocation. If a transaction number series is specified in this field, the next available transaction number in the transaction number series is automatically assigned to the asset entries by Maconomy. All entries created as a result of the asset relocation will be assigned consecutive transaction numbers which will be drawn from the transaction number series of the respective companies to which the assets are assigned. If no Transaction Number Series is set, and no Transaction No. either, the system will try to derive a Transaction Number Series. Please note that no transaction number series will be selected if a transaction number is manually entered in the field “Transaction Number.”
Transaction No.	In this field, you can select a transaction number for the asset journals created in connection with the asset relocation. All entries created as a result of the asset relocation will be assigned the same transaction number. If no number is entered, the system will try to derive one from the Transaction Type. Please note that no transaction number series will be selected, if a transaction number is manually entered in this field. A transaction number can be reused, if the field “Reuse Trans. No.” is marked in the window System Information in the Set-Up module.
Responsible	In this field, you can enter the name of a new responsible person for the asset. If the field is not completed, Maconomy keeps the name of the responsible person registered on the asset’s standard information in the window Assets.
Post	If this field is marked, all asset selections created are automatically approved and posted in connection with a relocation of assets.

Asset Internal Sale Single Dialog Workspace

Use this workspace to sell assets internally, that is, to another department in the company or to a subsidiary that is a separate legal entity.

Maconomy transfers all of the information that you entered on the asset to a new asset, which Maconomy creates in the company to which the asset is sold. The sum of all transactions is saved to the new asset.

Maconomy transfers all of the dimension values and posting values to an asset that Maconomy creates in the company to which the asset is sold. In that company, Maconomy treats the asset as an acquisition. Maconomy enters the acquisition date as the date of sale and assigns to the asset a new asset number drawn from a predefined number series for the company in which the asset is created. Maconomy updates the asset's company information and dimension information and transfers all other asset information—such as asset group, subgroup, serial number, and financial information—from the asset that is being sold to the new asset. In the Assets workspace Maconomy selects the **Internal Purchase** field for the new asset, indicating that the asset has been acquired via an internal sale. Maconomy also transfers depreciation information, including the depreciation method and period, and resets the last depreciation automatically. Maconomy enters the depreciable value of the asset based on the transferred price of sale, along with non-depreciable and residual value. Maconomy also resets all improvements, write-ups, and write-downs. Maconomy transfers all of the remaining fields and values from the asset that was sold.

Upon approval of the internal asset sale, Maconomy creates an asset adjustment with asset entries for the company from which the current asset is being sold—one line per asset transaction type—and an asset entry for the company to which the current asset is sold.

If the currencies that the two companies use are different, Maconomy converts the asset values into the currency that the company to which the asset is sold uses. The Asset Entries sub-tab of the Asset Adjustment workspace displays the company number and base currency of each asset entry. You cannot change the asset transaction type in the Asset Adjustment workspace. Maconomy assigns an asset transaction type of **Internal Sale** to all entries. If an internal sale causes currency conversions that result in profit or loss amounts, you can post those amounts on the accounts for internal sale specified for each asset group in the Asset Groups workspace.

Note that you cannot delete an approved asset adjustment. If you do not want to sell the asset, you must manually transfer it back in the system using this workspace.

Asset Internal Sale Tab

This section includes the fields and descriptions for the Asset Internal Sale tab.

Selection Criteria Island

Field	Description
Asset No.	In these fields, you can enter the range of asset numbers to be included in the asset sale.
Asset Group	In this field, you can select the asset group to be included in the asset sale.

Field	Description
Asset Sub-Group	In this field, you can select the asset sub-group to be included in the asset sale.
Job No.	In this field, you can select the asset sub-group to be included in the asset relocation.
Activity	In this field, you can select the activity that is currently associated with the fixed asset.
Task	In this field, you can select the task that is currently associated with the fixed asset.
Company No.	In these fields, you can enter a range of values for the dimension Company to be included in the asset sale. If this field is completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi-company model in the G/L module for further information about dimension derivation in Maconomy. A new asset is created with the specified dimension values in the specified company. Furthermore, intercompany balancing will be created between the two companies when the asset journal is posted, unless the system parameter “Create inter- company entries for companies with same parent company” is not marked, and the two companies involved are both assigned to the same parent company. If the field is not completed, the dimension value for the asset being sold will remain unchanged. The dimension value is copied from the asset’s information card in the window Assets.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Company No.”
Entity	The functionality of this field is similar to that of the field “Company No.”
Project	The functionality of this field is similar to that of the field “Company No.”
Purpose	The functionality of this field is similar to that of the field “Company No.”
Spec. 1-3	The functionality of this field is similar to that of the field “Company No.”
Local Spec. 1-3	The functionality of this field is similar to that of the field “Company No.”

New Dimensions Island

Field	Description
Location	In this field, you can enter a new value for the dimension Location. The new value will be assigned to the asset that is sold. If this field has been completed, Maconomy performs a normal dimension derivation procedure. See the description of the multi-company model in the G/L module for further information about dimension derivation in Maconomy. If the field is not completed, Maconomy keeps the dimension value for the asset being sold. The dimension value is copied from the asset's information card in the window Assets.
Entity	The functionality of this field is similar to that of the field "Location."
Project	The functionality of this field is similar to that of the field "Location."
Purpose	The functionality of this field is similar to that of the field "Location."
Spec. 1-3	The functionality of these fields is similar to that of the field "Location."
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Location."

Posting Island

Field	Description
Entry Date	In this field, you enter the entry date for the asset sale. The entry date will be registered along with the asset's standard information as acquisition date on the new asset. Maconomy automatically suggests today's date as entry date. The date specified must be within the open posting period.
Entry Description	In this field, you can enter an entry description text.
Transaction Type	In this field, you can enter a transaction type. You can select all existing transaction types valid for the asset journal. It has no effect on the fields "Transaction Number Series" and "Transaction No." If the field "Transaction Type" is empty, the system will derive a transaction type. If you select a specific transaction type, this will be validated when pressing OK and will be copied to the newly created asset entries, adjustments, and journals. The validation will test if the given transaction type is allowed for the (company number, user, asset journal) combination. The sale is allowed only if a valid transaction type was entered by the user or derived by the system.
Transaction Number Series	In this field, you can select a transaction number series for the asset journals created in connection with the asset sale. If a transaction number series is

Field	Description
	specified in this field, the next available transaction number in the transaction number series is automatically assigned to the asset entries by Maconomy. All entries created as a result of the asset sale will be assigned consecutive transaction numbers which will be drawn from the transaction number series of the respective companies to which the assets are assigned. If no Transaction Number Series is set, and no Transaction No. either, the system will try to derive a Transaction Number Series. Please note that no transaction number series will be selected if a transaction number is manually entered in the field “Transaction Number.”
Transaction No.	In this field, you can select a transaction number for the asset journals created in connection with the asset sale. All entries created as a result of the asset sale will be assigned the same transaction number. If no number is entered, the system will try to derive one from the Transaction Type. Please note that no transaction number series will be selected, if a transaction number is manually entered in this field. A transaction number can be reused, if the field “Reuse Trans. No.” is marked in the window System Information in the Set-Up module.
Responsible	In this field, you can enter the name of a new responsible person for the asset. If the field is not completed, Maconomy transfers the name of the person responsible for the asset sold to the standard information of the new asset in the window Assets.
Post	If this field is marked, all asset selections created are automatically approved and posted in connection with a sale of assets.

Depreciation Adjustment Single Dialog Workspace

Use this workspace to create a depreciation adjustment for one or more assets. Maconomy creates an asset adjustment that contains the depreciation entries.

Maconomy calculates the depreciation by comparing the total approved depreciation with the expected depreciation per entry date. Maconomy calculates the expected depreciation as the proportionate part of the depreciable value.

Assets for which the **Manual Depreciation** field in the Assets workspace is selected are not included in Maconomy's depreciation calculations.

Depreciation Adjustment Tab

This section includes the fields and descriptions for the Depreciation Adjustment tab.

Selection Criteria Island

Field	Description
Asset Group	In this field, you can limit the target group to cover only one asset group. If you leave the pop-up blank, the adjustment will include all asset groups.
Asset Sub-Group	In these fields, you can limit the target group to cover only a range of asset sub-groups. If you do not enter values in these fields, the adjustment will include all asset sub-groups.
Asset No.	In these fields, you can limit the target group to cover only a range of assets.
Company No.	In these fields, enter a range of company numbers for which you wish to see asset adjustments. Maconomy creates one adjustment for each company in the specified range.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can limit the target group to cover only a range of locations.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of this field is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of this field is similar to that of the field “Location.”

Posting Island

Field	Description
Entry Date	In this field, you enter an entry date. All entries created in connection with the current asset adjustment will be assigned this entry date. Maconomy will automatically suggest the date of today in this field. The suggested date can be changed manually.
Trans. Type	In this field, you enter the transaction type for the depreciation adjustment. The transaction type validated, and in case of invalid transaction type a

Field	Description
	warning will be issued. If you do not enter a transaction type, the system will try to derive one. The value in this field has no effect on the fields Transaction Number Series and Transaction Number.
Number Series	In this field, you can select a transaction number series for the asset journals created in connection with the current asset adjustment. Transaction number series are created in the window Popup Fields in the Set-Up module. If a transaction number series is specified in this field, the next available transaction number in the transaction number series is automatically assigned to the asset journals. All entries created as a result of the asset adjustment will be assigned the same transaction number. Please note that no transaction number series will be selected if a transaction number is manually entered in the field “Transaction Number.” If neither this field nor Transaction Number has a value, the system will try to derive a Transaction Number Series.
Trans. No.	In this field, you can select a transaction number for the asset journals created in connection with the asset adjustment. All entries created as a result of the asset adjustment will be assigned the same transaction number. Please note that no transaction number series will be selected if a transaction number is manually entered in this field. A transaction number can be reused, if the field “Reuse Trans. No.” is marked in the window System Information in the Set-Up module.
Entry Description	In this field, you can enter a note to the adjustment.
Book Depreciation	Select this field to include the regular book depreciation in the calculation.
Tax Depreciation	Select this field to enable Maconomy to always automatically depreciate the greatest amount possible within the limitations you specified on the compensation model.
Automatic Approval	This field controls the approval of the asset adjustment created for the depreciation, as follows: ▪ If Automatic Approval is selected, the asset adjustment will be approved automatically. ▪ If Automatic Approval is not selected, the asset adjustment will be created, but not approved, so it can be edited. By default, Automatic Approval is selected. If Automatic Posting is selected, the asset adjustment will be approved automatically and the asset depreciation journal will be posted automatically.

Field	Description
Automatic Posting	If you mark this field, asset adjustments will automatically be approved and posted in connection with creation of the current asset depreciations.

Tax Depreciation Tables Single Dialog Workspace

Use this workspace to set up tax depreciation on the table level. You can enter the maximum allowed depreciation for all the years in the asset's lifetime.

This provides alternative areas for countries with more complex rules. Checks in the system ensure that the sum in the table is equal to 100% to prevent user-input errors. This requires you to fill the table with valid values before you assign it as a Tax Depreciation model. You can also specify the depreciation percentage for each year.

Tax Depreciation Table Tab

This section includes the fields and descriptions for the Tax Depreciation Table tab.

Tax Depreciation Table Information Island

Field	Description
Name	Enter the tax depreciation table name.
100% Full	This field shows if the tax depreciation percentage is full.

User Island

Field	Description
Created	This field shows the date and name of the user who created the tax depreciation table.
Changed	This field shows the date and name of the user who last modified the tax depreciation table, including the sub-tab of the workspace.
Version	This field shows the latest version number of the current tax depreciation table, and is incremented with every change to the table, including the sub-tab of the workspace.

Tax Depreciation Table Lines Sub-Tab

This section includes the fields and descriptions for the Tax Depreciation Lines sub-tab.

Field	Description
Year	This field shows the year the specified tax depreciation percentage takes effect. It starts with one, and is incremented each time you add a tax depreciation table line.
Percentage	This field shows the value of the allowed tax depreciation percentage for the specified year in the line.
Accumulation	This field shows the accumulated tax depreciation percentage from the preceding years up to the current line.
Remainder	This field shows the remaining tax depreciation percentage that you need to enter to fill the required 100%.

Lookup Section

This section includes the fields and descriptions for the Lookup Section workspaces.

Asset Ledger Card Single Dialog Workspace

Use this workspace to view the transactions entered for an asset within a given period.

Asset Ledger Card Tab

This section includes the fields and descriptions for the Asset Ledger Card tab.

Asset Island

Field	Description
Asset No.	This is the asset number.
Asset Group	This field shows the asset group name.
Asset Sub-Group	This field shows the asset sub-group name.
Description	This is the description of the asset, for example, its make.
Model	This field shows the model of the asset.
Located	This is the asset's location in the company.

Company Island

Field	Description
Company No.	This field displays the number of the company assigned to the current asset.
Company Name	This field displays the name of the company specified in the field “Company No.” above.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Selection Criteria Island

Field	Description
Entry Date	Here you define the period for which you wish to see transactions.
Asset Transaction Type	Here you enter the asset transaction type you wish to see. If you leave the pop-up blank, the table part will show all asset transaction types.
Include Unapproved	If you mark this field, the table part will also display entries which have not yet been approved. Note that if you have marked this field, the field “Amount, Enterprise” in the table part of the window will display the value zero on all unapproved asset entries, as the contents of that field are not calculated until the asset adjustment in question has been approved.

Asset Entries Sub-Tab

This section includes the fields and descriptions for the Asset Entries sub-tab.

Field	Description
Adjustment No.	This field shows the adjustment number the transaction is for.
Line No.	This field shows the transaction line number in the asset adjustment.
Date	This field shows the entry date for the adjustment in question.
Trans. No.	This field shows the transaction number of the adjustment.
Trans. Type	This field shows the transaction type of the adjustment.

Field	Description
Amount, Adjustment Currency	This field shows the amount of the transaction in question in the base currency of the company to which the asset in question is assigned.
Amount, Asset Base	This field displays the amount of the transaction in the currency of the company to which the asset entry in question is/was assigned.
Currency, Asset Base	This field displays the currency used as base currency in the company to which the asset entry in question is/was assigned. See the description of the field “Base Currency” in the window Company Information in the G/L module for further information about company base currencies and enterprise currencies.
Pct. Sold	This field shows the percentage sold, if applicable.
Amount, Enterprise	This field shows the amount of the transaction in question in the system’s enterprise currency.
Gain/Loss, Base	This field shows any losses/gains generated as a result of the transaction in question. The amount is displayed in base currency.
Gain/Loss, Enterprise	This field shows any losses/gains generated as a result of the transaction in question. The amount is displayed in enterprise currency.
Entry Description	This field shows any comments relating to the transaction.
Asset Transaction Type	This field shows the asset transaction type.
Sub-Type	This field shows “Internal Sale” or “Transfer” if the transaction is for a sale or transfer to another asset.
Company No.	This field displays the number of the company assigned to the current transaction.
Location	This field displays a value for the Location dimension. The value is transferred from the asset adjustment.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Transferred to Asset No.	This is the new asset number, if applicable.
Approved	This field is marked if the transaction is approved.
Journal No.	This is the journal number. It is shown once the asset adjustment is approved.

Asset History Single Dialog Workspace

Use this workspace to view the changes made to an asset since it was created in Maconomy.

For audit purposes, you must explain all of the changes by entering an explanation in the **Note** field.

Asset History Tab

This section includes the fields and descriptions for the Asset History tab.

Asset Island

Field	Description
Asset No.	This is the number of the asset.
Period	Here you define a period from which to see changes made to the asset information.
Asset Group	This field shows the asset group.
Asset Sub-Group	This field shows the asset sub-group.
Description	This field shows the description of the asset.
Model	This is the asset's model.
Located	This field shows where the asset is located.

Company Island

Field	Description
Company No.	This field displays the name and number of the company assigned to the current asset.

Field	Description
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Asset History Sub-Tab

This section includes the fields and descriptions for the Asset History sub-tab.

Field	Description
Date	This is the date the change was entered.
Field Name	This is the name of the field which was changed.
Changed By	This is the name of the user who entered the change.
Changed From	This is the content of the field before it was changed.
Changed To	This is the content of the field after the change.
Entry Description	In this field you must enter the reason for the change.
Company No.	This field shows the number of the company for which the current asset post has been registered.
Currency	This field shows the currency that has been selected as the base currency of the company to which the current asset post belongs. For a detailed description of company base currency and group currency, see the description of the field “Base Currency” in the window Company Information in the G/L module.
Amount, Currency	This field shows the size of the transaction in the base currency of the company to which the current asset post belongs.

Show Asset Adjustments Single Dialog Workspace

Use this workspace to view all posted asset adjustments.

Show Asset Adjustments Tab

This section includes the fields and descriptions for the Show Asset Adjustment tab.

Journal Island

Field	Description
Asset Adjustment No.	This field shows the number given to the asset adjustment. The number is taken from the Asset Adjustment system numbers.

User Island

Field	Description
Created by	This field shows the user name of the person who created the asset adjustment.
Date	This field shows the date on which the asset adjustment was created.
Approved by	This field shows the user name of the person who approved the asset adjustment.
Date	This field shows the date on which the asset adjustment was approved.

Transaction Numbering Island

Field	Description
Transaction Type	This field shows a default transaction type to be used when creating the lines. The default transaction type that is set up for the asset adjustment in the given company will be shown initially.
Number Series	This field shows a transaction number series created in the popup field “Transaction No. Series” in the window Popup Fields in the Set-Up module. If you select a number series, Maconomy will automatically number your journal lines.

Company Island

Field	Description
Company	This field shows the name and number of the company to which the asset is attached.

Asset Entries Sub-Tab

This section includes the fields and descriptions for the Asset Entries sub-tab.

Field	Description
Date	This field shows the date on which the adjustment was entered.
Trans. No.	The number of the transaction that generated the asset adjustment.
Trans. Type	This field is the transaction type of the entry line.
Asset No.	This field shows the number of the asset to which the adjustment pertains.
Asset Transaction Type	This field shows the asset transaction type.
Amount, Adjustment Currency	This field shows the amount of the adjustment in question in the base currency of the company to which the asset in question is assigned.
Amount, Asset Base	This field shows the amount of the adjustment in the currency of the company to which the asset entry in question is/was assigned.
Currency, Asset Base	This field shows the currency that is used as the base currency in the company to which the asset entry is assigned.
Sub-Type	This field shows one of the following values: ▪ Sale or Transfer if the transaction is related to a sale or transfer of an asset to another group. ▪ Relocation or Internal Sale if the transaction relates to an internal asset relocation or sale to another department in the company.
Asset Group	This field shows the group to which the asset belongs.
Asset Sub-Group	This field shows the sub-group to which the asset belongs.
Pct. Sold	This field shows the sales percentage, if applicable.
Entry Description	This field shows the text for the entry.
Company No.	This field shows the number of the company for which the asset is registered.

Field	Description
Location	This field shows the Location value that Maconomy transfers from the asset.
Entity	This field shows the entity dimension value which is assigned to the current entry.
Project	This field shows the project dimension value which is assigned to the current entry.
Purpose	This field shows the purpose dimension value which is assigned to the current entry.
Spec. 1 – 3	These fields show the values in the dimensions Specification 1 - 3 assigned to the current entry.
Local Spec. 1 – 3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current entry.
New Asset Group	This column shows the new asset group, if the asset adjustment is for a sale or transfer to another asset.
New Asset Number	This is the new asset number, if the asset adjustment is for transfer to another asset group.

Show Asset Entries Single Dialog Workspace

Use this workspace to display asset transactions.

Job Information Island

Field	Description
Post Depreciation as Job Entry, if job specified	When depreciating an asset, if a value is set, a job entry is shown
Job Number	This field shows the job number for the job you want to associate with the selected asset. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this job number is created.
Activity	This field shows the activity that is added to asset entries, when these are created for the selected asset. You can only use amount activities. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this activity is created.
Task Name	This field shows the activity that is added to asset entries, when these are created for the selected asset. You can only use amount activities. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this activity is created.

Reporting Section

This section includes the fields and descriptions for the Reporting Section workspaces.

Print Asset Listing Single Dialog Workspace

Use this workspace to print a list of your assets.

The printed asset list displays all of the transactions for all or part of the assets that are assigned to an asset group. The amounts that the printout displays are shown in the selected reporting currency as well as in the enterprise currency. You use this list at the closing of the fiscal year.

Print Asset Listing Tab

This section includes the fields and descriptions for the Print Asset Listing tab.

Selection Criteria Island

Field	Description
Asset No.	In these fields you enter an interval of asset numbers. The print will only include assets with numbers within the entered interval. If you do not enter a delimitation for asset numbers, the print will include all assets.
Asset Group	Here you can limit the target group to one asset group. If you leave the pop-up blank, the list will include all asset groups.
Asset Sub-Group	Here you can enter a range of asset sub-groups.
Period	Here you can enter an interval of dates of asset transactions.
Company No.	In these fields, you can enter a range of company numbers. The printout will only include transactions regarding assets assigned to a company within the specified range. Currency Island

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which figures on the printout should be displayed. All report figures will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below. In the conversion, the currency table for sales is used in the case of customers while the currency table for purchases is used in the case of vendors.

Field	Description
	In the case of G/L accounts, the currency table for sales is used if the account has a debit balance, while the currency table for purchases is used if the account is a credit balance. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency”.

Print Control Island

Field	Description
Number Format	In this field, you can choose the number format in which the figures in the asset listing should be displayed. You can choose between “Decimal,” “In Whole Numbers,” “Thousands,” “Millions with one decimal,” and “Millions.”
Layout	In this field, you can select which layout to use for the printout.

Set-Up Section

This section includes the fields and descriptions for the Set-Up Section workspaces.

Asset Groups Single Dialog Workspace

Use this workspace to create groups of fixed assets.

Asset groups represent assets of a similar character and/or similar purpose. Typical categories might be "Property and Buildings," "Plant and Equipment," and "Technical Installations and Machinery."

The asset groups determine the integration with the general ledger, because you specify the G/L accounts and any other dimension combinations that should be used for each transaction type by means of dimension combinations.

You can enter default information for assets that belong to an asset group. Maconomy copies the default information to an asset when you create the asset. You can enter default information for finance dimensions and depreciation information.

Asset Groups Tab

This section includes the fields and descriptions for the Asset Groups tab.

Asset Group Island

Field	Description
Name	Here you enter the name of the asset group. In all other windows in the Fixed Assets module, the Asset Group field will be a pop-up field which will contain the names created here.
Description	Here you enter a list or description of those assets the group covers.

Book Depreciation Information Island

The values in the fields in this island will be used as default values when you create a new asset that belongs to this asset group. This makes it easier and less error-prone to create new assets.

Field	Description
Depreciation Method	Select a default depreciation method to use when creating a new asset that belongs to this group.
Depreciation Period	Specify a default depreciation period to use when creating a new asset that belongs to this group.
Post Depreciation as Job Entry	Use this field to specify whether you want a job entry to be posted when depreciating an asset. This is the default setting for all assets in this asset group but can be changed for each asset.

Tax Depreciation Information Island

Field	Description
Asset Cost Factor	Enter the taxable value of the asset, which can be more than the cost price. This field allows you to adjust the taxable value. It is independent from the other fields in the Tax Depreciation Information island.
Table	Enter or select the Tax Depreciation Table name to use in the table-based depreciation. **Note:** You cannot use the tax depreciation table in combination with the **Years**, **First Year Factor**, or **Strict Yearly Limit** fields.
Years	Specify the number of years to depreciate the asset through straight line depreciation.
Yearly Percentage	This field shows the yearly percentage according to the number specified in the **Years** field.

Field	Description
First Year Factor	Enter the first year factor that balances the asset depreciation in the first year's limit. The value in this field extends the depreciation into an additional fiscal year in the end. The default value 100% indicates that there is no change to the amount.
First Year Percentage	This field shows the first year percentage when the **Yearly Percentage** field is further restricted by the **First Year Factor** field for the first year only.
Strict Yearly Limit	Specify whether the yearly percentage is set as a limit for each year. Delayed depreciation cannot be added on top of the yearly percentage. This field is deselected by default, which allows depreciation if the accumulated yearly depreciation do not exceed the accumulated yearly percentage.

Dimensions Island

The values in the fields in this island will be used as default values for Dimensions when you create a new asset that belongs to this asset group. This makes it easier and less error-prone to create new assets. See the Assets windows for more information about dimensions on an asset.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name and description of an access level. You only have access to the current asset group if you have been assigned to this level or a level above this in the User Access Levels window. This access control ensures that when working with, for instance, an asset, you can only enter an asset group to which you have access, and you can only see the asset groups to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to asset groups may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current asset groups.

User Island

Field	Description
Created	This field shows the user name of the person who created the asset adjustment as well as the date in which it was created.
Approved by	This field shows the user name of the person who approved the asset adjustment as well as the date on which it was approved.

Acquisitions Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which purchase and improvement entries are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Offset	Here you enter a dimension combination containing the assigned offset account. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

External Sale Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which asset sales figures are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Loss	Here you enter the dimension combination containing the G/L account to which losses from asset sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Gain	Here you enter the dimension combination containing the G/L account to which gains from asset sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

Book Depreciation Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which write-downs and depreciation entries are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Offset	Here you enter a dimension combination containing the assigned offset account. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

Write-Ups Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which write-ups are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Offset	Here you enter a dimension combination containing the assigned offset account. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

Internal Sales Island

Field	Description
Posting Reference	Here you enter the dimension combination containing the G/L account to which asset sales figures for internal sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Loss	Here you enter the dimension combination containing the G/L account to which losses from asset sales for internal sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Gain	Here you enter the dimension combination containing the G/L account to which gains from asset sales for internal sales are to be posted. The dimension combination can also contain other dimension values to be used in this connection.
Description	Here you enter the text to be attached to the entries to the G/L module.

Asset Group Lines Sub-Tab

This section includes the fields and descriptions for the Asset Group Lines sub-tab.

Field	Description
From Company No.	Select the starting company number to which the asset depreciation rules apply. The values you enter in the other fields in the Group Lines sub-tab and Asset Group Lines sub-tab overwrite the values specified in the Group tab and Asset Groups sub-tab.
To Company No.	Select the ending company number to which the asset depreciation rules apply.
Method, Book Depreciation	Select the book depreciation method to use when creating a new asset that belongs to this group. The possible methods are:

Field	Description
	▪ **Straight Line** ▪ **Straight Line, By month**
Period, Book Depreciation	Specify the depreciation period to use when creating a new asset that belongs to this group.
Post Depreciation as Job Entry, Book Depreciation	Select the checkbox if you want to post a job entry when depreciating an asset.
Asset Cost Factor, Tax Depreciation	Enter the taxable value of the asset, which can be more than the cost price. This field allows you to adjust the taxable value. It is independent from the other fields in the Information tab.
Table, Tax Depreciation	Enter or select the Tax Depreciation Table name to use in the table-based depreciation. **Note:** You cannot use the tax depreciation table in combination with the **Years**, **First Year Factor**, or **Strict Yearly Limit** fields.
Years, Tax Depreciation	Specify the number of years to depreciate the asset through straight line depreciation.
First Year Factor, Tax Depreciation	Enter the first year factor that balances the asset depreciation in the first year's limit. The value in this field extends the depreciation into an additional fiscal year in the end. The default value 100% indicates that there is no change to the amount.
Strict Yearly Limit, Tax Depreciation	Specify whether the yearly percentage is set as a limit for each year. Delayed depreciation cannot be added on top of the yearly percentage. This field is deselected by default, which allows depreciation if the accumulated yearly depreciation do not exceed the accumulated yearly percentage.

Assets Single Dialog Workspace

Use this workspace to enter assets into Maconomy.

This workspace has two purposes: to store the information that is used for automatic depreciation, and to provide a total overview of the asset status, displayed in the Depreciable Value and Net Book Value islands. When you create an asset, you can also enter the acquisition price in the **Cost** field in the Depreciable Value island.

The asset card is a very comprehensive record of information, because it must comply with legal requirements and exhaustive accounting standards.

Assets Tab

This section includes the fields and descriptions for the Assets tab.

Asset Information Island

Field	Description
Asset No.	In this field you enter the number of the asset. If you do not enter a number, Maconomy will automatically find the asset number from the number series related to the asset; however, you should enter the number manually if the number in the number series is set to zero. The number series “Asset Series” is specified in the window Number Series in the Set-Up module. The asset number must be unique, and it cannot be changed afterwards.
Asset Group	Here you select an asset group. You cannot re-select a group after the asset has been created. If you need to change the group; however, you must make a Transfer transaction. The field determines which G/L accounts are to be used for the different transactions made for the asset. See also the Asset Groups window.
Asset Sub-Group	Here you enter an asset sub-group. This facility lets you work with a sub-division of the traditional asset groups.
Description	Here you enter a description of the asset, such as its make.
Model	Here you enter its model.
Located	Here you enter where the asset is located.
Serial No.	Here you can enter the serial number of the asset. It is purely for reference.
Internal Serial No.	Here you can enter the serial number you use internally, if applicable. It is purely for reference.

Financial Information Island

Field	Description
Assessed Value	In this field you enter the last official assessed value of the asset, if it is a property.
Market Value	In this field you enter the asset’s market value, if it is a property.
Lien	In this field you enter the mortgage value, if applicable.
Insured Value	In this field you enter the insured value, if applicable.

Field	Description
Policy No.	If the asset is insured, enter your policy number here.
Internal Purchase	Mark this field if the asset is bought within the company.
Internal Markup	In this field you enter the internal markup if the asset is bought within the company.

Job Information Island

Field	Description
Post Depreciation as Job Entry, if job specified	When depreciating an asset, if this value is set, a job entry is posted.
Job No.	The job number for the job you want to associate with the selected asset. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this job number is created.
Activity	The activity that is added to asset entries, when these are created for the selected asset. You can only use amount activities. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this activity is created.
Task Name	The task that is added to asset entries, when these are created for the selected asset. If the asset entry has the type depreciation, and Post Depreciation as Job Entry is set, a job entry with this task is created.

Book Depreciation Information Island

Field	Description
Disallow Automatic Book Depreciation	Previously called Manual Depreciation. Select this check box to disallow the automatic book depreciation in the Depreciations tab of the Registrations section. When this check box is selected, you are required to depreciate the assets manually in the Adjustments tab of the Registrations section.
Depreciation Method	Here you enter the depreciation method. You can choose between the methods that are defined in the Depreciation Methods pop-up field. If nothing is entered, the value will be copied from the asset group.
Depreciation Start Date	This field shows the date when the asset starts to depreciate. It must be earlier or the same as the depreciation base date.

Field	Description
Depreciation Period	Here you enter the number of months the asset is to be depreciated over. If nothing is entered, the value will be copied from the asset group.
Depreciation Base Date	This field shows the date when you purchased the asset.
Periods After Depreciation Base Date	This field shows the number of months the asset is to be depreciated after the depreciation base date.
Last Depreciation	This is the date the asset was last depreciated.

Tax Depreciation Information Island

Field	Description
Disallow Automatic Tax Depreciation	Select this check box to disallow the automatic tax depreciation in the Adjustments tab of the Registrations section. When this check box is selected, you are required to depreciate the assets in the Depreciations tab of the Registrations section.
Asset Cost Factor	Enter the taxable value of the asset, which can be more than the cost price. This field allows you to adjust the taxable value. It is independent from the other fields in the Tax Depreciation Information island.
Table	Enter or select the Tax Depreciation Table name to use in the table-based depreciation. **Note:** You cannot use the tax depreciation table in combination with the **Years**, **First Year Factor**, or **Strict Yearly Limit** fields.
Years	Specify the number of years to depreciate the asset using the straight line depreciation.
Yearly Percentage	This field shows the yearly percentage according to the number specified in the **Years** field.
First Year Factor	Enter the first year factor that balances the asset depreciation in the first year's limit. The value in this field extends the depreciation into an additional fiscal year in the end. The default value 100% indicates that there is no change to the amount.
First Year Percentage	This field shows the first year percentage when the **Yearly Percentage** field is further restricted by the **First Year Factor** field for the first year only.

Field	Description
Strict Yearly Limit	Specify whether the yearly percentage is set as a limit for each year. Delayed depreciation cannot be added on top of the yearly percentage. This field is deselected by default, which allows depreciation if the accumulated yearly depreciation do not exceed the accumulated yearly percentage.

Transaction Island

Field	Description
Transaction Type	In this field you enter the transaction type.
Transaction Number Series	In this field you enter a transaction numbering series.

Technical Data Island

Here you enter various technical data about the asset.

Remarks Island

Here you can enter any comments about the asset.

Contact Island

Field	Description
Responsible	Here you enter the name and number or initials of the person who is responsible for the asset.
Employee No.	If you specify an employee name and number is this field, this employee name and number will be transferred to the G/L entry every time a posting related to this asset takes place.

Company Island

Field	Description
Company	In this field you can indicate the name and number of the company to which the current asset is attached. If another company makes entries to the asset, Maconomy will automatically create inter-company balances when the entry in question is posted. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, inter-company entries are only created if the two companies involved are not both assigned to the same parent company. The company in this field is also the company whose accounts include the current asset, which means that the value in this field is transferred to the asset entries created on the current asset upon posting.

Field	Description
	The value of the field also determines the users who have access to the asset. In the window Company Information in the G/L module, it is possible to assign each company an access level. Users only have access to see information about an asset if they have been assigned the same or a higher access level. For instance, a user can only see assets and asset entries regarding assets whose company is assigned an access level to which the user has been granted access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to assets may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the set-up module.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Dimensions Island

Field	Description
Location	Here you enter a value for the Location dimension. If no value is entered or derived, the default value from the System Parameter window in the set-up module is used. See the chapter “Introduction to the G/L module” for a description of dimension derivations.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

History Island

Field	Description
Acquired	In this field you enter the date the asset was acquired. It is also the date the depreciation takes effect.
Acquisition Responsible	In this field you enter the name or initials of the person who is responsible for buying the asset.
Closed	This field shows the date the asset was either sold or transferred to another asset, if applicable.
Closing Responsible	This field shows the name of the person who was responsible for selling or transferring the asset.
Transferred to	This field shows the number of the new asset to which the asset was transferred, if applicable.
Tax	Mark this field if the price of the asset was subject to tax.

Depreciable Value Island

Field	Description
Currency	This field shows the currencies used as base currency and enterprise currency for the asset in question. All amounts in this island are displayed in the two currencies displayed in these two columns.
Cost	Here you can enter the acquisition price for the asset. Maconomy will create and approve an asset adjustment journal with the acquisition information.
Non-Depreciable	Here you enter how much of the asset's price is non-depreciable.
Residual Value	Here you enter the asset's residual value.
Improvements	This is the sum of the improvements entered since the asset was created.
Write-Ups	This is the sum of the write-ups entered since the asset was created.
Write-Downs	This is the sum of the write-downs entered since the asset was created.
Depreciable Value	This is the asset's depreciable value. It is calculated from the amounts in the fields above.

Net Book Value Island

Field	Description
Currency	This field shows the currencies used as base currency and enterprise currency for the asset in question. All amounts in this island are displayed in the two currencies displayed in these two columns.
Cost	This field shows the sum of the purchase entries made since the asset was created in the system.
Improvements	This is the sum of the improvements entered since the asset was created.
Write-Ups	This is the sum of the write-ups entered since the asset was created.
Depreciation	This is the sum of the depreciation entries made since the asset was created.
Write-Downs	This is the sum of the write-downs entered since the asset was created.
Book Value	This is the book value of the asset. It is calculated from the amounts in the fields above.
Hereof depreciation in G/L	The G/L depreciation in base and enterprise currency. This field is only visible if an asset entry that is depreciated as a job entry exists (in the Workspace Client). Depreciation will not be listed here if it is listed in the **Hereof depreciation in Job Cost** field.
Hereof depreciation in Job Cost	The job cost depreciation in base and enterprise currency. This field is only visible if it is a non-zero value. Depreciation will not be listed here if it is listed in the **Hereof depreciation in G/L** field.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the asset in question. By assigning a document archive to an asset, you can keep track of the various documents related to the asset. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current asset group if you have been assigned to this level or a level above this in the User Access Levels window. This access control ensures that when working with, for instance, an asset, you can only enter an asset group to which you have access, and you can only see the asset groups to which you have access. Please note that this access control model only applies if the

Field	Description
	standard access control configuration has not been changed in your Maconomy system. If it has, the access to asset groups may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current asset groups.
Description	This field shows the description for that access level.

User Island

Field	Description
Created	This field shows the user name of the person who created the asset adjustment as well as the date on which it was created.
Changed	This field shows the user name of the person who changed the asset adjustment as well as the date on which it was last changed.
Version	This field shows the current version number.

Actions

This section shows the Actions available in the Assets workspace.

Field	Description
Reuse Asset	By selecting this action an asset already closed can be reopened. This action can only be selected for assets that have already been closed. By selecting this action, the enter fields that are closed for a closed asset will be reopened, and the fields in the island User Information will be reset.
Attach Document	This action allows you to attach a document to the asset.

Accounts Receivable Overview

Use the Accounts Receivable module to manage activities that are related to customers and their payments, including entering and maintaining general information about customers, payment terms, discount and credit agreements, and interest and reminder policies.

You can also generate aging reports, balance lists, account statements, and other customer reports.

Registration Section

This section includes the fields and descriptions for the Registration section workspaces.

Customer Payments Single Dialogs Workspace

Use this workspace to enter and post customer payments.

A customer payment can be reconciled against one customer entry by entering an invoice number or a transaction number directly on the customer payment. A customer payment can also be reconciled against several customer entries in the Customer Open Entry Reconciliation workspace. The customer payment can be reconciled both before and after the payment has been reconciled.

You can enter payment lines in multiple currencies; Maconomy converts each payment amount.

The Customer Payments sub-tab displays information about the current payment journal. In the Customer Payments sub-tab you can enter a number of lines that represent customer payments.

You can enter several customer payments in the same customer payment journal, and you can edit those entries until you post the journal.

Customer payments can be reconciled against one or multiple invoices in this workspace. You can only perform a reconciliation against posted invoices that are not already selected for reconciliation in one of the Customer Open Entry Reconciliation or General Journal. Payments workspaces. Payments that are not reconciled against an invoice when posted are posted as open customer entries. You can display and reconcile these payments the Customer Open Entry Reconciliation workspace.

Depending on the setting of the **Submission of Customer Payment Journal required** system parameter, you might need to submit the journal before you can post it. In addition, you cannot post a customer payment journal until all payment lines in the journal have been released for posting. Using the **Manual Release of Customer Payment**" system parameter in the Set- Up module, you indicate whether payments should be released manually or that Maconomy should release them automatically. If you select this parameter, you must release all customer payments manually before you post them. If you do not select the parameter, Maconomy automatically marks customer payments as released when you enter them.

After you have entered the customer payments and released them for posting, you can post the journal in this workspace or in the Posting workspace in the G/L module. Note, however, that customer payments can only be released and posted by users who have access to these actions. Access to releasing customer payments and posting is granted in the Actions workspace in the Set-Up module.

Customer Payments Tab

This section includes the fields and descriptions for the Customer Payments tab.

Journal Island

Field	Description
Journal No.	This field shows the number of the current customer payment journal. When a new journal is created, Maconomy automatically assigns a number from the system number series “Journal” from the window System Numbers in the Set-Up module, along with a prefix if a prefix has been defined for the company in question in the window Company Information in the G/L module.
Created by	This field shows the name of the user who created the current journal.
Date	This field shows the creation date of the journal.
Submitted by	This field shows the name of the user who submitted the journal.
Date	This field shows the date the user submitted the journal.
Post	In this field, you can specify whether the journal should be released for posting. If the field is marked, the journal can be posted directly from this window, but it will also be included when posting journals in the windows Posting and Print Posting Journal in the G/L module. If you do not mark the field, the journal can neither be posted in this window nor in the windows Posting or Print Posting Journal. However, a journal can be marked as released for posting in the window Posting, which has the same effect as marking the field in this window.

Transaction Numbering Island

Field	Description
Transaction Type	In this field, you can enter a transaction type. By default, the field will show the default transaction type for the customer payment journal.
Number Series	In this field, you can enter a transaction number series. Transaction number series are created in the window Trans. No. Series in the G/L module. If you have selected a transaction number series, the field “Trans. No.” in the table part of the window is automatically assigned the next available number in the selected series when a new line is created. By default, the field shows the transaction number series for the transaction type specified in the Transaction Type field.
Auto Transaction No.	In this field, you can mark whether the transaction number in the field “Trans. No.” in the table part of the window should be increased by one on each new customer payment line entered. The field can be marked if no transaction number series has been selected in the field “Number Series” above. If the

Field	Description
	field is not marked, the transaction number from the previous line is repeated on each new line created. However, you can change the transaction number on each line manually.

Company Island

Field	Description
Company	In this field, you can enter the name and number of the company responsible for the customer payment journal. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. If you create lines in the customer payment journal on which you specify a company different from the value in this field, Maconomy will automatically create intercompany balances between the companies at the posting of the general journal. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Base Currency	This field shows the currency used as base currency in the company specified in the field “Company No.” above. For a further description of company base currencies, please see the description of the field “Base Currency” in the window Company Information in the G/L module.

Batch Total Island

Field	Description
Control	Here you can enter a control sum that is the expected total of all entries in the journal. The batch total is calculated as the sum of all of the amounts in the field “Amount, Base” on the lines in the journal. If you enter a control sum, the customer payment journal can only be posted if the total is the same as the batch total calculated by Maconomy, shown in the field “Current,” that is, the value in the field “Balance” must be 0. If the control sum is 0, the batch total is ignored. A journal can only be posted as long as it balances, that is, that the total of debit entries are equal to the total of credit entries. The control sum is used as an extra check on that you have entered the correct amounts in the entry lines. Before you enter any amounts, you can count up all the entries and enter the total in this field. If you forget a transaction, or if you enter a wrong amount, the batch total will not balance with the total Maconomy calculates in the field “Current.”
Current	This field shows the batch total of the journal. The batch total is the sum of the amounts in the field “Amount, Base” on all lines in the table part.

Field	Description
Balance	This field shows the difference between the amounts in the fields “Control” and “Current.” If you have entered an amount in the field “Control,” the customer payment journal can only be posted if the value in this field is 0.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Document Count	This field shows the total number of documents in the Document Archive.

Customer Payments Sub-Tab

This section includes the fields and descriptions for the Customer Payments sub-tab.

Field	Description
Entry Date	In this field, you can enter the entry date of the payment. On the first transaction in a customer payment journal, Maconomy suggests today’s date as the entry date. On subsequent lines, Maconomy suggests the entry date of the previous line. The date can be changed manually. The date specified must be within the open posting period specified in the window Posting Period Setup.
Trans. No.	In this field, enter the transaction number of the payment. The field must always be completed on the first line in a journal. On subsequent lines, Maconomy will suggest a transaction number when you enter a new payment line. The transaction number is determined through the following procedure: ▪ If you have selected a transaction number series in the island Transaction Number Series in the card part, the transaction number is transferred from the selected transaction number series in the window Trans. No. Series in the G/L module. ▪ If the field “Auto. Trans. No.” has been marked; the transaction number from the previous line is increased by one on each new line created. ▪ If you have neither selected a transaction number series nor marked the field “Auto. Trans. No.,” the transaction number from the previous line is repeated on each new line.
Trans. Type	In this field, you can enter a transaction type. By default, the field shows the transaction type selected in the card part.

Field	Description
Description	In this field, you can enter a text describing the payment. If you used a standardized text for several payments, it is easier to use the field “Std. Descr..”
Std. Description	In this field, you can select a standardized text describing the payment. This can, for example, be useful if you use the same text on several payments (for example, “Customer payment”). If you do not complete the field “Description” manually, the value in this field is transferred to the posting description field when you press Return. Standard texts are created in the window Popup Fields in the Set-Up module.
Customer No.	In this field, you can enter a customer number. This number refers to the bill-to customer. If you enter a customer number in this field and an invoice number in the field “Recon. Invoice No.,” the customer and the paying customer must be identical. If you only enter an invoice number in the field “Recon. Invoice No.,” the customer number registered on the invoice in question is automatically transferred to this field.
Name	This field shows the name of the customer specified in the field “Customer No..”
Amount, Currency	In this field, you can enter the paid amount in the currency specified in the field “Currency.” The amount entered is credited on the customer control account when the journal is posted.
Currency	In this field, you can specify the currency in which the customer payment is made. The amount in the field “Amount, Currency” must be entered in this currency. The currency is used for converting the amount paid into the base currency, enterprise currency and the currency of the customer.
Amount, Base	In this field, you can enter the paid amount in the base currency of the company responsible for the current journal. If you only enter an amount in the field “Amount, Currency” and specify a currency, Maconomy calculates the base currency amount in this field. If you enter an amount in both this field and the field “Amount, Currency,” Maconomy converts the amount entered in this field into the specified currency and overwrites the amount in the field “Amount, Currency.”
Charge, Currency	In this field, you can enter a charge amount in currency. If the bank which effected the payment has charged an amount for the service, you can enter the amount here. If you have agreed with the customer that you will carry the charge, enter the full charge amount in this field. If the customer is to carry the charge, you should not enter the charge in this field, but subtract the charge amount from the amount paid. When reconciling the customer entry with the amount, select “Partial” reconciliation in the table part. This way, the charge amount will still be an open entry with the customer, which can then be settled later. The amount is shown in the field “Charge, Base” below in the base currency of the responsible company. When posting, the amount entered in this field is debited the account specified in the field “Charge Account” in the window Payment Agents in the Banking module for the payment agent assigned to the current customer entry. A

Field	Description
	corresponding amount is credited the external bank account assigned to the payment agent, which is shown in the fields “Reg. No.” and “External Account No.” on the current table line.
Charge, Base	The functionality of this field is similar to that of the field “Charge, Currency” above, but the charge amount is entered in the company’s base currency. The amount is shown in the field “Charge, Currency” above in the currency selected in the field “Currency” in this island.
D/C	In this field, you specify whether the amount registered is a debit or credit amount. Maconomy suggests debit because a customer payment usually means your company receives a payment.
Reconc. Invoice No.	In this field, you can enter an invoice number if the current payment should be reconciled fully or partly against an invoice. Note that you cannot specify an invoice which has already been selected for reconciliation in another payment journal. At the time of registration, Maconomy checks whether reconciliation is possible. If the payment cannot be reconciled against the invoice, Maconomy issues an error message. If the reconciliation can be made, the payment is automatically reconciled against the invoice when the journal is posted. If you have specified a customer number in the field “Customer No.” and you specify an invoice in this field, the customer on the line and the bill-to customer on the invoice must be the same. If you only enter an invoice number on the current payment line, leaving the field “Customer No.” blank, Maconomy transfers the customer from the invoice to the field “Customer No.” on the current line. If you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from invoices when creating a customer payment, specifying an invoice in this field will cause the dimension values on the specified invoice to be copied to the dimension fields on the current line. However, fields in which a value has manually been specified are not over-written by the dimension values from the invoice. For further information, see the field “Action” in the table part of the window Dimension Derivations.
Reconcile Transaction No.	This field allows you to enter a transaction number if the payment should be reconciled fully or partly against a posted customer entry. The field can only be completed on unposted payments. Note that you cannot specify a transaction number that has already been selected for reconciliation in another payment journal. If you select a transaction number and press Return, the customer entry assigned to the specified transaction number is displayed in the table part of the window. Moreover, the transaction number and information on the assigned customer number and settling company number is subsequently derived to the islands Selection Criteria, Customer and Settling Company. Note that when you have entered a transaction number in this field and pressed Return, you cannot change the payment amount in the fields “Amount, Currency” or “Amount, Base” in this island. If you wish to change the payment amount in such a situation, you must remove the reconciliation of the customer entry in the table part, change the payment amount and re-enter the transaction number.

Field	Description
	If you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from invoices when creating a customer payment, specifying a transaction number in this field while creating a new customer payment will cause the dimension values on the specified customer entry to be copied to the dimension fields on the current line. However, fields in which a value has been specified manually are not over- written by the dimension values from the customer entry. For further information, see the field “Action” in the table part of the window Dimension Derivations. If the window shows an already posted payment, you cannot change the value in this field.
Released	In this field, you can mark whether the current payment is released for posting. Payments can be released for posting either manually or automatically. Using the system parameter “Manual Release of Customer Payments” in the Set-Up module, you decide whether payments should be released manually or automatically by Maconomy. If this parameter is marked, all customer payments must be released manually before posting. If the parameter is not marked, Maconomy automatically marks this field on all customer payments when they are entered. A customer payment journal cannot be posted until all lines in the journal have been released for posting. **Note:** Payments can only be released by users who have access to doing so. User access to releasing customer payments is granted in the window Actions in the Set- Up module. If this window shows an unposted payment which has been created in, for example, the window Customer Open Entry Reconciliation and for which entries have been approved for reconciliation, this field will be marked on the payment in question. By removing the mark in this field on an unposted payment, the entries approved for reconciliation and the payment to which these entries were assigned will no longer be released for posting. This feature is useful if you regret a reconciliation approval made in the window Customer Open Entry Reconciliation. See the description of the action “Approve Reconciliation” in the window Customer Open Entry Reconciliation for further information on the functionality of this field.
Cust. Payment Mode	In this field, you can select a customer payment mode. If you specify the number of a customer on a line, the payment mode of that customer is automatically transferred to this field, but it can be changed manually. The customer payment mode is used for finding an offset account for the current payment. You can specify offset accounts by means of a dimension combination in the window External Accounts in the Banking module. A customer payment mode can, for example, be manual payment, check or a bank account. Customer payment modes are created in the window Customer Payment Modes in the Banking module
Payment Agent	In this field, you select a customer payment agent, if completing the field “Cust. Payment Mode” above did not complete the field for you. The customer payment agent is used to find an offset account for the current payment. You

Field	Description
	can specify offset accounts by means of a dimension combination in the window External Accounts in the Banking module. If you change the value in this field, any value selected in the field “Cust. Payment Mode” above will be reset to be blank.
Reg. No.	In this field, you select a bank registration number, if completing the field “Cust. Payment Mode” above did not complete the field for you. This number is the bank registration number of the payment agent selected in the field “Payment Agent” above. The combination of this field and the field “External Account No.” must match a number registered for the current payment agent on the external account for the current company in the window External Accounts. If you change the value in this field, any value selected in the field “Cust. Payment Mode” above will be reset to be blank.
External Account No.	In this field, you select an external account number, if completing the field “Cust. Payment Mode” above did not complete the field for you. In other respects, the functionality of this field is similar to that of the field “Reg. No.” above.
Settling Company	In this field, you can specify the number of the settling company of the payment. If you only enter a customer number on the current line, leaving this field blank, Maconomy transfers the settling company of the customer in question to this field. However, you can change the company number manually. If you only enter an invoice number in the field “Recon. Invoice No.” on the current line, leaving this field blank, Maconomy transfers the settling company on the invoice in question to this field. If the settling company is not the same as the company specified in the card part, Maconomy will create intercompany trans- actions between the two companies when the journal is posted. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, inter- company entries are only created if the two companies involved are not both assigned to the same parent company.
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations. Any manually entered value will, however, be over- written if a value is derived for which “Overwrite” is selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. If you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from invoices when creating a customer payment, specifying an invoice in the field “Reconc. Invoice No.” will cause the location on the specified invoice to be copied to this field on the current line. However, if you have manually specified a location before pressing Enter, this value is not overwritten by the dimension value from the invoice. For further information, see the field “Action” in the table part of the window Dimension Derivations.

Field	Description
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec.1-3	The functionality of these fields is similar to that of the field “Location” above.
Job No.	In this field, you can specify a job number if the current payment pertains to a job. If you have set up the table part of the window Dimension Derivations to derive from invoices when creating customer payments, the field is automatically completed if you specify a job related invoice in the field “Reconc. Invoice No.” on the line. When a job number has been specified, the job is taken into consideration when dimensions are derived to the line. Further- more, the job number is copied to the G/L entries created when the customer payment is posted. However, no job entries are created as a result of specifying a job number in this field.
Customer Payment Reference	In this field, you can enter a reference to the current customer payment. If the current payment has been created in the window Customer Open Entry Reconciliation, the value, if any, from the field “Payment Reference” in the card part of the window Customer Open Entry Reconciliation will be transferred to this field. However, the value can be changed in this field and will be updated accordingly in the window Customer Open Entry Reconciliation as long as the payment in question has not been posted.

Actions

This section shows the actions available in the Customer Payments workspace.

Customer Payments Tab

Field	Description
Attach Document	Use this action to attach a document to the customer payment. The action is only available if you have not submitted or posted the customer payment.
View Document	Use this action to show the document attached to the customer payment. If you use this action and there is no document attached to the customer payment, Maconomy displays an error message.

Customer Payments Sub-Tab

Field	Description
Attach Document	Use this action to attach a document to the customer payment. The action is only available if you have not submitted or posted the customer payment.
View Document	Use this action to show the document attached to the customer payment. If you use this action and there is no document attached to the customer payment, Maconomy displays an error message.

Customer Open Entry Reconciliation Single Dialogs Workspace

Use this workspace to enter customer payments and credit memos and reconcile them against customers' open entries, in total or in part. Maconomy closes an entry when it is fully reconciled.

Select one, several, or all of a customer's open entries for reconciliation in one workflow. You can reconcile already posted payments against customers' open entries, in total or in part.

You can reconcile already posted payments against customers' open entries.

This workspace also lets you handle any charges in connection with the customer payment.

In the Customer Open Entry Reconciliation tab, Maconomy displays a payment or credit memo, as well as other information about the assigned customer. The payment is either a new entry or a previously posted customer payment. The A/R Entries sub-tab displays any additional open posted entries for the customer, such as invoices, interest entries, reminder entries, and currency adjustment entries, as well as other payments and credit memos that have not been selected for reconciliation by another user in this workspace or in the Customer Payments workspace in this module or the General Journal workspace in the G/L module.

If you create a payment in this workspace, you can enter ranges of customer-related information such as customer and company numbers, invoice dates, due dates, and amounts in the Selection Criteria island, or you can search for this information using the Find menu. You can thus use this workspace for correct identification of a certain customer and for delimiting the number of open entries to be displayed in the A/R Entries sub-tab. Note that you must select the **Show Lines** field in the Show Lines island for Maconomy to display open entries in the A/R Entries sub-tab.

To ensure maximum flexibility in this workspace, information flows from the Customer Open Entry Reconciliation tab to the A/R Entries sub-tab, and vice-versa. If you create a payment and entered ranges of customer numbers, due dates, or invoice dates in the Selection Criteria island, that information flows to A/R Entries sub-tab, which then only displays open entries that apply to the specified selection criteria. Conversely, if you select an open entry for total or partial reconciliation in the A/R Entries sub-tab, information that you provide for the entry in question automatically flows to Customer Open Entry Reconciliation tab.

You can create a payment in this workspace without entering an assigned customer or an assigned settling company. However, you cannot release such a payment for posting unless you provide a customer number and a settling company for the payment.

Because payments can be made in one currency, invoiced in another, and reconciled in a third currency, Maconomy displays the amounts that are related to a payment in the relevant currencies in the Customer Payment and Reconciliation Information islands. These islands contain fields that display the current payment amount, remainder amount, variances, and so on, in the relevant currencies (the base currency of the assigned company, the currency of the current customer payment, and the currency in which reconciliation is performed). If the original

currency (the currency of the original invoice or credit note) and the currency in which payment is made are identical, Maconomy performs the reconciliation in the original currency; otherwise, Maconomy performs the reconciliation in the standard currency of the customer in question.

At reconciliation, which is performed when the reconciliation is approved, Maconomy checks whether the selected entries can be reconciled against the current payment. This check is performed based on a predefined margin for reconciliation, which you enter in the **Margin For Customer Payment Variances** system parameter.

If a reconciliation causes an amount variance, and if you entered a value in the **Margin For Customer Payment Variances** system parameter, Maconomy reconciles the payment against the selected customer entries at the time of posting if the difference between the amount of the payment and the amount of the entry or entries is within the margin that you entered in that system parameter. You post amount variances on an account for customer payment variances by using a dimension combination that you enter in the Posting References workspace in the G/L module. If you do not provide a value in the system parameter, or if the difference between a payment amount and a customer entry is larger than the margin, you must perform the reconciliation and closing of the entries manually, or you can choose to have the amount variance posted as a cash discount on the selected entries.

An exchange rate difference occurs when the exchange rate is different for two entries that reconcile each other. The following example illustrates this. A customer that uses GBP as its standard currency has received an invoice for 100 GBP. The exchange rate is 80. When you receive payment, the exchange rate has increased to 85. This produces an exchange rate variance of 5 base currency units when the payment is reconciled. These types of exchange rate variances are added to a customer reconciliation journal, which is posted in the Posting workspace in the G/L module. You define the posting reference to the Customer Exchange Rate Gain or the Customer Exchange Rate Loss account by using a dimension combination in the Posting References workspace in the G/L module.

If you have set up the Dimension Derivation Rules sub-tab in the Dimension Derivations workspace in the G/L module to derive dimensions from the payment when posting customer reconciliations, the dimensions from the payment that is displayed in the Customer Open Entry Reconciliation tab in the Customer Open Entry Reconciliation workspace are copied to any exchange rate variance entries and cash discount entries that Maconomy creates when you post the reconciliation. For more information, see the **Action** field in the Dimension Derivation Rules sub-tab in the Dimension Derivations workspace.

If you want to fully reconcile all of the open entries that the A/R Entries sub-tab in the Customer Open Entry Reconciliation workspace displays against the payment that the Customer Open Entry Reconciliation tab displays, you can use the **Mark All For Reconciliation** action. However, this action is only available if the sum of all remainder amounts to be reconciled equals the payment amount that the Customer Open Entry Reconciliation tab displays.

You use the **Release for Posting** action to release for posting payments that you enter in this workspace that you do not select for reconciliation.

When you create a payment in this workspace and select one or more entries for reconciliation of the payment, Maconomy automatically releases the payment for posting when the reconciliation is approved. If you have reconciled entries against an already posted payment, the reconciliation approval generates a customer reconciliation journal that you must post.

Depending on the setting of the **Automatic posting of customer reconciliations** system parameter, Maconomy might automatically post the customer reconciliation journal when you use the **Approve Reconciliation** action. If you select that system parameter, Maconomy posts the

journal automatically when you approve the reconciliation. If do not select the system parameter, you must post the reconciliation manually in the Posting or Print Posting Journal workspace in the G/L module. This also applies to the removal of reconciliations in the Show Customer Reconciliation workspace.

Note also that if you select the **Automatic Reconciliation** field in the Payment Information workspace, Maconomy automatically reconciles payments and credit memos with the oldest open entry. This means that a customer who has a debit balance cannot have open credit entries, and that the open debit entries are always the newest in the system. Similarly, a customer who has a credit balance cannot have open debit entries, and the open credit entries are always the newest in the system.

In the General Journal workspace in the G/L module, you can enter an invoice number on a payment entry as you can in this workspace. This means that Maconomy automatically reconciles the payment and closes the invoice entry when you post the general journal. This function operates independently of the **Automatic Reconciliation** field in the Payment Information workspace.

Customer Open Entry Reconciliation Tab

This section includes the fields and descriptions for the Customer Open Entry Reconciliation tab.

Show Lines Island

Field	Description
Show Lines	If you mark this field, the table part displays the open customer entries which match the selection criteria specified in the island Selection Criteria. The lines will only be shown if a customer payment has been entered in the island Customer Payment. If you have not specified any selection criteria, Maconomy will issue a warning and subsequently show all open entries registered in the system which have not yet been selected for reconciliation by another user.

Customer Payment Island

Field	Description
Posted	This field shows whether or not the current payment has been posted. The field is automatically marked by Maconomy when a payment is posted and cannot be edited manually.
Entry Date	If you are creating a new payment, you must specify the entry date of the payment in this field. Maconomy suggests today's date, but this date can be changed manually. If the window displays an already posted payment, this field shows the entry date of the payment in question. You cannot change the entry date of an already posted payment.
Trans. No.	In this field, enter the transaction number of the new payment. The field must always be completed. The transaction number is determined through the following procedure:

Field	Description
	▪ If you have selected a transaction number series in the island Transaction Number Series, the transaction number is transferred from the selected transaction number series created in the window Trans. No. Series in the G/L module. ▪ If you have not selected a transaction number series, you must enter a transaction number manually. ▪ If the window displays an already existing payment or credit memo, this field shows the transaction number of the payment or credit memo. If the entry is from a general journal, the trans- action number was entered manually on the journal. If the entry is from a credit memo from the sales orders module, the number will correspond to the credit memo number allocated by Maconomy.
Trans. Type	In this field, you can enter a transaction type for the customer payment. By default, the field is empty. If the transaction type is not specified when a new customer payment is created, the default transaction type for the customer payment journal will be used. The transaction type cannot be changed for customer payments that have been posted.
Description	In this field, you can enter a text describing the new payment. If you want to use a standardized text for several payments, it is easier to use the below field “Std. Description.” If the window shows an already posted payment, you cannot change the value in this field.
Std. Description	In this field, you can select a standardized text describing the payment. This can, for example, be useful if you use the same text on several payments. Maconomy automatically suggests the text “Customer payment” as default description on new payments. If you do not complete the above field “Description” manually, the value in this field is transferred to the description field when you press Return. If the window shows an already posted payment, you cannot change the value in this field. Standard texts are created in the window Popup Fields in the Set-Up module.
Amount, Currency	This field shows the amount paid in the original currency of the customer payment. If you create a new payment in this window, you must enter a payment amount in this field or in the field “Amount, Base” below. The amount entered is credited on the customer’s control account when the journal is posted. Maconomy automatically converts the currency amount entered in this field into the base currency and displays the amount in the field “Amount, Base” below. If the window displays an already existing payment, the field displays the amount paid in currency. Note that you cannot change the amount of an already posted payment.
Currency	This field shows the original currency of the payment. If you create a new payment in this window, you can select the desired payment currency in this pop-up field.

Field	Description
	If the window displays a payment created in one of the windows General Journal or Customer Payments, this field displays the currency in which the current payment was made.
Amount, Base	This field shows the amount paid in the base currency of the company to which the customer is assigned. If you create a new payment in this window, you must enter a payment amount in this field or in the field “Amount, Currency” above, and specify a currency in the field “Currency.” Maconomy automatically converts the base amount entered in this field into the selected currency and displays the amount in the field “Amount, Currency” above. If the window displays an already existing payment, the field displays the amount paid in base currency. The base currency of the company assigned to the customer in question is displayed in the island Company. Note that you cannot change the amount of an already posted payment.
Charge, Currency	In this field, you can enter a charge amount in the original currency of the customer payment. If the bank which effected the payment has charged an amount for the service, you can enter the amount here. If you have agreed with the customer that you will carry the charge, enter the full charge amount in this field. If the customer is to carry the charge, you should not enter the charge in this field, but subtract the charge amount from the amount paid. When reconciling the customer entry with the amount, select “Partial” reconciliation in the table part. This way, the charge amount will still be an open entry with the customer, which can then be settled later. The amount is shown in the field “Charge, Base” below in the base currency of the responsible company. When posting, the amount entered in this field is debited the account specified in the field “Charge Account” in the window Payment Agents in the Banking module for the payment agent assigned to the current customer entry. A corresponding amount is credited the external bank account assigned to the payment agent, which is shown in the island External Account in the card part of the window.
Charge, Base	The functionality of this field is similar to that of the field “Charge, Currency” above, but the charge amount is entered in the company’s base currency. The amount is shown in the field “Charge, Currency” above in the currency selected in the field “Currency” in this island.
D/C	In this field, you specify whether the amount registered is a debit or credit amount. Maconomy suggests debit because a customer payment usually means your company receives a payment.
Customer Payment Reference	In this field, you can enter a reference to the current customer payment. If the current payment has been created in the window Customer Payments, the value, if any, from the field “Payment Reference” in the table part of the window Customer Payments will be transferred to this field. However, the value can be changed in this field and will be updated accordingly in the window Customer Payments as long as the payment in question has not been posted.

Field	Description
Reference Date	In this field, you can enter a reference date for the current entry. This might, for example, be the date of a telephone call which gave rise to the current entry. If you do not enter a date, Maconomy suggests the date from the field “Entry Date” above. This date is transferred to the customer entries resulting from the reconciliation.
Reconc. Invoice No.	In this field, you can enter an invoice number if the payment should be reconciled fully or partly against a posted invoice. The field can only be completed on unposted payments. Note that you cannot specify an invoice which has already been selected for reconciliation in another payment journal or which has not yet been posted. If you select an invoice and press Return, the customer entry assigned to the specified invoice is displayed in the table part of the window. Moreover, the invoice number and information on the assigned customer number and settling company number is subsequently derived to the islands Selection Criteria, Customer and Settling Company. Note that when you have entered an invoice number in this field and pressed Return, you cannot change the payment amount in the fields “Amount, Currency” or “Amount, Base” in this island. If you wish to change the payment amount in such a situation, you must remove the reconciliation of the customer entry in the table part, change the payment amount and re-enter the invoice number. If you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from invoices when creating a customer payment, specifying an invoice or credit memo in this field while creating a new customer payment will cause the dimension values on the specified invoice or credit memo to be copied to the dimension fields on the current line. However, fields in which a value has been specified manually are not overwritten by the dimension values from the invoice. For further information, see the field “Action” in the table part of the window Dimension Derivations. If the window shows an already posted payment, you cannot change the value in this field.
Reconcile Transaction No.	This field allows you to enter a transaction number if the payment should be reconciled fully or partly against a posted customer entry. The field can only be completed on unposted payments. Note that you cannot specify a transaction number that has already been selected for reconciliation in another payment journal. If you select a transaction number and press Return, the customer entry assigned to the specified transaction number is displayed in the table part of the window. Moreover, the transaction number and information on the assigned customer number and settling company number is subsequently derived to the islands Selection Criteria, Customer and Settling Company. Note that when you have entered a transaction number in this field and pressed Return, you cannot change the payment amount in the fields “Amount, Currency” or “Amount, Base” in this island. If you wish to change the payment amount in such a situation, you must remove the reconciliation of the customer entry in the table part, change the payment amount and re-enter the transaction number.

Field	Description
	If you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from invoices when creating a customer payment, specifying a transaction number in this field while creating a new customer payment will cause the dimension values on the specified customer entry to be copied to the dimension fields on the current line. However, fields in which a value has been specified manually are not over-written by the dimension values from the customer entry. For further information, see the field “Action” in the table part of the window Dimension Derivations. If the window shows an already posted payment, you cannot change the value in this field.
Job No.	For credit memos, this field shows the number of the job to which the credit memo is assigned. For customer payments, you can specify a job number for reference. When a job number has been specified on a customer payment, the job is taken into consideration when dimensions are derived to the payment. Furthermore, the job number is copied to the G/L entries created when the customer payment is posted. However, no job entries are created as a result of specifying a job number in this field. If you have set up the table part of the window Dimension Derivations to derive from invoices when creating customer payments, the field is automatically completed if you specify a job related invoice in the field “Reconc. Invoice No.” on the line.
Released	When this field is marked, the current payment and selected reconciliation is released for posting. The field is automatically marked by Maconomy when a customer entry is approved for reconciliation by means of the action “Approve Reconciliation” in this window. The field cannot be filled in manually. This field is closely related to the field “Released” in the table part of the window Customer Payments in which the mark can be manually set or removed on unposted customer payments and the field in this window will thus be updated accordingly. Posting of a payment is done in the window Customer Payments or in one of the windows Posting or Print Posting Journal in the G/L module. See the description of the action “Approve Reconciliation” for further information on the functionality of this field.
Approved for Reconciliation	This field shows whether or not a reconciliation has been approved. The field is automatically marked by Maconomy when a customer payment and one or more assigned entries are approved for reconciliation by means of the action “Approve Reconciliation.” The field cannot be marked manually.

Company Island

Field	Description
Company No.	In this field, you can enter the number of the company responsible for the customer reconciliation journal. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. If you want to assign a new payment to an existing customer reconciliation journal, that is, if the number in the field “Journal No.” is equal to an already existing customer reconciliation journal number, Maconomy will derive the company number assigned to the journal last entered by the current user. If you create a customer payment on which the number of the settling company is different from the company number of the journal, Maconomy will automatically create intercompany balances between the companies at the posting of the journal. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Name	This field displays the name of the company shown in the field “Company No.” above.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Settling Company Island

Field	Description
Company	In this field, you can enter the name and number of the settling company of the customer. If you have not entered a company number in this field, and if you select a customer entry for reconciliation in the table part of the window, the settling company number specified for the customer registered on the entry in question will flow to this field and the table part will subsequently show only customer entries registered with the customer number and settling company number displayed in this field and in the field “Customer No.” above.
Currency	This field shows the currency used as standard currency in the company specified as settling company in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Other Information Island

Field	Description
Balance, Standard	This field shows the customer's current balance, displayed in the customer's standard currency. The balance is updated when you post journals with customer entries.
Balance, Base	This field shows the customer's current balance in the base currency of the company. The balance is updated when you post journals with customer entries.
Blocked	If this field is marked, the customer in question is blocked. This means you cannot create orders, manual invoices, and so on, for the customer. The field is displayed in this window as the payment to be reconciled might cover all overdue bills and remove the need to block the customer in question. However, the mark in this field can only be changed in the windows Payment Information or Company Specific Payment Information.
Last Statement No.	This is the number of the latest historical account statement printed out for the customer. Historical account statements are printed out in the window Print Historical Customer Statement. The value is automatically updated by Maconomy and cannot be changed.
Date of Last Statement	This is the date of the latest historical statement created for the customer. The value is automatically updated by Maconomy and cannot be changed.
Current Reminder Level	This is the customer's current reminder level. The customer's reminder level is the highest level of one of the customer's open entries. The reminder level of an entry is automatically raised every time you send a reminder to the customer. The value is automatically updated by Maconomy and cannot be changed. The reminder level is set to "0" if the customer has no overdue bills to be collected.
Date of Last Reminder	This is the date on which you last sent a reminder to the customer. The value is automatically updated by Maconomy and cannot be changed. When you create reminder codes, you can specify how many days must pass between reminders to the same customer.

Dimensions Island

Field	Description
Location	This field shows the value of the dimension Location on the current customer payment. If the payment displayed in the window was created in the window Customer Payments or in the General Journal, this field shows the value specified in the field "Location" on the journal line in question. If you create a new payment in this window, you must specify a value in this field. If you do not enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations. If no

Field	Description
	value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. However, if you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from invoices when creating a customer payment, specifying an invoice in the field “Reconc. Invoice No.” will cause the location on the specified invoice to be copied to this field on the current line, unless you have manually specified a location before pressing Enter, in which case this value is not overwritten by the dimension value from the invoice. For further information, see the field “Action” in the table part of the window Dimension Derivations.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec.1-3	The functionality of these fields is similar to that of the field “Location” above.

Remarks Island

Field	Description
Remarks	You can use this field to enter remarks about the current customer payment. If the payment is the result of reading a customer payment file in the Banking module, and the payment has an error, then the error message will be displayed in this field, for example, “Unknown Payer ID” or “No Collection Order Found.“

Customer Island

Field	Description
Customer	In this field, you can enter the name and number of the customer for whom a new payment should be registered. When you enter a customer number and press Return, the customer number and the assigned settling company number is copied to the island Selection Criteria. Moreover, if you have marked the field “Show Lines” in the island Show Lines, the table part will subsequently show the open customer entries assigned to the customer in question. If you have not filled in this field, and select a customer entry in the table part of this window, the information on the customer assigned to the entry in question will flow to this field. Moreover, the island Settling Company will automatically be filled in and this information will subsequently also flow to the relevant fields in the island Selection Criteria.

Field	Description
	Moreover, if you have not filled in this field, and if you enter an invoice number in the field “Recon. Invoice No.,” the customer number registered on the invoice in question is automatically transferred to this field. The island also shows the first two lines of the customer’s name and address as well as the name of the customer’s attention person. The information is retrieved from the Customer Information Card.
Attn.	This field shows the customer contact.
Std. Currency	This field displays the currency used as standard currency by the customer in question. If you have created a payment on which no customer has been specified, this field displays the currency selected in the pop-up field “Currency, Original” in the island Customer Payment and Reconciliation Information. When you assign a customer to the payment, this field will subsequently show the standard currency of the customer. A customer’s standard currency is specified in the field “Currency” in the window Customer Information Card.

Reconciliation Information Island

Field	Description
Reconciliation Currency	This field shows the currency in which the reconciliation is made.
Customer Payment, Reconciliation Currency	This field shows the amount paid by the customer in the currency specified in the field “Reconciliation Currency” above.
Remainder, Reconciliation Currency	This field shows how much of the original payment or credit memo amount can still be used to reconcile entries. You cannot reconcile more than the amount in this field. The field is automatically updated by Maconomy when you select entries for reconciliation. The value cannot be changed manually. If the balance does not cover a full invoice amount, and if you do not wish to post the difference as a cash discount, you can choose to reconcile the invoice in part.
Reconciled in Debit	This field displays the debit amount reconciled against the current payment. The amount in this field cannot be changed manually.
Reconciled in Credit	This field displays the credit amount reconciled against the current payment. The amount in this field cannot be changed manually.

Field	Description
Cash Discount, Reconciliation Currency	This field shows any cash discount manually specified in the reconciliation currency. If you make a full reconciliation of an open entry with an amount smaller than the payment amount, this field will show the cash discount resulting from the reconciliation. The amount is shown as a positive figure. When you approve such a reconciliation, Maconomy suggests that the balance is posted as a cash discount. When you approve reconciled open entries, Maconomy transfers the cash discount, if any, to a customer reconciliation journal that is ready to be posted in the G/L module or in the window Customer Payments - unless it is posted automatically (see the description of the action “Approve Reconciliation”). When you approve the reconciled payments, Maconomy verifies that the Difference, Reconciliation Currency amount does not exceed the cash discount limit. This limit is the percentage specified in the field “Max. Cash Discount” in the cash discount code specified for the current customer in the window Payment Information. You specify the posting reference to the customer cash discount account by means of a dimension combination in the window Posting References in the G/L module. The amount in this field cannot be changed manually.
Difference, Reconciliation Currency	This field shows any difference between the debit and credit amounts, that is, the total amount variance between the current payment amount and the entries selected for reconciliation. If you select an open entry with an amount which exceeds the payment amount, the figure in this field will be positive. When you approve such reconciliation, Maconomy suggests that this exceeding amount is posted as a cash discount or as a customer payment variance depending on the value, if any, specified in the system parameter “Margin For Customer Payment Variances” in the Set-Up module. If the reconciliation gives rise to a cash discount, Maconomy verifies that the amount added to any existing cash discount does not exceed the cash discount limit which applies to the customer in question. This limit is the percentage specified in the field “Max. Cash Discount” in the cash discount code specified for the current customer in the window Payment Information. Maconomy transfers the cash discount to a customer reconciliation journal, which is ready to be posted in the G/L module or in the window Customer Payments - unless it is posted automatically (see the description of the action “Approve Reconciliation”). If you have specified a value in the system parameter “Margin For Customer Payment Variances” and if the reconciliation gives rise to an amount variance which is within the value specified in the parameter, variance amounts are posted on an account for customer payment variances. The posting reference for customer payment variances is specified in the window Posting References in the G/L module. See the description of the action “Approve Reconciliation” in this window and the description of the system parameter “Margin For Customer

Field	Description
	Payment Variances” in the window System Parameters for further information on how Maconomy handles reconciliation variances. If the payment or crediting is not fully used to reconcile an invoice, the balance in this field is shown as a negative figure. The amounts in this field cannot be changed manually.
Cash Discount, Base	This field shows any cash discount manually specified in the base currency. For more information on cash discounts, see the description of “Cash Discount, Reconciliation Currency.”
Difference, Base	This field shows any difference between the debit and credit amounts, that is, the total amount variance between the current payment amount and the entries selected for reconciliation, expressed in the base currency. For more information on differences, see the description of “Difference, Reconciliation Currency.”
Transaction Type, Reconciliation	Transaction type used for the reconciliation. Examples of types: Cash Discount, Exchange Rate Difference. If the user does not specify a transaction type, the system will try to derive it, as the default transaction type of the Customer Reconciliation journal, but only if the customer payment is posted. If the customer payment is created in this dialog, then this field is ignored.

Transaction Numbering Island

Field	Description
Transaction Number Series	In this field, you can select a transaction number series. If a transaction number series has been selected when you create a new payment, the field “Transaction No.” in the island Customer Payment in this window and the field “Trans. No.” in the table part of the window Customer Payments are automatically assigned the next available number in the selected series. Transaction number series are created in the window Trans. No.Series in the G/L module. By default, the field shows the transaction number series for the transaction type specified in the "Customer Payment" island.

Reconciliation Island

Field	Description
Date Reconciled	In this field, you can enter a date for the current reconciliation. The reconciliation date is used as posting date in connection with reconciliation of a customer payment against open customer entries. If the current customer payment has been posted, Maconomy suggests today’s date as reconciliation date. If the payment has not yet been posted, Maconomy suggests the entry date of the customer payment as reconciliation date. All currency conversions made at reconciliation are made on the basis of the date specified in this field. You can change the reconciliation date in this field on posted as well as on unposted payments.

External Account Island

In this island, you can specify an external account in connection with entering customer payments in this window. For more information about external accounts, please see the description of the window External Accounts in the Banking module.

Field	Description
Cust. Payment Mode	In this field, you select a customer payment mode. If the window shows an already posted payment, you cannot change the value in this field. The customer payment mode is used to find an offset account for the current payment. You can specify offset accounts by means of a dimension combination in the window External Accounts in the Banking module. A customer payment mode can, for example, be a manual payment, a check or a bank account. Customer payment modes are created in the window Customer Payment Modes in the Banking module. If a link between the customer payment mode, the company, and the external account has been set up in the window External Accounts, the remaining fields in this island will be completed when you press Return.
Payment Agent	In this field, you select a customer payment agent, if completing the field “Cust. Payment Mode” above did not complete the field for you. If the window shows an already posted payment, you cannot change the value in this field. The customer payment agent is used to find an offset account for the current payment. You can specify offset accounts by means of a dimension combination in the window External Accounts in the Banking module. If you change the value in this field, any value selected in the field “Cust. Payment Mode” above will be reset to be blank.
Reg. No.	In this field, you select a bank registration number, if completing the field “Cust. Payment Mode” above did not complete the field for you. This number is the bank registration number of the payment agent selected in the field “Payment Agent” above. The combination of this field and the field “External Account No.” must match a number registered for the current payment agent on the external account for the current company in the window External Accounts. If the window shows an already posted payment, you cannot change the value in this field. If you change the value in this field, any value selected in the field “Cust. Payment Mode” above will be reset to the blank value.
External Account No.	In this field, you select an external account number, if completing the field “Cust. Payment Mode” above did not complete the field for you. In other respects, the functionality of this field is similar to that of the field “Reg. No.” above.

Journal Island

Field	Description
Journal No.	This field shows the number of the current customer payment journal. If you create a new journal, and if you do not enter an existing journal number, Maconomy automatically assigns a number from the system number series “Journal” from the window System Numbers in the Set-Up module, along with a prefix if a prefix has

Field	Description
	been defined for the company in question in the window Company Information in the G/L module.
Line No.	This field shows the line number of the registration of the customer payment in the journal.

Selection Criteria Island

Field	Description
Customer No.	If you enter a range of customer numbers in these fields, the table part will display only open customer entries with customer numbers within the specified range. The fields in this island are usable if you need to search for a specific customer entry or if you want to delimit the number of entries displayed in the table part of the window. If you assign a customer number to a new payment in the field “Customer No.” in the island Customer, this number will flow to these fields. As a result, the table part will subsequently show only customer entries registered on the customer in question, if you have marked the field “Show Lines” in the island Show Lines. When a value has been specified in the field “Customer No.” in the island Customer in the card part of the window, you cannot change the values in these fields. If you wish to do so, you must remove the customer number specified in the field “Customer No.” in the card part of the window before you can enter a new range of customer numbers in these fields. Note that when you remove a customer number in the field “Customer No.” in the island Customer in the card part of the window, these fields are not automatically blanked. If you have created a new payment in this window and have not filled in the field “Customer No.” in the island Customer in the card part of the window, and if you select an entry for reconciliation in the table part of the window, information on the customer assigned to the selected entry will flow to the fields in this island as well as to the islands Customer and Settling Company.
Settling Company No.	If you enter a range of settling company numbers in these fields, the table part will display only open customer entries with settling company numbers within the specified range. The functionality of these fields is similar to that of the field “Customer No.” above.
Company No.	If you enter a range of company numbers in these fields, the table part will display only open customer entries with company numbers within the specified range. The functionality of these fields is similar to that of the field “Customer No.” above.
Trans. No.	If you enter a range of transaction numbers in these fields, the table part will display only open customer entries with transaction numbers within the specified range. Note that a transaction number can be similar to an invoice number. The functionality of these fields is similar to that of the field “Customer No.” above.

Field	Description
Invoice Date	If you enter a range of invoice dates in these fields, the table part will display only open customer entries with invoice dates within the specified range. The functionality of these fields is similar to that of the field “Customer No.” above.
Due Date	If you enter a range of due dates in these fields, the table part will display only open customer entries with invoices whose due date is within the specified range. The functionality of these fields is similar to that of the field “Customer No.” above.
Original Amount	If you enter a range of original amounts in these fields, the table part will display only open customer entries with original amounts within the specified range. The functionality of these fields is similar to that of the field “Customer No.” above.
Remainder, Original	If you enter a range of remainder amounts in these fields, the table part will display only open customer entries with remainder amounts within the specified range. The functionality of these fields is similar to that of the field “Customer No.” above.
Original Currency	If you select a currency in this field, the table part will display only open customer entries with amounts registered in the selected currency. The functionality of this field is similar to that of the field “Customer No.” above.

A/R Entries Sub-Tab

This section includes the fields and descriptions for the A/R Entries sub-tab.

Field	Description
Customer No.	This field shows the number of the customer assigned to the current customer entry.
Customer Name	This field shows the name of the customer assigned to the current customer entry.
Invoice Date	This field shows the date on which the entry was posted to the Accounts Payable and Accounts Receivable.
Due Date	This field shows the date on which the entry is due for payment. The due date is calculated on the basis of the invoice date and the customer’s payment terms. The date is used when sending reminders and when calculating interest in the windows Change Interest Charge Selection and Change Reminder Selection.
Entry Description	This field shows the text assigned to the entry.
Trans. No.	This field shows the transaction number of the entry. If the entry is from a general journal, the transaction number was entered manually. If the entry is from an invoicing or crediting in either of the A/R, Sales Order or Job Cost modules, the transaction number corresponds to the invoice, credit memo or job invoice number, which was allocated automatically by

Field	Description
	Maconomy. If the entry is an interest charge entry or a reminder charge, the trans- action number is allocated automatically from the Interest Notice system numbers in the Set-Up module.
Trans. Type	This field shows the transaction type of the customer entry.
Reconciliation Currency	This field shows the currency in which the current reconciliation will be made. If payment is made in a currency identical to the currency in which the customer entry was originally registered, reconciliation will be made in the original currency. If payment is made in a currency different from the currency in which the customer entry was originally registered, reconciliation will be made in the assigned customer's standard currency. Maconomy automatically shows the currency to be used for reconciliation in the field "Reconciliation Currency" on each line.
Reconciliation	In this field, you can specify how much of the entry to reconcile. You only have to enter an amount in this field, if the entry is to be partly reconciled against an amount smaller than the amount of the payment, or if you wish to give a cash discount. If the entry is fully reconciled, Maconomy automatically inserts a value corresponding to the balance on the line. Any value specified in this field is shown in the island Customer Payment and Reconciliation Information in the card part of the window. **Note:** Note that you cannot change the value in this field once the entry has been approved for reconciliation by means of the action "Approve Reconciliation." However, if the payment in question has not yet been posted, you can remove the mark in the field "Released" on the current payment in the window Customer Payments and the entry selected for reconciliation in this window is subsequently editable again. See the description of the action "Approve Reconciliation" for further information on this action.
T/P	In this field, you select whether to reconcile the entry totally or partly by selecting one of the pop-up options "Totally" or "Partly." If you select the option "Totally," the remainder amount of the entry is automatically inserted in the field "Reconciliation" on the current line and the amounts in the island Payment & Reconciliation Information in the card part of the window are updated accordingly. If the entry is totally reconciled, and the amount entered in the field "Reconciliation" is less than entry's balance, the difference is automatically suggested as cash discount. If you select the option "Partly" and press Return, Maconomy automatically inserts the largest possible amount in the field "Reconciled." The amount inserted depends on the payment's balance. You can also enter an amount in the field "Reconciled" and select the option "Partly," if you wish to only partly reconcile part of the payment.

Field	Description
	If you have created a new payment in this window, but not specified an assigned customer or settling company, and if you select an entry for partial or total reconciliation against this payment, information on the customer and assigned settling company registered on the entry selected for reconciliation will flow to the card part of the window. Moreover, the table part is updated accordingly so that it only displays open entries registered on the customer in question. Payments and credit memos are reconciled with debit entries, if you select “Totally.” In order to approve the reconciliations, you must select the action Approve Reconciliation. See the description of this action for further information on how Maconomy handles amount variances and exchange rate variances when reconciling entries.
Original Amount	This field shows the original amount of the entry.
Remainder, Original	This field shows the amount which remains to be reconciled in the original currency of the entry. When this balance is zero, the entry is fully reconciled. Maconomy automatically updates the remaining balance in this field when the reconciliation is approved. The value in this field cannot be changed manually.
Original Currency	This field shows the original currency of the entry, that is, the currency specified on the invoice, credit memo, interest note, currency adjustment entry or customer payment.
Debit, Standard	This field shows the entry’s original amount in the customer’s standard currency, if it is a debit entry.
Credit, Standard	This field shows the entry’s original amount in the customer’s standard currency, if it is a credit entry.
Remainder, Standard	This field shows the amount which remains to be reconciled in the customer’s standard currency. Amounts that have been selected for reconciliation will not be included in the amount remaining to be reconciled. When this balance is zero, the entry is fully reconciled. Maconomy automatically updates the remaining balance.
Debit, Base	This field shows the entry’s original amount in the base currency, if it is a debit entry.
Credit, Base	This field shows the entry’s original amount in the base currency, if it is a credit entry.
Remainder, Base	This field shows the amount which remains to be reconciled on the current entry in base currency. When this balance is zero, the entry is fully reconciled.
Company of Origin, No.	This field shows the number of the company which is responsible for the invoice, credit memo, general journal or interest charge or reminder selection that has caused the current customer entry. See the description

Field	Description
	of the field “Company of Origin, Name” below for further information on company of origin.
Company of Origin Name	This field shows the name of the company which is responsible for the invoice, credit memo, general journal or interest charge or reminder selection that has caused the current customer entry. On invoices, credit memos, and general journals, the responsible company can be specified in the field “Company No.” in the island Company whereas the responsible company on customer entries which are created upon approval of the interest charge or reminder selection is automatically transferred from the field “Company No.” in the island Settling Company on the user or the customer information card. In the window Dimension Derivations in the G/L module, you can prioritize the units from where Maconomy will transfer the value.
Customer Payment Reference	This field shows a payment reference assigned to the current entry, if any.

Actions

This section shows the Actions available in the Customer Open Entry Reconciliation workspace.

Top Tab

Field	Description
Mark All For Reconciliation	When you select this action, all entries displayed in the table part of the window are automatically marked for total reconciliation and the information in the island Payment & Reconciliation Information is updated accordingly. However, the entries displayed in the table part can only be marked for total reconciliation by means of this action, if the total remainder amount for all entries displayed equals the remainder amount of the payment. The remainder amount of the payment is displayed in the field “Remainder, Payment” in the island Payment & Reconciliation Information. Note that you can only mark entries for reconciliation for one customer at a time. If you reconcile entries against a payment which has been created in this window and which has not yet been posted, posting of such a payment must be made in either the window Customer Payments or in one of the windows Posting or Print Posting Journal in the G/L module. The reconciliation of the selected entries is carried out at the actual time of posting of the payment.
Approve Reconciliation	When you select this action, you approve the reconciliation shown in the window. If you have created a new payment in this window and prepared reconciliation of one or more entries, Maconomy checks whether or not reconciliation can be carried out. If reconciliation is possible, the payment is automatically released for posting and the field “Released” in the island Customer Payment is subsequently marked by Maconomy. Posting of a

Field	Description
	payment created in this window is done in either the window Customer Payments or in one of the windows Posting or Print Posting Journal in the G/L module. If you have prepared reconciliation of an already posted payment against one or more entries, use of this action generates a customer reconciliation journal. If the system parameter “Automatic posting of customer reconciliations” is marked, then the generated customer reconciliation journal is automatically posted in the G/L module. If the parameter is not marked, the journal must be posted manually in the windows Posting or Print Posting Journal in the G/L module. Once you have approved one or more entries for reconciliation, they cannot be edited in this window. **Note:** Note that a user can only use this action if he has been granted access to release customer payments for posting in the window Actions in the Set-Up module. If a reconciliation gives rise to an amount variance or an exchange rate variance, and if you have specified a value in the system parameter “Margin For Customer Payment Variances,” Maconomy will reconcile the payment against the selected customer entries at the time of posting, if the difference between the amount of the payment and the amount on the entry (-ies) is within the margin specified in the parameter. Maconomy automatically uses the margin (amount or percentage) resulting in the lowest amount. Amount variances are posted on an account for customer payment variances by means of a posting reference. If you do not specify a margin, or if the current difference between a payment amount and a customer invoice is greater than the margin, or if the difference cannot be reconciled, the reconciliation and closing of the invoices must be done manually, or you can choose to have the amount variance posted as cash discount on the selected entries. Please note that the functionality of the above mentioned parameter is only available if you have not marked the system parameter “Manual Release of Customer Payments.” The posting reference for customer payment variances is specified in the window Posting References in the G/L module. If the reconciliation gives rise to a cash discount, Maconomy verifies that the amount added to any existing cash discount does not exceed the cash discount limit which applies to the customer in question. This limit is the percentage specified in the field “Max. Cash Discount” in the cash discount code specified for the current customer in the window Payment Information. Maconomy transfers the cash discount to a customer reconciliation journal, which must be posted in the window Posting in the G/L module or in the window Customer Payments. If you have set up the table part of the window Dimension Derivations in the G/L module to derive dimensions from the payment when posting customer reconciliations, the dimensions from the payment in the card part will be copied to any exchange rate variance entries and cash discount entries

Field	Description
	created when the reconciliation is posted. For further information, see the field “Action” in the table part of the window Dimension Derivations. Fully reconciled open entries change status to closed entries which can be reviewed in the window Show Customer Reconciliation.
Release for Posting	When you select this action, the payment displayed in the window is released for posting and transferred to a customer payment journal. However, only payments which have not been selected for reconciliation can be released by means of this action. Note that payments can only be released by users who have access to doing so. User access to releasing customer payments is granted in the window Actions in the Set-Up module. A customer payment can be posted in either the window Customer Payments in this module or in the windows Posting or Print Posting Journal in the G/L module.
Remove Approval	This action can be used to remove approvals for reconciliations that have not been posted. The intended main use is to make it possible to remove, and perhaps delete, imported customer payments, but it can also be used for manually created customer payments.

Debtor Provisions by Invoice Single Dialogs Workspace

Use this workspace to evaluate the amounts that customers owe you.

For each outstanding invoice, evaluate the amount that you can reasonably hope to collect. You can enter a fixed amount or a percentage of the invoiced amount that should be recognized as revenue.

This workspace is similar to the Evaluation of Work in Progress workspace in the Job Cost module, except that it is based on invoiced amounts, not on work in progress. This workspace displays invoices from both the Job Cost and Sales Orders modules.

Using this approach, you can apply a conservative view when calculating future revenue.

When you send an invoice to a customer, you normally expect the customer to pay the full amount of the invoice, so the full amount is included in your calculations of future revenue (revenue recognition). However, to be cautious, it might be preferable to only revenue-recognize a part of the invoice amount.

In this workspace you can enter a fixed amount or a percentage of the invoiced amount to be revenue-recognized. When you print new invoices, you can adjust the revenue recognition in this workspace by creating provisions. You can create reports that display invoiced amounts, provisions, and expected payment, for example. Such reports can help you evaluate future revenue flow.

When you approve a debtor provision in this workspace, Maconomy creates a debtor provision journal. Maconomy either posts that journal automatically or readies it for posting in the G/L module, depending on the setting of the **Automatic posting of debtor provisions** system parameter. The journal contains entries that credit the provisioned amount to a dimension combination that you associated with the current customer's control account.

You define this dimension combination in the **A/R Control Accounts** pop-up field in the Popup Fields workspace in the Set-Up module. The provision is offset on a G/L posting reference called **Debtor Provisions**, which you define in the Posting References workspace in the G/L module.

When the invoice is eventually closed-when the invoice is fully reconciled against a customer payment-Maconomy reverses the provision transaction.

If the customer makes a payment against an invoice for which provisions have been made, but the invoice is not fully reconciled, one of two things can happen depending on the amount that the customer paid:

- The customer paid less than the invoice amount including provisions, or
- The customer paid less than the invoice amount, but more than was expected (that is, more than the invoice amount less provisions)

What happens is best illustrated by the following example.

You send an invoice to a customer for USD 1,000. For various reasons, you only expect the customer to pay USD 900, so you create a provision for USD 100 in this workspace.

The following table shows this transaction and a number of scenarios (note that it does not show the offset account for the A/R Control Account):

Event	A/R Control Account	Debtor Provision	Offset
Provision created	No movement	+100	-100
Scenario 1: Customer pays USD 900, inv. reconc. in part	-900	No movement	No movement
Scenario 2: Customer pays USD 950, inv. reconc. in part	-950	-50	+50
Scenario 3: Customer pays USD XX (any amount), inv. fully reconciled	-XX	-100	+100

You can adjust the debtor provision manually in this workspace at any time.

In the Debtor Provisions by Invoice tab, you can select the invoices that you want to view in the A/R Entries sub-tab. When you have found the invoice or invoices for which you want to create provisions, you can create a provision suggestion for all of the invoices in the sub-tab by transferring a percentage from the Debtor Provisions by Invoice tab to all of the lines in the A/R Entries sub-tab, for instance, specifying that you expect 90% of the invoice amounts to be paid. This sets off 10% of the invoice amounts as provisions. You can adjust the individual amounts later, before you approve the provisions.

The A/R Entries sub-tab displays information about the selected invoices and lets you enter provisions on individual invoices. There is one line in this sub-tab for each invoice.

When you have decided on the provision amounts, approve the provisions using the **Approve Provision** action.

Debtor Provisions by Invoice Tab

This section includes the fields and descriptions for the Debtor Provisions by Invoice tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the table part shows the invoices that match the selection criteria specified in this island. By default, the field is not marked. Please note that you cannot carry out any actions in this window unless this field is marked.
Include invoices with provisions only	When you mark this field, the table part only shows invoices that match the selection criteria specified in this island and for which provisions have been made previously.
Customer No.	In these fields, you can specify a range of customer numbers. The table part will only display invoices for customers with numbers within the specified range.
Job No.	In these fields, you can specify a range of job numbers. The table part will only display invoices for jobs with numbers within the specified range.
Due Date	In these fields, you can specify a range of dates. The table part will only display invoices which are due for payment within the specified range of dates.
Currency	In this field, you can specify a currency. The table part will only display invoices issued in the specified currency.
Company No.	In these fields, you can specify a range of company numbers. The table part will only show invoices for jobs with a responsible company within the specified range.
Interest Reminder Block	Here you can specify if you want to see the entries blocked for interest and reminder calculation, for a specific reason (for example, invoices sent to debt collection).

Provision Island

Field	Description
Provision Date	In this field you must enter a provision date. When you select the action “Approve Provision” in the Action menu, the debtor provisions and the customer accounts will be calculated as per the date in this field. The date in this field will also be used as posting date in the subsequent debtor provision journal. The Provision Date must be in the G/L posting period for the default transaction type of the Debtor Provisions journal.
New Adjusted %	In this field, you can enter a percentage value. The percentage applies to the invoice amount - that is, if you specify, for example, 90%, if means that you expect to collect 90% of the invoice, and you want to create a provision for

Field	Description
	10% of the invoice amount. When you select the function “Transfer Percentage” in the Action menu, the value in this field will be transferred to the field “Adjusted %, New” in the table part for all shown invoices, and the new amount value of each invoice is calculated. The percentage or the amount can subsequently be edited for each invoice. For more information, please see the description of the field “Adjusted %, New” in the table part.
Entry Description	In this field, you must enter an entry description. This text is used as posting description on the G/L entries created when the debtor provisions are approved and the journal is subsequently posted.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of locations. The table part will only show invoices for jobs with a location within the specified range.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec.1-3	The functionality of these fields is similar to that of the field “Location.”

Triviality Limit

Field	Description
Amount	Enter a triviality limit to apply to each adjustment entry made on the invoices. The system does not create debtor provisions where the remainder on the customer entry is less than the triviality limit. The triviality limit thus allows you to exclude amount adjustments which are considered too small when making debtor provisions. Note that the triviality limit specified in this field is applied to each adjustment entry, that is, to the invoices displayed on the lines in the A/R Entries sub-tab. The default value of this field is 0. You can also use this field as an additional search criterion to omit small invoices from the A/R Entries sub-tab. If you, for example, enter 1,000 in this field, invoices for less than 1,000 do not display in the A/R Entries sub-tab.
Currency	In this field, you can choose the currency to apply to the triviality limit specified in the above field in this island. The default value in this field is the enterprise currency of the system.

A/R Entries Sub-Tab

This section includes the fields and descriptions for the A/R Entries sub-tab.

Field	Description
Customer No.	This field shows the number of the ship-to customer who received the goods or services represented by the invoice on the current line.
Customer Name	This field shows the name of the ship-to customer to whom the invoice on the current line is issued.
Job No.	This field shows the number of the job for which the invoice on the current line was made.
Job Name	This field shows the name of the job for which the invoice on the current line was made.
Std. Currency	This field shows the currency selected for the invoice on the current line.
Open Amount	This field shows the current open amount of the invoice on the current line, that is, the part of the invoice which has not been paid or for which no provisions have been made. The first time you evaluate the invoice, this amount will correspond to the amount owed to you by the customer for the current invoice. Please note that the amounts in this field and all other fields except “Customer Balance Incl. Tax” are shown without tax.
Previous Provisions	This field shows the total amount of previously made provisions on the invoice on the current line. When you approve a new provision, the adjusted amount is added to or subtracted from the amount in this field.
Adjusted Amount	This field shows the amount which you estimate that you will be able to collect on the invoice, that is, the open invoice amount from the field “Open Amount” less the provisions made on the invoice from the field “Previous Provisions.”
New Provision	This field shows the amount which will be created as a provision if you select the action “Approve Provision.” Maconomy calculates the amount in this field by subtracting the amount in the field “New Adjusted Amount” from the amount in the field “Adjusted Amount” (original invoice amount less previous provisions). Note that the provision can be negative - see the description of the field “New Adjusted Amount” below.
New Adjusted Amount	In this field, you can enter an amount. When you approve the provision, this will be the new expected value of the invoice. When you change the amount in this field and press Return, the new provision is calculated and displayed in the field “New Provision.” Note that you can create a negative provision by specifying a higher amount than what is shown in the field “Adjusted Amount.” This can, for example, happen if you initially predict that only 80% of the invoice will be paid, but later change your mind and specify that 90% of the invoice will be paid. If you change this field, the field “Adjusted %, New” is updated to reflect the change as a percentage of the open invoice amount.

Field	Description
	Conversely, if you change the field “Adjusted %, New,” this field will be updated to reflect the change of provision percentage as an amount value.
Adjusted %, New	This field shows the percentage ratio between the amounts in the fields “Open Amount” and “New Adjusted Amount.” As long as you have not created any provisions for an invoice, this percentage will be “100.” If you transfer a percentage from the card part using the action “Transfer Percentage,” the percentage is transferred to this field, and the calculation is performed.
Provision Cause	In this pop-up field you can choose a provision cause from the options entered in the window Popup Fields. This enables you to enter a standardized text which can, for example, be used as selection criterion in reports.
Provision Remark	In this field you can enter a remark for the current provision, for example, elaborating on the provision cause selected in the field “Provision Cause.” This remark can also be transferred to reports, but is not used elsewhere in Maconomy.
Invoice No.	This field shows the invoice number of the current invoice. Note that the invoice may stem from either the Job Cost module or the Sales Orders module.
Trans. Type	This field shows the transaction type of the customer entry.
Due Date	This field shows the date on which the current invoice is due.
Entry Date	This field shows the invoice date of the current invoice.
Bill to Customer	This field shows the number of the customer who received the invoice.
Bill to Customer Name	This field shows the name of the customer who received the invoice.
Customer Balance Incl. Tax	This field shows the current customer’s total outstanding balance (that is, balance of all invoices) with you, including tax. Note that all other amounts in this window are shown without tax.
Base Currency	This field shows the base currency of the customer to whom the invoice on the current line is issued.
Company No.	This field shows the number of the company responsible for the invoice on the current line.
Company Name	This field shows the name of the company responsible for the invoice on the current line.

Field	Description
Location	This field shows the value for the dimension “Location” which was assigned to the invoice on the current line.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec.1-3	The functionality of these fields is similar to that of the field “Location.”
Block Type	This field shows if the current line if blocked for interest calculation.
Block Date	This field shows the date that the line was blocked for interest calculation.
Blocked by	This field shows who blocked the field for interest calculation.

Actions

This section shows the Actions available in the Debtor Provisions by Invoice workspace.

Top Tab

Field	Description
Transfer Percentage	When you select this action, the percentage selected in the field “New Adjusted %” in the card part is transferred to the field “Adjusted %, New” in the table part for all selected invoices. The percentage applies to the invoice amount. This percentage is then calculated automatically, and the amounts and percentages in the table part are updated.
Approve Provision	When you select this action, the debtor provisions specified in the table part are approved. Upon approval, Maconomy creates a journal of the type “Debtor Provisions,” which is then ready for posting in the G/L module. Note, however, that the journal is posted automatically if the system parameter “Automatic posting of debtor provisions” is marked. The journal contains entries crediting the provisioned amount to a dimension combination associated with the current customer’s control account, and debiting a G/L posting reference called “Debtor Provisions.” The posting description is taken from the field “Entry Description” in the card part, and the posting date is taken from the field “Provision Date” in the card part.

Select Interest Criteria Single Dialogs Workspace

Use this workspace to create interest charge selections that you can apply to company-specific customers.

You can only specify one interest charge selection per customer at a time. You can also use the Change Interest Charge Selection workspace to create an interest charge selection for a specific customer or to customize an existing selection for a specific customer.

The procedure for interest charge selection is as follows:

1. Create and print an interest charge selection. You create interest selections for individual company-specific customers in this workspace. If you only need to create an interest charge selection for one company-specific customer, you can also do that in the Change Interest Charge Selection workspace.
2. Review the selection and adjust it, if needed, for the individual customer in the Change Interest Charge Selection workspace. You can remove the interest charge if you do not want to send an interest note.
3. Approve the interest selection from the Change Interest Charge Selection workspace for one customer, or approve interest criteria for a group of customers. When you perform the approval, the interest charge notices are printed in the Approve Interest Selection workspace.

The interest charge policy that you establish here is general; you can adjust it for individual customers in the Change Interest Charge Selection workspace. Maconomy does not create a posting journal-with interest charge entries to the Accounts Receivable and General Ledger-until you approve the interest in the Approve Interest Selection workspace.

Maconomy calculates interest charges using the following principle:

- "Net" means that Maconomy calculates interest charges from a given percentage rate, regardless of how long the entry has been due for payment.
- "EOM" means that Maconomy calculates interest charges for the number of days that the entry has been due for payment. Every day, Maconomy adds 1/365 of the percentage rate. If an interest charge has been added to the entry before, Maconomy adds any additional interest charges starting from the day on which the interest charge was last added.

The difference between the two principles is illustrated in the following example:

The balance due on June 1, 1990, is 1.000 base currency units. Interest has not been added since June 1, and there have been no interest charge settlements on June 15 and July 1, until Maconomy calculates the interest charge again on August 1.

Date 6/15 7/1 8/1

Net 2% 20.00 20.00 20.00

Curr. 24% 9.21 19.73 40.11

When every interest charge calculation has been made, Maconomy checks that the total interest charge amount exceeds the interest charge limit. If the amount is below the limit, Maconomy deletes the interest charge from the entries. If the total interest charge amount is below the minimum interest, Maconomy adds the minimum interest. For more information about interest charge and reminder principles, see the description of the Interest Charge/Reminder Principles workspace.

You can block entries for interest calculation at different stages: after creating the entries, before paying the invoice, or after paying the invoice. Entries that you block for interest calculation are, by default, excluded from the interest charge selection and interest charge notice, and have no effect on the interest charge.

Entries that you block for interest calculation have no interest charge and interest date. You can unblock the entries blocked for interest calculation.

You can also close entries for interest calculation. This should be regarded as a final blocking, and it is not easily undone. You can, however, see the entries that have been closed.

You can block entries in the Change Interest Charge Selection workspace or in the Show Customer Reconciliation workspace.

Select Interest Criteria Tab

This section includes the fields and descriptions for the Select Interest Criteria tab.

Selection Criteria Island

Field	Description
Customer No.	In these fields, you can specify a range of customer numbers. The interest charge selection created and printed will only apply to company-specific customers within this range.
Company No.	In these fields, you can specify a range of company numbers. The interest charge selection created and printed will only be based on customer entries with a settling company within the specified range.
Customer Group	In this field, you can select a customer group. The interest charge selection created and printed will only apply to customers in this group.
Interest Charge/ Reminder Principle	In this field, you can specify the name of an interest charge/reminder principle. The interest charge selection created and printed will only apply to company-specific customers using the specified interest charge/reminder principle. An interest charge/reminder principle is specified on each company-specific customer's payment information card. If you do not specify an interest charge/reminder principle in this field, the printout will display all principles assigned to customers applying to the selection criteria entered in the above fields in this island.

Interest Charge Selection Island

Field	Description
Assessment Date	In this field, you specify an assessment date. This is the date on which the interest charge calculation begins. This means that you can calculate interest charges on the 5th of the month with effect from the 1st of the month. Maconomy automatically suggests today's date. You must enter a date.

Field	Description
Grace Period	The interest charge calculation will only include open entries, which have been due for payment for longer than or for the grace period exactly. The grace period runs from the value date. You can specify any amount of days here - shaping a relaxed or tough company policy on customer arrears. A grace period of one week means an entry has to be overdue for at least one week before you start calculating interest.
Include Entries Blocked for Interest Calculation	If the field is marked, all entries blocked for interest calculation will also be included in the interest charge selection. be included in the interest charge selection.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Currency	In this field, you can specify the currency in which the interest charge selection should be displayed. The interest charge selection will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Incl. Overdue Entries w/out Interest	Here you specify whether to include entries, which are due for payment, but not yet owing interest. If you mark this field, the printout includes these entries. There are three situations in which an entry can be overdue but not owing interest: ▪ The customer is not included in the interest charge calculation.

Field	Description
	▪ The interest charge is removed manually after having been calculated. You can do this in the window Change Interest Charge Selection. ▪ The entry has not been overdue for longer than the grace period.

Select Reminder Criteria Single Dialogs Workspace

Use this workspace to create reminder selections that you can apply to company-specific customers.

You can only specify one reminder selection per customer at a time. You can also use the Change Reminder Selection workspace to create a reminder selection for a specific customer or to customize an existing selection for a specific customer.

You can also create reminder selections for individual company-specific customers in the Change Reminder Selection workspace.

The procedure for creating, maintaining, and approving reminders is as follows:

1. Create and print a reminder selection. You create reminder selections for individual company-specific customers in this workspace. If you only need to create a reminder selection for one company-specific customer, you can also do that in the Change Reminder Selection workspace.
2. Review the selection and revise it, if needed, for the individual customer in the Change Reminder Selection workspace. You can deselect a customer entry if you do not want to send a reminder note to that customer.
3. You can edit the reminder text that is assigned to the unapproved reminder to make it reminder-specific in the Change Reminder Texts workspace.
4. Approve the reminder selection in the Change Reminder Selection workspace (for one customer) or in the Approve Reminder Criteria workspace (for a group of customers). When you perform the approval, the reminders are printed in the Approve Reminders workspace.

The interest charge policy that you establish here is general; you can adjust it for individual customers in the Change Reminder Selection workspace. Maconomy does not create a posting journal-with entries to the Accounts Receivable and General Ledger-until you approve reminder charges in the Approve Reminders workspace.

Maconomy creates reminder selections based on the interest charge/reminder principle that you specified on the current company-specific customer's payment information card. For more information about interest charge and reminder principles, see the description of the Interest Charge/Reminder Principles workspace.

Maconomy performs the reminder calculation as follows: All open payments and credit memos are added up. Maconomy then goes through all overdue bills, one by one, in the order in which they were due for payment. All invoices that are covered by a payment or a credit memo are set at reminder level 0. The reminder level is increased on all invoices that are not covered by payments or credit memos-that is, the reminder level is controlled for each individual entry. Maconomy decreases the level when the entry is paid. The company-specific customer's reminder level is the highest reminder level of one of the open entries. If the company-specific

customer's reminder level is higher than 0, Maconomy adds a reminder charge, if specified by the reminder code.

When you have reviewed all invoices, Maconomy checks whether the total overdue amount exceeds the reminder limit. You specify the reminder limit for each interest charge/reminder principle in the Interest Charge/Reminder Principles workspace. If the amount due is below the limit, Maconomy sets the reminder level to 0.

Maconomy adds a reminder charge to the company-specific customer balance using a reminder charge and a specification of the number of days that must pass before the same company-specific customer is notified again. You cannot create a reminder selection within this period.

If a company-specific customer's overdue balance is less than the reminder limit, you cannot create a reminder selection for this customer.

If a company-specific customer's overdue balance is less than the reminder limit, you cannot create a reminder selection for this customer.

Select Reminder Criteria Tab

This section includes the fields and descriptions for the Select Reminder Criteria tab.

Selection Criteria Island

Field	Description
Customer No.	In these fields, you can specify a range of customer numbers. The reminder selection created and printed will only apply to customers within this range.
Company No.	In these fields, you can specify a range of company numbers. The reminder selection created and printed will only be based on customer entries with a settling company within the specified range.
Customer Group	In this field, you can select a customer group. The reminder selection created and printed will only apply to customers in this group.
Interest Charge/ Reminder Principle	In this field, you can specify the name of an interest charge/reminder principle. The reminder selection created and printed will only apply to company-specific customers using the specified interest charge/reminder principle. An interest charge/reminder principle is specified on each company-specific customer’s payment information card.
Next Reminder Level	In this field you can enter a reminder level range. The reminder selection and the reminder letter will include only the open entries which will have the reminder level in the new reminder level in this range. Example: if you specify range from 1 to 2, the reminder selection and reminder letter will include all open entries currently having reminder level 0 or 1. When this reminder selection will be approved, all selected open entries will have reminder level 1 or 2. Choosing 0 (default) disables any filters.

Reminder Selection Island

Field	Description
Assessment Date	In this field, you specify an assessment date. This is the date on which the reminder calculation is based. This means that you can make a reminder selection on the 5th of the month effective on the 1st of the month. Maconomy automatically suggests today's date. You must enter a date in this field.
Grace Period	The reminder calculation will only include open entries which have been due for payment for longer than or for the grace period exactly. The grace period runs from the value date. You can specify any number of days here - allowing a loose or strict company policy on customer arrears. A grace period of one week means an entry has to be overdue for at least one week before you send a reminder.
Include Entries Blocked for Reminder Calculation	If the field is marked, all entries blocked for reminder calculation will be included in the reminder selection.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, "Standard" is the only option.
Currency	In this field, you can specify the currency in which the reminder selection should be displayed. The reminder selection will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field "Exchange Rate Date" below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field "Reporting Currency."

Field	Description
Incl. All Past Due Entries	Here you specify whether to include entries, which are due for payment, but not yet prompted. If the field is marked, the printout includes these entries. There are three situations in which an entry can be overdue but not prompted: ▪ The company-specific customer is not included in the reminder calculation. ▪ The reminder is stopped manually after having been calculated. You can do this in the window Change Reminder Selection. ▪ The entry has not been overdue for longer than the grace period.

Approve Interest Criteria Single Dialogs Workspace

Use this workspace to approve interest charge selections and print interest charge notices.

Maconomy prints interest charge notices automatically when you approve the interest selection from the Interest Charge Selection workspace (for one customer) or the Approve Interest Criteria workspace (for a group of customers).

After you approve an interest charge selection, you cannot change it. However, you can reprint interest charge notices.

When you use the Standard print layout, you must first prepare company-specific customers for interest charge selection. That is, you must reconcile all of the invoices for the selected customers with the payments that you have received from the customers before you print interest charge notices. The reason for this is that Standard layout based printouts include the full amount that is due on an invoice entry, whereas the interest charge calculation is based on the remainder amount due.

When you use the Detailed print layout, the printout includes entries that are relevant to the interest charge calculation-that is, entries that have been fully or partially reconciled with the original entry, and credit entries that have not yet been reconciled with other entries, if the associated interest charge/reminder principle applies to "Open" or "Open and Closed" entries.

After you create and revise it (if needed), you approve the interest charge selection. There can only be one interest charge selection per company-specific customer at the time. You create interest charge selections individually for each company-specific customer in the Change Interest Charge Selection workspace or for a range of company-specific customers in the Interest Charge Selection workspace.

You can specify whether or not Maconomy should print interest charge notices at the same time that you approve interest charge selections. Interest charge notices can also be reprinted.

After you approve the interest charge selection, you cannot change it. After you approve interest charge selections, Maconomy creates a journal of the type "Interest Charge Notice" that contains the interest charge entries. You can then post this journal in the Posting workspace in the G/L module.

Approve Interest Criteria Tab

This section includes the fields and descriptions for the Approve Interest Criteria tab.

Selection Criteria Island

Field	Description
Customer No.	In these fields, you can specify a range of customer numbers. The current interest charge selection will only be based on company-specific customers within the specified range.
Company No.	In these fields, you can specify a range of company numbers. The current interest charge selection will only be based on customer entries for company-specific customers whose settling company is within the specified range.
Customer Group	In this field, you can select a customer group. Only the interest charge selection for the specified group will be created and printed.

Run Mode Island

Field	Description
Do Not Print	In this field, you can specify if interest charge notices should be printed in connection with approval of the interest charge selection. If you do not mark this field, interest charge notices are printed. Even if you choose not to print interest charge notices in connection with approval of an interest charge selection, the individual interest charge entries are assigned an interest charge notice number, so that these can be printed later.
Include Entries Blocked for Interest Calculation	If the field is marked, all entries blocked for interest calculation will also be included in the interest charge selection.

Reprint Island

Field	Description
Interest Charge Notice No.	In these fields, you can specify a range of interest charge notice numbers. The fields should only be completed if you have chosen to reprint interest charge notices. Only interest charge notices within the specified range are included on the printout.
Interest Charge Notice Date	In these fields, you can specify a range of interest charge notice dates.

Print Control Island

Field	Description
Layout	In this field, you can specify which layout to be used on the printout. When using the print layout “Standard,” the printout shows the full amount due on an invoice entry, whereas the interest charge calculation is based on the amount due minus possible payments and credit memos. If an invoice entry has been partially reconciled with a payment, the printout only shows remainder amounts due. When using the print layout “Detailed,” the printout will include entries that are relevant to the interest charge calculation, that is, entries that have been fully or partially reconciled with the original entry, and credit entries not yet reconciled with other entries, if the associated interest charge/reminder principle apply to “Open” or “Open and Closed” entries.

Approve Reminder Criteria Single Dialogs Workspace

Use this workspace to approve reminder selections and print reminder letters.

Maconomy prints reminder letters automatically when you approve reminder selections. After you approve a reminder selection, you cannot change it, but you can reprint the reminder letters.

When you use the Standard print layout, you must first prepare company-specific customers for reminder selection. That is, you must reconcile all of the invoices for the selected customers with the payments that you have received from the customers before you print reminder letters. The reason for this is that printouts Standard layout based printouts only include debit entries and therefore include an excessive amount due if you have not performed this reconciliation

When you use the Detailed print layout, the printout includes entries that are relevant to the interest charge calculation-that is, entries that have been fully or partially reconciled with the original entry, and credit entries that are not due and have not yet been reconciled against other entries.

After you create and possibly revise the reminder selection you approve it. There can only be one reminder selection per company-specific customer at the time. You create reminder selections individually for each company-specific customer in the Change Reminder Selection workspace or for a range of company-specific customers in the Interest Reminder Selection workspace.

After you approve the reminder selection, you can no longer change it. After you approve a reminder selection, Maconomy enters the reminder entries into a journal of the type "Reminder Letter," which you can post in the Posting workspace in the G/L module. You can only approve reminder selections for customers who have a debit total larger than zero. If you received a payment after you created the reminder selection, but before you approved the selection, Maconomy will not approve the reminder selection.

If you want to calculate tax on the reminder charges, you must first enter a tax code in the System Information workspace in the Set-Up module. Maconomy automatically posts the tax amount to the account and any other dimension values that you specify for the tax code using a dimension combination.

Approve Reminder Criteria Tab

This section includes the fields and descriptions for the Approve Reminder Criteria tab.

Selection Criteria Island

Field	Description
Customer No.	Here you specify a range of customer numbers. Only company-specific customers within this range are included in the reminder selection.
Company No.	In these fields, you can specify a range of company numbers. Only customer entries with a settling company within this range are included in the reminder selection.
Customer Group	Here you select a customer group. Only customers in this group are included in the reminder selection.
Next Reminder Level	In this field you can enter a reminder level range. The reminder selection and the reminder letter will include only the open entries which will have the reminder level in the new reminder level in this range. Example: if you specify range from 1 to 2, the reminder selection and reminder letter will include all open entries currently having reminder level 0 or 1. When this reminder selection will be approved, all selected open entries will have reminder level 1 or 2. Choosing 0 (default) disables any filters.

Run Mode Island

Field	Description
Reminder Date	Here you can specify the reminder date printed in the reminder letter and on the reminder charge. Thus it is possible to specify an earlier date than the date on which the reminder selection has been created or possible changed. This is useful if the reminder selection is created some days before it is approved and printed. If you do not specify a date in this field, Maconomy uses the original creation date of the reminder selection.
Include Entries Blocked for Reminder Calculation	If the field is marked, all entries blocked for reminder calculation (for example, under dispute and sent to debt collection), will be included in the reminder letter.

Reprint Island

Field	Description
Reminder No.	In these fields, you can enter a range of reminder numbers. The fields are only used when reprinting reminders and the printout will only include reminders within the specified range. The possibility of being able to reprint reminders can be especially useful if specific reminder texts have been assigned to reminders.

Field	Description
	As all specific reminder texts are stored in the Maconomy database, these can always be reprinted from this window.
Reminder Date	In these fields, you can enter a range of reminder dates. The fields are only used when reprinting reminders and the printout will only include reminders within the specified range. The possibility of being able to reprint reminders can be especially useful if specific reminder texts have been assigned to reminders. As all specific reminder texts are stored in the Maconomy database, these can always be reprinted from this window.

Print Control Island

Field	Description
Layout	Here you select the layout to be used on the printout. If you select the print layout “Standard,” the printout shows the current debit entries and non-reconciled credit entries. If you select the print layout “Detailed,” the printout shows entries that are relevant to the reminder calculation, that is, entries that have been fully or partially reconciled with the original entry, or credit entries which are not yet due and have not yet been reconciled against other entries.

Change Interest Charge Selection Single Dialogs Workspace

Use this workspace to change existing interest charge selections.

Use the Interest Charge Selections workspace to create interest charge selections.

When you use the **Approve Interest Selection** action, Maconomy creates an interest charge notice journal that contains entries for the customer and G/L ledger, respectively. After you approve it, you cannot change the interest charge selection.

Maconomy calculates interest charges based on the interest charge/reminder principle that you specify in the Company Specific Payment Information workspace for each company-specific customer. You can also review that charge/reminder principle in this workspace, but you cannot change it here.

The workflow for creating interest charge notices is as follows:

1. Create the interest charge selection.
2. Check the interest charge selection and revise it if needed.
3. Approve the interest charge selection.
4. When you approve the interest charge, Maconomy automatically prints an interest charge notice.

You can approve the interest charge selection in this workspace or in the Approve Interest Selection workspace, where you can also reprint interest charge notices.

The Change Interest Charge Selection tab displays information about the company-specific customer and possible terms that you specified in the Company Specific Payment Information and Interest Charge/Reminder Principles workspaces. The Interest Charge/Reminder Principle island, which displays information about the selected interest charge/reminder principle, also

shows the interest charge limit that, if exceeded, results in the creation of interest charge notices to the company-specific customer in question. If the customer's overdue payments are less than the specified amount, you cannot create an interest charge notice. The A/R Entries sub-tab displays information about the entries that are associated with each company-specific customer.

Maconomy can also create a batch of interest charge selections based on a range of customers. You do this in the Interest Charge Selection workspace.

You revise selections that Maconomy created automatically in this workspace. You approve a batch of interest charge selections in the Approve Interest Selection workspace.

Change Interest Charge Selection Tab

This section includes the fields and descriptions for the Change Interest Charge Selection tab.

Customer Island

Field	Description
Customer No.	This field displays the customer number. The field cannot be changed in this window. The name and the first address line for the company-specific customer are also displayed. The fields are copied from the window Company Specific Customer Information Card and cannot be changed in this window.
Currency	This field displays the standard currency of the company-specific customer.
Reminder Text Group	This field displays the reminder text group assigned to the current customer. The reminder text group is copied from the window Company Specific Payment Information and cannot be changed in this window.
Blocked	This field displays whether or not the company-specific customer has been blocked for payment. If the field is marked, the company-specific customer has been blocked for payment. If this is the case, sales orders and/or invoices cannot be created for the customer in question. If the corresponding field in the window Company Specific Payment Information has been marked, Maconomy automatically marks this field. The field cannot be changed in this window.

Payment Information Island

Field	Description
Payment Terms	This field displays the payment terms associated with sales orders to the current company-specific customer. The payment terms are used for calculation of overdue invoice amounts. The payment terms of the company-specific customers are selected in the window Company Specific Payment Information.
Credit Limit	This field displays the credit limit of the current company-specific customer. The amount is copied from the field “Company Level, Base” in the window Company Specific Payment Information. If you try to create a sales order, a

Field	Description
	quote or an invoice for the current company-specific customer and the sum of the customer's invoice balance and order balance is greater than this amount, Maconomy shows an error message. However, it is still possible to create sales orders to the current customer. The value is copied from the window Company Specific Payment Information. If the current customer should be blocked for payment, so that it is not possible to create sales orders, quotes and invoices for that customer, you can mark the field "Blocked" in the window Company Specific Payment Information.
Automatic Reconciliation	This field displays whether or not Maconomy reconciles payments with the first-in invoices based on due dates. If the field is marked, Maconomy automatically reconciles payments with invoices, that is, open invoice entries will be closed. If the payment amount is greater than the customer's invoice balance, Maconomy will not perform automatic reconciliation of payments with invoices. If this is the case, payment entries are registered as open entries and the reconciliation should be done manually.

Company Island

Field	Description
Settling Company	This field displays the name and number for the settling company of the customer.
Base Currency	This field displays the currency used as base currency in the company specified in the "Settling Company" field above.

Balance Island

Field	Description
Balance, Currency	This field displays the current balance of the company-specific customer's standard currency. The balance is updated in connection with posting of journals with references to the current customer. The field is completed automatically and cannot be changed in this window.
Balance, Base	This field displays the current balance of the company-specific customer's base currency. The balance is updated in connection with posting of journals with references to the current customer. The field is completed automatically and cannot be changed in this window.

Account Statement Island

Field	Description
Last Statement No.	This field displays the number of the last historic statement printed for the current company-specific customer. Historical customer statements are printed in the window Print Historical Customer Statement.

Field	Description
Date of Last Statement	This field displays the date of the last creation of a historic statement for the current company-specific customer. Maconomy automatically updates this field and it cannot be changed in this window.

Interest Charge Status Island

Field	Description
Date Approved	This field displays the last date of approval of an interest charge for the company-specific customer. The field is automatically completed by Maconomy and cannot be changed in this window.
Current Interest Charge	This field displays the calculated interest charge total for the company-specific customer. The amount is calculated/updated both when you select the action “Create Interest Charge Selection” and when you change an interest amount in an entry. This field is reset to zero, when you select the action “Approve Interest Selection.” Maconomy also checks that the amount in this field is within the boundaries of the interest charge limit and minimum interest charge of the customer.
Show Entries Closed for Interest Calculation	In this field you can specify if entries closed for interest calculation should be shown in the table part. This can be used to reopen entries closed for interest calculation.

Reminder Status Island

Field	Description
Date Approved	This field displays the last date of approval of a reminder selection for the company-specific customer. The field is automatically completed by Maconomy and cannot be changed in this window.
Current Reminder Level	This field displays the reminder level of the company-specific customer. The company-specific customer’s reminder level equals the highest reminder level specified on an entry for the current customer. The reminder level is raised by 1 for each time a reminder is sent to the customer. The field is automatically updated by Maconomy and cannot be changed in this window. The reminder level is reset to zero, if the company-specific customer does not have reminder entries due.
No. Entries Prompted	This field displays the number of entries that have been prompted for inclusion in a reminder letter to the company-specific customer. When creating reminder selections, Maconomy checks how many entries should be included in the reminder letter to the current customer. The field is automatically updated by Maconomy and cannot be changed in this window.

Field	Description
Reminder Charge	This field displays the reminder amount charged to the company-specific customer. The amount is copied from the interest charge/reminder principle assigned to the current customer, which is displayed in this window if at least one entry has been included in a reminder letter to the customer.

Interest Charge/Reminder Principle Island

Field	Description
Interest Charge/ Reminder Principle	This field displays the name of the interest charge/reminder principle assigned to the current customer. An interest charge/reminder principle is assigned to a customer in the island Interest Charge/Reminder Control for each customer in the window Company Specific Payment Information. The contents of the remaining fields in this island are copied from the assigned interest charge/reminder principle. Interest charge/reminder principles are maintained in the window Interest Charge/Reminder Principles.
Charge Interest	This field displays whether or not overdue invoices for the current company-specific customer are subject to interest charge. If this field is marked, overdue invoices for the customer are subject to interest charge.
Interest Charge Basis	This field displays the interest charge basis specified in the current interest charge/reminder principle.
Net/EOM	This field displays which of the two interest charge principles “EOM” and “Net” is used in the current interest charge/reminder principle.
Percentage p.a.	This field displays the interest charge percentage calculated per year in the current interest charge/reminder principle.
No. of Days Since Last Calculation	This field displays the minimum number of days that may pass before a new interest charge calculation is made on the current customer’s overdue payments.
Paym. Terms on Notice	In this field, you select the payment terms on the current interest charge notices. The selected payment terms in this field will be printed on interest notices and will overrule the customer’s normal payment terms.
Reminders	This field displays whether or not the company-specific customer should be sent reminder letters, if that customer has overdue payments that have passed their due date.
Currency	This field displays the standard currency (Std. Currency) and Interest Principle Currency types for the company-specific customer.
Minimum Interest Charge	This field displays the minimum amount that may become subject to interest charge calculation. The amount is displayed in the standard currency and the interest principle currency of the company-specific customer.

Field	Description
Interest Charge Limit	This field displays the minimum interest charge amount to be calculated before adding an interest charge to the current company-specific customer's overdue payments. Maconomy will not add interest charges to overdue payments if the calculated interest charge amount is less than the one displayed in this field. The amount is shown in the standard currency and the interest principle currency of the company-specific customer.

A/R Entries Sub-Tab

This section includes the fields and descriptions for the A/R Entries sub-tab.

Field	Description
Orig. Due Date	This is the original due date of the entry.
Due Date	This field displays the due date of the entry. The calculation of the due date suggested by Maconomy is based on the invoice date and the customer's payment terms on the current invoice. The due date can be changed in this field. The original due date is shown in the window Periodic Customer Statement. The due date is the basis for calculation of interest charges.
Entry Date	This field displays the date on which the entry was posted in the customer and G/L ledger and thereby which period the entry is a part of.
Trans. No.	This field displays the entry's transaction number. If the entry is copied from a G/L journal, the transaction number has been entered manually. If the entry is copied from an invoice created in the Sales Orders module, the transaction number corresponds to the invoice number and is automatically assigned by Maconomy. The field cannot be changed.
Trans. Type	This field displays the entry's transaction type. The field cannot be changed.
Description	This field displays the entry description. The field cannot be changed.
Debit, Standard	This field displays the debit entry amount in the standard currency of the company-specific customer. The field cannot be changed. Only open debit entries are shown in this window.
Credit, Standard	This field displays the credit entry amount in the standard currency of the company-specific customer. The field cannot be modified. Only open credit entries are shown in this window.
Remainder, Standard	This field displays the overdue amount on the entry in the standard currency of the company-specific customer. The remainder amount is the basis for interest charge calculation. The field cannot be changed.

Field	Description
Interest, Standard	This field displays the calculated interest charge amount for the entry in the standard currency of the company-specific customer. The interest charge is calculated on the basis of the interest charge/reminder principle assigned to the current customer. The field is updated when you select the action “Create Interest Charge Selection.” The field can be changed if, for example, a special arrangement has been made with the customer. The field is reset to zero, when you select the action “Approve Interest Selection.” If the amount is changed, the assessment date is set to today’s date.
Assessment Date	In this field, Maconomy displays the assessment date of the current entry, as this date might have been set in connection with the creation of an interest charge selection, for example, in the window Interest Charge Selection. If the interest charge selection has been created in this window, the assessment date is today’s date.
Last Appr. Date	This field displays the assessment date of the last approved interest charge selection created on the basis of the current entry. The contents of the field cannot be changed.
Open/ Closed	This field displays whether the current entry is open or closed.
Date Reconciled	If the current entry has been fully reconciled, this field displays the entry date of the last of the payments that have reconciled the current entry, that is, the date to which interest charges can be calculated, if the interest basis is either “Open” or “Open and Closed” has been used. If the entry has not been reconciled, the field is empty. The field is automatically completed by Maconomy and cannot be changed in this window.
Reminder Level	In this field, Maconomy displays the calculated reminder level for the current entry.
Interest Days	In this field, Maconomy displays the number of days that are used in calculating interest charges.
Remarks	In this field, you can enter a text describing the reason for the dispute. This text is shown in the card part of the window Show Customer Reconciliation.
Block Type	In this field you can specify if the entry is blocked for reminder and/or interest calculation and the reason why it is blocked. You can define the possible states in the Interest Reminder Block pop-up.
Block Date	In this field you can enter the date that the entry was blocked. By default, when setting the "Block Type" field to a specific value, this field will be set to the current date.
Blocked By	In this field you can enter who blocked the entry. By default, when the "Block Type" field is set to a specific value, this field will be set to the current user.

Field	Description
Closed for Interest Calculation	If this field is marked, the entry is closed for interest calculation.

Actions

This section shows the Actions available in the Change Interest Charge Selection workspace.

Top Tab

Field	Description
Create Interest Selection	When you select this action, an interest charge selection is created for the current company-specific customer. As implied, an interest charge selection is only a selection. This means you can only change created selections in this window. When you select the action “Approve Interest Selection,” an interest charge notice journal is created with entries for the customer and G/L ledger respectively. Once approved, the interest charge selection cannot be changed. Maconomy calculates interest charges based on the interest charge/reminder principle of the current company-specific customer. Interest charges are only calculated if the invoice balance of the current company-specific customer is greater than zero. If this is the case, all open payment and credit memo entries are summed up in a combined total and all invoices with overdue amounts are checked one by one is order of due date. When the balance is greater than zero, that is, payments and credit memos cannot cover the invoices, the interest charge calculation is initiated. When all invoices have been checked, Maconomy checks whether or not the interest charge amount total exceeds the interest charge limit. If this is not the case, the interest charges are removed from the entries. If the interest charge limit has been exceeded and the interest charge total is less than the minimum interest charge, the minimum interest charge amount is used. When calculating interest charges, the interest charge amount and the assessment date is stamped on the entry in question.
End Interest Calculation	When you select this action, interest charge calculations are removed from all selected entries on the company-specific customer. The field “Current Interest Charge” in the card part of the window is also reset to zero.
Approve Interest Selection	When you select this action, the current interest charge selection for the company-specific customer is approved. Once approved, the selection cannot be changed, but a selection can be created. Upon approval, all interest charge entries are added to an interest charge notice journal which is then ready for posting in the window Posting in the G/L module. If the selection has been created in the window Interest Charge Selection, the interest charge notice, and thereby the posting in the customer G/L ledger is stamped with the selected assessment date. If the selection has been created

Field	Description
	using the action “Create Interest Charge Selection,” the interest charge notice and posting is stamped with today’s date. At the same time as the selection is approved, an interest charge notice is printed.

Change Reminder Selection Single Dialogs Workspace

Use this workspace to change existing reminder selections.

Use the Select Reminder Criteria workspace to create reminder selections.

As implied, a reminder selection is only a selection. This means that you can only change existing selections in this workspace. When you use the **Approve Reminders** action, Maconomy creates a reminder letter journal that contains entries for the customer and general ledger, respectively. After you approve it, you cannot change the reminder selection.

Maconomy calculates reminders based on the interest charge/reminder principle that you specify in the Company Specific Payment Information workspace for each company-specific customer. You can also review that principle in this workspace, but you cannot change it here.

The workflow for creating reminder letters is as follows:

1. Create the reminder selection.
2. Check the reminder selection.
3. If needed, edit the reminder text in the Change Reminder Texts workspace.
4. Approve the reminder selection.
5. When you approve the reminder selection is approved, Maconomy automatically prints a reminder letter.

You can approve the reminder selection in this workspace or in the Approve Reminders workspace, where you can also reprint reminder letters.

The Change Reminder Selection tab displays information about the company-specific customer and possible terms that you entered in the Company Specific Payment Information and Interest Charge/Reminder Principles workspaces. The Interest Charge/Reminder Principle island, which displays information about the selected interest charge/reminder principle, also shows the reminder limit which, once exceeded, results in the creation of reminder letters to the company-specific customer in question. If the company-specific customer's overdue payments are less than the specified amount, you cannot create a reminder letter. The A/R Entries sub-tab displays information about the entries that are associated with each company-specific customer.

If you change the reminder level of a reminder selection, and if you created a reminder-specific reminder text for the current reminder selection, Maconomy issues a message saying that the specific reminder text should be changed by using the **Get Reminder Text** action. If you change the reminder level for a reminder selection to which you assigned a predefined reminder text as specified in the Reminder Texts workspace, Maconomy automatically changes the reminder text that you assigned to the reminder selection.

Maconomy can also create a batch of reminder selections based on a range of customers. You do this in the Reminder Selection workspace.

You revise automatically created selections in this workspace, whereas you can approve a batch of reminder selections in the Approve Reminders workspace.

Change Reminder Selection Tab

This section includes the fields and descriptions for the Change Reminder Selection tab.

Customer Island

Field	Description
Customer No.	This field displays the customer number. The field cannot be changed in this window. The name and the first address line for the company-specific customer are also displayed. The fields are copied from the window Company Specific Customer Information Card and cannot be changed in this window.
Currency	This field displays the standard currency of the company-specific customer.
Blocked	This field displays whether or not the company-specific customer has been blocked for payment. If the field is marked, the company-specific customer has been blocked for payment. If this is the case, sales orders and/or invoices cannot be created for the customer in question. If the corresponding field in the window Company Specific Payment Information has been marked, Maconomy automatically marks this field. The field cannot be changed in this window.
Reminder Text Group	This field displays the reminder text group assigned to the current customer. The reminder text group is copied from the window Company Specific Payment Information and cannot be changed in this window.

Selection Criteria Island

Field	Description
Next Reminder Level	In this field you can enter a reminder level range. The reminder selection and the reminder letter will include only the open entries which will have the reminder level in the new reminder level in this range. Example: if you specify range from 1 to 2, the reminder selection and reminder letter will include all open entries currently having reminder level 0 or 1. When this reminder selection will be approved, all selected open entries will have reminder level 1 or 2. Choosing 0 (default) disables any filters.

Payment Information Island

Field	Description
Payment Terms	This field displays the payment terms associated with sales orders to the current company-specific customer. The payment terms are used for calculation of overdue invoice amounts.

Field	Description
	The payment terms of the company-specific customers are selected in the window Company Specific Payment Information.
Credit Limit	This field displays the credit limit of the current company-specific customer. The amount is copied from the field “Company Level, Base” in the window Company Specific Payment Information. If you try to create a sales order, a quote or an invoice for the current company-specific customer, and the sum of the customer’s invoice balance and order balance is greater this amount, Maconomy shows an error message. However, it is still possible to create sales orders to the current customer. The value is copied from the window Company Specific Payment Information. If the current customer should be blocked for payment, so that it is not possible to create sales orders, quotes and invoices for that customer, you can mark the field “Blocked” in the window Company Specific Payment Information.
Automatic Reconciliation	This field displays whether or not Maconomy reconciles payments with the first-in invoices based on due dates. If the field is marked, Maconomy automatically reconciles payments with invoices, that is, open invoice entries will be closed. If the payment amount is greater than the customer’s invoice balance, Maconomy will not perform automatic reconciliation of payments with invoices. If this is the case, payment entries are registered as open entries and the reconciliation should be done manually.

Company Island

Field	Description
Settling Company	This field shows the name of the settling company.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Settling Company” above.

Account Statement Island

Field	Description
Last Statement No.	This field displays the number of the last historic statement printed for the current company-specific customer. Historical customer statements are printed in the window Print Historical Customer Statement.
Date of Last Statement	This field displays the date of the last creation of a historic statement for the current company-specific customer. Maconomy automatically updates this field and it cannot be changed in this window.

Status Island

Field	Description
Last Reminder Approval Date	This field displays the last date of approval of a reminder selection for the company-specific customer. The field is automatically completed by Maconomy and cannot be changed in this window.
Customer Reminder Level	This field displays the current reminder level of the company-specific customer. The company-specific customer's reminder level equals the highest reminder level specified on an entry for the current customer. The reminder level is raised by 1 for each time a reminder is sent to the customer. The field is automatically updated by Maconomy and cannot be changed in this window. The reminder level is reset to zero, if the company-specific customer does not have reminder entries due.
Current Reminder Level	This field displays the current reminder level of the company-specific customer. The company-specific customer's reminder level equals the highest reminder level specified on an entry for the current customer. The reminder level is raised by 1 for each time a reminder is sent to the customer. The field is automatically updated by Maconomy and cannot be changed in this window. The reminder level is reset to zero, if the company-specific customer does not have reminder entries due.
No. Entries Prompted	This field displays the number of entries that have been prompted for inclusion in a reminder letter to the company-specific customer. When creating reminder selections, Maconomy checks how many entries should be included in the reminder letter to the current customer. The field is automatically updated by Maconomy and cannot be changed in this window.
Reminder Charge	This field displays the reminder amount charged to the company-specific customer. The amount is copied from the interest charge/reminder principle assigned to the current customer, which is displayed in this window if at least one entry has been included in a reminder letter to the customer.
Suggested Interest Sum	This field sums up the interest of all customer entries in the table part of the window, and thus shows the outstanding interest sum for the company customer in the card part of the window.

Interest Charge/Reminder Principle Island

Field	Description
Interest Charge/ Reminder Principle	This field displays the name of the interest charge/reminder principle assigned to the current customer. An interest charge/reminder principle is assigned to a customer in the island Interest Charge/Reminder Control in the window Company Specific Payment Information. The contents of the remaining fields in this island are copied from the assigned interest charge/reminder principle. Interest charge/reminder principles are maintained in the window Interest Charge/Reminder Principles.

Field	Description
Charge Interest	This field displays whether or not overdue invoices for the current company-specific customer are subject to interest charge. If this field is marked, overdue invoices for the customer are subject to interest charge.
Reminders	This field displays whether or not the company-specific customer should be sent reminder letters, if the current customer has overdue payments that have passed their due date.
No. of Days Since Last Calculation	This field displays the minimum number of days that may pass before a reminder letter is created to the current customer.
Paym. Terms on Reminder	This field shows the payment terms selected for reminders on the interest charge/reminder principle in question.
Currency	This field displays the standard currency (Std. Currency) and Reminder Principle Currency types for the company-specific customer.
Reminder Charge	These fields display the reminder charge specified on the current interest charge/reminder principle in the customer's currency and in the currency of its interest charge/reminder principle, respectively.
Reminder Limit	These fields display the reminder limit specified on the current interest charge/reminder principle in the customer's currency and in the currency of its interest charge/reminder principle, respectively. If the company-specific customer's overdue invoice balance is less than the specified amount, reminder letters will not be created to the customer.

Balance Island

Field	Description
Balance, Currency	This field displays the current balance of the company-specific customer. The amount is displayed in the customer's standard currency. The balance is updated in connection with posting of journals with references to the current customer. The field is completed automatically and cannot be changed in this window.
Balance, Base	This field displays the current balance of the company-specific customer. The amount is displayed in the customer's base currency. The balance is updated in connection with posting of journals with references to the current customer. The field is completed automatically and cannot be changed in this window.

A/R Entries Sub-Tab

This section includes the fields and descriptions for the A/R Entries sub-tab.

Field	Description
Due Date	This field displays the due date of the entry. The calculation of the due date suggested by Maconomy is based on the invoice date and the customer's payment terms on the current invoice. The due date can be changed in this field. The original due date is shown in the window Periodic Customer Statement. The due date is the basis for calculation of interest charges.
Entry Date	This field displays the date on which the entry was posted in the customer and G/L ledger and thereby which period the entry is a part of.
Trans. No.	This field displays the entry's transaction number. If the entry is copied from a G/L journal, the transaction number has been entered manually. If the entry is copied from an invoice created in the Sales Orders module, the transaction number corresponds to the invoice number and is automatically assigned by Maconomy. The field cannot be changed.
Trans. Type	Shows the transaction type of the customer entry.
Description	This field displays the entry description. The field cannot be changed.
Debit, Standard	This field displays the entry amount in the standard currency of the company-specific customer. The field cannot be changed. Only open debit entries are shown in this window.
Credit, Standard	This field displays the entry amount in the standard currency of the company-specific customer. The field cannot be changed. Only open credit entries are shown in this window.
Remainder, Standard	This field displays the overdue amount on the entry. The remainder amount is the basis for reminder and interest charge calculation. The field cannot be changed.
Selected	If this field is marked, the entry is included in the remainder selection. Unmark the field to exclude the entry from the remainder selection.
Level	In this field, Maconomy displays the calculated reminder level of the current entry. The reminder level is raised by 1 for each time a reminder is sent to the customer. Updating of the reminder level is done when you select the action "Approve Reminder Selection." The field can be changed if the reminder letter should constitute a more or less friendly reminder of payment due or have a more severe wording. However, the reminder level cannot be set to a greater value than the one specified in the field "Current Reminder Level" in the card part of the window. The company-specific customer's reminder level equals the reminder level on the entry with the highest reminder level.

Field	Description
	If the reminder level on all entries is reset to zero, it will not be possible to approve the reminder selection.
Remarks	In this field, you can enter a text. This text is shown in the card part of the window Show Customer Reconciliation.
Block Type	In this field you can specify why the entry is blocked. The possible values are defined in the Interest Reminder Block pop-up.
Block Date	In this field you can specify the date that the entry was blocked. By default, it is set to the current date when the Block Type is set. You can set it to any date, though.
Blocked By	This field specifies the user that blocked the entry. It is set to the name of the user that changes the Block Type field, but can be changed to anything.

Actions

This section shows the Actions available in the Change Reminder Selection workspace.

Top Tab

Field	Description
Create Reminder Selection	When you select this action, a reminder selection is created for the current company-specific customer. As implied, a reminder selection is only a selection. This means you can only change created selections in this window. When you select the action “Approve Reminders,” a reminder letter journal is created with entries for the customer and G/L ledger respectively. Once approved, the reminder selection cannot be changed. Note that the remainder level is no increased when you create a selection., but only when the selection is approved. Maconomy calculates reminders based on the interest charge/reminder principle of the current company-specific customer and creates reminder letters according to the following procedure. All open payment and credit memo entries are summed up in a combined total and all invoices with overdue amounts are checked one by one is order of due date. All invoices that are reconciled with one or more payments and/or credit memos are reset to reminder level 0. The reminder level is automatically decreased by Maconomy, once the reconciling payments/credit memos have been received. The company-specific customer’s reminder level is determined by the entry with the highest reminder level. If the company-specific customer’s reminder level is greater than zero, the interest charge specified in the applied interest charge/reminder principle is charged to the customer. When all invoices have been checked, Maconomy checks whether or not the reminder amount total exceeds the reminder limit. If this is not the case, the reminder level is reset to zero on the entries.

Field	Description
Approve Reminders	When you select this action, the current reminder selection for the company-specific customer is approved. Once approved, the selection cannot be changed, but a new selection can be created. Upon approval, all reminder entries are added to a journal of the type “Reminder Letter” which is then ready for posting in the window Posting in the G/L module. Only reminder selections for company-specific customers with a debit balance greater that zero are approved. If a payment from the customer is received after the reminder selection has been created, but before the reminder selection has been approved, Maconomy does not approve the selection. The reminder level is raised by 1 on all invoices that are not reconciled with payments/credit memos, that is, the reminder level is controlled on each entry. At the same time as the selection is approved, a reminder letter is printed.
Clear Reminder Calculation	When you select this action, all reminder calculation is removed from the open entries for the current company-specific customer. The current reminder level is also reset to zero.
Get Reminder Texts	If the reminder level of a reminder is changed, any reminder specific reminder text assigned to the reminder selection should also be changed. This change is, however, not carried out automatically, as only predefined reminder texts are automatically changed by the system. Using this action, the reminder specific reminder text assigned to the current reminder selection is deleted and a new predefined reminder text is assigned to the reminder selection in accordance with the new reminder level and the predefined reminder text group assigned to the customer. The new reminder text is displayed in the window Change Reminder Texts, where it can be edited until the reminder selection is approved. See the introduction of the window Change Reminder Texts for further information about reminder specific reminder texts.

Change Reminder Texts Single Dialogs Workspace

Use this workspace to edit the predefined text for a specific reminder.

When you generate a reminder letter to prompt a customer to pay an invoice, the reminder letter includes predefined text, based on the reminder level of the unpaid invoice lines. Use this workspace to change that text. The edited text remains in effect until you change it again.

When you create a reminder selection in one of the Reminder Selection or Change Reminder Selection workspaces, each reminder that you create is assigned a reminder text according to the reminder level applied to the customer entries in question. However, in some situations you need to edit a predefined reminder text-that is, you need to be able to enter a specific reminder text to apply to a given reminder. This might be the case if you contact a customer about a reminder and you reach an agreement on the payment of this reminder. In this situation, you can enter a reminder-specific reminder text in this workspace to apply to the reminder in question.

The Change Reminder Texts tab displays information about the current unapproved reminder; the Reminder Letter Text Lines sub-tab displays the predefined reminder text that you can edit.

Maconomy applies the reminder text to the reminder based on the reminder level. You can change this text until you approve the reminder letter. You cannot make any changes after you

have approved the reminder letter. After you approve a reminder selection that has reminder-specific reminder texts, this workspace no longer displays the reminder.

All reminder texts that you create in this workspace are stored in the Maconomy database. This enables you to keep track of the texts that you have assigned to each individual reminder. For example, if a customer does not pay his debts as agreed, you can find and reprint the reminder-specific reminder text that you created for the customer in question. You reprint reminders in the Approve Reminders workspace.

Change Reminder Texts Tab

This section includes the fields and descriptions for the Change Reminder Texts tab.

Interest Charge/Reminder Principle Island

Field	Description
Name	This field shows the interest charge/reminder principle assigned to the customer displayed in the island Customer below.
Payment Terms	This field shows the payment terms assigned to the customer displayed in the island Customer below.

Customer Island

Field	Description
Customer No.	This field shows the number of the customer for whom the current unapproved reminder has been created.
Name	This field displays the name of the customer shown in the field “Customer No.” above.

Company Island

Field	Description
Company No.	This field displays the number of the company registered as the current customer’s settling company in the window Company Specific Customer Information Card.
Name	This field displays the name of the company shown in the field “Company No.” above.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Reminder Letter Text Lines Sub-Tab

This section includes the fields and descriptions for the Reminder Letter Text Lines sub-tab.

Field	Description
Description	In this field, you can edit the reminder text assigned to the reminder selection currently made on the customer displayed in the card part of the window. As this window displays only reminder texts for unapproved reminder selections, the reminder selection must be approved in either the window Approve Reminder Selection or in the window Change Reminder Selection by using the action Approve Reminder Selection.

Export Customer Entries Single Dialogs Workspace

Use this workspace to generate a file with information about customer entries that belong to the selection criteria that you enter.

When you create this file, Maconomy prints a specification of all of the entries included in the file. The format of the file depends on the customer payment format that you selected on the payment agent.

Export Customer Entries Tab

This section includes the fields and descriptions for the Export Customer Entries tab.

Run Mode Island

Field	Description
Create File	If you mark this field, Maconomy will create a file. In reprints, the mark should be removed as Maconomy will otherwise create a new file. The file is created when you select the action “Create File.”

Reprint Island

Field	Description
Invoice File No.	If you specify a previously run export file number in this field, the entries list will be written to a file again when you select the action “Create File.”

File Information Island

Field	Description
File Name	In this field, you must specify the name of the file which will contain the exported entries when you select the action “Create File.” The file is placed in your Maconomy client folder.

Selection Criteria Island

Field	Description
Payment Agent	In this pop-up field, you select a payment agent whose format you want to use for the current customer entries list. The list will only show entries related to this payment agent.
Customer Payment Mode	Here, you select a customer payment mode. The list will only show entries related to this payment mode.
Company No.	In these fields, you can specify a range of company numbers. The entries file will only include companies within the specified range.
Customer No.	In these fields, you can specify a range of customer numbers. The entries file will only include companies within the specified range.

Actions

This section shows the Actions available in the Export Customer Entries workspace.

Top Tab

Field	Description
Create File	When you select this action, Maconomy creates a file with the name specified in the field “File Name,” and prints a specification of the entries included in the payment. The action is also used if you wish to reprint a specification and when you have chosen not to create a payment file.

Lookup Section

This section includes the fields and descriptions for the Lookup section workspaces.

Open Entry Customer Statement Single Dialogs Workspace

Use this workspace to review all of the open entries for a given customer, regardless of the period in which they were entered.

You cannot make any changes in this workspace.

Use the Periodic Customer Statement workspace to see both open and closed entries for a single period.

Open Entry Customer Statement Tab

This section includes the fields and descriptions for the Open Entry Customer Statement tab.

Customer Island

Field	Description
Customer No.	This is the customer number. The island also shows the first two lines of the customer's name and address. The information is retrieved from the Customer Information Card.
Currency	This field displays the standard currency of the customer. The standard currency is specified in the field "Currency" in the window Customer Information Card.

Company Island

Field	Description
Settling Company	This field displays the name and number of the settling company of the customer.
Base Currency	This field displays the currency used as base currency in the company specified in the "Settling Company" field above.

Balance Island

Field	Description
Balance, Currency	This is the customer's current balance in the standard currency of the customer. The balance is updated when you post journals with customer entries. The field is automatically updated.
Balance, Base	This is the customer's current balance in the base currency of the company. The balance is updated when you post journals with customer entries. The balance is updated automatically.

Interest Charge/Reminder Island

Field	Description
Date of Last Reminder	This is the date the customer was last notified. The field is updated by Maconomy when you send a reminder.
Current Reminder Level	This is the customer's reminder level. This level corresponds to the highest level of one of the customer's entries. The reminder level of an entry is raised every time you send a reminder. Maconomy updates the field automatically. The reminder level is set at 0 if the customer has no overdue entries to prompt.

Field	Description
Last Interest Date	This is the date the customer was last charged interest. The field is automatically updated when the customer is charged interest.

A/R Entries Sub-Tab

This section includes the fields and descriptions for the A/R Entries sub-tab.

Field	Description
Due Date	This is the date the entry is due for payment. The due date is calculated from the invoice date and the customer's payment terms. The interest charge and reminder procedures are determined by the due date. The interest charge is calculated from the due date, and entries due before the value date, are included in the reminder procedure.
Entry Date	This is the entry date in the General Ledger and Accounts Receivable. This date determines the posting period.
Description	This is the entry text.
Trans. No.	This is the entry's transaction number. If the entry is from a general journal, the transaction number was entered manually. If the entry originates in an invoice or credit memo in the sales orders module, the transaction number will correspond to the number of the invoice or credit memo which was allocated by Maconomy. If the entry is an interest entry or a reminder charge the transaction number was allocated from the Interest Notice number series in the window System Numbers in the Set-Up module.
Trans. Type	Shows the transaction type of the customer entry.
Debit, Currency	This is the entry amount in the customer's standard currency, if the entry is a debit entry. This window only shows open entries.
Credit, Currency	This is the entry amount in the customer's standard currency, if the entry is a credit entry. This window only shows open entries.
Remainder, Currency	This is the unpaid balance in the customer's standard currency. Interest is calculated from this amount.
Original Currency	This is the original currency of the entry.
Amount, Original Currency	This is the entry amount in the original currency.

Field	Description
Level	This is the reminder level calculated for the entry. This level is raised each time the entry is included in a reminder notice. The reminder procedure takes place either in the window Change Reminder Selection or in the window Reminder Selection.
Interest Charge Amount, Currency	This field shows the calculated amount of interest, if the entry was subject to interest. Interest is calculated either in the window Change Interest Charge Selection or in the window Interest Charge Selection.
Assessment Date	This is the value date of the last interest calculated for the entry.
Journal No.	This is the number of the journal to which the entry was posted.

Periodic Customer Statement Single Dialogs Workspace

Use this workspace to review all of the open and closed entries for a given company customer for any single period.

You cannot make any changes in this workspace.

Use the Open Entry Customer Statement workspace to see all open entries, regardless of the period in which they were entered.

Periodic Customer Statement Tab

This section includes the fields and descriptions for the Periodic Customer Statement tab.

Customer Island

Field	Description
Cust. No.	This is the customer number. The field also shows the first two lines of the customer's name and address. This information is retrieved from the Customer Information Card.
Currency	This field displays the standard currency of the customer. The standard currency is specified in the field "Currency" in the window Customer Information Card.

Company Island

Field	Description
Settling Company	This field displays the name and number of the settling company of the customer.
Base Currency	This field displays the currency used as base currency in the company specified in the "Settling Company" field above.

Balance Island

Field	Description
Balance, Currency	This is the customer's current balance in the customer's standard currency. The balance is updated at posting.
Balance, Base	This is the customer's current balance in the base currency of the company. The balance is updated at posting.

Period Island

Field	Description
Month/Yr.	In this field, you enter the month and year of the statement. The month is written as a number, "1" is for January, "2" is for February, and so on. Using the customer number, month and year, Maconomy retrieves the periodic figures and monthly movements.
Date	In this field, you enter an interval of dates covering the period for which you wish to see the customer statement. If you use these fields, the months in the interval month/year above will be replaced by the months that correspond to the specified date interval.

Account Statement Island

Field	Description
Last Statement No.	This field shows the number of the last historical statement printed out for the customer. Historical customer statements are printed out from the window Print Historical Customer Statement. The field is automatically updated by Maconomy.
Date of Last Statement	This is the date on which the customer's last historical statement was created. The field is automatically updated by Maconomy.

Period Balances: Opening/Closing Island

Field	Description
Balance, Currency	This field shows the customer's opening and ending balances in the given month, expressed in the customer's standard currency. The balances are updated by Maconomy at posting.
Balance, Base	These are the customer's opening and ending balances in the base currency of the company in the given month. The balances are updated at posting.

Global Periodic Customer Statement Single Dialogs Workspace

Use this workspace to review all of the open and closed entries for a given customer for a single period.

You cannot make any changes in this workspace.

A/R Entries Sub-Tab

This section includes the fields and descriptions for the A/R Entries tab.

Field	Description
Entry Date	This is the entry date in the Accounts Receivable and General Ledger. This date identifies the posting period.
Trans. No.	This is the entry's transaction number. If the entry is from a general journal, the transaction number was entered manually. If the entry originates from an invoice or credit memo in the sales orders module, the transaction number will correspond to the invoice number or credit memo number that was assigned by Maconomy. If the entry is an interest entry or a reminder charge, the transaction number was allocated from the Interest Notice number series in the window System Numbers in the Set-Up module.
Company No.	This is the number of the company.
Description	This is the entry text.
Trans. Type	Shows the transaction type of the customer entry.
Debit, Currency	This is the entry amount in the customer's standard currency, if the entry is a debit entry.
Credit, Currency	This is the entry amount in the customer's standard currency, if the entry is a credit entry.
Remainder, Currency	This is the amount due in the customer's standard currency. Interest is calculated from this balance.
O/C	This field shows whether the entry is open or closed, specified by either "Open" or "Closed."
Debit, Enterprise	This is the entry amount is enterprise base currency if the entry is a debit entry.
Credit, Enterprise	This is the entry amount is enterprise base currency if the entry is a credit entry.
Currency	This is the original currency of the entry.

Field	Description
Original Amount	This is the entry amount in the original currency.
Debit, Base	This is entry amount in the base currency, if the entry is a debit entry.
Credit, Base	This is entry amount in the base currency, if the entry is a credit entry.
Remainder, Base	This is the amount due in the base currency. Interest is calculated from this balance.
Statement No.	This is the number of the statement on which the entry appears. The first time an entry is printed in a statement, it is given the same number as the statement.
Level	This is the level calculated for the entry. It is raised every time the entry is prompted. The customer's reminder level is the highest level of one of the customer's open entries. The reminder procedure takes place either in the window Change Reminder Selection or in the window Reminder Selection.
Interest Charge Amount, Currency	This field shows the calculated amount of interest, if the entry was subject to interest. The interest procedure takes place either in the window Change Interest Charge Selection or in the window Interest Charge Selection.
Assessment Date	This field shows the value date of Maconomy's last interest charge calculation.
Date Posted	This is the date the entry was posted to the Accounts Receivable and General Ledger.
Orig. Due Date	This is the original due date of the customer entry. The date applied can be changed in the windows Change Interest Charge Selection and Change Reminder Selection.
Journal No.	This is the number of the journal to which the entry was posted.
Date Reconciled	This is the date on which the entry was reconciled. The field is blank until the entry is fully reconciled. Entries are reconciled in the window Customer Open Entry Reconciliation, in the window General Journal in the G/L module or automatically if the customer's entries are automatically reconciled.

SD_AR_Global_Periodic_Customer_StatementWS_A R Entries Sub-Tab

This section includes the fields and descriptions for the A/R Entries tab.

Field	Description
Entry Date	This is the entry date in the Accounts Receivable and General Ledger. This date identifies the posting period.
Description	This is the entry text.
Trans. No.	This is the entry's transaction number. If the entry is from a general journal, the transaction number was entered manually. If the entry originates from an invoice or credit memo in the sales orders module, the transaction number will correspond to the invoice number or credit memo number that was assigned by Maconomy. If the entry is an interest entry or a reminder charge, the transaction number was allocated from the Interest Notice number series in the window System Numbers in the Set-Up module.
Trans. Type	Shows the transaction type of the customer entry.
Debit, Currency	This is the entry amount in the customer's standard currency, if the entry is a debit entry.
Credit, Currency	This is the entry amount in the customer's standard currency, if the entry is a credit entry.
Remainder, Currency	This is the amount due in the customer's standard currency. Interest is calculated from this balance.
O/C	This field shows whether the entry is open or closed, specified by either "Open" or "Closed."
Currency	This is the original currency of the entry.
Amount, Original Amount	This is the entry amount in the original currency.
Debit, Base	This is entry amount in the base currency, if the entry is a debit entry.
Credit, Base	This is entry amount in the base currency, if the entry is a credit entry.
Remainder, Base	This is the amount due in the base currency. Interest is calculated from this balance.
Statement No.	This is the number of the statement on which the entry appears. The first time an entry is printed in a statement, it is given the same number as the statement.

Field	Description
Level	This is the level calculated for the entry. It is raised every time the entry is prompted. The customer's reminder level is the highest level of one of the customer's open entries. The reminder procedure takes place either in the window Change Reminder Selection or in the window Reminder Selection.
Interest Charge Amount, Currency	This field shows the calculated amount of interest, if the entry was subject to interest. The interest procedure takes place either in the window Change Interest Charge Selection or in the window Interest Charge Selection.
Assessment Date	This field shows the value date of Maconomy's last interest charge calculation.
Date Posted	This is the date the entry was posted to the Accounts Receivable and General Ledger.
Orig. Due Date	This is the original due date of the customer entry. The date applied can be changed in the windows Change Interest Charge Selection and Change Reminder Selection.
Journal No.	This is the number of the journal to which the entry was posted.
Date Reconciled	This is the date on which the entry was reconciled. The field is blank until the entry is fully reconciled. Entries are reconciled in the window Customer Open Entry Reconciliation, in the window General Journal in the G/L module or automatically if the customer's entries are automatically reconciled.

Customer Entry Analysis Single Dialogs Workspace

Use this workspace to review customer entries.

Customer Entry Tab

This section includes the fields and descriptions for the Customer Entry tab.

Customer Island

Field	Description
Customer No.	This is the customer number assigned to the current entry. The island also shows the first three lines of the customer's name and address. The information is retrieved from the customer's information card.
Std. Currency	This field displays the standard currency of the customer. The standard currency is specified in the field "Currency" on the customer's information card.

Company Island

Field	Description
Company No.	This is the number of the company to which the current entry is assigned.

Interest and Reminder Island

Field	Description
Closed for Interest Calculation	If this field is marked, the entry is closed for interest calculation. Entries that are closed for interest calculation are not included in the interest charge selection and interest charge notice printouts, and such entries are ignored when calculating interest charge.
Block Type	In this field you can specify why the entry is blocked. The possible values are defined in the Interest Reminder Block pop-up.
Block Date	In this field you can specify the date that the entry was blocked. By default, it is set to the current date when the Block Type is set. You can set it to any date, though.
Blocked By	This field specifies the user that blocked the entry. It is set to the name of the user that changes the Block Type field, but can be changed to anything.
Remarks	You can enter text that adds further information about the reasons for blocking the entry.

Entry Information Island

Field	Description
Entry Date	This field shows the date on which the entry was registered in the accounts receivable or general ledger.
Entry Type	This field shows the customer entry type, which can be one of the following: ▪ Invoice from invoicing in the Sales Orders module. ▪ Credit memo from crediting in the Sales Orders module. ▪ Interest from approval of interest charge selection in the A/R module. ▪ Reminder from approval of reminder selection in the A/R module. ▪ Payment, a credit entry made in the window General Journal. ▪ Payment, a debit entry made in the window General Journal. ▪ Cash Discount Positive, a cash discount entered in the window Customer Open Entry Reconciliation. ▪ Currency Variance Positive, currency gain entered in the window ▪ Customer Open Entry Reconciliation or the window General Journal.

Field	Description
	▪ Currency Variance Negative, currency loss entered in the window ▪ Customer Open Entry Reconciliation or the window General Journal.
Description	This field shows the text assigned to the entry.
Trans. No.	This field shows the entry's transaction number. If the entry is from a general journal, the number was entered manually. If the entry is from invoicing or crediting in the sales orders module, the transaction number is the same as the invoice or credit memo number which was given automatically by Maconomy from the system numbers "Invoice" or "Credit Memo." If the entry is an interest entry or reminder charge, the number was given automatically from the system numbers "Interest Notice."
Trans. Type	Shows the transaction type of the customer entry.
Open/Closed	This field shows whether the entry is "Open" or "Closed."
Due Date	This field shows the entry's due date. The due date is always the entry date of the assigned payment or credit memo.
Date Reconciled	This field shows the date on which the invoice was fully reconciled. The field is blank for other types of entries and for invoices which are not fully reconciled.
Date Posted	This field shows the date on which the entry was posted.
Journal No.	This field shows the number of the posting journal in which the entry was posted.
Company of Origin	This field shows the name of the company responsible for the invoice, credit memo, general journal or interest or reminder selection that has caused the current customer entry. On invoices, credit memos, and general journals, the responsible company can be specified in the field "Company No." in the island Company whereas the responsible company on customer entries created upon approval of an interest or reminder selection is automatically transferred from the field "Company No." in the island Settling Company on the relevant customer's information card.
Export Entry	If this field is marked, the customer entry will be included in the export file generated from the window Export Customer Entries.
Exported	This field shows whether the customer entry has been exported.

Entry Island

Field	Description
Debit, Standard	This field shows the entry amount in the customer's standard currency, if the entry is a debit entry.
Credit, Standard	This field shows the entry amount in the customer's standard currency, if the entry is a credit entry.
Remainder, Standard	This field shows how much of the entry has not been reconciled. The amount is displayed in the customer's standard currency.
Debit, Base	This field shows the entry amount in the base currency, if the entry is a debit entry.
Credit, Base	This field shows the entry amount in the base currency, if the entry is a credit entry.
Remainder, Base	This field shows how much of the entry has not been reconciled. The amount is displayed in base currency.
Amount, Original	This field shows the entry amount in the original currency.
Remainder, Original	This field shows how much of the entry has not been reconciled. The amount is displayed in the original currency.
Original Currency	This field shows the original currency of the entry.

Origin Object Island

Field	Description
Origin Object	The relation name of the origin object, for example, Time Sheet Header.
Origin Object Instance Key	The instance key of the origin object
Object Key 1, String	If any of the key fields of the origin object is of type String, then this field contains the value of the first String key field.
Object Key 2, String	If two or more of the key fields of the origin object are of type String, then this field contains the value of the second String key field.
Object Key 1, Integer	If any of the key fields of the origin object is of type Integer, then this field contains the value of the first Integer key field.
Object Key 2, Integer	If two or more of the key fields of the origin object are of type Integer, then this field contains the value of the second Integer key field.
Object Key 3, Integer	If three or more of the key fields of the origin object are of type Integer, then this field contains the value of the third Integer key field.

Field	Description
Object Key 1, Date	If any of the key fields of the origin object is of type Date, then this field contains the value of the first Date key field.
Object Payment Agent	If any of the key fields of the origin object is a reference to a Payment Agent, then this field contains the name of that Payment Agent.

Origin Line Island

Field	Description
Origin Line	The relation name of the origin line, for example, Time Sheet Line.
Origin Line Instance Key	The instance key of the origin line.
Line Key 1, String	If any of the key fields of the origin line is of type String, then this field contains the value of the first String key field.
Line Key 2, String	If two or more of the key fields of the origin line are of type String, then this field contains the value of the second String key field.
Line Key 1, Integer	If any of the key fields of the origin line is of type Integer, then this field contains the value of the first Integer key field.
Line Key 2, Integer	If two or more of the key fields of the origin line are of type Integer, then this field contains the value of the second Integer key field.
Line Key 3, Integer	If three or more of the key fields of the origin line are of type Integer, then this field contains the value of the third Integer key field.
Line Payment Agent	If any of the key fields of the origin line is a reference to a Payment Agent, then this field contains the name of that Payment Agent.

Transaction Entries Island

Field	Description
Finance	This field shows the number of finance entries related to the same transaction as the customer entry.
Customer	This field shows the number of customer entries related to the same transaction as the customer entry.
Vendor	This field shows the number of vendor entries related to the same transaction as the customer entry.
Job	This field shows the number of job entries related to the same transaction as the customer entry.
Asset	This field shows the number of asset entries related to the same transaction as the customer entry.

Field	Description
Intercompany	This field shows the number of intercompany entries related to the same transaction as the customer entry.

Show Customer Reconciliation Single Dialogs Workspace

Use this workspace to view customer entries and the entries against which they were balanced, for any period that you need to see.

For example, review a payment and see the invoices that were partly or fully reconciled by the payment.

The Show Customer Reconciliation tab displays an entry and, if it is fully or partly reconciled, the Reconciliations sub-tab displays the entries that reconciled it or were reconciled by it. For example, if the tab displays a credit memo or payment, the sub-tab displays the invoices that were fully or partly reconciled by the credit memo/payment. If the tab displays an invoice, a reminder charge, or interest charge, the sub-tab displays the payments that reconciled the invoice, reminder, or interest charge.

Maconomy uses one the following methods to reconcile entries:

- You select entries for reconciliation and approve the reconciliation in the Customer Open Entry Reconciliation workspace. You manually select the payment or credit note and the invoices that should be reconciled against that payment or credit note, or use the **Mark All For Reconciliation** action.
- In the General Journal workspace in the G/L module and in the Customer Payments workspace in this module, you can enter an invoice number when you enter a customer payment. When you post the journal, Maconomy fully or partly reconciles the payment against the invoice.
- If you select the **Automatic Reconciliation** field in the Payment Information workspace, Maconomy always reconciles against the oldest open entry when you post entries.

  You can use Maconomy's search facilities to find the right entries. You can search by transaction number, entry date, amount, or currency.

  You can use this workspace to balance customers. The information in this workspace is for reference; you cannot change it.

  The Find window (press **Ctrl+F** or use **Find Entry** in the Find menu) associated with this workspace contains two fields that are not shown in the Show Customer Reconciliation workspace: the **Selected for Reconciliation** and **Reconciliation Status** fields. These fields have the following features:

  - **Selected for Reconciliation** — Use this field to search for all customer entries that have been (or have not been) selected for reconciliation in any Maconomy workspace. Possible values are "Yes" and "no."
  - **Reconciliation Status** — If the value of the **Selected for Reconciliation** field is "Yes," the A/R entry is being reconciled. This field displays the status of the reconciliation of the current entry (or its current location in the reconciliation flow). The status can have the following values:

- **Selected for Collection** — If you created a collection selection that includes the current customer entry in the Collection Selection or Change Collection Selection workspace in the Banking module.
- **Selected for Reconciliation in General Journal** — If you entered a customer payment in the General Journal workspace and reconciled it against a posted invoice.
- **Selected for Reconciliation in Open Entry Reconciliation** — If a posted customer payment is reconciled fully or partly against a customer entry in the A/R Entries sub-tab in the Customer Open Entry Reconciliation workspace, and the reconciliation is not yet approved.
- **Removed Reconciliation** — If you remove an approved reconciliation in this workspace, but have not yet posted it. When you post the reconciliation removal, this field changed to blank, and the **Selected for Reconciliation** field changes to "No."
- **Approved Automatic Customer Payment** — If Maconomy reads customer payments in the Banking module without errors, and the collected amount agrees with the invoiced amount.
- **Approved for Reconciliation in Open Entry Reconciliation** — If a posted customer payment is reconciled fully or partly against a customer entry in the A/R Entries sub-tab in the Customer Open Entry Reconciliation workspace, and the reconciliation is approved.

These two fields in the Find window make it easier to find specific A/R entries and to monitor their location in the A/R reconciliation process.

Show Customer Reconciliation Tab

This section includes the fields and descriptions for the Show Customer Reconciliation tab.

Customer Island

Field	Description
Customer No.	This is the customer number assigned to the current entry. The island also shows the first three lines of the customer's name and address. The information is retrieved from the customer's information card.
Std. Currency	This field displays the standard currency of the customer. The standard currency is specified in the field "Currency" on the customer's information card.

Remove Reconciliation Island

Field	Description
Entry Date	In this field, you can specify the date to be used as entry date and reconciliation date on the customer entry created when a reconciliation is removed using the action "Remove Reconciliation." The date will also be applied as entry date on the customer reconciliation journal created.

Company Island

Field	Description
Company	This field displays the name of the company registered as settling company for the current customer.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company” above.

Dimensions Island

Field	Description
Location	This field shows the value of the dimension Location on the current customer entry. If the entry is caused by an invoice or a credit memo, the value is transferred from the field “Location” in the card part of the current invoice or credit memo. If the customer entry is caused by a general journal, the value is transferred from the field “Location” on the general journal line containing the customer entry. If the customer entry is caused by an interest or reminder selection, the value is transferred from the field “Location” on the information card of the current customer.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Entry Information Island

Field	Description
Entry Date	This field shows the date on which the entry was registered in the accounts receivable or general ledger.
Entry Type	This field shows the customer entry type, which can be one of the following: ▪ Invoice from invoicing in the Sales Orders module. ▪ Credit memo from crediting in the Sales Orders module. ▪ Interest from approval of interest charge selection in the A/R module. ▪ Reminder from approval of reminder selection in the A/R module. ▪ Payment, a credit entry made in the window General Journal.

Field	Description
	▪ Payment, a debit entry made in the window General Journal. ▪ Cash Discount Positive, a cash discount entered in the window Customer Open Entry Reconciliation. ▪ Currency Variance Positive, currency gain entered in the window Customer Open Entry Reconciliation or the window General Journal. ▪ Currency Variance Negative, currency loss entered in the window Customer Open Entry Reconciliation or the window General Journal. ▪ Description — This field shows the text assigned to the entry.
Trans. No.	This field shows the entry's transaction number. If the entry is from a general journal, the number was entered manually. If the entry is from invoicing or crediting in the sales orders module, the transaction number is the same as the invoice or credit memo number which was given automatically by Maconomy from the system numbers "Invoice" or "Credit Memo." If the entry is an interest entry or reminder charge, the number was given automatically from the system numbers "Interest Notice."
Trans. Type	Shows the transaction type of the customer entry.
Open/Closed	This field shows whether the entry is "Open" or "Closed."
Due Date	This field shows the entry's due date. The due date is always the entry date of the assigned payment or credit memo.
Date Reconciled	This field shows the date on which the invoice was fully reconciled. The field is blank for other types of entries and for invoices which are not fully reconciled.
Date Posted	This field shows the date on which the entry was posted.
Journal No.	This field shows the number of the posting journal in which the entry was posted.
Company of Origin	This field shows the name of the company responsible for the invoice, credit memo, general journal or interest or reminder selection that has caused the current customer entry. On invoices, credit memos, and general journals, the responsible company can be specified in the field "Company No." in the island Company whereas the responsible company on customer entries created upon approval of an interest or reminder selection is automatically transferred from the field "Company No." in the island Settling Company on the relevant customer's information card. ▪ Export Entry — If this field is marked, the customer entry will be included in the export file generated from the window Export Customer Entries.

Field	Description
	▪ Exported — This field shows whether the customer entry has been exported.

Entry Island

Field	Description
Debit, Standard	This field shows the entry amount in the customer's standard currency, if the entry is a debit entry.
Credit, Standard	This field shows the entry amount in the customer's standard currency, if the entry is a credit entry.
Remainder, Standard	This field shows how much of the entry has not been reconciled. The amount is displayed in the customer's standard currency.
Debit, Base	This field shows the entry amount in the base currency, if the entry is a debit entry.
Credit, Base	This field shows the entry amount in the base currency, if the entry is a credit entry.
Remainder, Base	This field shows how much of the entry has not been reconciled. The amount is displayed in base currency.
Amount, Original	This field shows the entry amount in the original currency.
Remainder, Original	This field shows how much of the entry has not been reconciled. The amount is displayed in the original currency.
Original Currency	This field shows the original currency of the entry.

Interest and Reminder Island

Field	Description
Closed for Interest Calculation	If this field is marked, the entry is closed for interest calculation. Entries that are closed for interest calculation are not included in the interest charge selection and interest charge notice printouts, and such entries are ignored when calculating interest charge.
Block Type	In this field you can specify why the entry is blocked. The possible values are defined in the Interest Reminder Block pop-up.
Block Date	In this field you can specify the date that the entry was blocked. By default, it is set to the current date when the Block Type is set. You can set it to any date, though.
Blocked By	This field specifies the user that blocked the entry. It is set to the name of the user that changes the Block Type field, but can be changed to anything.

Field	Description
Remarks	You can enter text that adds further information about the reasons for blocking the entry.

Reconciliations Sub-Tab

This section includes the fields and descriptions for the Reconciliations sub-tab.

Field	Description
Entry Date	This field shows the date on which the entry was registered in the A/R or the G/L module.
Trans. No.	This field shows the entry's transaction number. If the entry is from a general journal, the number was entered manually. If the entry is from invoicing or crediting in the sales orders module, the transaction number is the same as the invoice or credit memo number which was given automatically by Maconomy from the "Invoice" or "Credit Memo" system numbers. If the entry is an interest entry or reminder charge, the number was given automatically from the "Interest Notice" system numbers.
Trans. Type	This field shows the transaction type of the customer entry against which the customer entry in the card part was reconciled.
Description	This field shows the text assigned to the entry.
Orig. Amount	This field shows the entry amount in the original currency.
Original Currency	This field shows the original currency of the entry.
Reconciled, Original	This field shows the amount reconciled on the original entry. The amount is displayed in the currency used on the entry in question.
Cash Disc., Original	This field shows the cash discount amount registered on the entry, if any. The amount is displayed in the currency used on the entry in question.
Cust. Paym. Variance, Original	This field shows the payment variance amount registered on the entry, if any. The amount is displayed in the currency used on the entry in question.
Type	See the field "Entry Type" in the card part of the window for a detailed description of customer entry types.
Reconciliation Currency	This field shows the currency in which reconciliation of the current line has been made.
Debit, Standard	This field shows the entry amount in the customer's standard currency, if the entry is a debit entry.

Field	Description
Credit, Standard	This field shows the entry amount in the customer's standard currency, if the entry is a credit entry.
Reconciled, Standard	This field shows the amount reconciled of the original entry. The amount is displayed in the customer's standard currency.
Cash Discount, Standard	This field shows the cash discount amount registered on the entry, if any. The amount is displayed in the customer's standard currency.
Cust. Paym.Variance, Standard	This field shows the payment variance amount registered on the entry, if any. The amount is displayed in the customer's standard currency.
Debit, Base	This field shows the entry amount in the base currency, if the entry is a debit entry.
Credit, Base	This field shows the entry amount in the base currency, if the entry is a credit entry.
Reconciled, Base	This field shows how much of the original entry has been reconciled. The amount is displayed in the base currency.
Cash Discount, Base	This field shows the cash discount amount registered on the entry, if any. The amount is displayed in the base currency.
Cust. Paym. Variance, Base	This field shows the payment variance amount registered on the entry, if any. The amount is displayed in the base currency.
Open/Closed	This field shows whether the entry is open or closed.
Due Date	This field shows the entry's due date. If the entry is an invoice, the due date is calculated on the basis of the invoice date and the customer's terms of payment. Otherwise the due date is the entry date.
Date Posted	This field shows the date on which the entry was posted.
Journal No.	This field shows the number of the posting journal in which the entry was posted.
Company of Origin	This field shows the name of the company responsible for the invoice, credit memo, general journal or interest or reminder selection that has caused the current customer entry. On invoices, credit memos, and general journals, the responsible company can be specified in the field "Company No." in the island Company whereas the responsible company on customer entries created upon approval of the interest or reminder selection is automatically transferred from the field "Company No." in the island Settling Company on the relevant customer information card.

Field	Description
Company No.	This field shows the value of the dimension Company on the current customer entry. The value is transferred from the field “Company No.” in the island Settling Company on the information card of the current customer.
Location	This field shows the value of the dimension Location on the current entry. If the entry is caused by an invoice or a credit memo, the value is transferred from the field “Location” in the card part of the current invoice or credit memo. If the customer entry is caused by a general journal, the value is transferred from the field “Location” on the general journal line with the customer entry. If the customer entry is caused by an interest or reminder selection, the value is transferred from the field “Location” on the information card of the current customer.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Actions

This section shows the Actions available in the Show Customer Reconciliation workspace.

Top Tab

Field	Description
Remove Reconciliation	When you select this action, the reconciliation of the current customer entry is removed, and all reconciled amounts in the table part of the window will be reset to zero. When you remove a customer reconciliation, the entries which were part of the reconciliation are all re-established and the customer entries which were closed are reopened. If the reconciliation caused any G/L entries such as exchange rate variances, cash discounts, or customer payment variances, Maconomy automatically creates a customer reconciliation journal with offset entries for the G/L entries in question. If the system parameter “Automatic posting of customer reconciliations” is marked, the journal will be posted automatically. If the parameter is not marked, the customer reconciliation journal must subsequently be posted in one of the windows Posting or Print Posting Journal in the G/L module.

Field	Description
	The action can only be selected if you have completed reconciliations against the current entry. The current entry must therefore be the entry, that is, the payment or the credit memo, shown in the card part of the window Customer Open Entry Reconciliation when the reconciliation was completed. This action is not available for other entries. After having removed a reconciliation, the open customer entries can be reconciled again in the windows Customer Open Entry Reconciliation and Customer Payments in this module or in the window General Journal in the G/L module.

Show Customer Accrual Journals Single Dialogs Workspace

Use this workspace display information about posted customer accrual journals.

Customer Accrual Journal Tab

This section includes the fields and descriptions for the Customer Accrual Journal tab.

Journal Island

Field	Description
Journal No.	This field shows the journal number of the customer accrual journal.
Created by	This is the name of the user who created the Customer Accrual Journal.
Date	This field shows the date on which the customer accrual journal was created.

Company Island

Field	Description
Company	This field shows the name of the company responsible for the journal used as a basis for the current template. The company number cannot be changed.
Base Currency	This field shows the currency used as base currency in the company specified in the field “Company No.” above.

Transaction Numbering Island

Field	Description
Transaction Type	This field shows a default transaction type to be used when creating the lines. The default transaction type that is set up for the Customer Accrual Journal in the given company will be shown initially.

Field	Description
Number Series	This field shows a transaction number series created in the pop-up field “Transaction No. Series” in the window Popup Fields in the Set-Up module. If you select a number series, Maconomy will automatically number your journal lines.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Trans. No.	This field shows the transaction number of the transaction that generated the customer accrual journal line.
Transaction Type	This field is the transaction type of the customer accrual journal line.
Entry Date	This field shows the date on which the customer accrual was created.
Entry Description	This is the description of the customer accrual journal line.
Entry Line No.	This field shows the customer accrual journal line number.
Line No.	This field shows the number of the line on which the entry was placed in the journal.
Posted	This check box is selected if the journal was posted.
Date Posted	This is the date the entry was posted to the customer accrual.
Amount for Provision, Currency	This field shows the customer accrual (debtor provision) amount, in the job’s currency.
Amount for Provision, Base	This field shows the customer accrual (debtor provision) amount, in the base currency.
Amount for Provision, Enterprise	This field shows the customer accrual (debtor provision) amount, in the enterprise currency.
Currency	This field shows the currency of the registration (original currency).
Job No.	This field shows the job number, if the customer accrual is related to a job.

Field	Description
Customer No.	This field shows the customer number for which the accrual was made.
Approved by	This field shows the user name of the person who approved the customer accrual journal line.
Approval Date	This field shows the date on which the customer accrual journal line was approved.
Provision Cause	This field shows the reason for the customer accrual.
Provision Remark	This field shows additional information about why the customer accrual was necessary.
Company No.	This field shows the company number of the customer accrual journal line.
Location	This field shows the location of the current entry.
Entity	This field shows the entity dimension value which is assigned to the current entry.
Project	This field shows the project dimension value which is assigned to the current entry.
Purpose	This field shows the purpose dimension value which is assigned to the current entry.
Spec. 1-3	These fields show the values in the dimensions Specification 1-3 assigned to the current entry.
Local Spec. 1-3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current entry.

Show Reminders Single Dialogs Workspace

Use this workspace to view all reminder letters that have been created, including reminder lines and levels, for any period that you need to review.

You cannot change any of the information shown in this workspace, but you can reprint letters and reverse an existing reminder from this workspace.

Reminder text is not displayed in this workspace, but it is displayed in reminder letters. The reminder lines also display the reminder level.

Show Reminders Tab

This section includes the fields and descriptions for the Show Reminders tab.

Reminder Island

Field	Description
Reminder No.	The number of the reminder.
Reminder Date	The date the reminder letter was created and sent to the customer.
Transaction Type	This field displays the transaction type that generated the reminder letter. This will be the default transaction type of the Reminder journal, as specified in the Journal Setup.
Journal No.	The number of the journal in which the reminder was posted.

Customer Island

Field	Description
Customer No.	The customer number of the customer that the reminder is for.
Standard Currency	The standard currency of the company-specific customer that the reminder is for.

Company Island

Field	Description
Company No.	The company number of the company that is registered as the settling company of the current customer (as set up in the Company Specific Customer Information Card window.
Name	The name of the company that has the company number described above.
Base Currency	The currency that is used as base currency in the company that has the company number described above.

Print Control Island

Field	Description
Layout	You can select a layout to use when reprinting the reminder letter. The list of layouts is taken from Approve Reminders window.

Payment Information Island

Field	Description
Due Date	This field shows when the reminder is due for payment (the date that the reminder must be paid.)
Payer Identification	This field shows the payer identification for the company-specific customer that the reminder is for. The payer identification is used in connection with electronic payments.
Payment Terms	The payment terms that are associated with the reminder.
Interest Charge/ Reminder Terms	This field displays the interest charge/reminder principle set up for the current customer.

Status Island

Field	Description
Reminder Level	This field displays the reminder level of the reminder letter. The reminder level of the letter is the highest level of one of the reminder letter lines.
Reminder Charge, Standard	This field displays the amount charged to the company-specific customer, in the customer's currency. The amount is copied from the interest charge/reminder principle assigned to the current customer, if at least one entry has been included in the reminder letter to the customer.
Reminder Charge, Base	Same as above but in Base currency.
Reminder Charge, Enterprise	Same as above but in Enterprise currency.
Total Remainder, Standard	This field displays the total outstanding debt of the company-specific customer, in the customer's currency, based on all open entries for the customer. The amount is calculated by extracting the total credit from the total debit.
Balance, Standard	This field displays the total debt of the company-specific customer, including the reminder charge. The amount is calculated as sum of the Reminder Charge and Total Remainder fields.
Reversed	If marked, this field indicates that the reminder has been reversed.
Reversed By	If the reminder has been reversed, this field shows who reversed it.

Field	Description
Reversal Date	If relevant, shows the date that the reminder was reversed.
Reversing Journal No.	If relevant, shows the number of the Reversing Journal in which the reversal was made.

Reminder Letter Lines Sub-Tab

This section includes the fields and descriptions for the Reminder Letter Lines sub-tab.

Field	Description
Due Date	Shows the due date of the entry that corresponds to the reminder line.
Entry Date	Shows the date when the entry that corresponds to the reminder line was posted in the customer and G/L ledgers.
Trans. No.	Shows the transaction number of the entry that corresponds to the reminder line.
Trans. Type	Shows the transaction type of the entry that corresponds to the reminder line.
Description	Shows the description of the entry that corresponds to the reminder line.
Amount, Standard	Shows the entry amount in the standard currency of the company-specific customer. The amount will be negative for credit entries and positive for debit entries.
Amount, Original	Shows the entry amount in the original currency of the entry. The amount will be negative for credit entries and positive for debit entries.
Original Currency	Shows the original currency of the entry (as used in the previous field.)
Remainder, Standard	Shows the overdue amount on the entry in the standard currency of the company-specific customer. The remainder amount is the basis for the reminder calculation.
Reminder Level	This field displays the calculated reminder level of the specific reminder line.
Block Type	Shows if the entry is blocked for reminder and/or interest calculation, and the reason why it is blocked. Block types are set up in the Interest Reminder Block pop-up field.
Block Date	Shows the date that the entry was blocked.
Blocked By	Shows who blocked the entry.

Field	Description
Job No.	Shows the job number of the entry that corresponds to the reminder line.
Job Name	Shows the job name of the entry that corresponds to the reminder line.
Payer Id.	Shows the payer identification of the entry that corresponds to the reminder line.
Payer Att.	Shows the payer attention of the entry that corresponds to the reminder line.

Show Interest Charge Notices Single Dialogs Workspace

Use this workspace to view all existing interest charge notices that have been created, for any period that you need to see.

You cannot change any of the information that this workspace displays, but you can print or reprint interest charge notices and reverse an existing interest charge notice from this workspace.

Show Interest Charge Notices Tab

This section includes the fields and descriptions for the Show Interest Charge Notices tab.

Interest Island

Field	Description
Interest Charge Notice No.	The number of the interest charge notice.
Interest Charge Notice Date	The date the notice was issued and sent to the customer.
Transaction Type	This field displays the transaction type of the notice, that is: you can see what kind of transaction that generated the notice. This is the default transaction type of the Interest journal.
Journal Number	The number of the interest journal that the interest charge was posted in.

Customer Island

Field	Description
Customer No.	The number of the customer that the interest charge notice is for.
Standard Currency	The standard currency of the company-specific customer that the notice is for.

Company Island

Field	Description
Company No.	The company number of the company that is registered as the settling company of the current customer (as set up in the Company Specific Customer Information Card window.
Company Name	The name of the company that the company number described above.
Base Currency	The currency that is used as base currency in the company that has the company number described above.

Print Control Island

Field	Description
Layout	You select a layout to use when reprinting the notice.

Payment Information Island

Field	Description
Due Date	This field shows when the interest charge notice is dues for payment (the date that the interest charge must be paid.)
Payer Identification	This field shows the payer identification for the company-specific customer that the notice is for. The payer identification is used in connection with electronic payments.
Payment Terms	The payment terms that are associated with the interest charge notice.
Interest Charge/ Reminder Terms	This field displays the interest charge/reminder principle set up for the customer that the notice is for.

Status Island

Field	Description
Printed	Shows whether the notice has been printed.
Interest Charge, Standard	Shows the amount that has been charged as interest to the company-specific customer. This amount is a sum of the Interest fields in the table part.
Interest Charge, Base	As above, but in base currency.

Field	Description
Interest Charge, Enterprise	As above, but in enterprise currency.
Amount Rounding, Base	Represents the rounding amount, in base currency. If currency rounding is used (in Currency Rounding window), the total interest amount should be rounded up, based on the currency rounding.
Amount Rounding, Enterprise	As above, but in enterprise currency.
Total Remainder, Standard	Shows the total outstanding debt of the company-specific customer, based on all open entries (excluding the current interest charge) for the customer. The amount is calculated by extracting the total credit from the total debit.
Balance, Standard	Shows the total debt of the company-specific customer, including the interest charge. The amount is calculated as the sum of the Interest Charge and the Total Remainder fields.
Reversed	Shows whether the notice has been reversed.
Reverse Last Approval Date	This field is used when reversing the interest note in the card part of the window. If the field is checked, the last approval date on the customer entries included in this interest note is reset by setting it to the previous interest date.
Reversed By	If relevant, shows who reversed the notice.
Reversal Date	If relevant, shows the date when the notice was reversed.
Reversing Journal No.	If relevant, shows the number of the interest journal which reversed the current interest charge notice.

Interest Charge Notice Lines Sub-Tab

This section includes the fields and descriptions for the Interest Charge Notice Lines sub-tab.

Field	Description
Due Date	Shows the due date of the entry that corresponds to the interest charge notice line.
Entry Date	This field is used when reversing interest notes and allows you to set the entry date on the reversed customer journal to be created. The default value of the field is set to the date on the interest note or reminder letter.

Field	Description
Payment Date	Shows the date when the entry that corresponds to the interest charge notice line was fully reconciled against payments.
Trans. No.	Shows the transaction number of the entry that corresponds to the interest charge notice line.
Trans. Type	Shows the transaction type of the entry that corresponds to the interest charge notice line.
Description	Shows the description of the entry that corresponds to the interest charge notice line.
Amount, Standard	Shows the entry amount in the standard currency of the company-specific customer. The amount will be negative for credit entries and positive for debit entries.
Amount, Original	Shows the entry amount in the original currency of the entry. The amount will be negative for credit entries and positive for debit entries.
Original Currency	Shows the original currency of the entry (as used in the previous field.)
Remainder, Standard	Shows the overdue amount on the entry in the standard currency of the company-specific customer. The remainder amount is the basis for the interest calculation.
Interest, Standard	Shows the interest amount in the standard currency of the company-specific customer. The amount will be negative for credit entries and positive for debit entries.
Interest, Original	Shows the interest amount in the original currency of the entry. The amount will be negative for credit entries and positive for debit entries.
Interest, Base	Same as above, but in Base Currency.
Interest, Enterprise	Same as above, but in Enterprise Currency.
Interest Days	Shows the number of days for which interest was calculated.
Previous Interest Date	Shows the date that the previous interest charge notice was created and sent to the customer.
Block Type	Shows if the entry is blocked for reminder and/or interest calculation, and the reason why it is blocked. Block types are set up in the Interest Reminder Block pop-up field.
Block Date	Shows the date that the entry was blocked.
Blocked By	Shows who blocked the entry.

Field	Description
Job No.	Shows the job number of the entry that corresponds to the interest charge notice line.
Job Name	Shows the job name of the entry that corresponds to the interest charge notice line.
Payer Id.	Shows the payer identification of the entry that corresponds to the interest charge notice line.
Payer Att.	Shows the payer attention of the entry that corresponds to the interest charge notice line.

Show All Invoices Single Dialogs Workspace

Use this workspace review information about any kind of invoice or credit note.

This workspace displays information about job invoices and credit notes, trade invoices and credit notes, and intercompany invoices. You can also review information about invoices and credit notes in the context-specific workspaces.

Invoice Tab

This section includes the fields and descriptions for the Invoice tab.

Billing Address Island

Field	Description
Bill to Customer	This field shows the name and number of the customer who received the invoice.
Attn.	This field shows the customer contact.
Country	This field shows the customer country.

Price Island

Field	Description
Currency	This is the currency of the invoice. The currency is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Exchange Rate Date	This field shows the exchange rate date for the calculation of prices on the invoice. If no exchange rate date was specified on the sales order on which the invoice is based, or if the invoice was created in the window Invoices, this field is blank.
Sales	This is the sum of the prices in the item lines of the invoice. All line and quantity discounts have been deducted.

Field	Description
Invoice Discount %	This is the percentage rate used to calculated the invoice discount on the invoice. The percentage rate is retrieved from the invoice in the window Invoices or on the sales order in the window Sales Orders.
Invoice Discount	This is the calculated invoice discount amount deducted from the invoice. The discount is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Tax on Sales	This is the tax calculated by Maconomy. The amount is automatically added to the invoice.
Items on Account	This field shows how much of the item sum of the sales order was invoiced on account before this invoice was created. It is deducted from the item sum on the invoice. If the invoice is an on account invoice, the value is “0.00.” The field is only used by Maconomy Trade.
Tax on Account	This field shows the tax amount added to any on account invoices before this invoice was created. The amount is deducted from the total tax amount on the invoice. If the invoice is an on account invoice, the value is “0.00.” The field is only used by Maconomy Trade.
Balance Due	This is the total amount due from the bill-to customer. The amount is calculated from the sales amount, less any invoice discount, plus charges and tax.
Std. Currency	This is the bill-to customer’s standard currency. The currency is retrieved from the Customer Information Card.
Total In Standard	This field the “Total Amount Due” converted into the standard currency of the bill-to customer.

Extra Fields Island

Field	Description
Popup 1-5	In each of these fields, you can specify a customer pop-up value. The printout will only include customers for which the values in the fields “Popup 1-5” in the window Customer Information Card correspond to the values specified here. However, if you leave a given pop-up field blank, customers with any value in the field in question are included.

Credit Card Island

Field	Description
Credit Card No.	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the number of the credit card which will be used for payment of the current invoice. The value is retrieved from the field “Credit Card No.” on the current sales order.
Expiry Date	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the expiry date entered for the credit card

Field	Description
	specified in the field “Credit Card No.” above. The value in this field is retrieved from the field “Expiry Date” on the current sales order.
Amount Authorized	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the amount which the credit card issuer has accepted to pay for the current sales order. The value in this field is retrieved from the field “Amount Authorized” on the current sales order.
Authorization Code	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the authorization code which the credit card issuer has specified in connection with the payment of the amount in the field “Amount Authorized” above. The value in this field is retrieved from the field “Authorization Code” on the current sales order.
Authorization Date	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the date on which the credit card issuer authorized payment of the amount in the field “Amount Authorized” above. The value in this field is retrieved from the field “Authorization Date” on the current sales order.

E-Invoicing Island

If e-invoicing is enabled on your Maconomy system, the background tasks created as part of that workflow run the actions that fill out the fields under this island.

Field	Description
Invoice File Name	This field displays the name of the invoice PDF file stored in the document archive. Maconomy automatically fills out this field after the "Attach Original To Archive" background task runs the **Attach Original to Document Archive** action.
Peppol Mapping Name	This field displays the name of the mapping that Maconomy will use when the "Create Peppol File" background task runs the **Create Peppol File** action. The field value is dependent on current setup.
Peppol File Name	This field displays the file name of the generated Peppol xml file. Maconomy automatically fills out this field after the "Create Peppol File" background task runs the **Create Peppol File** action.
Date Sent to Pagero	This field displays the date Maconomy sent the generated Peppol xml file to the Pagero account specified for e-invoicing. Maconomy automatically fills out this field after the "Send to Pagero" background task runs the **Send to Pagero** action.
Time Sent to Pagero	This field displays the time Maconomy sent the generated Peppol xml file to the Pagero account specified for e-invoicing. Maconomy automatically fills out this field after the "Send to Pagero" background task runs the **Send to Pagero** action.

Remarks Island

Field	Description
Remarks	Here you can enter comments about the invoice. Your comments can only be edited and seen in this window.

Ship to Address Island

Field	Description
Customer	This is the name and number of the customer to whom the items were delivered. It is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders. The other lines in this field show the ship-to customer's name and address. The text is retrieved from the invoice in the window Invoices or from the sales order in the window Sales Orders.
Attn.	This is the ship-to customer's attention person - the person to whom shipping information is directed. The name is retrieved from the invoice in the window Invoices or from the sales order in the window Sales Orders.
Country	This is the customer's country code. It is retrieved from the relevant invoice in the window Invoices or sales order in the window Sales Orders.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current invoice. The number is transferred from the island Company on the invoice or the sales order on which the invoice is based.

Invoice Island

Field	Description
Invoice No.	This is the number of the invoice. If you cannot remember the number of an invoice, you can use the search functions in the Find menu. You determine how invoice numbers are allocated in the window Numbers in the Set-Up module.
Printed	This field shows whether the invoice has been printed or not. If you wish to reprint it, select "Print..." in the File menu. If you remove the mark here first, the invoice will be treated as if it has not been printed. Alternatively, you can mark that you wish to reprint invoices, which means that the invoice in the window will be included although the mark is not removed. When you reprint the invoice, Maconomy does not invoice the amount again. The printout is merely registered as a copy of the original invoice.
Order No.	This is the number of the sales order in the window Sales Orders which generated the invoice. If it is a blanket invoice, the field will show the lowest sales order number in the invoice. If the invoice was created in the window Invoices, the value is "0."

Field	Description
Packing Slip No.	This is the number of the packing slip for the invoice. If you have made more than one packing slip, the field shows the last one.
Version	This is the version number of the sales order which generated the invoice. The value cannot be changed here.
Invoice Date	This is the invoice date.
Due Date	This is the due date which is assigned to the invoice shown. The due date is automatically calculated from the invoice date and the customer's payment terms. If the field "Due Date from Printing Date" in the window System Information has been marked, the due date will be calculated from the printing date.
Printed by	Here, the name of the employee, who printed the invoice, is shown. The value does not change at reprinting.
Printing Date	Here, the date of invoice printing is shown. The value does not change at reprinting.

Status Island

Field	Description
Payment Status	This field displays the payment status for invoices, pre-invoices, and credit memos. It shows one of the following statuses: ▪ **Due** - The invoice or pre-invoice is partially paid, and the current date is past the invoice's or pre-invoice's due date. ▪ **Not Due** - A partial payment has been made for this invoice or pre-invoice, and the due date is not yet passed. ▪ **N/A** - No payments have been made for the pre-invoice, or the pre-invoice is no longer needed and is cancelled. This status is applicable to pre-invoices only. ▪ **Paid** - The amount due for this invoice is fully paid. An invoice that is credited also has a Paid status.
Remainder, Standard	This field displays the amount which remains to be reconciled in the customer's standard currency.
Remainder, Invoice Currency	This field displays the amount which remains to be reconciled in the currency of the invoice.
Remainder, Base	This field displays the amount which remains to be reconciled on the current entry in base currency. When this balance is zero, the entry is fully reconciled.

Dimensions Island

Field	Description
Location	This field shows the value of the dimension Location on the current customer entry. If the entry is caused by an invoice or a credit memo, the value is transferred from the field “Location” in the card part of the current invoice or credit memo. If the customer entry is caused by a general journal, the value is transferred from the field “Location” on the general journal line containing the customer entry. If the customer entry is caused by an interest or reminder selection, the value is transferred from the field “Location” on the information card of the current customer.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Customer Information Island

Field	Description
Department	This is the department assigned to the invoice in the window Invoices or the sales order in the window Sales Orders.
Warehouse	This is the warehouse from which the invoiced items were delivered. The information is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Reference	This field shows the note entered in the field “Reference” in the invoice in the window Invoices or the sales order in the window Sales Orders.
Tax No.	This is the customer’s tax number. It is retrieved from the relevant invoice in the window Invoices or sales order in the window Sales Orders.

Sales Orders Island

Field	Description
Main Order No.	If the invoice has been created from a sales order which is linked to a main order, the number of the main order is displayed in this field. If the invoice is created from the main order itself, the number of the current main order is displayed.

Actions

This section shows the actions available in the Show All Invoices single dialog.

Invoice Tab

Field	Description
Create Credit Control Event Flow	Use this action to create an event flow of the type you specified in the **Standard Credit Control Event Flow Type** field in the Credit Control Setup workspace. The event flow is linked to the invoice. **Note:** The Credit Control Setup workspace is available only if the **Enable Standard Extensions** system parameter is enabled.
Print Original	When you select this action, a copy of the original invoice displayed in this window is printed. If the invoice layout makes use of the "Reprinted" text functionality, a language-dependent text will be printed on the invoice to signify that the printed invoice is a reprint of the original. For more information, please see the description of the field "Printed" in the window Show Job Invoice.

If e-invoicing is enabled on your Maconomy system, the background tasks created as part of that workflow run the actions listed below. That is, you do not typically run these actions manually.

Field	Description
Attach Original to Document Archive	When the "Attach Original To Archive" background task runs this action, Maconomy reprints the invoice and stores that PDF in the document archive. If the invoice does not have a document archive yet, Maconomy creates the archive and stores the PDF there. Maconomy then indicates the invoice PDF file name on the invoice.
Send to Pagero	When the "Send to Pagero" background task runs this action, Maconomy sends the generated Peppol xml file to Pagero. Maconomy then indicates the date and time of sending on the invoice. This action is only available if: ▪ The Pagero integration is enabled on the company customer for the payment customer. ▪ There is already a generated Peppol xml file for the current invoice. ▪ The Peppol xml file has not yet been sent to Pagero.
Create Peppol File	When the "Create Peppol File" background task runs this action, Maconomy creates an xml file of the current invoice in the PEPPOL BIS 3.0 format, filling in the Peppol format with the values of the invoice fields mapped to it. To determine which mapping to use, Maconomy checks for level-specific mapping in the following sequence: 1. Company customer-specific mapping for the payment customer 2. Company-specific mapping 3. Default mapping for the type of invoice

Field	Description
	Maconomy uses mapping specified on the lowest level. Maconomy includes all documents in the document archive of the invoice in the Peppol xml file it generates. Maconomy then stores a copy of the generated Peppol xml file in the document archive of the invoice, and indicates the Peppol xml file name on the invoice.

Show Customer Payment Journals Single Dialogs Workspace

Use this workspace to review information about customer payments.

This workspace displays information about a customer payment and how it has been reconciled.

Customer Payment Tab

This section includes the fields and descriptions for the Customer Payment tab.

Customer Island

Field	Description
Customer No.	This field displays the number of the customer for whom a new payment is registered.
Attn.	This field shows the customer contact.
Std. Currency	This field displays the currency used as standard currency by the customer in question.

Customer Payment Island

Field	Description
Entry Date	This field shows the entry date of the payment in this field. Maconomy suggests today's date, but this date can be changed manually. If the window displays an already posted payment, this field shows the entry date of the payment in question. You cannot change the entry date of an already posted payment.
Description	This field displays text describing the new payment.
Std. Description	This field displays you can standardized text describing the payment.
D/C	In this field, you specify whether the amount registered is a debit or credit amount. Maconomy suggests debit because a customer payment usually means your company receives a payment.
Journal No.	This field shows the number of the current customer payment journal.

Field	Description
Line No.	This field shows the line number of the registration of the customer payment in the journal.
Trans. No.	This field shows the transaction number of the new payment.
Transaction Type	This field displays the transaction type for the customer payment.
Reference Date	This field displays a reference date for the current entry.
Reconc. Invoice No.	This field displays an invoice number if the payment should be reconciled fully or partly against a posted invoice
Reconcile Transaction No.	This field displays a transaction number if the payment should be reconciled fully or partly against a posted customer entry
Job No.	For credit memos, this field shows the number of the job to which the credit memo is assigned. For customer payments, this field displays a job number for reference.
Released	When this field is marked, the current payment and selected reconciliation is released for posting. The field is automatically marked by Maconomy when a customer entry is approved for reconciliation by means of the action “Approve Reconciliation” in this window.
Posted	This field shows whether or not the current payment has been posted. The field is automatically marked by Maconomy when a payment is posted and cannot be edited manually.
Approved for Reconciliation	This field shows whether or not a reconciliation has been approved. The field is automatically marked by Maconomy when a customer payment and one or more assigned entries are approved for reconciliation by means of the action “Approve Reconciliation.”

External Account Island

Field	Description
Cust. Payment Mode	This field displays a customer payment mode.
Payment Agent	This field displays a customer payment agent.
Reg. No.	This field displays a bank registration number.
External Account No.	This field displays an external account number.

Other Information Island

Field	Description
Last Statement No.	This is the number of the latest historical account statement printed out for the customer.
Date of Last Statement	This is the date of the latest historical statement created for the customer.
Current Reminder Level	This is the customer's current reminder level. The customer's reminder level is the highest level of one of the customer's open entries. The reminder level of an entry is automatically raised every time you send a reminder to the customer.
Date of Last Reminder	This is the date on which you last sent a reminder to the customer.

Remarks Island

Field	Description
Remarks	In this field, you can enter remarks about the current customer payment. If the payment is the result of reading a customer payment file in the Banking module, and the payment has an error, then the error message will be displayed in this field, for example, "Unknown Payer ID" or "No Collection Order Found."

Company Island

Field	Description
Journal Company	This field displays the name and number of the journal company of the customer.
Settling Company	This field displays the name and number of the settling company of the customer.

Dimensions Island

Field	Description
Location	This field shows the value of the dimension Location on the current customer entry. If the entry is caused by an invoice or a credit memo, the value is transferred from the field "Location" in the card part of the current invoice or credit memo. If the customer entry is caused by a general journal, the value is transferred from the field "Location" on the general journal line containing the customer entry. If the customer entry is caused by an interest or reminder selection, the value is transferred from the field "Location" on the information card of the current customer.
Entity	The functionality of this field is similar to that of the field "Location" above.

Field	Description
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Amounts Island

Field	Description
Amount, Currency	This field shows the amount paid in the original currency of the customer payment.
Amount, Base	This field shows the amount paid in the base currency of the company to which the customer is assigned.
Charge, Currency	This field displays a charge amount in the original currency of the customer payment.
Charge, Base	This field displays a charge amount in the base currency of the customer payment.

Reconciliation Information Island

Field	Description
Reconciliation Currency	This field shows the currency in which the reconciliation is made.
Customer Payment, Reconciliation Currency	This field shows the amount paid by the customer in the currency specified in the field “Reconciliation Currency” above.
Remainder, Reconciliation Currency	This field shows how much of the original payment or credit memo amount can still be used to reconcile entries. You cannot reconcile more than the amount in this field. The field is automatically updated by Maconomy when you select entries for reconciliation.
Reconciled in Debit	This field displays the debit amount reconciled against the current payment.

Field	Description
Reconciled in Credit	This field displays the credit amount reconciled against the current payment.
Cash Discount, Reconciliation Currency	This field shows any cash discount manually specified in the reconciliation currency. If you make a full reconciliation of an open entry with an amount smaller than the payment amount, this field will show the cash discount resulting from the reconciliation. The amount is shown as a positive figure. When you approve such a reconciliation, Maconomy suggests that the balance is posted as a cash discount. When you approve reconciled open entries, Maconomy transfers the cash discount, if any, to a customer reconciliation journal that is ready to be posted in the G/L module or in the window Customer Payments - unless it is posted automatically (see the description of the action “Approve Reconciliation”). When you approve the reconciled payments, Maconomy verifies that the amount does not exceed the cash discount limit. This limit is the percentage specified in the field “Max. Cash Discount” in the cash discount code specified for the current customer in the window Payment Information. You specify the posting reference to the customer cash discount account by means of a dimension combination in the window Posting References in the G/L module.
Difference, Reconciliation Currency	This field shows any difference between the debit and credit amounts, that is, the total amount variance between the current payment amount and the entries selected for reconciliation. If you select an open entry with an amount which exceeds the payment amount, the figure in this field will be positive. When you approve such a reconciliation, Maconomy suggests that this exceeding amount is posted as a cash discount or as a customer payment variance depending on the value, if any, specified in the system parameter “Margin For Customer Payment Variances” in the Set-Up module. If the reconciliation gives rise to a cash discount, Maconomy verifies that the amount added to any existing cash discount does not exceed the cash discount limit which applies to the customer in question. This limit is the percentage specified in the field “Max. Cash Discount” in the cash discount code specified for the current customer in the window Payment Information. Maconomy transfers the cash discount to a customer reconciliation journal, which is ready to be posted in the G/L module or in the window Customer Payments - unless it is posted automatically. If you have specified a value in the system parameter “Margin For Customer Payment Variances” and if the reconciliation gives rise to an amount variance which is within the value specified in the parameter, variance amounts are posted on an account for customer payment variances. The posting reference for customer payment variances is specified in the window Posting References in the G/L module.

Field	Description
	If the payment or crediting is not fully used to reconcile an invoice, the balance in this field is shown as a negative figure.
Cash Discount, Base	This field shows any cash discount manually specified in the base currency
Difference, Base	This field shows any difference between the debit and credit amounts, that is, the total amount variance between the current payment amount and the entries selected for reconciliation, expressed in the base currency.

Document Archive Island

Field	Description
Document Archive No.	This field shows the number of the document archive assigned to the customer payment.
Document Count	This field shows the number of documents in the document archive assigned to the customer payment.
Document Name	This field shows the name of the document assigned to the customer payment.

Actions

This section shows the Actions available in the Show Customer Payment Journals workspace.

Customer Payment Tab

Field	Description
View Document	Use this action to show the document attached to the customer payment. If you use this action and there is no document attached to the customer payment, Maconomy displays an error message.

Show Customer Reconciliation History Single Dialogs Workspace

Use this workspace to review customer entries and the entries against which they were balanced, for any period that you need to see.

For example, you can review a payment and see the invoices that were partly or fully reconciled by that payment.

This workspace is similar to the Show Customer Reconciliation workspace. The Show Customer Reconciliation workspace only shows the current reconciliation; however, the Show Customer Reconciliation History workspace also shows reconciliations that you have reopened or removed.

Show Customer Reconciliation History Tab

This section includes the fields and descriptions for the Show Customer Reconciliation History tab.

Customer Island

Field	Description
Customer No.	This is the customer number assigned to the current entry. The island also shows the first three lines of the customer's name and address. The information is retrieved from the customer's information card.

Company Island

Field	Description
Company	This field displays the company name and number of the company registered as settling company for the current customer.

Dimensions Island

Field	Description
Location	This field shows the value of the dimension Location on the current customer entry. If the entry is caused by an invoice or a credit memo, the value is transferred from the field "Location" in the card part of the current invoice or credit memo. If the customer entry is caused by a general journal, the value is transferred from the field "Location" on the general journal line containing the customer entry. If the customer entry is caused by an interest or reminder selection, the value is transferred from the field "Location" on the information card of the current customer.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.

Interest and Reminder Island

Field	Description
Closed for Interest Calculation	If this field is marked, the entry is closed for interest calculation. Entries that are closed for interest calculation are not included in the interest charge selection and interest charge notice printouts, and such entries are ignored when calculating interest charge.
Block Type	This field displays the reason the entry is blocked.
Block Date	This field displays the date the entry was blocked.
Blocked By	This field displays the name of the user who blocked the entry.
Remarks	This field displays any remarks associated with the blocked entry.

Entry Information Island

Field	Description
Entry Date	This field shows the date on which the entry was registered in the A/R or the G/L module.
Entry Type	This field shows the customer entry type, which can be one of the following: ▪ Invoice from invoicing in the Sales Orders module. ▪ Credit memo from crediting in the Sales Orders module. ▪ Interest from approval of interest charge selection in the A/R module. ▪ Reminder from approval of reminder selection in the A/R module. ▪ Payment, a credit entry made in the window General Journal. ▪ Payment, a debit entry made in the window General Journal. ▪ Cash Discount Positive, a cash discount entered in the window Customer Open Entry Reconciliation. ▪ Currency Variance Positive, currency gain entered in the window Customer Open Entry Reconciliation or the window General Journal. ▪ Currency Variance Negative, currency loss entered in the window Customer Open Entry Reconciliation or the window General Journal.
Description	This field shows the text assigned to the entry.
Trans. No.	This field shows the entry's transaction number. If the entry is from a general journal, the number was entered manually. If the entry is from invoicing or crediting in the sales orders module, the transaction number is the same as the invoice or credit memo number which was given automatically by

Field	Description
	Maconomy from the “Invoice” or “Credit Memo” system numbers. If the entry is an interest entry or reminder charge, the number was given automatically from the “Interest Notice” system numbers.
Trans. Type	This field shows the transaction type of the customer entry against which the customer entry in the card part was reconciled.
Open/Closed	This field shows whether the entry is “Open” or “Closed.”
Due Date	This field shows the entry’s due date. The due date is always the entry date of the assigned payment or credit memo.
Date Reconciled	This field shows the date on which the invoice was fully reconciled. The field is blank for other types of entries and for invoices which are not fully reconciled.
Date Posted	This field shows the date on which the entry was posted.
Time Posted	This field shows the time at which the entry was posted.
Journal No.	This field shows the number of the posting journal in which the entry was posted.
Company of Origin	This field shows the name of the company responsible for the invoice, credit memo, general journal or interest or reminder selection that has caused the current customer entry. On invoices, credit memos, and general journals, the responsible company can be specified in the field “Company No.” in the island Company whereas the responsible company on customer entries created upon approval of an interest or reminder selection is automatically transferred from the field “Company No.” in the island Settling Company on the relevant customer’s information card.

Entry Island

Field	Description
Debit, Standard	This field shows the entry amount in the customer’s standard currency, if the entry is a debit entry.
Credit, Standard	This field shows the entry amount in the customer’s standard currency, if the entry is a credit entry.
Remainder, Standard	This field shows how much of the entry has not been reconciled. The amount is displayed in the customer’s standard currency.
Debit, Base	This field shows the entry amount in the base currency, if the entry is a debit entry.
Credit, Base	This field shows the entry amount in the base currency, if the entry is a credit entry.

Field	Description
Remainder, Base	This field shows how much of the entry has not been reconciled. The amount is displayed in base currency.
Amount, Original	This field shows the entry amount in the original currency.
Remainder, Original	This field shows how much of the entry has not been reconciled. The amount is displayed in the original currency.
Original Currency	This field shows the original currency of the entry.

Customer Reconciliations Sub-Tab

This section includes the fields and descriptions for the Customer Reconciliations sub-tab.

Field	Description
Removed Reconc. Date	If an approved reconciliation was removed, this shows the date it was removed.
Entry Date	This field shows the date on which the entry was registered in the A/R or the G/L module.
Trans. No.	This field shows the entry's transaction number. If the entry is from a general journal, the number was entered manually. If the entry is from invoicing or crediting in the sales orders module, the transaction number is the same as the invoice or credit memo number which was given automatically by Maconomy from the "Invoice" or "Credit Memo" system numbers. If the entry is an interest entry or reminder charge, the number was given automatically from the "Interest Notice" system numbers.
Trans. Type	This field shows the transaction type of the customer entry against which the customer entry in the card part was reconciled.
Description	This field shows the text assigned to the entry.
Orig. Amount	This field shows the entry amount in the original currency.
Original Currency	This field shows the original currency of the entry.
Reconciled, Original	This field shows the amount reconciled on the original entry. The amount is displayed in the currency used on the entry in question.
Cash Discount, Original	This field shows the cash discount amount registered on the entry, if any. The amount is displayed in the currency used on the entry in question.

Field	Description
Cust. Paym. Variance, Original	This field shows the payment variance amount registered on the entry, if any. The amount is displayed in the currency used on the entry in question.
Type	This field shows the customer entry type, which can be one of the following: ▪ Invoice from invoicing in the Sales Orders module. ▪ Credit memo from crediting in the Sales Orders module. ▪ Interest from approval of interest charge selection in the A/R module. ▪ Reminder from approval of reminder selection in the A/R module. ▪ Payment, a credit entry made in the window General Journal. ▪ Payment, a debit entry made in the window General Journal. ▪ Cash Discount Positive, a cash discount entered in the window Customer Open Entry Reconciliation. ▪ Currency Variance Positive, currency gain entered in the window Customer Open Entry Reconciliation or the window General Journal. ▪ Currency Variance Negative, currency loss entered in the window Customer Open Entry Reconciliation or the window General Journal.
Reconciliation Currency	This field shows the currency in which reconciliation of the current line has been made.
Debit, Standard	This field shows the entry amount in the customer's standard currency, if the entry is a debit entry.
Credit, Standard	This field shows the entry amount in the customer's standard currency, if the entry is a credit entry.
Reconciled, Standard	This field shows the amount reconciled of the original entry. The amount is displayed in the customer's standard currency.
Cash Discount, Standard	This field shows the cash discount amount registered on the entry, if any. The amount is displayed in the customer's standard currency.
Cust. Paym. Variance, Standard	This field shows the payment variance amount registered on the entry, if any. The amount is displayed in the customer's standard currency.
Debit, Base	This field shows the entry amount in the base currency, if the entry is a debit entry.

Field	Description
Credit, Base	This field shows the entry amount in the base currency, if the entry is a credit entry.
Reconciled, Base	This field shows how much of the original entry has been reconciled. The amount is displayed in the base currency.
Cash Discount, Base	This field shows the cash discount amount registered on the entry, if any. The amount is displayed in the base currency.
Cust. Paym. Variance, Base	This field shows the payment variance amount registered on the entry, if any. The amount is displayed in the base currency.
Open/Closed	This field shows whether the entry is open or closed.
Due Date	This field shows the entry's due date. If the entry is an invoice, the due date is calculated on the basis of the invoice date and the customer's terms of payment. Otherwise the due date is the entry date.
Date Posted	This shows the date the entry was posted.
Journal No.	This field shows the number of the posting journal in which the entry was posted.
Company of Origin	This field shows the name of the company responsible for the invoice, credit memo, general journal or interest or reminder selection that has caused the current customer entry. On invoices, credit memos, and general journals, the responsible company can be specified in the field "Company No." in the island Company whereas the responsible company on customer entries created upon approval of the interest or reminder selection is automatically transferred from the field "Company No." in the island Settling Company on the relevant customer information card.
Company No.	This field shows the value of the dimension Company on the current customer entry. The value is transferred from the field "Company No." in the island Settling Company on the information card of the current customer.
Location	This field shows the value of the dimension Location on the current entry. If the entry is caused by an invoice or a credit memo, the value is transferred from the field "Location" in the card part of the current invoice or credit memo. If the customer entry is caused by a general journal, the value is transferred from the field "Location" on the general journal line with the customer entry. If the customer entry is caused by an interest or reminder selection, the value is transferred from the field "Location" on the information card of the current customer.
Entity	The functionality of this field is similar to that of the field "Location" above.

Field	Description
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Show Customer Reconciliation Journals Single Dialogs Workspace

Use this workspace to review information about customer reconciliation journals.

This workspace displays all customer reconciliation journals, including those that you have reopened, and the customer reconciliation journals that reopen the previously performed reconciliations.

Customer Reconciliation Journal Tab

This section describes the Customer Reconciliation Journal tab.

Copy to Come

Field	Description

Show Debtor Provisions Single Dialogs Workspace

Use this workspace to review customer provisions.

Customer provisions are created when you approve a customer provision in the Debtor Provisions by Invoice workspace.

Debtor Provision Tab

This section includes the fields and descriptions for the Debtor Provision tab.

Journal Island

Field	Description
Journal No.	This is the number of the journal to which the entry was posted.

Field	Description
Line No.	This field shows the number of the line on which the entry was placed in the journal.
Trans. No.	This field shows the transaction number of the transaction that generated the customer accrual journal line.
Transaction Type	This field is the transaction type of the customer accrual journal line.
Entry Line No.	This field shows the customer accrual journal line number.
Entry Date	This field shows the invoice date of the current invoice.
Entry Description	This field shows the entry description. This text is used as posting description on the G/L entries created when the debtor provisions are approved and the journal is subsequently posted.
Approved by	This field shows the user name of the person who approved the customer accrual journal line.
Approval Date	This field shows the date on which the customer accrual journal line was approved.
Posting Date	This field shows the date on which the customer accrual journal line was posted.

Provision Island

Field	Description
Provision Cause	This field shows the provision cause which can, for example, be used as selection criterion in reports.
Provision Remark	This field shows the remark for the current provision, for example, elaborating on the provision cause selected in the Provision Cause field. This remark can also be transferred to reports, but is not used elsewhere in Maconomy.

Amount Island

Field	Description
Amount for Provision, Currency	This field shows the customer accrual (debtor provision) amount, in the job's currency.
Amount for Provision, Base	This field shows the customer accrual (debtor provision) amount, in the base currency.
Amount for Provision, Enterprise	This field shows the customer accrual (debtor provision) amount, in the enterprise currency.

Company Island

Field	Description
Company	This field shows the company name number of the current customer.

Customer Island

Field	Description
Customer	This field shows the customer name and number.

Job Island

Field	Description
Job	This field shows the job name and number, if the customer accrual is related to a job.

Dimensions Island

Field	Description
Location	This field shows the value of the dimension Location on the current customer entry. If the entry is caused by an invoice or a credit memo, the value is transferred from the field “Location” in the card part of the current invoice or credit memo. If the customer entry is caused by a general journal, the value is transferred from the field “Location” on the general journal line containing the customer entry. If the customer entry is caused by an interest or reminder selection, the value is transferred from the field “Location” on the information card of the current customer.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Reporting Section

This section includes the fields and descriptions for the Reporting section workspaces.

Print Historical Customer Statement Single Dialogs Workspace

Use this workspace to generate historical statements about all customer entries that were not included on a previous historical statement, including historical entries and the customers' current balance due.

Use the Periodic Customer Statement workspace to review all of the entries for a single period. Use the Open Entry Customer Statement workspace to review all open entries, regardless of period.

A historical statement consists of entries that have not appeared on earlier historical statements. When you create a historical statement, Maconomy assigns the next statement number to the new entry. This means that you can reprint historical statements by specifying the statement number.

The statement also shows the customer's due balance on a given date.

Print Historical Customer Statement Tab

This section includes the fields and descriptions for the Print Historical Customer Statement tab.

Selection Criteria Island

Field	Description
Customer No.	Here you specify a range of customer numbers. The printout only includes customers within this range. If you wish to reprint a statement, you only fill in the first of the two fields. You then print a statement for the specified customer. Maconomy registers a statement number for each customer. For example, one customer has reached statement number 6, while another has reached number 11. Maconomy can also print the last statement for a range of customers. To do this, the “Create Statement” field has to be blank and the “Statement No.” field marked “0.”
Company No.	In these fields, you can enter a range of company numbers. The printout will only be based on customer entries with a settling company within the specified range.
Customer Type	Here you can select a customer type. The printout will only include statements for customers of this type.
Customer Group	Here you can select a customer group. The printout will only include statements for customers in this group.
Department	Here you can select a department. The printout will only include statements for customers handled by this department.
Language	Here you select a language code. The printout will only include statements for customers with this language code.

Field	Description
	You can use the language code to print credit memos in different languages. You can use Maconomy's layout editing tools to create customer statements in different languages. When you define the printout, select the language code of the credit memo and layout in the same language.
Country	In this field, you can select a country. The report will only include customers located in the selected country.
Currency	In this field, you can select a currency. The report will only include customers whose currency specified in the customer information card corresponds to the currency in this field.
Control Account	In this field, you can select a control account. The report will only include customers assigned to this control account.
Balance Due On	Here you can enter a date on which to see the customer's balance. The balance due is the sum of the overdue amounts on all open debit entries due before or on the given date, less the sum of the overdue amounts on all open credit entries, regardless of the when these were due. Maconomy suggests the current date.
Statistics 1-4	In these fields, you can select a number of statistics codes. The report will only include customers whose values in the corresponding statistics fields in the customer information card correspond to the values specified here.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of dimension location numbers. The printout will only include customers for which the Location field in the window Customer Information Card contains a value within the specified range.
Entity	The functionality of these fields is similar to that of the Location field above.
Project	The functionality of these fields is similar to that of the Location field above.
Purpose	The functionality of these fields is similar to that of the Location field above.
Spec. 1-3	The functionality of these fields is similar to that of the Location field above.
Local Spec. 1-3	The functionality of these fields is similar to that of the Location field above.

Derived Dimensions Island

Field	Description
Dimension Comb.	In these fields, you can specify a range of dimension combination numbers. The printout will only include customers for which the field “Dimension Comb. No.” in the window Customer Information Card contains a value within the specified range.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, the only options will be “External” and “Internal.” The external statement is in the customer’s standard currency, while the internal statement shows all figures in both the base currency of the assigned company and the customer’s standard currency.
Create Statement	If you mark this field, Maconomy will create and print new statements. These are automatically given a number for every customer. These numbers are updated by Maconomy. When you create historical account statements, one customer might be given statement number 3, while another is given number 8 because you have made more statements for the second customer. When you reprint historical statements, you must leave this field blank.

Reprint Island

Field	Description
Statement No.	In this field, you enter the number of the statement you wish to reprint. You only have to enter a number if you are reprinting one specific historical statement for a specific customer. If you do not enter a figure (that is, the field shows 0) and you do not mark the “Create Statement” field, Maconomy will reprint the latest statements for the customers in the range entered above.

Extra Fields Island

Field	Description
Enterprise	In this field, you can select an enterprise. The printout will only include customers for which the value in the field “Enterprise” in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the enterprise field are included.
Segment	In this field, you can select a segment. The printout will only include customers for which the value in the field “Segment” in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the segment field are included.

Field	Description
Area	In this field, you can select an area. The printout will only include customers for which the value in the field “Area” in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the area field are included.
Popup 1-5	In each of these fields, you can specify a customer pop-up value. The printout will only include customers for which the values in the fields “Popup 1-5” in the window Customer Information Card correspond to the values specified here. However, if you leave a given pop-up field blank, customers with any value in the field in question are included.

Print A/R Balance List Single Dialogs Workspace

Use this workspace to print a balance list for your customers, including both credit and debit balances.

The report is sorted by A/R control account, and can show the current open entry total or a sum of open entries on a prior date. Use the report to balance your accounts receivable with the general ledger.

The list is divided into A/R control accounts. It shows the current sum of open entries or a historical sum for each of the relevant customers. The balance list includes both debit and credit balances. You can use this list to balance the Accounts Receivable and the General Ledger.

Note that the balance can take a long time to generate if you specify a date far back in time in the **Date** field.

Print A/R Balance List Tab

This section includes the fields and descriptions for the Print A/R Balance List tab.

Selection Criteria Island

Field	Description
Customer No.	Here you specify a range of customer numbers. The printout will only include balances for customers within this range.
Company No.	In these fields, you can enter a range of company numbers. The balance will only be calculated for customer entries with a settling company within the specified range. Please note that Maconomy prints one line per combination of company and customer.
Dimension Comb. No.	In this field, you specify the number of the dimension combination when creating a new dimension combination. If the dimension combination is created on the basis of a control account, it has automatically been assigned the number of the account in question.
Date	In this field, you enter the date of the balance you wish to see. The date entered must be a past date. Maconomy calculates which balance your customers have/had on this date, and sums up the balances per control

Field	Description
	account. These balances can be matched with the General Ledger provided you have not deleted entries between the given date and today's date. Note that the balance may take a long time to generate if you specify a date far back in time.
Customer Group	Here you select a customer group. The printout will only include customers in this group.
Department	Here you select a department. The printout will only include customers assigned to this department.
Country	Here you select a country. The printout will only include customers from this country.
Currency	Here you select a currency. The printout will only include customers with this currency as their standard currency.
Control Account	In this field, you can select a control account. The report will only include customers assigned to this control account.
Customer Type	In this field, you can select a customer type. The report will only include customers of the specified type.
Language	In this field, you can select a language. The report will only include customers whose standard language corresponds to the language specified in this field.
Statistics 1-4	In these fields, you can select a number of statistics codes. The report will only include customers whose values in the corresponding statistics fields in the customer information card correspond to the values specified here.

Selection Criteria, Dimensions

Field	Description
Location	In these fields, you can specify a range of location numbers. The printout will only include customers for which the Location field in the window Customer Information Card contains a value within the specified range.
Entity	The functionality of these fields is similar to that of the Location field above.
Project	The functionality of these fields is similar to that of the Location field above.
Purpose	The functionality of these fields is similar to that of the Location field above.
Spec. 1-3	The functionality of these fields is similar to that of the Location field above.
Local Spec. 1-3	The functionality of these fields is similar to that of the Location field above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the balance list should be printed. The balance list will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Print Control Island

Field	Description
Layout	Here you choose the layout of the printout. You can choose between “Standard” and “Detailed” of which the latter shows entries that are open on the balance list start date for each customer. If you want the printout in “Standard” or “Detailed” to give a fully updated customer balance list, it is necessary to post all customer-related journals (that is, journals of the type Collection, Customer Reconciliation, Interest Charge, and Reminder) before you print out the balance list.
Include Zero Balances	If you mark this field, you include customers with a zero balance. If you do not mark the field, you only include customers with either a debit or credit balance.

Extra Fields

Field	Description
Enterprise	In this field, you can select an enterprise. The printout will only include customers for which the value in the field “Enterprise” in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the enterprise field are included.

Field	Description
Segment	In this field, you can select a segment. The printout will only include customers for which the value in the field “Segment” in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the segment field are included.
Area	In this field, you can select an area. The printout will only include customers for which the value in the field “Area” in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the area field are included.
Popup 1-5	In each of these fields, you can specify a customer pop-up value. The printout will only include customers for which the values in the fields “Popup 1-5” in the window Customer Information Card correspond to the values specified here. However, if you leave a given pop-up field blank, customers with any value in the field in question are included.

Print A/R Aging Report Single Dialogs Workspace

Use this workspace to print an aging report for one or more customers.

You can use the aging report to calculate your company's liquidity and to decide when to start interest and reminder procedures.

Aging is based on either the due date of the entries or the entry date of the entries. The report shows ranges of dates and which payments are due in each range.

You can specify whether you want to print the aging report based on the due date of the entries or based on the entry date. If you choose to base the report on the entry date, an entry is considered due on the entry date. However, if you choose to base the report on the due date, each entry is considered due on the due date specified on the entry in question. The report shows in which range of dates the entries are due for payment. You enter the date range in the target group fields.

You can select to include customers who have a credit balance. The amount limit that you enter applies to the debit balance on the day of the printout.

Print A/R Aging Report Tab

This section includes the fields and descriptions for the Print A/R Aging Report tab.

Selection Criteria Island

Field	Description
Customer No.	In this field, you enter a range of customers. The printout will only include customers within this range.
Company No.	In these fields, you can enter a range of company numbers. The aging report will only be calculated for customer entries with a settling company within the specified range. Maconomy prints one line per combination of company and customer.

Field	Description
Dimension Comb. No.	In this field, you specify the number of the dimension combination when creating a new dimension combination. If the dimension combination is created on the basis of a control account, it has automatically been assigned the number of the account in question.
Statement Date	In this field, you can specify the statement date of the current balance. Maconomy calculates the balances for the company's customers on this date and summarizes the balances per A/R control account. You cannot specify a future date in this field. This field has to be filled out.
Customer Group	In this field, you can select a customer group. The report will only include customers in this group.
Department	In this field, you can select a department. The report will only include customers assigned to this department.
Country	In this field, you can select a country. The report will only include customers from this country.
Currency	In this field, you can select a currency. The report will only include customers with this currency as their standard currency.
Control Account	In this field, you can select a control account. The report will only include customers assigned to this control account.
Customer Type	In this field, you can select a customer type. The report will only include customers of the specified type.
Language	In this field, you can select a language. The report will only include customers whose standard language corresponds to the language specified in this field.
Statistics 1 - 4	In these fields, you can select a number of statistics codes. The report will only include customers whose values in the corresponding statistics fields in the customer information card correspond to the values specified here.

Selection Criteria, Dimensions

Field	Description
Location	In these fields, you can specify a range of location numbers. The printout will only include customers for which the Location field in the window Customer Information Card contains a value within the specified range.
Entity	The functionality of these fields is similar to that of the Location field above.
Project	The functionality of these fields is similar to that of the Location field above.
Purpose	The functionality of these fields is similar to that of the Location field above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to that of the Location field above.
Local Spec. 1-3	The functionality of these fields is similar to that of the Location field above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the A/R aging report should be printed. The A/R aging report will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Print Control Island

Field	Description
Aging Principle	This field displays the aging principle to use. The field is mandatory.
Start Date	In this field, you enter the date for which to calculate the debit balance. You must enter a date. Maconomy calculates the debit balance for five dates - according to how you mark fields in the island Print Control. If the report looks forward, Maconomy calculates the balance for the following periods and dates:

Field	Description
	1. Today's date (the date of the printout) 2. The period before the start date 3. 1 month/day after the start date 4. 2 months/days after the start date 5. Other months/days after the start date The balance today's date (1) is the sum of the balances for periods 2 to 5. If the report looks back in time, Maconomy calculates the balance for the following dates: 1. Today's date (the date of the printout) 2. The period after the given start date 3. 1 month/day before the start date 4. 2 months/days after the start date 5. Other months/days after the start date The balance today's date (1) is the sum of the balances for periods 2 to 5.
Layout	In this field, you can choose the layout of the printout. You can choose between "Standard" and "Detailed" of which the latter shows the entry date, transaction number, and text in addition to customer number, name, balance three months back, and previous balance.

Limit Island

Field	Description
Include only customers with a balance of more than	Here you can enter an amount and a currency. The report will only include customers whose balance on the start date is larger than the specified amount. Customers with a credit balance are only included if you select a negative balance limit. A credit balance is thus considered a negative debit balance.

Extra Fields Island

Field	Description
Enterprise	In this field, you can select an enterprise. The printout will only include customers for which the value in the field "Enterprise" in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the enterprise field are included.
Segment	In this field, you can select a segment. The printout will only include customers for which the value in the field "Segment" in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the segment field are included.

Field	Description
Area	In this field, you can select an area. The printout will only include customers for which the value in the field “Area” in the window Customer Information Card corresponds to the value specified here. However, if you leave the field blank, customers with any value in the area field are included.
Popup 1-5	In each of these fields, you can specify a customer pop-up value. The printout will only include customers for which the values in the fields “Popup 1-5” in the window Customer Information Card correspond to the values specified here. However, if you leave a given pop-up field blank, customers with any value in the field in question are included.

Print Customer Statistics Single Dialogs Workspace

Use this workspace to print the sales and gross profit statistics that are associated with specific customers

The report shows monthly sales and profit figures for each customer, based on the bill-to customer number. The report ignores invoice discounts.

Use the Print Invoice Statistics workspace in the Sales Orders module to see statistics for ship-to customers.

Print Customer Statistics Tab

This section includes the fields and descriptions for the Print Customer Statistics tab.

Selection Criteria Island

Field	Description
Customer No.	Specify a range of customer numbers here. The statistics will only include customers within this range.
Company No.	In these fields, you can enter a range of company numbers. The statistics will only be based on customer entries with a settling company within the specified range.
Year	Here you specify a range of years. The statistics will only include activity within this range. This field must be completed.
Cust. Group	Here you select a customer group. The statistics will only include customers in this group.
Department	Here you select a department. The statistics will only include customers assigned to this department.
Country	Here you select a country. The statistics will only include customers from this country.
Currency	Here you select a currency. The statistics will only include customers with this currency as standard currency.

Field	Description
Statistics 1-4	Here you can specify a range of statistics codes in each of the four statistics categories. The statistics will only include customers with statistics codes in the given range.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the grand total of the customer statistics should be printed. The customer statistics will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Print Customer Group Statistics Single Dialogs Workspace

Use this workspace to print the sales and gross profit statistics that are associated with specific customers and customer groups.

The report shows total sales, gross profit, and gross profit as a percentage of either sales or cost of sales, for a given month and year-to-date. The statistics are based on the bill-to customer number.

Use the Print Invoice Statistics workspace in the Sales Orders module to see statistics for ship-to customers.

On the printout, the gross profit percentage is called the gross margin, regardless of how it is calculated. The value in the **Gross Margin** field in the System Information workspace in the Set-Up module determines how Maconomy calculates the gross margin. "From Sales Price" means that Maconomy calculates the gross margin from sales, in line with standard practice.

Print Customer Group Statistics Tab

This section includes the fields and descriptions for the Print Customer Group Statistics tab.

Selection Criteria Island

Field	Description
Customer No.	Here you specify a range of customer numbers. The statistics will only include customers within this range.
Company No.	In these fields, you can specify a range of company numbers. The statistics will only include customer entries whose settling company lies within this range.
Cust. Group	Here you select a customer group. The statistics will only include customers in this group.
Department	Here you select a department. The statistics will only include customers assigned to this department.
Country	Here you select a country. The statistics will only include customers from this country.
Statistics 1-4	Here you can specify a range of statistics codes in each of the four statistics categories. The statistics will only include customers with statistics codes within the given range.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the customer group statistics should be printed. The customer group statistics will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.

Field	Description
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Period Island

Field	Description
Month/Year	Here you specify the month and year for which to make statistics. You enter “1” for January, “2” for February, and so on. The field is mandatory.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Show Info. by Customer	Mark this field if you wish to see sales and gross profit per customer. If this field is not marked, the printout shows totals per customer group.
Include Inactive Customers	Here you specify whether to include customers for whom there are no sales in the given month. If the field is marked, the printout includes inactive customers. Note, this only applies if you mark the “Show Info. by Customer” field.

Set-Up Section

This section includes the fields and descriptions for the Set-Up section workspaces.

Customer Information Card Single Dialogs Workspace

Use this workspace to enter and maintain information about your customers, such as name, address, and general information used to process customer sales orders.

Customers that you enter in this workspace are centralized, enterprise-wide customers, and are the basis from which you create company-specific customers. Use the Company Specific Customer Information Card workspace to create company-specific customers.

You can create, change, and delete information in this workspace. However, you can only delete a customer for whom there are no entries this fiscal year and last fiscal year, and whose balance is 0. You cannot delete a customer for whom entries are ready to be posted, for whom entries are

being collected in the G/L module, or if company-specific customers are assigned to the customer.

You maintain company-specific customers in the Company Specific Customer Information Card workspace. If you create a customer using a particular linking rule in the Parent Customer island, the setup of that linking rule determines which information Maconomy copies to the new customer and whether this information should be changeable. The ability to enter, change, or view a value in each field also depends on the setup of the linking rule that you assigned to the customer, if any.

If you want Maconomy to automatically copy information from a template/standard customer that you entered in the System Information or Company Information workspace to new customers, you must specify this template customer in one of those workspaces. For Maconomy to copy the information from such a template customer to new customers, you must create a standard linking rule between the database tables "Customer" and "Customer" in the Linking Rules workspace in the Set-Up module. You must create the linking rule with "Customer" in the main table and "Customer" in the subordinate table. In this linking rule, you also specify the fields that are to be copied from the template customer to new customers. If you designate this linking rule as "Standard Linking Rule," Maconomy automatically applies the linking rule applied when you create customers if you do not specify any other linking rule when you create this additional customer. For more information about linking rules, see the description of the Linking Rules workspace in the Set-Up module.

Customer information is split between the Customer Information Card workspace and the Payment Information workspace. This enables you to have a workspace that many users can access and change (Customer Information Card) and another workspace where fewer users can access and change finance information (Payment Information).

For auditing purposes, it is recommended that you print and file the Customer Information Card each time that you change information here or in the Payment Information workspace. To print the Customer Information Card, use the **Print this** function in the File menu.

When you delete a customer that you assigned to a contact company, Maconomy also deletes the contact company in question, unless you have installed an add-on that grants access to the Contact Companies workspace. In that case you must manually delete the relevant contact company if needed.

Note: All registrations are made on the company customer. Your linking rule and company customer setup define where you can use the customer.

Customer Information Card Tab

This section includes the fields and descriptions for the Customer Information Card tab.

Ship to Customer Island

Field	Description
Customer No.	In this field, you enter a unique customer number. If you do not specify a number but you have specified a company number in the field “Company No.,” the customer number in this field will be derived from the company-specific number series “Customer Series” belonging to the specified company. If you enter neither a number nor a company, the customer

Field	Description
	number will be derived from the 'global' number series belonging to the first company created in the system. The Ship to Customer is the customer to whom you deliver items. If another customer is paying for the items, you must also enter the Bill to Customer. You also enter the customer's name and address. This information is for reference and is shown on several printouts, for example, order documents. Note, you must fill in the line below the customer number. The fourth line has two fields, one for zip code, the other for postal district. If you enter a zip code and leave the postal district field blank, the postal district field is automatically completed, provided that the zip code in question has been entered for the relevant country in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.
Attn.	In this field, you enter the name of an attention person - the person to whom you want shipping information directed. The information is used on printouts.
Country	Here you select the customer's country. The information is used for reference, and it can be used to make statistics. States and countries are maintained in the window Countries in the Set-Up module.
Phone	In this field, you enter the customer's telephone number. The information is used for reference.
Fax	In this field, you enter the customer's fax number. The information is used for reference.
Telex	In this field, you enter the customer's telex number. The information is used for reference.
E-mail	Here you can enter the customer's electronic mail address. The field is used for reference.
Contact Person	Here you can enter a contact with the customer. The field is merely for reference.
Our Contact	Here you can enter the number of the employee who is in charge of the customer in question. The employee must exist in Maconomy.
Termination Date	If you have ceased co-operation with the current customer, you can specify in this field the date on which cooperation was terminated.
Account Manager	In this field, you can enter the account manager of the customer. The information is used on jobs.

Settling Company Island

Field	Description
Company No.	In this field, you can enter a value for the dimension Company, which thus becomes the settling company of the customer. The settling company is the company which has the claim against the customer and the company to which the customer must make payments. The settling company's accounts also include the customer which means that the value in this field is transferred to the customer entries created on the current customer upon posting. If another company completes postings on the customer, this will automatically lead to intercompany entries of the type "CustomerCollection" between the two companies. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, inter- company entries are only created if the two companies involved are not both assigned to the same parent company. The fields in this island are not mandatory. If no settling company is specified, the customer is called a "global customer," and Maconomy will determine the settling company from the responsible company at the time of posting. The responsible company is the company which gave rise to the posting. In the window Company Information in the G/L module you must enter a company number in the island Customer Settling Company. This company is regarded as the settling company for global customers and is entered on the transactions performed by the current company. When postings are made to a global customer, Maconomy will automatically create a company-specific customer, unless it already exists.
Name	This field shows the name of the company shown in the field "Company No." above.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

General Information Island

Field	Description
Department	In this field, you select the department that the customer usually deals with. You can specify other departments on item purchase orders and invoices to the customer. The department selected here determines which G/L accounts are used when you invoice customer transactions. The department is a reference to item sales accounts, charge accounts, discount accounts, and so on. The posting references are also used when posting interest and reminder charges, as well as when posting cash discounts and exchange rate differences occur- ring from open item reconciling. G/L posting references are specified by means of dimension combinations in the window Posting References in the G/L module. If the window System Information in the Set-Up module specifies that entries are posted by item

Field	Description
	group or by activity, the posting references for item sales and cost of sales are retrieved from the Item Group Information Card in the Inventory module and from the window Activities in the Job Cost module respectively.
Language	In this field, you select the language of the customer. The selected language is used, for example, on printouts of item descriptions on sales order documents and in connection with language texts. For further information about this window, see the description of the window Language Texts in the Set-Up module. Languages are maintained in the pop-up field “Language” in the window Popup Fields in the Set-Up module.
Currency	In this field, you select the customer’s standard currency. All customer transactions are converted into the customer’s standard currency. This means you can print and send account statements in the customer’s own currency. All customer transactions are registered in three currencies: ▪ Standard Currency. This is the currency in which the customer has requested you hold their account. For example DEM if the customer is from Germany. ▪ Base Currency. This is the currency used in your country (USD in the United States) and in which your books are kept. ▪ Original Currency. This is the currency of a given transaction. For example FFR, if a German customer pays in French Francs. To prevent inconsistencies, you cannot change the customer’s currency if entries have been posted or are ready to be posted on the customer. Currencies are maintained in the pop-up field “Currencies” in the window Popup Fields in the Set-Up module.
Customer Type	In this field, you select the customer type of the current customer. The field is used for organizing customers. Customer types are maintained in the pop-up field “Customer Types” in the window Popup Fields in the Set-Up module.
Customer Group	In this field, you select to which group of customers the customer belongs. This field is used to classify customers - primarily for statistics. Customer groups are maintained in the pop-up field “Customer Groups” in the window Popup Fields in the Set-Up module.
Enterprise	Here you can assign an enterprise to the customer. Enterprises are maintained in the pop-up field “Enterprises” in the window Popup Fields in the Set-Up module. The field is used for statistics.
Segment	Here you can assign a segment to the customer. Segments are maintained in the pop-up field “Segments” in the window Popup Fields in the Set-Up module. The field is used for statistics.

Field	Description
Area	Here you can assign an area to the customer. Areas are maintained in the pop-up field “Segments” in the window Popup Fields in the Set-Up module. The field is used for statistics.
Company Tax Code	In this field, you can specify a company tax code created in the window Popup Fields. The field is used by Maconomy for deter- mining the tax code to be used in the calculation of tax for the current customer, as the reporting code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. However, the tax code is only selected from a tax table if the field “Use Tax Tables” is marked in the window System Information and if the company specified as the responsible company for the order or job in question is assigned to a tax table. If no tax table is specified for the responsible company or if you use differentiated tax but you do not use tax tables, Maconomy uses the tax code specified for the account, item or activity, depending on the transaction in question. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. If you use tax tables, and the system parameter “Get on account tax code from tax table” is marked, the tax code to be transferred to account invoices is found in a tax table. But instead of using the item tax code specified on an activity, item or account, Maconomy uses the on account tax code in the field “On Account Tax Code” in the window System Information in the Set-Up module (along with various other information) to point out the relevant tax table line. If the system parameter “Get on account tax code from tax table” is not marked, the standard tax code specified in the window System Information is always used as the tax code on invoices on account. For further information about the information used to point out the correct tax code, please see the description of the window Tax Tables in the G/L module. When posting entries, the reporting code is used for deter- mining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information.
Tax	In this field, you specify whether to charge the customer tax on a normal basis. If the field is marked, Maconomy adds tax. The value can be changed on individual orders.
Tax No.	In this field, you enter the customer’s number that relates to the field “Tax.” If you have entered tax number validation rules for the customer’s country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the tax number complies with these validation rules.
Comp. Reg. No.	In this field, you can enter the customer’s company registration number if you are dealing with a company. If you have entered company registration number validation rules for the customer’s country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the company registration number complies with these validation rules. The completion of this field is optional.

Field	Description
CNR No.	In this field, you can enter the customer's CNR number if you are dealing with a private person. If you have entered CNR number validation rules for the customer's country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the CNR number complies with these validation rules. The completion of this field is optional.
Agreement	Here you can describe any agreement you might have with the customer that has significance for sales orders to the customer. The information is not used anywhere else in the system.
Remarks	Here you can enter any notes, which will be shown in quotes, sales orders and credit orders in the Sales Orders module.
Holiday Calendar Name	Name of a holiday calendar used by the customer.
Stock Symbol	This field allows for specifying the stock symbol if the customer refers to a listed company. If contact customers are used, the stock symbol on both customer and contact company will always be synchronized. When a stock symbol is set, the customer home, company customer home, and contact company home sections in the Workspace Client will have integrations to Google Finance, showing information about the stock.
Fiscal Year End Month	Use this field to enter the month that the customer's fiscal year ends. The month is used for calculating due date and extension date on customer tax returns.

Job Cost Island

Field	Description
Job Price List, Cost	In this field, you can select a job price list for the calculation of cost prices. In the Job Cost module, this job price list will be transferred to the new job when you create a job with the current customer.
Job Price List, Intercomp.	In this field, you can select a job price list for the calculation of intercompany prices. In the Job Cost module, this job price list will be transferred to the new job when you create a job with the current customer.
Job Price List, Sales	In this field, you can select a job price list for the calculation of sales prices. In the Job Cost module, this job price list will be transferred to the new job when you create a job with the current customer.
Job Price List, Std. Sales	In this field, you can choose a job price list to be used for calculating the standard billing prices of the activities used for the job. The functionality of this field is similar to that of the field "Job Price List, Sales."

Field	Description
Markup %	In this field, you can select a markup percentage for amount activities. If the field is completed, the specified value will be transferred when you create a new job on the current customer in the Job Cost module. When the field is completed, the field “Fixed Markup (Amts.)” on the current job will be marked, regardless of the percentage entered in the field “Markup %” in the window System Information in the Set-Up module.
Job Surcharge Rule	In this field, you can specify a job surcharge rule. The rule specified in this field is copied to the window Job Information when you create a new job on the current customer. The rule must be created in the window Job Surcharge Rules and can be changed in the windows Job Information or Job Budgets in the Job Cost module. See the description of the window Job Surcharge Rules for a detailed description.
Invoice Layout	In this field, you can enter an invoice layout rule. The specified rule will be suggested on every new job created with the current customer as the bill-to customer. The field must be completed, and Maconomy will automatically suggest the first rule created, when a new customer is created. Please see the description of the window Invoice Layout Rules in the Job Cost module for further information.
Detailed Invoice Specification	Use this field to select a detailed invoice specification.
Show Customer Balances on Invoice	Select this field to indicate that you want to see the customer’s prior and new balance on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.
Show Customer Statement on Invoice	Select this field to indicate that you want to see the customer statement on the job invoice printout. You can override this selection in the Company Customer Information Card and in Invoice Selection.
Show Customer Aging on Invoice	Select this field to indicate that you want to see the A/R aging on the job invoice printout. You can override this selection in the Company Customer Information Card and in Invoice Selection.

Vendor Payment Exchange Rate Variances Island

Field	Description
Post Vendor Exch. Rate Variances on Job	Use this field to specify how to post exchange rate variances that occur when you register vendor payments. If you select this check box, the exchange rate variances are posted to the jobs to which the paid vendor invoices were allocated. If you do not select this check box, the exchange rage variances are posted to the Vendor Exchange Rate Gain or Vendor Exchange Rate Loss account.

Field	Description
	The default value is that the check box is not selected. Maconomy uses the value of this field as the default value for the Post Vendor Exch. Rate Variances on Job field for newly created company-specific customers for this customer.

Employees Island

Field	Description
Employee 1-10	In these 10 fields, you can assign up to 10 employees to the current job. When you enter an employee number, the name of the employee is displayed in the field “Name.”

Charges Island

Field	Description
Charge 1-4	In these fields, you can select up to four charge codes normally added to an order to the customer. The customer might, for example, pay a handling charge or a delivery charge. Every charge code is a reference to a text and an amount. Charge codes are maintained in the window Charges in the Sales Orders module. The charge is posted to a G/L account for charges. The reference to the G/L account is specified by means of a dimension combination in the window Posting References in the G/L module. You can thus sort charges by department. You can enter up to four different charges to a customer (codes 1 - 4). Please note that these charge codes cannot be used when creating invoices and credit memos to the customer in the Accounts Receivable module.

Account Stm. Cust. Island

Field	Description
Customer No.	In this field, you can enter an account statement customer number, if items are delivered to one customer and the account statement is sent to another. Maconomy checks that the account statement customer already exists. By means of MPL, you can add the name and address variables assigned to the account statement customer in question to the print window of the window Periodic Customer Statement. Printing out a periodic account statement to which an account statement customer has been assigned thus means that the account statement customer and not the ship-to customer receives the account statement printout. If you leave this field blank, the account statement customer is automatically identical to the ship-to customer. Maconomy also shows the name and address of the account statement customer. The fields are completed when you press Return, and cannot be changed here.

Field	Description
Attn.	This is the account statement customer's attention person - the person to whom payment information is directed. The field is completed when you press Return, and you cannot change it here.
Country	This is the account statement customer's country. The field is completed when you press Return, and you cannot change it here.
Phone	This is the account statement customer's telephone number. The field is completed when you press Return, and you cannot change it here.
Fax	This is the account statement customer's telex number. The field is completed when you press Return, and you cannot change it here.
E-mail	This is the account statement customer's electronic mail address. The field is completed when you press Return, and you cannot change it here.

Catalog Island

Field	Description
Catalog No.	This field is only used if you have installed the add-on module Maconomy Web Shop. By specifying a catalog number, you can assign the current customer to a catalog created in the window Catalogs in the Inventory module. If you have the Maconomy Procurement Portal, this will cause the catalog to appear in the list of catalogs in the component My Catalogs when the current customer has been selected in the Portal. However, this functionality only applies if you are using the standard configuration of the My Catalogs component. If the configuration has been changed, other criteria may determine the catalogs to be shown in the My Catalogs component.

Access Level Island

Field	Description
Name	Here you can enter the name of the access level. Users only have access to information about the current customer if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. This means that a user can only specify the customer on, for example, sales orders if he has access to the customer. In addition, a user can only see customer information cards of customers to which he has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to customers may depend on other factors. For further information about the standard access control configuration, please see the section "Introduction to the Access Control System" in the Set- Up module. If you do not specify an access level, all users will have access to see information about the current customer.

Subscription Island

Field	Description
Price Adjustment Principle	In this field, you can specify a price adjustment principle to be suggested on subscriptions created for the current customer. For further information about price adjustment principles, see the window Price Adjustment Principles in the Subscription module.

Teams Island

Field	Description
Team 1-6	In these fields, you can specify the name and number of a team of employees to be assigned to the customer, for instance because the customer prefers to work with a given team. Teams are created in the window Teams in the Set-Up module. When you create a new job for the current customer, the teams specified for the customer are automatically copied to the job, unless another team is specified in the corresponding field on the job.

Print Control Island

Field	Description
Statistics 1-4	Here you can enter an optional code and specify the option lists containing the values you wish to be available in these fields. The four codes can be selected/not selected in the selection criteria islands in windows where statistics are printed. If a statistics list has been specified in a given statistics list field in this island, only values available in the list in question can be selected in the corresponding statistic value field. If a statistics list field has been left blank, any text can be entered in the corresponding value field. In the fields “Statistics 1-4” in this island, you can only select values from these lists. However, if you leave a given statistics list field blank, any text can be entered in the corresponding statistics value field.

Remarks Island

Field	Description
Remarks	Here you can write remarks about the customer. They are not used elsewhere in the system.

Bill to Customer Island

Field	Description
Customer No.	In this field, you enter a bill-to customer number, if items are delivered to one customer, but billed to another. Maconomy checks that the bill-to customer exists. When you invoice a ship-to customer, for whom there is a bill-to customer, the bill-to customer is debited by the amount.

Field	Description
	If you leave this field blank, the bill-to customer is automatically the same as the ship-to customer. When you make entries to a customer in the window General Journal in the G/L module, Maconomy does not look for a bill-to customer. The amount is always debited/credited to the given customer number. Maconomy also shows the name and address of the bill-to customer. The fields are completed when you press Return, and cannot be changed here. When using linking rules, please note that it is not possible to create a field specific linking rule for the field “Bill to Customer” between the relations Customer and CompanyCustomer in the window Linking Rules in the Set-Up module. This limitation ensures that company-specific customers always have the same bill-to customer as the global customer to which they are assigned.
Attn.	This is the name of the bill-to customer’s attention person - the person to whom payment information directed. The field is completed when you press Return, and you cannot change it here.
Country	This is the bill-to customer’s country. The field is completed when you press Return, and you cannot change it here.
Phone	This is the bill-to customer’s telephone number. The field is completed when you press Return, and you cannot change it here.
Fax	This is the bill-to customer’s telex number. The field is completed when you press Return, and you cannot change it here.
Telex	This is the bill-to customer’s telex number. The field is completed when you press Return, and you cannot change it here.
E-mail	This is the customer’s electronic mail address. The field is completed when you press Return, and you cannot change it here.

Sales Orders Island

Field	Description
Sales Rep. No.	In this field, you enter the sales representative responsible for the customer. The information is used when creating sales orders. It can be changed on individual orders.
Sales Rep.	This field shows the name of the sales representative specified in the field “Sales Rep. No.” above.
Price List	In this field, you select from which price list Maconomy should normally retrieve sales prices, when you create sales orders and invoices. The price list and price can, however, always be changed as you register a sales order. If you leave the field blank, Maconomy will always calculate the price of an item from its cost price and gross margin, as specified in the table part of the Item Information Card. Price lists are maintained in the windows Price Lists and Quantity Discounts in the Inventory module.

Field	Description
Price Step	In this field, you select from which price step in the above price list Maconomy should retrieve a sales price when creating quotes, sales orders or invoices. This means you “tie” the customer to a certain price step. If you select price step 1, for example, the customer will not receive any quantity discounts. The sales price can, however, always be changed as you register an order. If you enter price step zero, the customer will always receive a maximum quantity discount, based on the amount of items ordered.
Keep Price	In this field, you can specify whether unit prices and discount percentages on order lines, invoice lines and credit memo lines pertaining to the current customer should be recalculated when changing the quantity. The value in this field is transferred to the card part of sales and credit orders as well as invoices and credit memos pertaining to the current customer, but can be changed for each order, and so on.
Invoice Discount %	In this field, you enter the discount percentage you normally give the customer, or leave the field blank. You can change it on individual orders.
Show Price Mark	This field is only used if you have Maconomy’s layout editing tools. Using Maconomy’s layout editing tools, you can add fields to invoice and packing slip layouts, which, with a plus or minus sign, indicate if the item is sold at a higher or lower price than in the previous sale to the same customer. The unit price in the previous sale can be seen in the window Item Assortment in the Inventory module. If the field is marked, higher and lower prices will highlighted. It indicates to the customer, that the price calculation should be adjusted if the items are being sold to others.
Show Price on Packing Slip	This field is only used if you have Maconomy’s layout editing tools. Using Maconomy’s layout editing tools, you can add prices of individual items to the packing slip. If the field is marked, the prices will be shown.
Blanket Invoice	If you mark this field, the customer is invoiced on a blanket invoice. The value can be changed on individual orders. Blanket invoicing means, that all non-invoiced orders involving the same bill-to customer, currency, department and ware- house, for which you have printed a packing slip or which are released for invoicing, are gathered in one invoice to the customer. This takes place in the window Print Invoice in the Sales Orders module.
Total Packing List	If this field is marked for the ship-to customer, and you select “Print Packing List” in the window Sales Orders, Maconomy will print a packing list which, in addition to the current order, will also include any orders to the customer that have not yet been delivered. This feature is used to ensure full delivery of old back orders in connection with delivery of new orders. If this field is not marked on the customer’s information card, Maconomy will only print a packing list for the current order.

Field	Description
	When you create a new customer, Maconomy transfers the value in the corresponding field in the window System Information.
EU Trade Type	Here you can enter either “Normal” or “Triangulation” to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in a third EU country. Triangulation sales are not included in the EU sales part of the tax specification. The trade type can be changed during order processing.

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current customer. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the customer information card.

Derived Company Island

Field	Description
Company No.	In this field, you can enter a value for the dimension Company if you want a value to be derived from the current company. If you also want the specified value to overwrite existing values for the dimension, mark the field “Overwrite.” If you do not choose overwriting, the dimension value will only be derived if the dimension field for which derivation is taking place has neither been completed manually nor by entering a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line.

Derived Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Company No.” above. Note that when posting an automatically created customer-related journal, for example, in connection with customer open entry reconciliation or approval of a reminder selection, Maconomy will transfer the Location value to the G/L entries in question. This takes place at the time of posting.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec.1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Parent Customer Island

Field	Description
Insert Below Parent in Hierarchy	This field determines whether or not the customer should be inserted in a hierarchy. This field is only available if Customer Levels are set up using the designated System Parameters. If the field is not selected, then the customer will be on the top level in the hierarchy and the parent customer will only be used as a template. If the field is selected, the customer will be inserted into the hierarchy. This means its level will be set to its parent’s level + 1 and the hierarchy structure from top parent to the customer will be saved on the customer card.
Customer No.	In this field you can enter the number of the customer that you want to be the parent of the current customer. By entering a parent customer in this field and a linking rule in the field “Linking Rule” below, information can thus be copied from the parent customer to the new customer. This avoids the entering of similar information. If a template customer has been specified in one of the windows System Information or Company Information, this field is automatically provided with the number of the template customer when creating a new customer. If you have also created a standard linking rule, information is automatically copied from the template customer to the new customer in accordance with the information specified on the template customer and the linking rule in question. If you do not wish to apply a template customer for copying information, the customer number may be changed manually in this window, or you can delete the information entered for the template customer in one of the windows System Information or Company Information.

Field	Description
Name	This field displays the name of the customer specified as parent customer in the field “Customer No.” above.
Linking Rule	In this field, you can specify the linking rule that you want to use between the parent customer and the new customer. If you have specified a parent customer in the field “Customer No.” above and you do not specify a linking rule in this field, Maconomy will use the standard linking rule created between the tables “Customer” and “Customer” in the window Linking Rules in the Set-Up module, if any. If no standard linking rule has been created, Maconomy will display a message. Linking rules contain information about what information should be copied from a parent customer to the current customer. Linking rules are maintained in the window Linking Rules in the Set-Up module. For further information about linking rule creation and usage and rules concerning the copying of field information from parent customers, see the description of the window Linking Rules in the Set-Up module.

Hierarchy Island

Field	Description
Level 1-3	These fields show the customers in the hierarchy above the customer in question. These fields are only available if Customer Levels are set up using the designated System Parameters.

Contact Management Island

Field	Description
Company No.	If the customer is assigned to a contact company, a contact company number is shown in this field. When creating a new customer, it is possible to assign the customer to a contact company by specifying the number of the desired contact company in this field. The information on the contact company is then transferred to the corresponding fields on the customer information card, overwriting any manually entered information in those fields. Customers can also be assigned to contact companies in the window Contact Companies. For further information on this, see the description of the field “New Customer No.”
Campaign No.	In this field you can enter the number of a marketing campaign that has resulted in the creation of the current customer. Note, however, that the campaign number is not transferred to quotes, sales orders, and so on, which are created for the customer.

Delivery Island

Field	Description
Back Order Handling	Here you choose how to process back orders to this customer. You can always change the value for an individual order during order processing. You can select three different back order handling methods: “Save,” “Delete” and “Transfer.” For further information about handling of back orders, see the description of the window Sales Orders in the Sales Orders module.
Blanket Order	In this field, you can specify whether quotes and orders for the current customer should be created as blanket orders. If you mark this field, quotes and orders created for the customer will be created as blanket orders, that is, with the corresponding field marked. See the description of the field “Blanket Order” in the window Sales Orders in the Sales Orders module for further information on the functionality of blanket orders.
Warehouse	In this field, you enter the warehouse from which items are normally delivered to the customer. The value is used when registering orders and invoices. Maconomy checks that the items are available from the warehouse. The value can be changed in individual orders. Warehouses are maintained in the Warehouse Information Card in the Inventory module.
Delivery Terms	In this field, you select which delivery terms normally apply to the customer. The field is used when you handle orders. Delivery Terms are maintained in the pop-up field “Delivery Terms” in the window Popup Fields in the Set-Up module.
Delivery Mode	In this field, you select which delivery mode normally applies to the customer. The field is used when you handle orders. Delivery Modes are maintained in the pop-up field “Delivery Modes” in the window Popup Fields in the Set-Up module.
Carrier	In this field, you select which means of transport you use to deliver items to the customer. The field is used when you handle orders. Carriers are maintained in the pop-up field “Carriers” in the window Popup Fields in the Set-Up module.
Consignment Type	In this field, select the consignment type normally used when delivering goods to the current customer.
Destination No.	In this field, you can enter a destination number if items to the current customer are usually delivered to a given destination.
Charge Table	In this field, you can select the charge table to be used in the calculation of charges on transactions regarding the current customer. When quotes, sales orders, and credit orders are created for the current customer, the charge table is transferred to the transaction in question.

Field	Description
Charge Discount %	In this field, you can specify a charge discount percentage to be applied to charges on transactions regarding the current customer.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can specify further information regarding the current customer. You might, for example, specify a “hold” code or information about substitution items. The pop-up options are maintained in the pop-up fields “Customer Popup 1-5” in the window Popup Fields in the Set-Up module.

Allowed Use Island

While a customer is in the creation process, you may not want users to be able to use them in all areas; however, you may want to allow customer use in certain areas right away. The Allow fields control the areas where the customer can be used and the approval hierarchy controls how Allow fields are set. You might decide to set up the approval hierarchy to change all the Allow fields to **Yes** after all steps in the approval workflow are complete. Alternatively, you may want to set it up to change specific Allow fields to **Yes** after certain approval steps have been completed.

For example, you may have set up approval hierarchy to change the **Allow Payments** field value from **Yes** to **Requested** if the payment information for a customer is changed after the customer has been approved. This prevents payments from being made from the customer until the new information has been approved. You can then set up the system to change the **Allow Payments** field value back to **Yes** after the new information is approved.

The Allow fields have three possible settings:

- **Yes** — This allows users to use the customer in the specified area.
- **No** — This disallows users from using the customer in the specified area.
- **Requested** — If the *Allow Users to Manually Set Allow Fields on Customers to Yes* system parameter is not set, you cannot manually change an Allow field to **Yes**. If you want to be able to use a customer in a certain area, you can set an Allow field to **Requested**.

The following are the customer Allow fields:

- **Allow for use as Inter Company Customer** — Use this field to specify whether the customer can be used as an intercompany customer. This is validated when the customer is selected or changed on the company information card or on an outlay account. It is also validated when the intercompany invoice is created.
- **Allow Company Customer Creation** — Use this field to specify whether you can create a new company specific customer based on this customer. A company specific customer can either be created manually or automatic when a user makes a registration on a customer in a new company. This is only validated at the time of creation.

- **Allow Budgets** — Use this field to specify whether this customer can be used in a G/L or job budget. Maconomy validates when the job budget is created, a G/L budget line is created or changed, and when the G/L budget is approved.
- **Allow Registrations** — Use this field to specify whether this customer can be used in a general journal or in bank reconciliation. Maconomy validates when the line is created or changed, and when the journal is posted or the bank reconciliation is approved.
- **Allow Payments** — Use this field to specify whether this customer can be used for payments. Maconomy will validate at the time of registration if the system parameter "Allow Payments on blocked customers" is not marked, and when the payment is approved. Maconomy will only validate customer payments created in the customer payment window. The validation in the G/L journal and bank reconciliation windows is based on the field "Allow Registrations."
- **Allow Reporting** — Use this field to specify whether this customer can be used in standard customer reports. For the following reports, Maconomy ignores customers who are not allowed to be included for reporting where the user has selected Customer as dimension.
  - **A/R aging**
  - **A/R balance list**
  - **A/R Historical Statement**
  - **Open Entry Statement**
  - **Periodic Statement**
  - **A/R Statistics**
  - **Customer Group Statistics**
  - **Customer budgets**
  - **Customer information**
  - **G/L report lines**
- **Allow for use as Template/Parent Customer** — Use this field to specify whether this customer may be used as a template or parent customer. A template customer can be entered into system information or company information. Maconomy will suggest the template customer as parent customer when a new customer is created. Maconomy validates when the new customer is created.
- **Allow Interests and Reminders** — Use this field to specify whether this customer can be used when creating interests and reminders. Maconomy validates when the interest or reminder is created, and when the interest or reminder is approved.
- **Allow for use on Jobs and Orders** — Use this field to specify whether this customer may be used on a job, sales order, or subscription order. Maconomy validates when the sales order or subscription order is created or changed, and when the invoice is approved/printed. Maconomy will also validate when the job is created. You can still use a customer on a template job even if they are not allowed for use on jobs.

- **Allow Delivery** — Use this field to specify whether deliveries on either sales or subscription orders in which the current customer acts as payment or delivery customer can be made to this customer.

You can set default values for the Allow fields using a customer template which can be used whenever a new customer is created. When you create a new customer, this template customer is added in the **Parent Customer** island on the Customer Information card.

You can set up the system not to use approval hierarchy for customers but still make use of the Allow fields.

User Island

Field	Description
Created	This field displays the name of the user who initially created the information in the window and the date on which it was created.
Changed	This field displays the name of the user who changed the information in the window and the date on which it was changed.
Version	This field displays a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Document Count	This field shows the total number of documents in the Document Archive.

Option List Fields Island

Field	Description
List/Value	In these fields, you can select a number of option lists containing values that you wish to use for further specification of the customer. In the Value field, you can then select values from these lists. If you do not enter an option list in one of the option list fields, you can enter any value in the corresponding value field.

Customer Job Option Lists Island

Field	Description
List/Value	In these fields, you can assign option lists to the customer. The information is used on jobs.

Approval Hierarchy Status Island

Field	Description
Approval Relation	This field displays the relation used in connection with the type of registration.
Approval No.	This field displays the approval number of the customer information. The number is incremented by one each time you submit the customer information for approval.
Approval line No.	This field displays the approval line number, which indicates the current approval level of the customer information based on the order in the current approval hierarchy.
Approval Status	This field displays the approval status of the current customer information. The possible statuses are: ▪ **Approved** ▪ **Rejected**
Approval Status Details	This field displays details regarding the latest approval status of the current customer information.
Header Can Be Approved By Current User	This field indicates if the current user can approve the header of the customer information.
Approved Or Rejected By	This field displays the user who approved or rejected the customer information.
Approval Or Rejection Date	This field displays the date when the user approved or rejected the header of the customer information.
Approval Or Rejection Time	This field displays the time when the user approved or rejected the header of the customer information.
Approval Or Rejection Comment	This field displays any comments entered by the user related to the approval or rejection of the customer information.
Workflow Status	This field displays the status of the customer information within a workflow. The possible workflow statuses are: ▪ **Open** ▪ **Closed** ▪ **Submitted** ▪ **Approved**

Field	Description
	▪ **Rejected Header** ▪ **Rejected Lines**

E-Invoicing Island

Field	Description
Enable E-Invoicing	Select this check box to enable e-invoicing for the current customer. You cannot enable e-invoicing for the customer without first enabling the **Enable E-Invoicing** system parameter. You cannot enable e-invoicing for company customers without first enabling it for the relevant customer.
Electronic Address	Use this field to enter the e-mail address to which business documents should be delivered. This field is mandatory if e-invoicing is enabled.
Electronic Address Scheme	Use this field to specify the electronic address scheme (EAS) identifier for the e-mail address you specified. This field is mandatory if e-invoicing is enabled. For a list of the available codes, refer to the following URL: https://docs.peppol.eu/poacc/billing/3.0/codelist/eas/.

E-Invoice Mappings Island

Field	Description
Job Cost Invoice Peppol Mapping	Use this field to select a customer-specific mapping for job cost invoices.
Job Cost Credit Memo Mapping	Use this field to select a customer-specific mapping for job cost credit memos.
Order Invoice Mapping	Use this field to select a customer-specific mapping for order invoices.
Order Credit Memo Mapping	Use this field to select a customer-specific mapping for order credit memos.

Action

This section shows the Actions available in the Customer Information Card workspace.

Top Tab

Field	Description
Attach Document	This action allows you to attach a document to the customer.

Payment Information Single Dialogs Workspace

Use this workspace to maintain financial information about your customers, including payment terms, credit limits, and interest and reminder information.

You can change payment information for only one customer at a time.

To set up new customers, use the Customer Information Card workspace or the Company Specific Customer Information Card workspace.

If you change any information in the Payment Information workspace, Maconomy updates the **Updated by**, **Date** (of the change) and **Version** fields in the User island on the Customer Information Card.

If you create a customer using a particular linking rule, the setup of that linking rule determines which information Maconomy copies to the new customer and whether this information should be changeable. The ability to enter, change, or view a value in each field depends on the setup of the linking rule that you assigned to the customer, if any. For more information about linking rules, see the description of the Linking Rules workspace in the Set-Up module.

It is recommended that you print and file the payment information each time that you change it in this workspace or in the Customer Information Card workspace. You print the current payment information by using the **Print This** action in the File menu.

Note: All registrations are made on the company customer. Your linking rule and company customer setup define where you can use the customer.

Payment Information Tab

This section includes the fields and descriptions for the Payment Information tab.

Customer Island

Field	Description
Customer	This field displays the name and number of the customer. It cannot be changed. To retrieve a customer, you can use the search functions in the Find menu. The other lines in this field show the customer's address. This information can be changed here or in the window Customer Information Card.
Attn.	This field displays the customer's attention person. This information can be changed here or in the window Customer Information Card.

Field	Description
Country	This field displays the country code of the customer. This information can be changed here or in the window Customer Information Card. When you change the country code in this window, Maconomy checks that the rules of validation for tax and social security/federal ID numbers in the window Rules of Validation are observed.
Phone	This field displays the customer's telephone number. The information can be changed here or in the window Customer Information Card.
Giro	This field displays the customer's giro account number. (This applies to countries with a national giro system.) The information is for reference purposes only and can be changed here or in the window Customer Information Card.
Currency	This field displays the customer's standard currency. The standard currency is specified in the field "Currency" in the window Customer Information Card.

Settling Company Island

Field	Description
Company No.	This field displays the number of the company specified as the settling company on the current customer's customer information card. The settling company is the company which has the claim against the customer and the company to which the customer must make payments. The settling company's accounts also include the customer which means that the value in this field is transferred to the customer entries created on the current customer upon posting. If another company completes postings on the customer, this will automatically lead to intercompany entries of the type "Customer Collection" between the two companies. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Name	This field shows the name of the company shown in the field "Company No." above.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Payment Control Island

Field	Description
Customer Payment Mode	In this field you select the mode in which the customer will normally be paying. The customer payment mode is used for selecting the customer payment mode and the payment agent and is transferred when you create invoices and credit memos. The customer payment mode can, however, be changed on the individual invoice or credit memo or in the window Change

Field	Description
	Payment Selection in the Banking module. The customer payment mode is furthermore used for calculating the customer's payer ID. Payment modes are maintained in the window Payment Modes in the Banking module.
Collection Agreement	In this field, you can enter the agreement number that the current customer has been assigned at the payment agent who is connected to the selected customer payment mode. The field is only used for electronic customer payment modes.
Collection Group No.	In this field, you can specify the collection group number to which the current customer belongs. The collection group number is supplied by the payment agent. If the payment mode of the customer is electronic, you must specify a collection group number in this field.
Global Location No.	If the customer has requested that you use a specific global location number on invoices, you can specify the location number in question here. The number specified here will be suggested on all sales orders, jobs, and so on, assigned to the customer, and thus in turn flow to the resultant invoices. However, the global location number can be changed on the individual sales orders, jobs, and so on, if another location number is to be used in a specific context. For further information about the concept of global location numbers, see the introduction to the window Company Locations.
Control Account	Here you can select a posting reference to a G/L account. All entries to the customer are posted to the General Ledger to the A/R control account specified here. Accounts Receivable is thus an aggregation of the A/R control accounts in the General Ledger. For example, you can group your customers in domestic and foreign customers in the General Ledger. References to control accounts are maintained in the pop-up field "A/R Control Accounts" in the window Popup Fields in the Set-Up module.
Aut. Reconciliation	Mark this field if you want Maconomy to automatically reconcile accounts receivable entries (payments, invoices, credit memos) during posting. If marked, Maconomy will always reconcile against the oldest open entry or entries that can be reconciled totally or partially by the amount being posted. This means that a customer with a debit balance will never have open credit entries, and the customer's open debit entries will always be their most recent. Similarly, a customer with a credit balance will never have open debit entries, and this customer's open credit entries will also be their most recent. If this field is not marked, all entries to the customer will be registered as open entries. The user must then manually reconcile each entry in the window Customer Payments in the Accounts Receivable module. Payments can also be reconciled in the General Journal by entering the number of the invoice the payment covers.
Status	Active or Inactive. If the customer is active, then they can be used in all areas stipulated by the Allow fields. If inactive, the customer cannot be used for anything.

Field	Description
First Activation Date / Active Period	When the **Status** field is set to **Active**, this field name is **First Activation Date** and it displays the date that the customer was first made active. When the **Status** field is set to **Inactive**, this field name is **Active Period** and it displays the date interval that the customer was active.
Payment Terms	Here you select the payment terms that will normally apply to the customer. These terms are used to calculate the date an invoice becomes due for payment. Payment Terms are maintained in the pop-up field “Payment Terms” in the window Popup Fields in the Set-Up module.
Expected Days to Payment	Use this field to enter the expected number of days to payment (the expected number of days from the invoice date to the date of payment). If the expected days to payment is set to zero days, then the expected payment date will be the same as the due date. The expected days to payment is currently used only for calculating expected payment date on job invoicing plans.
Cash Discount	Here you can select a code to specify the maximum cash discount given to the customer when entries are reconciled. Maconomy verifies that the discount limit is not exceeded upon reconciliation of payments. A cash discount code is a reference to a discount percentage. The codes are maintained in the pop-up field “Cash Discount Codes” in the window Popup Fields in the Set-Up module. The cash discount is automatically posted to a G/L account for cash discounts. The reference to this account and any other dimension values used in connection with cash discounts is maintained by means of a dimension combination in the window Posting References in the G/L module. This allows you to sort cash discounts by department in the General Ledger.
Credit Card No.	If the customer wants to pay by credit card, you can enter the number of the credit card in this field. Information in this field will automatically be transferred to new quotes and sales orders. Please note that the field is for information only, as Maconomy’s Banking module does not support payment by credit card. If you enter a credit card number, you must also specify an expiry date.
Expiry Date	In this field, you enter the expiration date of the credit card specified in the field “Credit Card No.” above.

Bill to Customer Island

Field	Description
Bill to Customer	In this field, enter a customer name number if items are delivered to one customer, but billed to another. The bill-to customer thus represents the customer to whom invoices are to be sent.

Field	Description
	The bill-to customer can be changed here or in the window Customer Information Card.

Balance Island

Field	Description
Balance, Currency	This field displays the customer's balance in the standard currency of the customer. If one or more company-specific customers are assigned to the customer in question, this field displays the balance of all entries registered on the assigned company-specific customers and the parent customer in question. However, you should note that if one or more of the assigned company-specific customers use a currency which is different from the standard currency of the parent customer, Maconomy sums the balance of the entries irrespective of the assigned currencies, and the amount in this field will not be a valid figure. The balance in this field is updated when you post journals with customer entries.
Balance, Enterprise	This field displays the customer's balance in the enterprise currency of the system. Maconomy automatically updates the balance when you post journals with customer entries. See also the description of the above field "Balance, Currency."
Order Volume, Enterprise	This field displays the customer's current order volume, expressed in the enterprise currency of the system. It is updated when you approve sales and credit orders for which the customer is invoiced. The order sum is also updated when you enter and delete lines in previously approved sales and credit orders. After invoices and credit memos have been posted, the amount is transferred to the customer's balance. The order volume is included in the credit limit calculation. If the order volume and balance add up to more than the customer's credit limit, the limit is exceeded. Note that sales and credit orders which have been transferred to a job are not included in the calculation of the order volume. As the order volume only represents information on the total amount on approved sales and credit orders, this field does not show the amount registered on jobs to which the current customer has been assigned. Non-invoiced job cost registrations are therefore not included in the calculation of the customer's credit limit.

Credit Limit Island

Field	Description
Enterprise Level, Enterprise	In this field, you enter a credit limit amount in the enterprise currency of the system. This amount represents the credit limit of the current customer across all companies in the organization. If the total of the customer's balance owing and amounts on order exceed this amount, Maconomy displays a warning upon the creation of invoices, orders and quotes in the Sales Orders module. Maconomy also verifies that the customer's credit limit is not exceeded as you enter items in

Field	Description
	a quote, sales order or invoice. However, you are always allowed the option of continuing the sale. A similar warning is displayed in the Job Cost module when you create a job where the bill-to customer's credit limit has been exceeded. Note that the warning does not appear when registering entries on or invoicing the job. If company-specific customers have been assigned to the current customer and you try to create invoices, sales orders and quotes to these company-specific customers, Maconomy will verify that the credit limit of both each company-specific customer and the parent customer is not exceeded. If either credit limit is exceeded, Maconomy displays an error message. In this context it should be noted that the amount specified in this field need not correspond to the combined total of the assigned company-specific customer's credit limits. It is therefore possible for a customer to have a credit limit of, for example, USD 25,000 and at the same time have four assigned company-specific customers each having a credit limit of USD 10,000. When creating an invoice for one of these four company-specific customers, Maconomy will first verify that the company-specific customer's individual credit limit of USD 10,000 has not been exceeded, and if not, the system will then verify that the parent customer's credit limit of USD 25,000 has not been exceeded. If you wish to block the customer, to prevent the processing of quotes, sales orders or invoices, you must mark the "Blocked" field. If you have marked the "Credit Blocked" field in the window System Information, sales orders will automatically be blocked at approval, if the Bill to Customer's credit maximum has been exceeded. If the customer is blocked, it will not be possible to print order documents for the order. See also the sections on Sales Orders and Unblocking in the Sales Orders module.
Company Level, Enterprise	In this field, you enter an amount in the enterprise currency of the system. This amount corresponds to the credit limit of company-specific customers that may have been created manually or automatically on the basis of the current customer. Upon creation of a company-specific customer, the amount specified in this field will be copied to the company-specific customer's payment information card (after possible currency conversion). Note that the set-up of the linking rule assigned to the current customer decides whether or not you can change the amount in this field. In this context, you should also consider that if this field has been assigned to a linking rule using the linking method "Partial" between a customer and a company-specific customer, and if the enterprise currency corresponds to the company-specific customer's base currency, Maconomy will use the linking method "Partial" as normal. However, if the enterprise currency and the base currency do not correspond, Maconomy will automatically convert the amount specified in this field to the company-specific customer's base currency and copy it to the field "Company Level, Base" in the window Company Specific Payment Information. Maconomy performs this currency conversion considering that the user has decided the contents of this field, meaning that the amount specified in base currency will not be changed when the amount in enterprise currency is changed in this window.

Field	Description
	When creating invoices, sales orders and quotes to company-specific customers, Maconomy verifies that the credit limit of both each company-specific customer and the parent customer is not exceeded. If either credit limit is exceeded, Maconomy displays an error message.

Interest Charge/Reminder Control Island

Field	Description
Interest Charge/ Reminder Principle	In this field, you specify the interest charge/reminder principle to be used for the current customer. Interest charge/reminder principles are maintained in the window Interest Charge/Reminder Principles. For further information about interest charge/reminder principles, see the description of this window.
Reminder Text Group	In this field, you can specify the name of a reminder text group that you want to associate with the dispatch of reminder letters to the current customer. For further information about reminder texts, see the description of the windows Reminder Texts and Reminder Text Groups.
Last Interest Date	This field displays the last interest charge date of the current customer. The date in this field is set on the basis of the date in the corresponding field on the assigned company-specific customers' payment information cards. The customer's last interest charge is therefore the last of the company-specific customers' registered interest charge dates.
Current Reminder Level	This field displays the reminder level of the customer. The customer's reminder level equals the highest reminder level specified on an entry for the current customer. The reminder level is raised by 1 for each time a reminder is sent to the customer. The field is automatically updated by Maconomy and cannot be changed in this window. The reminder level is calculated on the basis of the contents of the corresponding field on the assigned company-specific customers' payment information cards. The customer's current reminder level is therefore the highest among the assigned company-specific customers' reminder levels.
Date of Last Reminder	This field displays the last reminder date of the current customer. The date in this field is set on the basis of the date in the corresponding field on the assigned company-specific customers' payment information cards. The customer's last reminder date is therefore the last of the assigned company-specific customers' registered reminder dates.

Electronic Collection Island

Field	Description
Selected for Collection	This field shows whether the current customer has been selected for collection. If the field is completed, the customer is either selected or being selected for collection. Collection selections can be created in the window Collection Selection in the Banking module. The field cannot be changed.

Field	Description
No. Entries Selected	This field shows the number of entries that have been selected for collection on the current customer. The number in this field is the collective total of all assigned company-specific customer's selected entries.

Company Specific Customer Information Card Single Dialogs Workspace

Use this workspace to enter and maintain information about your company-specific customers, such as name, address, and general information used to process customer sales orders.

Maconomy identifies a company-specific customer by a combination of customer number (set up in the Customer Information Card workspace) and company number. Certain information about the customer is unique to the customer/company combination.

A company-specific customer is a division of a customer number, meaning that certain information about this customer can be made dependent on which company in Maconomy is responsible for the customer in question. For example, you might create a customer information card for a customer that is used by different parts of your organization (company); in that case, you use a company-specific customer for each combination of customer and company. This means that you can change certain information for each company-specific customer on the associated information card. For example, one payment mode is used in connection with sales from company A to customer X, and another payment mode is used in connection with sales from company B to the same customer. In this way, all customers can use a common customer number for any given number of company-specific customers, while each of the customers is linked to their own settling company. Maconomy distinguishes company-specific customers by the combination of customer number and settling company, not by their customer numbers.

This is especially useful if you consider customers that you create using the Customer Information Card to be "enterprise customers" that Maconomy should use as a kind of template for the creation of company-specific customers that you create in the associated settling companies. You can use a customer as template if you have not entered a settling company for the "enterprise customer" in the Customer Information Card workspace. However, although you entered a settling company for the "enterprise customer," you can still use this customer as a template for the creation of company-specific customers. However, the new company-specific customer inherits the settling company from the "enterprise customer," when you do not enter a settling company for each company-specific customer.

The following description illustrates the use of this workspace.

Two settling companies want the information from an "enterprise customer's" information card, but they also need to enter data in certain data fields, such as **Att.**, **Phone**, or **Delivery Terms**. By creating company-specific customers that are linked to an existing customer (the "enterprise customer"), the two settling companies can access a large amount of information inherited from the existing customer; however, they can only change the data fields that they need to change. The company-specific customers thus have the same customer number as the "enterprise customer," but the settling company number and the contents of certain fields, such as **Att.** and **Phone**, are different.

In addition, the setup of linking rules in the Linking Rules workspace in the Set-Up module defines the information that company specific-customers inherit from customers. The setup of linking rules also defines the information that you can change in this workspace. For example, if you

create a linking rule from the table "Customer" to the table "CompanyCustomer," and that linking rules specifies that all customer information, except for a few fields such as **Att.** and **Phone**, should be inherited by company-specific customers that have the standard linking method **Full**, Maconomy copies the relevant information to the company-specific customer's information cards using this linking rule. The selected linking rule thus determines which fields you can change on the company-specific customer information card. The ability to enter, change, or view a value in each field depends on the setup of the linking rule that you assigned to the customer, if any. For more information about linking rules, see the description of the Linking Rules workspace in the Set-Up module.

The creation of company-specific customers in this workspace, however, depends on whether or not you selected the **Centralized Customer Creation Only** system parameter in the Set-up module. If you select this system parameter, you can only create company-specific customers if you already created them as customers in the Customer Information Card workspace. If you did not select this parameter, there are no restrictions as to the creation of company-specific customers in this workspace, and the creation of a company-specific customer automatically results in the creation of a customer that has the same information as the company-specific customer, if this customer did not already exist.

In addition, if you select the **Aut. company specific customer creation** system parameter, Maconomy automatically creates company-specific customers when anyone tries to enter information on such non-existing company-specific customers. If you did not select this parameter and someone makes an entry on a non-existing company-specific customer, Maconomy displays an error message, and you must to create the company-specific customer manually in the Company Specific Customer Information Card workspace, before you try to make any entries.

For auditing purposes, it is recommended that you print and file the Company Specific Customer Information Card each time that you change information here or in the Payment Information workspace. To print the Company Specific Customer Information Card, use the **Print This** function in the File menu.

Note: All registrations are made on the company customer. Your linking rule and company customer setup define where you can use the customer.

Company Specific Customer Information Card Tab

This section includes the fields and descriptions for the Company Specific Customer Information Card tab.

Ship to Customer Island

Field	Description
Customer No.	In this field, you enter a unique customer number. If you do not specify a number, the customer number in this field will be derived from the company-specific number series “Customer Series” belonging to the company to which the customer belongs. The Ship to Customer is the customer to whom you deliver items. If another customer is paying for the items, you must also enter the Bill to Customer. If the system parameter “Centralized Customer Creation Only” in the Set-up module has been marked, company-specific customers can only be

Field	Description
	created, if these have already been created as customers in the window Customer Information Card. You can use the function “Find customer” in the Find menu to display a list of existing customers and select a customer that you want to use as company-specific customer. If the parameter has not been marked, you are free to enter a customer number in this field. You also enter the customer’s name and address. This information is for reference and is shown on several printouts, for example, order documents. Note, you must fill in the line below the customer number. The fourth line has two fields, one for zip code, the other for postal district. If you enter a zip code and leave the postal district field blank, the postal district field is automatically completed, provided that the zip code in question has been entered for the relevant country in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.
Attn.	In this field, you enter the name of an attention person the person to whom you want shipping information directed. The information is used on printouts.
Country	Here you select the customer’s country. The information is used for reference, and it can be used to make statistics. States and countries are maintained in the window Countries in the Set-Up module.
Phone	In this field, you enter the customer’s telephone number. The information is used for reference.
Fax	In this field, you enter the customer’s fax number. The information is used for reference.
Telex	In this field, you enter the customer’s telex number. The information is used for reference.
E-mail	Here you can enter the customer’s electronic mail address. The field is used for reference.
Contact Person	Here you can enter a contact with the customer. The field is merely for reference.
Our Contact	Here you can enter the number of the employee who is in charge of the customer in question. The employee must exist in Maconomy.
Termination Date	If you have ceased co-operation with the current customer, you can specify in this field the date on which co-operation was terminated.
Account Manager	In this field, you can enter the account manager of the customer. The information is used on jobs.

Settling Company Island

Field	Description
Company No.	In this field, you can enter a value for the dimension Company, which thus becomes the settling company of the customer. The settling company is the company which has the claim against the customer and the company to which the customer must make payments. The settling company's accounts also include the customer which means that the value in this field is transferred to the customer entries created on the current customer upon posting. If another company completes postings on the customer, this will automatically lead to intercompany entries of the type "Customer Collection" between the two companies. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, inter- company entries are only created if the two companies involved are not both assigned to the same parent company. The contents of this field also determine which users have access to see information about the company-specific customer. In the window Company Information in the G/L module it is possible to assign each company to an access level. A user only has access to see information about a company-specific customer if he has granted access to the access level in the window Access Levels in the Set-Up module that the settling company is assigned to or a superordinate level. A user will, for example, be able to see company-specific customer information cards and customer entries for customers whose settling company has been assigned an access level that the user himself has access to. In addition, the user must have access to the access level specified in the island Access Level in order to have access to the current company-specific customer. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to company-specific customers may depend on other factors. For further information about the standard access control configuration and access control in a multi- company model, please see the section "Introduction to the Access Control System" in the Set-Up module.
Name	This field shows the name of the company shown in the field "Company No." above.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

General Information Island

Field	Description
Department	In this field, you select the department that the customer usually deals with. You can specify other departments on item purchase orders and invoices to the customer. The department selected here determines which G/L accounts are used when you invoice customer transactions. The department is a posting reference to

Field	Description
	item sales accounts, charge accounts, discount accounts, and so on. The posting references are also used when posting interest and reminder charges, as well as when posting cash discounts and exchange rate differences occurring from open item reconciling. G/L posting references are maintained in the window Posting References in the G/L module. If the window System Information in the Set-Up module specifies that entries are posted by item group or by activity, the posting references for item sales and cost of sales are retrieved from the Item Group Information Card in the Inventory module and from the window Activities in the Job Cost module respectively.
Language	In this field, you select the language of the customer. The selected language is used, for example, on printouts of item descriptions on sales order documents and in connection with language texts. For further information about this window, see the description of the window Language Texts in the Set-Up module. Languages are maintained in the pop-up field “Language” in the window Popup Fields in the Set-Up module.
Currency	In this field, you select the customer’s standard currency. All customer transactions are converted into the customer’s standard currency. This means you can print and send account statements in the customer’s own currency. All customer transactions are registered in three currencies: ▪ Standard Currency. This is the currency in which the customer has requested you hold their account. For example DEM if the customer is from Germany. ▪ Base Currency. This is the currency used in your country (USD in the United States) and in which your books are kept. ▪ Original Currency. This is the currency of a given transaction. For example FFR, if a German customer pays in French Francs. To prevent inconsistencies, you cannot change the customer’s currency if entries have been posted or are ready to be posted on the customer. Currencies are maintained in the pop-up field “Currencies” in the window Popup Fields in the Set-Up module.
Customer Type	In this field, you select the customer type of the current customer. The field is used for organizing customers. Customer types are maintained in the pop-up field “Customer Types” in the window Popup Fields in the Set-Up module.
Customer Group	In this field, you select to which group of customers the customer belongs. This field is used to classify customers - primarily for statistics. Customer groups are maintained in the pop-up field “Customer Groups” in the window Popup Fields in the Set-Up module.

Field	Description
Enterprise	Here you can assign an enterprise to the customer. Enterprises are maintained in the pop-up field “Enterprises” in the window Popup Fields in the Set-Up module. The field is used for statistics.
Segment	Here you can assign a segment to the customer. Segments are maintained in the pop-up field “Segments” in the window Popup Fields in the Set-Up module. The field is used for statistics.
Area	Here you can assign an area to the customer. Areas are maintained in the pop-up field “Areas” in the window Popup Fields in the Set-Up module. The field is used for statistics.
Company Tax Code	In this field, you can specify a company tax code created in the window Popup Fields. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current customer, as the reporting code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. However, the tax code is only selected from a tax table if the field “Use Tax Tables” is marked in the window System Information and if the company specified as the responsible company for the order or job in question is assigned to a tax table. If no tax table is specified for the responsible company or if you use differentiated tax but you do not use tax tables, Maconomy uses the tax code specified for the account, item or activity, depending on the transaction in question. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. If you use tax tables, and the system parameter “Get on account tax code from tax table” is marked, the tax code to be transferred to on account invoices is found in a tax table. But instead of using the item tax code specified on an activity, item or account, Maconomy uses the on account tax code in the field “On Account Tax Code” in the window System Information in the Set-Up module (along with various other information) to point out the relevant tax table line. If the system parameter “Get on account tax code from tax table” is not marked, the standard tax code specified in the window System Information is always used as the tax code on invoices on account. For further information about the information used to point out the correct tax code, please see the description of the window Tax Tables in the G/L module. When posting entries, the reporting code is used for deter- mining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information.
Tax	In this field, you specify whether to charge the customer tax on a normal basis. If the field is marked, Maconomy adds tax. The value can be changed on individual orders.
Tax No.	In this field, you enter the customer’s number that relates to the field “Tax.” If you have entered tax number validation rules for the customer’s country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the tax number complies with these validation rules.

Field	Description
Comp. Reg. No.	In this field, you can enter the customer's company registration number if you are dealing with a company. If you have entered company registration number validation rules for the customer's country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the company registration number complies with these validation rules. The completion of this field is optional.
CNR No.	In this field, you can enter the customer's CNR number if you are dealing with a private person. If you have entered CNR number validation rules for the customer's country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the CNR number complies with these validation rules. The completion of this field is optional.
Agreement	Here you can describe any agreement you might have with the customer that has significance for sales orders to the customer. The information is not used anywhere else in the system.
Remarks	Here you can enter any remarks, which will be shown in quotes, sales orders and credit orders in the Sales Orders module.
Holiday Calendar Name	Name of a holiday calendar used by the company-specific customer.
Stock Symbol	This field allows for specifying the stock symbol if the customer refers to a listed company. If contact customers are used, the stock symbol on both customer and contact company will always be synchronized. When a stock symbol is set, the customer home, company customer home, and contact company home sections in the Workspace Client will have integrations to Google Finance, showing information about the stock.

Job Cost Island

Field	Description
Job Price List, Cost	In this field, you can select a job price list for the calculation of cost prices. In the Job Cost module, this job price list will be transferred to the new job when you create a job with the current customer. The description is transferred from the window Job Price Lists in the Job Cost module.
Job Price List, Intercomp.	In this field, you can select a job price list for the calculation of intercompany prices. In the Job Cost module, this job price list will be transferred to the new job when you create a job with the current customer. The description is transferred from the window Job Price Lists in the Job Cost module.
Job Price List, Sales	In this field, you can select a job price list for the calculation of sales prices. In the Job Cost module, this job price list will be transferred to the new job when you create a job with the current customer. The description is transferred from the window Job Price Lists in the Job Cost module.

Field	Description
Job Price List, Std. Sales	In this field, you can choose a job price list to be used for calculating the standard billing prices of the activities used for the job. The functionality of this field is similar to that of the field “Job Price List, Sales.” The description derives from the window Job Price Lists in the Job Cost module.
Markup %	In this field, you can select a markup percentage for amount activities. If the field is completed, the specified value will be transferred when you create a new job on the current customer in the Job Cost module. When the field is completed, the field “Fixed Markup (Amts.)” on the current job will be marked, regardless of the percentage entered in the field “Markup %” in the window System Information in the Set-Up module.
Job Surcharge Rule	In this field, you can specify a job surcharge rule. The rule specified in this field is copied to the window Job Information when you create a new job on the current customer. The rule must be created in the window Job Surcharge Rules and can be changed in the windows Job Information or Job Budgets in the Job Cost module. See the description of the window Job Surcharge Rules for a detailed description.
Invoice Layout	In this field, you can enter an invoice layout rule. The specified rule will be suggested on every new job created with the current customer as the bill-to customer. The field must be completed, and Maconomy will automatically suggest the first rule created, when a new customer is created. Please see the description of the window Invoice Layout Rules in the Job Cost module for further information.
Detailed Invoice Specification	Use this field to select a detailed invoice specification.
Show Customer Balances on Invoice	Select this field to indicate that you want to see the customer’s prior and new balance on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.
Show Customer Statement on Invoice	Select this field to indicate that you want to see the customer statement on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.
Show Customer Aging on Invoice	Select this field to indicate that you want to see the A/R aging on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.

Vendor Payment Exchange Rate Variances Island

Field	Description
Post Vendor Exch. Rate Variances on Job	Use this field to specify how to post exchange rate variances that occur when you register vendor payments. If you do not select this check box, the exchange rage variances are posted to the Vendor Exchange Rate Gain or Vendor Exchange Rate Loss account. The default value is that the check box is not selected. Maconomy uses the value of this field as the default value for the Post Vendor Exch. Rate Variances on Job field for newly created company-specific customers for this customer.

Employees Island

Field	Description
Employee 1-10	In these 10 fields, you can assign up to 10 employees to the current customer. The employees will be suggested as Employees 1-10 when you create a job on the given company-specific customer.

Contact Management Island

Field	Description
Contact Comp. No.	If the customer has been created as a contact company, the contact company number in question is shown in this field.
Campaign No.	In this field you can enter the number of a marketing campaign that has given rise to the creation of the current company-specific customer. Note, however, that the campaign number is not transferred to quotes, sales orders, and so on, which are created for the company customer.

Charges Island

Field	Description
Charge 1-4	In these fields, you can select up to four charge codes normally added to an order to the customer. The customer might, for example, pay a handling charge or a delivery charge. Every charge code is a reference to a text and an amount. Charge codes are maintained in the window Charges in the Sales Orders module. The charge is posted to a G/L account for charges. The reference to the G/L account is specified by means of a dimension combination in the window Posting References in the G/L module. You can thus sort charges by department. You can enter up to four different charges to a customer (codes 1 - 4). **Note:** These charge codes cannot be used when creating invoices and credit memos to the customer in the accounts receivable module.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can specify further information regarding the current customer. You might, for example, specify a “hold” code or information about substitution items. The pop-up options are maintained in the pop-up field “Customer Popup 1-5” in the window Popup Fields in the Set-Up module.

Allowed Use Island

Field	Description
Allow for use as Inter Company Customer	Specify if the customer can be used as an intercompany customer. This is validated when the customer is selected or changed on the Company Specific Customer Information tab or on an outlay account. It is also validated when the intercompany invoice is created.
Allow G/L Budgets	Specify whether this customer can be used in a G/L or job budget. Maconomy validates when the job budget is created, a G/L budget line is created or changed, and when the G/L budget is approved.
Allow Registrations	Specify whether this customer can be used in a general journal or in bank reconciliation. Maconomy validates when the line is created or changed, and when the journal is posted, or the bank reconciliation is approved.
Allow Payments	Specify whether this customer can be used for payments. Maconomy only validates customer payments created in the customer payment window. The validation in the G/L journal and bank reconciliation windows is based on the **Allow Registrations** field.
Allow Reporting	Specify whether this customer can be used in standard customer reports. For the following reports, Maconomy ignores customers who are not allowed to be included for reporting where the user has selected Customer as dimension. ▪ **A/R aging** ▪ **A/R balance list** ▪ **A/R Historical Statement** ▪ **Open Entry Statement** ▪ **Periodic Statement** ▪ **A/R Statistics** ▪ **Customer Group Statistics** ▪ **Customer budgets** ▪ **Customer information** ▪ **G/L report lines**

Field	Description
Allow for use as Template/Parent Customer	Specify whether this customer may be used as a template or parent customer. A template customer can be entered into system information or company information. Maconomy suggests the template customer as parent customer when a new customer is created. Maconomy validates when the new customer is created.
Allow Interests and Reminders	Specify whether this customer can be used when creating interests and reminders. Maconomy validates when the interest or reminder is created, and when the interest or reminder is approved.
Allow for use on Jobs and Orders	Specify whether this customer may be used on a job, sales order, or subscription order. Maconomy validates when the sales order or subscription order is created or changed, and when the invoice is approved/printed. Maconomy also validates when the job is created. You can still use a customer on a template job even if they are not allowed for use on jobs.
Allow Delivery	Specify whether deliveries on either sales or subscription orders in which the current customer acts as payment or delivery customer can be made to this customer.

User Island

Field	Description
Created	This field displays the name of the user who initially created the information in the window and the date on which it was created.
Changed	This field displays the name of the user who changed the information in the window and the date on which it was changed.
Version	This field displays a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Catalog Island

Field	Description
Catalog No.	This field is only used if you have installed the add-on module Maconomy Web Shop. By specifying a catalog number, you can assign the current customer to a catalog created in the window Catalogs in the Inventory module.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Field	Description
Document Count	This field shows the total number of documents in the Document Archive.

Option List Fields Island

Field	Description
List/Value	In these fields, you can select a number of option lists containing values that you wish to use for further specification of the customer. In the Value field, you can select values from these lists. If you do not enter an option list in one of the option list fields, you can enter any value in the corresponding value field.

Customer Job Option Lists Island

Field	Description
List/Value	In these fields, you can assign option lists to the customer. The information is used on jobs.

Print Control Island

Field	Description
Statistics 1-4	Here you can enter an optional code and specify the option lists containing the values you wish to be available in these fields. The four codes can be selected/not selected in the selection criteria islands in windows where statistics are printed. If a statistics list has been specified in a given statistics list field in this island, only values available in the list in question can be selected in the corresponding statistic value field. If a statistics list field has been left blank, any text can be entered in the corresponding value field. In the fields “Statistics 1-4” in this island, you can only select values from these lists. However, if you leave a given statistics list field blank, any text can be entered in the corresponding statistics value field.

Remarks Island

Field	Description
Remarks	Here you can write remarks about the customer. They are not used elsewhere in the system.

Bill to Customer Island

Field	Description
Customer No.	In this field, you enter a bill-to customer number, if items are delivered to one customer, but billed to another. Maconomy checks that the bill-to customer exists.

Field	Description
	When you invoice a ship-to customer, for whom there is a bill-to customer, the bill-to customer is debited by the amount. If you leave this field blank, the ship-to customer is automatically the same as the bill-to customer. When you make entries to a customer in the window General Journal in the G/L module, Maconomy does not look for a bill-to customer. The amount is always debited/credited to the given customer number. Maconomy also shows the name and address of the bill-to customer. The fields are completed when you press Return, and cannot be changed here.
Attn.	This is name of the bill-to customer's attention person - the person to whom payment information directed. The field is completed when you press Return, and you cannot change it here.
Country	This is the bill-to customer's country. The field is completed when you press Return, and you cannot change it here.
Phone	This is the bill-to customer's telephone number. The field is completed when you press Return, and you cannot change it here.
Fax	This is the bill-to customer's telefax number. The field is completed when you press Return, and you cannot change it here.
Telex	This is the bill-to customer's telex number. The field is completed when you press Return, and you cannot change it here.
E-mail	This is the customer's electronic mail address. The field is completed when you press Return, and you cannot change it here.

Sales Orders Island

Field	Description
Sales Rep. No.	In this field, you enter the sales representative responsible for the customer. The information is used when creating sales orders. It can be changed on individual orders.
Sales Rep.	This field shows the name of the sales representative specified in the field "Sales Rep. No." above.
Price List No.	In this field, you select from which price list Maconomy should normally retrieve sales prices, when you create sales orders and invoices. The price list and price can, however, always be changed as you register a sales order. If you leave the field blank, Maconomy will always calculate the price of an item from its cost price and gross margin, as specified in the Item Information Card. Price lists are maintained in the windows Price Lists and Quantity Discounts in the Inventory module.
Price Step	In this field, you select from which price step in the above price list Maconomy should retrieve a sales price when creating quotes, sales orders or invoices. This means you "tie" the customer to a certain price step. If you select price step

Field	Description
	1, for example, the customer will not receive any quantity discounts. The sales price can, however, always be changed as you register an order. If you enter price step zero, the customer will always receive a maximum quantity discount, based on the amount of items ordered.
Keep Price	In this field, you can specify whether unit prices and discount percentages on quote and order lines pertaining to the current customer should be recalculated when changing the quantity. The value in this field is transferred to the card part of quotes and sales and credit orders pertaining to the current customer, but can be changed for each quote or order.
Invoice Discount %	In this field, you enter the discount percentage you normally give the customer, or leave the field blank. You can change it on individual orders.
Blocked for Delivery	If you mark this field, it will no longer be possible to make deliveries on either sales or subscription orders in which the current customer acts as payment or delivery customer.
Show Price Mark	This field is only used if you have Maconomy's layout editing tools. Using Maconomy's layout editing tools, you can add fields to invoice and packing slip layouts, which, with a plus or minus sign, indicate if the item is sold at a higher or lower price than in the previous sale to the same customer. The unit price in the previous sale can be seen in the window Item Assortment in the Inventory module. If the field is marked, higher and lower prices will be highlighted. It indicates to the customer, that the price calculation should be adjusted if the items are being sold to others.
Show Price on Packing Slip	This field is only used if you have Maconomy's layout editing tools. Using Maconomy's layout editing tools, you can add prices of individual items to the packing slip. If the field is marked, the prices will be shown.
Blanket Invoice	If you mark this field, the customer is invoiced on a blanket invoice. The value can be changed on individual orders. Blanket invoicing means, that all non-invoiced orders involving the same bill-to customer, currency, department and warehouse, for which you have printed a packing slip or which are released for invoicing, are gathered in one invoice to the customer. This takes place in the window Print Invoice in the Sales Orders module.
Total Packing List	If this field is marked for the ship-to customer, and you select "Print Packing List" in the window Sales Orders, Maconomy will print a packing list which, in addition to the current order, will also include any orders to the customer that have not yet been delivered. This feature is used to ensure full delivery of old back orders in connection with delivery of new orders. If this field is not marked on the customer's information card, Maconomy will only print a packing list for the current order.

Field	Description
	When you create a new customer, Maconomy transfers the value in the corresponding field in the window System Information.
EU Trade Type	Here you can enter either “Normal” or “Triangulation” to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in third EU country. Triangulation sales are not included in the EU sales part of the tax specification. The trade type can be changed during order processing.

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current company-specific customer. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the company-specific customer information card.

Derived Company Island

Field	Description
Company No.	In this field, you can enter a value for the dimension Company if you want a value to be derived from the current company. If you also want the specified value to overwrite existing values for the dimension, mark the field “Overwrite.” If you do not choose over- writing, the dimension value will only be derived if the dimension field for which derivation is taking place has neither been completed manually nor by entering a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line.

Derived Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Company No.” above. Note that when posting an automatically created customer-related journal, for example, in connection with customer open entry reconciliation or approval of a reminder selection, Maconomy will transfer the Location value to the G/L entries in question. This takes place at the time of posting.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Parent Customer Island

Field	Description
Customer No.	In this field, you can specify the number of a customer which should be the parent customer of the current customer. If you specify a parent customer in this field, you also have to specify a linking rule in the field “Linking Rule” below. If you do not specify a linking rule, Maconomy will use a standard linking rule, insofar as one has been created between the tables “Customer” and “Customer” in the window Linking Rules in the Set-Up module. On the basis of these two choices you may then create a company-specific customer with the number that you have entered in the field “Customer No.” in the island Delivery Customer and a customer with the same number in the window Customer Information Card. This corresponds to the procedure of first creating a customer in the “normal” customer information card on the basis of the information entered in the fields “Customer No.” and “Linking Rule,” and in this window then creating a company-specific customer with the indicated company-specific link. What information is copied to the different customer information cards will depend on the linking rules that are indicated. If you want to create a company-specific customer, and a parent customer for the customer whose number you apply in the field “Customer No.” in the island Delivery Customer has already been entered, the fields “Customer No.” and “Linking Rule” in this island will automatically be filled in with the information that is contained in the applied Customer’s Information Card. For further information on parent customers and rules for the copying of field information from customers, see the description of the window Linking Rules in the Set-Up Module.

Field	Description
Name	This field displays the name of the customer specified as parent customer in the field “Customer No.” above.
Linking Rule	In this field, you can specify the linking rule that you want to use for the current customer. If you have specified a parent customer in the field “Customer No.” above and you do not specify a linking rule in this field, Maconomy will use a standard linking rule between the relations Customer and Customer in the window Linking Rules in the Set-Up module, if any. If no standard linking rule has been created, Maconomy will display an error message. Linking rules contain information about what information should be copied from a parent customer to the current customer. Linking rules are maintained in the window Linking Rules in the Set-Up module. For further information about linking rule creation and usage and rules concerning the copying of field information from parent customers, see the description of the window Linking Rules in the Set-Up module.
Company Specific Linking	In this field, you can specify the linking rule that you want to use for the current company-specific customer. Linking rules contain information about what information should be copied from a parent customer to the current company-specific customer. If you do not complete this field and a linking rule has been created between the tables “Customer” and “CompanyCustomer,” which is used as a standard linking rule, the field is completed automatically with the name of the associated standard linking rule. Linking rules are maintained in the window Linking Rules in the Set-Up module. For further information about linking rule creation and usage and rules concerning the copying of field information from parent customers, see the description of the window Linking Rules in the Set-Up module.

Delivery Island

Field	Description
Back Order Handling	Here you choose how to process back orders to this customer. You can always change the value for an individual order during order processing. You can select three different back order handling methods: “Save,” “Delete,” and “Transfer.” For further information about handling of back orders, see the description of the window Sales Orders in the Sales Orders module.
Blanket Order	In this field, you can specify whether quotes and orders for the current company-specific customer should be created as blanket orders. If you mark this field, quotes and orders created for the company-specific customer will be created as blanket orders, that is, with the corresponding field marked. See the description of the field “Blanket Order” in the window Sales Orders in the Sales Orders module for further information on the functionality of blanket orders.
Warehouse	In this field, you enter the warehouse from which items are normally delivered to the customer. The value is used when registering orders and invoices. Maconomy checks that the items are available from the warehouse. The value can be changed in individual orders.

Field	Description
	Warehouses are maintained in the Warehouse Information Card in the Inventory module.
Delivery Terms	In this field, you select which delivery terms normally apply to the customer. The field is used when you handle orders.
Delivery Mode	In this field, you select which delivery mode normally applies to the customer. The field is used when you handle orders. Delivery Terms are maintained in the pop-up field “Delivery Terms” in the window Popup Fields in the Set-Up module.
Carrier	In this field, you select which means of transport you use to deliver items to the customer. The field is used when you handle orders. Carriers are maintained in the pop-up field “Carriers” in the window Popup Fields in the Set-Up module.
Consignment Type	In this field, select the consignment type normally used when delivering goods to the current customer.
Destination No.	In this field, you can enter a destination number if items to the current customer are usually delivered to a given destination.
Charge Table	In this field, you can select the charge table to be used in the calculation of charges on transactions regarding the current customer. When quotes, sales orders, and credit orders are created for the current customer, the charge table is transferred to the transaction in question.
Charge Discount %	In this field, you can specify a charge discount percentage to be applied to charges on transactions regarding the current customer.

Account Stm. Cust. Island

Field	Description
Customer No.	In this field, you enter an account statement customer number, if items are delivered to one customer and the account statement is sent to another. Maconomy checks that the account statement customer already exists. Printing out a periodic account statement to which an account statement customer has been assigned thus means that the account statement customer and not the ship-to customer receives the account statement printout. If you leave this field blank, the account statement customer is automatically identical to the ship-to customer. Maconomy also shows the name and address of the account statement customer. The fields are completed when you press Return, and cannot be changed here.
Attn.	This is the account statement customer’s attention person - the person to whom payment information is directed. The field is completed when you press Return, and you cannot change it here.

Field	Description
Country	This is the account statement customer's country. The field is completed when you press Return, and you cannot change it here.
Phone	This is the account statement customer's telephone number. The field is completed when you press Return, and you cannot change it here.
Fax	This is the account statement customer's telex number. The field is completed when you press Return, and you cannot change it here.
E-mail	This is the account statement customer's electronic mail address. The field is completed when you press Return, and you cannot change it here.

Access Level Island

Field	Description
Name	Here you can enter the name of the access level. Users only have access to information about the current customer if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. This means that a user can only specify the customer on, for example, sales orders if he has access to the customer. In addition, a user can only see customer information cards of customers to which he has access. In addition, the user must have access to the access level specified for the customer's settling company in order to have access to the current company-specific customer. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to vendors may depend on other factors. For further information about the standard access control configuration and access control in a multi- company model, please see the section "Introduction to the Access Control System" in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current customer, provided that they have access to the settling company of the customer.

Subscription Island

Field	Description
Price Adjustment Principle	In this field, you can specify a price adjustment principle to be suggested on subscriptions created for the current customer. For further information about price adjustment principles, see the window Price Adjustment Principles in the Subscription module.

Teams Island

Field	Description
Team 1-6	In this field, you can specify the name and number of a team of employees to be assigned to the customer, for instance because the customer prefers to work with a given team. Teams are created in the window Teams in the Set-Up module. When you create a new job for the current customer, the teams specified for the customer

Field	Description
	are automatically copied to the job, unless another team is specified in the corresponding field on the job.

Approval Hierarchy Status Island

Field	Description
Approval Relation	This field displays the relation used in connection with the type of registration.
Approval No.	This field displays the approval number of the company specific customer information. The number is incremented by one each time you submit the company specific customer information for approval.
Approval line No.	This field displays the approval line number, which indicates the current approval level of the company specific customer information based on the order in the current approval hierarchy.
Approval Status	This field displays the approval status of the current company specific customer information. The possible statuses are: ▪ **Approved** ▪ **Rejected**
Approval Status Details	This field displays details regarding the latest approval status of the current company specific customer information.
Header Can Be Approved By Current User	This field indicates if the current user can approve the header of the company specific customer information.
Approved Or Rejected By	This field displays the user who approved or rejected the company specific customer information.
Approval Or Rejection Date	This field displays the date when the user approved or rejected the header of the company specific customer information.
Approval Or Rejection Time	This field displays the time when the user approved or rejected the header of the company specific customer information.
Approval Or Rejection Comment	This field displays any comments entered by the user related to the approval or rejection of the company specific customer information.
Workflow Status	This field displays the status of the company specific customer information within a workflow. The possible workflow statuses are:

Field	Description
	▪ **Open** ▪ **Closed** ▪ **Submitted** ▪ **Approved** ▪ **Rejected Header** ▪ **Rejected Lines**

E-Invoicing Island

Field	Description
Enable E-Invoicing	Select this check box to enable e-invoicing for the current company customer. You cannot enable e-invoicing for the company customer without enabling the **Enable E-Invoicing** system parameter first. You cannot enable e-invoicing for company customers without enabling it for the relevant company and parent customer first. When you create a company customer, Maconomy calculates the default value based on the setting of the company linked to the parent customer. The company customer can only inherit an enabled value from its parent customer if this check box is also enabled or selected on the company.
Electronic Address	Use this field to enter the e-mail address to which business documents should be delivered. This field is mandatory if e-invoicing is enabled.
Electronic Address Scheme	Use this field to specify the electronic address scheme (EAS) identifier for the e-mail address you specified. This field is mandatory if e-invoicing is enabled. For a list of the available codes, refer to the following URL: https://docs.peppol.eu/poacc/billing/3.0/codelist/eas/.

E-Invoice Mappings Island

Field	Description
Job Cost Invoice Peppol Mapping	Use this field to select a company customer-specific mapping for job cost invoices.
Job Cost Credit Memo Mapping	Use this field to select a company customer-specific mapping for job cost credit memos.
Order Invoice Mapping	Use this field to select a company customer-specific mapping for order invoices.

Field	Description
Order Credit Memo Mapping	Use this field to select a company customer-specific mapping for order credit memos.

Actions

This section shows the Actions available in the Company Specific Customer Information Card workspace.

Top Tab

Field	Description
Attach Document	This action allows you to attach a document to the company-specific customer.

Company Specific Payment Information Single Dialogs Workspace

Use this workspace to maintain financial information about your company-specific customers, including payment terms, credit limits, and interest and reminder information.

You can change payment information for only one customer at a time.

If you create a company-specific customer from an enterprise-wide customer, Maconomy populates the company-specific customer's payment information automatically, using information from the enterprise-wide customer's Payment Information workspace.

The information that the new company-specific customer inherits depends on the linking rule that you assigned to the company-specific customer in question.

The ability to enter, change, or view a value in each field depends on the setup of the linking rule that you assigned to the company-specific customer, if any. For more information about linking rules, see the description of the Linking Rules workspace in the Set-Up module.

If you change the information on a company-specific customer's payment information card, Maconomy updates the **Changed by**, **Date** (of the change), and **Version No.** fields.

It is recommended that you print and file the company-specific payment information each time that you make a change in this workspace or in the Company Specific Customer Information Card workspace. You print the current payment information by using the **Print This** action in the File menu.

Note: All registrations are made on the company customer. Your linking rule and company customer setup define where you can use the customer.

Company Specific Payment Information Tab

This section includes the fields and descriptions for the Company Specific Payment Information tab.

Customer Island

Field	Description
Customer No.	This field displays the number of the customer. It cannot be changed. To retrieve a customer, you can use the search functions in the Find menu. The other lines in this field show the customer's name and address. This information is copied from the window Company Specific Information Card.
Attn.	This field displays the customer attention person. This information is copied from the window Company Specific Information Card.
Country	This field displays the country code of the customer. This information is copied from the window Company Specific Information Card. When you change the country code in this window, Maconomy checks that the rules of validation for tax and social security/federal ID numbers in the window Rules of Validation are observed.
Phone	This field displays the customer's telephone number. This information is copied from the window Company Specific Information Card.
Giro	This field displays the customer's giro account number. (This applies to countries with a national giro system.) This information is used for references and is copied from the window Company Specific Information Card.
Currency	This field displays the customer's standard currency. The standard currency is specified in the field "Currency" in the window Company Specific Customer Information Card.

Settling Company Island

Field	Description
Settling Company	This field displays the name and number of the settling company on the current company-specific customer's information card. The settling company is the company which has the claim against the customer and the company to which the customer must make payments. The settling company's accounts also include the customer which means that the value in this field is transferred to the customer entries created on the current customer upon posting. If another company completes postings on the company-specific customer, this will automatically lead to inter- company entries of the type "CustomerCollection" between the two companies. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.

Field	Description
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Payment Control Island

Field	Description
Cust. Payment Mode	In this field you select the mode in which the customer will normally be paying. The customer payment mode is used for selecting the customer payment mode and the payment agent and is transferred when you create invoices and credit memos. The customer payment mode can, however, be changed on the individual invoice or credit memo or in the window Change Payment Selection in the Banking module. The customer payment mode is furthermore used for calculating the customer’s payer ID. Payment modes are maintained in the window Payment Modes in the Banking module.
Collection Agreement	In this field, you can enter the agreement number that the current customer has been assigned at the payment agent who is connected to the selected customer payment mode. The field is only used for electronic customer payment modes.
Collection Gr. No.	In this field, you can specify the collection group number to which the current customer belongs. The collection group number is supplied by the payment agent. If the payment mode of the customer is electronic, you must specify a collection group number in this field.
Global Location No.	If the customer has requested that you use a specific global location number on invoices, you can specify the location number in question here. The number specified here will be suggested on all sales orders, jobs, and so on, assigned to the customer, and thus in turn flow to the resultant invoices. However, the global location number can be changed on the individual sales orders, jobs, and so on. if another location number is to be used in a specific context. For further information about the concept of global location numbers, see the introduction to the window Company Locations.
Payer Id.	This field displays the company-specific customer’s payer identification. The payer identification is used in connection with electronic payments. For further information about payment modes, see the description of the window Payment Modes in the Banking module.
Control Account	Here you can select a posting reference to a G/L account. All entries to the customer are posted to the General Ledger to the A/R control account specified here. Accounts Receivable is thus an aggregation of the A/R control accounts in the General Ledger. For example, you can group your customers in domestic and foreign customers in the General Ledger. References to control accounts are specified in the window Popup Fields in the Set-Up module.

Field	Description
Automatic Reconciliation	Mark this field if you want Maconomy to automatically reconcile accounts receivable entries (payments, invoices, credit memos) during posting. If marked, Maconomy will always reconcile against the oldest open entry or entries that can be reconciled totally or partially by the amount being posted. This means that a customer with a debit balance will never have open credit entries, and the customer's open debit entries will always be their most recent. Similarly, a customer with a credit balance will never have open debit entries, and this customer's open credit entries will also be their most recent. If this field is not marked, all entries to the customer will be registered as open entries. The user must then manually reconcile each entry in the window Customer Payments in the Accounts Receivable module. Payments can also be reconciled in the General Journal by entering the number of the invoice the payment covers.
Blocked	Here you specify whether the customer is blocked or on stop. If this field is marked, the customer is blocked and you cannot create quotes, sales orders, manual invoices or jobs for the given customer. However, you can create invoices from the Job Cost module for existing, open jobs. This functionality can be used, for example, in connection with a current reminder procedure.
Payment Terms	Here you select the payment terms that will normally apply to the customer. These terms are used to calculate the date an invoice becomes due for payment. Payment Terms are maintained in the pop-up field "Payment Terms" in the window Popup Fields in the Set-Up module.
Expected Days to Payment	This field is similar to the Expected Days to Payment field in the Payment Information window. However, in this field, you have the option to enter the value provided by the customer. The set-up of linking rules in the Linking Rules window in the Set-up module determined what information is inherited from customers to company-specific customers. For example, if there is a linking rule from the "Customer" table to the "Company Customer" table that specifies that all customer information, except for fields such as Att. and Phone, should be inherited to company-specific customers with the standard linking method "Full," Maconomy copies the relevant information to the company-specific customer's information cards using this linking rule. The selected linking rule therefore determines if this field is changeable.
Cash Discount	Here you can select a code to specify the maximum cash discount given to the customer when entries are reconciled. Maconomy verifies that the discount limit is not exceeded upon reconciliation of payments. A cash discount code is a reference to a discount percentage. The codes are maintained in the pop-up field "Cash Discount Codes" in the window Popup Fields in the Set-Up module.

Field	Description
	The cash discount is automatically posted to a G/L account for cash discounts. The reference to this account is specified by means of a dimension combination in the window Posting References in the G/L module. This allows you to sort cash discounts by department in the General Ledger.
Credit Card No.	If the customer wants to pay by credit card, you can enter the number of the credit card in this field. Information in this field will automatically be transferred to new quotes and sales orders. Please note that the field is for information only, as Maconomy's Banking module does not support payment by credit card. If you enter a credit card number, you must also specify an expiry date.
Expiry Date	In this field, you enter the expiration date of the credit card specified in the field "Credit Card No." above.

Bill to Customer Island

Field	Description
Customer No.	In this field, enter a bill-to customer number if items are delivered to one customer, but billed to another. The bill-to customer thus represents the customer to whom invoices are to be sent. This bill-to customer is copied from the window Company Specific Information Card and cannot be changed in this window. Maconomy also shows the name and address of the bill-to customer. This information is copied from the window Company Specific Information Card and cannot be changed in this window.
Attn.	This is name of the bill-to customer's attention person - the person to whom payment information directed. The field is completed when you press Return, and you cannot change it here.
Country	This is the bill-to customer's country. The field is completed when you press Return, and you cannot change it here.
Phone	This is the bill-to customer's telephone number. The field is completed when you press Return, and you cannot change it here.

Balance Island

Field	Description
Balance, Currency	This field displays the company-specific customer's balance in the standard currency of the customer. Maconomy updates the balance when you post journals with customer entries. It cannot be changed. Note that the corresponding field in the window Payment Information displays the collective balance of the parent customer for the assigned company-specific customers in the customer's standard currency.

Field	Description
Balance, Base	This field displays the customer's balance in the base currency of the customer's settling company. Maconomy automatically updates the balance when you post journals with customer entries. It cannot be changed. Note that the field "Balance, Enterprise" in the window Payment Information displays the collective balance of the parent customer for the assigned company-specific customers in the enterprise currency of the system.
Order Volume, Base	This field displays the customer's current order volume, expressed in the base currency of the customer's settling company. It is updated when you approve sales and credit orders for which the customer is invoiced. The order sum is also updated when you enter and delete lines in previously approved sales and credit orders. After invoices and credit memos have been posted, the amount is transferred to the customer's balance. The order volume is included in the credit limit calculation. If the order volume and balance add up to more than the customer's credit limit, the limit is exceeded. Note that the field "Order Volume, Enterprise" in the window Payment Information displays the collective order volume of the parent customer for the assigned company-specific customers in the enterprise currency of the system. Note that sales and credit orders which have been transferred to a job are not included in the calculation of the order volume. As the order volume only represents information on the total amount on approved sales and credit orders, this field does not show the amount registered on jobs to which the current customer has been assigned. Non-invoiced job cost registrations are therefore not included in the calculation of the customer's credit limit.

Credit Limit Island

Field	Description
Company Level, Base	In this field, you specify the company-specific customer's credit limit in the base currency of the customer's settling company. If you create a company-specific customer from an existing customer for whom an amount has been specified in the field "Company Level, Enterprise," this amount will be copied from the customer's payment information card to this company-specific customer. If the base currency of the company-specific customer is different from the enterprise currency, the amount copied will be converted into the base currency of the customer in question. In this context, you should also consider that if this field has been assigned to a linking rule using the linking method "Partial" between a customer and a company-specific customer, and if the enterprise currency corresponds to the company-specific customer's base currency, Maconomy will use the linking method "Partial" as normal. However, if the enterprise currency and the base currency do not correspond, Maconomy will automatically convert the amount specified in this field to the company-specific customer's base currency and copy it to the field "Company Level, Base" in the window Company Specific Payment Information. Maconomy performs this currency conversion considering that the user has

Field	Description
	decided the contents of this field, meaning that the amount specified in base currency will not be changed when the amount in enterprise currency is changed in this window. Whether or not you are able to change the amount in this field after creation, will depend on the linking rule used in the current situation. If you try to create invoices, sales orders and quotes to a company-specific customer, Maconomy will verify that the credit limit of both the company-specific customer and the parent customer is not exceeded. If either credit limit is exceeded, Maconomy displays an error message.

Interest Charge/Reminder Control Island

Field	Description
Interest Charge/ Reminder Principle	In this field, you specify the interest charge/reminder principle to be used for the current customer. Interest charge/reminder principles are maintained in the window Interest Charge/Reminder Principles. For further information about interest charge/reminder principles, see the description of this window.
Reminder Text Group	In this field, you can specify the name of a reminder text group that you want to associate with the dispatch of reminder letters to the current customer. For further information about reminder texts, see the description of the windows Reminder Texts and Reminder Text Groups.
Last Interest Date	This field displays the last interest charge date of the current customer. The date in this field is set on the basis of the date in the corresponding field on the assigned company-specific customer's payment information cards. The customer's last interest charge is therefore the last of the company-specific customer's registered interest charge dates.
Current Reminder Level	This field displays the reminder level of the customer. The customer's reminder level equals the highest reminder level specified on an entry for the current customer. The reminder level is raised by 1 for each time a reminder is sent to the customer. The field is automatically updated by Maconomy and cannot be changed in this window. The contents of this field can also be copied to a parent customer. The functionality of this field is similar to that of the field "Last Interest Date."
Date of Last Reminder	This field displays the last reminder date of the current customer. If the current company-specific customer has been assigned to a parent customer, the date in this field will affect the date displayed in the corresponding field on the parent customer's payment information card. As the date of the last reminder is always copied to the parent customer, the date of the last reminder is therefore the last of the assigned company-specific customer's registered reminder dates.

Electronic Collection Island

Field	Description
Selected for Collection	This field shows whether the current customer has been selected for collection. If the field is completed, the customer is either selected or being selected for collection. Collection selections can be created in the window Collection Selection in the Banking module. The field cannot be changed.
No. Entries Selected	This field shows the number of entries that have been selected for collection on the current customer. The number in this field is the collective total of all assigned company-specific customer's selected entries.

Print Status Island

Field	Description
Last Statement No.	This shows the number of the last historical account statement printed out for the customer. Historical statements are printed out in the window Print Historical Customer Statement. The field is automatically updated by Maconomy and cannot be changed.
Date of Last Statement	This is the date the customer's last historical statement was created. The field is automatically updated by Maconomy and cannot be changed.
Date of Last Account Printout	This is the date a customer statement was last printed. The field is automatically updated by Maconomy and cannot be changed.

Customer Discount Agreements Single Dialogs Workspace

Use this workspace to maintain customer discount agreements.

You can create and maintain multiple discount agreements for the same customer.

Maconomy applies the discount when a user creates an entry on a sales order, credit order, invoice, or credit memo in the Sales Order module.

Maconomy always calculates discounts at the line level, and you always enter discounts at the line level. If several discount agreements overlap, Maconomy selects the one that gives the customer the maximum discount.

The agreement is controlled by several parameters, including item number and delivery date. This means that if you specify an item group and a range of delivery dates, the agreement only covers items in the item group and deliveries made within that range of delivery dates.

If you have Maconomy Bill Of Materials, note that the items that release the discount must be under price control. If a bill of materials is not under price control on the highest level, each individual element of the bill of materials must be covered by a discount agreement.

Customer Discount Agreements Tab

This section includes the fields and descriptions for the Customer Discount Agreements tab.

Customer Island

Field	Description
Customer	This is the customer name and number and includes the first two lines of the customers address. The field cannot be changed. The information is retrieved from the Customer Information Card and cannot be changed here.

Customer Discount Agreements Sub-Tab

This section includes the fields and descriptions for the Customer Discount Agreements sub-tab.

Field	Description
Item Group	In this field, you select the item group covered by the agreement. The item group is a classification of items, based on costing method and other factors. Item groups are maintained in the Item Group Information Card in the Inventory module. If you select “blank,” item group has no influence on the target group.
Item Type	In this field, you select which the item type covered by the agreement. Item type is a classification of items, independent of item group. It is mainly used for statistics. Item type is specified in the window Item Information Card in the Inventory module. If you select “blank,” item type has no influence on the target group.
From Item No.	This field and the field “To Item No.” identify a range of item numbers. The discount agreement will only apply to items within this range. If you leave this field blank, the range will include all items with numbers up to the value specified in the field “To Item No.”
To Item No.	This field and the field “From Item No.” identiify a range of item numbers. The discount agreement will only apply to items within this range. If you leave this field blank, the range will include all items with numbers from the value specified in the field “To Item No.” and up.
First Delivery Date	This field and the field “Last Delivery Date” identify a range of delivery dates. The discount will only be granted on orders with a preferred delivery date within the specified range of dates. If you leave this field blank, the range will include all dates up until the date specified in the field “Last Delivery Date.”
Date of Last Shipment	This field and the field “First Delivery Date” identify a range of delivery dates. The discount will only be granted on orders with a preferred delivery date within the specified range of dates. If you leave this field blank, the range will include all dates from the value specified in the field “Last Delivery Date” and up.

Field	Description
Min. Amount, Enterprise	In this field, you enter the minimum purchase amount for which you give a discount. If you enter 0, the discount covers all purchases, however small. The amount applies to the order line, not the whole order.
Discount %	In this field, you enter the discount percentage. You must enter a positive figure.
Discount Desc.	In this field, you enter the discount text in the primary language of the system. The primary language is the one appearing on the first table line for the pop-up type “Languages” in the table part of the window Popup Fields. The description appears on quotes, orders, and invoices assigned to the primary language, as the text is transferred the “Discount Desc.” field on the table lines where the current discount is granted. The text you enter is furthermore created as an entry in the window Language Texts in the Set-Up module. It is then possible to assign translations of the discount description in the languages used in Maconomy. This makes it possible, for example, to send an invoice to a German company with the discount descriptions in German. In those cases where no translation of the discount description has been made in the language used in a given context - for instance on the printout of an order confirmation, Maconomy uses the description in this field instead. For more information about discount descriptions in other languages, please see the description of the window Language Texts in the Set-Up module.
Fixed Price List	Here you can tie the items in the discount agreement to a price list. This means the discount specified in the “Discount %” field is only released if the item ordered is priced according to this price list (on the order line in the sales orders module). In other words, a discount agreement can evoke a different price list from the one originally specified on the order. However, the discount agreement will only take effect, if the item price, calculated from the fixed price list, less the discount, gives a price that is lower than the price determined by the price list specified on the order. If you select “blank,” the discount is released regardless of which price list is used.
Fixed Price Step	Here you select whether to tie the items in the discount agreement to a specific price step. This means the discount specified in the “Discount %” field only applies to this price step in the price list. By tying the discount to a price step, you might give the customer a quantity discount even though the quantity of items ordered does not justify the discount. A fixed price step can also lead to the reverse situation. However, the discount agreement will only take effect, if the item price, calculated from the fixed price step, less the discount, gives a price that is lower than the price determined by the price list specified on the order. This field is only relevant if you enter a price list in the “Fixed Price List” field. If you do not enter a fixed price step, the discount is released regardless of which price step the ordered items correspond to in the price list.

Field	Description
Created By	This field shows the name of the user who created the current discount line.
Created On	This field shows the date on which the current discount line was created.
Changed By	This field shows the name of the last user who made changes to the current discount line.
Changed on	This field shows the date on which the last user made changes to the current discount line.
Version	This field shows a number corresponding to the version of the information on the line. Maconomy automatically increases the version number by one every time the information on the line is changed. It is not possible to retrieve previous versions.
Remarks 1- 5	In these fields, you can enter a number of remarks about the current discount agreement.

Fixed Exchange Rates Information Workspace

Use this workspace to specify a fixed exchange rate for company-specific customers.

Each time you create a job for a customer with a defined exchange rate, Maconomy automatically copies that information to the job.

Fixed Exchange Rate Information Tab

This section includes the fields and descriptions for the Fixed Exchange Rate Information tab.

Job Specific Fixed Exchange Rates

Field	Description
Use Fixed Exchange Rates from Job	Select this check box when specifying fixed exchange rates for a company customer. Each time you create a job for the company customer, Maconomy automatically copies the value of this check box to the check box with the same name in the Jobs workspace.
Standard Exchange Rate Date	You use this field when creating a new job for the company customer. Each time you create a new job for the company customer and you enter a value in this field, Maconomy automatically copies that value to the field with the same name in the Jobs workspace. If you specify a standard exchange rate table but do not specify an exchange rate for the currency used in a transaction for the job, Maconomy uses the standard exchange rate date as a reference date. If you leave this field blank, Maconomy uses the entry date specified in the transaction.

Field	Description
Standard Exchange Rate Table	In this field, select a value from the drop-down list to specify the exchange rate table from which you want to copy initial company customer-specific exchange rates. The reference currency of the selected table must be the same as the enterprise currency. Each time you create a job for the company customer, Maconomy automatically copies the value you specify here to the field with the same name in the Jobs workspace. If you do not specify an exchange rate for the currency used in a transaction for the job, Maconomy uses the exchange rate from the specified standard exchange rate table.
Reference Currency	Enter the reference currency of the exchange rate table.

Exchange Rates Sub-Tab

This section includes the fields and descriptions for the Exchange Rates sub-tab.

Field	Description
Date	In this field, specify the starting date of the exchange rate to be used for the company customer. The exchange rate is valid from the date you specify until the next date with an exchange rate for the specified currency in the Exchange Rate currency line.
Currency	In this field, select the currency for which you want to create a fixed exchange rate. Currency codes are maintained in the Popup Fields single dialog workspace.
Exchange Rate	In this field, enter the exchange rate between the currency specified in the line and the reference currency of the exchange rate table. You can also choose to retain the value from the standard exchange rate table you copied. You can enter the exchange rate as the price of the foreign currency in base or the other way round, depending on whether the **Exch. Rate in Ref. Currency** check box in the System Information single dialog workspace is selected. Use the unit entered in the **Standard Unit** field in the System Information single dialog workspace.

Actions

This section shows the actions available in the Fixed Exchange Rates workspace.

Fixed Exchange Rate Information Tab

Field	Description
Copy Standard Exchange Rates to Customer	Click this action to open the wizard for specifying fixed exchange rates for a company customer.

End Users Single Dialogs Workspace

Use this workspace to maintain information about end users. An end user is a customer with whom you have no direct sales contact, but who buys from you through one of your customers.

Use this workspace to enter general information about an end user and to identify your customers who sell goods to the end user. When you make a sale intended for an end user, you can enter the end user number on quotes, credit orders, and sales orders.

If a sale is going to an end user, you can enter the end user's customer number on quotes, credit orders, and sales orders. Use the Popup Fields workspace in the Set-Up module to specify that an order mode involves end user sales. If you forget to enter an end user for such order modes, Maconomy displays an error message.

End Users Tab

This section includes the fields and descriptions for the End Users tab.

End User Island

Field	Description
End User No.	In this field, you enter a unique end customer number. The end customer is a customer who buys from one or more of your direct customers. You also enter the end customer’s name and address. Note, you must complete the line under the end customer number. The fourth line has two fields: One for zip code and the other for postal district. If you enter a zip code and leave the postal district field blank, the postal district field is automatically completed, provided that the zip code in question has been entered for the relevant country in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.
Attn.	In this field, you enter the end customer’s attention person.
Country	In this field, you enter the end customer’s country. Countries are maintained in the window Countries in the Set-Up module.

Field	Description
Phone	In this field, you enter the end customer's phone number.
Fax	In this field, you enter the end customer's fax number.
Telex	In this field, you enter the end customer's telex number.
E-mail	In this field, you enter the e-mail address of the end user.

Remarks Island

Field	Description
Remarks	In these fields, you enter remarks concerning the current end user.

End Customers Sub-Tab

This section includes the fields and descriptions for the End Customers sub-tab.

Field	Description
Customer No.	In this field, you enter the number of one of your direct customers, who sells your items on to the end customer.
Name	This is the name of the customer who sells to the end customer. It is retrieved from the customer's information card and cannot be changed here.

Customer Budgets Single Dialogs Workspace

Use this workspace to enter and maintain monthly revenue budgets for customers, which is the amount of revenue expected from the customer.

For each month in the fiscal year, you can enter a summary budget amount or break out budgets by activity type or item group.

The Customer Budgets tab displays information about the current customer and the fiscal year for which you are budgeting. In the Budget Lines sub-tab, you can enter the expected budget figures for each month. You can also enter budget figures by activity type (time/amount), by item group, or as a summary for each month.

Customer Budgets Tab

This section includes the fields and descriptions for the Customer Budgets tab.

Customer Island

Field	Description
Customer	This field shows the name and number of the current customer.

Budget Island

Field	Description
Fiscal Year	In this field, you can specify the fiscal year for which you are budgeting.
Budget Type	In this field, you can select a budget type. Budget types are maintained in the pop-up field “Budget Type” in the window Popup Fields in the Set-Up module.

Budget Lines Sub-Tab

This section includes the fields and descriptions for the Budget Lines sub-tab.

Field	Description
Act. Type	In this field, you can select an activity type.
Item Group	In this field, you can select an item group among the groups that exist in Maconomy.
Period 1-12	These fields are used for specifying budget figures for each period in the current fiscal year.

Customer Level Setup Single Dialogs Workspace

Use this workspace to build a customer hierarchy, which you can use for many purposes.

The hierarchy can have one to five levels.

For example, you might have a client at the top level and a number of brands at the second level, and a number of products at the third level.

Customer Level Setup Tab

This section includes the fields and descriptions for the Customer Level Setup tab.

Customer Linking Rules Island

Field	Description
Level 1 - Level 2	In this field, you can enter the standard linking rule from level one to level two. If no linking rule is specified, the standard linking rule will be used.
Level 2 - Level 3	In this field, you can enter the standard linking rule from level two to level three. If no linking rule is specified, the standard linking rule will be used.
Level 3 - Level 4	In this field, you can enter the standard linking rule from level three to level four. If no linking rule is specified, the standard linking rule will be used.
Level 4 - Level 5	In this field, you can enter the standard linking rule from level four to level five. If no linking rule is specified, the standard linking rule will be used.

Contact Company Linking Rules Island

Field	Description
Level 1 - Level 2	In this field you can enter the standard linking rule from level one to level two. If no linking rule is specified the standard linking rule will be used.
Level 2 - Level 3	In this field, you can enter the standard linking rule from level two to level three. If no linking rule is specified, the standard linking rule will be used.
Level 3 - Level 4	In this field, you can enter the standard linking rule from level three to level four. If no linking rule is specified, the standard linking rule will be used.
Level 4 - Level 5	In this field, you can enter the standard linking rule from level four to level five. If no linking rule is specified, the standard linking rule will be used.

Level Names Island

Field	Description
Level 1 Name - Level 5 Name	In this field, you specify the name of Customer level 1 through 5.

Interest Charge / Reminder Principles Single Dialogs Workspace

Use this workspace to enter and maintain interest charge/reminder principles.

These principles determine how Maconomy applies interest and reminders to customer entries that have exceeded their due dates, both in general and at the time of reconciliation. Use the Payment Information workspace or Company Specific Payment Information workspace to apply the principles to specific customers.

You can assign an interest charge/reminder principle to a customer or a company-specific customer in the Payment Information and Company Specific Payment Information workspaces.

When you use the **Open** and **Open and Closed** interest charge calculation principles for interest charge and reminder calculation, Maconomy reconciles open credit entries with open debit entries. Maconomy reconciles the oldest open debit entries before the newest debit entries.

Interest Charge Reminder Principles Tab

This section includes the fields and descriptions for the Interest Charge/Reminder Principles tab.

Interest Charge/Reminder Principle Island

Field	Description
Name	In this field, you enter the name of the interest charge/reminder principle. The name is used for specification of an interest charge/reminder principle on a customer's or company-specific customer's payment information card in the island Interest Charge/Reminder Control.
Description	In this field, you enter a description of the interest charge/reminder principle. The description will be included on printouts of interest charge notices, reminder letters, invoices, and so on. You can translate the description in the window Language Texts in the Set-Up module.
Customer Payment Mode	In this field, you select a customer payment mode. The customer payment mode is used to find an offset account for the current payment. A customer payment mode can, for example, be a manual payment, a check or a bank account.

Currency Island

Field	Description
Currency	In this field, you select the currency to apply to the amounts specified in this window. When creating a new interest charge/reminder principle, the currency in this field is by default set to the enterprise currency of the system, but it can be changed. When making interest charge selections or reminder selections, Maconomy automatically converts interest charges and reminder amounts from the currency specified in this field into the currencies of the customers for which selections are made.

Interest Charge Calculation Principle Island

Field	Description
Charge Interest	If you mark this field, the current interest charge/reminder principle can be used for calculation of interest charges on customers.
Interest Charge Basis	If you mark this field, the current interest charge/reminder principle can be used for calculation of interest charges on customers. In this field, you can select the interest basis to be used in the current interest charge/reminder principle. You can choose between three calculation principles, namely "Open," "Closed," or "Open and Closed."

Field	Description
	The difference between these three principles can be outlined using the following example: First consider that the interest charge calculation principle “EOM” is used and that the annual interest charge is 24 percent. The table below forms the basis for the following examples:

Date	Activity	Entry	Remainder
January 1st	Invoice due	USD 10.000	USD 10.000
February 1st	Payment 1	USD -3.000	USD 7.000
March 1st	Interest Charge 1	(*)	(*)
April 1st	Payment 2	USD -7.000	USD 0
May 1st	Interest Charge 2	(**)	(**)

- Open entries — Interest charge calculation is only performed on entries for which payment has been made. “Payment 1” on February 1st has covered a part of the amount due, USD 10.000, meaning that the remainder of USD 7.000 is open on the current entry. The interest charge on this entry therefore has to be calculated on USD 7.000 EOM over 59 days (Jan. 1st to Feb. 28th). The interest charge is determined using the following calculation:

  (59/365) * (24/100) * USD 7.000 = USD 271,56.

  The interest charge of USD 271,56 can now be added to the remainder amount of USD 7.000, resulting in a new remainder of USD 7.271.56 (“Payment 2”).

  Once the second payment has taken place, the entry is closed and “Interest Charge 2” is therefore USD 0,00.

- Closed entries — Interest charge calculation is only performed on entries for which payment has been made, but where the payment has possibly been made after the due date on the entry. “Interest Charge 1” on March 1st shows that the entry has not been closed yet, meaning that the interest charge at this point in time is USD 0,00.

  “Interest Charge 2” on May 1st shows that the entry has been closed and the interest charge on the entry is therefore calculated on USD 10.000 over 31 days (Jan. 1st to Jan. 31st) plus on USD 7.000 over 59 days (Feb. 1st to Mar. 31st). The interest charge is determined using the following calculation:

  (31/365) * (24/100) * USD 10.000 + (59/365) * (24/100) * USD 7.000 = USD 475,40.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>

Open and closed entries — Interest charge calculation is performed on both open and closed entries. “Interest Charge 1” on March 1st shows that interest charge is calculated on USD 10.000 over 31 days (Jan. 1st to Jan. 31st) plus on USD 7.000 over 28 days (Feb. 1st to Feb. 28th). The interest charge is determined using the following calculation:
(31/365) * (24/100) * USD 10.000 + (28/365) * (24/100) * USD 7.000 = USD 332,71.
The interest charge of USD 332,71 can now be added to the remainder amount of USD 7.000, resulting in a new remainder of USD 7.332,71 (“Payment 2”).
“Interest Charge 2” on May 1st shows that the interest charge is calculated on USD 7.000 over 31 days (Mar. 1st to Mar. 31st) and is determined using the following calculation:
(31/365) * (24/100) * USD 7.000 = USD 142,68.
If you want to calculate interest on the interest charge determined earlier, this charge will have to be added to the remainder amount resulting in the following calculation:
(31/365) * 24/100) * USD 332,71 = USD 6,78.

</td></tr>
<tr><td>Net/EOM</td><td>
In this field, you can choose between the two interest charge calculation principles “Net” and “EOM.”
“Net” results in an interest charge calculation using the specified percentage in the field “Percentage p.a..” The calculation is made no matter how long each entry has been due for payment.
“EOM” results in an interest charge calculation for the number of days that each entry has been due for payment. For each day, an interest charge of 1/365 of the specified percentage in the field “Percentage p.a.” is calculated. If an earlier interest charge calculation has been made on an entry, the interest charge is only calculated from the date of the last interest charge calculation.
The difference between these two principles can be outlined using the following example:
The balance due on June 1st is USD 1,000.00. Consider that interest charge has only been calculated on the specified date since the due date June 1st. Thus when performing the interest charge calculation on August 1st, no interest charges have been calculated on June 15th and on July 1st.
<table>
<tr><td>Date</td><td>June 15</td><td>July 1st</td><td>August 1st</td></tr>
<tr><td>Net 2%</td><td>20.00</td><td>20.00</td><td>20.00</td></tr>
<tr><td>EOM 24%</td><td>9.21</td><td>19.73</td><td>40.11</td></tr>
</table>
</td></tr>
</table>

Field	Description
	The table above shows that by selecting the interest calculation principle “Net” a fixed interest charge is calculated no matter for how long the entry has been due for payment. If you select the interest charge calculation principle “EOM” the calculated interest charge depends the number of days that the current entry has been due for payment. Note that the interest charge calculation principle “Net” is only used if the you have selected “Open” in the field “Interest Basis.”
Percentage p.a.	In this field, you specify the interest charge percentage per year. If you have selected the interest charge calculation principle “Net,” you have to specify a percentage in this field. If you have selected the principle “EOM,” the percentage specified is the annual interest charge percentage.
Number of Days since Last Interest Charge	In this field, you specify the minimum number of days that must pass before making a new interest charge calculation on a customer. This rule, however, only applies if a given interest charge calculation has resulted in an added interest charge to a customer entry.
Minimum Number of Days since Entry Date	This field allows you to specify the minimum number of days since entry date that must pass before an interest calculation can be made.
Maximum Number of Days since Entry Date	This field allows you to specify the maximum number of days that an interest calculation can be made. If the number of days since the entry date exceeds the value specified in this field, the entry will be considered too old and will be excluded from the interest calculation.
Minimum Interest Charge	In this field, you specify the minimum interest charge amount that can be added to a customer entry. The amount should be specified in the currency selected in the island Currency. The difference between the minimum interest charge and the interest charge limit can be outlined using the following example: Consider that the minimum interest charge is USD 25.00 and the interest charge limit is USD 10.00. This will not affect the customer if the calculated interest charge is USD 8.00. But if the calculated interest charge is USD 15.00, the customer will be charged USD 25.00 in interest.
Total Interest Charge Limit	In this field, you specify the minimum total interest charge amount that has to be calculated before charging interest on a customer entry. The amount should be specified in the currency selected in the island Currency. Maconomy will not charge interest on a customer entry, if the total interest charge amount is less than the amount specified in this field.
Entry Interest Charge Limit	In this field, you can specify the minimum interest charge amount that has to be calculated on the specific entry before charging interest on the entry. If the interest charge amount for this specific entry is less than the value of this field, the entry will be excluded from the interest calculation. As result, the entry will not be included in the interest charge selection printout and interest charge notice printout.

Field	Description
Payment Terms on Memo	In this field, you specify the payment terms that should apply to interest charge notices. The payment terms specified are used for determining the due date on interest charges.
Calculate interest from interest and reminder charges	In this field you can specify whether interest charge selections should also include overdue interest and reminder charges created in previous interest charge or reminder selections, thus resulting in compound interest and interest from reminder charges. If you mark the field, interest charge selections will calculate interest from overdue interest/reminder charge entries as well as overdue customer entries. If you do not mark the field, only overdue customer entries will be included.
Calculate interest from credit memos	If you mark this field, credit memo selections will also include overdue credit memos. This means that interest will also be generated from credit memos. If you do not mark the field, no interest will be calculated from credit memos.
Derive Dimensions from Original Transaction	In this field, you can specify how the dimensions on the finance entries that are created when posting the interest journal should be derived. If marked, the finance entries for the interest account will have the dimensions derived from the original transaction (for example, invoice), while the offset finance entries and customer entries will have the dimensions derived from the customer. This happens, however, only if the total interest is not the minimum interest. If unmarked, all entries will derive the dimensions from the customer. By default, the field is unmarked.
Calculate Interest from Original Due Date	This field controls whether interest notes are being calculated based on the original due date on the customer entry (if marked) or calculated based on the actual due date on the customer entry (if not marked).
Default Block Type for Interest Notes	A customer entry will be created when posting an interest note with an amount. The block type on the customer entry will be set to the default block type for interest notes.

Reminder Calculation Principle Island

Field	Description
Reminders	If you mark this field, the current interest charge/reminder principles will be used for reminder calculations on customer entries.
Reminder Charge	In this field, you can specify a reminder charge. The amount should be specified in the currency selected in the island Currency.
Number of Days since Last Reminder	In this field, you can specify the number of days that must pass before a new reminder calculation can be made on a customer entry.

Field	Description
Reminder Limit	In this field, you can specify the minimum reminder charge amount in enterprise currency that must be calculated before a reminder is sent to a customer. Maconomy will not send a reminder to a customer, if the calculated reminder charge is less than the amount specified in this field. The amount should be specified in the currency selected in the island Currency.
Payment Terms on Reminder	In this field, you specify the payment terms that should apply to reminders. The payment terms specified are used for determining the due date on reminders. Payment terms are created in the window Popup Fields in the Set-Up module.
Include Only Due Credit Memos	In this field, you can specify whether or not reminder charges should only be calculated on due credit memos. If you mark the field, reminder charges will only be calculated on due credit memos. If you do not mark the field, the reminder will include all open credit memos.
Default Block Type for Reminder Letters	A customer entry will be created when posting an reminder letter with an amount. The block type on the customer entry will be set to the default block type for reminder letters.

User Island

Field	Description
Created	This field displays the name of the user who initially created the information in the window and the date on which it was created.
Changed	This field displays the name of the user who changed the information in the window and the date on which it was changed.
Version	This field displays a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Reminder Text Groups Single Dialogs Workspace

Use this workspace to group reminder texts according to wording or severity.

This is useful if certain reminders are friendly reminders of payments due, while other reminders must be more severely worded. You can reuse reminder texts on several levels in one or more reminder text groups.

Reminder letters contain reminder texts that are based on the interest charge/reminder principle specified for the customer in the Company Specific Payment Information workspace.

You create reminder texts in the Reminder Texts workspace, where you can divide reminder texts into language-specific groups. For example, you can create French reminder texts to assign to French customers.

You assign a reminder text group to a customer in the **Reminder Text Group** field in the Payment Information workspace.

Note that when you print reminders, Maconomy prints out the text lines on the top level where the level is less than or equal to the customer's current reminder level. For example, if you created reminder texts on level 1, 2, and 3, Maconomy only prints the text lines for level 3 for a customer who has reminder level 4.

Reminder Text Groups Tab

This section includes the fields and descriptions for the Reminder Text Groups tab.

Reminder Text Group Island

Field	Description
Name	In this field, you enter the name of the reminder text group. The field is only open for entry upon creation of a new reminder text group.

User Island

Field	Description
Created	This field displays the name of the user who initially created the information in the window and the date on which it was created.
Changed	This field displays the name of the user who changed the information in the window and the date on which it was changed.
Version	This field displays a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Reminder Levels Sub-Tab

This section includes the fields and descriptions for the Reminder Levels sub-tab.

Field	Description
Reminder Level	In this field, you specify the reminder level to which you want to assign reminder texts.
Reminder Text Name	In this field, you specify the name of the reminder text you want to use on the current level.

Reminder Texts Single Dialogs Workspace

Use this workspace to create reminder texts, which are used in reminder letters that Maconomy sends to customers to prompt them to pay outstanding invoices.

You can divide reminder texts into language-specific groups. For example, you can create French reminder texts to assign to French customers. Use the Payment Information and Company Specific Payment Information workspaces to assign reminder text groups to customers.

In the Reminder Texts tab, you enter the name of the reminder text; in the Reminder Text Lines sub-table you enter one or more lines of text to be printed on reminders. In the Reminder Text Groups workspace, you can group the reminder texts that you create in this workspace and enter the reminder levels on which the individual texts should be used.

Maconomy automatically uses as predefined reminder texts the reminder texts that it inserts into reminder text groups for customers who have a reminder principle when you create reminder selections in the Reminder Selection or Change Reminder Selection workspaces.

Note, however, that you can edit a predefined reminder text for each individual reminder in the Change Reminder Texts workspace until the reminder is approved.

Reminder Texts Tab

This section includes the fields and descriptions for the Reminder Texts tab.

Reminder Text Island

Field	Description
Name	In this field, you enter the name of the reminder text. The field is only open for entry upon the creation of a new reminder text.
Remarks	Here you can enter a remark about the text.

User Island

Field	Description
Created	This field displays the name of the user who initially created the information in the window and the date on which it was created.
Changed	This field displays the name of the user who changed the information in the window and the date on which it was changed.
Version	This field displays a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Reminder Text Lines Sub-Tab

This section includes the fields and descriptions for the Reminder Text Lines sub-tab.

Field	Description
Description	In this field, you enter the text to be used in the reminder letter. When Maconomy prints a reminder after it has been approved in the window Approve Reminders, Change Interest Charge Selection or Change Reminder Selection, Maconomy prints the text lines belonging to the highest level which is below or at the customer's reminder level.

Accounts Payable Overview

Use the Accounts Payable module to manage vendor-related activities, including entering and maintaining information about vendors, entering and approving vendor invoices, and creating and tracking purchase orders.

You can also generate aging reports, payment approval lists, vendor statements, and other reports.

Registration Section

This section includes the fields and descriptions for the Registration section workspaces.

Vendor Invoices Workspace

Use this workspace to enter vendor invoices and vendor credit memos.

Information is held in a posting journal for future allocation and posting.

You enter this information into a posting journal that you can post either directly from this workspace or from the Posting or Print Posting Journal workspaces in the G/L module. More than one posting journal can be active at a time.

When you enter the vendor invoice, you must allocate it to indicate the accounts and job-, item-, or asset-related purchases to which the invoice pertains. You can perform the allocation in the Invoice Allocation workspace before you post the invoice or in the Reallocate Invoices workspace after you post the invoice. Depending on the type of purchase that the invoice covers, you can enter the allocation or reallocation using the following methods:

- If the invoice is for items for your warehouse, you must allocate the invoice in the Invoice Allocation or Reallocate Invoices workspace and select the **For Inventory Purchase** field for the invoice allocation line. If you select the **For Inventory Purchase** field in the System Information workspace, Maconomy automatically selects the corresponding field in this workspace when you create a vendor invoice. When you select this field, Maconomy creates an allocation line that contains the full invoice amount and with the **For Inventory Purchase** field selected. You can edit the allocation line manually if needed. If you specify a purchase order number and a packing slip number that matches the delivery note number of a receipt that pertains to that order, Maconomy automatically creates an allocation line for each line on that receipt that resulted in an item movement. On the automatically created allocation lines, the **For Inventory Purchase** field is selected.

  The selection of the **For Inventory Purchase** field and the allocation of the amount cause Maconomy to create purchase transactions in the sub-tab of the Invoice Reconciliation workspace that corresponds to the vendor invoice that you entered. After you post it, you can reconcile the vendor invoice with the corresponding item receipt in the Invoice Reconciliation workspace.

- If the invoice is not for items for your warehouse, you do not need to create any purchase transactions. In this case, enter the relevant P&L cost accounts or job numbers in the Invoice Allocation workspace, depending on whether you want to enter the purchase directly in the G/L module or relate it to a job.

- If the invoice is for acquisitions of fixed assets, you can create a fixed asset-related invoice allocation line. You can enter the information about the specific assets before or after the posting of the vendor invoice.
- If you have not yet decided where to enter the vendor invoice, you can postpone entering it until after it is posted. You can then enter it in the Reallocate Invoices workspace to the relevant cost accounts or jobs. In this case, do not allocate the invoice in the Invoice Allocation workspace.

If a vendor invoice pertains to goods for your warehouse as well as goods or services not for your warehouse, you can combine these three methods for the same vendor invoice. You can allocate part of the total invoice amount and create a purchase transaction for this, allocate part of the amount without creating purchase transactions, and finally post the remainder of the amount with no allocation. In this case you need to reconcile invoice allocation lines for inventory purchase and perform a reallocation of the unallocated invoice amount. If you select the **Aut. Appr. of Purchase Transactions** system parameter in the Set-Up module, Maconomy automatically reconciles vendor invoices against the corresponding purchase transactions. If you do not select this system parameter, you perform the reconciliation in the Invoice Reconciliation workspace

Use the **Margin, Appr. of Purchase Transactions** system parameter in the Set-Up module to specify the size of the difference allowed between a purchase transaction and a vendor invoice. If the difference is less than the specified margin, Maconomy automatically allocates the difference. If the difference exceeds the allowed amount, you still need to perform the reallocation in the Reallocate Invoices workspace.

When you have entered all of the information for a vendor invoice, you use the **Submit Line for Approval** action. Next, the invoice must be approved according to the approval principle that is specified for vendor invoices.

When you submit a vendor invoice, Maconomy checks if the approval should be based on approval hierarchies or if the vendor invoice can be approved by all users with access to the approval actions. You create and maintain approval hierarchies in the Approval Hierarchies workspace in the Set-Up module. You can perform the approval at several levels, coordinated by an approval hierarchy. If so, Maconomy picks an approval hierarchy based on the invoice allocation information. Through this hierarchy, Maconomy identifies the people who are to approve the allocation. The criteria for whether a vendor invoice requires approval and who is to perform the approval can be the size of the amount on the allocation lines or the number of the vendor in question, for example. You can only transfer the invoice and post the amount after all required people have approved the allocation lines of the invoice. See the description of the Approval Hierarchies workspace in the Set-Up module for more information about approval hierarchies.

When you edit an allocation that is already approved for posting, you must approve the allocation for posting again by using the **Approve (Line) for Posting** action in either this workspace or in the Invoice Allocation workspace.

If a vendor invoice corresponds to a purchase order that you entered in the Purchase Orders workspace and then sent to the vendor, you can save time by entering the purchase order number in the sub-tab. If you do this, Maconomy automatically allocates the entered vendor invoice in the Invoice Allocation workspace to a number of entries that correspond to the purchase order lines.

If you selected the **Allow fully received purchase orders only** system parameter in the System Parameters workspace, you can only submit invoices on which a purchase order has been specified if the purchase order has been fully received.

In the sub-tab you can specify a vendor invoice to be copied to the new invoice. You can also choose to have the new entry reverse the effect of an existing invoice. This functionality facilitates the creation of vendor invoices and credit memos and is thus also useful in situations in which a credit memo should reverse the effect of an original vendor invoice.

If you selected automatic approval at submission in the approval hierarchy set-up, Maconomy automatically approves vendor invoices when you submit them by using the **Submit Line for Approval** action. This parameter is useful if the user who submits the invoice is also the person who should approve the invoice for posting, because both actions can be performed by using the **Submit Line for Approval** action.

The **Status** field on each line in the sub-tab displays the current status-such as **Awaits Allocation** and **Awaits Posting**-of each invoice.

If you create an invoice manually in this workspace, you can assign a file that contains, for example, a scanned image of the original vendor invoice to the vendor invoice. To assign such a file to the invoice, you specify the entire path of the file in the **File Name** field in the sub-tab. If you do this, Maconomy automatically creates a document archive in which it stores the file. You can also specify a document archive and the name of a file that is already assigned to that document archive. See the description of the **File Name** field for more information about this functionality. You can use the **Show Document** action to use a third-party program like Acrobat Reader or a browser to display the file.

If you select the **Margin for purchase order reconciliation** system parameter in the Set-Up module, you set up Maconomy to automatically control and reconcile purchase orders against assigned vendor invoices. In that parameter, you specify the maximum amount or percentage difference allowed between a purchase order and a vendor invoice so that Maconomy reconciles these automatically. If the difference is greater than is allowed, you must perform the reconciliation in the Invoice Allocation and Reallocate Invoices workspaces.

When posting a vendor invoice that is reconciled against a purchase order to which job accruals are assigned, Maconomy automatically reconciles the assigned job accruals within the margin specified in the **Margin, job accrual reconc.** system parameter in the Set-Up module. For more information about job accruals, see the description of the Job Accruals workspace in the Job Cost module.

In connection with the creation of a purchase order, the amounts that you enter on each purchase order line are included in the financial commitment accounts. When you post a vendor invoice to which a purchase order is assigned, Maconomy releases the commitment to an actual obligation. Maconomy calculates the amount that is released from the number of items specified on the individual vendor invoice lines and from the unit prices specified on the purchase order. You can only enter a purchase order on the line in the sub-tab if the purchase order has been approved.

The following example illustrates the calculation of released commitment amounts:

Purchase Order	Account No.	Text	Number	Unit Price	Amount	Commitment
83001	1010	Books	10	250	2,500	2,500

Purchase Order	Account No.	Text	Number	Unit Price	Amount	Released Commitment
250001	83001	Books	6	260	1560	1500

As this example illustrates, the commitment amount that is released is the amount from the vendor invoice. See the Purchase Orders workspace for more information.

If you have started an invoice allocation in the Invoice Allocation workspace, the vendor invoice journal cannot be posted before the allocation has been approved for posting in the same workspace.

If a company other than the company displayed in the tab of this workspace is specified in the sub-tab of the Invoice Allocation and Reallocate Invoices workspaces, intercompany postings between the responsible company and the specified company occur at the time of posting. These intercompany postings are of the type **Vendor Invoice**. However, if you do not select the **Create intercompany entries for companies with same parent company** system parameter, Maconomy only creates intercompany entries if the two companies involved are not both assigned to the same parent company.

Vendor Invoices Tab

This section includes the fields and descriptions for the Vendor Invoices tab.

Journal Island

Field	Description
Journal No.	This is the journal number. When you create a journal, Maconomy automatically gives it a number. The number, which runs in consecutive order, is retrieved from the journal system numbers in the window System Numbers in the Set-Up module.
Created by	This is the name of the user who created the vendor invoice journal. You cannot change name.
Date	This is the date on which the vendor invoice journal was created. The date cannot be changed.
Period No.	This field shows the journal's period number in the current fiscal year. If your company uses periods that follow the months of the year, the field will, for example, show 1 for January, 2 for February, 3 for March, and so on. However, the periods do not necessarily follow the months of the year. The duration of the period is shown in the fields "Period Start" and "Period End" below. When you have completed the first entry line, Maconomy checks the current fiscal year defined in the Fiscal Year window and finds the period that covers this entry's date. This period is assigned to this field, and in this way, the first entry line determines the journal's posting period. All entries in a journal must be within the same period. This ensures that each period balances. The date in this field cannot be changed manually.
Period Start	This field shows the first date in the period covered by the journal. The period of the journal goes from the period starting date to the date shown in the field "Period End" below. It is only possible to specify entry dates within this period to ensure that each period balances. The date in this field cannot be changed manually. When you have completed the first entry line, Maconomy checks the current fiscal year defined in the Fiscal Year window in the G/L module and finds the period that covers this entry's date. This period is assigned to the journal, and this field shows

Field	Description
	the first day of that period. In this way, the first entry line determines the journal's posting period.
Period End	This field shows the last date in the period covered by the journal. For further description, please see the field "Period Start" above.
Fiscal Year	This field shows the fiscal year to which the journal is assigned.
Auto. Trans. No.	In this field, you specify whether the transaction number should be increased automatically when you enter a new vendor invoice. If this field is marked, the transaction number is increased by one automatically. The number can be changed, however.
Post	In this field, you specify whether the journal should be included when you post journals using the Posting window in the G/L module. If this field is marked, the journal is included, but you can unmark it in the Posting window. If this field is marked, and you make a change on a line in the table part of this window on which the field "Released for Posting" has been marked, the mark in this field will automatically be removed by Maconomy. This functionality ensures that a vendor invoice is not posted unless all lines in the journal have been released for posting.
Prior-Period	In this field, you can choose whether the vendor invoice journal is to be a prior-period journal and in that case select the prior period in which the G/L entries are to be posted. However, you can only select a prior period if you have been given access to perform this action in the Actions window. If you select a period, the journal is a prior-period journal. The periods are created in the Popup Fields window in the Set-Up module. Here, you also state whether the prior period is open and in which prior period the existing prior period can be used. The marking of the journals is shown in the Journal Listing window in which you can also choose to have an overview of prior-period journals only. In the Print Posting Journal window, it is possible to choose that the posting of journals or the reprinting of journals is to include prior-period journals only. In the G/ L Reports window, it is possible to generate a report which includes G/L entries with a particular prior period only. Prior-period journals are used for posting in closed periods, including posting in previous fiscal years.

Batch Total Island

Field	Description
Control	In this field, you can enter the expected batch total of the invoice entries. The batch total is the sum of all of the values entered in the field "Amount Incl. Tax, currency" in the vendor invoice journal lines, regardless of whether the value is debit or credit. If you enter a control sum, the invoice journal can only be posted if it balances with the batch total calculated by Maconomy, which appears in the field "Current," that is, the value in the field "Balance" must be 0. If the control sum is 0 it will not be applied.

Field	Description
	The control sum is thus an extra check that you are entering the correct amounts in the entry lines in the table. Before you enter the entry lines, you count all of the invoice entries, including both debit and credit amounts. If you forget one or enter the wrong amount, the difference will be revealed in the field “Balance.”
Current	This is the batch total calculated by Maconomy. It is the total of the amounts in the fields “Amount Incl. Tax, Currency,” including both debit and credit amounts.
Balance	This is the difference between the “Control” sum and the “Current” sum. If you have entered a control sum, the journal can only be posted if the value here is 0.

Transaction Numbering Island

Field	Description
Transaction Type	In this field, you can enter a transaction type. By default, the field shows the default transaction type for the vendor invoice journal.
Number Series	In this field, you can select a transaction number series. By default, the field shows the transaction number series for the transaction type.

Vendor Island

Field	Description
Vendor No.	When you press Return after entering the vendor invoice, this field will show a vendor number. The field also shows the vendor’s name and address. The information is used for checking that you have entered the correct vendor number. This information is retrieved form the Vendor Information Card. It cannot be changed here.

Pay to Vendor Island

Field	Description
Vendor No.	When you press Return after entering a vendor in the Vendor island, Maconomy shows a Pay to Vendor number here. The pay-to vendor is retrieved form the information card of the vendor specified in the Vendor island. This field also includes the vendor’s name and address. The information is used to control that you have entered the correct vendor number. Use this field if a different vendor is receiving payment for the delivery. The Pay to Vendor number indicates the address to which payment is sent.’ The “original” (delivery) vendor is debited to the amount.
Giro No.	This field shows the giro number assigned to the pay-to vendor displayed in this island.
Reg. No.	This field shows the registration number assigned to the pay-to vendor displayed in this island.

Field	Description
Bank Acct. No.	This field shows the bank account number assigned to the pay-to vendor displayed in this island.

Company Island

Field	Description
Company	In this field, you can enter the number of the company responsible for the vendor invoice journal. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. This name also shows the company that is associated with that company number. If the table part contains vendor invoices from vendors whose settling company is different from the one shown in this field, Maconomy will automatically create intercompany balances at the posting of the vendor invoice journal. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances.
Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. For a detailed description of the concepts of base currency and enterprise currency, see the description of the field “Base Currency” in the window System Information in the Set-Up module.

Posting Island

Field	Description
Layout	In this field, you can select which layout to use when the journal is posted. The “Standard” layout includes detailed information about each entry. The “Journal Overview” layout shows summary information with totals for the journal, including any resulting intercompany journals.

Vendor Invoices Sub-Tab

This section includes the fields and descriptions for the Vendor Invoices sub-tab.

Field	Description
Entry Date	This is the entry date of the vendor invoice. The first vendor invoice entered to a journal determines the journal’s posting period (month). The field “Period” is automatically filled in after you enter information on the first line. When you

Field	Description
	enter vendor invoices, Maconomy checks that the entry date is within the open posting range. You must enter a value. The open posting range is maintained in the window System Information in the Set-Up module.
Trans. No.	This is the vendor invoice's journal number. The number is automatically increased by one if the field "Auto. Trans. No." in the card part is marked. You must enter a value. If you have not checked the box "Reuse Trans. No." in the window System Information in the Set-Up module, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the system parameter "Company specific transaction number check" has been marked, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general, asset, customer payment or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the parameter has not been marked, Maconomy checks that the number has not been used on any other manual transaction in the system, regardless of company number.
Trans. Type	In this field, you can enter a transaction type. The default is that the transaction is set to the same as the transaction type in the card part. Entries that the same transaction number must also have the same transaction type.
Description	In this field, you enter an entry text. If you use standard texts, you can save time by using the field "Std. Description."
Std. Description	If you often use the same entry texts, such as "Purchase" or "Sales," you can define them in the system. You can then select them in the "Std. Description" pop-up field. The text is copied to the field "description" when you press Return, unless it already has a text. Standard texts are maintained in the Popup Fields window in the Set-Up module.
Vendor No.	In this field, you enter the vendor account number from the invoice. Maconomy checks that the vendor exists. You must enter a value. If payment is being sent to another vendor, enter the Pay to Vendor number in the Pay to Vendor island. When you press Return, Maconomy retrieves various information from the window Payment Control, such as payment terms, and so on. Furthermore, Maconomy checks that the current vendor is not blocked. You can change the vendor number after a purchase order number has been entered in the field "Purchase Order No."
Name	This field shows the name of the vendor entered in the above field "Vendor No."

Field	Description
Type	In this field, you specify whether the amount registered is a debit or credit amount. Maconomy suggests credit because a vendor invoice usually means your company is billed. The field also controls whether tax is going to be credited or debited an account for tax receivable. You cannot change the value here after the invoice has been entered and you have pressed Return.
Amount Incl. Tax, Currency	In this field, you enter the invoice amount in the currency of the invoice. If the invoice is subject to tax, you must enter the full amount, including tax, and also specify the relevant G/L tax code in the field “Tax Code.” For EU purchases, that is, purchases from a tax-registered vendor in another EU country, you must enter the invoice amount without tax, and also select the G/L tax code for EU acquisition tax. Maconomy will then calculate your national purchase tax from the invoice and post it to the EU acquisition tax account.
Currency	In this field, you select the currency of the invoice. The currency specification is used to convert the invoice amount into the base currency of the current company and into the standard currency of the vendor.
Invoice No.	This is the vendor’s invoice number. You must enter a value. Please note that the system parameters “Block for reuse of vendor inv. no.” and “Control of reused vendor inv. no. only this year” can cause the rejection of an invoice number or cause Maconomy to show a warning. For a detailed description of these parameters, please see the window System Parameters in the Set-Up module.
Invoice Date	This is the invoice date. Maconomy suggests the date from the field “Entry Date.” The date is used to calculate the invoice due date, using the vendor’s payment terms. You can change the date after entering the invoice, in which case Maconomy recalculates the due date. The payment terms are retrieved from the window Payment Control.
Invoice Received Date	This field shows the date when you received the vendor invoice.
Reference Date	In this field, you can enter a reference date for the current vendor invoice line. The date is transferred to the G/L entries resulting from the current line. If the current entry refers to a job, Maconomy checks that the date specified in this field is within the open posting period for job entries. Furthermore, if a job is specified, the date in this field is used as the job cost posting date on the job entries resulting from the current vendor invoice line.
Purch. Order No.	In this field, you can enter the number of a purchase order from the window Purchase Orders, if the vendor invoice relates to a purchase order placed with the vendor. If the vendor invoice pertains to a specific item receipt, you can also enter the number of the packing slip representing the receipt in the field “Packing Slip No.”

Field	Description
	If you only specify a purchase order number, Maconomy will automatically create allocation lines allocating the vendor invoice to entries for the open lines on the purchase order. The quantities on these lines will correspond to the quantities received in the window Purchase Receipt. However, if the system parameter “Suggest Quantity Received on Vendor Invoice” is not marked, the quantities on allocation lines based on a purchase line for which a quantity of zero has been received (or no receipt has been registered) will be set to the quantity remaining to be invoiced for that purchase line. If you specify a packing slip number in the field “Packing Slip No.” that matches a packing slip number entered in the window Purchase Receipt for the purchase order in question, allocation lines are only created for those lines on the purchase receipt that pertain to an item and resulted in an item movement. On these allocation lines, the amounts and quantities will match those received on the item receipt (any delivery costs and expense percentages specified on the purchase order will be added to the prices), and the field “For Inventory Purchase” will be marked. If the allocation lines created in this process match the amount of the invoice and the system parameter “Manual Release of Vend. Inv.” is not marked, the invoice is automatically approved for posting. If the entry is a vendor credit memo, the previously invoiced amount will be transferred from each purchase order line, and Maconomy creates allocation lines for the closed purchase order lines. Maconomy retrieves most of the information from the purchase order, and you only have to complete “Entry Date,” “Trans. No.” and “Invoice No.” In case you did not specify a vendor at the time of entering the purchase order, the field “Vendor No.” must be filled in along with the field “Purchase Order No.” in the table part of the window. When posting the vendor invoice, the specified vendor number is transferred to the purchase order.
Packing Slip No.	In this field, you can enter a packing slip number that pertains to the receipt of the items covered by the current purchase order. If you specify a packing slip number that matches a packing slip number entered in the Purchase Receipt window for the purchase order specified on the invoice, Maconomy will automatically create an invoice allocation line for each purchase receipt line on the order in question on which items were received. If the packing slip number does not match a packing slip number for the purchase order, no allocation lines are made. The prices and quantities on the automatically created allocation lines will match those of the item receipt (any delivery costs and expense percentages specified on the purchase order will be added to the prices), and the field “For Inventory Purchase” will be marked.
Job No.	In this field, you can enter a job number. In the window Invoice Allocation, this job will be suggested on new allocation lines.

Field	Description
For Inventory Purch.	When creating a vendor invoice, you can mark this field if you want Maconomy to make a purchase transaction when the invoice is posted. If the field “For Inventory Purch.” in the window System Information is marked, Maconomy will automatically mark this field. If this field is marked, Maconomy automatically creates an allocation line in the table part of the window Invoice Allocation for the full invoice amount. This means that when the invoice is posted, a purchase transaction is created for the amount in the field “Inventory Amount.” Purchase transactions are shown in the Invoice Reconciliation window and are used for balancing item receipts from the Item Purchase Orders and A/P modules against vendor invoices. You must thus create a purchase transaction if the invoice is for items to your warehouse and are received in the Item Receipt or Purchase Receipt window.
Allocation Code	In this field, you can enter an allocation code. You can use the allocation codes created in the Allocation Codes window in the G/L module. Allocation codes are used for easing registration of standard entries. When you enter an allocation code and press Return, Maconomy will automatically create the number of allocation lines that the code specifies, and this field is subsequently blanked. In this way, specifying an allocation code in this field corresponds to creating an invoice allocation line in the Invoice Allocation window. However, the allocation lines that are created are not shown in this window, but can be inspected and edited in the table part of the Invoice Allocation window. In this connection, you should use allocation codes with positive percentages. If you do not enter an allocation code in this field, and a standard allocation code has been specified in the information card of the vendor for whom the invoice is created, the standard allocation code of the vendor is automatically transferred to the vendor invoice, and allocation lines are created in the same way as if you had manually specified an allocation code.
Allocation Account	In this field, you can enter the number of an account on which allocation entries should be posted. If you use an allocation code on which no account numbers have been specified, you can enter an account number in this field to be used for the allocation of the invoice. When you specify an allocation code in the field “Allocation Code” and specify an allocation account number in this field, Maconomy will create the number of lines specified in the chosen allocation code, and the lines created are allocated on the account number specified in this field. The lines can subsequently be seen and edited in the Invoice Allocation window. If you do not use an allocation code and specify an allocation account in this field, Maconomy will create one allocation line in the table part of the Invoice Allocation window with the account number that is specified in this field.
Due Date	The due date of the entry is shown here when you press Return. Maconomy calculates the date from the invoice date and the vendor’s payment terms. The date can be changed. The payment terms are retrieved from the window Payment Control.

Field	Description
	The due date is used to select entries when making payment selections. Maconomy selects entries due before or on a given date. Payments are maintained in either of the windows Change Payment Selection by Vendor, Payment Selection or Approve Payment Selection.
Tax Code	In this field, you specify a G/L tax code if the invoice is subject to tax. Maconomy suggests a G/L tax code for tax receivable, if the vendor is marked in the field “Tax” in the window Payment Control. You can select another code or leave the field blank, if the invoice is not subject to tax. Maconomy suggests a tax code on the basis of the following procedure: ▪ If a standard tax code for vendor invoices which is specified in the field “Standard Vendor Tax Code” in the window Company Information has been selected for the company responsible for the current journal, Maconomy will suggest the specified G/L tax code. ▪ If no standard tax code has been specified for vendor invoices, the tax code will be found as follows: ▪ If a G/L tax table has been specified in the window Company Information, a G/L tax code will be transferred from the G/L tax table on the basis of the information registered on the current invoice. When searching for a line in the G/L tax table, Maconomy searches for a match between the value of the tax table line in the field “Account No.” and the A/P Control Account as well as the information on the line. If no line is found in the G/L tax table corresponding to the current line’s registrations and the A/P Control Account, or if no G/L tax table has been specified for the current company, Maconomy will suggest the G/L tax code specified for the A/P Control Account in question in the window Account Information Card. Maconomy adds tax automatically if you specify a tax code in this field. The amount is displayed in the field “Tax Amount.” The tax is posted in debit or credit to the tax account, depending on the value selected in the field “D/C.” For EU purchases, that is, purchases from a tax-registered vendor in another EU country, the invoice will include tax. You then have to specify the G/L tax code for EU acquisition tax and enter the invoice amount in the field “Amount incl. Tax, Currency.” Maconomy will then calculate your national purchase tax from the invoice amount and post it to the EU acquisition tax account. In connection with automatic taxing, tax amounts and tax account are registered on the individual entries for reconciliation purposes. The tax account to which the entries are posted is specified by means of a dimension combination on the current G/L tax code in the window G/L Tax Codes in the G/L module. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When

Field	Description
	multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax Amount, Currency	This is the tax amount in the currency of the invoice if you specify a tax code in the “Tax Code” field. The amount is calculated from the code, but it can be changed. See the above description of the field “Tax Code.” If multiple tax codes are enabled, the “Tax Amount, Currency” field will be replaced by the following fields: “Tax Total, Currency,” “Tax Amount 1, Currency,” “Tax Amount 2, Currency” and, if enabled, “Tax Amount 3, Currency.” The “Tax Total, Currency” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Amount Excl. Tax, Currency	This field shows the price less tax of the allocation line in the currency of the vendor invoice. You can change this amount. The amount is calculated as the quantity multiplied by the unit price less tax and any discount. When an allocation line is created, Maconomy will suggest the amount from the field “Remainder Excl. Tax” in the card part of the window. If you manually enter an amount in this field, Maconomy will recalculate the unit price based on the total amount in this field. If you enter an amount in this field, Maconomy also updates the fields “Tax Amount” and “Amount Incl. Tax” based on the entered amount.
Payment Mode	In this field, you choose how to pay the invoice. The suggested value is retrieved from the field “Payment Mode” in the window Payment Control, but you can change it here.
Pay when Paid	In this field, you can specify whether payment when paid functionality should apply to the current vendor invoice. Maconomy suggests the value from the corresponding field on the payment term selected for the current invoice. The field can only be marked if the system parameter “Enable Payment when Paid” has been marked. Payment when paid functionality is used in the Banking module to ensure that vendor invoices are not paid until they are allocated, and that vendor invoices allocated to jobs are not paid until you have received payment from the customer of the job in question. The value in this field does not have any effect on the vendor invoice itself, but the value here is suggested in the corresponding field on the vendor entries created as a result of posting the invoice. This means that in the window Change Payment Selection by Vendor, you can change the value for the individual vendor invoices resulting from the allocation of the invoice. Therefore, the effects of the field are described in the section about the field “Pay when Paid” in the window Payment Selection by Vendor.
Registration Code	In this field you can enter a registration code from the window Registration Codes in the G/L module. The registration code is used instead of manually entering a number of dimension values on the current line. See the

Field	Description
	description of the window Registration Codes for more information about registration codes. If a global location number is specified in the field “Global Location No.” on the line, any registration code assigned to the location number in question is suggested.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the Dimension Derivation window in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value form the field “Location” in the card part of the window. See the section on dimension derivation in “Introduction to the G/L Module,” as well as the description of the Dimension Derivation window, for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of this field is similar to the functionality of the field “Location” above.
Local Spec.1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Global Location No.	If a global location number has been specified on the vendor invoice, you can enter the global location number here. Global location numbers are used in electronic invoices, and there this field will typically be completed automatically on electronically read vendor invoices. Global location numbers are set up in the Company Locations window in the G/L module and indicate the company, department, warehouse, or other entity to receive the invoice. For further information about the concept of global location numbers, see the introduction to the Company Locations window in the G/L module. When a global location number is specified, any registration code and allocation responsible specified for the global location number are transferred to the invoice as if they were entered manually.
Responsible	In this field you can specify the employee responsible for the vendor. If not specified, Maconomy copies the responsible person from the company specific vendor to the invoice when the invoice is created.

Field	Description
Responsible for Allocation	In this field, you can enter the name of the person to be responsible for the allocation of the invoice. The field is for information only.
Name	This field displays the name of the approval responsible displayed in the above field “Approval Responsible.”
Attn.	In this field, you can enter the name of the attention person specified on the invoice received from the vendor.
Enterprise	In this field, you can specify an enterprise. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain enterprises in the **Enterprises** field in the Popup Fields single dialog workspace under the Set-Up module.
Segment	In this field, you can specify a segment. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain segments in the **Segments** field in the Popup Fields single dialog workspace under the Set-Up module.
Area	In this field, you can specify an area. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain areas in the **Area** field in the Popup Fields single dialog workspace under the Set-Up module.
Copy from vendor no.	In this field, you can enter a vendor number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter an invoice number in the field “Copy From Invoice No.” on the line. If you want to copy the information form one invoice to a new invoice, you enter a new transaction number and a new invoice number on the line, fill in this field and the field “Copy From Invoice No,” and press Return, and Maconomy copies the vendor invoice specified including any assigned allocation lines. However, these lines cannot be inspected in this window, but are displayed in the Invoice Allocation window. Fields filled in by the user on the new invoice are not affected by the copying. Entering a vendor number in this field can also be used for reversing the effect of an already posted invoice. See the description of the field “Reverse At Copying’ for further information on the functionality of copying and reversing vendor entries.

Field	Description
Copy from invoice no.	In this field, you can enter an invoice number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter a vendor number in the field “Copy From Vendor No.” on the line. As the functionality of this field is similar to that of the field “Copy From Vendor No.,” you should see the description of that field for further information.
Copy from journal no.	In this field, you can enter a journal number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field, if you do not know either the vendor number or the invoice number of the invoice that you want to copy. If you fill in this field, you must also enter a journal line number in the field “Copy From Journal Line No.” on the line. As the functionality of this field is similar to that of the field “Copy From Vendor No.,” you should see the description of that field for further information.
Copy from journal line no.	In this field, you can enter a journal line number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field if you do not know either the vendor number or the invoice number of the invoice that you want to copy. If you fill in this field, you must also enter a journal number in the field “Copy From Journal No.” on the line. As the functionality of this field is similar to that of the field “Copy from vendor No.,” you should see the description of that field for further information.
Reverse at Copying	In this field, you can choose whether the new vendor invoice should reverse an existing invoice at copying. If you mark this field, the new entry is assigned the opposite value in the field “Debit/Credit” as the existing entry; that is, if the original entry is a credit entry (a vendor invoice), the new entry will be a debit entry (a credit memo). In this way, the new entry reverses the effect of the existing entry. If the invoice or credit memo being copied has not already been reconciled, it is automatically reconciled against the new invoice or credit memo. To avoid exchange rate differences when copying, mark the field “Use Original Exchange Rate” below.
Use Original Exchange Rate	If you are reversing an existing vendor invoice, you can mark this field to use the same exchange rate as was used for the original vendor invoice. If you do this, there will be no exchange rate differences when you reverse the vendor invoice, unless the original currency has moved in relation to the enterprise currency. If this is the case, the difference must be handled at the time of posting. The vendor invoices can be inspected in the Show Vendor Invoices window.
Card Type Code	In this field, you can enter the vendor invoice card type code. It is used by Maconomy to create payment files for the electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module. If you enter neither a card type code nor a payer identification, the vendor’s standard card type code is copied to the vendor entry when the invoice is posted. This card type code is entered in the field “Card Type Code” in the window Payment Control.

Field	Description
Payer Identification	Here you enter the vendor invoice's payer identification. It is used by Maconomy to create payment files for electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module. If you enter neither a card type code nor payer identification, the vendor's standard payer identification is copied to the vendor entry when the invoice is posted. This payer identification is entered in the field "Payer Identification" in the window Payment Control. Maconomy checks that the value entered is a correct payer identification.
Payment Description	Here you can enter a code for the goods or services covered by the vendor invoice if the vendor invoice concerns import. Maconomy uses the payment description in the creation of payment files for electronic payment of vendors.
Giro	This field shows the giro number assigned to the pay-to vendor. It is copied form the card part, but can be changed here.
Bank Acct. No.	This field shows the bank account number assigned to the pay-to vendor. It is copied from the card part, but can be changed here.
Reg. No.	This field shows the registration number assigned to the pay-to vendor. It is copied from the card part, but can be changed here.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor. It is copied form the card part, but can be changed here.
CPC No.	This field shows the CPC number assigned to the pay-to vendor. It is copied from the card part, but can be changed here.
Cash Discount Date	This field displays a cash discount date, if any, for the current vendor entry. When creating a vendor invoice for a vendor, who has been assigned a cash discount condition of, for example, "Net 10 days, 2%" in the window Payment Control, this field will automatically contain a date being 10 days later than the current entry date. In this way, the cash discount date displays the latest date on which payment should be made, if cash discount is wanted for the current vendor invoice.
Possible Cash Discount, Currency	In this field, you can specify a cash discount that can be gained by paying the vendor invoice by the cash discount date specified above. This discount may vary from the standard cash discount rate granted by the vendor, for instance because of a special offer. When a payment selection is created for the invoice, the discount in this field is suggested on the payment selection, unless the cash discount date has been exceeded. However, if the field is blank, the cash discount suggested on the payment will be calculated from the cash discount terms of the vendor. When you enter a value in this field, Maconomy automatically updates the field "Possible Cash Discount %" accordingly, based on the invoice amount and cash discount.
Amount Excl. Discount	This field shows the invoice amount minus the calculated cash discount that is possible (see two fields above.)

Field	Description
Import Date	In this field, you can enter the date on which the goods or services covered by the vendor invoice were imported. Maconomy uses the import date in the creation of payment files for electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module.
Pay to Vendor No.	This is the number of the Pay to Vendor. The field is filled in automatically if you specify a Pay to Vendor in the Vendor Information Card. Use this field if a different vendor is receiving payment for the delivery. The Pay to Vendor number indicates the address to which payment is sent. The “original” (delivery) vendor is debited by the amount. Maconomy verifies that the vendor number exists.
Payment Vendor Name	This field shows the name of the pay to vendor assigned to the vendor invoice journal line.
Vendor Giro No.	This field shows the giro number used by the pay to vendor assigned to the vendor invoice journal line.
Vendor Reg. No.	This field shows the bank registration number used by the pay to vendor assigned to the vendor invoice journal line.
Vendor Bank Acct. No.	This field shows the bank account number used by the pay to vendor assigned to the vendor invoice journal line.
Credit Memo Reference	This field is the invoice number of the invoice to reconcile a credit memo against.
Journal no. reference	This field is the journal number of the invoice to reconcile a credit memo against.
Journal line no. reference	This field is the line number of the entry in the journal of the invoice to reconcile a credit memo against.
Disclosable	By checking this field you specify that an obligation of disclosure is attached to the vendor invoice. This field is used if, for example, the vendor is a person for whom special taxation rules apply. If you wish to check this field, the company-specific vendor’s information card must contain a CNR or Corporate Registration Number. If a company-specific vendor has been marked as disclosable on the vendor information card, this field will automatically be marked when you create an invoice on the vendor in question.
Status	This field shows the current status of the invoice line. This field can show one of the following options:

Field	Description
	▪ Awaits Allocation — The invoice has been submitted and approved for posting, but no invoice allocation line has yet been created for the invoice in question. ▪ Allocation Started — The invoice has been submitted and approved for posting, but no invoice allocation lines have been created, but have not yet been submitted or have not been fully allocated. Allocation lines can be inspected in the Invoice Allocation window. If the field “Standard Allocation Code” is marked on the vendor for whom an invoice is created, and if the system parameter “Manual Release of Vend. Inv.” is not marked, the allocation of the invoice will automatically be started once you press Return on the line. The allocation line(s) that are created can be approved in one of the Vendor Invoices and Invoice Allocation windows. ▪ Awaits Approval — The invoice has been submitted and approved for posting, but no invoice allocation lines have been created, but have not yet been submitted or have not been fully allocated. Allocation lines can be inspected in the Invoice Allocation window. ▪ Awaits Posting — The invoice journal has been approved, but has not yet been posted. Note that if the system parameter “Manual Release of Vend. Inv.” is not marked invoices are automatically submitted for approval and approved for posting. In such cases, the option “Awaits Posting” is displayed on the line once the vendor invoice has been created. If you do not use approval hierarchies, and if the system parameter “Approve vend. Inv. at submission” has been marked, vendor invoices are automatically approved once they are submitted, and this option is thus displayed on the line. See the description of the actions “Submit Line for Approval” and “Approve Line for Posting” for further information. ▪ Allocation Completed — The allocation has been fully approved and posted, and is thus completed.
Allocation Started	This field shows whether you have started allocating the invoice in the Invoice Allocation window. If this field is marked, the allocation has started. You cannot change the field’s value manually. If you have entered a value in one of the fields “Purchase Order No.” and “Allocation Code” on the line, this field is automatically marked by Maconomy. Also, if an allocation code has been specified in the field “Standard Allocation Code” on the information card of the vendor for whom the vendor invoice is registered, that allocation code is automatically used on the line in question, and this field is thus automatically marked The vendor invoice will then be allocated according to the purchase order lines or allocation code specified. If you post a vendor invoice journal before all invoice lines have been allocated, you can use the Reallocate Invoice window to allocate the posted vendor invoice lines.

Field	Description
Released for Posting	this field shows whether the invoice or the invoice allocation, if any, has been approved for posting in this window or in the Invoice Allocation window. If this field is marked, the allocation has been approved for posting. If the system parameter “Manual Release of Vend. Inv.” is not marked, vendor invoices are automatically submitted for approval and approved for posting once they are created, and this field will consequently be marked by default. If you do not use approval hierarchies, and the system parameter “Approve vend. Inv. at submission” has been marked, vendor invoices are automatically approved once they are submitted, and this field will thus be marked on the line in question. The vendor invoice journal can only be posted in this window or in the Posting window when this field is marked. If you wish to post the journal, but not all lines are released for posting, you can select the action “Transfer to New Journal” to transfer all non-released vendor invoice lines to a new journal. You can then post the current journal.
Exchange Rate	In this field, you enter the exchange rate to be used when posting invoices in foreign currencies. Maconomy suggests the rate from the current exchange rate table, but you can change it.
Fixed Exchange Rate at Payment	If you mark this field, the exchange rate in which the entry is posted will be fixed when the payment is posted, even though the exchange rate may have changed according to the current exchange rate table.
Company Tax Code	In this field, you can specify a company tax code created in the Popup Fields window. This field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current vendor invoice, as the reporting code is part of the criteria for the selection of a tax code in the Tax Tables window in the G/L module. When selecting a tax code, Maconomy uses the tax table specified for the responsible company for the vendor invoice in the Company Information window. However, the tax code is only selected from a tax table if the company that is responsible for the current invoice is assigned to a tax table in the System Information window. If no tax table is specified for the responsible company, or if you use differentiated tax, and you do not use country-dependent tax, Maconomy uses the tax code of the account or activity specified when the vendor invoice is allocated or reallocated. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the System Information window in the Set-Up module. When posting entries, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports that show the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be done if extended tax reporting has been selected in the System Information window. If a purchase order has been specified for the vendor invoice, Maconomy retrieves the reporting code from the card part of the purchase order in question, and if no purchase order has been specified, the reporting code is

Field	Description
	transferred from the vendor's information card. However, you can select another reporting code here.
Document Archive No.	In this field, you can enter a document archive to be assigned to the vendor invoice in question. By assigning a document archive to a vendor invoice, you can keep track of the documents relevant to the vendor invoice. If you need to assign a specific document, for example, a scanned image of the original vendor invoice to an invoice line, this can be done by specifying the name of the file in the field "File Name" on the line. If you do so, Maconomy will check if you have specified the number of a document archive in this field. If an archive has already been specified, the file will be stored in that archive. If you have not specified an archive in this field, Maconomy will create an archive on the basis of the number series specified for document archives in the window Number Series in the Set-Up module. Document archives are created in the window Document Archives in the Set-Up module.
File Name	In this field, you can enter the name of a file to be assigned to the invoice. The file name specified can refer to a document containing, for example, a scanned image of the original invoice or any other document being of particular relevance for the vendor invoice. You can use the function "Find" in the Find menu to search for documents already assigned to a document archive. If you create an invoice manually in this window, and the file you want to insert on the line cannot be found by using the function "Find" in the Find menu, you must specify the entire path of the file in this field in order to assign the file to the invoice. When you press Return, a new document archive is created in which the file is automatically stored if Maconomy can locate the file specified. The number series for document archives to be used by Maconomy are specified in the window Number Series in the Set-Up module. If the desired file is already stored in a document archive, you can also specify the number of the document archive in the field "Document Archive No." and enter the name of the file in this field. If you need to assign a file to an invoice after having pressed Return, that is, after the invoice is created, you specify only the number of the document archive in which the file is stored and the file name, not the entire path. Once the invoice has been posted, you cannot specify a file name in this field. The file assigned to the invoice can be displayed by a third party program, for example, Acrobat Reader or a browser by selecting the action "Show Document" in the Action menu of this window. In this way, you can always inspect the original invoice when processing the Maconomy invoice through allocation and reallocation in the system.
Document Count	This field displays the number of documents in the Document Archive.
Remarks 1-5	In these fields, you can specify remarks to apply to the current invoice journal line.

Invoice Allocation Workspace

Use this workspace to enter new vendor invoices, allocate invoices to accounts and jobs, process vendor invoices, reallocate a vendor invoice, or credit memo after it has been posted, and submit the allocation for approval.

You can also use this workspace to reconcile a vendor invoice against a purchase order.

The Invoice Allocation tab contains general and account information about the invoice or credit memo. In the Invoice Allocation Lines sub-tab, you allocate the invoice lines to the appropriate cost accounts/jobs.

When you enter a vendor invoice in this workspace or in the Vendor Invoices workspace, you must allocate it to indicate the accounts and job-, item-, or asset-related purchases to which the invoice pertains. You can perform the allocation in this workspace before or after you post the invoice. You can also choose to accrue the cost of a vendor invoice over multiple periods.

Depending on the type of purchase that the invoice covers, you can enter the allocation or reallocation using the following methods:

- If the invoice is for items for your warehouse, you must allocate the invoice and select the **For Inventory Purchase** field for the allocation line. If you select the **For Inventory Purchase** field in the System Information workspace, Maconomy creates an allocation line with the full invoice amount and with the **For Inventory Purchase** field selected. You can edit the allocation line manually if needed. If you specify a purchase order number and a packing slip number that matches the delivery note number of a receipt that pertains to the specified order, Maconomy automatically creates an allocation line for each line on that receipt that resulted in an item movement. Select the **For Inventory Purchase** field on the automatically created allocation lines.

  The selection of the **For Inventory Purchase** field and the allocation of the amount cause Maconomy to create purchase transactions in the sub-tab of the Invoice Reconciliation workspace that corresponds to the vendor invoice that you entered. After you post it, you can reconcile the vendor invoice against the corresponding item receipt in the Invoice Reconciliation workspace.
- If the invoice is for acquisitions of fixed assets, you can create a fixed asset-related invoice allocation line. You can enter the information about the specific assets before or after the posting of the vendor invoice.
- If the invoice is not for items for your warehouse, you do not need to create any purchase transactions. Enter the relevant P&L cost accounts or job numbers in the Invoice Allocation workspace, depending on whether you want to enter the purchase directly in the G/L module or relate it to a job. To post the vendor invoice, you must approve the allocation by using the **Approve (Line) for Posting** action in this workspace.
- If you have not yet decided where to enter the vendor invoice, you can postpone it until after it is posted.

You can pay the vendor invoice regardless of which accounts you later enter it to in Maconomy. This means that you do not forego any cash discount, since you can pay the invoice early and settle accounts later.

This workspace also displays all vendor invoices and credit memos that have been posted but not yet allocated. You can always check whether there are any unallocated invoices in Maconomy, and see which people in the company are responsible for handling them. Additionally, the **Status**

field in the Allocation, Currency island shows the current submission/approval status of the invoice journal in the workspace.

You can reconcile purchase orders automatically in this workspace. You can perform the control and reconciliation of remainder amounts automatically by selecting the **Margin for Purchase Order Reconciliation** system parameter, or manually by using the **Allocate Remainder** action in the Action menu. For a detailed description of automatic purchase order reconciliation, see the introduction to the Vendor Invoices workspace and the description of the **Margin for Purchase Order Reconciliation** system parameter in the System Parameters workspace in the Set-Up module.

You can also automatically allocate the invoice to expense accounts by entering an allocation code in the Vendor Invoices workspace or in this workspace. Maconomy then posts the invoice in accordance with the allocation code.

You can specify a vendor invoice to be copied to a new invoice or you can reverse the effect of an already posted vendor invoice in the Copy Vendor Invoice island. You can use the **Reverse at Copying** field to specify whether the invoice that you enter in this island should be reversed, that is, you can create a credit memo that is based on any given invoice.

Use the **Submit for Approval** action to submit the invoice after the invoice allocation has completed. Next, the allocation must be approved according to the approval principle selected for vendor invoices.

When you submit a vendor invoice, Maconomy checks if the approval should be based on approval hierarchies or if all users with access to the approval actions can approve the vendor invoice. You create and maintain approval hierarchies in the Approval Hierarchies workspace in the Set-Up module. You can perform the approval at several levels, coordinated by an approval hierarchy. If so, Maconomy picks an approval hierarchy based on the invoice allocation information, and through this hierarchy, Maconomy identifies the people who need to approve the allocation. The criteria for whether a vendor invoice requires approval and who is to perform the approval can be the size of the amount on the allocation lines or the number of the vendor in question, for example. You can only transfer the invoice and post the amount after all required people have approved the allocation lines of the invoice.

You can only approve an invoice allocation for posting if the sum of the allocated amounts, less any inventory purchase amounts, in the **Balance** and **Tax Balance** fields is zero. If you make any more changes after you approve the allocation, you must approve it again.

You cannot post a vendor invoice journal if it includes invoices for which allocation has been started in this workspace, but allocation is not yet approved. In other words, the **Allocation Started** and **Released for Posting** fields in the Allocation, Currency island must either both be selected or empty before you can post the vendor invoice. The **Status** field in the same island displays the current status, such as **Awaits Allocation** and **Awaits Posting** of the invoice journal that is displayed in the workspace.

When you approve the invoice reallocation for posting, Maconomy creates a posting journal with the entries. If there is such a journal in the system already, Maconomy adds the entries to it. The entries are set off against the account for unreconciled vendor entries specified by a dimension combination for the vendor's control account code. For those dimensions for which no other values are in the dimension combination, Maconomy uses the dimensions entered in the Invoice Allocation tab in this workspace. You set up control account codes in the Popup Fields workspace in the Set-Up module. If the tax in the original invoice or credit memo is not the same as the tax calculated here, either because of a different amount or because of different tax code, Maconomy

creates the relevant tax entries to fully reconcile the original amount. You post the reallocation journal in the Posting or Print Posting Journal workspace in the Set-Up module.

If you specify in the sub-tab of this workspace a company other than the company that is displayed in the Vendor Invoices tab of the Vendor Invoices workspace, intercompany postings between the responsible company on the vendor invoice and the specified company occur when you post the vendor invoice. These intercompany postings are of the type **Vendor Invoice**. However, if you do not select the **Create intercompany entries for companies with same parent company** system parameter, Maconomy only creates intercompany entries if the two companies involved are not both assigned to the same parent company.

Invoice Allocation Tab

This section includes the fields and descriptions for the Invoice Allocation tab.

Actions

This section shows the Actions available in the Invoice Allocation workspace.

Field	Description
Create Conversation	Use this action to create a new conversation about jobs and invoices. The action is visible when no conversation exists, and the conversation type is enabled.

Invoice Island

Field	Description
Reallocation Date	This dynamic field shows the date when you reallocated the invoice. Maconomy suggests the date on which the invoice or credit memo was registered, but you can change the date manually. Maconomy checks that the date is within the open posting period.
Date Posted	This dynamic field shows the date when you posted the vendor invoice or credit memo. This dynamic field shows only when you post the vendor invoices and credit memos.
Entry Date	In this field, you specify the entry date of the invoice/credit memo.
Trans. No.	In this field, you specify the transaction number of the invoice/credit memo. If you have not checked the box “Reuse Trans. No.” in the System Information window in the Set-Up module, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general or vendor invoice journal that belongs to the company that applies to the current line or for an already posted G/L entry that belongs to the company that applies to the current line. If the system parameter “Company specific transaction number check” has been marked, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general, asset, customer payment, or vendor invoice journal that belongs to the company that applies

Field	Description
	to the current line or for an already posted G/L entry that belongs to the company that applies to the current line. If the parameter has not been marked, Maconomy checks that the number has not been used on any other manual transaction in the system, regardless of company number.
Trans. Type	In this field, you can enter a transaction type for the vendor invoice. When you create a vendor invoice, the field is empty. If it is left empty, Maconomy will set it to the default transaction type for the vendor invoice journal, the specified company, and user.
Description	In this field, you enter an entry text. If you use standard texts, you can save time by using the field “Std. Description.”
Std. Description	If you often use the same entry texts, such as “Purchase” or “Sales,” you can define them in the system. You can then select them in the “Std. Description” pop-up field. The text is copied to the field “description” when you press Return, unless it already has a text. Standard texts are maintained in the Popup Fields window in the Set-Up module.
Type	In this field, you can specify whether the entry is an invoice or a credit memo.
Amount Incl. Tax	In this field, you can enter the invoice amount in the currency of the vendor invoice including tax. If the invoice is subject to tax, enter the full amount, including tax, and choose the relevant G/L tax code in the field “Tax Code” in the island Tax. When registering EU item purchases, that is, purchase from a tax registered vendor in another EU country, enter the invoice amount, which does not include taxes, and select the tax code for EU acquisition tax. Maconomy will then calculate your local purchase tax from the invoice amount and set off the tax amount on the account for EU acquisition tax.
Currency	In this field, you can specify the currency of the invoice or credit memo. The currency is used when converting the invoice amount into the base currency of the current company and the vendor’s standard currency.
Time Unit	In this field, you can specify the time unit. You can specify hours or days. When you specify a vendor, this field copies the value from that vendor's information. However, you can change the value up until an invoice allocation line is created.
Invoice No.	In this field, you specify the invoice number of the invoice or the credit memo number of the credit memo.
Invoice Date	In this field, you can specify the vendor invoice or credit memo date. If you do not manually enter a date in this field when creating an invoice, Maconomy will suggest the date entered in the field “Entry Date.” The date is used along with the vendor’s payment terms for calculating the due date of the vendor invoice. However, you can change the date after entering the vendor invoice. If you do so, Maconomy will recalculate the due date.

Field	Description
Reference Date	In this field, you can enter a reference date for the current vendor invoice or credit memo. The date is transferred to the G/L entries resulting from the current line. If the current line refers to a job, Maconomy checks that the date specified in this field is within the open posting period for job entries. Furthermore, if a job is specified, the date in this field is used as the job cost posting date on the job entries resulting from the current vendor invoice line or credit memo line. If you specify a date, this date is suggested in the corresponding field on every line in the table part of the window.
Due Date	In this field, you can specify the date on which the vendor invoice or credit memo is due for payment. Maconomy calculates the due date on the basis of the invoice date and the vendor's payment terms but you can change the date. The due date is used when creating payment selections, as only entries whose due dates lie before or on a given date are selected for payment.
Packing Slip No.	In this field, you can enter a packing slip number that pertains to the receipt of the items covered by the current purchase order. If you, while creating a vendor invoice, specify a packing slip number that matches a packing slip number entered in the Purchase Receipt window for the purchase order specified on the invoice, Maconomy will automatically create an invoice allocation line for each purchase receipt line on the order in question on which items were received. If the packing slip number does not match a delivery number for the purchase order, no allocation lines are made. Similar functionality applies when using the action "Get Purchase Order." The prices and quantities on the automatically created allocation lines will match those of the item receipt (any delivery costs and expense percentages specified on the purchase order will be added to the prices), and the field "For Inventory Purchase" will be marked.
Attn.	Specify the vendor's attention person; that is, the person to whom shipping and payment information is directed.
Cash Discount Date	This field shows the cash discount date that applies to the current vendor entry. When a vendor invoice is created for a vendor whose payment information contains a cash discount code in the field "Cash Discount payment," for example, "10 days Net, 2%," Maconomy automatically completes this field with a date that corresponds to the entry date plus the number of days specified in the cash discount terms. If the cash discount terms are "10 days Net, 2%," this field will show a date that corresponds to the entry date plus 10 days. The cash discount date represents the latest day on which payment can be made if you wish to receive the cash discount on the current invoice.
Possible Cash Discount %	In this field, you can specify a cash discount that can be gained by paying the vendor invoice by the cash discount date specified above. This discount may vary from the standard cash discount rate granted by the vendor, for instance because of a special offer.

Field	Description
	When a payment selection is created for the invoice, the discount in this field is suggested on the payment selection, unless the cash discount date has been exceeded. However, if the field is blank, the cash discount suggested on the payment will be calculated from the cash discount terms of the vendor. When you enter a value in this field, Maconomy automatically updates the field “Possible Cash Discount %” accordingly, based on the invoice amount and cash discount.
Possible Cash Discount	In this field, you can specify a cash discount that can be gained by paying the vendor invoice by the cash discount date specified above. This discount may vary from the standard cash discount rate granted by the vendor, for instance because of a special offer. When a payment selection is created for the invoice, the discount in this field is suggested on the payment selection, unless the cash discount date has been exceeded. However, if the field is blank, the cash discount suggested on the payment will be calculated from the cash discount terms of the vendor. When you enter a value in this field, Maconomy automatically updates the field “Possible Cash Discount %” accordingly, based on the invoice amount and cash discount.
Amount Excl. Discount	This field shows the invoice amount minus the calculated cash discount that is possible.
For Inventory Purch.	When creating a vendor invoice, you can mark this field if you want Maconomy to make a purchase transaction when the invoice is posted. If the field “For Inventory Purch.” in the System Information window is marked, Maconomy will automatically mark this field. If this field is marked, Maconomy automatically creates an allocation line in the table part for the full invoice amount. This means that when the invoice is posted, a purchase transaction is created for the amount in the field “Inventory Amount.” Purchase transactions are shown in the Invoice Reconciliation window and are used for balancing item receipts form the Item Purchase Orders and A/P modules against vendor invoices. You must thus create a purchase transaction if the invoice is for items to your warehouse and are received in the Item receipt or Purchase Receipt window.
Allocation Code	In this field, you can enter an allocation code created in the Allocation Codes window in the G/L module. Allocation codes are used to ease the registration of standard entries. When you enter an allocation code in this field, Maconomy will automatically create the number of lines in the table part of the window specified in the code, and this field will be blanked. In this connection, it is recommended that you use allocation codes with positive percentages. If you do not enter an allocation code in this field, and a standard allocation code has been specified on the information card of the vendor for whom the invoice is created, the standard allocation code of the vendor is automatically

Field	Description
	transferred to the vendor invoice, and allocation lines are created in the same way as if you had manually specified an allocation code. Note that you cannot specify an allocation code in this field if one or more allocation lines have already been created in the table part of the window.
Allocation Account	In this field, you can enter a number of an account on which allocation entries should be posted. If you use an allocation code on which no account numbers have been specified, you can enter an account number in this field to be used for the allocation of the invoice. When you specify an allocation code in the field “Allocation Code” above and enter an allocation account number in this field, Maconomy will create the number of lines specified in the chosen allocation code, and these lines are hence allocated on the account number specified in this field. If you do not use an allocation code and specify an allocation account in this field, Maconomy will create one allocation line in the table part of the window with the account number specified in this field.
Disclosable	In this field, you can specify whether the current vendor invoice is disclosable. If this field has been marked for a vendor invoice, parts of the invoice amount may be tax–exempt for the vendor, for example, tax-exempt transportation. By checking the field “Tax Exempt” in the table part of this window, you specify that the individual invoice allocation line is tax-exempt. If a vendor has been marked as disclosable on the vendor information card, the mark will be transferred to this field when you make an invoice for the vendor in question. When reporting to tax authorities, you distinguish between disclosable and tax-exempt services for disclosable invoices. If you wish to mark a vendor as disclosable, the vendor’s information card must contain a CNR or Corporate Registration Number. A vendor can be marked as disclosable in the Vendor Information Card window.
Purchase Transaction Type	Use this field to select the type of the purchase transaction.
Self Invoice	Select this check box to indicate that the vendor invoice is a self-invoice.

Company Island

Field	Description
Company	This field displays the number and name of the company responsible for the invoice allocation. The value in this field is copied from either the field “Company No.” in the card part of the window Vendor Invoices or in the current user depending on the order of priority specified in the window Dimension Derivations in the G/L module. If neither a value for derivation of the dimension Company on the vendor information card nor in the window Users in the Set-Up module has

Field	Description
	been specified, the standard value for the dimension Company is copied from the window System Parameters in the Set-Up module. Note that if you specify another company for a vendor invoice in the table part of this window which is different form the company specified in the card part of the window Vendor Invoices, this will result in intercompany entries between the responsible company on the vendor invoice and the specified intercompany company in this window in connection with posting. The intercompany entries will be of the type “Vendor Invoice.” Should you wish to create a vendor invoice, the number of the company which should be the one responsible the invoice allocation is displayed in this field.
Base Currency	This field shows the currency used as base currency in the company specified in the **Company No.** field. See the **Base Currency** field in the Company Information single dialog workspace in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.
Global Location No.	If a global location number has been specified on the vendor invoice, you can enter the global location number here. Global location numbers are used in electronic invoices, and therefore this field will typically be completed automatically on electronically read vendor invoices. Global location numbers are set up in the window Company Locations in the G/L module and indicate the company, department, warehouse or other entity to receive the invoice. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module. If you specify both a global location number and a company, the location number must belong to the specified company. If you specify only a global location number, the invoice is automatically assigned to the company with which the location number is associated. When a global location number is specified, any registration code and allocation responsible specified for the global location number are transferred to the invoice as if entered manually.

Journal Island

Field	Description
Journal No.	This field shows the journal number to which the current invoice belongs. If the invoice was created in the Vendor invoices window, this field shows the number of the journal in which the invoice was created. If you are creating a vendor invoice, the invoice must be assigned to a journal, and you can do this in the following ways: ▪ You can assign the current vendor invoice to an existing, unposted journal by manually entering the number of the journal in question.

Field	Description
	▪ You can let Maconomy assign the vendor invoice to an existing journal by leaving the field blank and pressing Enter. If you do so, Maconomy checks if an open journal created by the current user exists. If so, the invoice is assigned to this journal. If no such journal exists, Maconomy automatically creates a vendor invoice journal and assigns the vendor invoice to this journal.
Line No.	This field shows the number of the line on which the current invoice occurs in the journal shown in the field “Journal No.”

Tax Island

Field	Description
Tax Code	In this field, you specify a G/L tax code if the invoice is subject to tax. Maconomy suggests a G/L tax code for tax receivable if the vendor is marked in the field “Tax” in the Payment Control window. You can select another code or leave the field blank if no tax applies to the invoice. Maconomy suggests a tax code on the basis of the following procedure: If a standard tax code for vendor invoices that is specified in the field “Standard Vendor Tax Code” in the Company Information window has been selected for the company responsible for the current journal, Maconomy will suggest the specified G/L tax code. If no standard tax code has been specified for vendor invoices, the tax code will be found as follows: ▪ If a G/L tax table has been specified in the Company Information window, a G/L tax code will be transferred from the G/L tax table on the basis of the information registered on the current invoice. When searching for a line in the G/L tax table, Maconomy searches for a match between the value of the tax table line in the field “Account No.” and the A/P Control Account, as well as the information on the line. If no line is found in the G/L tax table that corresponds to the current line’s registrations and the A/P Control Account, or if no G/L tax table has been specified for the current company, Maconomy will suggest the G/L tax code specified for the A/P Control Account in question in the Account Information Card window. If you have referred to a purchase order number when receiving the vendor invoice in the Vendor Invoices window, Maconomy automatically creates allocation lines in the table part of the window that correspond to the lines on the purchase order, and the value in the field “Tax” on the corresponding line on the purchase order will be transferred to this field. You can change the value suggested by Maconomy, and you can enter a “blank” value. Maconomy adds tax automatically if you specify a tax code in this field. The amount is displayed in the field “Tax Amount.” The tax is posted in debit or credit to the tax account, depending on the value selected in the field “D/C.”

Field	Description
	You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Sow Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax Amount, Currency	This field shows the tax amount if you specify a tax code in the field “Tax Code.” The amount is calculated from the tax code, but it can be changed. See the description of the field “Tax Code” above. If multiple tax codes are enabled, the “Tax Amount, Currency” field will be replaced by the following fields: “Tax Amount Total, Currency,” “Tax Amount 1, currency,” “Tax Amount 2, Currency,” and, if enabled, “Tax Amount 3, Currency.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Company Tax Code	In this field, you can specify a company tax code created in the Popup Fields window. This field is used by Maconomy for determining the tax code to be used in the calculation of tax for the individual allocation lines, as the reporting code is part of the criteria for the selection of a G/L tax code in the G/L Tax Tables window if such a table has been specified for the company responsible for the current invoice. When selecting a G/L tax table, Maconomy uses the tax table specified as the responsible company for the vendor invoice in the Company Information window. However, the tax code is only selected from a tax table if the company that is responsible for the current invoice is assigned to a tax table in the System Information window. If no G/L tax table has been specified for the company, or if the G/L tax table does not contain any lines that correspond to the current registration, Maconomy uses the G/L tax code specified for the account in question. If an activity has been specified, Maconomy uses the tax code specified for the P&L account of the activity. When posting entries, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports that show the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be done if extended tax reporting has been selected in the System Information window. If a purchase order has been specified for the vendor invoice, Maconomy retrieves the reporting code from the card part of the purchase order in question, and if no purchase order has been specified, the reporting code is transferred from the vendor’s information card. However, you can select another reporting code here.

Pay to Vendor Island

Field	Description
Vendor No.	In this field, you can specify the number of the vendor who is to receive payment for the vendor invoice. Maconomy suggests the pay to vendor from

Field	Description
	the information card of the vendor specified in the island Vendor, but you can change the pay to vendor here. The other lines in this island show the name and address of the pay to vendor. This information cannot be changed here.
Giro No.	This field shows the giro number assigned to the pay to vendor displayed in this island.
Reg. No.	This field shows the registration number assigned to the pay to vendor displayed in this island.
Bank Acct. No.	This field shows the bank account number assigned to the pay to vendor displayed in this island.

Payment Island

Field	Description
Payment Mode	In this field, you can select the payment mode to be used for the current vendor invoice. Maconomy suggests the value in the field “Payment Mode” in the window Payment Control, but you can change the payment mode for the current invoice.
Pay when Paid	In this field, you can specify whether payment when paid functionality should apply to the current vendor invoice. Maconomy suggests the value from the corresponding field on the payment terms selected for the current invoice. The field can only be marked if the system parameter “Enable Payment when Paid” has been marked. Payment when paid functionality is used in the Banking module to ensure that vendor invoices are not paid until they are allocated, and that vendor invoices allocated to jobs are not paid until you have received payment from the customer of the job in question. The value in this field does not have any effect on the vendor invoice itself, but the value here is suggested in the corresponding field on the vendor entries created as a result of posting the invoice. This means that in the window Change Payment Selection by Vendor, you can change the value for the individual vendor invoices resulting from the allocation of the invoice. Therefore, the effects of the field are described in the section about the field “Pay when Paid” in the window Payment Selection by Vendor.
Payer Identification	In this field, you can enter the vendor invoice’s payer identification. The payer identification is used by Maconomy to create payment files for the electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module. If you enter neither a card type code nor a payer identification, the vendor’s standard payer identification is copied to the vendor entry when the invoice is posted. This payer identification is entered in the field “Payer Identification” in the window Payment Control. Maconomy checks that the value entered is a correct payer identification.

Field	Description
Payment Description	In this field, you can enter a code for the goods or services covered by the vendor invoice if the vendor invoice concerns import. Maconomy uses the payment description in the creation of payment files for electronic payment of vendors.
Card Type Code	In this field, you can enter the vendor invoice card type code. It is used by Maconomy to create payment files for the electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module. If you enter neither a card type code nor a payer identification, the vendor's standard card type code is copied to the vendor entry when the invoice is posted. This card type code is entered in the field "Card Type Code" in the window Payment Control.
Import Date	In this field, you can enter the date on which the goods or services covered by the vendor invoice were imported. Maconomy uses the import date in the creation of payment files for electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module.
Giro	In this field, you can enter the giro number to be used for the vendor invoice.
Bank Acct. No.	In this field, you can enter the bank account number to be used for the vendor invoice.
Reg. No.	In this field, you can enter the registration number to be used for the vendor invoice.
Credit Card No.	In this field, you can enter the credit card number to be used for the vendor invoice.
CPC No.	In this field, you can enter the CPC number to be used for the vendor invoice.

Approval Hierarchy Status Island

Field	Description
Approval Relation	This field shows the relation used in connection with the type of registration.
Approval No.	This field shows the approval number of the vendor invoice or credit memo. The number is incremented by one each time you submit the vendor invoice or credit memo for approval.
Approval line No.	This field shows the approval line number, which indicates the current approval level of the vendor invoice or credit memo based on the order in the current approval hierarchy.
Approval Status	This field shows the approval status of the current vendor invoice or credit memo. The possible statuses are: ▪ **Approved**

Field	Description
	▪ **Rejected** ▪ **Released**
Approval Status Details	This field shows details regarding the latest approval status of the current vendor invoice or credit memo.
Header Can Be Approved By Current User	This field indicates if the current user can approve the header of the vendor invoice or credit memo.
Header Approved Or Rejected By	This field shows the user who approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Date	This field shows the date when the user approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Time	This field shows the time when the user approved or rejected the header of the vendor invoice or credit memo.
Header Approval Or Rejection Comment	This field shows any comments entered by the user related to the approval, release, or rejection of the vendor invoice or credit memo.
Workflow Status	This field shows the status of the vendor invoice or credit memo within a workflow. The possible workflow statuses are: ▪ **Open** ▪ **Closed** ▪ **Submitted** ▪ **Approved** ▪ **Rejected Header** ▪ **Rejected Lines**

Vendor Island

Field	Description
Vendor No.	In this field, you can specify the number of the vendor who sent the vendor invoice. The other lines in the island show the name and address of the vendor who sent the vendor invoice. The information is retrieved from the vendor's information card and cannot be changed here.

Purchase Order Island

Field	Description
Purch. Order No.	In this field, you can enter the number of a purchase order from the window Purchase Orders, if the vendor invoice relates to a purchase order placed with the vendor. If the vendor invoice pertains to a specific item receipt, you can also enter the number of the packing slip representing the receipt in the field “Packing Slip No.” If you only specify a purchase order number, Maconomy will automatically create allocation lines allocating the vendor invoice to entries for the open lines on the purchase order. The quantities on these lines will correspond to the quantities received in the window Purchase Receipt. However, if the system parameter “Suggest Quantity Received on Vendor Invoice” is not marked, the quantities on allocation lines based on a purchase line for which a quantity of zero has been received (or no receipt has been registered) will be set to the quantity remaining to be received for that purchase line. If you specify a packing slip number in the field “Packing Slip No.” that matches a packing slip number entered in the window Purchase Receipt for the purchase order in question, allocation lines are only created for those lines on the purchase receipt that pertain to an item and resulted in an item movement. On these allocation lines, the amounts and quantities will match those received on the item receipt (any delivery costs and expense percentages specified on the purchase order will be added to the prices), and the field “For Inventory Purchase” will be marked. If the allocation lines created in this process match the amount of the invoice and the system parameter “Manual Release of Vend. Inv.” is not marked, the invoice is automatically approved for posting. If the entry is a vendor credit memo, the previously invoiced amount will be transferred from each purchase order line, and Maconomy creates allocation lines for the closed purchase order lines. Maconomy retrieves most of the information from the purchase order, and you only have to complete “Entry Date,” “Trans. No.” and “Invoice No.” In case you did not specify a vendor at the time of entering the purchase order, the field “Vendor No.” must be filled in along with the field “Purchase Order No.” in the card part of the window. When posting the vendor invoice, the specified vendor number is transferred to the purchase order.

Job Island

Field	Description
Job	In this field, you can enter a job number to which the vendor invoice pertains. This job number will be suggested on lines created in the table part. This field also shows the name of the job specified in by the job number.

Allocation, Currency Island

Field	Description
Status	This field shows the current status of the invoice displayed in the window. The field can show one of the following options: ▪ **Awaits Allocation** — The new vendor invoice and invoice journal have been created, but no invoice allocation line has yet been created for the invoice in question. ▪ **Allocation Started** — Allocation lines have been created and fully allocated, but have not yet been submitted. ▪ **Awaits Approval** — The allocation has been submitted for approval and awaits approval for posting. ▪ **Awaits Posting** — The invoice journal has been approved, but has not yet been posted. Noted that if you do not use approval hierarchies, and if you selected the **Approve vend. inv. at submission**system parameter, Maconomy automatically approves the vendor invoice journals that you submitted, and this field shows this option. See the description of the **Submit for approval** and **Approve for posting** action for further information. ▪ **Allocation Completed** — The allocation has been fully approved and posted, and is thus completed.
Allocation Started	This field indicates if the allocation of the credit memo or vendor invoice has started. If the **Standard Allocation Code** field is selected on the information card of the vendor for whom an invoice is created, and if the **Manual Release of Vend. Inv.** system parameter is not selected, the allocation of the invoice automatically starts once you press Return on the line. You can approve the allocation line(s) created either in the Vendor Invoices single dialog workspace or Invoice Allocation single dialog workspace.
Released for Posting	This field indicates if you approved the invoice allocation for posting. When the allocation is complete, use the **Approve for Posting** action to approve it. You can only approve an invoice allocation if the sum of the allocated amounts, less any inventory purchase amounts, in the **Remainder, Tax** and **Remainder, Incl. Tax** fields is zero. If you make any more changes after approving the allocation, you must release it again. When an invoice allocation is approved, the vendor invoice journal can be posted in the Posting single dialog workspace in the G/L module or in the Vendor Invoices single dialog workspace in the A/P module. You can view the journal in the Show Vendor Invoices single dialog workspace, which shows the posted vendor invoices and assigned allocation lines that you created. You cannot post a vendor invoice journal if it includes invoices for which allocation has been started in this workspace but not yet approved.
Remainder, Excl. Tax	This field shows how much of the total amount, tax excluded remains to be allocated on the lines in the table part of the window. When you create an allocation line, Maconomy will suggest the amount in this field in the field

Field	Description
	"Amount" on the new line. The invoice allocation cannot be approved until the amount in this field is zero.
Remainder, Tax	This field shows how much of the total tax amount on the vendor invoice remains to be allocated on the lines in the table part of the window. The invoice allocation cannot be approved until the amount in this field is zero. The functionality of the field depends on whether the system parameter "Recalculate Tax Amount from Amount Including Tax" has been marked. If the parameter has not been marked, the functionality is as described below. If the parameter has been marked, substitute the term "amount excluding tax" in the description below with "amount including tax." On the individual lines created in the table part, the tax amount is calculated from the amount excluding tax. This means that if a tax amount remains when the full amount excluding tax has been allocated (for instance because you changed the tax amount on the invoice due to an incorrect tax amount stated by the vendor), you must manually change the tax amount on one of the allocation lines before the allocation can be approved. However, if the amount excl. tax entered on a line causes the remainder excl. tax to be fully allocated, and the difference between the tax remainder and the calculated tax for the line in question is within the margin specified in the system parameter "Margin for automatic correction of tax," the tax remainder is automatically allocated to the line (rather than calculated from the amount excluding tax on the line), regardless of whether this tax amount is correct according to the amount and tax code on the line. If multiple tax codes are enabled, the "Remainder, Tax" field will be replaced by the following fields: "Remainder, Tax Total," "Remainder, Tax 1," "Remainder, Tax 2" and, if enabled, "Remainder, Tax 3." The "Remainder, Tax Total" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Remainder, Incl. Tax	This field shows how much of the total amount inclusive tax remains to be allocated on the lines in the table part of the window. When you create an allocation line, Maconomy will suggest the amount in this field in the field "Amount, Incl. Tax" on the new line. The invoice allocation cannot be approved until the amount in this field is zero.
Responsible for Allocation	In this field, you can specify the employee number of the person to be responsible for the allocation of the invoice journal. If a global location number is specified in the field "Global Location No.," any allocation responsible assigned to the location number in question is suggested.

Copy Vendor Invoice Island

Field	Description
Vendor No.	In this field, you can enter a vendor number to be used for identifying a vendor invoice to be copied to the new vendor invoice If you fill in this field, you must also enter an invoice number the in the "Invoice No." field below.

Field	Description
	If you want to copy the information from an existing invoice to a new invoice, you enter a new transaction number and an invoice number in the card part of the window, fill in this field and the field “Invoice No,” and press return, and Maconomy copies the vendor invoice specified, including any assigned allocation lines. The field can only be filled in when creating an invoice. Once you have pressed Return, the values in this island can no longer be changed. Note that when copying a vendor invoice, the fields filled in by the user on the new invoice in the card part of the window are not affected by the copying. However, the allocation lines copied to a new invoice will contain the same dimensions as the ones specified on the allocation lines that pertain to the invoice on the basis of which copying is made, irrespective of the dimensions specified in the card part of the new invoice. You should therefore pay attention to the dimensions on copied allocation lines that can be changed manually. Entering a vendor number in this field can also be used for reversing the effect of an already posted invoice. See the description of the field “Reverse Debit/Credit” for further information on the functionality of reversing vendor entries.
Invoice No.	In this field, you can enter an invoice number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter a vendor number in the field “Vendor No.” in this island. As the functionality of this field is similar to that of the field “Vendor No.” above, you should see the description of that field for further information.
Journal No.	In this field, you can enter a journal number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field if you do not know either the vendor number or the invoice number of the invoice you want to copy. If you fill in this field, you must also enter a journal line number in the field “Journal Line No.” in this island. As the functionality of this field is similar to that of the field “Vendor No.” above, you should see the description of that field for further information.
Journal Line No.	In this field, you can enter a journal line number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field if you do not know either the vendor number or the invoice number of the invoice you want to copy. If you fill in this field, you must also enter a journal number in the field “Journal No.” in this island. As the functionality of this field is similar to that of the field “Vendor No.” above, you should see the description of that field for further information.
Reverse at Copying	In this field, you can choose whether the new vendor invoice should reverse an existing, already posted invoice at copying. If you complete two of the fields in this island and mark this field, the new vendor entry is assigned the opposite value in the field “Debit/Credit” as the existing entry when you press return. For example, if the original entry is a credit entry (a vendor invoice), the new entry will be a debit entry (a credit memo). In this way, the new entry reverses the effect of the existing entry. If the credit memo to be entered does not cover the full amount of the invoice to be reversed, you can enter the amount of the credit memo in the field “Amount, Incl. Tax” in the Invoice island. After you press return, the remaining amount can

Field	Description
	be allocated by using the action “Allocate Remainder.” If the invoice or credit memo being copied has not already been reconciled, it is automatically reconciled against the new invoice or credit memo. To avoid exchange rate differences when copying, mark the field “Use Original Exchange Rate” below.
Use Original Exchange Rate	If you are reversing an existing vendor invoice, you can mark this field to use the same exchange rate as was used for the original vendor invoice. If you do this, there will be no exchange rate differences when you reverse the vendor invoice, unless the original currency has moved in relation to the enterprise currency. If this is the case, the difference must be handled at the time of posting. The vendor invoices can be inspected in the Show Vendor Invoices window

Transaction Numbering Island

Field	Description
Number Series	In this field, you can select the transaction number series to use. By default, this field shows the transaction number series for the transaction type specified above.

Currency Island

Field	Description
Exchange Rate	In this field, you can specify the exchange rate to be used when posting invoices in foreign currencies. Maconomy suggests the rate from the current exchange rate table, but you can change it.
Fixed Exchange Rate at Payment	If you mark this field, the exchange rate in which the entry is posted will be fixed when the payment is posted, even though the exchange rate may have changed according to the current exchange rate table.

Responsible Island

Field	Description
Responsible	In this field, you can specify the number of the employee responsible for approving the current invoice or credit memo. This field also shows the name of the employee specified by the responsible employee number.

Vendor Information Island

Field	Description
Enterprise	In this field, you can specify an enterprise. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables.

Field	Description
	You maintain enterprises in the **Enterprises** field in the Popup Fields single dialog workspace under the Set-Up module.
Segment	In this field, you can specify a segment. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain segments in the **Segments** field in the Popup Fields single dialog workspace under the Set-Up module.
Area	In this field, you can specify an area. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain areas in the **Area** field in the Popup Fields single dialog workspace under the Set-Up module.

Document Archive Island

Field	Description
Document Archive	In this field, you can enter the number of a document archive to be assigned to the vendor invoice in question. By assigning a document archive to a vendor invoice, you can keep track of the documents relevant to the vendor invoice. If you need to assign a specific document (for example, a scanned image of the original vendor invoice which is stored in a document archive) to an invoice line, this can be done by specifying the name of the file in the field “File Name” below. Document archives are created in the window Document Archives in the Set-Up module. This field also shows the description of the document archive specified by the document archive number.
Document Count	This field shows the number of documents in the Document Archive.
File Name	In this field, you can enter the name of a file to be assigned to the invoice. The file name specified can refer to a document containing, for example, a scanned image of the original invoice or any other document being of particular relevance for the vendor invoice. If you create an invoice manually in this window, you must specify the entire path of the file in this field in order to assign the file to the invoice. When you press Return, a document archive in which the file is stored is automatically created, if Maconomy can locate the file specified. The number series for document archives to be used by Maconomy are specified in the window Number Series in the Set-Up module. If the desired file is already stored in a document archive, you can also specify the number of the document archive in the field “Document Archive No.” and enter the name of the file in this field. The file assigned to the invoice can be displayed by a third party program, for example, Acrobat Reader

Field	Description
	or a browser by selecting the action “Show Document” in the Action menu of this window. In this way, you can always inspect the original invoice when processing the Maconomy invoice through allocation and reallocation in the system. If you need to assign a file to an invoice after having pressed Return, you specify only the number of the document archive in which the file is stored, and the file name, which should not include the entire path. Once the invoice has been posted, you cannot specify a file name in this field.

Registration Code Island

Field	Description
Registration Code	In this field, you can enter a registration code from the Registration Codes window in the G/L module. The registration code is used instead of manually entering a number of dimension values in this island. See the description of the Registration Codes window in the G/L module for further information about registration codes. If a global location number is specified in the field “Global Location No.” on the line, any registration code assigned to the location number in question is suggested.

Dimensions Island

Field	Description
Location	In this field, you can enter a location to be assigned to the invoice/credit memo. If the window shows an already existing invoice/credit memo, the value in this field is retrieved from the field “Location” in the table part of the Vendor Invoices window.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of this field is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of this field is similar to that of the field “Location” above.

Remarks Island

Field	Description
Remarks 1-5	In these fields, you can assign remarks to the invoice journal.

Reference Invoice Island

This island is used to link a credit memo with a vendor invoice, so the fields are only relevant for a credit memo. The purpose is to uniquely identify the invoice that should be reconciled by the credit memo.

Field	Description
Credit Memo Reference	This is the Invoice Number of the vendor invoice to reconcile.
Journal no. reference	This field shows the Journal Number of the vendor invoice referred to.
Journal line no. reference	This field shows the number of the line where the invoice occurs in the journal identified by the Journal no. reference.

Invoice Allocation Lines Sub-Tab

This section includes the fields and descriptions for the Invoice Allocation Lines sub-tab.

Field	Description
Purchase Line Type	Use this field to indicate the type of purchase the line represents. The available values are: ▪ Fixed Asset ▪ Inventory ▪ Job Cost ▪ G/L ▪ Text Line ▪ Subcontractor Reconciliation
Account No.	In this field, you can enter the number of a G/L account in the company's chart of accounts, provided that the allocation line in question is related to the purchase of services/items to be posted in the G/L module and which are not related to jobs in the Job Cost module. The purchase is debited to the account whose account number was entered in this field. If you have made references to a purchase order number in connection with the receipt of the vendor invoice in the window Vendor Invoices, Maconomy will automatically create allocation lines in the table part. These lines correspond to the lines on the purchase order, and the value in the field "Account No." on the corresponding line in the purchase order is transferred to this field. Maconomy checks that the account exists, that it is a "Manual" account and that it is not blocked. Maconomy furthermore checks that the combination of dimensions on the allocation line is an allowed G/L allocation combination. Allowed allocation combinations are shown in the window G/L Allocation Combinations.

Field	Description
	If you specify both an account number and a job number, the dimension derivation process will include derivation of dimensions from the specified job, but the amount will be allocated to the account, meaning that no entries will be created in the Job Cost module. Even if both a job and an account have been specified, the tax code is derived from the account.
Local Account No.	Specify a local account number when you allocate the invoice to a company that uses local chart of accounts.
Job No.	If the amount on the line should be allocated to a job, enter a number in this field and leave the field “Account No.” blank. If you specify both a value in the field “Account No.” and a job number, the dimension derivation process will include derivation of dimensions from the specified job, but the amount will be allocated to the account, meaning that no entries will be created in the Job Cost module. Even if both a job and an account have been specified, the tax code is derived from the account. In the following, it is assumed that you specify a job and leave the field “Account No.” blank. ▪ If you are capitalizing the job expenses, the purchase is debited the job’s WIP account. ▪ If you are posting the job expenses to a P/L account, the purchase is debited the P/L account assigned to the activity specified in the field “Act. No.” ▪ If you have entered a purchase order number in the window Vendor Invoices, Maconomy transfers all the purchase order lines, and inserts the value from the corresponding purchase order line’s field “Job No.” Maconomy checks that the job exists, that it has the status of “Order,” and that it is neither blocked nor closed. If you enter a number here and leave the field “Account No.” blank, you must enter a number in the field “Act. No.” on the same line. If employee control has been selected for the current job, you can only enter registrations for employees who appear in the latest revision of the planning budget of the current job. For more information about controlling employee registrations, please see the description of the window Jobs. If fixed exchange rate information has been specified for the job in the window Job Price Information, and the system parameter “Fixed exchange rates in budgets only” has not been marked, any currency conversion between the currency of the invoice and that of the job will take place when the invoice is posted, and any variance between the exchange rate of the currency on the invoice and on the job, respectively, is posted to the account for amount rounding.
Act. No.	In this field, you enter the number of an activity, if the purchase relates to a job. If the line was created as a result of entering a purchase order number

Field	Description
	in the **Purchase Order No.** field in the tab, Maconomy suggests the value from the **Act. No.** field on the corresponding purchase order line. Maconomy checks that the activity exists, that it is an amount or time activity, and that it is not blocked. If you enter a number here, you must also enter a number in the **Job. No.** field and leave the **Item No.** field blank.
Empl. No.	Specify the employee number if the current allocation or reallocation line relates to a specific employee.
Task	For job related lines, it is possible to specify a task here. If a value is specified in the field, Maconomy checks that a task listing has been assigned to the job and that the listing contains the specified task. Specifying a value is mandatory if a task listing has been assigned to the job.
Account/Activity Name	This field shows either the account text of the G/L account specified in the field “Account No.,” or the activity text of the activity in the field “Act. No.” The text cannot be changed here.
Entry Description	In this field, you enter the entry text. This text is assigned to the allocation line when you post the vendor invoice. Maconomy suggests the text from the field “Account/Activity Name,” but you can change it. If you entered a purchase order number for the invoice in the window Vendor Invoices, Maconomy will automatically create allocation lines to correspond with the purchase order, transferring the field “Line Remarks” from the purchase order to this field. If you have used an allocation code, the lines will also be created automatically, and the field “Entry Description” from the allocation code will be transferred to this field.
Quantity	Enter the quantity of the allocation or transfer line. When you create a line without specifying a purchase order number, Maconomy automatically enters a default value of one. If you specify a purchase order number in the **Purchase Order No.** field, Maconomy suggests the quantity based on the information on the purchase order in question. For further information, see the description of the **Purchase Order No.** field.
Unit	This field shows the unit that applies to the current vendor invoice line.
Unit Price	In this field, you enter the unit price in the currency of the current vendor invoice. You must enter an amount, and it must be exclusive of tax. When you create an allocation line, Maconomy will suggest the amount from the field “Remainder, Excl. Tax” in the card part of the window.
Pricing Unit	If an item has been specified on the current line, this field shows the quantity of item units included in the unit price. This value is retrieved from the field “Unit, Purchase” on the Item Information Card and cannot be changed here. However, if the line is based on a purchase order line, Maconomy will attempt to derive the pricing unit form the purchase order line in question before deriving it form the Item Information Card.

Field	Description
Discount	In this field, you can enter a discount after negotiating with the vendor. If the invoice allocation line is created from a purchase order, the discount is retrieved from the purchase order.
Amount Excl. Tax	This field shows the price less tax of the allocation line in the currency of the vendor invoice. You can change the amount. The amount is calculated as quantity multiplied by the unit price less tax and any discount. When a new allocation line is created, Maconomy will suggest the amount from the field “Remainder Excl. Tax” in the card part of the window. If you manually enter an amount in this field, Maconomy will recalculate the unit price based on the total amount in this field. If you enter an amount in this field, Maconomy also updates the fields “Tax Amount” and “Amount Incl. Tax” based on the entered amount.
Item No.	In this field, you enter the number of an item, if the purchase relates to an item. If the line was created as a result of entering a purchase order number in the field “Purchase Order No.” in the card part (and a packing slip number in the field “Packing Slip No.”), Maconomy suggests the value from the field “Item No” on the corresponding purchase order line. Maconomy checks that the item exists, and that it is not blocked. If you enter a number here, you must leave the fields “Job No.,” “Account No.,” and “Act. No. blank. If the line was created as a result of specifying a purchase order and a packing slip on the invoice in the card part, and the packing slip number matches an approved item receipt for the purchase order in question, Maconomy will perform an invoice reconciliation of the invoice against the item receipt. This will cause Maconomy to automatically adjust the cost price of the item if the system parameter “Copy Payment Information From Reference Invoice” has been marked. However, the reconciliation only takes place if the difference between the amount on the current line and the amount on the receipt line on which the current line is based is within the margin specified in the system parameter “Margin for purchase order reconciliation.” If this is not the case, or if the packing slip number does not match any receipt for the specified purchase order, the reconciliation must be done manually.
Total for Subcontractor Reconciliation	The amount in the field represents the sum of the amounts from Job Entries that are selected for a specific Invoice Allocation Line in the dialog Vendor Subcontractor Reconciliation.
Tax Code	In this field, you can specify a G/L tax code to apply to the current allocation line. Maconomy suggests a G/L tax code for tax receivable. You can select another code or leave the field blank if no tax applies to the invoice. Maconomy suggests a tax code on the basis of the following procedure: If a G/L tax table has been specified in the window Company Information, a G/L tax code will be transferred from the G/L tax table on the basis of the information registered on the current invoice and invoice allocation line. When searching for a line in the G/L tax table, Maconomy searches for a

Field	Description
	match between the value of the tax table line in the field “Account No.” and a reference account depending on whether an account or an activity has been specified on the line or if the field “For Inventory Purch.” has been marked. If no line is found in the G/L tax table corresponding to the current line’s registrations and the current reference account, or if no G/L tax table has been specified for the current company, Maconomy will suggest the G/L tax code specified for the reference account in question in the window Account Information Card. As mentioned, the reference account depends on whether an account or an activity has been specified on the line or if the field “For Inventory Purch.” has been marked. If you specify an account, the reference account will be the specified account. If you specify an activity, the reference account will be the account specified as P/L account on the current activity. If you specify an item and mark the field “For Inventory Purch.,” the reference account will be the account specified as account for non-reconciled vendor entries in the A/P Control Account to which the current vendor is assigned. The references to these accounts are made by means of dimension combinations. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax	Enter the tax amount in the invoice currency. You can only enter an amount here if you have entered a tax code in the **Tax Code** field. The amounts in the **Amount Excl. Tax** field and this field must both be either positive or negative. If you change the suggested amount in the **Amount Excl. Tax** field, Maconomy calculates a new tax amount using the code in the **Tax Code** field. When you create an allocation line, a reallocation line, or change the amount excluding tax on an existing line, Maconomy calculates the amount in this field from the amount including or excluding tax. However, if the amount excluding tax entered on a given line causes the remainder excluding tax to be fully allocated, and the difference between the tax remainder and the calculated tax for the line in question is within the margin specified in the **Margin for automatic correction of tax** system parameter, Maconomy automatically allocates the tax remainder to this field on the line (rather than calculated from the amount excluding tax), regardless of whether this tax amount is correct according to the amount and tax code on the line. Note that you are not required to reallocate tax. You can change the price/tax ratio when reallocating. If the reallocated tax does not add up to

Field	Description
	the original tax, or if you use different accounts, Maconomy creates an appropriate number of tax entries to fully reconcile the original tax. If multiple tax codes are enabled, the **Tax** field is replaced by the **Tax Amount Total, Currency**, **Tax Amount 1, Currency**, **Tax Amount 2, Currency** fields, and if enabled, **Tax Amount 3, Currency** field. When enabled, the **Tax Amount Total, Currency** field shows the sum of values in the individual tax amount fields. For further information on multiple tax codes, please see the description in **Tax Codes**.
Amount Incl. Tax	This field shows the price less tax of the allocation or reallocation line in the currency of the vendor invoice. You can change the amount. Maconomy calculates the amount as quantity multiplied by the unit price less the tax and any discount. When you create a new allocation line, Maconomy suggests the amount from the **Remainder Excl. Tax** field in the Invoice Allocation tab. If you manually enter an amount in this field, Maconomy recalculates the unit price based on the total amount in this field. If you enter an amount in this field, Maconomy also updates the **Tax Amount** and **Amount Incl. Tax** fields based on the entered amount.
Item Tax Code	Specify an item tax code created in the Popup Fields single dialog workspace. Maconomy uses this field to determine the tax code to use in the calculation of tax for the current allocation or reallocation line, as the reporting code is part of the criteria for the selection of a G/L tax code in the G/L Tax Tables single dialog workspace in the G/L module. For further information, please see the description of the **Tax Code** field. To post entries, use the reporting code to determine which tax report entries to create. Based on the tax report entries, you can create tax reports that show the tax and tax basis entries assigned to a given tax report field. However, you can only use this kind of reporting if you selected the **Extended Tax Reporting** field in the System Information single dialog workspace. If you entered a purchase order number for the vendor invoice, Maconomy automatically creates allocation lines that correspond to the purchase order, and transfers the value from the **Reporting Code** field on each purchase order line to this field on the corresponding allocation lines.
Reference Date	Enter a reference date for the current allocation or reallocation line. Maconomy transfers the date to the G/L entries from the current line. If the current entry refers to a job, Maconomy checks that the date specified in this field is within the open posting period for job entries. Additionally, if you specify a job, Maconomy uses the date in this field as the job cost posting date on the job entries from the current allocation or reallocation line. If you do not enter a date in this field, Maconomy suggests the date entered in the **Reference Date** field in the Invoice Allocation tab. If this field is also blank, Maconomy transfers the entry date, reallocation date, or invoice date to this field, depending on the setting of the **Use Invoice Date as Reference Date** system parameter.

Field	Description
Registration Code	In this field, you can enter a registration code from the window Registration Codes in the G/L module. The registration code is used instead of manually entering a number of dimension values on the current line. See the description of the window Registration Codes for more information about registration codes.
Company No.	Enter the number of the company responsible for the current invoice allocation or reallocation line. Note that if a company other than the company displayed in the Vendor Invoices tab of the Vendor Invoices single dialog workspace is specified in Invoice Allocation Lines sub-tab of this workspace, intercompany postings between the responsible company on the vendor invoice and the specified company will take place at the time of posting. These intercompany postings will be of the Vendor Invoice type. However, if you do not select the **Create intercompany entries for companies with same parent company** system parameter, you can only create intercompany entries if the two companies involved are not both assigned to the same parent company.
Location	Enter a value for the dimension Location. If you do not manually enter a value, Maconomy derives a value using the order of priority set up in the Dimension Derivations single dialog workspace in the G/L module. However, any manually entered value is overwritten if Maconomy derives a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the **Location** field in the Invoice Allocation tab. Additionally, the information is used when you post the current reallocation line, if the G/L account permits dimension allocation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of this field is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of this field is similar to the functionality of the field “Location” above.
Allocation Code	In this field, you can enter an allocation code. You can use allocation codes created in the window Allocation Codes in the G/L module. When you enter an allocation code in this field, Maconomy automatically creates the number of allocation lines which the code specifies, the extended price is allocated to the lines in accordance with the allocation code, and this field will be blanked. You can thus use the same allocation code on vendor invoices and allocation lines several times. In this

Field	Description
	connection, it is recommended to use allocation codes containing positive percentages. Allocation codes are used for easing registration of standard entries. Note that if you have entered an account number in the field “Account No.” on the line, and if an allocation code has been specified on the account in question, this allocation code will be inserted in this field and hence used for allocation of the line in question.
Employee Name	This is the name of the employee entered in the field “Empl. No.”
Job Name	This is the name of the job entered in the field “Job No.”
Task Description	This field contains a description of the task specified in the “Task” field.
Customer No., Ref.	In this field, you can enter a reference to a customer. You can only specify a customer number if the purchase line type is G/L. When deriving dimension values for the current line, dimension values may be derived from the specified customer. For further information on this process, see the description of the field “Location No.”
Customer Name, Ref.	If a customer has been specified in the field “Customer No., Ref.” above, this field shows the name of the customer in question.
Purch. Order No.	This field shows the purchase order number for invoice allocation lines created by entering a purchase order number in the Vendor Invoices single dialog workspace or in the Invoice Allocation tab. When you post the vendor invoice journal or the reallocation, Maconomy registers the line as invoiced on the corresponding purchase order line. However, if the entry is a vendor credit memo, Maconomy deducts the amount from the invoiced amount. The field is completed automatically if the invoice allocation lines are created as a result of entering a purchase order number on the vendor invoice specified in the Invoice Allocation tab. You can also enter the purchase order number when entering new invoice allocation lines. When doing so, this field, in combination with the **Line No.** field, indicates the purchase order line to which the allocation line pertains. If you do not enter a line number, Maconomy estimates the line number based on the allocation combination. If the allocation pertains to a specific item receipt, you can also enter the number of the packing slip representing the receipt in the **Packing Slip No.** field. If you only specify a purchase order number and line number without specifying a packing slip, Maconomy suggests a quantity on the line, based on the information from the purchase order line in question. The quantity on the line corresponds to the quantity received for the purchase line in the Purchase Receipt single dialog workspace. However, if you do not select the **Suggest Quantity Received on Vendor Invoice** system parameter and the quantity received on the purchase order line is zero, the quantity

Field	Description
	transferred to the allocation line will be the quantity remaining to be invoiced for the purchase line. If you specify a packing slip number in the **Packing Slip No.** field that matches a packing slip number entered in the Purchase Receipt single dialog workspace for the purchase order in question, the amount and quantity matches those received on the item receipt (any delivery costs and expense percentages specified on the purchase order will be added to the price), and the **For Inventory Purchase** field is selected.
Purchase Order Line No.	This field shows the number of the purchase order line on which the amount is registered as invoiced, when the vendor invoice journal or the reallocation is posted. However, if the entry is a vendor credit memo, Maconomy deducts the amount from the invoiced amount. The field is automatically completed if the invoice allocation lines are created by entering a purchase order on the vendor invoice displayed in the Invoice Allocation tab. You can also enter the line number when you enter new invoice allocation lines. For further information, see the **Purchase Order No.** field.
Close Purchase Order Line	If you mark this field, the purchase order line will be closed when the journal is posted. If this means that all the purchase order lines are closed, the purchase order itself will also be closed.
Packing Slip No.	if the current line was created as a result of entering a purchase order number and a packing slip number on the vendor invoice displayed in the card part, this field shows the number of the packing slip in question.
Inventory Change Transaction No.	If you created the current line as a result of entering a purchase order number and a packing slip number on the vendor invoice displayed on the Invoice Allocation tab, this field shows the number of the inventory change transaction resulting from the approval of the purchase receipt to which the packing slip in question pertains. As allocation and reallocation lines created by entering a purchase order and packing slip number are based on inventory change transactions, this field shows the number of the inventory change transaction that contains the transaction line on which the current allocation line is based.
Inventory Change Transaction Line No.	If you created the current line as a result of entering a purchase order number and a packing slip number on the vendor invoice displayed on the Invoice Allocation tab, this field shows the number of the inventory change transaction line on which the current allocation line is based. As allocation and reallocation lines created by entering a purchase order and packing slip number are based on inventory change transactions, this field thus shows the number of the line in the table part of the inventory change transaction shown in the **Inventory Change Transaction No.** field on which the current allocation line is based.
Quantity 1-2	I Register an allocation line or reallocation line quantity. Use these fields for reports and statistics.
Tax Exempt	In this field you can enter whether the invoice line covers a tax-exempt service. Note that you can only mark this field if the field “Disclosable” in the

Field	Description
	island Invoice in this window has been marked. See the description of the field “Disclosable” in the card part of the window for further information on this field.
Accrual Type	If you select a value in this field, the cost will be accrued. You can only accrue a posting if a G/L account or job has been selected. If you select accrual, Maconomy will create a G/L entry on the specified G/L account or job for each G/L period specified in the fields “Period From, Accrual” and “Period To, Accrual.” If you have specified an account number on the line, the accrual entries are posted to the account in question. If you have specified a job and not an account, the accrual entries are posted to the relevant, accrual related posting references on the activity in question or in the window Posting References, depending on whether the field “Post by Activity” is marked in the window System Information. The offset entries are posted to the accounts referenced for the selected accrual type in the window Popup Fields. The amount is distributed evenly on the selected periods. For accruals made on job entries, both cost and billing prices are accrued.
Period From, Accrual	In this field and the field “Period To, Accrual” you can enter a range of dates. If you select a value in the field “Accrual Type” above, Maconomy will create a G/L entry on the specified G/L account for each G/L period specified in the fields “Period From, Accrual” and “Period To, Accrual.” The amount is distributed evenly on the selected periods. Please note that the last period must be no later than the accrual ending period set up in the field “Accrual Period, Ending” in the Posting Periods. If no ending period has been specified there, the ending period set up in the corresponding field in the window Posting Periods applies instead. If an ending period has been set up in the Posting Periods window, you can specify any period in the field “Period To, Accrual.”
Period To, Accrual	See the “Period From, Accrual” field above.
Transaction Type	Enter the transaction type for the entry.
Parent Invoice Allocation Instance Key	When you use the **Allocate Subcontractor Differences** action in the the Vendor Invoices workspace, Maconomy automatically assigns a value to this field on the original invoice allocation line. The new invoice allocation lines (created as a result of using the action) are then able to refer to the original invoice allocation line. This field is not displayed by default.

Vendor Invoice Asset Drafts Workspace

Use this workspace to enter information about fixed assets, if an invoice allocation line is related to the purchase of a fixed asset.

In this case, Maconomy creates the fixed assets when the vendor invoice is posted.

Allocation Tab

This section includes the fields and descriptions for the Allocation tab.

Vendor Island

Field	Description
Vendor No.	This field displays the vendor number.
Purchase Line Type	This field displays the purchase line type.
Fixed Asset Created	This field displays whether a fixed asset is created for the vendor invoice.

Invoice Island

Field	Description
Trans. No.	This field displays the transaction number.
Transaction Type	This field displays the transaction type.
Invoice No.	This field displays the invoice number.
Invoice Date	This field displays the invoice date.
Vendor Invoice Type	This field displays the type of vendor invoice.
Entry Description	This field displays the description for the invoice allocation line.
Reference Date	This field displays the reference date.

Company Island

Field	Description
Company	This field displays the number of the company.

Account Island

Field	Description
Account	This field displays the account number.

Job Island

Field	Description
Job	This field displays the job name.
Activity	This field displays the activity name.
Task	This field displays the task name.
Employee	This field displays the employee name.

Item Island

Field	Description
Item	This field displays the item name.

Purchase Order Island

Field	Description
Purch. Order No.	This field displays the purchase order number.
Close Purchase Order Line	If you select this field, the purchase order line will be closed when the journal is posted. If closing this purchase order line means that all the purchase order lines are now closed, the purchase order itself will also be closed.

Accrual Island

Field	Description
Accrual Type	This field displays the accrual type.
Period From, Accrual	This field displays the date on which the accrual started.
Period To, Accrual	This field displays the date on which the accrual ended.

Pay to Vendor Island

Field	Description
Pay to Vendor No.	This field displays the number used to pay the vendor.

Allocated Amount Island

Field	Description
Quantity	This field displays the quantity.
Unit	This field displays the unit.
Pricing Unit	This field displays the pricing unit.
Unit Price	This field displays the price per unit.
Discount	This field displays any applicable discount.
Amount Excl. Tax	This field displays the amount excluding tax.
Tax	This field displays the tax amount.
Amount Incl. Tax	This field displays the amount including tax.
Quantity 1	This field displays the quantity 1.
Quantity 2	This field displays the quantity 2.

Tax Island

Field	Description
Tax Code	This field displays the tax code.
Item Tax Code	This field displays the item tax code.
Tax Exempt	This field specifies whether or not the item is exempt from tax.

Status Island

Field	Description
Posted	This field specifies whether or not the vendor invoice has been posted.
Reopened	This field specifies whether or not the vendor invoice has been reopened.
Reallocation Entry	The field specifies whether or not the invoice allocation line has been reallocated.

Asset Draft Sub-Tab

This section includes the fields and descriptions for the Asset Draft sub-tab.

Field	Description
Asset Group	If Asset Number is filled, Asset Group will be automatically filled in. If no Asset Number is given, Asset Group is mandatory.
Asset Sub Group	Use this field to enter an asset sub-group. This allows you to work with a sub-division of the traditional asset groups.

Asset Transaction Type	One of the following:
	▪ Acquisition:
	  ▪ You will need to enter Asset Group. The other fields are filled in, but can be changed.
	▪ Improvement:
	  ▪ Asset Number is mandatory.
	  ▪ Quantity=1.
	  ▪ Only the fields that also occur in Asset Entries are editable, except Asset Group that follows the asset number.
	▪ Write-Down:
	  ▪ This means the vendor invoice is a credit memo.
	  ▪ Quantity=1.
	Asset Number is mandatory.

Number of Assets	The number of assets to be created, only available when Asset Transaction Type is Acquisition.
Employee No.	This field displays the employee number if an employee number is selected.
Asset No.	This field is mandatory if adjustment is to an existing fixed asset; otherwise it is left blank.

Field	Description
Description	This field displays the description of the asset.
Cost, Currency	This field displays the acquisition price for the asset.
Cost, Base	The field displays the acquisition price for the asset in base currency
Acquired	This field displays the asset acquisition date.
Acquisition Responsible	This field displays the name of the person responsible for the asset acquisition.
Depreciation Method	This field displays the depreciation method used.
Depreciation Period	This field displays the depreciation period.
Post Depreciation as Job Entry	When depreciating an asset, if this value is set, a job entry is posted. When the asset draft is created it gets the value from the asset group. You can edit this field.
Job No.	The asset that is created gets this job number if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.
Activity	The asset that is created gets this activity if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.
Task Name	The asset that is created gets this task if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.
Model	This field displays the asset model.
Located	This field displays the location of the asset.
Responsible	This field displays the person responsible for the asset draft.
Serial No.	This field displays the asset serial number.
Internal Serial No.	This field displays the asset internal serial number.
Manual Depreciation	This field displays the manual depreciation.

Field	Description
Company No.	This field displays the company number.
Location	This field displays the value that you entered for the dimension Location.
Entity	This field displays the value that you entered for the dimension Entity.
Project	This field displays the value that you entered for the dimension Project.
Purpose	This field displays the value that you entered for the dimension Purpose.
Spec. 1–10	This field displays the value that you entered for the dimensions Spec. 1–10.
Local Spec. 1–10	This field displays the value that you entered for the dimensions Local Spec. 1–10.
Technical Data 1–3	These fields display any technical data relating to the asset acquisition.
Remarks 1–10	These fields display any remarks relating to the asset draft.

Approve Invoices Workspace

Use this workspace to approve vendor invoices.

A vendor invoice must be approved before it can be paid. If you want Maconomy to approve a vendor's invoices automatically, select the **Auto. Approval** field in the Payment Control workspace.

A vendor invoice must be approved before it can be paid in the Change Payment Selection workspace by Vendor or in the Change Payment Selection workspace in the Banking module. You use this workspace only for approving invoices.

If you want Maconomy to approve invoices automatically, you must select the **Auto. Approval** field in the Payment Control workspace. Vendor invoices from the current vendor are then automatically approved for payment. You can manually cancel the approval of payment in this workspace.

Approve Invoices Tab

This section includes the fields and descriptions for the Approve Invoices Tab.

Vendor Island

Field	Description
Vendor No.	This field shows the number of the currently selected vendor. The field also shows the vendor's name and address. The information is retrieved from the Vendor Information Card.
Attn.	This is the vendor's attention person; the person to whom shipping and payment information is directed. The information is retrieved from the Vendor Information Card.
Phone	This is the vendor's phone number. The information is retrieved from the Vendor Information Card.
Fax	This is the vendor's fax number. The information is retrieved from the Vendor Information Card.
Telex	This is the vendor's telex number. The information is retrieved from the Vendor Information Card.
Currency	This is the currency of the invoice or credit memo. The currency is used when converting the invoice amount into the base currency of the current company and the vendor's standard currency.

Balance Island

Field	Description
Balance, Standard	This is the vendor's balance in the standard currency. The balance is updated when you post journals with vendor entries. The field updated automatically.
Balance, Base	This is the vendor's balance in the base currency. The balance is updated when you post journals with vendor entries. The field is updated automatically.

Control Island

Field	Description
Block Payments	This field shows whether the vendor is blocked for payment. If the field is marked, the vendor is blocked. You can block payments if, for example, you wish to delay payment for a wrong delivery until it is corrected. You block and unblock vendors in the window Payment Control.

Field	Description
Responsible	This is the employee responsible for approving invoices from the vendor. The name is for reference, and is used to sort lists of non-approved vendor invoices.
Invoice Discount %	This is the percentage rate discount you normally receive on invoices from the vendor. You can enter the actual invoice discount amount on the item purchase order, instead of a percentage.
Payment Mode	This field shows how you normally pay the vendor. It is selected in the window Payment Control. When you approve the invoice, the payment mode points out the G/L account against which the payment is set off.
Payment Terms	These are the payment terms which normally apply to the vendor. Payment terms are used to calculate invoice due dates. Invoices are entered and changed in the window Vendor Invoices.
Buyer	The buyer is responsible for contact with and purchases from the vendor.

Company Island

Field	Description
Company No.	This field displays the company number of the current vendor.
Name	This field displays the company name of the current vendor.
Base Currency	This field displays which currency is used as base currency in the company specified in the field “Company No.” above. For a detailed description of the concepts of base currency and enterprise currency, see the description of the field “Base Currency” in the window Company Information in the G/L module.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Invoice Date	This is the vendor’s invoice date. Together with the vendor’s payment terms, the invoice date is used to calculate the invoice due date. Maconomy retrieves the date from the vendor invoice or from an entry in the window General Journal in the G/L module.
Invoice Received Date	This field shows the date when you received the vendor invoice.

Field	Description
Due Date	This is the entry's due date. The due date is calculated from the invoice date and the payment terms. Maconomy retrieves the date from the vendor invoice.
Pay when Paid	This field shows whether payment when paid applies to the invoice in question. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor. Ready For Payment This field shows whether the current entry is ready for payment. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor.
Description	This is the entry text. The text is shown on the payment entry. It is retrieved from the vendor invoice.
Trans. No.	This is the transaction number of the entry. It is retrieved from the vendor invoice. When the entry is paid, this number is not the one shown on the payment. Maconomy allocates a unique payment transaction number. These numbers are maintained in the window System Numbers in the Set-Up module.
Trans. Type	This field shows the transaction type of the entry.
Invoice No.	This is the vendor's invoice number. It is retrieved from the vendor invoice entered in the window Vendor Invoice.
Debit, Standard	These is the debit entry amount. Maconomy retrieves the amount from the vendor invoice or from an entry in the window General Journal in the G/L module.
Credit, Standard	These is the credit entry amount. Maconomy retrieves the amount from the vendor invoice or from an entry in the window General Journal in the G/L module.
Approved Amount, Standard	This field specifies the amount approved for payment. If this amount is different from the total invoiced amount, then only the approved amount can be paid.
Approved	In this field, you approve the invoice. An entry must be approved before it can be selected for payment. A vendor invoice can be approved for payment either by approving the whole invoice at once in this window or by approving the individual invoice allocation lines in the window Approval Lists. If the full invoice is approved at once, the approval is transferred to all the invoice allocation lines. If the approval is removed, and the invoice is selected for payment or reconciliation, the payment or reconciliation will be canceled at the line level, and the amount for payment or reconciliation will be reset. The lines are approved automatically if the field "Auto. Approval" in the vendor's Payment Control window is marked. As mentioned you can remove the mark here.

Field	Description
Approved By	This field shows the name of approver for the vendor entry.
Approval Date	This field shows the approval date for the vendor entry.
Entry Date	This is the entry date in the general ledger and accounts payable. The date identifies the posting period.
Amount, Original	This is the original invoice amount expressed in the entry's original currency.
Original Currency	This is the currency in which the invoice was registered (the entry's original currency).
Entry Type	This field shows where the entry originated. The entry can be from a vendor invoice journal or from a general journal. The following types exist: ▪ Vendor Invoice — A vendor invoice registered in the window Vendor Invoices. ▪ Vendor Credit Memo — A vendor credit memo registered in the window Vendor Invoices. ▪ Credit Journal — A credit entry registered in the window General Journal in the G/L module. ▪ Debit Journal — A debit entry registered in the window General Journal in the G/L module.
Responsible	This field displays the number of the employee responsible for the current invoice. You can change the contents of the field.

Approval Lists Workspace

Use this workspace to approve or defer for payment the individual invoice allocation lines on a vendor invoice that has been allocated and posted.

Alternatively, use the Approve Invoices workspace to approve invoices as a whole.

You allocate invoice lines in the Invoice Allocation workspace or the Reallocate Invoices workspace. You can approve credit memo lines individually in a similar way.

When you have approved all of the allocation lines that belong to the same invoice, Maconomy sees the whole invoice as having been approved. You can approve invoices as a whole in the Approve Invoices workspace.

You can either select invoice allocation lines as approved or with a deferment cause that indicates that the line cannot immediately be approved by the holder of approval. Such deferred lines can be approved later, for example, when a credit memo is entered that corresponds to the deferred line. In this case both the credit memo and the previously rejected invoice line must be flagged as approved.

The tab of this workspace consists of selection criteria for specifying the sub-tab lines that you want to display. You can display all finished (approved) invoice lines per holder of approval and opt to leave out deferred lines.

In the Print Approval List workspace you can print a list of nonapproved invoices or invoice lines per holder of approval.

Approval Lists Tab

This section includes the fields and descriptions for the Approval Lists tab.

Selection Criteria Island

Field	Description
List No.	If you enter a list number in this field, those vendor invoice lines that are attached to the specified list are displayed in the table part of this window. Invoice lines can be attached to a list in the Print Approval List by checking the “Create List” box. You can fill in this field if you wish to recreate the image of a printed approval list in order to enter the result of manually created invoice lines. Note that an invoice line is only attached to a list if you select the “Detailed” layout in the window Print Approval List.
Responsible	If you enter the employee number of a holder of approval in this field, those vendor invoice lines that are attached to the specified employee number are displayed. Holders of approval are created in the window of that name.
Company No.	If you enter a company number, those vendor invoice lines that are attached to the specified company are displayed.
Vendor No.	If you enter a vendor number, those vendor invoice lines that are attached to the specified vendor are displayed. You can use this field to get an overview of the balance of a certain vendor.
Vendor Invoice No.	This field is used in conjunction with the field “Vendor No.” to display the invoice lines attached to the specified vendor invoice.
Deferment Cause	Use this field to choose between any created deferment causes. These are created in the window Popup Fields in the Set-Up module, and are used if an invoice line cannot be approved as a consequence of the cause stated.
Exclude Postponed	If you check this box, invoice lines marked with a deferment cause are excluded.
Show Closed	If you check this box, invoice lines already approved with the “Approve for Payment” action are included.
Show Lines	If you check this box, the lines matching the criteria specified in this island are shown in the table part of this window.

Invoice Allocation Lines Sub-Tab

This section includes the fields and descriptions for the Invoice Allocation Lines sub-tab.

Field	Description
Responsible	This field displays the employee number of the holder of approval for the current vendor invoice line.
Invoice No.	This field displays the invoice or credit memo number of the vendor invoice or vendor credit memo to which the current line belongs.
Invoice Date	This field displays the invoice date of the current line.
Vendor No.	This field displays the number of the vendor attached to the current invoice line.
Trans. No.	This field displays the transaction number derived from the current invoice line.
Trans. Type	This field displays the transaction type derived from the current invoice line.
Entry Description	This field displays the posting text entered for the current line in the window Invoice Allocation.
Debit	If a vendor invoice is entered, this field will contain the amount from the invoice allocation line.
Credit	If a vendor credit memo is entered, this field will contain the amount from the invoice allocation line.
Approve	If you check this field, the current invoice line will be approved when you select the action “Approve for Payment.” When you select this action, the lines marked as approved will disappear from this window. Those lines may however be displayed again if you check the “Show Closed” box in the card part of the window and press enter.
Deferment Cause	In this field you can select a deferment cause for the current line if it cannot be approved immediately. Deferment causes are created in the window Popup Fields in the Set-Up module.
List No.	This field displays the list number created when the approval list is printed in the window Print Approval List. Approval lists are typically printed with a view to manual approval of the invoice lines by the responsible approval holder. For further details see the description of the field in the card part of this window and the description of the window Print Approval List.
Closed	When you select the “Approve for Payment” action, this field is marked for the lines which are approved. The lines disappear upon approval, but may be redisplayed if you check the “Show Closed” box in the card part of the window and press enter.
Remarks	In this field you can enter a remark regarding the current invoice line. You may, for example, enter additional remarks to a line which is deferred.

Field	Description
Pay to Vend. No.	This field displays a pay to vendor number if payment of a vendor invoice goes to another vendor than the vendor who delivered the goods.
Account No.	This field displays the account number which may be specified in the corresponding line in the window Invoice Allocation.
Company No.	This field displays the number of the company displayed in the card part of the window Vendor Invoices.
Location	See the description of the field “Account No.” above.
Entity	See the description of the field “Account No.” above.
Project	See the description of the field “Account No.” above.
Purpose	See the description of the field “Account No.” above.
Spec. 1-3	See the description of the field “Account No.” above.
Local Spec. 1-3	See the description of the field “Account No.” above.

Actions

This section shows the Actions available in the Approval Lists workspace.

Top Tab

Field	Description
Approve for Payment	When you select this action, invoice lines having a mark in the field “Approve” will be approved. When you approve all invoice lines for a given vendor invoice, selection of this action corresponds to marking the field “Approved” in the window Approve Invoices.
Approve All	When you select this action, all invoice lines are approved.

Invoice Reconciliation Workspace

Use this workspace to reconcile vendor invoices with the packing slips that accompany received items.

Use the Invoice Control workspace instead if a packing slip does not match a vendor invoice, or if you need to reconcile part of a packing slip with an invoice or part of an invoice with a packing slip.

If you want to specify another reconciliation, for example, if a cost price difference has occurred, you can use the Invoice Control workspace. You can also use the Invoice Control workspace if you only want to reconcile part of a packing slip with an invoice or part of an invoice with a packing slip.

When you post vendor invoices for warehouse items, and when you approve item receipts, Maconomy creates an entry in the sub-tab of this workspace for the vendor that is involved. These entries are called purchase transactions, regardless of whether they come from the Accounts Payable module or the Item Purchase module.

This reconciliation is related to the way that Maconomy handles inventory value in the general ledger. Maconomy checks that the value in the warehouse is always the same as the posted value in the general ledger. Since items are typically received in the warehouse before they are posted to the general ledger, Maconomy also separates the update of the inventory value account and the vendor control account.

When you approve item receipts in the Item Purchase module and in the Purchase Receipt workspace in this module, Maconomy debits the inventory value account and credits the account for unreconciled entries. When you later enter the vendor invoice, Maconomy credits the shipment of items to the vendor control account and debits them to the account for unreconciled entries. This avoids any imbalances that can occur when items are delivered in one posting period and the corresponding vendor invoice is received in another.

Maconomy also accounts for potential differences between inventory value and invoice amounts. For example: You order items and estimate their inventory value to be 2,000 dollars (the base currency). You later receive a vendor invoice for 2,200 dollars. Hence, the inventory value is wrong and must be updated. The difference is posted to the account for cost price and quantity variance and to the account for unreconciled entries.

A persistently large balance for the account for cost price and quantity variance is a sign that you must adjust your cost prices. You do this in the Inventory Change workspace in the Inventory module.

You must always reconcile, regardless of whether the initial inventory value is identical to the invoice amount.

Note that if you select the **Aut. Appr. of Purchase Transactions** system parameter in the Set-Up module, Maconomy automatically reconciles vendor invoices against the corresponding purchase transactions. If you do not select this system parameter, you must perform the reconciliation manually in this workspace as described.

In the **Margin, Appr. of Purchase Transactions** system parameter in the Set-Up module you can specify the permissible size of the difference between a purchase transaction and a vendor invoice, so that Maconomy automatically approves the reconciliation. If the difference exceeds the allowed amount, you still perform the reallocation in this workspace. This workspace only allows you to select entries to be reconciled. You cannot change any information.

Invoice Reconciliation Tab

This section includes the fields and descriptions for the Invoice Reconciliation tab.

Vendor Island

Field	Description
Vendor No.	The vendor number is the sole and absolute identification of the vendor. The field also shows the first two lines of the vendor's name and address. The information is retrieved from the Vendor Information Card.

Company Island

Field	Description
Company No.	This field displays the company number of the current vendor.
Name	This field displays the company name of the current vendor.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Reconciliation Island

Field	Description
Entry Date	In this field, you can enter an entry date for the reconciliation in question. Maconomy suggests today's date as default, but the date can be changed manually. The date entered must be within the open posting period.

Reconciled, Total (Base Currency/Enterprise Currency) Island

Field	Description
Debit	This is the debit total of the reconciled entries. The entries are reconciled in the base currency of the current company because they only affect G/L accounts. All G/L transactions are in the base currency of the current company. The field is updated when you press Return.
Credit	This is the credit total of the reconciled entries. The entries are reconciled in base currency of the current company because they only affect G/L accounts. All G/L transactions are in the base currency of the current company. The field is updated when you press Return.
Cost Price Difference	This field displays the sum of any cost price differences which have occurred when reconciling a packing slip with a vendor invoice. The cost price difference corresponds to the difference between the registered price and the price specified in the field "New Price" in a given item line in the window Invoice

Field	Description
	Control. Only cost price differences in item lines which are marked for approval in the window Invoice Control are included in the calculation.
Total Difference	This is the difference between the debit and credit amounts. When the reconciled payments are approved, this balance is posted to the account for cost price and quantity variance. See also the introduction to the window. To approve the reconciliation, select the action “Approve Reconciled Payments.”

Warehouse/Purchase Island

Field	Description
Responsible	This is the employee responsible for approving invoices from the vendor. The name is for reference, and is used to sort lists of non-approved vendor invoices.
Warehouse	This is the warehouse to which items are normally delivered from the vendor. The information is retrieved from the Vendor Information Card.
Control Account	The control account is a reference to two G/L accounts - a Vendor control account and an account for un-reconciled entries. The reference to these accounts is made by mans of dimension combinations in the window Popup Fields in the Set-Up module. All vendor entries are posted to the General Ledger, to the accounts referred to in the control account code selected here. The accounts payable is thus a specification of Vendor control accounts in the General Ledger. The account for un-reconciled entries is explained in the introduction to the window. The control account reference is selected in the window Payment Control.
Department	This is the department which normally receives items from the vendor. The value is retrieved from the Vendor Information Card. The field “Department” is a reference to a G/L accounts for cash discounts and exchange rate differences. These imbalances can occur when you pay invoices. References to cash discounts and exchange rate differences are maintained in the window Posting References in the G/L module. Vendor Group This is the group the vendor belongs to. The information is used for statistics. The value is retrieved from the Vendor Information Card.

Purchase Transactions Sub-Tab

This section includes the fields and descriptions for the Purchase Transactions sub-tab.

Field	Description
Type	This is the entry type. The entry can be a “Packing Slip,” meaning that it was created as a result of receiving items in the Item Purchase or A/P module. The entry can also be an “Invoice” or a “Credit Memo,” which was entered in the window Vendor Invoices.
Entry Date	This is the entry date in the General Ledger. The entry date identifies the posting period.
Trans. No.	This is the entry’s transaction number. If the entry is a vendor invoice, the transaction number was allocated when the invoice was entered. If the entry is a packing slip, the transaction number was allocated when item receipt was approved.
Trans.Type	This is the entry’s transaction type.
Description	This is the entry text. The text was specified when the invoice was entered or item receipt approved.
Debit, Base	This is the entry debit amount. It is specified in the base currency of the current company. The amount is either from a vendor credit memo or item receipt.
Credit, Base	This field shows the entry credit amount, expressed in base currency of the current company. The amount is from a vendor invoice.
Reconcile	In this field, you specify whether the entry should be reconciled. If the field is checked, the entry is reconciled.
Remainder, Base	If the window concerns a packing slip, the remainder value corresponds to the line price, calculated as “Quantity” x “New Price,” for each of the item lines which are marked for approval in the window Invoice Control. A balance will only occur if a new cost price is specified. If the window concerns an invoice, Maconomy displays how much of the current invoice that remains to be reconciled. The value is transferred from the field “Balance” in the window Invoice Control. If no changes have been made in the window Invoice Control, Maconomy displays the full invoice amount in this field.
Inv. No./Purchase No.	This field shows either the vendor invoice number or the item purchase order number, depending on where the entry originated. If the entry originates from a receipt registered in the window Purchase Receipt, the value is 0.
Packing Slip No.	This field shows the packing slip number which was entered when the vendor invoice was registered or when the item/purchase receipt was

Field	Description
	approved. You can use the number to determine which invoices are for which receipts.
Invoice Date	This field shows the vendor's invoice date. Together with the vendor's payment terms, the invoice date is used to calculate the invoice due date. The field is blank if the entry is from item receipt in the Item Purchase module.
Amount, Original	This field shows the original invoice amount expressed in the original currency.
Original Currency	This field shows the currency the invoice was originally entered in.
Journal No.	This field shows the number of the journal to which the entry was posted.
Date Posted	This field shows the date on which the entry was posted to the accounts payable and general ledger.

Actions

This section shows the Actions available in the Invoice Reconciliation workspace.

Top Tab

Field	Description
Approve Reconciliation	Select this action to record the reconciliation. Reconciled entries will not be shown next time you open the window. If you wish to make further specifications, you can do this in the window Invoice Control. A transaction number is assigned to reconciled entries. The number is transferred from the system number "Vendor Invoice Reconciliation," which can be defined in the window System Numbers. The number is used as a reference to reconciliation journals and future printouts of these. If the reconciliation has an imbalance, the registered cost price of the items is not correct, and the inventory value should be adjusted. Maconomy therefore enters the difference to the account for unreconciled vendor entries (given by means of a dimension combination in the vendor's control account code) and to the account for invoice reconciliation differences (given by means of a dimension combination on the warehouse information card). If a cost price has been specified in the window Invoice Control which is different from the existing cost price, a cost price adjustment will be made for the item lines which are marked for approval in the window Invoice Control. However, a cost price adjustment will only be made for an item if the quantity of items specified is in stock at the time when the cost price adjustment is performed. If a price list applies, the price will be updated in the price list as well.

Field	Description
	A vendor invoice can reconcile several packing slips. If this produces a difference, it will be allocated proportionally to the inventories they involve. A difference can therefore result in a number of entries to several accounts for invoice reconciliation differences.

Invoice Control Workspace

If a packing slip does not match a vendor invoice in the Invoice Reconciliation workspace, use the Invoice Control workspace to address the problem (for example, by making a price adjustment).

You can also use this workspace to reconcile part of a packing slip with an invoice or part of an invoice with a packing slip.

Use this workspace when there is a difference between an entered vendor invoice and an item receipt related to invoice reconciliation in the Invoice Reconciliation workspace.

You might want to perform a partial reconciliation of an invoice or a packing slip. If you are working with a packing slip, the sub-tab displays item lines, showing how many items were received and at what price. If you are working with an invoice, the sub-tab is empty.

The tab of this workspace displays information about the current invoice or packing slip. The sub-tab displays the information that you might need to update so that the difference can be reconciled. A difference can occur if a shipment of goods is received at a higher price than anticipated, for example, if the vendor has marked up the price since the last shipment. If you want to perform a cost price adjustment in the sub-tab, and you want the new price to be used when making future purchases, you specify a purchase price list for the current line in the sub-tab. This ensures that the price at step 1 of the specified purchase price list is updated with the new price.

Invoice Control Tab

This section includes the fields and descriptions for the Invoice Control tab.

Vendor Island

Field	Description
Vendor	This field displays the number of the vendor. The remaining fields display the vendor's name and address.
Price List	This field displays which purchase price list is used with the current vendor.

Company Island

Field	Description
Company No.	This field displays the company number and name of the current vendor.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in

Field	Description
	the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Invoice/Packing Slip, Base

Field	Description
Inv. No./Purch. No.	This field displays the number of the current vendor invoice or the number of the item purchase order from which the current packing slip derives. If the packing slip derives from a receipt registered in the window Purchase Receipt, the value is 0.
Entry Date	This field displays the date upon which the current invoice or packing slip is posted.
Trans. No.	This field displays the transaction number which is used in the window Invoice Reconciliation to refer to the current invoice or packing slip.
Trans. Type	This field shows the transaction type of the current invoice or packing slip.
Debit	This field displays the debit amount of the current invoice or packing slip.
Credit	This field displays the credit amount of the current invoice or packing slip.
Balance	If the window concerns a packing slip, the balance corresponds to the line price, calculated as “Quantity” x “New Price,” for each of the item lines which are marked for approval. A balance will only occur if a new cost price is specified. In this case the value in this field cannot be changed. If the window concerns an invoice, the field can be changed. You can specify how great a part of the invoice should be reconciled at the invoice reconciliation. By default Maconomy displays the amount that remains to be reconciled on the current invoice.
Cost Price Difference	This field displays the difference between the item’s registered price and any changed price. Differences are only displayed for item lines that are marked for approval.

Inventory Changes Sub-Tab

This section includes the fields and descriptions for the Inventory Changes sub-tab.

Field	Description
Item No.	This field displays the number of the current item.
Quantity	This field displays the number of items received.

Field	Description
Description	This field displays the description of the current item.
Price	This field displays the cost price used in the packing slip. This is the price at which the item is received.
New Price	If the registered price is not correct, you can specify a new cost price in this field.
Extended Price	This field displays the total price of the current item line. If a new price is specified, the price is calculated like this: “Quantity” x “New Price.”
Approve	Check this field if you want the information entered on the current line to be approved when reconciliation is made in the window Invoice Reconciliation.
Price List	Use this field to select a purchase price list, so that the price at step 1 in this price list is overwritten by the new cost price specified in the field “New Price.”
Price Step 1	This field displays the price at step 1. This price is initially retrieved from the purchase price list specified on the current line. If no price list is specified on the current line, but for the vendor displayed in the card part of this window, then the price from step one of this price list is retrieved. If no price list is specified, the item’s latest cost price is displayed, retrieved from the field “Last” in the Costs island in the current item’s information card.

Requisitions Workspace

Use this workspace to create requisitions, which are internal requests for approval to purchase services.

The workspace also displays requisitions created from job budgets in the Job Cost module.

You can also use the workspace to generate one or more requests for price quotes from suppliers.

Requisitions, unlike purchase orders, do not represent a commitment to purchase and have no impact on commitment accounts.

A requisition is an internal request for the approval of the purchase of services. You can use this workspace to create requisitions that the person who is responsible for approving purchases can evaluate and approve. The person who is responsible for making the actual purchase can then, based on the input from the requisition, place the necessary orders with the relevant suppliers by means of a purchase order. It is important to distinguish between requisitions and purchase orders, because requisitions have no influence on commitment accounts and accruals and are intended for internal use. Only purchase orders affect commitment accounts.

This workspace also displays requisitions that you create from job budgets in the Job Cost module. This enables the person who is responsible for drawing up job budgets to start a purchase process from the Job Cost module, requesting certain services, and a purchaser can manage the actual purchase process in the A/P module. You do this by using the **Create Requisitions** action in the Job Budgets workspace in the Job Cost module. When you use this action, Maconomy creates a requisition for each vendor that is specified on the selected job budget lines, copying the selected budget lines to the relevant requisitions. Most of the information on requisitions that you create from job budgets is inherited from the job budget lines

in question, but you can edit it in this workspace. For more information about creating requisitions from job budgets, see the **Create Requisitions** action in the Job Cost module.

You can use a requisition as input for one or more requests for quote, for instance if you want to compare quotes from several suppliers before deciding on the best offer, or if you need to be able to document the choice of supplier, for example, if the requisition is made in connection with a job. After the requisition is approved, you can create a request for quote by specifying a supplier, a currency, and a deadline in the Create Request for Quote/Purchase Order island and using the **Create Request for Quote** action. This causes Maconomy to create a request for quote based on the information on the requisition. If you want quotes from several suppliers, you can repeat this procedure any number of times, each time specifying a different supplier. The person who is responsible for the purchase can then edit the individual requests in the Requests for Quote workspace, for instance if a given vendor is not expected to be able to supply all of the requested services. When the editing is complete, the requests for quote can be approved, printed, and sent to the relevant vendors. When you have selected a supplier, the relevant request for quote can in turn be converted to a purchase order. The processing of requests for quote is in the overview of the Requests for Quote workspace. If you need to change a requisition after you have created requests for quote from it, you can use the **Restore Requests for Quote** action to update all of the requests for quote created from the current requisition. However, you can only do this if no quotes have been received for any of these requests for quote.

You can also create a purchase order based on a requisition, thus skipping the step of quote requests. This is useful if you already know who should deliver the services that the requisition specifies. To create a purchase order from a requisition, enter a supplier and a currency in the Create Request for Quote/Purchase Order island and use the **Create Purchase Order** action. Maconomy then creates a purchase order that you can edit in the Purchase Orders workspace before you print it and send it to the supplier. For more information about purchase orders, see the overview of the Purchase Orders workspace.

In the tab, you enter basic information about dimensions, responsible company, and, if relevant, job. If you enter a job, note whether the **Allow purchase order for multiple jobs** system parameter is selected. If that parameter is not selected, you can only create requisition lines for the job that the tab in this workspace specifies. If that parameter is selected, you can enter different job numbers on the individual lines. Selecting this parameter ensures that all lines on a purchase order are assigned to the same job.

In the sub-tab, you enter the activities and tasks that represent the services for which purchases are requested. After you enter the correct information, you can submit the requisition as an indication that the person who is responsible for approving the requisition can start the approval procedure. Use the **Submit Requisition** action to do this. The requisition is then approved using the **Approve Requisition** action. When you are done creating requests for quote and purchase orders from the requisition, you can close the requisition using the **Close Requisition** action. However, when all requests for quote and purchase orders assigned to the current requisition are closed, the requisition is also closed automatically.

Requisitions Tab

This section includes the fields and descriptions for the Requisitions tab.

Requisition Island

Field	Description
Requisition No.	In this field you can enter a requisition number. If you do not enter a number, Maconomy will automatically insert a number from the “Requisition Numbers” number series. The number cannot be changed here, once the requisition has been created.
Purchase Process Header	This field shows the name and number of the purchase process of which the current requisition is part.
Our Ref.	In this field, enter the name of the reference person on the requisition. The name is printed on the requisition. This makes it possible for the purchase responsible to know whom to contact with matters concerning the requisition. Maconomy suggests the employee assigned to the user who created the requisition if an employee number has been specified for this user in the window Users. However, if you specify a vendor in the island Suggested Vendor, the field is overwritten by any value specified in the field “Our Ref.” on the information card of the vendor in question.
Requisitioner	In this field, you can enter the number of the employee who requisitioned the items on the current requisition. Maconomy suggests the employee assigned to the user who created the requisition if an employee number has been specified for this user in the window Users. This field also shows the name of the specified requisitioner employee.
Purchaser	In this field, you can enter the number of the employee who is responsible for purchasing the items on the current requisition. This field also shows the name of the specified purchase employee.
Time Unit	In this field, you can specify the time unit. You can specify hours or days. If you specify a vendor, this field copies the value from the specified vendor's information. However, you can change the value up until a requisition line is created.

Create Request for Quote/Purchase Order Island

Field	Description
Vendor	In this field, you can enter a vendor number to be used on the next request for quote or purchase order created from the current requisition using the actions “Create Request for Quote” and “Create Purchase Order.” When you select one of these actions, the request for quote or purchase order created will be assigned the specified vendor number. If you want to create several requests for quote or purchase orders from the requisition, you can change the vendor number and select the relevant action any number of times. If you do not enter a vendor

Field	Description
	number in this field, but a vendor has been specified in the island Suggested Vendor, the requests for quote or purchase orders are assigned to the suggested vendor instead. Please note that changes made to a requisition after the creation of requests for quote or purchase orders do not cause the assigned requests for quote or purchase orders to be updated accordingly. To update all requests for quote and purchase orders assigned to a requisition, select the action “Restore Requests for Quote.” This field also shows the name of the specified vendor.
Currency	In this field, you can specify the currency to be used on the next request for quote or purchase order created using the actions “Create Request for Quote” and “Create Purchase Order.” The currency is transferred to the field “Currency” in the card part of the request for quote or purchase order. If you specify a vendor in either of the islands Create Request for Quote/Purchase Order or Suggested Vendor, Maconomy transfers the currency of the vendor in question to this field. If you specify a vendor in both islands, the currency of the vendor in the island Create Request for Quote/Purchase Order is transferred, overwriting any manually specified value.
Deadline for Quote	In this field, you can specify a deadline to be used on the next request for quote created using the action “Create Request for Quote.” The date is transferred to the field “Deadline” in the card part of the request for quote.

Job Island

Field	Description
Job	In this field, you can specify a job if the requisition concerns a job. The job number can either be entered manually in this window or automatically by Maconomy if the requisition was created using the action “Create Requisition” in the window Job Budgets in the Job Cost module. If a job number has been specified in this field, it will automatically be suggested on the requisition lines created in the table part. If the system parameter “Allow purchase order for multiple jobs” has not been marked, the lines in the table part can only be assigned to the job specified in this field, and if this field is left blank, you cannot assign the requisition lines to a job. If the parameter has been marked, you can enter different job numbers on the requisition lines. If the system parameter has been marked, changing the job number in this field will not influence existing requisition lines. However, if the parameter has not been marked, the job number in this field must match the field “Job No.” in the table part of this window. This field also shows the name of the specified job. The name is retrieved automatically from the Job Information Card window.

Field	Description
Customer	This field shows the number of the customer assigned to the job specified in the field “Job No.” above, if any. This field also shows the name of the specified customer.

Company Island

Field	Description
Company	In this field, you can enter the number of the company responsible for the requisition. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. See the section “Multiple Companies” in the “Introduction to the G/L Module” module and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances. This field also shows the name of the specified company.

Copying Island

Field	Description
Requisition	When creating a requisition, you can specify the number of an existing requisition in this field. If you do so, the new requisition will be a copy of the specified requisition, causing all fields on the new requisition to be completed with the values from the requisition in question. However, fields in which you have manually specified values are not overwritten by copied values. In the table part, the lines from the requisition in question are also copied to the new requisition. If you also mark the field “Copy Requests for Quote” below, Maconomy also creates a copy of each request for quote assigned to the requisition being copied, and assigns the copies to the new requisition.
Copy Requests for Quote	If you complete the field “Requisition” above when creating a requisition, you can specify in this field whether Maconomy should not only copy the specified requisition but also any requests for quote assigned to the requisition being copied. For further information, see the description of the field “Requisition” above.

Purchase Process Access Level Island

Field	Description
Name	In this field you can specify the name of an access level to apply to the purchase process to which the current requisition is assigned. You only have access to the current purchase process and its requisition, requests for quote and purchase orders if you have been assigned to this level or a level above this in the window User Access Levels.

Field	Description
	This access control ensures that in other windows, you can only refer to information relating to purchase processes to which you have access, and you can only see information about purchase processes to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to purchase processes and its requisition, requests for quote and purchase orders may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current purchase process.
Description	This field shows a description of the access level specified in the field “Name” above.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Remarks Island

Field	Description
Remarks 1-10	In these fields, you can enter any remarks you wish to make about the requisition. If the requisition is converted to a request for quote or purchase order, the remarks are transferred to the request for quote or purchase order in question.

Delivery Island

Field	Description
Pref. Delivery Date	In this field, you can enter your preferred delivery date. Maconomy suggests today’s date. However, you can change or delete the date. The preferred delivery date is transferred to the corresponding field on the requests for quote and purchase orders created from the current requisition.

Suggested Supplier Island

Field	Description
Vendor	In this field, you can enter the vendor number of the vendor who you suggest should supply the services on the current requisition. The person who is to carry out the actual purchase can use this information as input for the choice of supplier, although the field is only for information. If you do not enter a vendor number in the island Create Request for Quote/Purchase Order, but you enter a vendor in this field, the requests for quote or purchase orders created when using the actions “Create Request for Quote” and “Create Purchase Order” are assigned to this vendor.

Field	Description
	The other lines in this field show the vendor's name and address. Maconomy suggests the information from the Vendor Information Card, but you can change it.
Attn.	This field shows the vendor's attention person. Maconomy suggests the name from the vendor information card, but you can change it.
Country	This is the vendor's country. Maconomy suggests the vendor's state/country from the vendor information card, but you can change it.
Phone	This field shows the vendor's phone number. Maconomy suggests the number from the vendor information card, but you can change it.
Fax	This field shows the vendor's fax number. Maconomy suggests the number from the vendor information card, but you can change it.
Telex	This field shows the vendor's telex number. Maconomy suggests the number from the vendor information card, but you can change it.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the section on dimension derivation in the chapter "Introduction to the G/L module" as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.

Status Island

Field	Description
Submitted	This field displays whether the current requisition has been submitted. The field is automatically marked by Maconomy upon selecting the action “Submit Requisition” in the Action menu. You cannot mark the field manually.
Approved	This field shows whether the current requisition has been approved The field is automatically marked by Maconomy upon selecting the action “Approve Requisition.” However, this approval will automatically be cancelled by Maconomy if one or more fields of importance to the value of the requisition, such as quantity, are changed. If the approval is cancelled, the requisition must be reapproved. Nevertheless, it is possible to change certain fields without cancelling the approval.
Closed	This field shows whether the requisition is closed. To mark the field, select the action “Close Requisition” in the Action menu. A requisition is automatically closed when all requests for quote and purchase orders assigned to it have been closed. When the requisition has been closed, all fields are closed, and it is not possible to change any of the information on the requisition. The mark in this field can only be removed by using the action “Reopen Requisition” in the Action menu. You can only use this action if you have been given access to it in the window Actions in the Set-Up module.

Requisition Lines Sub-Tab

This section includes the fields and descriptions for the Requisition Lines sub-tab.

Field	Description
Job No.	In this field, you can enter the number of a job in the Job Cost module if the requisition line concerns a job. Maconomy checks that the job exists, that it is on order, and that it is neither blocked nor closed. If you complete this field, you must complete the field “Activity No.” and leave the field “Account No.” blank. If the system parameter “Allow purchase order for multiple jobs” has not been marked, the lines in the table part can only be assigned to the job specified in the card part, and if no job has been specified in the card part, you cannot assign lines to a job number. If the parameter has been marked, you can enter different job numbers on the lines.
Job Name	This field displays the name of the job specified in the field “Job No.” on the line. The information is retrieved from the window Jobs and cannot be changed here.
Activity No.	In this field, you enter the number of the activity in the Job Cost module representing the item or service that you wish to order. Maconomy checks that the activity number exists, that it is an amount activity and that it is not blocked.

Field	Description
	If you have completed the field “Job No.” in the card part of the window, you must enter an activity here and leave the field “Account No.” blank.
Empl. No.	In this field, you can enter the number of the employee assigned to the requisition line. If the job on the line uses employee control, you can only enter registrations for employees who appear in the latest revision of the planning budget of the current job. For more information about controlling employee registrations, please see the description of the field “Employee Control” in the window Jobs.
Account No.	In this field, you can enter an account number if the requisition line is for items or services which you are posting directly to profit and loss, and which do not pertain to a job in the Job Cost module. Maconomy checks that the account is an existing manual account and that it is not blocked. The field has no effect on the requisition, but if a purchase order is created from the requisition, the purchase is debited to the account when you enter the vendor invoice. For further information about the effects of account numbers on purchase orders, see the field “Account No.” If you enter an account here, you cannot enter a job number in the field “Job No.” in the card part or an activity in the field “Activity No.” on the same line in the table.
Acct./Account Name	This field shows either the account text of the G/L account specified in the field “Account No.,” or the text assigned to the activity entered in the field “Act. No.”
Line Remarks	In this field, you assign a text to the requisition line. It is printed on the requisition. Maconomy suggests the text from the field “Act./Account Name,” but you can change it.
Text Line	If you mark this field, the line will be perceived as a text line if no entry has been made in either of the fields “Job No.,” “Activity No.,” or “Account No.” on the current requisition line. Any text in the field “Line Remarks” will then be used as text and printed on the requisition.
Fixed Asset Line	Use this field to indicate if the line is a fixed asset line.
Quantity	In this field, you enter the quantity of services that you wish to order.
Delivery Date	In this field, you enter the delivery date on which you want the services to be delivered. Maconomy suggests today’s date.
Registration Code	In this field you can enter a registration code from the window Registration Codes in the G/L module. The registration code is used instead of manually entering a number of dimension values on the current line. See the description of the window Registration Codes for more information about registration codes.

Field	Description
Company No.	When creating a requisition line, Maconomy suggests the company from the Dimension island in the card part of the window. If the current line is entered for another company than the one suggested, you can enter its number here.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Task	If you have specified a job on the line, you can enter the task to which the purchase pertains here. If you enter a value in the field, Maconomy checks that a task list has been assigned to the job and that the list contains the specified task.
Task Description	This field displays the description of the task entered in the field “Task” on the current reallocation line.
Job Budget Line No.	If the current line was created from a job budget line, this field shows the number of the budget line in question.
Job Budget Line WBS Description	This field summarizes the placement of the job budget lines in the job budget WBS (work breakdown structure).
Employee Name	This field displays the name of the employee specified in the field “Empl. No.”
Note No.	If a standard note has been specified for either the task or the activity entered on the line, a copy of the standard note from the task or activity in

Field	Description
	question is automatically created when creating a line, and the copy is assigned to the new line by means of this field. If a standard note has been specified for both the activity and the task, the setting of the system parameter “Standard note is derived from Activity before Task” determines which of the notes is to be used. In some cases, the information on a given task or activity is not specific enough, as certain details may change from order to order. For instance, if the activity is for a print job, the basic information about the activity is static, but each time a printing job is ordered, you may wish to also register such information as the paper quality, binding, and so on. It is therefore useful to add a number of fields so that a user ordering a print job is allowed to enter this information. Once the line has been created and this field has automatically been completed, you can enter the additional information by opening the window Notes in the Set-Up module, selecting the note in this field, and specifying the relevant data in the table part. For further information on the use and set-up of additional fields through notes, see the description of the system parameter “Standard note for purchase lines” in the Set-Up module.
Note Description	This field shows a description of the note specified in the field “Note No.” above.

Employee Requisitions Workspace

In the Requisitions workspace, you can create requests for price quotes from suppliers.

Use the Requests for Quote workspace to record the responses you receive from suppliers so that you can compare quotes. Then you can generate a purchase order directly from the workspace.

Use this workspace to work with requests for quote, created in the Requisitions workspace as a result of using the **Create Request for Quote** action.

You use a request for quote for setting up a document to send to a supplier, asking for a quote for certain services. When you receive a quote, you can enter information about the price quoted as well as general information and remarks about the quote.

You can create several requests on the basis of the same requisition, for instance if you want several suppliers to quote a price for the same services. The option of entering several quote prices provides documentation on the choice of supplier and can also be used for comparing quotes. You can make the comparison in the Request for Quote Overview workspace, where you can select a requisition, and each line in the sub-tab displays information (including quote price) about a request for quote assigned to that requisition.

The tab shows one request for quote. Here you can enter information about the supplier, delivery time, delivery mode, payment, and so on. The sub-tab shows requested items or services. Here you can specify the services for which you want the supplier to provide a quote. Most of the information in this workspace is inherited from the requisition from which the request for quote was created, but you can change it here.

After you enter the correct information in the request, you can use the **Approve Request for Quote** action to indicate that the request is ready to be printed and sent to the supplier.

Each time that you receive a quote, you enter the quoted prices in the individual price fields on the request that matches the quote in question. When you decide on a quote, you accept the relevant request for quote using the **Create Purchase Order** action, which causes Maconomy to create a purchase order in the Purchase Orders workspace. When you accept a request for quote, Maconomy rejects all of the other requests that pertain to the same requisition. However, you can reopen requests for quote individually, for instance, if only part of the services are to be provided by one vendor, while the rest should be provided by another.

Requisition Tab

This section describes the Requisition tab.

Copy to Come

Field	Description

Requests for Quote Workspace

Use this workspace to record the responses that you receive from suppliers so that you can compare quotes, then generate a purchase order directly from this workspace.

Use this workspace to work with requests for quote, created in the Requisitions workspace as a result of using the **Create Request for Quote** action.

You use a request for quote for setting up a document to send to a supplier, asking for a quote for certain services. When you receive a quote, you can enter information about the price quoted as well as general information and remarks about the quote.

You can create several requests on the basis of the same requisition, for instance if you want several suppliers to quote a price for the same services. The option of entering several quote prices provides documentation on the choice of supplier and can also be used for comparing quotes. You can make the comparison in the Request for Quote Overview workspace, where you can select a requisition, and each line in the sub-tab displays information (including quote price) about a request for quote assigned to that requisition.

The tab shows one request for quote. Here you can enter information about the supplier, delivery time, delivery mode, payment, and so on. The sub-tab shows requested items or services. Here you can specify the services for which you want the supplier to provide a quote. Most of the information in this workspace is inherited from the requisition from which the request for quote was created, but you can change it here.

After you enter the correct information in the request, you can use the **Approve Request for Quote** action to indicate that the request is ready to be printed and sent to the supplier.

Each time that you receive a quote, you enter the quoted prices in the individual price fields on the request that matches the quote in question. When you decide on a quote, you accept the relevant request for quote using the **Create Purchase Order** action, which causes Maconomy to create a purchase order in the Purchase Orders workspace. When you accept a request for quote, Maconomy rejects all of the other requests that pertain to the same requisition. However, you can reopen requests for quote individually, for instance, if only part of the services are to be provided by one vendor, while the rest should be provided by another.

Requests for Quote Tab

This section includes the fields and descriptions for the Requests for Quote tab.

Request for Quote Island

Field	Description
Request for Quote No.	This field shows the number of the current request for quote. When a new request is created, Maconomy automatically assigns a number from the “Request for Quote” number series.
Requisition No.	This field shows the number of the requisition on which the current request for quote is based.
Purchase Process No.	This field shows the number of the purchase process of which the current request for quote is part. For information on purchase processes, see the introduction to the window Requisitions.
Our Ref.	In this field, enter the name of the reference person on the requisition. Maconomy suggests the name from the corresponding field on the requisition on which the current request is based.
Buyer	In this field, you can enter the name of the person who normally enters purchases from this vendor. This makes it possible for the vendor to know who to contact with matters concerning the request for quote. Maconomy suggests the value from the corresponding field on the vendor’s information card.
Requisitioner	In this field, you can enter the number of the employee who requisitioned the items on the current request for quote. This field also shows the name of the specified requisitioner employee.
Purchaser	In this field, you can enter the number of the employee who is responsible for purchasing the items on the current request for quote. Maconomy suggests the employee number assigned to the user who created the request if an employee has been specified for this user in the window Users. This field also shows the name of the specified purchaser employee.
Time Unit	In this field, you can specify the time unit. You can specify hours or days. If you specify a vendor, this field copies the value from the specified vendor's information. However, you can change the value up until a request for quote line is created.
Status	In this field, you can select a status code for the request for quote to indicate its current status. The options in the field are created as options in the pop-up field type “Requisition Status” in the window Popup Fields in the Set-Up module.
Deadline	In this field, you can enter the deadline by which the vendor must respond with a quote. The date is printed on the request for quote. Maconomy suggests the date from the field “Deadline for Quote” on the requisition on which the current request is based, if any.

Billing Address Island

Field	Description
Vendor	This is the number of the vendor to whom payment should be made if the quote received from the vendor in the island Dispatching Address is accepted. When the quote is accepted, the information is transferred to the corresponding field in the window Purchase Orders. The number is retrieved automatically from the Vendor Information Card, but you can change it here. The two vendor numbers are not necessarily the same, since a delivery can come from one vendor and be paid to another. The other lines in this field show the vendor's name and address, retrieved from the Vendor Information Card.
Attn.	This field shows the name of the pay to vendor's attention person, retrieved from the Vendor Information Card, and it cannot be changed here.
Country	This field shows the pay to vendor's country. It is retrieved from the Vendor Information Card and cannot be changed here.

Delivery Island

Field	Description
Pref. Deliv. Date	In this field, you enter your preferred delivery date, or the date you agreed with the vendor. Maconomy suggests the preferred delivery date specified in the island Delivery in the window Requisitions when the request for quote was created.
Delivery Mode	In this field, you select how the items quoted are to be delivered. Maconomy suggests the value from the Vendor Information Card, but you can select another delivery mode here. Delivery modes are maintained in the window Popup Fields in the Set-Up module.
Delivery Terms	In this field, you select the desired delivery terms. Maconomy suggests the value from the Vendor Information Card, but you can select another. Delivery terms are maintained in the window Popup Fields in the Set-Up module.

Price, Currency Island

Field	Description
Currency	In this field, you select the currency of the request for quote. Maconomy suggests the currency from the field "Currency" on the requisition on which the current request is based.
Line Sum	This field shows the sum of the prices on the lines in the table part (from the field "Price, Currency"), expressed in the currency specified in the field "Currency" above. The value cannot be changed here.

Field	Description
Quote Discount %	Here you can enter a quote discount percentage. Maconomy suggests the invoice discount percentage from the Vendor Information Card, but you can change it. The invoice discount percentage is deducted from the line sum, and this is shown on the quote printout, allowing the vendor to see how much discount you expect. Note that a quote discount % is added to any discount entered on the individual table lines.
Quote Discount	In this field, you can enter a quote discount amount if the discount is specified as a fixed amount and not as a percentage. The amount will be allocated on the table lines when the quote is printed. You cannot enter both a percentage in the field “Quote Discount %” and an amount in this field. Note that a quote discount is added to any discount entered on the individual table lines.
Quote Tax	This field displays the total invoice tax amount for the lines of the current request for quote. If multiple tax codes are enabled, the “Quote Tax” field will be replaced by the following fields: “Quote Total Tax,” “Quote Tax 1,” “Quote Tax 2” and, if enabled, “Quote Tax 3.” The “Quote Total Tax” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Quote Sum	This field displays the total quote amount including tax and discounts.

Company Island

Field	Description
Company	In this field, you can enter the number of the company responsible for the request for quote. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies. This field also shows the name of the specified company.
Base Currency	This field shows the currency used as base currency in the company specified in the field “Company No.” above.

Purchase Process Access Level Island

Field	Description
Name	In this field you can specify the name of an access level to apply to the purchase process to which the current request for quote is assigned. You only have access to the current purchase process and its requisition, requests for quote and purchase orders if you have been assigned to this level or a level above this in the window User Access Levels. This access control ensures that in other windows, you can only refer to and see information relating to purchase processes to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to purchase processes and its requisition, requests for quote and purchase orders may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current purchase process.
Description	This field shows a description of the access level specified in the field “Name” above.

Vendor Information Island

Field	Description
Department	In this field, you can enter the department which the request for quote involves. Maconomy suggests the value from the corresponding field on the Vendor Information Card, but you can select another department here. You maintain departments in the window Posting References in the G/L module.
Vendor Group	This is the vendor group to which the vendor belongs. The value cannot be changed here, but you can change it in the vendor information card.
Enterprise	In this field, you can specify an enterprise. Maconomy suggests the value from the corresponding field on the Vendor Information Card, but you can select another enterprise here. This field is used when deriving a G/L tax code from G/L tax tables. You maintain enterprises in the Popup Fields window in the Set-Up module.
Segment	In this field, you can specify a segment. Maconomy suggests the value from the corresponding field on the Vendor Information Card, but you can select another segment here. This field is used when deriving a G/L tax code from G/L tax tables. You maintain segments in the Popup Fields window in the Set-Up module.
Area	In this field, you can specify an area. Maconomy suggests the value from the corresponding field on the Vendor Information Card, but you can select another area here. This field is used when deriving a G/L tax code from G/L tax tables.

Field	Description
	You maintain areas in the Popup Fields window in the Set-Up module.
Tax No.	In this field, you select the tax number for the request. Maconomy automatically suggests the value from the corresponding field in the window Payment Control, but you can change it here.
Language	In this field, you select the language of the request. Maconomy suggests the value from the corresponding field on the vendor information card, but you can select another language here. The language code makes it possible to have Maconomy automatically print the request for quote in a layout matching the language of the vendor. You maintain languages in the window Popup Fields in the Set-Up module.
Company Tax Code	In this field, you must specify a company tax code created in the window Popup Fields. If the request for quote is converted to a purchase order, the value in this field is transferred to the corresponding field on the resulting purchase order. On the purchase order, the company tax code is used by Maconomy for determining the tax code to be used in the calculation of tax for the services on the purchase order. For further information on this, see the description of the field “Company Tax Code.” If the request for quote is not converted to a purchase order, this field has no effect. Maconomy suggests the reporting code from the vendor’s information card, but you can select another reporting code for the current request for quote.

Payment Island

Field	Description
Pmt. Terms	In this field, you select the desired payment terms. Maconomy suggests the value from the vendor information card. You maintain payment terms in the window Popup Fields in the Set-Up module.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the vendor. Maconomy suggests the values from the dispatch vendor’s information card, but you can change the values here. If the request for quote is converted to a purchase order, the pop-up values are transferred to the corresponding fields on the purchase order. However, pop-up fields with a blank value on the information card of the vendor will not overwrite any manually specified value in this field. The options are created in the window Popup Fields in the Set-Up module.

Remarks Island

Field	Description
Remarks 1-10	In this field, you can enter any remarks you wish to make about the request for quote. If the request for quote is converted to a purchase order, the remarks are transferred to the purchase order.

Vendor's Order Island

Field	Description
Order No.	If the vendor states a sales order number on his quote, you can enter this order number here. If the request for quote is converted to a purchase order, the order number is transferred to the corresponding field on the purchase order.
Your Reference	When you receive a quote, you can enter in this field the name of the person at the vendor's who is responsible for the quote, or, if you have had contact with the vendor before receiving a quote, you can enter the name of the person with whom you were in contact. Maconomy suggests the name from the corresponding field on the Vendor Information Card, that is, the person with whom you usually have contact when dealing with the vendor in question.
Our Cust. No.	In this field, you can enter your company's customer number registered with the vendor. Maconomy suggests the value from the corresponding field on the Vendor Information Card, but you can change it.

Job Island

Field	Description
Job No.	In this field, you can enter the job to which the request for quote pertains. Maconomy suggests the name from the corresponding field on the requisition on which the current request is based. If the system parameter "Allow purchase order for multiple jobs" has not been marked, the lines in the table part can only be assigned to the job specified in this field, and if this field is left blank, you cannot assign the lines to a job. If the parameter has been marked, you can enter different job numbers on the request for quote lines. If the system parameter has been marked, changing the job number in this field will not influence existing request for quote lines. However, if the parameter has not been marked, the job number in this field must match the field "Job No." in the table part of this window.
Job Name	This field shows the name of the job specified in the field "Job No." above, if any.
Customer No.	This field shows the number of the customer assigned to the job specified in the field "Job No." above, if any.

Field	Description
Name	This field shows the name of the customer shown in the field “Customer No.” above, if any.

Quote Island

Field	Description
Expiry Date	When you have received a quote from the vendor, you can specify the expiry date of the quote in this field. The expiry date is the last date on which the quote is valid.

Dispatching Address Island

Field	Description
Vendor	In this field, you can enter the number of the vendor from whom you want to request a quote. Maconomy suggests the vendor specified in the island Create Request for Quote/Purchase Order in the window Requisitions when the request for quote was created. You can change the vendor number on a request for quote, as long as no purchase order lines have been created, and the request has not been approved. Please note that the information in a number of islands in the window will change if you change the specified vendor. The other lines in this field show the vendor’s name and address. Maconomy suggests the information from the Vendor Information Card, but you can change it.
Attn.	This field shows the vendor’s attention person. Maconomy suggests the name from the Vendor Information Card, but you can change it.
Country	This is the vendor’s country. Maconomy suggests the vendor’s state/country from the Vendor Information Card, but you can change it.
Phone	This field shows the vendor’s phone number. Maconomy suggests the number from the Vendor Information Card, but you can change it.
Fax	This field shows the vendor’s fax number. Maconomy suggests the number from the Vendor Information Card, but you can change it.
Telex	This field shows the vendor’s telex number. Maconomy suggests the number from Vendor Information Card, but you can change it.

Ship to Address Island

Field	Description
Customer No.	In this field, you can enter a Ship to Customer number. This is, for example, relevant if the request for quote is related to a job, and the vendor is delivering the items or services directly to your customer. Maconomy retrieves the customer’s name and address from the customer information card. Name and address cannot be changed here.

Field	Description
	The Ship to Address can be added to the purchase order printout using Maconomy's layout editing tools.
Attn.	This field shows the attention person of the ship-to customer specified in the field above. The name is taken from the customer information card and cannot be changed here.
Country	This field shows the county of the ship-to customer specified in the field above. The country is taken from the customer information card and cannot be changed here.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the section on dimension derivation in the chapter "Introduction to the G/L module" as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field "Location" above.
Project	The functionality of this field is similar to the functionality of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.

Status Island

Field	Description
Date Printed	This field shows the date on which the request for quote was printed after being approved. This means that the field is automatically completed when the action "Print Request for Quote" is selected or when the request for quote has been approved and is printed using the functions "Print This" or "Print…" in the

Field	Description
	File menu. If the request is printed through the File menu before it is approved, the field is not completed.
Approved	If this field is marked, the current request for quote has been approved. You approve a request for quote by selecting the action “Approve Request for Quote.” However, this approval will automatically be cancelled by Maconomy if certain fields on the request are changed. If the approval is cancelled, the request must be reapproved. Nevertheless, it is possible to change the fields related to quotes, for example, price fields without cancelling the approval.
Approved by	This field displays the name of the employee who approved the current request for quote.
Date	This field displays the date on which the current request for quote was approved.
Quote Received	If this field is marked, a quote has been registered as received. You register receipt of a quote by selecting the action “Receive Quote.”
Received by	This field displays the name of the employee who registered receipt of the quote.
Date	This field displays the date on which the quote was registered as received.
Accepted	If this field is marked, the current request for quote has been accepted and converted to a purchase order. You approve a request for quote and convert it by selecting the action “Create Purchase Order.” Please note that this causes all other requests assigned to the same requisition to be rejected. For further information on this, see the description of the action “Create Purchase Order.” When a request for quote has been converted, it is no longer possible to change any information on it.
Accepted by	This field displays the name of the employee who accepted the current request for quote.
Date	This field displays the date on which the current request for quote was converted to a purchase order.
Rejected	If this field is marked, the current request for quote has been rejected. You reject a request for quote by selecting the action “Reject Request for Quote,” but a request for quote can also be rejected as a result of accepting another request for quote assigned to the same requisition. For further information on this, see the description of the action “Create Purchase Order.” When a request for quote has been rejected, it is not possible to convert it to a purchase order. However, the rejection can be cancelled by using the action “Cancel Rejection of Quote.”
Rejected by	This field displays the name of the employee who rejected the current request for quote.

Field	Description
Date	This field displays the date on which the current request for quote was rejected.
Closed	This field shows whether the request for quote is closed. If this field is marked, the request is closed. To mark the field, select the action “Close Request for Quote” in the Action menu. When the request has been closed, all fields on the request are closed, and it is not possible to change any of the information in the window. However, the request can be reopened by means of the action “Reopen Request for Quote.” You can only use this action if you have been given access to it in the window Actions in the Set-Up module.
Closed by	If the current request for quote has been closed, this field displays the name of the user who closed the request.
Date	If the current request for quote has been closed, this field displays the date on which it was closed.

Document Archive Island

Field	Description
Document Archive	This field shows the number of the document archive assigned to the current quote request. This field also shows the description of the document archive.
Document Count	This field displays the number of documents in the Document Archive.

Request for Quote Lines Sub-Tab

This section includes the fields and descriptions for the Request for Quote Lines sub-tab.

Field	Description
Job No.	In this field, you can enter the number of a job in the Job Cost module if the current line concerns a job. Maconomy checks that the job exists, that it is on order, and that it is neither blocked nor closed. If you complete this field, you must complete the field “Activity No.” and leave the field “Account No.” blank. If the system parameter “Allow purchase order for multiple jobs” has not been marked, the lines in the table part can only be assigned to the job specified in the card part, and if no job has been specified in the card part, you cannot assign lines to a job number. If the parameter has been marked, you can enter different job numbers on the lines.
Activity No.	In this field, you enter the number of the activity in the Job Cost module representing the item or service that you wish to order. Maconomy checks that the activity number exists, that it is an amount activity and that it is not blocked. If you have completed the field “Job No.” in the card part of the window, you must enter an activity here and leave the field “Account No.” blank.

Field	Description
Empl. No.	In this field, you can enter the number of the employee assigned to the request for quote line. If employee control has been selected for the job specified on the line, you can only enter registrations for employees who appear in the latest revision of the planning budget of the current job. For more information about controlling employee registrations, please see the description of the field “Employee Control” in the window Jobs.
Account No.	In this field, you can enter an account number if the current line is for items or services which you are posting directly to profit and loss, and which do not pertain to a job in the Job Cost module. Maconomy checks that the account is an existing manual account and that it is not blocked. The field has no effect on the request for quote, but if a purchase order is created from the request for quote, the purchase is debited to the account when you enter the vendor invoice. For further information on the effects of account numbers on purchase orders, see the field “Account No.” If you enter an account here, you cannot enter a job number in the field “Job No.” in the card part or an activity in the field “Activity No.” on the same line in the table.
Acct./Account Name	This field shows either the account text of the G/L account specified in the field “Account No.,” or the text assigned to the activity entered in the field “Act. No.” The text cannot be changed here.
Line Remarks	In this field, you assign a text to the request for quote line. It is printed on the request for quote. Maconomy suggests the text from the field “Acct./Activity Name,” but you can change it.
Text Line	If you check this field, the line will be perceived as a text line, and you cannot enter any information in the fields “Job No.,” “Activity No.,” or “Account No.” on the current line. Any text in the field “Line Remarks” will then be used as text. The field can only be marked when creating a line.
Fixed Asset Line	Use this field to indicate if the line is a fixed asset line.
Quantity	In this field, you enter the quantity that you wish to order.
Unit Price, Currency	When you receive a quote from the vendor, you can specify the quoted price for the items or services on the current line in this field. The total quoted price for the line is then calculated as quantity times unit price less any discount. If you manually enter an amount in the field “Price, Currency,” Maconomy will recalculate the unit price based on the total amount in that field. The amount should be specified in the currency specified in the card part of the request for quote.
Discount, Currency	When you receive a quote from the vendor, you can specify any quoted discount for the items or services on the current line in this field. The amount

Field	Description
	should be specified in the currency specified in the card part of the request for quote.
Price, Currency	In this field, you can specify the total quoted price less tax of the current line in the currency of the request for quote. If you specify a quantity and a unit price, the amount is calculated as quantity times unit price less any discount. If you manually enter an amount in this field, Maconomy will recalculate the unit price based on the total amount in this field. The amount should be specified in the currency specified in the card part of the request for quote.
Tax Code	In this field, you specify a G/L tax code for tax receivable to be used for calculation of tax on the current line. You can select another code or leave the field blank, if the invoice is not subject to tax. Maconomy suggests a tax code on the basis of the following procedure: If a G/L tax table has been specified in the window Company Information, a G/L tax code will be transferred from the G/L tax table on the basis of the information registered on the current invoice. When searching for a line in the G/L tax table, Maconomy searches for a match between the value of the tax table line in the field “Account No.” and a reference account which depends on whether an account or an activity has been specified on the current line. If no line is found in the G/L tax table corresponding to the current line’s registrations and the reference account, or if no G/L tax table has been specified for the current company, Maconomy will suggest the G/L tax code specified for the reference account in question in the window Account Information Card. As mentioned, the reference account depends on whether the current line contains an account number or an activity number. If the line contains an account number, the reference account is the account in question. If the line contains an activity, the reference account is the account specified as the P&L account in the information card of the activity in question. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax Amount, Currency	This field displays the tax amount for the current request for quote line. If multiple tax codes are enabled, the “Tax Amount, Currency” field will be replaced by the following fields: “Tax Amount Total, Currency,” “Tax Amount 1, Currency,” “Tax Amount 2, Currency” and, if enabled, “Tax Amount 3, Currency.” The “Tax Amount Total, Currency” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”

Field	Description
Item Tax Code	In this field, you must specify an item tax code created in the window Popup Fields. If the request for quote is converted to a purchase order, the value in this field is transferred to the corresponding field on the resulting purchase order line. On the purchase order, the company tax code is used by Maconomy for determining the tax code to be used in the calculation of tax for the services on the purchase order. For further information on this, see the description of the field “Item Tax Code.” If the request for quote is not converted to a purchase order, this field has no effect. Maconomy suggests the reporting code from the account or activity, but you can select another reporting code for the current line.
Delivery Date	In this field, you enter the delivery date on which you want the services to be delivered. Maconomy suggests today’s date.
Registration Code	In this field you can enter a registration code from the window Registration Codes in the G/L module. The registration code is used instead of manually entering a number of dimension values on the current line. See the description of the window Registration Codes for more information about registration codes.
Company No.	When creating a line, Maconomy suggests the company from the Dimension island in the card part of the window. If the current line is entered for another company than the one suggested, you can enter its number here.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Task	For lines with a job number, it is here possible to enter the task to which the request for quote pertains. If you enter a value in the field, Maconomy checks

Field	Description
	that a task list has been assigned to the job and that the list contains the specified task.
Price, Base	This field shows the price in the field “Unit Price,” converted into the base currency of the company responsible for the current request for quote. The amount cannot be changed here.
Tax, Base	The functionality of this field is similar to the functionality of the field “Price, Base” above.
Discount, Base	The functionality of this field is similar to the functionality of the field “Price, Base” above.
Closed	You can mark this field to show that the current line is closed. The field cannot be changed on a closed request for quote. When you select the action “Close Request for Quote,” this field will be marked on all lines on the request for quote. If the action “Reopen Request for Quote” is selected, this field will remain marked, regardless of its status before the request was closed. You can then unmark the field individually as needed.
Base Currency, Company	This field shows the currency used as base currency in the company specified in the field “Company No.” on the line.
Job Name	This field displays the name of the job specified in the field “Job No.” on the line. The information is retrieved from the window Jobs and cannot be changed here.
Task Description	This field displays the description of the task entered in the field “Task” on the current request for quote line.
Job Budget Line No.	If the current line was created from a job budget line, this field shows the number of the budget line in question.
Job Budget Line WBS Description	This field summarizes the placement of the job budget lines in the job budget WBS (work breakdown structure).
Employee Name	This field displays the name of the employee specified in the field “Empl. No.”
Note No.	If a standard note has been specified for either the task or the activity entered on the line, a copy of the standard note from the task or activity in question is automatically created when creating a line, and the copy is assigned to the new line by means of this field. If a standard note has been specified for both the activity and the task, the setting of the system parameter “Standard note is derived from Activity before Task” determines which of the notes is to be used.

Field	Description
	In some cases, the information on a given task or activity is not specific enough, as certain details may change from order to order. For instance, if the activity is for a print job, the basic information about the activity is static, but each time a printing job is ordered, you may wish to also register such information as the paper quality, binding, and so on. It is therefore useful to add a number of fields so that a user ordering a print job is allowed to enter this information. Once the line has been created and this field has automatically been completed, you can enter the additional information by opening the window Notes in the Set-Up module, selecting the note in this field, and specifying the relevant data in the table part. For further information on the use and set-up of additional fields through notes, see the description of the system parameter “Standard note for purchase lines” in the Set-Up module. The information entered in the note is also printed on external order documents.
Note Description	This field shows a description of the note specified in the field “Note No.” above.

Request for Quote Overview Workspace

Use this workspace to compare the quotes that you receive from suppliers.

Use the Requests for Quote workspace to record the quotes that you receive from suppliers, then use this workspace to compare the quotes.

This workspace provides an overview of the prices and terms quoted by the individual vendors in a given purchase process. For more information about the concept of purchase processes, see the description of the Requisitions workspace.

The tab is where you can select a purchase process. The sub-tab displays information about the requests for quote that are assigned to the current purchase process, including the total price quoted and various terms. The sub-tab information corresponds to the information that the tab of the Requests for Quote workspace displays; you can change that information here, which results in appropriate updates to the Requests for Quote workspace.

Request for Quote Overview Tab

This section includes the fields and descriptions for the Request for Quote Overview tab.

Purchase Process Island

Field	Description
Purchase Process No.	This field shows the number of the current purchase process. The table part shows a line for each request for quote assigned to this purchase process. For further information on the concept of purchase processes, see the introduction to the window Requisitions.

Field	Description
Description	In this field, you can enter a description of the current purchase process. The field is for information only.
Status	This field shows the status of the current purchase process.
Job No.	This field shows the number of the job to which the current purchase process is assigned.
Job Name	This field shows the name of the job shown in the field “Job No.” above, if any.
Requisitioner Employee No.	This field shows the number of the employee who requisitioned the items on the current purchase process.
Name	This field shows the name of the requisitioner employee specified above.
Purchaser Employee No.	This field shows the number of the employee who is responsible for purchasing the items on the current purchase process.
Name	This field shows the name of the purchaser employee specified above.

Access Level Island

Field	Description
Access Level	In this field you can specify the name of an access level to apply to the current purchase process. You only have access to the current purchase process and its requisition, requests for quote and purchase orders if you have been assigned to this level or a level above this in the window User Access Levels. This access control ensures that in other windows, you can only refer to information relating to purchase processes to which you have access, and you can only see information about purchase processes to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to purchase processes and its requisition, requests for quote and purchase orders may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current purchase process. This field also shows the description of the specified access level.

Company Island

Field	Description
Company	In this field, you can enter the number of the company responsible for the current purchase process. This field also shows the name of the specified company.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Requests for Quote Sub-Tab

This section includes the fields and descriptions for the Requests for Quote sub-tab.

Field	Description
Request for Quote No.	This field shows the number of the current request for quote.
Requisition No.	This field shows the number of the requisition on which the current request for quote was based.
Our Ref.	In this field, you can enter the name of the reference person on the request for quote. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Buyer	In this field, you can enter the name of the reference person on the request for quote. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Requisitioner Employee No.	In this field, you can enter the number of the employee who requisitioned the items on the current request for quote.
Requisitioner Employee Name	This field shows the name of the requisitioner employee specified above.
Purchaser Employee No.	In this field, you can enter the number of the employee who is responsible for purchasing the items on the current request for quote.
Purchaser Employee Name	This field shows the name of the requisitioner employee specified above.
Status	In this field, you can specify the status of the request for quote. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Order No.	If the vendor states a sales order number on his quote, you can enter this order number here. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.

Field	Description
Your Reference	When you receive a quote, you can enter in this field the name of the person at the vendor's who is responsible for the quote, or, if you have had contact with the vendor before receiving a quote, you can enter the name of the person with whom you were in contact. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Our Cust. No.	In this field, you can enter your company's customer number registered with the vendor. Maconomy suggests the value from the corresponding field on the vendor information card, but you can change it.
Job No.	In this field, you can enter the job to which the request for quote pertains. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Job Name	This field shows the name of the job specified in the field "Job No." above, if any.
Deadline	In this field, you can enter the deadline by which the vendor must respond with a quote. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Expiry Date	When you have received a quote from the vendor, you can specify the expiry date of the quote in this field. The expiry date is the last date on which the quote is valid. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Vendor	In this field, you can enter the number of the vendor whom the request for quote concerns. Maconomy suggests the value from the corresponding field in the island Dispatch Address in the window Requests for Quote.
Name 1-5	In these fields, you can enter information on the name and address of the dispatch vendor specified above. Maconomy suggests the value from the corresponding fields in the island Dispatch Address in the window Requests for Quote.
Zip Code	In this field, you can enter the zip code of the dispatch vendor specified above. Maconomy suggests the value from the corresponding fields in the island Dispatch Address in the window Requests for Quote.
Postal District	In this field, you can enter the postal district of dispatch vendor specified above. Maconomy suggests the value from the corresponding fields in the island Dispatch Address in the window Requests for Quote.
Attn.	This field shows the vendor's attention person. Maconomy suggests the value from the corresponding field in the island Dispatch Address in the window Requests for Quote.
Country	This is the country of the dispatch vendor specified above. Maconomy suggests the value from the corresponding field in the island Dispatch Address in the window Requests for Quote.

Field	Description
Phone	This field shows the phone number of the dispatch vendor specified above. Maconomy suggests the value from the corresponding field in the island Dispatch Address in the window Requests for Quote.
Fax	This field shows the fax number of the dispatch vendor specified above. Maconomy suggests the value from the corresponding field in the island Dispatch Address in the window Requests for Quote.
Telex	This field shows the telex number of the dispatch vendor specified above. Maconomy suggests the value from the corresponding field in the island Dispatch Address in the window Requests for Quote.
Vendor No.	This is the number of the vendor to whom payment should be made if the current quote is accepted. Maconomy suggests the value from the corresponding field in the island Pay to Address in the window Requests for Quote.
Pref. Deliv. Date	In this field, you enter your preferred delivery date, or the date you agreed with the vendor. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Delivery Mode	In this field, you select how the items quoted are to be delivered. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Delivery Terms	In this field, you select the desired delivery terms. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Customer No.	In this field, you can enter a Ship to Customer number. This is, for example, relevant if the purchase request for quote is related to a job, and the vendor is delivering the items or services directly to your customer. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Currency	In this field, you select the currency of the request for quote. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Line Sum	This field shows the total quoted price entered on the lines assigned to the current request for quote. The quote prices are entered in the window Requests for Quote.
Quote Discount %	In this field, you can enter any discount percentage quoted by the supplier. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Quote Discount	In this field, you can enter any discount amount quoted by the supplier. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Quote Tax	This field shows the total tax amount for the current request for quote.

Field	Description
Quote Sum	This field shows the total amount for the current request for quote.
Company No.	This field shows the number of the company responsible for the current request for quote.
Pmt. Terms	In this field, you select the desired payment terms. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Department	In this field, you can enter the department which the quote involves. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Vendor Group	This is the vendor group to which the vendor belongs. The value cannot be changed here, but you can change it in the vendor information card.
Enterprise	In this field, you can specify an enterprise. Maconomy suggests the value from the corresponding field on the Vendor Information Card, but you can select another enterprise here. This field is used when deriving a G/L tax code from G/L tax tables. You maintain enterprises in the Popup Fields single dialog workspace in the Set-Up module.
Segment	In this field, you can specify a segment. Maconomy suggests the value from the corresponding field in the Vendor Information Card, but you can select another segment here. This field is used when deriving a G/L tax code from G/L tax tables. You maintain segments in the Popup Fields single dialog workspace in the Set-Up module.
Area	In this field, you can specify an area. Maconomy suggests the value from the corresponding field in the Vendor Information Card, but you can select another area here. This field is used when deriving a G/L tax code from G/L tax tables. You maintain areas in the Popup Fields single dialog workspace in the Set-Up module.
Tax No.	In this field, you select the tax number for the request. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Language	In this field, you select the language of the request. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Company Tax Code	In this field, you must specify a company tax code created in the window Popup Fields. If the request for quote is converted to a purchase order, the value in this field is transferred to the corresponding field on the resulting purchase order. On the purchase order, the company tax code is used by Maconomy for determining the tax code to be used in the calculation of tax for the services on the purchase order. For further

Field	Description
	information on this, see the description of the field “Company Tax Code.” If the request for quote is not converted to a purchase order, this field has no effect. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Created by	This field shows the name of the user who created the current request for quote.
Created on	This field shows the date on which the current request for quote was created.
Changed by	This field shows the name of the last user to change the current request for quote.
Changed on	This field shows the date on which the current request for quote was changed.
Version	This field shows the version number of the current request for quote, that is, the number of times information has been entered on it.
Date Printed	This field shows the date on which the request for quote was printed. If the request for quote has not yet been selected, this field is blank. For further information on printing requests for quote, see the description of the corresponding field in the card part of the window Requests for Quote.

Field	Description
Approved	If this field is marked, the current request for quote has been approved. You approve a request for quote by selecting the action “Approve Request for Quote” in the window Requests for Quote. For further information on approving requests for quote, see the description of the corresponding field in the card part of the window Requests for Quote.
Approved By	This field displays the name of the employee who approved the current request for quote.
Date	This field displays the date on which the current request for quote was approved.
This quote has been received	This field shows whether a quote has been registered as received for the current request for quote. To mark the field, select the action “Receive Quote” in the window Requests for Quote. For further information on receiving quotes, see the description of the corresponding field in the card part of the window Requests for Quote.
Received by	If the quote has been received, this field displays the name of the user who received the quote.
Date	If a quote has been received, this field displays the date on which it was received.
Accepted	This field shows whether the quote received on the current request for quote has been accepted. To mark the field, select the action “Create Purchase Order” in the window Requests for Quote. For further information on accepting quotes, see the description of the corresponding field in the card part of the window Requests for Quote.
Accepted by	If the quote received on the current request for quote has been accepted, this field displays the name of the user who accepted the quote.
Date	If the quote received on the current request for quote has been accepted, this field shows the date on which the quote was accepted.
Rejected	If this field is marked, the current request for quote has been rejected. You reject a request for quote by selecting the action “Reject Request for Quote” in the window Requests for Quote. For further information on rejecting requests for quote, see the description of the corresponding field in the card part of the window Requests for Quote.
Rejected by	This field displays the name of the employee who rejected the current request for quote.
Date	This field displays the date on which the current request for quote was approved.
Closed	This field shows whether the request for quote is closed. If this field is marked, the request for quote is closed. To mark the field, select the action “Close Request for Quote” in the window Requests for Quote. For further information on closing requests for quote, see the description of the corresponding field in the card part of the window Requests for Quote.

Field	Description
Closed by	If the current request for quote has been closed, this field displays the name of the user who closed the request.
Date	If the current request for quote has been closed, this field displays the date on which it was closed.
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the vendor. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.
Remarks 1-10	In this field, you can enter any remarks you wish to make about the request for quote. Maconomy suggests the value from the corresponding field in the card part of the window Requests for Quote.

Purchase Orders Workspace

Use this workspace to create and maintain purchase orders, which are orders for services or items that you plan to buy.

You can create purchase orders manually in this workspace, but you can also create them from job budgets in the Job Cost module or from requisitions or requests for quotes.

After a purchase order is approved, the purchase is considered a committed expense and is recorded in the commitment accounting system.

A purchase order is an order for services, items, or assets. Because you can use this workspace for purchasing items for your warehouses, parts of the functionality of this workspace overlap with the functionality of the Item Purchase Orders workspace in the Item Purchase module.

You can handle purchases that are assigned to jobs in the Job Cost module using the interaction between this workspace and the Invoice Allocation workspace. To do this, enter the relevant job number in the sub-tab of this workspace. When you later receive the vendor invoice, you can automatically allocate the invoice to the job by referring to the number of the purchase order, which corresponds to the vendor invoice.

Just as with job-related purchases, you can also handle purchases posted directly to the G/L module. These could be for office supplies and stationery, for example.

In addition, you can choose to accrue the cost of a vendor invoice over multiple periods.

You can create purchase orders manually in this workspace, but you can also create them from job budgets in the Job Cost module. This way, a person who is responsible for drawing up job budgets can start a purchase process from the Job Cost module, requesting certain services, and a purchaser can manage the actual purchase process in this workspace. This is done via the **Create Purchase Orders** action in the Job Budgets workspace in the Job Cost module. When you use this action, Maconomy creates a purchase order for each vendor that is specified on the selected job budget lines, copying the selected budget lines to the relevant purchase orders. Most of the information for purchase orders that are created from job budgets is inherited from the job budget lines in question, but you can edit that information in this workspace. For more information about the creation of purchase orders from job budgets, see "Create Purchase Orders" in the Job Cost module.

You can also create purchase orders from a requisition or a request for quote, causing information from the requisition or request for quote to be copied to the purchase order. For

further information on this, see the description of the **Create Purchase Order** action in the Requisitions workspace and the **Create Purchase Order** action in the Request for Quote workspace.

The tab displays standard information about the purchase order. When you have entered the information into the tab, press Return; Maconomy checks the information and opens the sub-tab. Here you enter purchase order lines that specify which items (goods or services) you want to buy. There are also a number of text fields for supplementary information.

When you create a purchase order, you can either choose to begin by entering the number of the vendor that is to supply the goods (or perform the services) on the purchase order, or you can choose to wait until it has been decided who is to supply the goods. When you enter the vendor, Maconomy retrieves information from the vendor information card. Maconomy then suggests this information in the purchase order fields. Thus you only need to enter or change the information that is different from what normally applies to the vendor.

If you choose not to enter a vendor on the purchase order right away, you must enter the vendor number when you receive an invoice from the vendor that was selected, since this is not transferred from the purchase order. Unless the vendor is blocked, the vendor number is transferred to the purchase order when the vendor invoice is posted.

You generally must submit and get approval of a purchase order before you can print it. However, you can choose to include unapproved purchase orders on the printout of this workspace by selecting the **Include Non-Approved** field in the Print Purchase Order workspace. Unapproved purchase orders are clearly marked on the printout to avoid unapproved purchase orders being sent to vendors by mistake. Approval of purchase orders can be performed in several levels by means of an approval hierarchy. You set up approval hierarchies in the Approval Hierarchies workspace in the Set-Up module. When a purchase order has been submitted, Maconomy checks whether the purchase order requires approval. The criteria that determine whether a purchase order requires approval and by whom the approval is to be performed can be, for example, the size of the purchase order's amount or the assigned job number. You must get approval by all required approvers before you can print the purchase order, assign it to a vendor invoice, and include it in the commitment accounts.

It is important to note whether the **Allow purchase order for multiple jobs** system parameter is selected. If you do not select this parameter, you can only create purchase order lines for the job that is specified in the tab of this workspace. If you select the parameter, you can enter different job numbers on the purchase order's lines. Selecting this parameter thus ensures that all lines on a purchase order are assigned to the same job when the lines are to be approved.

If you change a purchase order line to which an approved job accrual plan has been assigned, Maconomy cancels the approval of the job accrual plan in question. For more information about job accrual plans, see the description of the Job Accrual Plans workspace in the Job Cost module.

Commitment Accounting

A company that creates a G/L budget in Maconomy can use the budget to control its expected income and expenses. On the expense side you compare the budgeted expenses to the actual expenses. An expense becomes actual when a vendor invoice or a general journal is posted. It is recommended that you use Maconomy's commitment accounting system to keep control of the amounts that are to be charged to the profit and loss accounts in the future.

You use the commitment accounting system in connection with the Budget module and purchase orders and vendor invoices in the A/P module.

After a purchase order is approved, Maconomy creates entries in the commitment accounting system, and updates the committed amount for the given account. The commitment accounting of a company gives you an overview of the amounts that you have committed to paying but have not yet paid. At an early stage in the process, this enables the company to evaluate whether the actual expenses are within the limits of the budget. In the Budget Control workspace in the Budget module, you can compare the budgeted, the committed, and the actual expenses divided into periods, and thereby get an overview of the amount that is committed for the rest of the fiscal year.

In addition, the commitment accounting system provides you with the ability to control purchase order entries against specific combinations of dimensions (company, account, and dimensions marked as relevant on the commitment rule) for which a budget is entered. Maconomy compares the budget for a dimension combination with the actuals in that dimension combination, the previous committed amount, and the actual registration. Using the commitment rules that you specify in the Commitment Rules workspace in the Budget module you can choose to use automatic control of the commitment accounting system and thereby control that the company's budget is not exceeded as regards creation and approval of purchase orders. See the description of the Budget Control, Commitment Rules, and Commitment Levels workspaces in the Budget module for more information about budget control, commitment accounting systems, and commitment rules and levels.

Purchase Order Tab

This section includes the fields and descriptions for the Purchase Order tab.

Purchase Order Island

Field	Description
Purch. Order No.	In this field you can enter a purchase order number, if the box “Manual Purchase Order Numbers” in the window System Parameters is checked. If you do not use manual numbering, or if you do not enter a number, Maconomy will automatically insert a number from the Purchase Order Numbers number series. Maconomy automatically allocates the next available purchase order number. The number cannot be changed here once the purchase order has been created.
Requisition No.	This field shows the number of the requisition to which the current order is assigned, if any. If the order was created from a requisition in the window Requisitions, the field shows the number of the requisition in question. If the order was created from a request for quote, the field shows the number of the requisition on which the request for quote was based.
Request for Quote No.	This field shows the number of the request for quote on which the current purchase order is based.
Purchase Process Header	This field shows the number and name of the purchase process of which the current purchase order is part.

Field	Description
Our Ref.	In this field, you enter the name of the person who created the purchase order. The name is printed on the purchase order. Then the vendor knows who to contact, if necessary. When you create a purchase order manually, Maconomy suggests the name from the vendor information card. If the field there is blank, Maconomy inserts the name of the current user. When creating a purchase order, you can change the name suggested by Maconomy, but you cannot leave the field blank.
Buyer	In this field, you can enter the name of the person who normally enters purchases from this vendor. When you create a purchase order manually, Maconomy suggests the name from the vendor information card, but you can select another.
Requisitioner	In this field, you can enter the number of the employee who requisitioned the items on the current purchase order. This field also shows the name of the specified requisitioner employee.
Purchaser	In this field, you can enter the number of the employee who is responsible for purchasing the items on the current purchase order. This field also shows the name of the specified purchaser employee.
Time Unit	By default, this field copies the value from the specified vendor's information. However, you can change the value up until a line is created in the purchase order. You can specify hours or days.
Status	In this pop-up field you select a status code for the purchase order. If the purchase order is manually closed due to lack of delivery or imperfect delivery from the vendor, you can enter the status in this field provided that these have been created as pop-up fields. In the field “Line Remarks,” you can enter the reason for closure of the purchase order. By using the find menu, you are able to find all the purchase orders with the same type of status code.
Purchase Transaction Type	Use this field to select the type of the purchase transaction.

Billing Address Island

Field	Description
Vendor	This is the number of the pay to vendor. The number is retrieved automatically from the vendor information card, but you can change it here. Furthermore, Maconomy checks that the vendor is not blocked. The two vendor numbers are not necessarily the same, since a delivery can come from one vendor and be paid to another. The other lines in this field show the vendor’s name and address. When you create a purchase order manually, Maconomy suggests the information from the vendor information card, and it cannot be changed here.

Field	Description
Attn.	This field shows the vendor's attention person. When you create a purchase order manually, Maconomy suggests the name from the vendor information card, and it cannot be changed here.
Country	This is the vendor's country. It is retrieved from the vendor information card and cannot be changed here.

Delivery Island

Field	Description
Pref. Deliv. Date	In this field, you enter your preferred delivery date, or the date you agreed with the vendor.
Warehouse	Here you select the warehouse to which the items specified in the table part are to be shipped. Maconomy suggests the warehouse from the vendor information card, but you can change it. You can only order items for one warehouse in one purchase order. If you wish to order items for several warehouses from this vendor, you can direct them to the main warehouse and transfer them to your other warehouses after delivery using the window Inventory Change. Alternately, you can create one purchase order per warehouse. If you select a warehouse which is assigned to another company than the one specified in the island "Company," Maconomy will create intercompany balances when you post the item journal created as a result of the item receipt. In the intercompany balance, the company to which the warehouse is assigned will be the intercompany company. See the section "Multiple Companies" in the chapter "Introduction to the G/L Module" and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances.
Stock Location No.	In this field, you can specify the location in the selected warehouse at which you expect to receive the items. This location will apply to those lines in the table part where an item has been specified and the warehouse location field is left blank. If a warehouse location is specified on a given line, it overrules any location specified in this field. Maconomy suggests the standard receiving location specified for the current warehouse in the window Warehouse Information Card, but you can specify another location. It is not mandatory to enter location numbers in this window. However, the location information is also used in the window Purchase Receipt where the receipt of the items cannot be approved until you have either entered a location in the card part or on the individual item lines.
Delivery Mode	In this field, you select how the items in the purchase order are to be delivered. When you create a purchase order manually, Maconomy suggests the value from the vendor information card. Delivery modes are maintained in the window Popup Fields in the Set-Up module.

Field	Description
Delivery Terms	In this field, you select the delivery terms. When you create a purchase order manually, Maconomy suggests the value from the vendor information card. Delivery terms are maintained in the window Popup Fields in the Set-Up module.
Bill of Lading	Here you can enter a text or number (for example, the way bill number) to later identify the delivery. Delivery information is normally given in the window Purchase Receipt. If this text or number is changed in the window Purchase Receipt, it is copied to this window next time the window is opened, but it can be changed.

Price, Currency Island

Field	Description
Currency	In this field, you select the currency of the purchase order. When you create a purchase order manually, Maconomy suggests the value from the vendor information card, but you can select another. Currencies are maintained in the window Popup Fields in the Set-Up module.
Item Price List	Here you select the price list from which to suggest prices for the items in the table part of the purchase order. Maconomy retrieves the price list from the Vendor Information Card in the Accounts Payable module, but you can select another. Price lists for items are created in the Price Lists window in the Inventory module. If you leave the field blank, Maconomy suggests the current warehouse's latest cost of each item in the table part.
Line Sum	This is the sum of the prices in the purchase order lines (from the field "Price"), expressed in the currency of the purchase order. The value cannot be changed here.
Invoice Discount %	Here you can enter an invoice discount percentage. When you create a purchase order manually, Maconomy suggests the value from the vendor information card, but you can change it. The invoice discount is deducted from the line sum, and this is shown on the purchase order printout. The vendor can then see how much you expect to be invoiced for. Note that an invoice discount % is added to any discount entered on individual purchase order table lines.
Invoice Discount	In this field, you can enter an invoice discount amount, if the discount is specified as a fixed amount and not as a percentage. The amount will be allocated on the purchase order table lines when the purchase order is printed or allocated on an invoice. You cannot enter both a percentage in the field "Invoice Discount %" and an amount in this field. Note that an invoice discount is added to any discount entered on individual purchase order table lines.
Expense %	Here you can specify an expense percentage, for example, for a handling charge. You can enter an estimated expense percentage, based on previous charges.

Field	Description
	Maconomy suggests the value from the Vendor Information Card, but you can change it. Expenses are added to the purchase order sum and apportioned to the individual lines, thus affecting the cost prices at item receipt and job accrual as well as in commitment accounts. If your company does not use purchase price lists, that is, if there are no purchase price lists in the system, the following applies to lines pertaining to items: Maconomy suggests the current warehouse's latest cost of the relevant items as unit price on each line, and this price includes any expense incurred when you last bought the item. This means that if you enter a figure in this field, Maconomy will calculate both expenses.
Delivery Costs	Here you can specify an amount representing expenses for items purchased on the current order, for example, for a handling charge. You can enter an estimated amount, based on previous charges. Expenses are added to the item sum and apportioned to individual items specified in the table part, when these are placed in the warehouse. This ensures costs are correct. If your company does not use purchase price lists for items, that is, if there are no purchase price lists for items in the system, the following applies to lines pertaining to items: Maconomy suggests the current warehouse's latest cost of the relevant item as unit price on each line pertaining to an item, and this price includes any expense incurred when you last bought the item. This means that if you enter a figure in this field, Maconomy will calculate both expenses.
Invoice Tax	This field displays the total invoice tax amount for the lines of the current purchase order. If multiple tax codes are enabled, the "Invoice Tax" field will be replaced by the following fields: "Invoice Tax Sum," "Invoice Tax, Level 1," "Invoice Tax, Level 2" and, if enabled, "Invoice Tax, Level 3." The "Invoice Tax Sum" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Invoice Amount	This field displays the total invoice amount including tax and discounts.

Vendor Information Island

Field	Description
Department	In this field, you can enter the department which the purchase involves. When you create a purchase order manually, Maconomy suggests the value from the vendor information card, but you can select another. You maintain departments in the window Posting References in the G/L module.

Field	Description
Vendor Group	This is the vendor group to which the vendor belongs. The value cannot be changed here, but you can change it in the vendor information card.
Enterprise	In this field, you can specify an enterprise. When you create a purchase order manually, Maconomy suggests the value for this field from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain enterprises in the Popup Fields window in the Set-Up module.
Segment	In this field, you can specify a segment. When you create a purchase order manually, Maconomy suggests the value for this field from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain segments in the Popup Fields window in the Set-Up module.
Area	In this field, you can specify an area. When you create a purchase order manually, Maconomy suggests the value for this field from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain areas in the Popup Fields window in the Set-Up module.
Tax No.	In this field, you select the tax number for the purchase order. When you create a purchase order manually, Maconomy automatically suggests the value from the vendor information card in the window Payment Control, but you can change it here.
Language	In this field, you select the language of the purchase order. When you create a purchase order manually, Maconomy suggests the value from the vendor information card, but you can select another. The language code makes it possible to have Maconomy automatically print the purchase order in a layout matching the language of the vendor. You maintain languages in the window Popup Fields in the Set-Up module.
Company Tax Code	In this field, you must specify a company tax code created in the window Popup Fields. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current purchase order, as the company tax code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. When selecting a tax code, Maconomy uses the tax table specified for the company responsible for the purchase order. However, the tax code is only selected from a tax table if you have chosen to use tax tables in the window System Information and if the company responsible for the current purchase order is assigned to a tax table. If no tax table is specified for the responsible company, if you use differentiated tax, and you do not use tax tables, Maconomy uses the tax code specified in the window Activities or Item Information Card for the activity or item on each purchase order line. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. If the purchase order is assigned to a vendor invoice, the reporting code is transferred to the vendor invoice. When the vendor invoice is posted, the

Field	Description
	reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information. When you create a purchase order manually, Maconomy suggests the reporting code from the vendor's information card, but you can select another reporting code for the current purchase order.

Statistics to Tax Authorities Island

Field	Description
Intrastat Reg.	This field should be marked if the items delivered from the purchase order are to be included in the monthly report to Intrastat. If the "Intrastat Export Report" field in the System Information window is marked, Maconomy marks this field automatically if the vendor comes from another EU country and does not have a mark in the "Tax" field in the Payment Control window.
Nature	In this pop-up field, you select which type of transaction to report to Intrastat. The options are created in the Popup Fields window in the Set-Up module.
EU Trade Type	Here you select the trade type, which can be either "Normal" or "Triangulation." Triangulation implies that you are agent for a vendor in another EU country and an end customer in a third EU country. In this type of trade the invoice amount is not included in the EU purchases in your tax specification.

Copying Island

Field	Description
Purchase Order No.	In this field, you can enter the number of an existing purchase order, if you wish to use a copy of it. Depending on when you enter the number, Maconomy will react in one of two ways: If you enter a number before starting to complete a new purchase order, the information will be copied to the new purchase order. If you enter a vendor number, Maconomy will retrieve information from the vendor information card instead of from the old purchase order. Similarly, if you enter a job number, Maconomy copies the information from the job. If you enter a purchase order number in an already existing purchase order, the lines from the purchase order will be copied when you select "Copy Purchase Order" in the Action menu.

Approval Island

Field	Description
Remarks	In this field, you can enter a remark to the current approval line. However, a remark can only be entered by employees who have access to approving the current

Field	Description
	purchase order. The remark will be assigned to the current approval level. If the current purchase order has been closed and is being reopened, the contents of this field will be removed automatically by Maconomy. Note that the remark can always be seen on the current approval line in the table part of the window Approvals. See the description of the windows Approvals and Approval Hierarchies in the Set-Up module for further information on approval hierarchies.

Status Island

Field	Description
Date Printed	This field displays the date on which the purchase order was last printed. The date cannot be changed here.
Quantity	This field displays how many times the purchase order has been printed. The number does not include the number of copies selected in the computer's print dialog. The value cannot be changed here.
Submitted	This field displays whether the current purchase order has been submitted. The field is automatically marked by Maconomy upon selecting the action "Submit Purchase Order" in the Action menu. You cannot mark the field manually.
Submitted by	This field displays the name of the employee who submitted the current purchase order. The field is automatically filled in by Maconomy upon selecting the action "Submit Purchase Order" in the Action menu and cannot be changed manually.
Date	This field displays the date on which the current purchase order was submitted.
Approved	If this field is marked, the current purchase order is fully approved. This is a sign that the amount on the purchase order lines is included in the commitment accounting system with the allocation combination entered on the line in question. You approve a purchase order by selecting the action "Approve Purchase Order." If approval hierarchies are used, you can also approve purchase orders in the window Approvals in the Set-Up module. However, this approval will automatically be cancelled by Maconomy if one or more fields on the line of importance to the value of the purchase order, such as quantity, balance and discount, are changed. If the purchase order line is changed, the purchase order must be reapproved. Nevertheless, it is possible to change the fields "Quantity Received," "Date Received" and "Line Remarks" without cancelling the approval of the purchase order in question. In the window Job Accruals in the Job/Cost module it is also possible to change fields on purchase order lines for job accruals, such as "For Accrual, Currency," "Quantity Received" and "Date Received" without cancelling the approval of the purchase order in question. If you change an approved purchase order line for job accruals, Maconomy will display a notification message. It is, however, still possible to make the correction and the changes can be inspected in the window Job Accruals in the Job/Cost module.

Field	Description
Approved by	This field displays the name of the employee who performed the final approval of the current purchase order. If you use approval hierarchies for approval of purchase orders, and if the current purchase order has been approved by more than one employee, this field displays the name of the employee who made the latest approval of the purchase order.
Date	This field displays the date on which the current purchase order was fully approved.
Closed	This field shows whether the purchase order is closed. If this field is marked, the purchase order is closed. To mark the field, select the action “Close Purchase Order” in the Action menu. When the purchase order has been closed, you can no longer refer to it in the window Vendor Invoices. The mark in this field can only be removed by using the action “Reopen Purchase Order” in the Action menu. You can only use this action, if you have been given access to it in the window Actions in the Set-Up module.
Closed by	If the purchase order has been closed, this field displays the name of the user who closed the purchase order. The name in this field can only be removed by using the action “Reopen Purchase Order” in the Action menu. You can only use this action, if you have been given access to it in the window Actions in the Set-Up module.
Date	If the current purchase order has been closed, this field displays the date on which it was closed. If the purchase order is reopened by use of the action “Reopen Purchase Order,” the date will automatically be removed from this field.

Remarks Island

Field	Description
Remarks 1-10	In this field, you can enter any remarks you wish to make about the purchase order.

Vendor’s Order Island

Field	Description
Order No.	In this field, you can enter the name of the sales order which corresponds to the purchase order. Often the buyer contacts the vendor before making the purchase order, to get a delivery date, and so on. In this situation, you are often asked to enter the vendor’s sales order number on the purchase order. The number is printed on the purchase order.
Your Reference	In this field, you can enter the name of the person you dealt with, if, as above, you contacted the vendor before making the purchase order. The name is printed on the purchase order. When you create a purchase order manually, Maconomy suggests the name from vendor information card, but you can change it.

Field	Description
Our Cust. No.	In this field, you can enter your company's customer number registered with the vendor. When you create a purchase order manually, Maconomy suggests the value from the vendor information card, but you can change it. The number is printed on the purchase order.

Job Island

Field	Description
Job No.	Specify the number of a job in the Job Cost module, if the purchase order concerns a job. The job number can either be entered manually in this window or automatically by Maconomy, if the purchase order was created using the **Create Purchase Order** action in the Job Budgets window in the Job Cost module. If the purchase order was created from a requisition or request for quote on which a job was specified, this job number is also suggested in this field. If there is a job number here, it is automatically suggested on the purchase order lines created in the table.If you select a job number from the system, jobs that are blocked for purchasing do not appear in the selection. If you manually enter the job number of a job that is blocked for purchasing, an error message displays and you cannot update this field. If fixed exchange rate information has been specified for the job in question in the Job Price Information window, and the **Fixed exchange rates in budgets only** system parameter is disabled, the currency conversion on the current purchase order is carried out according to the fixed exchange rate information specified for the job. If the **Allow purchase order for multiple jobs** system parameter is disabled, the lines in the table part can only be assigned to the job specified in this field, and if this field is left blank, you cannot assign the purchase order lines to a job number. If the parameter is enabled, you can enter different job numbers on the purchase order lines. Additionally, changing the job number in this field does not influence existing purchase order lines. However, if the parameter is disabled, the job number in this field must correspond to the **Job No.** field in the table part of this window.
Job Name	This field shows the name of the job specified in the field "Job No." above.
Customer No.	This field shows the number of the customer assigned to the job specified in the field "Job No." above, if any.
Name	This field shows the name of the customer shown in the field "Customer No." above, if any.

Dispatching Address Island

Field	Description
Vendor	In this field, you enter the vendor number for the current purchase order. You can choose either to enter the vendor number when creating the purchase order or to create the purchase order without entering a vendor in case you have not yet decided who is to deliver the goods. When you later receive and post a vendor invoice, the vendor will be transferred to the purchase order. Furthermore, Maconomy checks that the vendor is not blocked. You can change the vendor number on an existing purchase order as long as the purchase order has not been submitted. Please note that the information in a number of islands in the window will change if you change the specified vendor. The other lines in this field show the vendor's name and address. When you create a purchase order manually, Maconomy suggests the information from the vendor information card, but you can change it.
Attn.	This field shows the vendor's attention person. When you create a purchase order manually, Maconomy suggests the name from the vendor information card.
Country	This is the vendor's country. When you create a purchase order manually, Maconomy suggests the vendor's state/country from the vendor information card.
Phone	This field shows the vendor's phone number. When you create a purchase order manually, Maconomy suggests the number from the vendor information card.
Fax	This field shows the vendor's fax number. When you create a purchase order manually, Maconomy suggests the number from the vendor information card.
Telex	This field shows the vendor's telex number. When you create a purchase order manually, Maconomy suggests the number from the vendor information card.
E-mail	In this field, you may enter the vendor's electronic mail address. This information is used for reference.

Ship to Address Island

Field	Description
Customer No.	In this field, you can enter the ship-to customer number. This is relevant if the purchase order is related to a job, and the vendor is delivering the items or services directly to your customer. When you enter a customer, Maconomy retrieves the customer's name and address from the customer information card. Name and address cannot be changed here. The Ship to Address can be added to the purchase order printout using Maconomy's layout editing tools.
Attn.	Maconomy completes this field automatically if you enter a customer number in the field above. The name is taken from the customer information card and cannot be changed here.
Country	Maconomy completes this field automatically if you enter a customer number in the field above. The country is taken from the customer information card and cannot be changed here.

Company Island

Field	Description
Company No.	In this field, you can enter the number of the company responsible for the request for quote. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies. This field also displays the name of the specified company.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Transaction Island

Field	Description
Transaction Type	In this field, you can select the transaction type of the purchase order.

Purchase Process Access Level Island

Field	Description
Name	In this field you can specify the name of an access level to apply to the purchase process to which the current request for quote is assigned. You only have access to the current purchase process and its requisition, requests for quote and purchase orders if you have been assigned to this level or a level above this in the window User Access Levels. This access control ensures that in other windows, you can only refer to and see information relating to purchase processes to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to purchase processes and its requisition, requests for quote and purchase orders may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current purchase process.
Description	This field shows a description of the access level specified in the field “Name” above.

Payment Island

Field	Description
Pmt. Terms	In this field, you select the payment terms. When you create a purchase order manually, Maconomy suggests the value from the vendor information card, but you can change it. You maintain payment terms in the window Popup Fields in the Set-Up module.
Self Invoice	By default, this check box copies the value from the specified vendor's information. If this field is selected and you click the **Create Self Invoice** action, a self-invoice is created from the purchase order. If this field is not selected, you can select it if you want to create a self-invoice from the PO when you click the action.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the purchase order in question. By assigning a document archive to a purchase order, you can keep track of the various documents related to the purchase. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives. This field also shows the description of the specified document archive.
Document Count	This field displays the number of documents in the Document Archive.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the vendor. When you create a purchase order or change the vendor number on an existing purchase order, Maconomy suggests the values from the vendor’s information card, but you can change the values here. However, pop-up fields with a blank value on the information card of the vendor will not overwrite any manually specified value in this field. The options are created in the window Popup Fields in the Set-Up module.

Purchase Order Lines Sub-Tab

This section includes the fields and descriptions for the Purchase Order Lines sub-tab.

Field	Description
Purchase Line Type	Use this field to indicate the type of purchase the line represents. The available values are: ▪ Fixed Asset ▪ Inventory ▪ Job Cost ▪ G/L ▪ Text Line ▪ Subcontractor Reconciliation

Field	Description
Job No.	In this field, you can enter the number of a job in the Job Cost module. If you capitalize at cost price, the purchase is debited the WIP (work in progress) account when you register the vendor invoice. If you are posting costs to profit and loss, the purchase is debited the P&L account attached to the activity entered in the field “Activity No.” in the table. Maconomy checks that the job exists, that it has order status, and that it is neither blocked nor closed. If you complete this field, you must complete the field “Activity No.” and leave the field “Account No.” blank. If employee control has been selected for the current job, you can only enter registrations for employees who appear in the latest revision of the planning budget of the current job. For more information about controlling employee registrations, please see the description of the window Jobs.
Activity No.	In this field, you enter the number of an activity in the Job Cost module, if the purchase order line is for a job. The number is copied to the field “Act. No.” in the table part of the window Invoice Allocation if you enter the purchase order number when registering the vendor invoice in the window Vendor Invoices. Maconomy checks that the activity number exists, that it is an amount activity and that it is not blocked. If you have completed the field “Job No.” in the card part of the window, you must enter an activity here and leave the field “Account No.” blank.
Empl. No.	In this field, you can enter the number of the employee assigned to the purchase order line. The number is automatically transferred to the invoice allocation line if the purchase order is referenced in the window Vendor Invoices.
Account No.	In this field, you can enter an account number, if the purchase order is for items or services which you are posting directly to profit and loss, and which do not pertain to a job in the Job Cost module. The purchase is debited to the account when you enter the vendor invoice. The account number is transferred to the field “Account No.” in the table part of the window Invoice Allocation, if you enter the purchase order number in the window Vendor Invoices. If you enter an account here, you cannot enter a job number in the field “Job No.” in the card part or an activity in the field “Activity No.” on the same line in the table. Maconomy checks that the account is an existing manual account and that it is not blocked.
Acct./Account Name	This field shows either the account text of the G/L account specified in the field “Account No.,” or the text assigned to the activity entered in the field “Act. No.” The text cannot be changed here.
Line Remarks	In this field, you assign a text to the purchase order line. It is printed on the purchase order. Maconomy suggests the text from the field “Acct./Activity Name,” but you can change it.

Field	Description
	The text here is transferred to the field “Entry Description” in the table part of the window Invoice Allocation if you refer to the purchase order number in the window Vendor Invoices.
Item No.	In this field, you can enter the item number of the item you wish to purchase. Maconomy verifies that the item number exists in the Item Information Card window. For items with inventory control, Maconomy will alert you if the vendor on the purchase order has not been registered as a vendor of the current item in the window Suppliers. Items with serial number registration at receipt cannot be ordered by means of this window. If you need to order such an item, you must do it using the window Item Purchase Orders in the Item Purchase module.
Description	If an item has been specified on the line, this field is used for entering a description of the item in question. Maconomy suggests the text from the Item Information Card in the Inventory module, but you can change it here.
Quantity	In this field, you enter the quantity of services or items ordered.
Unit	If an item has been specified on the line, this field shows the unit in which the item is registered in your warehouses. The value is retrieved from the “Unit, Purchase” field in the Item Information Card in the Inventory module. It cannot be changed here.
Unit Price, Currency	In this field, you enter the unit price in the currency of the purchase order. You must enter an amount, and Maconomy checks that the amount is positive. The amount must be exclusive of tax. If the purchase order is created using the action “Create Purchase Orders” in the window Job Budgets, Maconomy updates the purchase order total on the corresponding line in the job budget, if the price is changed here. If the current line is assigned to an activity, Maconomy checks if the amount causes budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin” and “Limit Purchase, Percentage Margin” for the jobs specified on the individual lines. If the line causes a budget violation, an error message is displayed.
Pricing Unit	If an item has been specified on the current line, this field shows the quantity of item units included in the unit price. The value is retrieved from the field “Unit, Purchase” on the Item Information Card and cannot be changed here.
Discount %	In this field, you can specify a discount percentage applying to the current line. If you have specified an item on the line and if the conditions for getting a discount via an item discount agreement have been fulfilled on the current line, Maconomy suggests the percentage in question. You can change the suggested discount percentage in this field, but you cannot enter a percentage in this field as well as a discount amount in the field “Discount,” as these two fields are linked in such a way that the discount percentage is calculated on the basis of the discount amount.

Field	Description
	If the current line is a text line, no value can be entered in this field.
Discount, Currency	In this field you can enter a discount amount for the current purchase order line. If you also enter an invoice discount amount or an invoice discount % in the card part of the window, this discount will be added to the line discount. It is not possible to enter both an invoice discount amount and invoice discount % in the card part of the window.
Price, Currency	This field shows the price of the purchase order line in the currency of the purchase order. The amount is calculated as quantity times unit price less any discount. If you manually enter an amount in this field, Maconomy will recalculate the unit price based on the total amount in this field. If the current line is assigned to an activity, Maconomy checks if the amount causes budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin” and “Limit Purchase, Percentage Margin” for the jobs specified on the individual lines. If the line causes a budget violation, an error message is displayed.
Tax Code	In this field, you specify a G/L tax code for tax receivable to be used for calculation of tax on the current line. You can select another code or leave the field blank, if the invoice is not subject to tax. Maconomy suggests a tax code on the basis of the following procedure: If a G/L tax table has been specified in the window Company Information, a G/L tax code will be transferred from the G/L tax table on the basis of the information registered on the current purchase order and the current line. When searching for a line in the G/L tax table from which to derive a tax code, Maconomy searches for a match between the value in the field “Account No.” on the tax table lines and a reference account which depends on whether an account, an activity or an item has been specified on the current line. If no line is found in the G/L tax table corresponding to the current line’s registrations and the reference account, or if no G/L tax table has been specified for the current company, Maconomy will suggest the G/L tax code specified for the reference account in question in the window Account Information Card. As mentioned, the reference account depends on whether the current line contains an account number or an activity number. If the line contains an account number, the reference account is the account in question. If the line contains an activity, the reference account is the account specified as the P&L account in the information card of the activity in question. If the line contains an item, the reference account will be the account specified as account for non-reconciled vendor entries in the A/P Control Account to which the current vendor is assigned. The references to these accounts are made by means of dimension combinations. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the

Field	Description
	following fields: “Tax Code 1,” “Tax Code 2” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax Amount, Currency	This field displays the tax amount for the current purchase order line. If multiple tax codes are enabled, the “Tax Amount, Currency” field will be replaced by the following fields: “Total Tax Amount, Currency,” “Tax Amount 1, Currency,” “Tax Amount 2, Currency” and, if enabled, “Tax Amount 3, Currency.” The “Total Tax Amount, Currency” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Item Tax Code	In this field, you must specify an item tax code created in the window Popup Fields. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current purchase order line, as the reporting code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. When selecting a tax code, Maconomy uses the tax table specified for the company responsible for the purchase order. However, the tax code is only selected from a tax table if you have chosen to use tax tables in the window System Information and if the company responsible for the current purchase order is assigned to a tax table. If no tax table is specified for the responsible company, if you use differentiated tax, and you do not use tax tables, Maconomy uses the tax code specified in the window Activities for the activity on each purchase order line. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. If the purchase order is assigned to a vendor invoice, the reporting code is transferred to the vendor invoice. When the vendor invoice is posted, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information. Maconomy suggests the reporting code from the account or activity, but you can select another reporting code for the current purchase order line.
Delivery Date	In this field, you enter the delivery date.
Confirmed Deliv. Date	The functionality of this field is mainly used in connection with item lines. If no item has been specified for the line, no value is suggested, and the field is for information only. If you have specified an item on the line, you can in this field enter the date which the supplier has confirmed as the day the items will be delivered. When you do so, the specified date is copied to the field “Expected Availability Date.” If you change the confirmed delivery later, and the dates in this field and the field “Expected Availability Date” are identical, or if the confirmed delivery was blank before you entered a new date, the new confirmed delivery

Field	Description
	date will cause the expected availability date to be changed accordingly, as Maconomy will then assume that the items should be available on the confirmed delivery date. However, if you manually specified an expected availability date at the same time as entering a new confirmed delivery date, the manually entered expected delivery date is not overwritten. Note that you can manually specify another expected availability date in the field “Expected Availability Date,” for instance if experience tells you that the supplier usually delivers earlier or later than he confirms, or if the items will not be at your disposal immediately after arrival.
Expected Availability Date	In this field, you can enter the date on which you expect the items or activities on the current line to be at your disposal. The functionality of the field is mainly used in connection with item lines. If no item has been specified for the line, no value is suggested, and the field is for information only. If you have specified an item which uses inventory profile, this date is used as the date on which the purchase volume represented by the current line will be added to the stock. When creating a line where an item number is specified, the date is determined as follows: If no preferred delivery date has been specified in the card part, Maconomy calculates a delivery date by checking the supplier’s delivery time for the item to the current warehouse in the window Suppliers and adds it to today’s date. If a week calendar has been specified in the vendor information card of the supplier, Maconomy also adds the number of days within the delivery time on which the vendor’s business is closed, thus compensating for, for example, weekends and holidays. If a preferred delivery has been specified in the card part, Maconomy performs the same calculation and assigns this date unless the field “Deliv. Date” on the line contains a later date, in which case the later date is used. When the line has been created, you can change the date manually, for instance if the items will not be at your disposal immediately after arriving or if experience tells you that the supplier usually delivers earlier or later than stated. If you change the delivery date later, and the delivery date on the line is identical to the date in this field, or if the confirmed delivery was blank before you entered a new date, a change in the delivery date will cause the expected availability date to be changed accordingly, as Maconomy will then assume that the items should be available on the delivery date. However, if you manually specified an expected availability date at the same time as entering a new confirmed delivery date, the manually entered expected delivery date is not overwritten. Note that a manually entered expected availability date will not affect the delivery date.
Date Received	In this field, you enter the date the delivery actually took place.
Quantity Received	In this field, you enter the quantity actually delivered.

Field	Description
Registration Code	In this field you can enter a registration code from the window Registration Codes in the G/L module. The registration code is used instead of manually entering a number of dimension values on the current line. See the description of the window Registration Codes for more information about registration codes.
Company No.	When creating a purchase order line, Maconomy suggests the company from the Dimension island in the card part of the window. If the current purchase order line is entered for another company than the one suggested, you can enter its name here. The value in the card part of the window is derived either from the job or the user, depending on the priorities set up in the window Dimension Derivations in the G/L module. When creating purchase order lines, the value for the Company dimension of the previous line is suggested on the new line. The company name is however not suggested if a company name was entered manually on the line.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Task	For lines with a job number, it is here possible to enter a task. If you enter a value in the field, Maconomy checks that a task list has been assigned to the job and that the listing contains the specified task.
Stock Location No.	In this field, you can specify a stock location number. If the current line does not contain an item number, the field is for information only. If you have specified an item on the current line, you can specify in this field the location in the selected warehouse at which you expect to receive the

Field	Description
	items. If you leave this field blank, the location number specified in the card part of the window will apply to the line. It is not mandatory to enter location numbers in this window. However, the location information is also used in the window Purchase Receipt where the receipt of the items cannot be approved until you have either entered a location in the card part or on the individual item lines.
Remarks	In this field, you can enter a note related to the current line.
Internal Desc.	This field shows the internal description from the Item Information Card, if you have specified an item on the current line. You can change it here. If you have not specified an item on the line, you can enter a text in the field for information purposes.
Discount Desc.	This field shows the discount description from a discount agreement, if you have specified an item on the line, and an item discount has been granted as a result of the line meeting the criteria in an item discount table. You can change the suggested text in this field. If you have manually entered a discount on the item line, you can enter a description of the discount in this field. The description is included on the printout of the item purchase order. If the current line is a text line, no value can be entered in this field.
Note No.	If a standard note has been specified for either the task or the activity entered on the line, a copy of the standard note from the task or activity in question is automatically created when creating a line, and the copy is assigned to the new line by means of this field. If a standard note has been specified for both the activity and the task, the setting of the system parameter “Standard note is derived from Activity before Task” determines which of the notes is to be used. In some cases, the information on a given task or activity is not specific enough, as certain details may change from order to order. For instance, if the activity is for a print job, the basic information about the activity is static, but each time a printing job is ordered, you may wish to also register such information as the paper quality, binding, and so on. It is therefore useful to add a number of fields so that a user ordering a print job is allowed to enter this information. Once the line has been created and this field has automatically been completed, you can enter the additional information by opening the window Notes in the Set-Up module, selecting the note in this field, and specifying the relevant data in the table part. For further information on the use and set-up of additional fields through notes, see the description of the system parameter “Standard note for purchase lines” in the Set-Up module. The information entered in the note is also printed on external documents.
Note Description	This field shows a description of the note specified in the field “Note No.” above.

Field	Description
Price, Base	This is the price in the field “Unit Price,” converted into the base currency. The amount cannot be changed here.
Tax Amount, Base	This is the tax amount on the amount in the “Price, Base,” expressed into the base currency. The amount cannot be changed here. If multiple tax codes are enabled, the “Tax Amount, Base” field will be replaced by the following fields: “Total Tax Amount, Base,” “Tax Amount 1, Base,” “Tax Amount 2, Base” and, if enabled, “Tax Amount 3, Base.” The “Total Tax Amount, Base” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Discount, Base	The functionality of this field is similar to the functionality of the field “Price” above.
Quantity Invoiced	This field displays the number of vendor invoices on the current line that have been invoiced. Only invoices that have been registered in the window Vendor Invoices with a specification of a purchase order number will be included in the quantity.
Invoiced, Currency	This field shows the amount received in vendor invoices in the currency of the purchase order. The calculation only includes invoices registered in the window Vendor Invoices with a specification of purchase order number.
Invoiced, Base	This field shows the amount received in vendor invoices in the base currency. The calculation only includes invoices registered in the window Vendor Invoices with a specification of purchase order number.
Number Accrued	This field displays the number of items on the purchase order line that have been marked for accrual in the window Job Accruals. The field cannot be changed in this window.
Accrued, Currency	This field displays the collective value of the item on the purchase order line that has been marked for accrual in the window Job Accruals. The amount is displayed in the currency of the purchase order.
Accrued, Base	This field displays the collective value of the item on the purchase order line that have been marked for accrual in the window Job Accruals. The amount is displayed in the base currency of the purchase order.
Closed	You can mark this field to show that the purchase order line is closed. Maconomy automatically marks this field when the vendor invoice is posted, if you have marked the field “Close Purchase Order Line” in the window Invoice Allocation. The field cannot be changed on a closed purchase order. When you select the action “Close Purchase Order,” this field will be marked on all lines on the purchase order. If the action “Reopen Purchase Order” is selected, this field will remain marked, regardless of its status before the purchase order was closed. You can then unmark the field individually as needed.

Field	Description
Base Currency, Company	This field displays the base currency of the company on the current line.
Committed, Company	This field displays the committed amount for the company on the current line. The amount is in base currency.
Committed, Base	This field shows the committed amount of the line in base currency. Once the vendor invoice which is created on the basis of the purchase order is posted, the amount in this field is deducted from the commitment accounting and the amount in this field is reduced by the same amount. If the purchase order or the purchase order line is closed, the amount is no longer included in the commitment accounts.
Committed, Currency	This field corresponds to the field “Committed, Base” in the table part of this window. The only difference is that the amount in this field is in the currency which is used for the transaction.
Date Committed	This field shows when the amount was included in the commitment accounts.
Accrual Type	If you mark this field, the cost will be accrued. You can only accrue a posting if a G/L account has been selected. If you select accrual, Maconomy will create a G/L entry on the specified G/L account for each G/L period specified in the fields “Period From” and “Period To.” The amount is distributed evenly on the selected periods.
Period From, Accrual	In this field and the field “Period To” you can enter a range of dates. If you mark the field “Accrue” above, Maconomy will create a G/L entry on the specified G/L account for each G/L period specified in the fields “Period From” and “Period To.” The amount is distributed evenly on the selected periods.
Period To, Accrual	See the field “Period From” above.
Transaction Type	In this field, you can enter the transaction type for the purchase order line. When creating a purchase order line, the transaction type will be copied from the header to the line, if both header and line have the same company number. Otherwise it will be derived.
Job Name	This field displays the name of the job specified in the field “Job No.” on the line. The information is retrieved from the window Jobs and cannot be changed here.
Task Description	This field displays the description of the task entered in the field “Task” on the current reallocation line.

Field	Description
Job Budget Line No.	If the current line was created from a job budget line, this field shows the number of the budget line in question.
Job Budget Line WBS Description	This field summarizes the placement of the job budget lines in the job budget WBS (work breakdown structure).
Employee Name	This field displays the name of the employee specified in the field “Empl. No.”
Orig. Quantity	In this field, you can enter the quantity that was originally ordered. When new purchase order lines are created, the value entered in the field “Ordered” is automatically copied to this field. The value can, however, be changed if this is required.
Vendor Item No.	If you have specified an item on the current line, you can specify in this field the vendor’s item number. For items with inventory control, the value is automatically retrieved from the current combination of warehouse and vendor in the window Suppliers, but the number can be changed in this field. If you specify a value here, it is printed on the purchase order instead of your own item number. This makes it easier for the vendor to identify the item.
Vendor Item Desc.	If you have specified an item on the current line, you can specify in this field the vendor’s description of the item. For items with inventory control, text is retrieved from the current combination of warehouse and vendor in the window Suppliers, but the text can be changed in this field. If you specify a text here, it is printed on the purchase order instead of your own item text.
Price at Step 1	If you have specified an item on the current line, this field shows the price of one unit of the item, if the order is assigned to a price list and the item is included in the price list. The value cannot be changed manually.
Quantity Disc.	If you have specified an item on the current line and the quantity ordered justifies a quantity discount according to the price list, this field shows the discount amount in question.
Duty Code	If you have specified an item on the current line, this field shows a code for the duty to be calculated if the vendor is from a foreign country. The duty code is transferred from the item information card in connection with the creation of a purchase order. The duty code in this field cannot be changed.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current line. If you have specified an item on the line, Maconomy suggests this value from the corresponding fields in the item information card. You can change the suggested texts.
Popup 1-5	In these fields, you can enter various information about the current purchase order line. If you have specified an item on the current line, Maconomy suggests the values selected in the corresponding fields on the current item’s

Field	Description
	information card, but you can change the values for the current purchase order line in these fields. The options are created in the window Popup Fields the Set-Up module.
Date 1-5	In these fields, you can enter various dates related to the current purchase order line.
To Be Invoiced	This field displays the amount allocated but not yet approved. Only after vendor invoice amounts are posted does Maconomy make the deduction from the amount displayed here. While this field is not displayed by default, you can customize the view to display it.
To Be Invoiced, Base	This field displays the amount available for invoicing in the base currency. Only after vendor invoice amounts are posted does Maconomy make the deduction from the amount displayed here. While this field is not displayed by default, you can customize the view to display it.
To Be Invoiced, Enterprise	This field displays the amount available for invoicing in the enterprise currency. Only after vendor invoice amounts are posted does Maconomy make the deduction from the amount displayed here. While this field is not displayed by default, you can customize the view to display it.
Activity Type	In this field, you can specify the type of activity, depending on the activity selected. You can specify amount or time. This field is only displayed by default if you set the purchase transaction type to "subcontractor" in the Purchase Order tab of this workspace, or in the equivalent wizard.
Agreement Type	In this field, you can specify the type of agreement. You can specify Fixed Price, or Time and Material. The default value is Time and Material. This field is only displayed by default if you set the purchase transaction type to "subcontractor" in the Purchase Order tab of this workspace, or in the equivalent wizard.
Period Start	In this field, you can specify the start of the period covered by the purchase order line. This field is only displayed by default if you set the purchase transaction type to "subcontractor" in the Purchase Order tab of this workspace, or in the equivalent wizard. If the **Period Start** and **Period End** fields are filled out, Maconomy uses their values to validate whether the PO line can be used in a time or expense sheet line.

Field	Description
Period End	In this field, you can specify the end of the period covered by the purchase order line. This field is not displayed by default, but you can customize the view to display it. If the **Period Start** and **Period End** fields are filled out, Maconomy uses their values to validate whether the PO line can be used in a time or expense sheet line.

Actions

This section shows the actions available in the Purchase Orders single dialog workspace.

Purchase Order Tab

Field	Description
Create Self Invoice	Click this action to create a self-invoice from the purchase order. The purchase order must be marked for self-invoicing.
New Purchase Order	Use this action to create a purchase order.
Save Purchase Order	Use this action to save your changes on the purchase order. If the purchase order concerns a job blocked for purchasing, an error displays.
Submit Purchase Order	Use this action to submit the purchase order. If the purchase order concerns a job blocked for purchasing, an error displays when you use this action.
Delete Purchase Order	Use this action to delete the purchase order. This action is disabled if the purchase order concerns a job blocked for purchasing.
Approve Purchase Order	Use this action to approve the purchase order. This action is disabled if the purchase order concerns a job blocked for purchasing.
Reopen Purchase Order	Use this action to reopen the purchase order. This action is disabled if the purchase order concerns a job blocked for purchasing.

Purchase Order Asset Drafts Workspace

Use this workspace to create or add asset drafts from purchase order lines.

An asset draft is used in the purchase process flow.

Purchase Order Line Tab

This section includes the fields and descriptions for the Purchase Order Line tab.

Purchase Order Line Island

Field	Description
Date Committed	This field displays the date the purchase order was committed.
Delivery Date	This field displays the date the purchase was delivered.
Line Remarks	This field displays line remarks.
Job No.	This field displays the job number.
Activity No.	This field displays the activity number.
Account No.	This field displays the account number.
Act./Account Name	This field displays the combined activity and account number.
Company	This field displays the name of the company.
Purch. Order No.	This field displays the purchase order number.
Purchase Line Type	This field indicates the type of purchase that the line represents. The available values are: ▪ Fixed Asset ▪ Inventory ▪ Job Cost ▪ G/L ▪ Text Line ▪ Subcontractor Reconciliation

Committed Amount Island

Field	Description
Committed, Company	This field displays the committed amount for the selected company.

Field	Description
Base Currency, Company	This field displays the base currency of the selected company.
Committed, Currency	This field displays the committed currency of the selected company.
Unit Price Currency	This field displays the unit price currency for the selected company.

Asset Draft Sub-Tab

This section includes the fields and descriptions for the Asset Draft sub-tab.

Field	Description
Asset Group	If Asset Number is filled, Asset Group will be automatically filled in. If no Asset Number is given, Asset Group is mandatory.
Asset Sub-Group	Use this field to enter an asset sub-group. This allows you to work with a sub-division of the traditional asset groups.

Asset Transaction Type	One of the following:
	▪ Acquisition:
	  ▪ You will need to enter Asset Group or Asset Number, the other fields are filled in, but can be changed.
	▪ Improvement:
	  ▪ Asset Number is mandatory
	  ▪ Quantity = 1
	Only the fields that also occur in Asset Entries are editable, except Asset Group that follows the asset number.

Number of Assets	This field displays the number of assets in the draft.
Employee No.	This field displays the employee number if an employee number is selected.
Asset No.	This field is mandatory if adjustment is to an existing fixed asset; otherwise it is left blank.
Description	This field displays the description of the asset.
Cost, Currency	This field displays the acquisition price for the asset.
Cost, Base	The field displays the acquisition price for the asset in base currency

Field	Description
Acquired	This field displays the asset acquisition date.
Acquisition Responsible	This field displays the name of the person responsible for the asset acquisition.
Depreciation Method	This field displays the depreciation method used.
Depreciation Period	This field displays the depreciation period.
Post Depreciation as Job Entry	When depreciating an asset, if this value is set, a job entry is posted. When the asset draft is created it gets the value from the asset group. You can edit this field.
Job No.	The asset that is created gets this job number if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.
Activity	The asset that is created gets this activity if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.
Task Name	The asset that is created gets this task if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.
Description	This field displays the description of the asset.
Model	This field displays the asset model.
Located	This field displays the location of the asset.
Responsible	This field displays the person responsible for the asset draft.
Serial No.	This field displays the asset series number.
Internal Serial No.	This field displays the asset internal serial number.
Manual Depreciation	This field displays the manual depreciation.
Company No.	This field displays the company number.
Location	This field displays the value that you entered for the dimension Location.

Field	Description
Entity	This field displays the value that you entered for the dimension Entity.
Project	This field displays the value that you entered for the dimension Project.
Purpose	This field displays the value that you entered for the dimension Purpose.
Spec. 1–3	This field displays the value that you entered for the dimensions Spec. 1–3.
Local Spec. 1–3	This field displays the value that you entered for the dimensions Local Spec. 1–3.
Technical Data 1–3	These fields display any technical data relating to the asset acquisition.
Remarks 1–10	These fields display any remarks relating to the asset draft.

Purchase Receipt Workspace

Use this workspace to record the receipt of services and items ordered via purchase orders.

A purchase order must be approved in the Purchase Orders workspace before you can record receipts against it.

The tab displays general information about the current purchase order. The sub-tab displays the individual items, activities, and account entries that were ordered on the purchase order. A purchase order must be approved in the Purchase Orders workspace before you can enter receipt here.

You can enter receipt of items as well as activities and purchases entered to accounts. The entry of receipt affects the item inventories (for item lines only) and provides a basis for easy invoice allocation when an invoice is received.

To record receipt, you first select the relevant purchase order in the tab of the workspace. Next, you specify how many units you received for each line. You cannot change any prices here. Prices are determined in the Purchase Orders workspace. After you enter the relevant number of units received for each line, you enter a packing slip number in the tab and use the **Approve Receipt** action to approve the receipt. When you approve the receipt, Maconomy enters items that have inventory control in their proper warehouses and warehouse locations and updates item costs as described for the **Approve Receipt** action. For lines that do not pertain to an item, the relevant number of units are merely entered as approved, because no cost price updating or inventory entries are done. You can thus use the receipt entries of such lines for lookup and reporting purposes.

When you approve a receipt, automatic backorder allocation regarding items received only happens if you select the **Automatic Back Order Receipt** field in the System Information workspace, and you use the **By Reservation** Back Order method. Backorder allocation occurs when an item is received. The quantity for packing on order and BOM lines is set at the number of items in backorder, and the new items thus do not count as available stock.

After you approve a receipt, you can use the delivery note number when entering the vendor invoice that covers the items and services entered as received. For more information, see the description of the **Packing Slip No.** field in the Vendor Invoices workspace.

In the Inventory Change workspace in the Inventory module, you can enter item receipts that are not related to any purchase order.

Purchase Receipt Tab

This section includes the fields and descriptions for the Purchase Receipt tab.

Purchase Order Island

Field	Description
Order No.	This is the number of the purchase order. The value cannot be changed here.
Requisition No.	This field shows the number of the requisition on which the current purchase order is based.
Request for Quote No.	This field shows the number of the request for quote on which the current purchase order is based.
Purchase Process Header	This field shows the number and name of the purchase process of which the current purchase order is part.
Our Ref.	This field shows the name of the reference person on the purchase order.
Buyer	This field shows the name of the person who normally enters purchases from this vendor. This makes it possible for the vendor to know who to contact with matters concerning the purchase order.
Handled by	In this field, you can enter the name of the person who received the items or services or entered the receipt. Maconomy suggests the name of the current user. The field must be completed.
Requisitioner	This field shows the number of the employee who requisitioned the items and/or services on the current purchase order. This field also shows the name of the specified requisitioner employee.
Purchaser	This field shows the number of the employee who is responsible for purchasing the items and/or services on the current purchase order. Maconomy suggests the employee number assigned to the user who created the order if an employee has been specified for this user in the window Users. This field also shows the name of the specified purchaser employee.
Status	In this field, you can select a status code for the purchase order to indicate its current status. The options in the field are created as options in the pop-up field type “Requisition Status” in the window Popup Fields in the Set-Up module.

Delivery Island

Field	Description
Warehouse	This is the warehouse to which items specified in the table part are shipped. The warehouse is specified in the purchase order. Only one warehouse can be specified on each order. If you wish to, for example, buy items for several warehouses from this vendor, you must either create separate purchase orders for the individual warehouses in question or direct all the items to the main warehouse using one purchase order and transfer them to your other warehouses after delivery. You do this in the Inventory Change window. If you select a warehouse assigned to another company than the one shown in the field “Company No.” in the island Company, Maconomy will automatically create intercompany balances when you post the item journal created as a result of the item receipt. In the intercompany balances, the company to which the warehouse is assigned will be the intercompany company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the company-specification on warehouses and intercompany balances.
Stock Location No.	In this field, you can specify the location in the current warehouse at which items in the table part are received. This location will apply to those lines in the table part where the warehouse location field is left blank. If a warehouse location is specified on a given line, it overrules any location specified in this field. Maconomy suggests the receiving location specified on the purchase order, but you can specify another location.
Delivery Mode	This field shows the delivery mode specified in the purchase order.
Delivery Terms	This field shows the delivery terms specified in the purchase order.
Bill of Lading	Here you can enter a text or number, for example, the bill of lading number, to later identify the delivery.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the purchase order. If the warehouse on the purchase order is assigned to another company than the one shown in this field, Maconomy will automatically create intercompany balances at the posting of the item journal created as a result of the item receipt. In the intercompany balancing, the company in this field will be the responsible company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances. This field also shows the name of the specified company.

Receipt Island

Field	Description
Date Received	In this field, you can enter a date of receipt to be used for the receipt instead of today's date. At the creation of the item receipt, Maconomy suggests today's date and the field can then be adjusted to an earlier but not a future date. The field can only be adjusted if you have selected "Allow Back Dating" in the window System Information. For rules regarding back dating, see the description of the mentioned check box.

Document Archive Island

Field	Description
Document Archive	This field shows the number of the document archive assigned to the current purchase order. This field also shows the description of the document archive.
Document Count	This field displays the number of documents in the Document Archive.

Vendor's Order Island

Field	Description
Order No.	This field shows the number of the vendor's sales order. It is retrieved from the Purchase Orders window.
Packing Slip No.	Here you enter the number of the delivery note which accompanied the delivery. You must enter a value for reference. If the receipt includes any items, the delivery note number is printed on the item transaction created when you select the action "Approve Receipt."
Your Reference	This field shows the reference entered in the Purchase Orders window when the order was created, for example, the name of the person with whom the purchaser spoke about the order.
Our Cust. No.	This field shows your customer number with the vendor. It is retrieved from the purchase order.

Job Island

Field	Description
Job No.	This field shows the number of the job to which the current purchase is assigned.
Job Name	This field shows the name of the job specified in the field "Job No." above.

Dispatching Address Island

Field	Description
Vendor	This field shows the number of the vendor delivering the items and/or services in the purchase order. The other lines in this island show the vendor's name and address. The text cannot be changed here.
Attn.	This field shows the attention person at the vendor. The name of the person is transferred from the vendor information card and cannot be altered here.
Zip Code	This field shows the zip code for the address of the vendor.

Price Island

Field	Description
Currency	This is the currency of the purchase order.
Total	This is the price total of the lines in the purchase order. The value cannot be changed manually.
Invoice Discount %	This is the invoice discount percentage specified in the purchase order. The value cannot be changed here. For lines with items, any invoice discount is deducted from the prices of the individual lines, before the items are placed in the warehouse. This ensures that costs are correct.
Invoice Discount, Currency	This is the invoice discount amount specified in the purchase order. The value cannot be changed here. For lines with items, any invoice discount is deducted from prices for the individual item lines, before the items are placed in the warehouse. This ensures that costs are correct.
Expense %	This is the expense percentage specified in the purchase order. The value cannot be changed here. For further information on the effects of the field, see the description of the corresponding field in the window Purchase Orders.
Delivery Costs	Here you can specify an amount representing expenses for the purchase, for example, for a handling charge. You can enter an estimated amount, based on previous charges. For further information on the effects of the field, see the description of the corresponding field in the window Purchase Orders.

Extra Fields Island

Field	Description
Popup 1-5	These fields show various information entered in the corresponding fields in the window Purchase Orders.

Purchase Receipt Lines Sub-Tab

This section includes the fields and descriptions for the Purchase Receipt Lines sub-tab.

Field	Description
Item No.	If the current line pertains to an item, this field shows the number of the item in question. The value cannot be changed here.
Deliv. Item No.	If the current line pertains to an item, this field shows the vendor's item number from the purchase order. The number probably also appears on the vendor's delivery note and invoice for which you are entering the receipt. Maconomy suggests the value from the corresponding field on the purchase order, but the value can be changed here.
Account No.	This field shows the number of the account specified on the current line, if the current line pertains to an account. The value cannot be changed here.
Job No.	This field shows the number of the job specified on the current line, if the current line pertains to the purchase of services in connection with a job. The value cannot be changed here.
Activity No.	This field shows the number of the activity specified on the current line, if the current line pertains to the purchase of services in connection with a job. The value cannot be changed here.
Ordered	This is the quantity ordered on the current line. The value cannot be changed here.
Balance	This field shows how many units ordered have not yet been delivered. Maconomy updates the balance when you select the action "Approve Receipt" after entering receipt. When you close the purchase order (with the action "Close Purchase Order" in the Purchase Orders window), Maconomy clears any balance occurring here, and, in the case of lines containing item numbers, resets the value in the "Purchase" field in the Item Information Card and Item Information windows in the Inventory module. This only applies to orders which have been approved.
Currently Received	Here you can specify how many units you have received from the vendor. If you receive all, or almost all, of the items in a purchase order, you can use the action "Receive All." Maconomy then inserts the value from the "Balance" field in this field on all lines. You can then adjust the values, if not all the units were delivered.

Field	Description
Unit	In this field, you can enter the unit in which the current item or service is purchased. Maconomy suggests the value from the corresponding field on the purchase order, but you can change the value here.
Stock Location No.	In this field, you can specify a stock location in the selected warehouse. For lines containing an item number, this location is the one at which the items in question are received. If you leave this field blank, the location number specified in the card part of the window will apply to the line. If the line does not pertain to an item, the field is for information only.
Description	If the current line pertains to an item, you can enter a description of the item in question in this field. Maconomy suggests the value from the corresponding field on the purchase order, but you can change the value here. If the line does not pertain to an item, you can specify a text for information only.
Deliv. Item Text	If the current line pertains to an item, you can enter the vendor's item text for the item in question in this field. The text probably also appears on the delivery note and invoice for which you are entering the receipt. Maconomy suggests the value from the corresponding field on the purchase order, but you can change the value here. If the line does not pertain to an item, you can specify a text for information only.
Remarks	In this field, you can enter a note related to the current line. Maconomy suggests the value from the corresponding field on the associated purchase order, but you can change the note here.
Internal Desc.	In this field, you can enter an internal description related to the current line. Maconomy suggests the value from the corresponding field on the purchase order, but you can change the value here.
Note No.	In this field, you can specify the number of a note used for further specification of the current order. For further information, see the description of the corresponding field in the window Purchase Orders.
Note Description	This field shows a description of the note specified in the field "Note No." above.
Popup 1-5	In these fields, you can enter various information about the current line. Maconomy suggests the values entered in the corresponding fields on the assigned purchase order, but you can change the values here.
Deliv. Date	This field shows the preferred delivery date specified for the current line in the window Purchase Orders. The date cannot be changed here. Maconomy automatically inserts the date from the field "Date Received."
Pricing Unit	For lines pertaining to an item, this field shows how many units of the item are included in the unit price. The value is determined in the Item Information Card and cannot be changed here. On lines that do not pertain to an item, the value is always 1 and the field has not functionality.

Field	Description
Unit Price	This is the unit price specified in the purchase order. The price cannot be changed here.
Price	This field shows the extended price calculated by multiplying the quantity ordered by the unit price and dividing this sum by the pricing unit. The extended price is included in the “Sum” field in the Price island in the card part of the window. The value cannot be changed manually.
Duty Code	This field only applies to lines on which an item number has been specified. In this field, you can enter a code for the duty to be calculated if the vendor’s country is different from the company’s country. The duty code is transferred from the Item Information Card at the creation of a purchase order line and cannot be changed in this field.
Company No.	This field shows the number of the company to which the current line pertains. The value is specified in the window Purchase Orders and cannot be changed here.
Location	The functionality of this field is similar to the functionality of the field “Company No.” above.
Entity	The functionality of this field is similar to the functionality of the field “Company No.” above.
Project	The functionality of this field is similar to the functionality of the field “Company No.” above.
Purpose	The functionality of this field is similar to the functionality of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company No.” above.
Task	This field shows the number of the task specified on the current line, if the current line pertains to the purchase of services in connection with a job. The value cannot be changed here.

Purchase Order Line Overview Workspace

Use this workspace to review the committed expenses that are associated with purchase order lines.

You can display commitment entries for specified periods and allocation combinations. An allocation combination is a range of account numbers, locations, entities, and so on.

Maconomy sorts the commitment entries by company number. Within each company, they are sorted by purchase order number and purchase order line number.

This workspace provides you with an overview of all commitment entries within a specified period and with an allocation combination within the allocation ranges specified for the total balance of the period in question.

The commitment entries correspond to the lines of purchase orders created in the A/P module. These are the basis for the commitment accounts.

You enter allocation combinations as ranges of the 12 dimensions in the Entry Selection island. Each commitment entry, including the balance of the entries, is displayed in the sub-tab when you press Return.

The commitment entries are sorted by company number. Within each company they are sorted by purchase order number and purchase order line number. You cannot change the values of the fields in the sub-tab.

The Show Purchase Order Lines workspace also displays commitment entries, but only one at a time (see the description of the Show Purchase Order Lines workspace). A purchase order line cannot be displayed in the Show Purchase Order Lines workspace without being displayed in this workspace. This may, for example, be true for zero amounts on a purchase order line, if the amount is released from commitment when a vendor invoice is posted, or if you close the purchase order line manually.

Purchase Order Line Overview Tab

This section includes the fields and descriptions for the Purchase Order Line Overview tab.

Selection Criteria Island

Field	Description
Company No.	In these fields, you enter a range of company numbers. Only committed amounts to which a company number within this range is assigned will be shown in the table part.
Account No.	The functionality of these fields is similar to the functionality of the field “Company” above.
Date Committed	In these fields, you specify the period in which the commitment dates on purchase order lines should be displayed. If you do not specify a period, Maconomy does not consider these fields and will therefore display all entries in the system that fulfill the other selection criteria.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to the functionality of the field “Company” above.
Entity	The functionality of these fields is similar to the functionality of the field “Company” above.
Project	The functionality of these fields is similar to the functionality of the field “Company” above.
Purpose	The functionality of these fields is similar to the functionality of the field “Company” above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company” above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the statement should be displayed. Amounts in the vendor open entry statement will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question.
Exchange Rate Date	In this field, you can specify the date on which the exchange rate should be used for balance calculation. When converting amounts, Maconomy uses the exchange rates in the exchange rate tables. The exchange rate table for purchases is selected in the window System Information in the Set-Up module.
Exchange Rate Table	Enter the exchange rate table to use in the reporting currency. If you do not specify an exchange rate table, Maconomy uses the company specific exchange rate that belongs to the company of the purchase order line.

Balance Island

Field	Description
Committed, Reporting	This field displays the balance of the commitment entries with the selected allocation combination in enterprise currency. You cannot change the value in this field.

Purchase Order Lines Sub-Tab

This section includes the fields and descriptions for the Purchase Order Lines sub-tab.

Field	Description
Purch. Order No.	This field displays the number of the purchase order from which the current purchase order line originates.
Line No.	This field displays the line number of the purchase order line on the original purchase order.
Date Committed	This field shows the date on which the commitment was made. The date is transferred from the corresponding purchase order line.
Delivery Date	This field shows the expected delivery date. The date is transferred from the corresponding purchase order line.

Field	Description
Quantity	This field shows the quantity of items ordered. The quantity is transferred from the corresponding purchase order line.
Unit Price, Currency	This field shows the price per unit in currency which appears on the corresponding purchase order line.
Committed, Currency	This field shows the committed amount in currency. The committed amount corresponds to the amount from the deduction of any posted vendor invoices or manually purchase order lines.
Currency	This field shows the currency registered on the current purchase order line.
Committed, Company	This field displays the committed amount for the company on the current line. The amount is in base currency.
Base Currency, Company	This field shows the committed amount in base currency. See the field “Committed, Currency” above.
Line Remarks	This field shows the line remarks which appear on the corresponding purchase order line.
Job No.	This field shows the job number on the purchase order line.
Activity No.	This field shows the activity number on the purchase order line.
Account No.	This field shows the account number on the purchase order line.
Act./Account Name	This field shows the text assigned to the specified activity or the account name.
Company No.	This field shows the company dimension value which is assigned to the current commitment entry.
Location	This field shows the location dimension value which is assigned to the current commitment entry.
Entity	This field shows the entity dimension value which is assigned to the current commitment entry.
Project	This field shows the project dimension value which is assigned to the current commitment entry.
Purpose	This field shows the purpose dimension value which is assigned to the current commitment entry.
Spec. 1-3	These fields show the specification dimension values which are assigned to the current commitment entry.
Local Spec. 1-3	These fields show the local specification dimension values which are assigned to the current commitment entry.

Show Purchase Order Lines Workspace

Use this workspace to review the details of purchase order lines, one line at a time.

You cannot change any values in this workspace. The workspace displays one commitment entry (purchase order line) at a time.

The Purchase Order Lines sub-tab of the Purchase Order Line Overview workspace, also displays commitment entries. The Show Purchase Order Lines workspace may show lines that do not appear in the Purchase Order Line Overview workspace. This can occur when an amount has been released by posting a vendor invoice or when you close a purchase order line manually.

Show Purchase Order Lines Tab

This section includes the fields and descriptions for the Purchase Order Lines tab.

Purchase Order Line Island

Field	Description
Date Committed	This field shows the date on which the commitment was made. The date is transferred from the corresponding purchase order line.
Delivery Date	This field shows the expected delivery date. The date is transferred from the corresponding purchase order line.
Line Remarks	This field shows the line remarks which appears on the assigned purchase order line.
Job No.	This field shows the job number on the purchase order line.
Customer	This field displays the customer on the purchase order line.
Project Manager	This field displays the employee number and name of a project manager assigned to the purchase order line, if any.
Activity No.	This field shows the activity number on the purchase order line.
Account No.	This field shows the account number on the purchase order line.
Local Account No.	This field shows the local account number on the purchase order line.
Act./Account Name	This field shows the text assigned to the specified activity or the name of the entered account.
Company	This field shows the number and name of the company which is responsible for the creation of the purchase order line.
Purchase Order No.	This field shows the number of the purchase order to which the line is assigned.

Field	Description
Purchase Line Type	This field shows the type of purchase that the line represents. The available values are: ▪ Fixed Asset ▪ Inventory ▪ Job Cost ▪ G/L ▪ Text Line ▪ Subcontractor Reconciliation
Task	This field displays the task to which the purchase order line is to be assigned.
Task Path	This field displays any task path of the task (see the description of hierarchical tables in the section "Task Path" in the chapter "Getting Started with the Java™ Client").
Job Budget Line No.	If the current line was created from a job budget line, this field displays the number of the budget line in question.
Job Budget Line WBS Description	This field summarizes the placement of the job budget lines in the job budget WBS (work breakdown structure).
Tax Amount 1-3, Currency	This field displays the tax amount for the current purchase order line.
Tax Amount 1-3, Base	This field displays the tax amount on the amount in the "Price, Base," expressed into the base currency. The amount cannot be changed here.
Tax Amount 1-3, Enterprise	This field displays the tax amount on the amount in the Enterprise Currency. The amount cannot be changed here.

Vendor Island

Field	Description
Vendor No.	This field displays the number of the vendor.
Vendor Name	This field displays the name of the vendor.
Address 1-4	This field displays the address of the vendor.
Zip Code	This field displays the zip code for the address of the vendor.

Field	Description
Postal District	This field displays the name of the postal district in which the current vendor resides.
Country	This field displays the vendor's country. Maconomy derives it from the vendor information card.
Att.	This field displays the vendor's attention person. When you create a purchase order manually, Maconomy suggests the name from the vendor information card.
Phone	This field displays the vendor's phone number. When you create a purchase order manually, Maconomy suggests the number from the vendor information card.
E-mail	This field displays the vendor's electronic mail address. This information is used for reference.
Fax	This field displays the vendor's fax number. When you create a purchase order manually, Maconomy suggests the number from the vendor information card.
Telex	This field displays the vendor's telex number. When you create a purchase order manually, Maconomy suggests the number from the vendor information card.
Payment Terms	This field displays the payment terms which normally apply to the vendor. Payment terms are used for calculating invoice due dates. Payment terms are selected in the Payment Control window.
Preferred Delivery Date	This field displays the preferred delivery date.
Requisitioner Employee No.	This field displays the number of the employee who requisitioned the items on the current purchase order line.
Purchaser Employee No.	This field displays the number of the employee who is responsible for purchasing the items in the current requisition.
Submitted By	This field displays the name of the user who submitted the current line.
Date Submitted	This field displays the date the current line was submitted.

Requisitioner Island

Field	Description
Requisitioner Employee No.	This field displays the number of the employee who requisitioned the items on the current purchase order line.
Requisitioner	This field displays the number of the employee who requisitioned the items on the current purchase order. This field also displays the name of the specified requisitioner employee.
Requisitioner Position	This field displays the position of the employee who requisitioned the items on the current purchase order.
Requisitioner E-mail	This field displays the requisitioner's electronic mail address.
Requisitioner Phone	This field displays the requisitioner's phone number.
Requisitioner Mobile	This field displays the requisitioner's mobile phone number.
Requisitioner Company No.	This field displays the requisitioner's company number.
Requisitioner Company	This field displays the requisitioner's company.

Purchaser Island

Field	Description
Purchaser Employee No.	This field displays the number of the employee who purchased the items on the current purchase order line.
Purchaser	This field displays the number of the employee who purchased the items on the current purchase order. This field also displays the name of the specified purchaser employee.
Purchaser Position	This field displays the position of the employee who purchased the items on the current purchase order.
Purchaser E-mail	This field displays the purchaser's electronic mail address.
Purchaser Phone	This field displays the purchaser's phone number.
Purchaser Mobile	This field displays the purchaser's mobile phone number.
Purchaser Company No.	This field displays the purchaser's company number.

Field	Description
Purchaser Company	This field displays the purchaser's company.

Employee Island

Field	Description
Empl. No.	This field displays the number of the employee assigned to the purchase order line.
Employee	This field displays the employee assigned to the purchase order line.
Employee Position	This field displays the position of the employee assigned to the purchase order line.
Employee E-mail	This field displays the electronic mail address of the employee assigned to the purchase order line.
Employee Phone	This field displays the phone number of the employee assigned to the purchase order line.
Employee Mobile	This field displays the mobile phone number of the employee assigned to the purchase order line.
Employee Company No.	This field displays the company number of the employee assigned to the purchase order line.
Employee Company	This field displays the company of the employee assigned to the purchase order line.

Committed Amount Island

Field	Description
Committed, Company	This field displays the committed amount for the company on the current line. The amount is in base currency.
Base Currency, Company	This field shows the base currency of the current company.
Committed, Currency	This field shows the committed amount in currency. See the field “Committed, Base” above.
Currency	This field shows the currency registered on the current purchase order line.

Dimensions Island

Field	Description
Location	This field shows the Location dimension value which is assigned to the current purchase order line.
Entity	This field shows the Entity dimension value which is assigned to the current purchase order line.
Project	This field shows the Project dimension value which is assigned to the current purchase order line.
Purpose	This field shows the Purpose dimension value which is assigned to the current purchase order line.
Spec. 1-3	These fields show the Specification 1-3 dimension values which are assigned to the current purchase order line.
Local Spec. 1-3	These fields show the Local Specification 1-3 dimension values which are assigned to the current purchase order line.

Approval Information Island

Field	Description
Approval Relation	This field displays the relation used in connection with the type of registration.
Approval No.	This field displays the approval number of the purchase order line. The number is incremented by one each time you submit the purchase order line for approval.
Approval line No.	This field displays the approval line number, which indicates the current approval level of the purchase order line based on the order in the current approval hierarchy.
Approval Status	This field displays the approval status of the current purchase order line. The possible statuses are: ▪ **Approved** ▪ **Rejected** ▪ **Released**
Approval Status Details	This field displays details regarding the latest approval status of the current purchase order line.
Line Can Be Approved By Current User	This field indicates if the current user can approve the purchase order line.
Approved Or Rejected By	This field displays the user who approved or rejected the purchase order line.

Field	Description
Approval Or Rejection Date	This field displays the date when the user approved or rejected the purchase order line.
Approval Or Rejection Time	This field displays the time when the user approved or rejected the purchase order line.
Approval Or Rejection Comment	This field displays any comments entered by the user related to the approval, release, or rejection of the purchase order line.

Asset Drafts Workspace

Use this workspace to review asset drafts.

A user creating a purchase order with an asset purchase can create an asset draft link to the purchase order with information about the asset. This information is transferred to the vendor invoice, if the user creates a vendor invoice from the purchase order. The information can be changed in the vendor invoice.

The user can also choose to create an asset draft directly from the vendor invoice, if the vendor invoice is related to an asset purchase.

The user can also create the asset draft after the vendor invoice is posted, if the vendor invoice has an invoice allocation line of the fixed asset type, and the user has not created the asset drafts before posting the invoice.

Asset Drafts Tab

This section includes the fields and descriptions for the Asset Drafts tab.

Asset Draft Information Island

Field	Description
Asset No.	This field is mandatory if adjustment is to an existing fixed asset; otherwise it is left blank.
Asset Group	If Asset Number is filled, Asset Group will be automatically filled in. If no Asset Number is given, Asset Group is mandatory.
Asset Sub-Group	Use this field to enter an asset sub-group. This allows you to work with a sub-division of the traditional asset groups.
Number of Assets	This field displays the number of assets in the draft.
Description	This field displays a description of the assets.
Model	This field displays the asset model.

Field	Description
Located	This field displays the asset location.
Serial No.	This field displays the asset serial number.
Internal Serial No.	This field displays the asset internal serial number.

Financial Information Island

Field	Description
Assessed Value	This field displays the asset value.
Market Value	This field displays the market value of the assets.
Lien	This field specifies whether or not there are any lien's on the assets.
Insured Value	This field displays the insured value of the assets.
Policy No.	This field displays the policy number.
Internal Markup	This field displays the internal markup amount.
Internal Purchase	Mark this field if this is an internal purchase.

Job Information Island

Field	Description
Post Depreciation as Job Entry	When depreciating an asset, if this value is set, a job entry is posted. When the asset draft is created it gets the value from the asset group. You can edit this field.
Job No.	The asset that is created gets this job number if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.
Activity	The asset that is created gets this activity if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.
Task Name	The asset that is created gets this task if the asset transaction type is acquisition and no asset number is on the asset draft. This field is read-only.

Depreciation Information Island

Field	Description
Manual Depreciation	Mark this field if this is purchase uses manual depreciation.
Depreciation Method	This field displays the depreciation method used.
Depreciation Period	This field displays the depreciation period.

Technical Data Island

Field	Description
Technical Data	This field displays any technical data relating to the asset draft.

Remarks Island

Field	Description
Remarks	This field displays any remarks relating to the asset draft.

Contact Island

Field	Description
Responsible	This field displays the name and employee number of the responsible person.
Employee	This field displays the name and employee number of the employee.

Company Island

Field	Description
Company	This field displays the name and number of the company.

Dimensions Island

Field	Description
Location	This field displays the value that you entered for the dimension Location.
Entity	This field displays the value that you entered for the dimension Entity.

Field	Description
Project	This field displays the value that you entered for the dimension Project.
Purpose	This field displays the value that you entered for the dimension Purpose.
Spec. 1–10	This field displays the value that you entered for the dimensions Spec. 1–10.
Local Spec. 1–10	This field displays the value that you entered for the dimensions Local Spec. 1–10.

Acquisition Information Island

Field	Description

Asset Transaction Type	One of the following:
	▪ Acquisition
	  ▪ You will need to enter Asset Group; the other fields are filled in, but can be changed.
	▪ Improvement:
	  ▪ Asset Number is mandatory.
	  ▪ Quantity=1.
	Only the fields that also occur in Asset Entries are editable, except Asset Group that follows the asset number.

Cost, Currency	This field displays the acquisition price for the asset.
Cost, Base	The field displays the acquisition price for the asset in base currency
Cost, Asset Base	The field displays the acquisition price for the asset in the asset base currency.
Acquired	Use this field to enter the date the asset was acquired. It is also the date the depreciation takes effect.
Acquisition Responsible	This field displays the name of the person responsible for the asset acquisition.

A/P Open Entry Reconciliation Workspace

Use this workspace to reconcile open accounts payable entries, one vendor at a time, totally or in part.

These entries include payments, vendor credit memos, vendor invoices, and currency adjustment entries.

You can reconcile an open entry totally or in part.

A payment or vendor credit memo with information is displayed in the tab of this workspace, along with information about the relevant vendor. Any other open entries, for example, vendor invoices, currency adjustment entries, and other payments and credit memos of relevance to the current vendor, are displayed in the sub-tab of this workspace. A currency adjustment entry is a manually entered entry with a zero currency amount, because it only affects the vendor's balance in base currency. You can reconcile open entries with each other or against the payment/credit memo displayed in the tab. You can thus reconcile several payments and credit memos related to the same vendor in one operation.

When you have entered and approved a payment/credit memo, you can find the next payment/credit memo by using the search function. If other payments/credit memos exist for the current vendor, and these are not affected by the reconciliation that you just performed, they are displayed in the sub-tab of this workspace when you turn to the next payment. If all payments/credit memos for a specific vendor are reconciled, the first payment/credit memo for the next vendor is displayed.

Manual reconciliation of entries can lead to the creation of G/L entries that are ready for posting. These correspond to exchange rate variances and cash discounts, of which the former can occur if the rate of the two entries differs when the entries are reconciled with each other. A case like this is illustrated by the following example:

A vendor with standard currency DEM (German Mark) sends a vendor invoice of 100 DEM when the exchange rate is 380. At the time of payment, the rate has gone up to 385, which leads to an exchange rate variance of 5 DEM. Posting information of exchange rate variance is accumulated in a vendor journal that can be posted from the Posting workspace in the G/L module. The posting reference to exchange rate variance accounts is specified by means of a dimension combination in the Posting References workspace in the G/L module. Exchange rate variance can be organized in departments.

If a vendor invoice is reconciled totally with a payment or a credit memo, and a difference between the remainder in standard currency and the amount reconciled in standard currency occurs as a result of this reconciliation, Maconomy creates a cash discount. The difference is transferred as a cash discount. The posting reference to cash differences is specified by means of a dimension combination in the Posting References workspace in the G/L module.

In the Posting workspace in the G/L module you can enter a specific vendor invoice for payment. If you do this, payment of the invoice automatically leads to the reconciliation and closing of the vendor invoice entry when it is posted.

A/P Open Entry Reconciliation Tab

This section includes the fields and descriptions for the A/P Open Entry Reconciliation tab.

Vendor Island

Field	Description
Vendor No.	This field shows the vendor number. The first two lines show the name and address of the vendor, and these are transferred from the vendor information card and cannot be altered here.

Field	Description
Attn.	This field shows the attention person at the current vendor. The name of the person is transferred from the vendor information card and cannot be altered here.
Block Payments	If the payment/credit memo is blocked, this field is marked. You can block payment if the vendor has for instance delivered the wrong items and you wish to make sure that the right items are delivered before payment is initiated. You can alter the value in this field in the window Payment Control.

Company Island

Field	Description
Company	This field displays the name and company number of the company specified on the current vendor invoice or credit memo.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Entry Island

Field	Description
Entry Date	This field shows the entry date of the payment or the credit memo.
Entry Description	This field shows the entry description of the payment. You can use this text and the amount below to check that the payment/credit memo currently shown is correct. You cannot alter the value in this field.
Transaction	This field shows the transaction number of the payment and the credit memo.
Trans. Type	This field shows the transaction type of the payment and the credit memo.

Entry Amounts Island

Field	Description
Paid/debited, Currency	This field shows the amount of the payment/credit memo. The amount is shown in standard currency and cannot be altered.
Remainder, Currency	This field shows the amount of the original amount of the payment/credit memo remaining to be reconciled. You cannot reconcile a larger amount than the one shown in this field. The field is updated automatically by Maconomy at the approval of a reconciliation and cannot be altered manually.

Field	Description
	If the remaining amount does not cover the entire vendor invoice and you do not wish to post the difference as a cash discount, the invoice must be partially reconciled. If you enter an amount in the field “Reconciled in Standard” which exceeds the remaining amount, the difference will be shown as a positive number in the field “Balance” in the island Reconciliation.
Amount, Original	This field shows the posted amount in the currency entered at the creation of the payment/credit memo. If the entry is a currency adjustment entry, the amount will be zero. You cannot alter the value in this field.
Amount, Base	This field shows the posted amount in the base currency of the payment/ credit memo. You cannot alter the value in this field.

Reconciliation Amounts Island

Field	Description
Debit, Currency	This field shows the debit amount used for the reconciliation.
Credit, Currency	This field shows the credit amount used for the reconciliation.
Cash Discount, Currency	This field shows a cash discount, if any. If a vendor invoice is reconciled with a payment or credit memo, the difference between the amounts in the fields “Rem. in Standard” and “Reconciled in Standard” will be transferred as a cash discount. When you approve an open entry reconciliation, Maconomy creates a vendor journal containing posting information about the cash discount. You can post the vendor journal in the window Posting in the G/L module. The posting reference to the cash discount account is specified by means of a dimension combination in the G/L module.
Difference, Currency	This field shows the difference between debit and credit amounts in the reconciliation, if any. If a larger amount than the actual payment is entered in the field “Reconciled in Standard,” a positive amount will be shown in this field. When you approve the open entry reconciliation, Maconomy will regard the difference in amounts as a cash discount. A vendor journal with posting information about the cash discount is created, and the journal can be posted in the window Posting in the general ledger module. If the payment/credit memo is not used for reconciliation, the difference will be shown in this field as a negative amount. After approval of the reconciliation, the amount will be shown as a remainder in the field “Remaining Bal.”

Vendor Amounts Island

Field	Description
Balance, Currency	This field shows the vendor's current balance in the currency of the vendor. Whenever you register information related to the vendor, the balance is updated.
Balance, Base	This field shows the vendor's current balance in the base currency of the vendor. When you post journals related to the vendor, this balance is updated.

Reconciliation Island

Field	Description
Entry Date	This field shows the entry date of the current reconciliation.
Transaction Type	In this field, you can select the transaction type for the reconciliation. If the transaction type for the vendor reconciliation is not specified and there is no default transaction type for the vendor journal, then the reconciliation will have the same transaction type as the vendor entry which is reconciled.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Invoice Date	This field shows the invoice date of the current vendor invoice or vendor credit memo.
Due Date	This field shows the due date of the current entry. The calculation of the due date is based on the invoice date of the vendor invoice and the vendor's payment terms.
Pay when Paid	For vendor invoices, this field shows whether payment when paid applies to the invoice in question. For further information, see the description of the corresponding field in the window Vendor Invoices.
Ready For Payment	This field shows whether the current entry is ready for payment. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor.
Entry Description	This field shows the description of the entry.
Trans. No.	This field shows the transaction number of the entry.
Trans. Type	This field shows the transaction type of the vendor entry against which the vendor entry in the card part is reconciled.

Field	Description
Debit, Currency	If the entry is a debit entry, this field will show the original amount of the entry in the vendor's standard currency. You cannot alter the value in this field.
Credit, Currency	If the entry is a credit entry, this field will show the original amount in the vendor's standard currency. You cannot alter the value in this field.
Remainder, Currency	This field shows the amount which is yet to be reconciled. Amounts under payment are not included in the remaining amount. If the remainder is zero, the entry is totally reconciled. The field is automatically updated and therefore cannot be altered.
Reconciled, Currency	In this field, you enter an amount corresponding to the part of the entry that has yet to be reconciled. It is only possible to complete the field if the entry is partly reconciled with an amount less the outstanding amount. If the entry is totally reconciled, the amount automatically assumes the value of the remaining amount. If the entry on the current line is a credit memo or a payment and you wish to reconcile part of this, you can enter the desired amount in this field.
T/P	In this field, you select whether the entry is to be totally or partly reconciled. If you wish to reconcile the entry totally, the field "Reconciled in Standard" will automatically be completed with the remaining amount from the current line. If the available part of the payment is less than this remaining amount, the difference will be shown in the field "Balance" in the island Reconciliation. When you approve the reconciliation, the amount in this field will be suggested as a cash discount. If the entry is totally reconciled, and the amount entered in the field "Reconcile in Standard" is less than the remaining amount of the entry, the difference will automatically be suggested as a cash discount, which is shown in the field "Cash Discount." If you wish to reconcile the entry partly, the field "Reconciled in Standard" is completed with the available part of the payment until the remaining amount of the current line is reached. It is possible to enter an amount in the field "Reconcile in Standard" if you only want partial reconciliation of a specific part of the payment. If the entry on the current line is a payment or a credit memo, you can make the amount of the entry available for reconciliation by selecting the value "Totally." If the vendor's standard currency is different from the base currency, the reconciliation may result in an exchange rate variance if the two entries, which are reconciled with each other, are registered in different currencies. In that case, Maconomy will create a vendor journal with entry information about the variance. You can subsequently post the difference to the account for exchange rate variances specified by means of a dimension combination in the G/L module.

Field	Description
Approved	In this field, you specify that an entry such as a vendor invoice or a credit memo is approved. Entries are approved in the field “Approved” in the window Approve Invoices.
Being Paid, Currency	This field shows the amount being paid.
Debit, Base	If the entry is a debit entry, this field will show the original amount in base currency.
Credit, Base	If the entry is a credit entry, this field will show the original amount in base currency.
Remainder, Base	This field shows the amount yet to be reconciled. The amount is shown in base currency. If the remaining balance is zero, the entry is totally reconciled. The field is automatically updated and cannot be changed manually.

Vendor Subcontractor Reconciliation Workspace

Use this workspace to review vendor invoice lines that have been allocated or reallocated to vendor subcontractors.

Use this workspace to display Invoice Allocation Lines in the tab that are selected to be reallocated/allocated to a particular Vendor Invoice.

The sub-tab displays Job Entries that are linked to an Employee who has a Subcontractor Vendor Number assigned.

Vendor Subcontractor Reconciliation Tab

This section includes the fields and descriptions for the Vendor Subcontractor Reconciliation tab.

Invoice Island

Field	Description
Trans. No.	This field shows the transaction number of the invoice or credit memo.
Transaction Type	This field shows the transaction type of the invoice or credit memo.
Invoice No.	This field shows the invoice number of the vendor invoice.
Invoice Date	This field shows the date of invoice or credit memo.
Vendor Invoice Type	This field shows whether the information in the window is for an invoice ("Credit") or a credit memo ("Debit").

Allocation Line Island

Field	Description
Journal No.	The number of the journal that the invoice on which the current allocation line is based belongs to.
Journal Line No.	This field shows the number of the line that the invoice on which the current allocation line is based occurs on in the journal shown in the field "Journal No."
Line No.	This field shows the number of allocation line in the current invoice.

Reconciled, Total Island

Field	Description
Vendor Invoice Currency	In this field, you select the currency of the invoice.
Amount Excl. Tax	This amount is negative for credit notes and positive for invoices.
Total for Subcontractor Reconciliation	This field specifies the sum of selected entries for the invoice allocation line.
Total Difference	This field specifies the difference between the sum of selected entries and the amount in the field Amount Excl. Tax.

Vendor Island

Field	Description
Vendor	This field shows the number of the vendor assigned to the invoice or credit memo.
Pay to Vendor No.	In this field, you can specify the number of the vendor who is to receive payment for the vendor invoice.

Selection Criteria Island

Field	Description
Job No.	In this field, you can define a Job Number that entries must match in order to be shown and selected. Changing the criteria triggers a warning and eventually clear entries that already are assigned to an Invoice Allocation Line
Act. No.	In this field, you can define an Activity Number that entries must match in order to be shown and selected. Changing the criteria triggers a warning and eventually clear entries that already are assigned to an Invoice Allocation Line

Field	Description
Empl. No.	In this field, you can define an Employee Number that entries must match in order to be shown and selected. Changing the criteria triggers a warning and eventually clear entries that already are assigned to an Invoice Allocation Line.
Task	In this field, you can define a Task Number that entries must match in order to be shown and selected. Changing the criteria triggers a warning and eventually clear entries that already are assigned to an Invoice Allocation Line.
Date	In this field, you can define a period of time that entries must match in order to be shown and selected. Changing the criteria triggers a warning and eventually clear entries that already are assigned to an Invoice Allocation Line.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

The fields in this sub-tab are similar to fields in the table part of the job card, except for the ones described below.

Field	Description
Date	This field displays the date of the subcontractor reconciliation.
Selected for Subcontractor Reconciliation	If this field is marked, it means that the Job Entry is assigned to a specific Invoice Allocation Line. You can only select entries that match vendor invoice's currency. A Job Entry can be deselected (disconnected from an Invoice Allocation Line) either manually or by using the action Unmark All for Reconciliations. The reference to an Invoice Allocation Line is also removed when an Invoice Allocation Line is deleted or the selection criteria of an already referred Invoice Allocation Line are narrowed down. Note that one Job Entry cannot be allocated to two Invoice Allocation Lines, because while a job entry is selected, it will only be visible for that particular invoice allocation line.
Job No.	This is the number of the job shown in the job card. This value cannot be changed manually, but you can retrieve other jobs using the search functions in the Find menu.
Activity No.	This is the number of the activity that the job entry involves. It cannot be changed here.
Activity Name	This field shows the name of the activity specified in the “Activity No.” field.
Employee No.	This field shows the number of the employee who completed the activity described in the job entry. Only time activities show a value here. It cannot be changed.
Employee Name	This field shows the name of the employee specified in the “Employee No.” field.

Field	Description
Task	The functionality of these fields is similar to that of the field “Company No.” below.
Task Description	This is the entry text given when the job entry was entered. It cannot be changed here.
Description	This is the entry text given when the job entry was entered. It cannot be changed here.
Quantity	This is the quantity entered for the job entry. The quantity is number of hours for time activities. It cannot be changed here.
Cost	This field shows the cost value registered in the base currency of the job. The “Time,” “Amount,” and “Total” fields show the three cost sums from the “Cost, Entered” field on the lines in the table part. The three figures are the cost sums of time activities, amount activities, and a total for all lines.
Total Cost	This field shows the sum of the costs and billing prices in the table part of the window.
Cost, Exec. Company	This field shows the cost of one piece of the current activity in the executing company. If the responsible company is the same as the executing company, the cost in this field will be the same as the value in the field “Cost.”
Quantity Inv.	This is the total number of units invoiced to the customer in this entry. The “Invoice No.” field shows the invoice on which all or part of the entry is invoiced. The quantity cannot be changed here.
Currency	This is the job’s currency. It is retrieved from the Job Information card and cannot be changed here.
Billing Price	This is the total registered job billing price in the job’s currency.
Standard Billing Price	This field shows the standard billing price applied to the entry in question. The difference between the standard billing price, the billing price registered in windows such as Job Budgets and Job Journal, and the invoice billing price (as found in the Invoice Selection window) can be used for performance analyses. For more information, please see “Appendix A: Price Calculation in the Job Cost Module.”
Billing Price, Inv.	This is the total invoiced billing price in the job currency. It cannot be changed here.
Revenue Recognized	This field shows the amount of revenue recognized on the job entry. The amount is displayed in the base currency of the job.
Incl. in Fixed Price	This field shows whether or not the entry is included in the fixed price of a fixed-price job. If this field is marked, the entry is included in the fixed price of a job. See the introduction of the Invoice Selection window for a

Field	Description
	description of how Maconomy determines whether or not entries are to be included in the fixed price of a job.
Closed	This field shows whether or not the job entry is closed. If this field is marked, the entry is closed. A job entry is open until it is completely invoiced or closed. Entries to noninvoiceable activities and noninvoiceable jobs are automatically closed and there closed when the entry is made. If, when the entry is closed, you invoice a different quantity or a different billing price than the one registered, the difference is registered in the “Quantity, Up/Down” and “Billing Price, Up/Down” fields on the table line. This field’s value cannot be changed here.
Exec. Company No.	This field shows the number of the company that carried out the activity on the current job entry.
Base Currency, Exec. Company	This field shows the base currency selected for the executing company in the Company Information window.
Trans. No.	This field shows the transaction number of the job entry. Job entries are first sorted by entry date, then by transaction number. This value cannot be changed here.
Trans. Type	This field shows the transaction type of the entry. This field is for reference only and cannot be changed here.
G/L Entry Date	This field shows the transaction type of the entry. This field is for reference only and cannot be changed here.
Origin	This field shows the origin of the individual job entry. When a job entry is posted, Maconomy assigns to the job entry information about the journal type from which the job entry was originally derived. This could, for example, be “Time Sheet” or “Job Accrual.” Some entries are created without posting journals, for example, entries for direct invoicing. To such entries, the origin “Job” is assigned. The origin of a job entry never changes.
Entry Type	This field shows the entry type of the individual job entry. When a job entry is posted, Maconomy marks it as a certain type. The type will often be “Registration” (for example, time sheet and job journal entries). In the pop-up field “Entry Type” in the Selection Criteria island in the card part of this window, you can see the different entry types used by Maconomy. This is useful if a job entry changes type. If, for instance, a job entry is reallocated, the entry’s origin will be preserved, but its type will be changed to “Reallocation” or “Reversal.” This way, you can in this window see that a particular entry is, for example, a reallocated time sheet entry.
Quantity 1	This field shows the quantity used in the current job entry. The value cannot be changed here.

Field	Description
Quantity 2	The functionality of this field is similar to that of the field “Quantity 1” above.
Company No.	This field shows the company assigned to the job entry. The value cannot be changed here.
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of this field is similar to that of the field “Company No.” above.
Local Spec 1-3	The functionality of this field is similar to that of the field “Company No.” above.
Remarks	The functionality of this field is similar to that of the field “Company No.” above.

Royalty Selection Workspace

Use this workspace to print out billing selections that are related to royalty agreements.

Royalty Selection Tab

This section includes the fields and descriptions for the Royalty Selection tab.

Selection Criteria Island

Field	Description
Vendor No.	In these fields, you enter a range of vendor numbers. If a range is specified, the printout will only include billing selections with vendor numbers within the specified range.
Company No.	In these fields, you can specify a range of company numbers. If you enter a range, the royalty selection will be based on vendor entries with a settling company within the specified range.
Item No.	In these fields, you enter a range of item numbers. If you enter a range, the printout will only include billing selections with item numbers within the range.

Field	Description
Statement Date	In this field, you enter a statement date for the billing selection. If you enter a date, the billing selection will only include sales which are carried out before the specified date.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Royalty Selections workspace.

Top Tab

Field	Description
Print	Use this action to print billing selections in connection with royalty agreements.

Royalty Billing Workspace

Use this workspace to print and approve multiple royalty agreements in one operation.

If you only want to approve one royalty agreement, use the Print Royalty Agreement workspace under the Royalty Agreements workspace.

Royalty Billing Tab

This section includes the fields and descriptions for the Royalty Billing tab.

Selection Criteria Island

Field	Description
Settlement No.	In these fields, you enter a range of settlement numbers if you wish to limit the settlement to a specific group of settlements.
Vendor No.	In these fields, you specify a range of vendor numbers. If a range is entered, the printout will only include royalty billings with vendor numbers within the range.
Company No.	In these fields, you can specify a range of company numbers. If you enter a range, the royalty billing will be based on vendor entries with a settling company within the specified range.

Field	Description
Item No.	In these fields, you enter a range of item numbers if you wish to limit the settlement to a specific group of settlements.
Settling Date	In this field, you can enter a settling date. The date specified will be used as both settling date and posting date when royalty billings are approved. Maconomy suggests today's date as default, but the date can be changed.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, "Standard" is the only option.
Approve Selection	Mark this field if you wish to approve billing selections. If the field is marked, all billings within the specified selection criteria will be approved.
Reprint	You mark this field if you wish to reprint the specified billing selections.

Actions

This section shows the Actions available in the Royalty Billing workspace.

Top Tab

Field	Description
Print	Use this action to print a number of royalty agreements in one operation.

Purchase Order Overview Workspace

Use this workspace to review purchase processes and associated purchase orders.

Purchase Order Overview Tab

This section includes the fields and descriptions for the Purchase Order Overview tab.

Purchase Process Island

Field	Description
Purchase Process No.	This field shows the number of the purchase process of which the current purchase order is part.

Field	Description
Description	This field shows the description of the purchase process.
Status	This field displays the status of the requisition.
Job No.	This field shows the job number on the purchase order line.
Job Name	This field shows the name of the job specified in the “Job No.” field.
Requisitioner Employee No.	In this field, you can enter the number of the employee who requisitioned the items on the current purchase process. Maconomy suggests the employee assigned to the user who created the requisition if an employee number has been specified for this user in the Users window.
Name	This field shows the name of the requisitioner employee specified above.
Purchaser Employee No.	In this field, you can enter the number of the employee who is responsible for purchasing the items in the current requisition.
Name	This field shows the name of the purchaser employee specified above.

Company Island

Field	Description
Company	This field shows the company name and no. specified when the purchase process was created.

Access Level Island

Field	Description
Access Level	In this field you can specify the name of an access level to apply to the purchase process to which the current purchase order is assigned. You only have access to the current purchase process and its requisition, requests for quote, and purchase orders if you have been assigned to this level or a level above this in the User Access Levels window. This access control ensures that in other windows, you can only refer to information relating to purchase processes to which you have access, and you can only see information about purchase processes to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to purchase processes and its requisitions, requests for quote, and purchase orders may depend on other factors. For further information about the standard access control

Field	Description
	configuration and access control in a multi-company model, please see “Introduction to the Access Control System” in the Set-Up module.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Purchase Orders Sub-Tab

This section describes the Purchase Orders sub-tab.

Copy to Come

Field	Description
Purch. Order No.	
Enterprise	In this field, you can specify an enterprise. When you create a purchase order manually, Maconomy suggests the value for this field from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain enterprises in the **Enterprises** field in the Popup Fields single dialog workspace under the Set-Up module.
Segment	In this field, you can specify a segment. When you create a purchase order manually, Maconomy suggests the value for this field from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain segments in the **Segments** field in the Popup Fields single dialog workspace under the Set-Up module.
Area	In this field, you can specify an area. When you create a purchase order manually, Maconomy suggests the value for this field from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain areas in the **Area** field in the Popup Fields single dialog workspace under the Set-Up module.

Purchase Processes Workspace

Use this workspace to review purchase processes.

Purchase Process Header Tab

This section includes the fields and descriptions for the Purchase Process Header tab.

Purchase Process Island

Field	Description
Purchase Process No.	This field shows the number of the purchase process of which the current purchase order is part.
Description	In this field, you enter the name of the purchase process. The name is assigned to the purchase process when you create a purchase process from the action “Create new purchase process.”
Purchase Transaction Type	Use this field to select the type of the purchase transaction.
Access Level	In this field you can specify the name of an access level to apply to the purchase process to which the current purchase order is assigned. You only have access to the current purchase process and its requisition, requests for quote, and purchase orders if you have been assigned to this level or a level above this in the User Access Levels window. This access control ensures that in other windows, you can only refer to information relating to purchase processes to which you have access, and you can only see information about purchase processes to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to purchase processes and its requisitions, requests for quote, and purchase orders may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see “Introduction to the Access Control System” in the Set-Up module.

Purchase Information Island

Field	Description
Job	This field shows the job number on the purchase process.
Company	This shows the company name and number specified when the purchase process was created..
Requisitioner Employee No.	In this field, you can enter the number of the employee who requisitioned the items on the current purchase order. Maconomy suggests the employee assigned to the user who created the requisition if an employee number has been specified for this user in the Users window.

Field	Description
Purchaser Employee No.	In this field, you can enter the number of the employee who is responsible for purchasing the items in the current requisition.

Batch Self Invoicing Workspace

Use this workspace to perform batch self invoicing.

Batch Self Invoice Tab

This section includes the fields and descriptions for the Batch Self Invoice tab.

Selection Criteria Island

Field	Description
Show Lines	Select this check box to display the purchase orders that fall within the selection criteria you specify. Maconomy displays the lines in the Purchase Orders sub-tab.
Company No.	In these fields, you can specify a range of company numbers. The sub-tab will only display entries with company numbers that fall within the specified range.
Purchase Order No.	The functionality of these fields is similar to that of the **Company No.** fields.
Job No.	The functionality of these fields is similar to that of the **Company No.** fields.
Vendor No.	The functionality of these fields is similar to that of the **Company No.** fields.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of locations. The sub-tab will only display entries for locations within the specified range.
Entity	The functionality of these fields is similar to that of the **Location** fields.
Project	The functionality of these fields is similar to that of the **Location** fields.
Purpose	The functionality of these fields is similar to that of the **Location** fields.
Spec. 1 - 10	The functionality of these fields is similar to that of the **Location** fields.

Field	Description
Local Spec. 1 - 10	The functionality of these fields is similar to that of the **Location** fields.

Purchase Orders Sub-Tab

This section includes the fields and descriptions for the Purchase Orders sub-tab.

Field	Description
Purch. Order No.	This field displays the number assigned to the purchase order.
Company No.	This field displays the number of the company to which the purchase order is assigned.
Vendor	This field displays the number of the pay to vendor.
Name 1	This field displays the name of the vendor.
Job No.	If a job is specified in the purchase order, this field displays the number of that job.
Job Name	If a job is specified in the purchase order, this field displays the name of that job.
Transaction Type	This field displays the purchase order's transaction type.

Actions

This section shows the Actions available in the Batch Self Invoicing workspace.

Batch Self Invoice Tab

Field	Description
Create Self Invoices	Click this action to create self invoices for all the purchase orders that fall within the selection criteria you specified.

Vendor Remittance Email Logs Workspace

Use this workspace to view vendor remittance email logs and track all attempts to send the vendor remittance emails. You can view a history of previously sent vendor remittance emails and limit which log entries to show.

Vendor Remittance Email Logs Tab

This section includes the fields and descriptions for the Vendor Remittance Email Logs tab.

Selection Criteria Island

Field	Description
Payment No.	Enter the payment number to display in the Vendor Remittance Email Log sub-tab.
Vendor No.	Enter a range of vendor numbers that should display in the Vendor Remittance Email Log sub-tab.
Company Number	Enter the company number that should display in the Vendor Remittance Email Log sub-tab.
Payment Date	Enter an interval of payment dates. The Vendor Remittance Email Log sub-tab only shows entries with payment dates within this interval.
Logged Date	Enter a range of email log dates that should display in the Vendor Remittance Email Log sub-tab.
Show successful attempts	Select the check box to show the vendor remittance emails that Maconomy was able to send successfully.
Show unsuccessful attempts	Select the check box to show the vendor remittance emails that Maconomy was unable to send successfully.

Vendor Remittance Email Log Sub-Tab

This section includes the fields and descriptions for the Vendor Remittance Email Log sub-tab.

Field	Description
Resend Email	Use this action to resend the vendor remittance email individually.
Logged Date	This field shows the date when a user attempted to send the vendor remittance email.
Logged Time	This field shows the time when a user attempted to send the vendor remittance email.

Field	Description
Logged By	This field shows the user who sent the vendor remittance email.
Failed, Missing Email	This field specifies if the vendor remittance email failed.
Payment No.	This field shows the payment order's payment number.
Payment Line No.	This field shows the payment line number used as reference to a specific payment order.
Payment Date	This field shows the payment date of the payment order.
Payment Group No.	This field shows the payment group number, if you assigned a group to the payment order.
Company No.	This field shows the number of the customer.
Vendor Number	This field shows the payment order's payment vendor number.
Name 1	This field shows the name of the company vendor based on the origin of the payment line.
Remittance Email Address	This field shows the email address specified for a vendor linked to the payment selected for email.
Currency	This field shows the delivery vendor's currency.
Paid in Standard	This field shows the amount paid in the vendor's standard currency.

Actions

This section shows the Actions available in the Vendor Remittance Email Logs workspace.

Vendor Remittance Email Logs Sub-Tab

Field	Description
Resend Email Remittances for All	Use this action to resend all the vendor remittance emails shown in the Vendor Remittance Email Log sub-tab.

Lookup Section

This section includes the fields and descriptions for the Lookup section workspaces.

Vendor Open Entry Statement Workspace

Use this workspace to review a company vendor's open invoices.

Use this workspace to display all open entries of relevance to the vendor that is displayed in the tab.

You can use this workspace to get an overview of the status of a vendor if the vendor calls to ask about payments.

This workspace is for reference only; you cannot change any of the information.

Vendor Open Entry Statement Tab

This section includes the fields and descriptions for the Vendor Open Entry Statement tab.

Vendor Island

Field	Description
Vendor No.	This field shows the number of the vendor. The following fields show the first two lines of the name and address transferred from the vendor information card.
Currency	This field displays the currency that the current vendor uses as standard currency.

Balance Island

Field	Description
Balance, Currency	This field shows the vendor’s current balance in standard currency. The balance is updated when you post journals involving the vendor. The field is automatically updated.
Balance, Base	This field shows the vendor’s current balance in base currency. The balance is updated when you post journals involving the vendor. The field is automatically updated.

Company Island

Field	Description
Company No.	This field shows the company number of the current vendor.
Name	This field shows the name of the company shown in the field “Company No.” above.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in

Field	Description
	the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Due Date	This field shows the due date of the entry. The due date is calculated as follows, depending on the origin of the entry: ▪ Vendor Invoices — The due date is calculated from the invoice date and the vendor's payment conditions. ▪ Payment — The due date is equal to the posting date. ▪ General Journal — The due date is calculated from the invoice date and the vendor's payment conditions.
Pay when Paid	This field shows whether payment when paid applies to the entry in question. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor.
Ready for Payment	This field shows whether the current entry is ready for payment. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor.
Entry Date	This field shows the entry's date of posting in the modules Accounts Payable and General Ledger. The date also indicates the valid period of the entry.
Description	This field shows the description of the entry. The description depends on the place of origin: ▪ Vendor Invoices — The description is manually added when registration of the entry takes place. ▪ Payment — The description is automatically transferred from the posting description. Vendor payment is entered in the window Posting Description in the Set-Up module. ▪ General Journal — The description is manually added when registration of the entry takes place in the window General Journal.
Trans. No.	This field shows the number of the transaction. The transaction number depends on the place of origin: ▪ Vendor Invoice — The transaction number is manually entered when registration of the entry takes place.

Field	Description
	▪ Payment — The transaction number is automatically transferred from the system number series Vendor Payment in the window System Numbers in the Set-Up module. ▪ General Journal — The transaction number is manually entered when registration of the entry takes place in the window General Journal.
Trans. Type	This field shows the transaction type of the vendor entry.
Debit, Currency	This field shows the debit amount in the vendor's standard currency if the entry is a debit entry.
Credit, Currency	This field shows the credit amount in the vendor's standard currency if the entry is a credit entry.
Remainder, Currency	This field shows the amount in standard currency yet to be reconciled.
Amount Being Paid, Currency	This field shows the amount being paid in the standard currency of the vendor.
Original Currency	This field shows the original currency of the entry.
Amount, Original	This field shows the amount in original currency.
Journal No.	This field shows the journal number of the posting journal in which the entry is registered.

Periodic Vendor Statement Workspace

Use this workspace to review a company vendor's open and closed invoices for a specific period

Use this workspace to display all vendor entries, open and closed, for the specified period.

This workspace provides a quick overview if a vendor makes an inquiry about the vendor balance.

The workspace is for reference only; you cannot change any of the information.

Periodic Vendor Statement Tab

This section includes the fields and descriptions for the Periodic Vendor Statement tab.

Vendor Island

Field	Description
Vendor No.	This is the vendor number. The field also shows the first two lines of the vendor's name and address. The information is transferred from the Vendor Information Card.
Currency	This field displays the currency that the current vendor uses as standard currency.

Company Island

Field	Description
Company No.	This field shows the company number of the current vendor.
Name	This field shows the name of the company shown in the field "Company No." above.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Period Island

Field	Description
Month/Yr.	In this field, you enter the month and year of the desired statement. The month must be entered in numbers, that is, "1" is for January, "2" is for February, and so on. The desired year must be entered in four figures, for example, 2002. By using the vendor number, the month, and the year, Maconomy transfers the balance and the activity of the month.
Date	In this field, you enter a date range. If the field "Month/Yr." is completed, the values in the field above will be overwritten by the months entered in this field.

Balance Island

Field	Description
Balance, Currency	This field displays the vendor's immediate balance in standard currency. The balance is updated when posting journals with entries for the current vendor.

Field	Description
Balance, Base	This field displays the vendor's immediate balance in base currency. The balance is updated when posting journals with entries for the current vendor.

Period Balances: Opening/Closing Island

Field	Description
Balance, Currency	This field shows the vendor's opening and ending balances in the given month, expressed in the vendor's standard currency. The balances are updated at posting.
Balance, Base	These are the vendor's opening and ending balances in base currency in the given month. The balances are updated at posting.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Entry Date	This is the entry date in the accounts payable and general ledger. The date identifies the posting period.
Description	This is the entry text. The text was entered where the entry was registered: ▪ Vendor Invoice — The text is entered manually. ▪ Payment — The text is entered by Maconomy using the Vendor Payment subledger text from the Posting Descriptions window in the G/L module. ▪ General Journal — The text is entered manually.
Trans. No.	This is the entry's transaction number. The transaction number was given where the entry was registered: ▪ Vendor Invoice — The number is entered manually. ▪ Payment — The number is allocated by Maconomy from the Vendor Payment system numbers in the window System Numbers in the Set-Up module ▪ General Journal — The number is entered manually.
Trans. Type	This field shows the transaction type of the vendor entry.
Debit, Currency	This is the debit entry amount in the vendor's standard currency.
Credit, Currency	This is the credit entry amount in the vendor's standard currency.

Field	Description
Due Date	This is the entry's due date. The due date was calculated where the entry was registered: ▪ Vendor Invoice — The due date is calculated from the invoice date and the vendor's payment terms. ▪ Payment — The due date is the same as the posting date. ▪ General Journal — The due date is calculated from the invoice date and the vendor's payment terms.
Pay when Paid	This field shows whether payment when paid applies to the entry in question. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor.
Ready for Payment	This field shows whether the current entry is ready for payment. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor.
Debit, Base	This is the debit entry amount in the base currency.
Credit, Base	This is the credit entry amount in the base currency.
O/C	This field shows whether the entry is open or closed. The field will show "Open" or "Closed." A vendor invoice is shown as an open entry until it is paid or reconciled. When it is paid, it is "gone" and closed. A payment entry is always shown as a closed entry. A vendor balance is always the same as the sum of the open entries.
Invoice Date	This is the entry's invoice date from the vendor.
Invoice No.	This is the vendor invoice number from the vendor.
Approved	This field shows whether the invoice is approved. If the field is marked, the invoice has been approved. When an entry is approved, it can be selected for payment in the window Change Payment Selection by Vendor. Entries are approved in the window Approve Invoices.
Original Currency	This is the currency in which the entry was originally entered.
amount, Original	This is the original entry amount, expressed in the original currency.
Date Posted	This is the date the entry was posted to the accounts payable and general ledger.
Journal No.	This is the number of the journal to which the entry was posted.

Global Periodic Vendor Statement Workspace

Use this workspace to review a vendor's open and closed invoices for a specific period.

Use this workspace to display all vendor entries, open and closed, for the specified period.

This workspace provides a quick overview if a vendor makes an inquiry about the vendor balance.

The workspace is for reference only; you cannot change any of the information.

Entries Sub-Tab

This section describes the Entries sub-tab.

Copy to Come

Field	Description

Global Periodic Vendor Statement Tab

This section describes the Global Periodic Vendor Statement tab.

Copy to Come

Field	Description

Vendor Entry Analysis Workspace

Use this workspace to review information about vendor entries.

Vendor Entry Tab

This section describes the Vendor Entry tab.

Copy to Come

Field	Description

Show Delivery Vendor Payment Workspace

Use this workspace to review information about delivery vendor payments.

A vendor payment can include vendor entries for several delivery vendors. The vendor payment shows the total amount paid, while the delivery vendor payment shows the part reconciled or paid to the individual delivery vendors.

Delivery Vendor Payment Tab

This section describes the Delivery Vendor Payment tab.

Copy to Come

Field	Description

Show Vendor Invoices Workspace

Use this workspace to view all posted vendor invoices and credit memos for a specific vendor.

You can see invoice allocation lines, both allocated and reallocated, and both approved and unapproved. You can change an invoice if you reopen it.

The tab of this workspace displays information about the vendor invoice/credit memo in question. The sub-tab displays assigned invoice allocation lines that you created in the Invoice Allocation and Reallocate Invoices workspaces. The sub-tab also displays allocation lines assigned to reallocations that have not yet been approved. The fields that this workspace displays are to a similar to the information that the Reallocate Invoices workspace displays. You can change the information if you reopen the invoice. For more information, see the description of the Reallocate Invoices workspace.

Show Vendor Invoices Tab

This section includes the fields and descriptions for the Show Vendor Invoices tab.

Invoice Island

Field	Description
Type	This field shows whether the information in the window is for an invoice (“Credit”) or a credit memo (“Debit”).
Invoice No.	This is the invoice number of the vendor invoice.
Invoice Date	This is the invoice date of the vendor invoice.
Invoice Received Date	This field shows the date when you received the vendor invoice.

Field	Description
Reference Date	This field shows the reference date for the current vendor invoice.
Packing Slip No.	This field shows the packing slip number assigned to the vendor invoice.
Due Date	This is the due date of the vendor invoice.
Amount Incl. Tax	This is the amount inclusive tax registered on the vendor invoice. The amount is in the currency used on the current invoice.
Amount Incl. Tax For Reconc.	This is the invoice amount inclusive tax which has not been allocated in the window Invoice Allocation, but which might have been reallocated in the window Reallocate Invoices. The amount is in the currency of the current invoice.
Tax	This is the original tax amount on the invoice. The amount is in the currency of the current invoice.
Tax Amount For Realloc.	This is the invoice's tax amount which has not been allocated in the window Invoice Allocation, but which might have been reallocated in the window Reallocate Invoices. The amount is in the currency of the current invoice.
Currency	This field shows the currency of the invoice.
Cash Discount Date	This field displays a cash discount date, if any, assigned to the current vendor entry. The date displayed in this field is thus the latest date on which payment should take place if cash discount is to be granted for the current vendor invoice.
Possible Cash Discount %	In this field, you can view the cash discount percentage which can be gained by paying the vendor invoice by the cash discount date specified above.
Possible Cash Discount	In this field, you can view the cash discount which can be gained by paying the vendor invoice by the cash discount date specified above.
Amount Excl. Discount	This field shows the invoice amount minus the calculated cash discount that is possible.
Attn.	This field shows the name of the person who is specified as attention person on the invoice.
Disclosable	This field shows whether the vendor registered on the invoice has been marked as disclosable.
Show Reallocated Entries	Mark this field to also show entries that have been reallocated.

Job Island

Field	Description
Job No.	If a job number was specified on the original vendor invoice, this field shows the job number in question. It also shows the name of the specified job.

Entry Island

Field	Description
Reallocation Date	This is the reallocation date registered on the invoice.
Entry Date	This is the entry date registered on the invoice.
Trans. No.	This is the transaction number of the invoice. This number is used for all the entries in the journal.
Trans. Type	This field shows the transaction type of the invoice.
Description	This is the entry text assigned to the invoice.
Posted	This field shows whether or not the journal is posted.
Date Posted	This is the posting date of the invoice.
Journal No.	This is the journal number of the posting journal in which the invoice was originally registered.
Line No.	This is the journal line number on which the invoice was registered.

Responsible Island

Field	Description
Responsible	This field shows the name and number of the employee responsible for approving the current invoice or credit memo.

Pay to Vendor Island

Field	Description
Vendor No.	This is the number of the vendor who is to receive payment of the invoice. The island also shows the name of the vendor and the first two lines of the vendor's address. The information is retrieved from the vendor's information card.

Payment Island

Field	Description
Payment Mode	This field shows the payment mode used for the current vendor invoice.
Payer Identification	This field shows the payer identification assigned to the vendor invoice. The payer identification is used by Maconomy to create payment files for the electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module. This payer identification is entered in the field “Payer Identification” in the window Payment Control.
Payment Description	This field shows the code for the goods or services covered by the vendor invoice if the vendor invoice concerns import. Maconomy uses the payment description in the creation of payment files for electronic payment of vendors.
Card Type Code	This field shows the card type code used on the vendor invoice. The code is used by Maconomy to create payment files for the electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module. If you enter neither a card type code nor a payer identification, the vendor’s standard card type code is copied to the vendor entry when the invoice is posted. This card type code is entered in the field “Card Type Code” in the window Payment Control.
Import Date	In this field, you can enter the date on which the goods or services covered by the vendor invoice were imported. Maconomy uses the import date in the creation of payment files for electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module.
Giro	This field shows the giro number entered on the vendor invoice. The information is for reference.
Bank Acct. No.	This field shows the bank account number entered on the vendor invoice. The information is for reference.
Reg. No.	This field shows the registration number entered on the vendor invoice. The information is for reference.
Credit Card No.	This field shows the credit card number entered on the vendor invoice. The information is for reference.
CPC No.	This field shows the CPC number entered on the vendor invoice. The information is for reference.

Vendor Information Island

Field	Description
Enterprise	In this field, you can specify an enterprise. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables.

Field	Description
	You maintain enterprises in the **Enterprises** field in the Popup Fields single dialog workspace under the Set-Up module.
Segment	In this field, you can specify a segment. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain segments in the **Segments** field in the Popup Fields single dialog workspace under the Set-Up module.
Area	In this field, you can specify an area. When you create a vendor invoice manually, Maconomy suggests the value for this field from the purchase order or (if there is no purchase order) from the vendor information card, but you can select another. This field is used when deriving a G/L tax code from G/L tax tables. You maintain areas in the **Area** field in the Popup Fields single dialog workspace under the Set-Up module.

Vendor Island

Field	Description
Vendor No.	This is the number of the vendor assigned to the invoice. The island also shows the name and the first two lines of the vendor's address. The information is retrieved from the vendor's information card.

Purchase Order Island

Field	Description
Purchase Order No.	This field displays the purchase order number registered, if any, on the current vendor invoice. The value in this field is retrieved from the field "Purchase Order No." in the table part of the window Vendor Invoices. If a value is shown in this field, a number of reallocation lines have been created automatically in the table part of the window, corresponding to the lines on the purchase order in question.

Allocation, Currency Island

Field	Description
Status	This field shows the current status of the invoice displayed in the window. The field can show one of the following options: ▪ Awaits Allocation — The invoice journal has been submitted and approved for posting, but no invoice allocation line has yet been created for the invoice in question. ▪ Allocation Started — Allocation lines have been created, but have not yet been submitted or fully allocated.

Field	Description
	▪ Awaits Approval — The invoice or the allocation has been submitted for approval and awaits approval for posting. ▪ Awaits Posting — The invoice journal has been approved, but has not yet been posted. ▪ Allocation Completed — The allocation has been fully approved and posted, and is thus completed.
Released for Posting	This field shows whether the allocation of the invoice has been approved.
Remainder Excl. Tax	This field shows how much of the total amount, tax excluded remains to be allocated on the lines in the table part of the window.
Remainder Tax	This field shows how much of the total tax amount on the vendor invoice remains to be allocated on the lines in the table part of the window.
Remainder Incl. Tax	This field shows how much of the total amount inclusive tax remains to be allocated on the lines in the table part of the window.
Responsible for Allocation	This field shows the name and employee number of the person specified as responsible for allocating the invoice.

Company Island

Field	Description
Company	This field displays the name and number of the company specified on the current vendor invoice.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.
Global Location No.	If a global location number has been specified on the vendor invoice, you can enter the global location number here. Global location numbers are used in electronic invoices, and therefore this field will typically be completed automatically on electronically read vendor invoices. Global location numbers are set up in the window Company Locations in the G/L module and indicate the company, department, warehouse or other entity to receive the invoice. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module. If you specify both a global location number and a company, the location number must belong to the specified company. If you specify only a global location

Field	Description
	number, the invoice is automatically assigned to the company with which the location number is associated. When a global location number is specified, any registration code and allocation responsible specified for the global location number are transferred to the invoice as if entered manually.

Copy Vendor Invoice Island

Field	Description
Vendor No.	This field displays the number of the vendor assigned to the invoice on the basis of which copying or reversion has been made.
Invoice No.	This field displays the number of the invoice on the basis of which copying or reversion has been made.
Journal No.	This field displays the number of the journal on the basis of which copying or reversion has been made.
Journal Line No.	This field displays the number of the journal line on the basis of which copying or reversion has been made.
Reverse at Copying	This field displays whether the current entry has reversed a given vendor entry. See the description of the island Copy Vendor Invoice in the window Invoice Allocation for more information.

Currency Island

Field	Description
Exchange Rate	This field shows the exchange rate used when the invoice was posted.
Fixed Exchange Rate at Payment	If this field is marked, the exchange rate in which the entry is posted will be fixed when the payment is posted, even though the exchange rate may have changed according to the current exchange rate table.

Document Archive Island

Field	Description
Document Archive	This field shows the number of a document archive assigned to the vendor invoice in question. This field also shows the description of the specified document archive.
Document Count	This field displays the number of documents in the Document Archive.
File Name	This field shows the name of the file, if any, assigned to the invoice. The file can be displayed by a third party program, for example, Acrobat Reader or a browser by selecting the action “Show Document” in the Action menu of this

Field	Description
	window. See the description of the field “File Name” in the window Invoice Allocation for further information about assigning a file to an invoice.

Dimensions Island

Field	Description
Location	This is the location entered for the invoice or credit memo.
Entity	This is the entity entered for the invoice or credit memo.
Project	This is the project entered for the invoice or credit memo.
Purpose	This is the purpose entered for the invoice or credit memo.
Spec. 1-3	This is the specification 1-3 entered for the invoice or credit memo.
Local Spec. 1-3	This is the local specification 1-3 entered for the invoice or credit memo.

Remarks Island

Field	Description
Remarks 1-5	These fields show the remarks specified on the invoice.

Invoice Allocation Lines Sub-Tab

This section includes the fields and descriptions for the Invoice Allocation Lines sub-tab.

Field	Description
Purchase Line Type	This field indicates the type of purchase the line represents. The available values are: ▪ Fixed Asset ▪ Inventory ▪ Job Cost ▪ G/L ▪ Text Line ▪ Subcontractor Reconciliation

Field	Description
Account No.	This field shows the number of the account on which the amount on the line has been allocated.
Job No.	If the entry is registered on a job in the Job Cost module, this field shows the number of the job on which the amount on the line has been allocated.
Act. No.	If the entry is registered on a job in the Job Cost module, this field shows the number of the activity on which the amount on the line has been allocated.
Empl. No.	If the allocation line concerns a job specified in the field “Job No.,” this field shows the number of an employee, if any, assigned to the invoice entry.
Task	This field shows the task to which the line might be assigned.
Account/Activity Name	This field shows the text assigned to the G/L account shown in the field “Account No.” or the text assigned to the activity specified in the field “Act. No.” on the line.
Entry Description	This field shows a description of the entry.
Quantity	This field shows the quantity registered on the line.
Unit	This field shows the unit that applies to the current line.
Unit Price	This field shows the unit price in the currency of the vendor invoice.
Pricing Unit	If an item has been specified on the current line, this field shows the quantity of item units included in the unit price. The value is retrieved from the field “Unit, Purchase” on the Item Information Card and cannot be changed here. However, if the line is based on a purchase order line, Maconomy will attempt to derive the pricing unit from the purchase order line in question before deriving it from the Item Information Card.
Discount	This field shows the discount in the currency of the vendor invoice.
Amount Excl. Tax	This field shows the price less tax of the line in the currency of the vendor invoice. The amount is calculated as quantity times unit price less tax and any discount.
Item No.	If the entry pertains to an item, this field shows the number of the item in question.
Tax Code	This field shows the G/L tax code, if any, used on the entry. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if three tax levels are enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”

Field	Description
Tax	This field shows the line's tax amount in the currency of the vendor invoice. If multiple tax codes are enabled, the "Tax" field will be replaced by the following fields: "Total Tax," "Tax 1," "Tax 2," and, if three tax levels are enabled, "Tax 3." The "Total Tax" field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Amount Incl. Tax	This field shows the price of the line including tax in the currency of the vendor invoice. The amount is calculated as quantity times unit price less any discount.
Item Tax Code	This field shows the item tax code created in the Popup Fields window. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current vendor invoice, as the reporting code is part of the criteria for the selection of a tax code in the Tax Tables window in the G/L module. When selecting a tax code, Maconomy uses the tax table specified as the responsible company for the vendor invoice in the window Company Information. However, the tax code is only selected from a tax table if the company that is responsible for the current invoice is assigned to a tax table in the window System Information. If no tax table is specified for the responsible company or if you use differentiated tax, and you do not use tax tables, Maconomy will use the tax code of the account or activity specified when the vendor invoice is allocated or reallocated. If you use neither differentiated tax nor tax tables, Maconomy will use the standard tax code specified in the System Information window in the Set-Up module. When posting entries, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information. If you entered a purchase order number for the vendor invoice, Maconomy suggests the value from the field "Company Tax Code" in the card part of the purchase order, and if no purchase order has been specified, Maconomy suggests the value from the vendor's information card.
Reference Date	This field shows the reference date for the current vendor invoice.
Registration Code	This field shows a registration code from the window Registration Codes in the G/L module. See the description of the window Registration Codes for more information about registration codes.
Company No.	This field shows the number of the company assigned to the current line. The number is transferred automatically from either the island Company in the card part of this window or through a selected registration code.
Location	This field shows the location to which the line might be assigned.

Field	Description
Entity	This field shows the entity to which the line might be assigned.
Project	This field shows the project to which the line might be assigned.
Purpose	This field shows the purpose to which the line might be assigned.
Spec. 1-3	These fields show the specification 1-3 to which the line might be assigned.
Local Spec. 1-3	These fields show the local specifications 1-3 to which the line might be assigned.
Employee Name	This field shows the name of the employee specified on the line.
Job Name	This field shows the name of the job to which the line might be assigned.
Task Description	This field displays the description of the task entered in the field “Task” on the current line.
Customer No., Ref.	Enter a reference customer number.
Customer Name, Ref.	This field displays the name of the customer specified in the “Customer No., Ref.” field.
Purch. Order No.	This field shows the purchase order number for invoice allocation lines created by entering a purchase order number in the window Vendor Invoices. When the vendor invoice journal is posted, Maconomy will register the line as invoiced on the corresponding purchase order line. However, if the entry is a vendor credit memo, the amount is deducted from the invoiced amount.
Line No.	This field shows the number of the purchase order line on which the amount is registered as invoiced, when the vendor invoice journal was posted.
Close Purchase Order Line	This field shows whether the purchase order line was closed when the journal was posted. If all the purchase order lines are closed, the purchase order itself will also be closed.
Packing Slip No.	If the current line was created as a result of entering a purchase order number and a packing slip number on the vendor invoice displayed in the card part, this field shows the number of the packing slip in question.
Inventory Change Transaction No.	If the current line was created as a result of entering a purchase order number and a packing slip number on the vendor invoice displayed in the card part, this field shows the number of the inventory change transaction

Field	Description
	resulting from the approval of the purchase receipt to which the packing slip in question pertains. As allocation and reallocation lines created by entering a purchase order and packing slip number are based on inventory change transactions, this field thus shows the number of the inventory change transaction containing the transaction line on which the current line is based.
Inventory Change Transaction Line No.	If the current line was created as a result of entering a purchase order number and a packing slip number on the vendor invoice displayed in the card part, this field shows the number of the inventory change transaction line on which the current line is based. As allocation and reallocation lines created by entering a purchase order and packing slip number are based on inventory change transactions, this field thus shows the number of the line in the table part of the inventory change transaction shown in the field “Inventory Change Transaction No.” on which the current line is based.
Quantity 1	This field shows an allocation line quantity. This field and the field “Quantity 2” are used for reporting and statistics.
Quantity 2	This field shows an allocation line quantity. See the field “Quantity” above.
Tax Exempt	In this field, you can specify whether the invoice line covers a tax exempt service. Maconomy suggests the value specified for the invoice allocation line when the allocation was posted.
Accrual Type	This field shows whether the cost on the line will be accrued. An entry can only be accrued if a G/L account has been selected for the current line. If accrual has been selected, Maconomy will create a G/L entry on the specified G/L account for each G/L period specified in the fields “Period From, Accrual” and “Period To, Accrual.” The amount is distributed evenly on the selected periods.
Period From, Accrual	This field and the field “Period To, Accrual” show a range of accrual dates. If the field “Accrual Type” was marked, Maconomy will create a G/L entry on the specified G/L account for each G/L period specified in the fields “Period From, Accrual” and “Period To, Accrual.” The amount is distributed evenly on the selected periods.
Period To, Accrual	See the field “Period From, Accrual” above.
Created at reallocation	This field shows whether the current line was created at reallocation. If this field is marked, the current line was created in the window Reallocate Invoices. If the field is blank, the line was created in the Invoice Allocation window.
Reallocation Entry	This field shows the reallocation entry if the current line was reallocated.

Field	Description
Journal No.	This field shows the journal number of the reallocation journal.
Transaction Type	This field shows the transaction type of the entry.

Actions

This section shows the Actions available in the Show Vendor Invoices workspace.

Top Tab

Field	Description
Submit for Approval	Use this action to submit an invoice allocation for approval.
Approve for Posting	Use this action approve an invoice allocation for posting. Approval is possible only if the sum of the allocated amounts, less any inventory purchase amounts, in the **Remainder, Tax** and **Remainder, Incl. Tax** fields is zero.

Show Invoice Allocation Lines Workspace

Use this workspace to find and review specific invoice allocation lines.

Show Invoice Allocation Lines Tab

This section includes the fields and descriptions for the Show Invoice Allocation Lines tab.

Vendor Island

Field	Description
Vendor No.	This field shows the number of the vendor assigned to the invoice. It includes the name and the first two lines of the vendor's address.

Invoice Island

Field	Description
Trans. No.	This field shows the invoice transaction number. This number is used for all the entries in the journal.
Transaction Type	This field shows the invoice transaction type.
Invoice No.	This field shows the vendor invoice number.

Field	Description
Invoice Date	This field shows the vendor invoice date.
Vendor Invoice Type	This field shows the vendor invoice type. The vendor invoice type can be Invoice or Credit Memo.
Entry Description	This field shows a description of the entry.
Reference Date	This field shows the current vendor invoice reference date.

Company Island

Field	Description
Company	This field shows the name and number of the company assigned to the current line.

Account Island

Field	Description
Account	This field shows the text and number of the account to which the amount on the line has been allocated.

Customer Ref. Island

Field	Description
Customer	This field shows the customer reference number and the name of the customer.

Job Island

Field	Description
Job	If the entry is registered on a job in the Job Cost module, this field shows the number of the job to which the amount on the line has been allocated.
Activity	If the entry is registered on a job in the Job Cost module, this field shows the number of the activity to which the amount on the line has been allocated.
Task	This field shows the task to which the line might be assigned.
Employee	If the allocation line concerns a job specified in the Job No. field, this field shows the number of an employee, if any, assigned to the invoice entry.

Item Island

Field	Description
Item	If the entry pertains to an item, this field shows the number and description of the item in question.

Purchase Order Island

Field	Description
Purch. Order No.	This field shows the purchase order number for invoice allocation lines created by entering a purchase order number in the Vendor Invoices window.
Purchase Order Line No.	This field shows the number of the purchase order line to which the amount was registered as invoiced when the vendor invoice journal was posted.
Close Purchase Order Line	This field specifies whether the purchase order line was closed when the journal was posted. If all the purchase order lines are closed, the purchase order itself will also be closed.

Accrual Island

Field	Description
Accrual Type	This field specifies whether the cost on the line will be accrued. An entry can only be accrued if a G/L account has been selected for the current line.
Period From, Accrual	This field shows a range of accrual dates.
Period To, Accrual	This field shows a range of accrual dates.

Pay to Vendor Island

Field	Description
Pay to Vendor No.	This field shows the number of the vendor who is to receive payment for the invoice. It also shows the name of the vendor and the first two lines of the vendor's address.

Allocated Amount Island

Field	Description
Quantity	This field shows the quantity registered on the line.
Unit	This field shows the unit that applies to the current line.

Field	Description
Pricing Unit	If an item has been specified on the current line, this field shows the quantity of item units included in the unit price.
Unit Price	This field shows the unit price in the currency of the vendor invoice.
Discount	This field shows the discount in the currency of the vendor invoice.
Amount Excl. Tax	This field shows the price of the line, excluding tax, in the currency of the vendor invoice. The amount is calculated as quantity times unit price less tax and any discount.
Tax	This field shows the line's tax amount in the currency of the vendor invoice. If multiple tax codes are enabled, this field will be replaced by the following fields: ▪ Total Tax ▪ Tax 1 ▪ Tax 2 ▪ Tax 3 The Total Tax field calculates the sum of the other individual tax amount fields.
Amount Incl. Tax	This field shows the price of the line, including tax, in the currency of the vendor invoice. The amount is calculated as quantity times unit price less any discount.
Quantity 1	This field shows the quantity for period 1 for the current budget entry.
Quantity 2	This field shows the quantity for period 2 for the current budget entry.

Dimensions Island

Field	Description
Location	This field shows the location to which the line might be assigned.
Entity	This field shows the entity to which the line might be assigned.
Project	This field shows the project to which the line might be assigned.
Purpose	This field shows the purpose to which the line might be assigned.
Spec. 1–3	This field shows the specification 1–3 to which the line might be assigned.

Field	Description
Local Spec. 1–3	This field shows the local specifications 1–3 to which the line might be assigned.

Tax Island

Field	Description
Tax Code	This field shows the G/L tax code, if any, used in the entry.
Item Tax Code	This field shows the item tax code created in the Popup Fields window. Maconomy uses this field to determine the tax code to be used in the calculation of tax for the current vendor invoice, as the reporting code is part of the criteria for the selection of a tax code in the Tax Tables window in the G/L module.
Tax Exempt	This field specifies whether the invoice line covers a tax exempt service.

Status Island

Field	Description
Posted	This field specifies whether the invoice line has been posted.
Reopened	This field specifies that the invoice has been reopened.
Reallocation Entry	This field specifies whether the invoice line is a reallocation of a reopened invoice allocation line.
Purchase Line Type	This field shows the type of purchase the line represents.

Show Vendor Reconciliation Workspace

Use this workspace to review vendor entries and the entries used to reconcile them (for example, to see an invoice and the payments and credit memos that reconciled it).

You can review vendor invoices, vendor credit memos, manual payments from a general journal, automatic payments from approval of payment selections, cash discounts, and exchange rate differences.

Use this workspace to display vendor entries and the entries that reconciled them.

The tab displays an entry, and the sub-tab displays how it is reconciled. You can use this workspace to track how an invoice was paid (for example, if your vendor says payment has not been received).

The vendor entries can be divided into the following categories: Vendor Invoices, vendor credit memos, manual payments from a general journal, automatic payments from approval of payment selections, cash discounts, and exchange rate differences.

- **Vendor Invoices**—When the entry in the tab is a vendor invoice, the sub-tab displays which payments and vendor credit memos reconciled it. The **Discount, Currency** and **Discount, Base** fields in the sub-tab display cash discounts.
- **Vendor Credit Memo** —When the entry in the tab is a vendor credit memo for which Maconomy created an automatic payment entry, the sub-tab displays the payment entry. If the credit memo was not reconciled by an automatic payment entry, the sub-tab displays which vendor invoices the credit memo has reconciled. It displays which vendor credit memos or manual payments were part of the reconciliation.
- **Manual Payment Entries**—When the entry in the tab is a manual payment from a general journal for which Maconomy created an automatic payment entry, the sub-tab displays the payment entry. If there is no automatic payment entry, the sub-tab displays which vendor invoices the manual payment has reconciled. The sub-tab also displays other vendor credit memos or manual payments that were part of the reconciliation.
- **Automatic Payment Entries, Cash Discounts or Exchange Rate Differences** —When the entry in the tab is an automatic payment, a cash discount, or exchange rate difference, the sub-tab displays which vendor invoice the entry reconciled. It also displays other payments and vendor credit memos that were part of the reconciliation.

Show Vendor Reconciliation Tab

This section includes the fields and descriptions for the Show Vendor Reconciliation tab.

Vendor Island

Field	Description
Vendor No.	This is the vendor number and name which identify the vendor. The field also shows the vendor's name and address, which have been retrieved from the Vendor Information Card.
Currency	This field displays the currency that the current vendor uses as standard currency.

Remove Reconciliation Island

Field	Description
Entry Date	This is the date on which the entry was removed to the general ledger and accounts payable.

Company Island

Field	Description
Company	This field displays the name and number of the company specified in the current vendor entry.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in

Field	Description
	the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Dimensions Island

Field	Description
Location	See the description of the field “Company No.” and the description of the Locations window in the G/L module.
Entity	See the description of the field “Company No.” and the description of the Entities window in the G/L module.
Project	See the description of the field “Company No.” and the description of the Projects window in the G/L module.
Purpose	See the description of the field “Company No.” and the description of the Purposes window in the G/L module.
Spec. 1-3	See the description of the field “Company No.” and the description of the Specification 1-3 windows in the G/L module.
Local Spec. 1-3	See the description of the field “Company No.” and the description of the Local Specification 1-3 windows in the G/L module.

Payment Island

Field	Description
Payment Mode	This shows how the entry will be or has been paid.
Check Book	This field shows the check book used in connection with payment of the current vendor entry.
Check No.	This field shows the number of the check used for payment of the current vendor entry.
Payment No.	This field shows the number of the payment. The number is used as a reference to the windows Show Automatic Payment, Show Payment Remittance, and Show Payment Reconciliation in the Banking module. The number is used for tracing payment information on a vendor entry.
Payment Group No.	This field shows the number of the payment group used by some banks for grouping electronic payments.
Payment Line No.	This field shows the number of the payment line which refers to the specific payment order.
Giro	This field shows the giro number entered on the vendor invoice. The information is for reference.
Bank Acct. No.	This field shows the bank account number entered on the vendor invoice. The information is for reference.

Field	Description
Reg. No.	This field shows the registration number entered on the vendor invoice. The information is for reference.
Credit Card No.	This field shows the credit card number entered on the vendor invoice. The information is for reference.
CPC No.	This field shows the CPC number entered on the vendor invoice. The information is for reference.

Pay to Vendor Island

Field	Description
Vendor No.	The vendor number is the sole and absolute identification of a vendor. The field also shows the vendor's name and address. The information is retrieved from the Vendor Information Card.

Entry Information Island

Field	Description
Entry Date	This is the date on which the entry was entered to the general ledger and accounts payable. The date identifies the posting period.
Description	This is the entry text.
Trans. No.	This is the entry's transaction number.
Trans. Type	This is the entry's transaction type.
Invoice Date	This is the date of the vendor invoice or credit memo.
Invoice Received Date	This field shows the date when you received the vendor invoice.
Invoice No.	This is the number of the vendor invoice or credit memo.
Disclosable	This field shows if the current vendor is disclosable.
Open/Closed	This field shows whether the entry is "Open" or "Closed." A vendor invoice or credit memo is open until it has been paid or reconciled. A payment, discount or exchange rate entry is always registered as closed. A vendor's balance is equal to the sum of the remainder of all open entries.

Field	Description
Due Date	This is the date the entry is due. The due date of payments is the date the payment was entered to the general ledger and accounts payable.
Pay when Paid	This field shows whether payment when paid applies to the invoice in question. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor.
Ready For Payment	This field shows whether the current entry is ready for payment. For further information, see the description of the corresponding field in the window Change Payment Selection by Vendor.
Date Posted	This is the date the entry was posted to the accounts payable and general ledger.
Time Posted	This field shows the time at which the journal/entry was posted. Maconomy uses the posting time internally only, for drilling in financial statements.
Cash Discount Date	This field displays a cash discount date, if any, assigned to the current vendor entry. The date displayed in this field is thus the latest date on which payment should take place if cash discount is to be granted for the current vendor invoice.
Journal No.	This is the number of the posting journal the entry was posted in.
Approved	This shows whether the entry is approved for payment. It only applies to invoices and credit memos.
Responsible	This shows who is responsible for approving the entry. It only applies to invoices and credit memos.
Company of Origin	This field displays the company which initiated the vendor entry displayed.

Entry Island

Field	Description
Debit, Currency	This shows the payment, vendor credit memo, discount or currency gains in the vendor's standard currency.
Credit, Currency	This shows the vendor invoice or currency loss in the vendor's standard currency.
Debit, Base	This shows the payment, vendor credit memo, discount or currency gains in the base currency.
Credit, Base	This shows the vendor invoice or currency loss in the base currency.
Remainder, Currency	This shows any amount in the vendor's standard currency which has not been reconciled.

Field	Description
Remainder, Base	This shows any amount in the base currency which has not been reconciled.
Original Currency	This is the original currency of the entry, that is, the currency it was registered in. When it is posted, it will be converted to the vendor's standard currency.
Amount, Original	This is the entry amount in the original currency.

Payment Selection Island

Field	Description
Payment, Currency	This field shows how much has been suggested for payment in the Change Payment Selection by Vendor window.
Discount, Currency	This shows any cash discount registered to the vendor invoice in the Change Payment Selection by Vendor window.
Being Paid, Currency	This shows how much has been selected from automatic payment in the window Payment Files in the Banking module.

Vendor reconciliations Sub-Tab

This section includes the fields and descriptions for the Vendor reconciliations sub-tab.

Field	Description
Entry Date	This is the date the entry was posted to the general ledger and accounts payable. The date identifies the posting period.
Trans. No.	This is the entry's transaction number. If the entry is an invoice or credit memo, the number was given manually in the Vendor Invoices or General Journal window. If it is a payment, cash discount or exchange rate difference, the number was allocated by Maconomy from "Vendor Payment" system numbers when you approved the payment selection.
Trans. Type	This field shows the transaction type of the vendor entry against which the vendor entry in the card part was balanced.
Description	This is the entry text. If the entry is an invoice or credit memo, the text was entered manually in the Vendor Invoices or General Journal window. If it is a payment, cash discount or exchange rate difference, it was entered by Maconomy when you approved the payment selection.
Debit, Currency	This is the entry amount in the vendor's standard currency, if it is a debit entry.
Credit, Currency	This field shows the entry amount in the vendor's standard currency, if it is a credit entry.

Field	Description
Reconciled, Currency	This field shows how much of the entry has been reconciled, including cash discount. If the entry is fully reconciled, the amount here is the same as the amount in the “Debit in Standard” or “Credit in Standard” field. The amount is shown in the vendor’s standard currency. An entry can also be reconciled in full by other reconciliations.
Discount, Currency	This field shows how much cash discount was given for the payment in this reconciliation. The amount is shown in the vendor’s standard currency.
Payment Mode	This shows the payment mode, for example, check.
Invoice No.	This field shows the number of the invoice on which the entry appears.
Check No.	This field shows the number of the check used for payment of the current vendor entry.
Payment No.	This field shows the number of the payment. Together with the payment group number and the payment line number, the payment number refers to the windows Show Automatic Payment, Show Payment Remittance, and Show Payment Reconciliation in the Banking module. The number is used for tracing payment information on a vendor entry.
Check Book	This field shows the check book used in connection with payment of the current vendor entry.
Payment Group No.	This field shows the number of the payment group used by some banks for grouping electronic payments.
Payment Line No.	This field shows the number of the payment line which is used as reference to the current payment order.
Type	This shows where the entry originated. The following types exist: ▪ Vendor Invoice, registered in the Vendor Invoices window. ▪ Vendor Credit Memo, registered in the Vendor Credit Memos window. ▪ Credit General Journal, credit entry registered in the General Journal window. ▪ Debit General Journal, debit entry registered in the General Journal window. ▪ Vendor Payment, payment selection approved in the Change Payment Selection by Vendor or Approve Payment Selection windows in the Banking module.

Field	Description
	▪ Vendor Cash Discount, payment selection approved in the Change Payment Selection by Vendor or Approve Payment Selection windows in the Banking module. ▪ Exchange Rate Difference, payment selection approved in the Change Payment Selection by Vendor or Approve Payment Selection windows in the Banking module.
Debit, Base	This is the entry amount in the base currency, if it is a debit entry.
Credit, Base	This is the entry amount in the base currency, if it is a credit entry.
Reconciled, Base	This shows how much of the entry has been reconciled, including cash discount. If the entry is fully reconciled, the amount here is the same as the amount in the “Debit in Standard” or “Credit in Standard” field. The amount is shown in the base currency. Note that the entry can be reconciled in full by other reconciliations.
Discount, Base	This shows how much cash discount was given for the payment in this reconciliation. The amount is shown in the base currency.
Amount, Original	This is the entry’s original currency amount in the original currency.
Original Currency	This is the currency the entry was originally entered in.
Open/Closed	This field shows whether the entry is “Open” or “Closed.” A vendor invoice or credit memo is open until it has been paid or reconciled. A payment, discount or exchange rate entry is always registered as closed. A vendor’s balance is equal to the sum of the remainder of all open entries.
Due Date	This is the entry’s due date. The due date of a vendor invoice is found from the invoice date and the vendor’s terms of payment. The value is retrieved from the Vendor Invoices or General Journal window.
Date Posted	This is the date the invoice was posted to the accounts receivable and general ledger.
Journal No.	This is the number of the journal the entry was posted in.
Responsible	This is the person responsible for approving invoice from the vendor. It is used for reference and is printed on the list of nonapproved vendor invoices, which is grouped in employees responsible for approving these invoices.

Field	Description
Company of Origin	This field displays the company which initiated the entry displayed.
Company No.	This field displays the value of the Company dimension specified for the current vendor entry. For a description of the “Company” dimension, please see the description of the Company Information window in the G/L module.
Location	See the description of the field “Company No.” and the description of the Locations window in the G/L module.
Entity	See the description of the field “Company No.” and the description of the Entities window in the G/L module.
Project	See the description of the field “Company No.” and the description of the Projects window in the G/L module.
Purpose	See the description of the field “Company No.” and the description of the Purposes window in the G/L module.
Spec. 1-3	See the description of the field “Company No.” and the description of the Specification 1-3 windows in the G/L module.
Local Spec. 1-3	See the description of the field “Company No.” and the description of the Local Specification 1-3 windows in the G/L module.

Actions

This section shows the Actions available in the Show Vendor Reconciliation workspace.

Top Tab

Field	Description
Remove Reconciliation	When you select this action, the reconciliation of the current vendor entry is removed, and all reconciled amounts in the table part of the window will be reset to zero. When you remove a vendor reconciliation, the entries which were part of the reconciliation are all reestablished causing the vendor entries which were previously closed to be reopened. If the reconciliation caused any G/L entries such as exchange rate variances or cash discounts, Maconomy automatically creates a vendor reconciliation journal with offset entries for the G/L entries in question. If the system parameter “Automatic posting of Vendor Reconciliations” is marked, the journal will be posted automatically. The action can only be selected if reconciliations have been made against the current entry. For manually reconciled entries, the current entry must therefore be the entry, that is, the payment or the credit memo shown in the card part of the window A/P Open Entry Reconciliation when the reconciliation was made. For automatically reconciled entries, the current

Field	Description
	entry must be the payment entry created when the payment was approved. This action is not available for other entries. After having removed a reconciliation, the open vendor entries can be reconciled again in the window A/P Open Entry Reconciliation or in the window General Journal in the G/L module.

Show Vendor Subcontractor Reconciliation Workspace

Use this workspace to review finance entries associated with vendor invoice lines that have been allocated or reallocated to vendor subcontractors.

Use this workspace to research the origin of finance entries that belong to a journal of type Vendor Invoice.

Use this workspace for vendor subcontractor reconciliation.

This workspace is the lookup equivalent of the Vendor Subcontractor Reconciliation workspace.

This is needed in the Financial Analysis workspace.

This workspace displays an Invoice Allocation Line in the tab, similar to the information that the sub-tab of the Invoice Allocation workspace displays. The Invoice Allocation Line is selected for subcontractor reconciliation. The sub-tab displays the job entries that are reconciling the invoice allocation line, similar to the sub-tab of the Vendor Subcontractor Reconciliation workspace.

You can bind the Show Vendor Invoices and Show Vendor Subcontractor Reconciliation workspaces to get an overview of the vendor invoices reconciled against job entries. This shows by example the work (time entry) done by a vendor subcontractor, corresponding to a specific vendor invoice.

Vendor Subcontractor Reconciliation Tab

This section includes the fields and descriptions for the Vendor Subcontractor Reconciliation tab.

Invoice Island

Field	Description
Trans. No.	This field shows the transaction number of the invoice or credit memo.
Transaction Type	This field shows the transaction type of the invoice or credit memo.
Invoice No.	This field shows the invoice number of the vendor invoice
Invoice Date	This field shows the date of invoice or credit memo.
Vendor Invoice Type	This field shows whether the vendor invoice involves a credit or a debit transaction.

Allocation Line Island

Field	Description
Journal No.	This field shows the number of the journal that the invoice on which the current allocation line is based belongs to.
Journal Line No.	This field shows the number of the line that the invoice on which the current allocation line is based occurs on in the journal shown in the field "Journal No."
Line No.	This field shows the number of allocation line in the current invoice.

Vendor Island

Field	Description
Vendor	This field shows the number of the vendor assigned to the invoice or credit memo.
Pay to Vendor No.	This field shows the number of the vendor who is to receive payment for the vendor invoice.

Job Entry Sub-Tab

This section includes the fields and descriptions for the Job Entry sub-tab.

Field	Description
Date	This field shows the date when the job entry was selected for reconciliation.
Selected For Subcontractor Reconciliation	This fields shows if the job entry is selected for reconciliation.
Job No.	This field shows the job number of the given job entry.
Activity No.	This field shows the activity number of the given job entry.
Activity Name	This field shows the activity name. The text is retrieved from the window Activities.
Employee No.	This field shows the employee number of the given job entry.
Employee Name	This field shows the name of the employee. The employee name appears in various windows in Maconomy, always with the employee number.

Field	Description
Task	This field shows the task on the given job entry.
Task Description	This field shows the task description which was entered when the task was created.
Description	This field shows the entry text. If the entry is an invoice or credit memo, the text was entered manually in the Vendor Invoices or General Journal window. If it is a payment, cash discount, or exchange rate difference, it was entered by Maconomy when the payment selection was approved.
Quantity	This field shows the quantity of items ordered for the entry.
Cost	This field shows the budgeted cost of the job in the base currency of the job's responsible company.
Total Cost	This field shows the total cost for the job entry.
Cost, Exec. Company	This field shows the cost of 1 unit of the current activity in the executing company. If the responsible company is the same as the executing company, the cost in this field will be the same as the value in the field "Cost, Reg." The amount is shown in enterprise currency or base currency, depending on the currency type selected. Please note that if the currency type selected is "Job Currency," the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Quantity Inv.	This field shows the total number of units invoiced to the customer in this entry. The "Invoice No." field shows the invoice on which all or part of the entry is invoiced.
Currency	This field shows the currency of the currency type selected in the field "Currency Type."
Billing Price	This field shows the sum of billing prices registered on time activities in the journal. The sum is shown in the company's base currency.
Standard Billing Price	This field shows the sum of the standard billing prices registered on the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period.
Billing Price, Inv.	This field shows the opening, changed and closing billing prices that have been invoiced on the job before and within the relevant period.
Revenue Recognized	This row shows the opening, changed and closing amounts that have been revenue recognized on the job before and within the relevant period.

Field	Description
Incl. in Fixed Price	This field shows whether or not the entry is included in the fixed price of a job. If the field is marked, the entry is not included in the fixed price of a job.
Closed	If this field is marked, the job has been closed.
Exec. Company No.	This field shows the number of the company which carried out the activity on the current job entry.
Base Currency, Exec. Company	This field shows the base currency selected for the executing company in the window Company Information.
Trans. No.	This field shows the transaction number of the job entry. Job entries are first sorted by entry date, then by transaction number.
Trans. Type	This field shows the transaction type of the entry.
G/L Entry Date	This field shows the date on which the current job entry was posted in the G/L module.
Origin	This field shows the origin of the individual job entry. When a job entry is posted, Maconomy assigns information about the journal type from which the job entry was originally derived, to the job entry. This could, for example, be “Time Sheet” or “Job Accrual.” Some entries are created without posting journals, for example, entries for direct invoicing. To such entries, the origin “Job” is assigned.
Entry Type	This field shows the entry type of the individual job entry. When a job entry is posted, Maconomy marks it as a certain type. The type will often be “Registration” (for example, time sheet and job journal entries). In the pop-up field “Entry Type” in the island Selection Criteria in the card part of this window, you can see the different entry types used by Maconomy. This is useful if a job entry changes type. If, for instance, a job entry is reallocated, the entry's origin will be preserved, but its type will be changed to “Reallocation” or “Reversal.” This way, you can in this window see that a particular entry is, for example, a reallocated time sheet entry.
Quantity 1	This field shows the quantity used in the current job entry.
Quantity 2	The functionality of this field is similar to that of the field “Quantity 1” above.
Company No.	This field shows the company assigned to the job entry.
Location	The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	These fields show the values in the dimensions Specification 1-3 assigned to the current entry.
Local Spec. 1-3	These fields show the values in the dimensions Local Specification 1-3 assigned to the current entry.
Remarks	This field shows is the remarks assigned to the job entry.

Show Purchase Transactions Workspace

Use this workspace to review all purchase transactions (open and closed) that you have permission to view.

Use this workspace to review all purchase vouchers that are accessible to a particular user.

This workspace is similar to the tab of Invoice Control workspace, with the exception that it includes closed vouchers.

Purchase Transactions Tab

This section includes the fields and descriptions for the Purchase Transactions tab.

Vendor Island

Field	Description
Vendor No.	This field shows the vendor number. The first two lines show the name and address of the vendor, and these are transferred from the vendor information card and cannot be altered here.
Price List	This field shows the price list Maconomy uses for item purchase orders. Price lists are maintained in the Price Lists and Quantity Discounts windows in the Inventory module.

Company Island

Field	Description
Company No.	This field shows the company number of the current vendor.

Field	Description
Name	This field shows the company name of the current vendor.
Base Currency	This field shows the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Invoice / Packing Slip, Base Island

Field	Description
Inv. No./Purch. No.	This field shows the number of the current vendor invoice or the number of the item purchase order from which the current packing slip derives. If the packing slip derives from a receipt registered in the window Purchase Receipt, the value is 0.
Entry Date	This field shows the date upon which the current invoice or packing slip is posted.
Trans. No.	This field shows the transaction number which is used in the window Invoice Reconciliation to refer to the current invoice or packing slip.
Trans. Type	This field shows the transaction type of the current invoice or packing slip.
Debit	This field shows the debit amount of the current invoice or packing slip.
Credit	This field shows the credit amount of the current invoice or packing slip.
Balance	If the window concerns a packing slip, the balance corresponds to the line price, calculated as “Quantity” x “New Price,” for each of the item lines which are marked for approval. A balance will only occur if a new cost price is specified. In this case the value in this field cannot be changed. If the window concerns an invoice, the field can be changed. You can specify how great a part of the invoice should be reconciled at the invoice reconciliation. By default Maconomy shows the amount that remains to be reconciled on the current invoice.
Cost Price Difference	This field shows the difference between the item’s registered price and any changed price. Differences are only displayed for item lines that are marked for approval.

Show Vendor Payment Workspace

Use this workspace to review information about vendor payments.

A vendor payment can include vendor entries for several delivery vendors. The vendor payment shows the total amount paid, while the delivery vendor payment shows the part reconciled or paid to the individual delivery vendors.

Vendor Payment Tab

This section includes the fields and descriptions for the Vendor Payment tab.

Vendor Payment Island

Field	Description
Vendor Payment No.	This field displays the vendor payment number. The vendor payment number is an unique number assign to all vendor payments.
Original Payment No.	This field shows a link from a voided check to the original/main checks. A payment can be a check with the full amount and a number of voided check without an amount. The voided checks are only used for remittance information.
Vendor No.	Enter the vendor number for the vendor payment.
Company No.	This field shows the number of the company specified in the current vendor entry.
Responsible	This field shows who is responsible for approving the payment.
Payment Mode	This field specifies how the entry will be or has been paid.
Error Reported Payment	This field shows that the vendor payment has an error.
Check No.	This field shows the check number that was used for the vendor payment.
Checkbook	This field displays the check book used in connection with payment of the current vendor entry.

Entry Information Island

Field	Description
Entry Date	This field displays the invoice's entry date.
Posting Date	This field displays the date on which the entry was posted to the accounts payable and general ledger.
Journal No.	This field displays the number of the posting journal to which the entry has been posted.
Journal Line No.	This field displays the number of the line on which the entry occurs in the journal shown in the field "Journal No."
Transaction No.	This field displays the vendor invoice transaction number.

Field	Description
Transaction Type	This field displays the transaction type of the vendor entry.

Output Data Island

Field	Description
Output Data No.	This field displays a unique reference number from the vendor payment to the payment order.
Output Data Line No.	copy to come
Output Data Group No.	copy to come

Amounts Island

Field	Description
Total Reconciliation, Base	This field shows the total amount paid, including the total discount, in base currency.
Total Reconciliation, Currency	This field shows the total amount paid, including the total discount in the currency of the vendor.
Total Discount, Base	This fields shows the cash discount, in base currency.
Total Discount, Currency	This fields shows the cash discount, in the currency of the vendor.
Payment Currency	This field shows the payment currency. The payment is always in the currency of the vendor.
Exchange Rate Variance	This field shows any exchange rate variance calculated by Maconomy for payments in foreign currency. The amount is shown in the base currency of the settling company. The amount corresponds to the difference between the base amount reconciled by the payment and the base amount actually paid, that is, the amount specified in the field “Paid, Base.” A variance will occur if exchange rates have changed from the time that the vendor invoice was received and posted until the time that you pay it. Also, the fact that your bank uses another exchange rate than what is specified in Maconomy will result in differences that are reflected in this field.
Amount Being Paid, Base	This field shows the amount being paid in base currency.

Field	Description
Amount Being Paid, Currency	This field shows the amount being paid in the vendor's currency.
Total Reconciliation, Enterprise	This field shows the total amount paid, including the total discount, in enterprise currency.
Total Discount, Enterprise	This fields shows the cash discount in the enterprise currency.
Amount Being Paid, Enterprise	This field shows the amount being paid in enterprise currency.
Exchange Rate Variance, Enterprise	This field shows the exchange rate variance in enterprice currency. The exchange rate variance in enterprise currency is calculated (as a currency conversion) from the exchange rate variance in base currency.
Exchange Rate Variance Balancing, Enterprise	This field shows any exchange rate variance calculated by Maconomy for payments in foreign currency, in enterprise currency. The amount corresponds to the difference between the enterprise amount reconciled by the payment and the enterprise amount actually paid, and the exchange rate variance, in enterprise currency.

Show Vendor Reconciliation History Workspace

Use this workspace to review all vendor reconciliations, including removed/reverted reconciliations.

This workspace is similar to the Show Vendor Reconciliation workspace with the exception that you cannot see removed/reverted reconciliations in the Show Vendor Reconciliation workspace.

Show Vendor Reconciliation Tab

This section includes the fields and descriptions for the Show Vendor Reconciliation tab.

Vendor Island

Field	Description
Vendor No.	This is the vendor number that identifies the vendor. The field also shows the vendor's name and address, which have been retrieved from the Vendor Information Card.
Currency	This field displays the currency that the current vendor uses as standard currency.

Company Island

Field	Description
Company	This field displays the number and name of the company specified in the current vendor entry.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company” above. See the field “Base Currency” in the Company Information window in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Dimensions Island

Field	Description
Location	See the description of the field “Company” and the description of the Locations window in the G/L module.
Entity	See the description of the field “Company” and the description of the Locations window in the G/L module.
Project	See the description of the field “Company” and the description of the Locations window in the G/L module.
Spec. 1-3	See the description of the field “Company” and the description of the Locations window in the G/L module.
Local Spec. 1-3	See the description of the field “Company” and the description of the Locations window in the G/L module.

Payment Island

Field	Description
Payment Mode	This field shows how the entry will be or has been paid.
Check Book	This field shows the check book used in connection with payment of the current vendor entry.
Check No.	This field shows the number of the check used for payment of the current vendor entry.
Payment No.	This field shows the number of the payment. This number is used as a reference to the Show Automatic Payment, Show Payment Remittance, and Show Payment Reconciliation windows in the Banking module. The number is used for tracing payment information on a vendor entry.
Payment Group No.	This field shows the number of the payment group used by some banks for grouping electronic payments.
Payment Line No.	This field shows the number of the payment line that refers to the specific payment order.

Field	Description
Giro	This field shows the giro number entered on the vendor invoice. The information is for reference.
Bank Acct. No.	This field shows the bank account number entered on the vendor invoice. The information is for reference.
Reg. No.	This field shows the registration number entered on the vendor invoice. The information is for reference.
Credit Card No.	This field shows the credit card number entered on the vendor invoice. The information is for reference.
CPC No.	This field shows the CPC number entered on the vendor invoice. The information is for reference.

Payment Selection Island

Field	Description
Payment, Currency	This field shows how much has been suggested for payment in the Change Payment Selection by Vendor window.
Discount, Currency	This field shows any cash discount registered to the vendor invoice in the Change Payment Selection by Vendor window.
Being Paid, Currency	This field shows how much has been selected for automatic payment in the Payment Files window in the Banking module.

Pay to Vendor Island

Field	Description
Vendor No.	The vendor number is the sole and absolute identification of a vendor. This field also shows the vendor's name and address. The information is retrieved from the Vendor Information Card.

Entry Information Island

Field	Description
Entry Date	this is the date on which the entry was entered to the general ledger and accounts payable. The date identifies the posting period.
Description	This is the entry text.
Trans. No.	This is the entry's transaction number.
Trans. Type	This is the entry's transaction type.

Field	Description
Invoice Date	This is the date of the vendor invoice or credit memo.
Invoice Received Date	This field shows the date when you received the vendor invoice.
Invoice No.	This is the number of the vendor invoice or credit memo.
Disclosable	This field shows whether the current vendor is disclosable.
Open/Closed	This field shows whether the entry is “Open” or “Closed.” A vendor invoice or credit memo is open until it has been paid or reconciled. A payment, discount, or exchange rate entry is always registered as closed. A vendor’s balance is equal to the sum of the remainder of all open entries.
Due Date	This is the date when the entry is due. The due date of payments is the date when the payment was entered to the general ledger and accounts payable.
Pay when Paid	This field shows whether payment when paid applies to the invoice in question. For further information, see the description of the corresponding field in the Change Payment Selection by Vendor window.
Ready For Payment	This field shows whether the current entry is ready for payment. For further information, see the description of the corresponding field in the Change Payment Selection by Vendor window.
Date Posted	This is the date when the entry was posted to the accounts payable and general ledger.
Time Posted	This is the time when the entry was posted to the accounts payable and general ledger.
Cash Discount Date	This field displays a cash discount date, if any, assigned to the current vendor entry. The date displayed in this field is thus the latest date on which payment should take place if a cash discount is to be granted for the current vendor invoice.
Journal No.	This is the number of the posting journal in which the entry was posted.
Approved	This field shows whether the entry is approved for payment. It only applies to invoices and credit memos.
Responsible	This field shows who is responsible for approving the entry. It only applies to invoices and credit memos.
Company of Origin	This field displays the company that initiated the vendor entry that is displayed.

Entry Island

Field	Description
Debit, Currency	This field shows the payment, vendor credit memo, discount, or currency gains in the vendor's standard currency.
Credit, Currency	This field shows the vendor invoice or currency loss in the vendor's standard currency.
Debit, Base	This field shows the payment, vendor credit memo, discount, or currency gains in the base currency.
Credit, Base	This field shows the vendor invoice or currency loss in the base currency.
Remainder, Currency	This field shows any amount that has not been reconciled in the vendor's standard currency.
Remainder, Base	This field shows any amount that has not been reconciled in the base currency.
Original Currency	This is the original currency of the entry, that is, the currency in which it was registered. When it is posted, it will be converted to the vendor's standard currency.
Amount, Original	This is the entry amount in the original currency.

Vendor reconciliations Sub-Tab

This section includes the fields and descriptions for the Vendor reconciliations sub-tab.

Field	Description
Removed Reconc. Date	This is the date when the reconciliation was removed.
Entry Date	This is the date when the entry was posted to the general ledger and accounts payable. The date identifies the posting period.
Trans. No.	This is the entry's transaction number. If the entry is an invoice or credit memo, the number was given manually in the Vendor Invoices or General Journal window. If it is a payment, cash discount, or exchange rate difference, the number was allocated by Maconomy from "Vendor Payment" system numbers when you approved the payment selection.
Trans. Type	This field shows the transaction type of the vendor entry against which the vendor entry in the card part was balanced.
Description	This is the entry text. If the entry is an invoice or credit memo, the text was entered manually in the Vendor Invoices or General Journal window. If it is a payment, cash discount, or exchange rate difference, it was entered by Maconomy when you approved the payment selection.

Field	Description
Debit, Currency	This is the entry amount in the vendor's standard currency, if it is a debit entry.
Credit, Currency	This field shows the entry amount in the vendor's standard currency, if it is a credit entry.
Reconciled, Currency	This field shows how much of the entry has been reconciled, including cash discount. If the entry is fully reconciled, the amount here is the same as the amount in the "Debit in Standard" or "Credit in Standard" field. The amount is shown in the vendor's standard currency. An entry can also be reconciled in full by other reconciliations.
Discount, Currency	This field shows how much cash discount was given for the payment in this reconciliation. The amount is shown in the vendor's standard currency.
Payment Mode	This field shows the payment mode, for example, check.
Invoice No.	This field shows the number of the invoice on which the entry appears.
Check No.	This field shows the number of the check used for payment of the current vendor entry.
Payment No.	This field shows the number of the payment. Together with the payment group number and the payment line number, the payment number refers to the Show Automatic Payment, Show Payment Remittance, and Show Payment Reconciliation windows in the Banking module. The number is used for tracing payment information on a vendor entry.
Check Book	This field shows the check book used in connection with payment of the current vendor entry.
Payment Group No.	This field shows the number of the payment group used by some banks for grouping electronic payments.
Payment Line No.	This field shows the number of the payment line that is used as reference to the current payment order.
Type	This field shows where the entry originated. The following types exist: ▪ Vendor Invoice, registered in the Vendor Invoices window. ▪ Vendor Credit Memo, registered in the Vendor Credit Memos window. ▪ Credit General Journal, credit entry registered in the General Journal window. ▪ Debit General Journal, debit entry registered in the General Journal window.

Field	Description
	▪ Vendor Payment, payment selection approved in the Change Payment Selection by Vendor or Approve Payment Selection window in the Banking module. ▪ Vendor Cash Discount, payment selection approved in the Change Payment Selection by Vendor or Approve Payment Selection window in the Banking module. ▪ Exchange Rate Difference, payment selection approved in the Change Payment Selection by Vendor or Approve Payment Selection window in the Banking module.
Debit, Base	This is the entry amount in the base currency, if it is a debit entry.
Credit, Base	This is the entry amount in the base currency, if it is a credit entry.
Reconciled, Base	This field shows how much of the entry has been reconciled, including cash discount. If the entry is fully reconciled, the amount here is the same as the amount in the “Debit in Standard” or “Credit in Standard” field. The amount is shown in the base currency. Note that the entry can be reconciled in full by other reconciliations.
Discount, Base	This field shows how much cash discount was given for the payment in this reconciliation. The amount is shown in the base currency.
Amount, Original	This is the entry’s original currency amount in the original currency.
Original Currency	This is the currency in which the entry was originally entered.
Open/Closed	This field shows whether the entry is “Open” or “Closed.” A vendor invoice or credit memo is open until it has been paid or reconciled. A payment, discount, or exchange rate entry is always registered as closed. A vendor’s balance is equal to the sum of the remainder of all open entries.
Due Date	This is the date when the invoice was posted to the accounts receivable and general ledger.
Date Posted	This is the date when the invoice was posted to the accounts receivable and general ledger.
Journal No.	This is the number of the journal in which the entry was posted.
Responsible	This is the person who is responsible for approving the invoice form the vendor. It is used for reference and is printed on the list of nonapproved vendor invoices, which is grouped by employees who are responsible for approving these invoices.

Field	Description
Company of Origin	This field displays the company that initiated the entry that is displayed.
Company No.	This field displays the value of the Company dimension that is specified for the current vendor entry. For a description of the “Company” dimension, please see the description of the Company Information window in the G/L module.
Location	See the description of the field “Company No.” and the description of the Locations window in the G/L module.
Entity	See the description of the field “Company No.” and the description of the Entity window in the G/L module.
Project	See the description of the field “Company No.” and the description of the Projects window in the G/L module.
Purpose	See the description of the field “Company No.” and the description of the Purpose window in the G/L module.
Spec. 1-3	See the description of the field “Company No.” and the description of the Specification 1-3 window in the G/L module.
Local Spec. 1-3	See the description of the field “Company No.” and the description of the Local Specification 1-3 window in the G/L module.

Show Vendor Reconciliation Journals Workspace

Use this workspace to review reconciliation journal information.

A vendor reconciliation journal is created every time Maconomy changes the reconciliation of a vendor entry.

A reconciliation can be made in the A/P open entry reconciliation dialog where the user can reconcile a debit entry (typically a credit note or a manual payment) against a number of other vendor entries (normally a number of vendor invoices). A reconciliation can also be made when the user makes a payment, in which case the reconciliation is between the payment entry and the paid entries.

Maconomy also creates a vendor reconciliation journal if the user reopens a previously made reconciliation. In this case, Maconomy provides a link to the original vendor reconciliation journal.

Vendor Reconciliation Journal Tab

This section includes the fields and descriptions for the Vendor Reconciliation Journal tab.

Vendor Reconciliation Journal Island

Field	Description
Vendor No.	This is the vendor number that identifies the vendor. This field also shows the vendor’s name and address, which have been retrieved from the Vendor Information Card.

Field	Description
Main Entry Line No.	This field shows the Vendor Entry Line No. Together with the Vendor No., this is a unique reference to the vendor entry
Reconciliation No.	This field shows the reconciliation number.
Journal No.	This is the number of the journal in which the entry was posted.
Journal Line No.	This field displays the number of the line on which the entry occurs in the journal shown in the field “Journal No.”
Company No.	This field displays the value of the Company dimension specified for the current vendor entry. For a description of the “Company” dimension, please see the description of the Company Information window in the G/L module.
Entry Date	This is the date on which the entry was entered to the general ledger and accounts payable. The date identifies the posting period.
Trans. No.	This is the entry’s transaction number.
Transaction Type	This is the entry’s transaction type.
Posted	This is the date when the entry was posted to the accounts payable and general ledger.
Removed Reconciliation	This field shows if this vendor reconciliation was removed/reverted from a previous reconciliation.
Original Reconciliation No.	This field only has a value if there is a removal. Together with the Vendor No. and Main Entry Line No., this field provides a unique reference to the reconciliation that has been removed.
Pay to Vendor No.	The vendor number is the sole and absolute identification of a vendor. This field also shows the vendor’s name and address. This information is retrieved from the Vendor Information Card.
Paym. No.	This field shows the number of the payment. The number is used as a reference to the Show Automatic Payment, Show Payment Remittance, and Show Payment Reconciliation windows in the Banking module. The number is used for tracing payment information on a vendor entry.

Amounts Island

Field	Description
Total Cash Discount, Standard	This field shows how much cash discount was given for the payment in the reconciliation. The amount is shown in the vendor's standard currency.
Total Cash Discount, Base	This field shows how much cash discount was given for the payment in the reconciliation. The amount is shown in the vendor's base currency.
Total Cash Discount, Enterprise	This field shows how much cash discount was given for the payment in the reconciliation. The amount is shown in the vendor's enterprise currency.
Total Exchange Rate Variance, Base	This field shows any exchange rate variance calculated by Maconomy for payments in foreign currency. The amount is shown in the base currency of the settling company. The amount corresponds to the difference between the base amount reconciled by the payment and the base amount actually paid, that is, the amount specified in the field "Paid, Base." A variance occurs if exchange rates have changed from the time that the vendor invoice was received and posted through the time that it is paid. Also, your bank using an exchange rate other than what is specified in Maconomy results in differences that are reflected in this field.
Total Exchange Rate Variance, Enterprise	This field shows the exchange rate variance, in enterprice currency. The exchange rate variance in enterprise currency is calculated (as a currency conversion) from the exchange rate variance in base currency.
Exchange Rate Variance Balancing, Enterprise	This field shows any exchange rate variance calculated by Maconomy for payments in foreign currency, in enterprise currency. The amount corresponds to the difference between the enterprise amount reconciled by the payment, the enterprise amount actually paid, and the exchange rate variance, in enterprise currency.
Reconciled, Standard	This field shows how much of the entry has been reconciled, including cash discount. If the entry is fully reconciled, the amount here is the same as the amount in the "Debit in Standard" or "Credit in Standard" field. The amount is shown in the vendor's standard currency. An entry can also be reconciled in full by other reconciliations.
Reconciled, Base	This field shows how much of the entry has been reconciled, including cash discount. If the entry is fully reconciled, the amount here is the same as the amount in the "Debit in Standard" or "Credit in Standard" field. The amount is shown in the vendor's base currency. An entry can also be reconciled in full by other reconciliations.
Reconciled, Enterprise	This field shows how much of the entry has been reconciled, including cash discount. If the entry is fully reconciled, the amount here is the same as the amount in the "Debit in Standard" or "Credit in Standard" field. The

Field	Description
	amount is shown in the vendor's enterprise currency. An entry can also be reconciled in full by other reconciliations.
Unrealized Exchange Rate, Base	This field shows the unrealized exchange rate, in base currency.
Unrealized Exchange Rate, Enterprise	This field shows the unrealized exchange rate, in enterprise currency
Unrealized Balancing Exchange Rate, Enterprise	This fields shows the change in unrealized exchange rate variance. The unrealized exchange rate variance is calculated as the difference between the exchange rate of the vendor invoice (the expected exchange rate at the time of posting) and the fixed job exchange rate from the allocation of the vendor invoice. The unrealized exchange rates reduce for every partial payment, so a fully paid invoice will not have any unrealized exchange rate.

Reporting Section

This section includes the fields and descriptions for the Reporting Section workspaces.

Print Invoice Status Workspace

Use this workspace to print a report of the current statuses of vendor invoices.

The report is divided into sections for entered, posted, approved, and paid vendor invoices. You can filter the report to include invoices for specific company numbers, vendors, pay-to vendors, invoice numbers, and entry dates.

This report provides information about which invoices still need processing in connection with payment of vendor invoices.

You can qualify the printed list to include only invoices within the given range of company numbers, vendors, pay-to vendors, invoice numbers, and entry dates.

Print Invoice Status Tab

This section includes the fields and descriptions for the Print Invoice Status tab.

Selection Criteria Island

Field	Description
Company No.	In these fields, you can specify a range of company numbers. Only vendor invoices with settling companies within the given range are included in the invoice status report.

Field	Description
Vendor	In these fields, you can specify a range of vendors. Only vendors within the given range are included in the current invoice status report.
Pay to Vendor	In these fields, you can specify a range of pay to vendors. Only pay-to vendors within the given range are included in the current invoice status report.
Invoice No.	In these fields, you can specify a range of invoices. Only invoices within the given range are included in the current invoice status report.
Entry Date	In these fields, you can specify a range of posting dates. Only invoices within the given range of posting dates are included in the current invoice status report.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the vendor invoice amount should be displayed. Vendor invoice amounts will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates for purchases valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Invoice workspace.

Top Tab

Field	Description
Print	Use this action to print the list of the current status of vendor invoices.

Print Approval List Workspace

Use this workspace to print a report of vendor invoices or vendor invoice lines that have not been approved.

The report is sorted by holder of approval.

The holder of approval can use this list to select invoices or invoice lines for approval.

When you use the Detailed layout, the printed approval lists is given a list number that you can use if you want to redisplay the approval list in the Approval Lists workspace, or if you want to reprint the same approval list.

Print Approval List Tab

This section includes the fields and descriptions for the Print Approval List tab.

Run Mode Island

Field	Description
Create List	If this box is checked, a list is created of the selected invoice lines from the selection criteria not yet attached to any list. The list number is transferred to the window Approval Lists for the invoice lines included in the same list through the selection criteria.

Reprint Island

Field	Description
List No.	In these fields you can specify a range of list numbers, if you want to reprint existing lists. You cannot both specify a range of list numbers and check the “Include Prev. Lists” box. You can only reprint lists if you select the “Detailed” layout.

Selection Criteria Island

Field	Description
Responsible	If you specify an employee number in this field, only invoices or invoice lines for the selected employee are included. If you do not fill in this field,

Field	Description
	invoices or invoice lines are included for all holders of approval who match the other selection criteria.
Company No.	If you specify a company number in this field, only invoices or invoice lines for the selected company are included. If you do not fill in this field, invoices or invoice lines are included for all companies which match the other selection criteria and to which the user has access.
Vendor No.	If you specify a vendor number in this field, only invoices or invoice lines for the selected vendor are included. If you do not fill in this field, invoices or invoice lines are included for all vendors who match the other selection criteria.
Vendor Invoice No.	This field is used together with the field “Vendor No.” to select the invoice lines that are attached to the vendor invoice.
Include Prev. List	If you check this box, you specify that unapproved invoice lines from other lists that fall within the specified range are to be included in the current printout. The invoice lines are sorted on the printout by holder of approval and list number. You cannot both check this box and specify a list number or a range of list numbers in the Reprint island.

Print Control Island

Field	Description
Layout	In this field, you select the layout to be used in the printout. If you choose “Detailed,” invoices and invoice lines are printed sorted by list number, holder of approval, vendor and vendor invoice date. If the “Include Prev. Lists” box is checked, the printout will contain unapproved invoices or invoice lines which fall within the range and which have been printed on previous lists. If you specify a list number or a range of list numbers in the Reprint island, only list numbers that match the entered range of list numbers are included. If you have neither specified list numbers for reprint nor checked the “Include Prev. Lists” box, only unapproved invoice lines that are not already attached to a list and that comply with the other selection criteria are printed. If you check the field “Create List” in this situation, the list is given a list number. If no layouts have been created using Maconomy’s layout editing tools, “Standard” and “Detailed” are the only available layouts.

Actions

This section shows the Actions available in the Print Approval workspace.

Top Tab

Field	Description
Print	Use this action to print a list of vendor invoices or vendor invoice lines that have not been approved.

Print A/P Balance List Workspace

Use this workspace to print a balance list, including both credit and debit balances, for your company's vendors.

This report is sorted by vendor control account and can show the current open entry total or a sum of open entries at an earlier date. Use the report to balance your accounts payable with the general ledger.

This report displays a credit balance as a positive amount and a debit balance as a negative amount.

You cannot see a vendor's balance going back farther than the date on which you last deleted entries.

Note that the older the balance you want to see, the longer time it takes to generate the printout. It is recommended that you post all vendor journals before generating this printout so that the generated vendor balances are up-to-date.

Print A/P Balance List Tab

This section includes the fields and descriptions for the Print A/P Balance List tab.

Selection Criteria Island

Field	Description
Vendor No.	In these fields, you enter a range of vendor numbers. The printout will only include balances for vendors within this range.
Settling Company No.	In these fields, you can specify a range of company numbers. The balances will only be based on vendor entries with settling companies within the specified range. Please note that Maconomy prints one line for each combination of company and vendor.
Company of Origin No.	In these fields, you can specify a range of company of origin numbers. The balances will only be based on vendor entries with companies of origin within the specified range.
Dimension Comb. No.	In these fields, you can enter a range of dimension combination numbers. The printout will only include dimension combinations with numbers that are within the specified range.

Field	Description
Date	In this field, you enter the date of the balance you wish to see. Maconomy calculates the balance for this date, totaling the balances per control account. These can be balanced with the General Ledger, provided you have not deleted entries between the given date and today's date. The balances show the original base currency amount and, if applicable, the foreign currency amount, as well as a base currency amount based on the rate of exchange on the printout date. You cannot give a date forward in time. You must enter a value.
Vendor Group	In this field, you select a vendor group. The printout will only include vendors in this group.
Country	In this field, you select a country. The printout will only include vendors from this state/country.
Department	In this field, you select a department. The printout will only include vendors in this department.
Control Account	The control account is a reference to two G/L accounts - a Vendor control account and an account for non-balanced entries. All vendor entries are posted to the General Ledger, to the control account referred to here. Accounts payable is thus a specification of A/P control accounts in the General Ledger. You can use the control accounts to group your vendors in the General Ledger—for example, in foreign and domestic vendors. The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you approve item deliveries to the warehouse, the inventory value account is debited and the non-balanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited to the Vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another. References to control accounts are specified by means of dimension combinations in the window Popup fields in the Set-Up module.
Language	In this field, you designate the language of the vendor. The language is used for printouts and statistics. Language codes are maintained in the window Popup Fields window in the Set-Up module.
Currency	In this field, you select a currency. The statistics will only include vendors with this currency as standard currency.
Statistics 1-4	In these fields, you can specify a range of statistics codes in each of the four statistics categories. The statistics will only include vendors with statistics codes within the given range.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Entity	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Project	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Purpose	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the balance list amounts should be displayed. The balance list amounts will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates for purchases valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” and “Detailed” are the only options. The “Detailed” layout shows every entry per vendor that was open at the date selected. Unless you have added layouts with the Maconomy Layout Designer, the only option is “Standard.”
Incl. Zero Balance Vendors	If you check this box, you include vendors with a zero balance. If the box is not checked, the printout will include vendors with either a debit or credit balance. A credit balance is shown as a positive amount, a debit balance as a negative amount.

Extra Fields Island

Field	Description
Popup 1-5	In each of these fields, you can specify a vendor pop-up value. The printout will only include vendors for which the values in the fields “Popup 1-5” in the window Vendor Information Card correspond to the values specified here. However, if you leave a given pop-up field blank, vendors with any value in the field in question are included.

Actions

This section shows the Actions available in the Print A/P Balance List workspace.

Top Tab

Field	Description
Print	Use this action to print a balance list for your company’s vendors.

Print A/P Aging Report Workspace

Use this workspace to print an aging report for one or more vendors.

You can use the aging report to estimate your company's liquidity up to four months into the future. Aging is based on either the due date of the entries or the entry date of the entries. The report displays the balance due on the day that the report is generated, divided into a number of periods from a given start date.

In this workspace, you can specify whether you want to print the aging report based on the due date of the entries or the entry date of the entries. If you select to print based on entry date, the current entries are regarded as being due on the entry date. If, on the contrary, you select to print based on due date, the current entries are still regarded as being due on the due date that is specified on the current entries. The report always displays the balance due on the date that you

create the report. Maconomy divides the balance into a number of periods from a given start date. These periods are defined by your selection criteria. The report displays the vendor's standard currency and whether payment to the vendor has been stopped. The printout information is grouped according to company, and the collective total is displayed in the currency that you selected in the Currency island.

You can include vendors who have a negative balance. The amount limit that you specify applies to the debit balances on the date of the report.

Print A/P Aging Report Tab

This section includes the fields and descriptions for the Print A/P Aging Report tab.

Selection Criteria Island

Field	Description
Vendor No.	In these fields, you select a range of vendor numbers. The print will only include vendors in this range.
Company No.	In these fields, you can specify a range of company numbers. The aging report will only be based on vendor entries with settling companies within the specified range. Please note that Maconomy prints one line for each combination of company and vendor.
Dimension Comb. No.	In these fields, you can enter a range of dimension combination numbers. The printout will only include dimension combinations with numbers that are within the specified range.
Statement Date	In this field, you enter the date of the balance you wish to see. Maconomy calculates which balance your vendors have/had on this date, and sums up the balances per control account. You cannot specify a future date. You must enter a date.
Vendor Group	In this field, you select a vendor group. The report will only include vendors in this group.
Department	In this field, you select a department. The report will only include vendors in this department.
Country	In this field, you select a country. The report will only include vendors from this state/country.
Currency	In this field, you select a currency. The statistics will only include vendors with this currency as standard currency.
Control Account	The control account is a reference to two G/L accounts - a Vendor control account and an account for non-balanced entries. All vendor entries are posted to the General Ledger, to the control account referred to here. Accounts payable is thus a specification of A/P control accounts in the General Ledger. You can use the control accounts to group your vendors in the General Ledger—for example, in foreign and domestic vendors.

Field	Description
	The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you approve item deliveries to the warehouse, the inventory value account is debited and the non-balanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited the Vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another. References to control accounts are specified by means of dimension combinations in the window Popup fields in the Set-Up module.
Language	In this field, you designate the language of the vendor. The language is used for printouts and statistics. Language codes are maintained in the window Popup Fields window in the Set-Up module.
Statistics 1-4	In these fields, you can specify a range of statistics codes in each of the four statistics categories. The statistics will only include vendors with statistics codes within the given range.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Entity	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Project	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Purpose	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Dimension Comb.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Dimension Comb. No.” above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the balance list amounts should be displayed. The balance list amounts will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question.

Field	Description
	When converting amounts into the selected currency, Maconomy uses the exchange rates for purchases valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Print Control Island

Field	Description
Aging Principle	In this field, you can specify the aging principle to use.
Start Date	In this field, you enter the date from which to calculate the balance due.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Limit Island

Include only customers with a balance of more than Here you write an amount in the reporting currency. The report will only include vendors whose balance is larger than the given amount.

Extra Fields Island

Field	Description
Popup 1-5	In each of these fields, you can specify a vendor pop-up value. The printout will only include vendors for which the values in the fields “Popup 1-5” in the window Vendor Information Card correspond to the values specified here. However, if you leave a given pop-up field blank, vendors with any value in the field in question are included.

Actions

This section shows the Actions available in the Print A/P Aging Report workspace.

Top Tab

Field	Description
Print	Use this action to print an aging report for one or more vendors.

Print Periodic Vendor Statement Workspace

Use this workspace to print one or more vendor account statements.

A vendor statement displays all of the vendor entries in a given period. You can use the workspace to print statements covering a period of one month or several months.

Print Periodic Vendor Statement Tab

This section includes the fields and descriptions for the Print Periodic Vendor Statement tab.

Selection Criteria Island

Field	Description
Company No.	In these fields, you can specify a range of company numbers. The statistics will only be based on vendor entries with settling companies within the specified range.
Vendor No.	In these fields, you specify a range of vendor numbers. The statistics will only include vendors within this range.
Vendor Group	In this field, you select a vendor group. The statistics will only include vendors in this group.
Department	In this field, you select a department. The statistics will only include vendors assigned to this department.
Language	In this field, you designate the language of the vendor. The language is used for printouts and statistics. Language codes are maintained in the window Popup Fields window in the Set-Up module.
Country	In this field, you select a country. The statistics will only include vendors from this country.
Control Account	The control account is a reference to two G/L accounts - a Vendor control account and an account for non-balanced entries. All vendor entries are posted to the General Ledger, to the control account referred to here. Accounts payable is thus a specification of A/P control accounts in the General Ledger.

Field	Description
	You can use the control accounts to group your vendors in the General Ledger—for example, in foreign and domestic vendors. The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you approve item deliveries to the warehouse, the inventory value account is debited and the non-balanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited to the Vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another. References to control accounts are specified by means of dimension combinations in the window Popup fields in the Set-Up module.
Currency	In this field, you select a currency. The statistics will only include vendors with this currency as standard currency.
Statistic 1-4	In these fields, you can specify a range of statistics codes in each of the four statistics categories. The statistics will only include vendors with statistics codes within the given range.

Derived Dimensions Island

Field	Description
Dimension Comb.	In these fields, you can specify a range of dimension combination numbers. The printout will only include vendors for which the field “Dimension Comb. No.” in the window Vendor Information Card contains a value within the specified range.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Dimension Comb.” above.
Entity	The functionality of these fields is similar to that of the field “Dimension Comb.” above.
Project	The functionality of these fields is similar to that of the field “Dimension Comb.” above.
Purpose	The functionality of these fields is similar to that of the field “Dimension Comb.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Dimension Comb.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Dimension Comb.” above.

Period Island

Field	Description
Month/Yr.	In this field, you enter the month and year of the desired statement. The month must be entered in numbers, that is, “1” is for January, “2” is for February, and so on. The desired year must be entered in four figures, for example, 2002. By using the vendor number, the month, and the year, Maconomy transfers the balance and the activity of the month.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the statistics should be displayed. Amounts in the statistics will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates for purchases valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Include Vendors Where Current Balance = 0	With this check box you can indicate whether you want to include vendors with a balance of zero at the date of printing. If you check the box, all vendors are included. If you leave this field blank, the printout will only include vendors with a credit or debit balance. A credit balance is shown as a positive amount, and a debit balance is shown as a negative amount.

Extra Fields Island

Field	Description
Popup 1-5	In each of these fields, you can specify a vendor pop-up value. The printout will only include vendors for which the values in the fields “Popup 1-5” in the window Vendor Information Card correspond to the values specified here. However, if you leave a given pop-up field blank, vendors with any value in the field in question are included.

Actions

This section shows the Actions available in the Print Periodic Vendor Statement workspace.

Top Tab

Field	Description
Print	Use this action to print information about one or more periodic vendor account statements.

Print A/P Statistics Workspace

Use this workspace to print a report of monthly debit and credit amounts by vendor.

Print A/P Statistics Tab

This section includes the fields and descriptions for the Print A/P Statistics tab.

Selection Criteria Island

Field	Description
Vendor No.	In these fields, you specify a range of vendor numbers. The statistics will only include vendors within this range.
Company No.	In these fields, you can specify a range of company numbers. The statistics will only be based on vendor entries with settling companies within the specified range.
Year	In these fields, you specify a range of years. The statistics will only include vendor movements within this range. You must fill in the field.
Vendor Group	In this field, you select a vendor group. The statistics will only include vendors in this group.
Department	In this field, you select a department. The statistics will only include vendors assigned to this department.
Country	In this field, you select a country. The statistics will only include vendors from this country.

Field	Description
Currency	In this field, you select a currency. The statistics will only include vendors with this currency as standard currency.
Statistics 1-4	In these fields, you can specify a range of statistics codes in each of the four statistics categories. The statistics will only include vendors with statistics codes within the given range.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the statistics should be displayed. Amounts in the statistics will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates for purchases valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print A/P Statistics workspace.

Top Tab

Field	Description
Print	Use this action to print a list of vendor activity.

Print Vendor Report Workspace

Use this workspace to print a report of income that is not taxable at the source.

For each vendor that is included in the report, the report displays vendor entries that are flagged as disclosable and provides total taxable and tax exempt amounts (within the invoice date range you specified).

The report is generated for a range of vendors. For each vendor within the range, the report displays the vendor entries that are marked as disclosable in the Vendor Invoices and Invoice Allocation workspaces. The report displays the name and address of the vendors as well as the total taxable and tax-exempt amounts. Information is sorted by company registration number.

Print Vendor Report Tab

This section includes the fields and descriptions for the Print Vendor Report tab.

Selection Criteria Island

Field	Description
Comp. Reg. No.	In these fields, you can specify a range of company registration numbers. The report will only include vendors with company registration numbers within the specified range.
Company No.	In these fields, you can specify a range of company numbers. The report will only be based on vendor entries with settling companies within the specified range.
Vendor No.	In these fields, you can specify a range of vendor numbers. The report will only include vendors with numbers within the specified range.
Invoice Date	In these fields, you can specify a range of dates. The report will only include vendors with A/P entries within the specified range.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the report should be displayed. Amounts in the vendor report will be converted into and displayed in this currency. If the current user has been assigned to a company in the window

Field	Description
	Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates for purchases valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Exchange Rate Table	Specify the exchange rate table to use in the reports.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Vendor workspace.

Top Tab

Field	Description
Print	Use this action to print information about income that is not taxable at source.

Print A/P Suspense Overview Workspace

Use this workspace to print a report of A/P suspense postings for a range of company-specific vendors.

The report displays a list of unallocated vendor entries that have been posted to the A/P suspense account, grouped by vendor.

Print A/P Suspense Overview Tab

This section includes the fields and descriptions for the Print A/P Suspense Overview tab.

Selection Criteria Island

Field	Description
Vendor No.	In these fields, you can specify a range of vendor numbers. The report will only include vendors with numbers within the specified range.
Company No.	In these fields, you can specify a range of company numbers. The report will only be based on vendor entries with settling companies within the specified range.
Vendor Group	In this field, you can select a vendor group. The report will only include entries pertaining to vendors within the selected group.
Trans. No.	In these fields, you can specify a range of transaction numbers. The report will only be based on vendor entries with transaction numbers within the specified range.
Inv. No./Purchase No.	In these fields, you can specify a range of invoice and purchase order numbers. The report will only be based on entries resulting from invoices with numbers within the specified range and entries resulting from purchase orders with numbers within the specified range.
Statement Date	In this field, you enter the date whose balance you wish to see. Maconomy calculates the balance of the A/P suspense account on this date. You cannot specify a future date. You must enter a date.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the report should be displayed. Amounts in the vendor report will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates for purchases valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window

Field	Description
	System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, Overview is the only option.

Actions

This section shows the Actions available in the Print A/P Suspense Overview workspace.

Top Tab

Field	Description
Print	Use this action to print an A/P suspense overview for a range of vendors.

Set-Up Section

This section includes the fields and descriptions for the Set-Up section workspaces.

Vendor Information Card Workspace

Use this workspace to enter and maintain information about vendors, including accounting information that Maconomy uses to process purchases and vendor invoices.

Vendors that you enter here are centralized, enterprise-wide vendors, and are the basis from which you create company-specific vendors. Use the Company Specific Vendor Information Card workspace to create company-specific vendors.

You can enter, change, and delete vendor information. However, you can only delete a vendor that has a zero balance, and for whom no entries were entered in the current or prior fiscal year.

In addition, you cannot delete a vendor if he is entered as vendor in the inventory information on an Item Information Card or Media Information Card, and for whom there are entries ready to be posted in the G/L module.

You create company-specific vendors in the Company Specific Vendor Information Card workspace. If you create a vendor using a given linking rule in the Parent Vendor island, the setup of that linking rule determines which information Maconomy copies to the new company-specific vendor and whether you can change this information. For the purpose of clarity, the descriptions of the fields in this workspace are therefore introduced by "In this field, you specify...." Whether or not it is possible to specify, change, or only view a value in each field depends on the setup of the linking rule assigned to the vendor, if any.

If Maconomy should copy information from a standard vendor that is specified in one of the System Information or Company Information workspaces to new vendors, you must specify this standard vendor as the parent vendor in one of those workspaces. To have Maconomy automatically copy the information from this standard vendor to new vendors, you must create a standard linking rule between the relations Creditor and Creditor in the Linking Rules workspace in the Set-Up module. You should create the linking rule with **Creditor** in the main relation and **Creditor** in the subordinate relation. In this linking rule, you also specify the fields that Maconomy should copy from the standard vendor to new vendors. When you flag this linking rule as **Standard Linking Rule**, Maconomy automatically applies the linking rule when you create vendors if you do not specify another linking rule when you create the current vendor. For more information about linking rules, see the description of the Linking Rules workspace in the Set-Up module.

You maintain financial data on vendors in the Payment Control workspace.

For auditing purposes you should print and file the Vendor Information Card every time that you make changes in this workspace or in the Payment Control workspace. To print this workspace, use the **Print This** function in the File menu.

Note: All registrations are made on the company vendor. Your linking rule and company vendor setup define where you can use the vendor.

Vendor Information Card Tab

This section includes the fields and descriptions for the Vendor Information Card tab.

Vendor Island

Field	Description
Vendor No.	In this field, you enter a unique vendor identification, referred to as the “Vendor Number.” If you do not specify a number but you have specified a company number in the field “Company No.,” the vendor number in this field will be derived from the company-specific number series “Vendor Series” belonging to the specified company. If you enter neither a number nor a company, the vendor number will be derived from the “global” number series belonging to the first company created in the system. When the vendor has been created, the vendor number can no longer be changed. You can also enter the vendor’s name and address here. This information is used as reference, and it is shown on various printouts. As a minimum, you must complete the first line immediately below the vendor number.
Attn.	In this field, you enter the name of the person to whom shipping and payment information is to be directed. This information is used on printouts.
Country	In this field, you select the vendor’s country. The information is for reference, and it can be used to generate statistics. Countries are maintained in the Popup Field window “Country” in the Set-Up module.
Phone	In this field, you may enter the vendor’s phone number. This information is used for reference.

Field	Description
E-mail	In this field, you may enter the vendor's electronic mail address. This information is used for reference.
Fax	In this field, you may enter the vendor's fax number. This information is used for reference.
Telex	In this field, you may enter the vendor's telex number. This information is used for reference.
Giro	In this field, you may enter the vendor's postal giro number. This information is used for reference.
Remittance Email Address	Specify the email address of the vendor linked to the payment where Maconomy sends the vendor remittance email.

Settling Company Island

Field	Description
Company	In this field, you can enter a value for the Company dimension. If you specify a company, that company will be the settling company on all vendor invoices, item purchase orders, and so on, where the current vendor is the pay to vendor. If you do not specify a settling company, the vendor is regarded as a global vendor. When a global vendor is specified on, for example, a vendor invoice, the settling company will be determined from the company responsible for the vendor invoice journal in question, as Maconomy will retrieve the value from the field "Vendor Settling Company" in the Company Information Card for the responsible company. For further information about the influence of the settling company and how such a company is determined, please see the section Multiple Companies in the chapter "Introduction to the G/L module." This field also shows the name of the specified company.

General Information Island

Field	Description
Department	In this field, you enter the department that normally receives items purchased from this vendor. The field determines the G/L accounts for cash discounts and exchange rate differences. These can occur when you pay invoices. G/L references to cash discounts and exchange rate differences are specified by means of dimension combinations in the window Posting References in the G/L module.
Language	In this field, you designate the language of the vendor. The language is used for printouts and statistics. Language codes are maintained in the Popup Fields window in the Set-Up module.

Field	Description
Currency	In this field, you select the vendor's standard currency. All vendor transactions are converted into the vendor's standard currency, and this currency is also the currency used when paying the current vendor. This means you can print and send account statements in the vendor's own currency. All vendor transactions are registered in the following currencies: ▪ Standard Currency — The currency the vendor has requested to use and the currency in which payments to the vendor are usually made. ▪ Company Base Currency — The currency selected as base currency for the company responsible for a given transaction. ▪ Enterprise Currency — The currency selected as enterprise currency in the window System Information in the Set-Up module. ▪ Original Currency — The original currency of a given transaction, for example, FFR, if the German vendor is paid in French Francs. The field "Currency" cannot be changed if entries have been posted or are ready to be posted to the vendor. This is a precaution against inconsistencies. Currencies are maintained in the Popup Fields window in the Set-Up module.
Vendor Group	In this field, you select the group to which the vendor belongs. This field is used to classify vendors (for example, by trade). Vendor groups are maintained in the window Popup Fields in the Set-Up module.
Enterprise	In this field, you can specify an enterprise. The specified value is used by default when a purchase order or a vendor invoice is created. You maintain enterprises in the **Enterprises** field in the Popup Fields single dialog workspace under the Set-Up module.
Segment	In this field, you can specify a segment. The specified value is used by default when a purchase order or a vendor invoice is created. You maintain segments in the **Segments** field in the Popup Fields single dialog workspace under the Set-Up module.
Area	In this field, you can specify an area. The specified value is used by default when a purchase order or a vendor invoice is created. You maintain areas in the **Area** field in the Popup Fields single dialog workspace under the Set-Up module.
BACS No.	In this field, you can enter the vendor's number for automated clearing service. The number is used for reference and electronic payment.
Comp. Reg. No.	In this field you enter the vendor's company registration number if the vendor is a company. If you enter a number which is already in use, Maconomy will display a warning. If you have entered company registration number validation rules for the vendor's country in the window Rules of Validation in the Set-Up module,

Field	Description
	Maconomy will verify that the company registration number complies with these validation rules. The completion of this field is optional.
CNR No.	In this field you enter the vendor's CNR number (or social security/federal ID number) if the vendor is a person. If you enter a CNR number which is already in use, Maconomy will display a warning. If you have entered CNR number validation rules for the vendor's country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the CNR number complies with these validation rules. The completion of this field is optional.
Disclosable	In this field, you can specify whether the current vendor should be disclosable. If a vendor has been marked as disclosable, the mark will be transferred to the field "Disclosable" in the windows Vendor Invoices and Invoice Allocation, when you make an invoice for the vendor in question. When reporting to tax authorities, you distinguish between disclosable and tax exempt services for disclosable invoices. If you wish to mark a vendor as disclosable, the vendor's information card must contain a CNR or Corporate Registration Number.
Status	Active or Inactive. If the vendor is active, then they can be used in all areas stipulated by the Allow fields. If inactive, the vendor cannot be used for anything.
First Activation Date / Active Period	When the Status field is set to Active, this field name is First Activation Date and it displays the date that the vendor was first made active. When the Status field is set to Inactive, this field name is Active Period and it displays the date interval that the vendor was active.
Standard Allocation Code	In this field, you can specify a standard allocation code to apply to the vendor. The allocation code specified is automatically used when creating vendor invoices for the vendor in question, if no other allocation code has been manually entered at the creation of an invoice.
Week Calendar No.	In this field, you can specify a week calendar which contains information about days on which the vendor is closed (that is, days where the number of working hours is 0 according to the specified week calendar). This information is used in the calculation of delivery dates, as only the number of days where the vendor is open are counted as part of the delivery time. If you do not specify a week calendar, all days are counted as part of the delivery time. For further information on the week calendar's influence on the calculation of delivery dates, please see the description of the field "Deliv. Date" in the table part of the window Item Purchase Orders in the Item Purchase module. Week calendars are created in the window Week Calendars in the Set-Up module.

Field	Description
Holiday Calendar Name	In this field, you can specify a holiday calendar to use for the vendor. This information is used in the calculation of delivery dates, in a way similar to the way that the week calendar is used (described above.)

Supplement Island

Field	Description
Vendor Supplement	Link this Supplement to a Vendor to display the Supplement in the **Vendors » Home » Information** workspace.
[Vendor] BPM	Link this Supplement to a Vendor to display the Supplement in the **Vendors » Home » Information** workspace.

Employee

Field	Description
Employee	In this field you can enter an employee number. If you enter an employee number, the vendor will be assigned to the employee as outlay settlement vendor. The field is only available if Employee-Vendor linking is enabled.
Linking Rule	In this field you can enter a linking rule that describes the linking from the template employee to vendor.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the current vendor. The options are created in the window Popup Fields in the Set-Up module.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the vendor in question. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field displays the number of documents in the Document Archive.

Purchase Orders Island

Field	Description
Default to Self Invoices	Select this check box so that when users create purchase orders for the vendor, Maconomy marks the PO for self-invoicing.
Reference Mandatory on Time Sheet Lines	Select this check box to require the vendor to refer to a purchase order line in time sheet lines. This applies to vendors who are subcontractors with employee credentials. When creating time sheet lines, the vendor can only refer to subcontractor reconciliation purchase order lines. If you select this check box and only one purchase order line is open for the vendor, Maconomy automatically fills out the following fields in any time sheet lines that the vendor creates: ▪ **Purchase Order Number** ▪ **Purchase Order Line** ▪ **Job No.** ▪ **Job Name** ▪ **Act. No.** ▪ **Task** When the vendor posts these time sheet lines, Maconomy automatically fills out the **Cost** field in the job entry. Maconomy copies the value from the purchase order specified in the posted time sheet line.
Reference Mandatory on Expense Sheet Lines	Select this check box to require the vendor to refer to a purchase order in expense sheet lines. This applies to vendors who are subcontractors with employee credentials. When creating expense sheet lines, the vendor can only refer to subcontractor reconciliation purchase order lines. If you select this check box and only one purchase order line is open for the vendor, Maconomy automatically fills out the following fields in any expense sheet lines that the vendor creates: ▪ **Purchase Order Number** ▪ **Purchase Order Line** ▪ **Job No.** ▪ **Job Name** ▪ **Act. No.** ▪ **Task** ▪ **Unit Price, Base**

Allowed Use Island

While a vendor is in the creation process, you may not want users to be able to use them in all areas; however, you may want to allow vendor use in certain areas right away. The Allow fields control the areas where the vendor can be used and the approval hierarchy controls how Allow fields are set. You might decide to set up the approval hierarchy to change all the Allow fields to Yes after all steps in the approval workflow are complete. Alternatively, you may want to set it up to change specific Allow fields to Yes after certain approval steps have been completed.

For example, you may have set up approval hierarchy to change the Allow Payments field value from Yes to Requested if the payment information for a vendor is changed after the vendor has been approved. This prevents payments from being made to the vendor until the new information has been approved. You can then set up the system to change the Allow Payments field value back to Yes after the new information is approved

The Allow fields have three possible settings:

- **Yes** — This allows users to use the vendor in the specified area.
- **No** — This disallows users from using the vendor in the specified area.
- **Requested** — If the *Allow Users to Manually Set Allow Fields on Vendors to Yes* system parameter is not set, you cannot manually change an Allow field to Yes. If you want to be able to use a vendor in a certain area, you can set an Allow field to Requested.

  If Maconomy has been setup to include a line on the Changes on Approve tab to change this field from Requested to Yes, then, at a specified step in the approval process, the field will change and the user will be able to use the vendor in that area of the product.

The following are the vendor Allow fields:

- **Allow for use as Subcontractor** — Use this field to specify whether the vendor can be linked to a subcontractor. This is validated when the vendor is selected or changed on the employee, and when a time sheet or expense sheet is approved.
- **Allow for use as Outlay Vendor** — Use this field to specify whether the vendor can be used as an outlay vendor. This is validated when the vendor is selected or changed on the employee, and when an expense sheet is approved.
- **Allow for use as Inter Company Vendor** — Use this field to specify whether the vendor can be used as an intercompany vendor. This is validated when the vendor is selected or changed on the company information card or on an outlay account. It is also validated when the intercompany invoice is created.
- **Allow for use as Item Supplier** — Use this field to specify whether the vendor can be used as an item supplier. Maconomy validates when a vendor is selected as an item supplier. Maconomy will also validate when an item purchase order is created or changed, and when the item purchase order quote is approved.
- **Allow Company Vendor Creation** — Use this field to specify whether a company specific vendor can be created based on this vendor. A company specific vendor can either be created manually or automatic when a user makes a registration on a vendor in a new company. This is only validated at the time of creation.
- **Allow Budgets** — Use this field to specify whether the vendor can be used in a G/L or job budget. Maconomy validate when the budget line is created or changed, and when the G/L budget is approved.

- **Allow Registrations** — Use this field to specify whether the vendor can be used in a general journal or in bank reconciliation. Maconomy validate when the line is created or changed, and when the journal is posted or the bank reconciliation is approved.
- **Allow Requisitions and Request for Quotes** — Use this field to specify whether the vendor can be used on a requisition or request for quote. Maconomy validate when the requisition or request for quote is created or changed, and when the requisition or request for quote is approved or copied.
- **Allow Purchase Orders** — Use this field to specify whether the vendor can be used on a purchase order. Maconomy validate when the purchase order is created or changed, and when the purchase order is approved.
- **Allow Vendor Invoices** — Use this field to specify whether the vendor can be used on a vendor invoice. Maconomy validate when the vendor invoice is created or changed, and when the vendor invoice is approved.
- **Allow Payments** — Use this field to specify whether the vendor can be used for payments. This means you can make a payment selection. Changing the setting to No or Requested will result in the resetting of payment selections created for the current vendor. Such payment selections can be seen in the Change Payment Selection by Vendor window in the Banking module.
- **Allow Reporting** - Use this field to specify whether the vendor can be included in standard vendor reports. Maconomy ignores vendors not allowed for reporting in the following reports where the user has selected Vendor as dimension.
  - A/P aging
  - A/P balance list
  - A/P Suspense Overview
  - Open Entry Statement
  - Periodic Statement
  - A/P Statistics
  - Vendor Information
  - G/L report lines
- **Allow for use as Template/Parent Vendor** — In this field you can specify if it allowed using this vendor as a template or parent vendor. A template vendor can be entered in system information or company information. Maconomy will suggest the template vendor as parent vendor when a new vendor is created. Maconomy validate when the new vendor is created.

You can set default values for the Allow fields using a vendor template which can be used whenever a new vendor is created. When you create a new vendor, this template vendor is added in the Parent Vendor island on the Vendor Information card.

You can set up the system not to use approval hierarchy for vendors but still make use of the Allow fields.

Dimension Combination Island

Field	Description
Dim. Comb.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. The field “Description” to the right of this field displays the description of the entered dimension combination. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current vendor. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the vendor information card.

Derived Company Island

Field	Description
Company	In this field you can enter a dimension value for the Company dimension if you want this value to be derived from the current vendor. If you also want the value entered to overwrite any existing value for the dimension, you need to check the “Overwrite” box. If you choose not to do so, the dimension value will only be transferred to a table entry which is being created if no entry has been made in the field “Company” in the table entry, either manually or through a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. The field “Description” to the right of this field displays the description of the entered dimension combination. For more information on derived dimensions, please see the chapter “Introduction to the G/L Module” and the description of the windows Dimension Derivations and Dimension Combinations in the G/L module.

Derived Dimensions Island

Field	Description
Location	The functionality of this field is similar to the functionality of the field “Company No.” above.

Field	Description
	Furthermore, the value of this field is suggested when entering vendor entries in the vendor invoice journal or the general journal. When posting a vendor journal which is created automatically, for example, a cash discount or a rate variance in connection with a payment, Maconomy will transfer the value of the field Location to the ledger entries in question. This occurs at the time of posting.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec.1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Print Control Island

Field	Description
Statistics 1-4	In these fields, you can enter an option created in the window Option Lists in the Set-Up module. This value can be used for making various statistics as, for example, 1099 reporting (in the US) and B-income tax (in Denmark) in connection with support of disclosable tax. As a vendor can be assigned to a specific 1099 type, these types can be created in the window Option Lists in the Set-Up module. See the description of the window Option Lists in the Set-Up module for further information on the use of option lists.

Remarks Island

In these fields, you can enter any remarks about the vendor.

Pay to Vendor Island

Field	Description
Pay to Vendor	In this field, you enter a Pay to Vendor number, if a different vendor is to receive payment for the delivery. The Pay to Vendor number indicates to which address payment is sent. The “original” (delivery) vendor is debited by the amount. Maconomy verifies that the Pay to Vendor number exists in the system. Payment might be directed to the Pay to Vendor if the delivery vendor uses a factoring company. If you leave this field blank, the Pay to Vendor is automatically the same as the delivery vendor.

Field	Description
	When using linking rules, please note that it is not possible to create a field specific linking rule for the field “Pay to Vendor” between the relations Creditor and Company Creditor in the window Linking Rules in the Set-Up module. This limitation ensures that company-specific vendors always have the same bill to customer as the global vendor to which they are assigned. Maconomy also shows the name and address of the Pay to Vendor. The information appears when you press Return. It cannot be changed here.
Attn.	This is the Pay to Vendor’s attention person; that is, the person to whom payment information directed. Maconomy inserts the name when you press Return. You cannot change it here.
Country	This is the vendor’s country. The field is completed when you press Return, and it cannot be changed.
Phone	This is the vendor’s phone number. The field is completed when you press Return, and it cannot be changed.
E-mail	In this field, Maconomy shows the Pay to Vendor’s electronic mail address. The field is filled in when you press Return, and it cannot be changed here.

Parent Vendor Island

Field	Description
Parent Vendor	In this field you can enter the number of the vendor to be the parent vendor of the current vendor. By entering a parent vendor in this field and a linking rule in the field “Linking Rule” below, information can be copied from the parent vendor to the new vendor. This avoids the entering of similar information on several vendors. If a template/standard vendor has been specified in one of the windows System Information or Company Information, this field will be provided with the number of the template/standard vendor when creating a vendor. After having entered a name of the new vendor, and if you have specified a standard linking rule between the relations Creditor and Creditor in the window Linking Rules, you can now press “Enter” and the information specified in the Linking Rule will be copied from the template/standard vendor to the new vendor. If you do not wish to apply information from the template/standard vendor to new vendors, the vendor number can be changed manually. This field also displays the name of the specified parent vendor.
Linking Rule	In this field, you can specify the linking rule that you want to use between the parent vendor and the new vendor. If you have specified a parent vendor in the field “Vendor No.” above and you do not specify a linking rule in this field, Maconomy will use a standard linking rule created between the relations Creditor and Creditor in the window Linking Rules in the Set-Up module, if any. If no standard linking rule has been created, Maconomy will display an error message asking you to create a linking rule. Linking rules contain information about what information should be copied from a parent vendor to the current vendor. Linking rules are maintained in the window Linking Rules in the Set-Up module. For further information about linking rule creation and usage and rules concerning the copying of field information from

Field	Description
	parent vendors, see the description of the window Linking Rules in the Set-Up module.

Purchase Information Island

Field	Description
Our Cust. No.	This field shows your company's customer number with the vendor. You refer to this number when you contact the vendor. Maconomy transfers the number to your item purchase orders.
Buyer	The buyer is responsible for contact with and purchases from the vendor. The name is transferred to requests for quote, purchase orders, and item purchase orders created for the current vendor.
Price List	In this field, you select the price list Maconomy uses for item purchase orders. Price lists are maintained in the Price Lists and Quantity Discounts windows in the Inventory module.
Keep Price	In this field, you can specify whether unit prices and discount percentages on item purchase order lines pertaining to the current vendor should be recalculated when changing the quantity. The value in this field is transferred to the card part of item purchase orders pertaining to the current vendor, but can be changed for each order.
Expense %	In this field, you enter the expense percentage you normally incur when buying items from the vendor. Alternatively, you can enter the fixed expenses amount on the actual item purchase order. When items are shipped to the warehouse, the expenses are added to the item total and apportioned to item prices to give correct cost prices. Note, if your company does not use purchase price lists, that is, if there are no purchase price lists in the system, Maconomy suggests the last cost price used at the warehouse in question as unit price on every item line. This price includes any expense incurred when you last bought the item for the warehouse selected in the field "Warehouse." If you then enter a figure in this field, Maconomy calculates both expenses.
Invoice Discount %	Here you enter the invoice discount percentage rate you normally receive from the vendor. Alternatively, you can enter the invoice discount amount on the actual item purchase order. When the items are shipped to the warehouse, the invoice discount is deducted from the prices to give the correct cost price. Note, if your company does not use purchase price lists, that is, if there are no purchase price lists in the system, Maconomy suggests the last cost price used at the warehouse in question as unit price on every item line. This price includes any invoice discount received when you last bought the item for the warehouse

Field	Description
	selected in the field “Warehouse.” If you then enter a figure in this field, Maconomy calculates the invoice discount twice.
Your Ref.	In this field, you enter the name of the vendor contact person. This is the person who deals with your orders.
Our Ref.	In this field, you enter your company’s reference. This is the vendor’s reference to one of your company’s employees or departments, for example.
Time Unit	In this field, you can specify the time unit for the vendor. The value for this field is used when you specify the vendor in any requisition, purchase order, or vendor invoice that you create.

Requisition Type Island

Field	Description
Requisition Type	In this field, you select the requisition type.

Warehouse Information Island

Field	Description
Warehouse	In this field, you select the warehouse to which items from this vendor are normally shipped. The information is used when you enter item purchase orders. The items must be assigned to the same warehouse in the Item Information Card in the Inventory module. Inventories are maintained in the Warehouse Information Card in the Inventory module.
Delivery Terms	In this field, you select which delivery terms normally apply to deliveries from the vendor. The field is used when you enter item purchase orders. Delivery Terms are maintained in the Popup Fields window in the Set-Up module.
Delivery Mode	In this field, you select which delivery mode normally applies to deliveries from the vendor. The field is used when you enter item purchase orders. Delivery Modes are maintained in the Popup Fields window in the Set-Up module.

Access Level Island

Field	Description
Name	In this field you can specify the name of an access level. You only have access to the current vendor if you have been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working with for instance a purchase order, you can only enter a vendor to which you have access, and you can only see the vendor information cards of vendors to whom you have access. Please

Field	Description
	note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to vendors may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current vendor as long as they have access to the vendor’s settling company.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Actions

This section shows the Actions available in the Vendor Information Card workspace.

Top Tab

Field	Description
Attach Document	This action allows you to attach a document to the vendor.

Payment Control Workspace

Use this workspace to maintain information related to vendor payments, including the outstanding vendor balance.

You can only enter information for one vendor at a time. You create vendors in the Vendor Information Card workspace.

Note: All registrations are made on the company vendor. Your linking rule and company vendor setup define where you can use the vendor.

Payment Control Tab

This section includes the fields and descriptions for the Payment Control tab.

Vendor Island

Field	Description
Vendor No.	This field displays the number of the current vendor. The value cannot be changed. The other lines in this field show the name and address of the vendor. The information is retrieved from the Vendor Information Card, but can be changed here.

Field	Description
Attn.	This is the vendor attention person the person to whom payment information is directed. The information is retrieved from the Vendor Information Card, but can be changed here.
Country	In this field, you can select the country the vendor comes from. It is used for reference and statistics. If you alter the country code in this window, Maconomy will check that any validation rule for tax and social security/federal ID numbers in the window Rules of Validation are observed.
Phone	This is the vendor's phone number. The information is retrieved from the Vendor Information Card, but can be changed here.
Fax	This is the vendor's fax number. The information is retrieved from the Vendor Information Card, but can be changed here.
Telex	This is the vendor's telex number. The information is retrieved from the Vendor Information Card, but can be changed here.
Our Cust. No.	This is your company's customer number with the vendor. The information is retrieved from the Vendor Information Card, but can be changed here.
Currency	This field displays the currency that the current vendor uses as standard currency.

Payment Status Island

Field	Description
Selected for Payment	This field shows whether the vendor is selected for payment. Maconomy marks the field when you make a payment selection. Payment selections are entered in the Payment Selection and Change Payment Selection by Vendor windows in the Banking module. The value cannot be changed.
No. Entries Selected	This field shows how many entries are selected for payment. Maconomy enters the value automatically. It cannot be changed.
No. of Entries Being Paid	This field shows the number of vendor entries being paid. This field is automatically completed by Maconomy and cannot be changed. An entry is under payment if it is included in a payment file created in the Payment Files window, or if a check has been printed out in the Print Check window. The entry is no longer under payment when it has been approved.

Bank Island

Field	Description
Address	In this field, you can enter the address of the vendor's bank. It is used for electronic payment to foreign vendors.

Field	Description
SWIFT	In this field, you can enter a SWIFT code. The SWIFT code is used for electronic payment to foreign vendors.

Pay to Vendor Island

Field	Description
Pay to Vendor	In this field, you enter a pay to vendor number, if a different vendor is to receive payment for deliveries from the current vendor. The Pay to Vendor number indicates the vendor to which payment is to be sent. The “original” (delivery) vendor is debited by the amount. Payment might be directed to the Pay to Vendor if the delivery vendor uses a factoring company. The Pay to Vendor is transferred from the vendor information card, but you can change the pay to vendor in this window. Maconomy also shows the name and address of the Pay to Vendor.

Balance Island

Field	Description
Balance, Currency	This field displays the vendor’s balance in the standard currency of the vendor. If one or more company-specific vendors are assigned to the vendor in question, this field displays the balance of all entries registered on the assigned company-specific vendors and the parent vendor in question. However, you should note that if one or more of the assigned company-specific vendors use a currency which is different from the standard currency of the parent vendor, Maconomy sums the balance of the entries irrespective of the assigned currencies, and the amount in this field will not be a valid figure. The balance in this field is updated when you post journals with vendor entries
Balance, Enterprise	This is the vendor’s balance in your base currency. Maconomy updates the balance when you post journals with vendor entries. See also the description of the above field “Balance, Currency.”

Payment Control Island

Field	Description
Block Payments	If you mark this field, you block payments to the vendor. This means you cannot make a payment selection. You can block payments if, for example, you wish to delay payment for a wrong delivery until it is corrected. Marking of this field will also result in the resetting of payment selections created for the current vendor. Such payment selections can be inspected in the window Change Payment Selection by Vendor in the Banking module. For further information about payment selections, see the description of this window in the Banking module.

Field	Description
Payment Mode	In this field, you select how you normally pay the vendor. The payment mode is used partly to point to a G/L account, partly to select which payment form to use and to control automatic payment. The payment mode is used when you register vendor invoices. It can always be changed on individual vendor invoices in the Vendor Invoices and Change Payment Selection windows in the Banking module. When you approve a payment selection, Maconomy uses the vendor invoice's payment mode to find the G/L account and other dimensions to which the payment should be posted, that is, from where payment is taken. Payment modes are changed in the Payment Modes window in the Banking module.
Pmt. Terms	In this field, you enter which payment terms normally apply to the vendor. The payment terms are used to calculate the invoice due date when you enter vendor invoices. Invoices are entered in the Vendor Invoices window.
Cash Discount Payment	In this field, you can select a cash discount condition to be assigned to the current vendor. The selected cash discount condition is used by Maconomy when paying vendor invoices. If you do not select a condition, cash discount will not be calculated for the current vendor. Cash discount conditions are created in the pop-up type "Cash Discount Codes" in the window Popup Fields in the Set-Up module. Please see this window for further information on cash discount conditions.
Giro No.	If the vendor is from a state country with a regional or national giro system, you can specify the vendor's giro account number here. The information is for reference.
Reg. No.	In this field, you can enter the vendor's bank registration number. The number is used for reference and electronic payment.
Bank Account No.	In this field, you can enter the vendor's bank account number. The number is used for reference and electronic payment.
BACS No.	In this field, you can enter the vendor's number for automated clearing service. The number is used for reference and electronic payment.
CPC No	In this field, you can enter the vendor's common payment card number, if applicable. The number is used for reference and electronic payment.
Card Type Code	In this field, you can enter a card type code. The code is transferred to vendor invoices when they are entered. However, you can change it for individual invoices in the Vendor Invoices and Change Payment Selection windows in the Banking module. The code is used for electronic payment.
Payer Identification	Here you can enter a payer identification. It is transferred to vendor invoices when they are entered. However, you can change it for individual invoices in the Vendor Invoices and Change Payment Selection windows. The identification is used for electronic payment.

Field	Description
Tax	In this field, you specify whether to calculate tax on vendor invoices from this vendor on a normal basis. If you mark the field, Maconomy will automatically calculate tax for vendor invoices. You can, however, change the mark during invoice registration. You should normally mark the field for vendors in your own country. The field should not be marked for vendors from other EU countries. You have to settle tax for items bought in other EU countries, but the tax is calculated rather than lifted from the invoice amount.
Company Tax Code	In this field, you can specify a company tax code created in the window Popup Fields in the Set-Up module. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current vendor, as the reporting code is part of the criteria for the selection of a G/L tax code in the window G/L Tax Tables if such a table has been specified for the company responsible for the registration. The G/L tax code is specified for a company in the window Company Information in the G/L module. When selecting a tax code, Maconomy uses the tax table specified for the responsible company of the vendor invoice in the window Company Information. However, the tax code is only selected from a tax table if the company that is responsible for the current invoice is assigned to a tax table in the window System Information. When posting entries, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information.
EU Trade Type	In this field, you can enter either “Normal” or “Triangulation” to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in third EU country. Triangulation sales are not included in the EU sales part of the tax specification. The trade type can be changed during order processing. Maconomy transfers the value to any item purchase orders you make to the vendor, but you can change it there.
Tax No.	In this field, you enter the vendor’s tax number. If you have entered tax number validation rules for the vendor’s country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the tax number complies with these validation rules.
Control Account	The control account is a reference to two G/L accounts - a Vendor control account and an account for non-balanced entries. All vendor entries are posted to the General Ledger, to the control account referred to here. Accounts payable is thus a specification of A/P control accounts in the General Ledger. You can use the control accounts to group your vendors in the General Ledger—for example, in foreign and domestic vendors.

Field	Description
	The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you approve item deliveries to the warehouse, the inventory value account is debited and the non-balanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited to the Vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another. References to control accounts are specified by means of dimension combinations in the window Popup fields in the Set-Up module.
Responsible	In this field, you enter the employee responsible for approving invoices from the vendor. The name is for reference and is used to sort lists of non-approved vendor invoices. Responsible employees must be created as employees in the Maconomy system. Employees are created in the window Employees in the Set-Up module. Non-approved vendor invoices are printed in the window Print Approval List. This field also displays the name of the specified responsible employee.
Auto. Approval	In this field, you specify whether invoices and invoice allocation lines from this vendor should be approved automatically. If the field is marked, all invoices from the vendor are automatically approved for payment. However, you can remove the mark for individual invoices. Invoices are paid in either the window Change Payment Selection by Vendor or the window Approve Payment Selection in the Banking module.

Company Specific Vendor Information Card Workspace

Use this workspace to enter and maintain information about company-specific vendors; this is accounting information that is used to process purchases and vendor invoices.

You identify a company-specific vendor by a combination of vendor number (set up in the Vendor Information Card workspace) and company number. Certain information about the vendor is unique to the vendor/company combination.

A company-specific vendor is a split-up of a vendor number, meaning that you can make certain information about this vendor dependent on which company in Maconomy is responsible for the vendor in question. This means that there can be a company-specific vendor for each combination of vendor number and settling company number, and you can thus change certain information for each company-specific vendor on the associated information card, so that, for example, one payment mode is used in connection with purchase from company A at vendor X, whereas another payment mode is used in connection with purchase from company B at the same vendor. In this way, all companies can use a common vendor number for an arbitrary number of company-specific vendors, only each of these company-specific vendors is assigned to its own specific settling company. Maconomy thus does not distinguish company-specific vendors by their vendor numbers, but by the combination of vendor number and settling company.

This is especially useful if vendors that you create using the Vendor Information Card can be thought of as "enterprise vendors" that you can use as a kind of template for company-specific vendors that you create in the associated settling companies. You can use a vendor as a template if no settling company has been specified for "the enterprise vendor" in the Vendor Information Card workspace. However, although a settling company has been specified on the "enterprise vendor," you can still use this vendor as a template for creating company-specific vendors; however, the settling company is inherited from the "enterprise vendor," insofar as you do not specify a settling company for each company-specific vendor.

This workspace is thus especially relevant for users who, for example, are associated with a specific settling company, and are responsible for the day-to-day administration of the company's own vendors, called "company-specific vendors" in Maconomy.

The following is an example of the use of this workspace:

Two settling companies want the information from an "enterprise vendor's" information card, but also need to enter various data in certain data fields, for example, **Attn.**, **Phone**, or **Delivery Terms**. By creating company-specific vendors that are linked to an existing vendor (the "enterprise vendor"), the two settling companies can access a large amount of information inherited from the existing vendor; however, they can only change the data fields that they need to change. The company-specific vendors thus have the same vendor number as the "enterprise vendor," but the settling company number and the contents of certain fields, such as **Attn**. and **Phone**, are different.

In addition, the setup of linking rules in the Linking Rules workspace in the Set-Up module is decisive for defining what information is inherited from vendors to company-specific vendors and also for defining what information users can change in this workspace. For example, if you create a linking rule from the relation **Customer** to the relation **CompanyCreditor** that specifies that all vendor information, except for a few fields such as **Attn.** and **Phone**, should be inherited by company-specific vendors with the standard linking method **Full**, Maconomy copies the relevant information to the company-specific vendor's information cards using this linking rule. The selected linking rule therefore determines which fields are changeable on the company-specific vendor's information card. Whether or not you can specify, change, or only view a value in each field depends on the setup of the linking rule that you assigned to the vendor, if any. For more information about linking rules, see the description of the Linking Rules workspace in the Set-Up module.

The creation of company-specific vendors in this workspace, however, depends on whether you select the **Centralized vendor creation only** system parameter in the Set-Up module. If you select this system parameter, you can only create company-specific vendors, if you have already created them as vendors in the Vendor Information Card workspace. If you do not select this parameter, there are no restrictions on the creation of company-specific vendors in this workspace. The creation of a company-specific vendor automatically results in the creation of a vendor with the same information as the company-specific vendor, if this vendor does not already exist.

Additionally, if you select the **Aut. company-specific vendor creation** system parameter Maconomy automatically creates company-specific vendors when you try to enter information about such non-existing company-specific vendors. If you do not select this parameter and someone makes an entry on a non-existing company-specific vendor, Maconomy displays an error message. You must then create the company-specific vendor manually in the Company Specific Vendor Information Card workspace before you try to enter any more information.

You maintain financial information about company-specific-vendors in the Company Specific Payment Control workspaces. In some cases, however, Maconomy copies this information from the Vendor Information Card and Payment Control workspaces.

For auditing purposes, it is recommended that you print and file the Company Specific Vendor Information Card each time that you change information here or in the Payment Control workspace. To print the Company Specific Vendor Information Card, use the **Print this** function in the File menu.

Note: All registrations are made on the company vendor. Your linking rule and company vendor setup define where you can use the vendor.

Company Specific Vendor Information Card Tab

This section includes the fields and descriptions for the Company Specific Vendor Information Card tab.

Vendor Island

Field	Description
Vendor No.	In this field, you enter a unique company-specific vendor identification number, referred to as the “Vendor Number.” If a number is not entered, Maconomy will automatically transfer the vendor number from the number series assigned to vendors. Manual typing is required however if the number in the number series has been entered as zero. The number series are specified in the window Number Series in the Set-Up module. When the vendor has been created, the vendor number can no longer be changed. If the system parameter “Centralized vendor creation only” has been marked, company-specific vendors can only be created, if these have already been created as vendors in the window Vendor Information Card. You can use the function “Find customer” in the Find menu to display a list of existing vendors and select a vendor that you want to use as company-specific vendor. If the parameter has not been marked, you are free to enter a customer number in this field. You can also enter the vendor’s name and address here. This information is used as reference, and it is shown on various printouts. As a minimum, you must complete the first line immediately below the vendor number.
Attn.	In this field, you enter the name of the person to whom shipping and payment information is to be directed. This information is used on printouts.
Country	In this field, you select the company-specific vendor’s country. The information is for reference, and it can be used to generate statistics. Countries are maintained in the Popup Field window “Country” in the Set-Up module.
Phone	In this field, you may enter the company-specific vendor’s phone number. This information is used for reference.

Field	Description
E-mail	In this field, you may enter the company-specific vendor's electronic mail address. This information is used for reference.
Fax	In this field, you may enter the company-specific vendor's fax number. This information is used for reference.
Telex	In this field, you may enter the company-specific vendor's telex number. This information is used for reference.
Giro	In this field, you may enter the company-specific vendor's postal giro number. This information is used for reference.
Remittance Email Address	Specify the email address of the vendor linked to the payment where Maconomy sends the vendor remittance email.

Settling Company Island

Field	Description
Company No.	In this field, you can enter a value for the Company dimension. If you specify a company, that company will be the settling company on all company-specific vendor invoices, item purchase orders, and so on, where the current vendor is the pay to vendor. If you do not specify a settling company, the vendor is regarded as a global vendor. When a global vendor is specified on, for example, a vendor invoice, the settling company will be determined from the company responsible for the vendor invoice journal in question, as Maconomy will retrieve the value from the field "Vendor Settling Company" in the Company Information Card for the responsible company. The value of the field also determines the users who have access to the vendor. In the window Company Information in the G/L module, it is possible to assign each company to an access level. Users only have access to see information about a vendor if they have been assigned to the same or a higher access level. A user will, for example, only be able to see the vendor information card of a given vendor and refer to the vendor in question on, for example, vendor invoices if the vendor's settling company has been assigned an access level to which the user also has access. In addition, the user must have access to the access level specified in the island Access Level in order to have access to the current vendor. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to vendors may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section "Introduction to the Access Control System" in the Set-Up module. For further information about the influence of the settling company and how such a company is determined, please see the section Multiple Companies in the chapter "Introduction to the G/L module." This field also shows the name of the specified company.

Field	Description
Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above.

General Information Island

Field	Description
Department	In this field, you enter the department that normally receives items purchased from this vendor. The field determines the G/L accounts for cash discounts and exchange rate differences. These can occur when you pay invoices. G/L references to cash discounts and exchange rate differences are specified by means of dimension combinations in the window Posting References in the G/L module.
Language	In this field, you designate the language of the vendor. The language is used for printouts and statistics. Language codes are maintained in the window Popup Fields window in the Set-Up module.
Currency	In this field, you select the vendor’s standard currency. All vendor transactions are converted into the vendor’s standard currency, and this currency is also the currency used when paying the current vendor. This means you can print and send account statements in the vendor’s own currency. All vendor transactions are registered in the following currencies: ▪ The Standard Currency, which is the currency the vendor has requested to use and the currency in which payments to the vendor are usually made. ▪ The Company Base Currency, which is the currency selected as base currency for the company responsible for a given transaction. ▪ The Enterprise Currency, which is the currency selected as enterprise currency in the window System Information in the Set-Up module. ▪ The Original Currency, which is the original currency of a given transaction, for example, FFR, if the German vendor is paid in French Francs. The field “Currency” cannot be changed, if entries have been posted or are ready to be posted to the vendor. This is a precaution against inconsistencies. Currencies are maintained in the Popup Fields window in the Set-Up module.
Vendor Group	In this field, you select the group to which the vendor belongs. This field is used to classify vendors (for example, by trade). Vendor groups are maintained in the Popup Fields window in the Set-Up module.
Comp. Reg. No.	In this field you enter the vendor’s company registration number if the vendor is a company. If you enter a number which is already in use, Maconomy will display a warning.

Field	Description
	If you have entered company registration number validation rules for the vendor's country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the company registration number complies with these validation rules. The completion of this field is optional.
CNR No.	In this field you enter the vendor's CNR number (or social security/federal ID number) if the vendor is a person. If you enter a CNR number which is already in use, Maconomy will display a warning. If you have entered CNR number validation rules for the vendor's country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the CNR number complies with these validation rules. The completion of this field is optional.
Disclosable	In this field, you can specify whether the current vendor should be disclosable. If a vendor has been marked as disclosable, the mark will be transferred to the field "Disclosable" in the windows Vendor Invoices and Invoice Allocation, when you make an invoice for the vendor in question. When reporting to tax authorities, you distinguish between disclosable and tax exempt services for disclosable invoices. If you wish to mark a vendor as disclosable, the vendor's information card must contain a CNR or Corporate Registration Number.
Blocked	If this box is checked, it will be impossible to enter vendor invoices, item purchase orders, purchase orders, and general journals for the vendor.
Standard Allocation Code	In this field, you can specify a standard allocation code to apply to the company-specific vendor. The allocation code specified is automatically used when creating vendor invoices for the vendor in question, if no other allocation code has been manually entered at the creation of an invoice.
Week Calendar No.	In this field, you can specify a week calendar which contains information about days on which the vendor is closed (that is, days where the number of working hours is 0 according to the specified week calendar). This information is used in the calculation of delivery dates, as only the number of days where the vendor is open are counted as part of the delivery time. If you do not specify a week calendar, all days are counted as part of the delivery time. For further information on the week calendar's influence on the calculation of delivery dates, please see the description of the field "Deliv. Date" in the table part of the window Item Purchase Orders in the Item Purchase module. Week calendars are created in the window Week Calendars in the Set-Up module.
Holiday Calendar Name	In this field, you can specify the name of the holiday calendar used by the current company-specific vendor.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the current company-specific vendor. The options are created in the window Popup Fields in the Set-Up module.

Supplement Island

Field	Description
Company Vendor Supplement	Link this Supplement to a Vendor and display the Supplement in the **Company Vendors » Home » Information** workspace. This Supplement does not inherit information from a (parent) Vendor to a (subordinate) Company Vendor.
BPM	Link this Supplement to a Company Vendor to display the Supplement in the **Company Vendors » Home » Information** workspace. This Supplement does not inherit information from a (parent) Vendor to a (subordinate) Company Vendor

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the vendor in question. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field displays the number of documents in the Document Archive.

Purchase Orders Island

Field	Description
Default to Self Invoices	Select this check box so that when users create purchase orders for the vendor, Maconomy marks the PO for self-invoicing.
Reference Mandatory on Time Sheet Lines	Select this check box to require the vendor to refer to a purchase order line in time sheet lines. This applies to vendors who are subcontractors with employee credentials. When creating time sheet lines, the vendor can only refer to subcontractor reconciliation purchase order lines. If you select this check box and only one purchase order line is open for the vendor, Maconomy automatically fills out the following fields in any time sheet lines that the vendor creates: ▪ **Purchase Order Number**

Field	Description
	▪ **Purchase Order Line** ▪ **Job No.** ▪ **Job Name** ▪ **Act. No.** ▪ **Task** When the vendor posts these time sheet lines, Maconomy automatically fills out the **Cost** field in the job entry. Maconomy copies the value from the purchase order specified in the posted time sheet line.
Reference Mandatory on Expense Sheet Lines	Select this check box to require the vendor to refer to a purchase order in expense sheet lines. This applies to vendors who are subcontractors with employee credentials. When creating expense sheet lines, the vendor can only refer to subcontractor reconciliation purchase order lines. If you select this check box and only one purchase order line is open for the vendor, Maconomy automatically fills out the following fields in any expense sheet lines that the vendor creates: ▪ **Purchase Order Number** ▪ **Purchase Order Line** ▪ **Job No.** ▪ **Job Name** ▪ **Act. No.** ▪ **Task** ▪ **Unit Price, Base**

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. The field “Description” to the right of this field displays the description of the entered dimension combination. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current company-specific vendor. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the company-specific vendor information card.

Derived Company Island

Field	Description
Company No.	In this field you can enter a dimension value for the Company dimension if you want this value to be derived from the current company-specific vendor. If you also want the value entered to overwrite any existing value for the dimension, you need to check the “Overwrite” box. If you choose not to do so, the dimension value will only be transferred to a table entry which is being created if no entry has been made in the field “Company” in the table entry, either manually or through a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. The field “Description” to the right of this field displays the description of the entered dimension combination. For more information on derived dimensions, please see the chapter “Introduction to the G/L Module” and the description of the windows Dimension Derivations and Dimension Combinations in the G/L module.

Derived Dimensions Island

Field	Description
Location	The functionality of this field is similar to the functionality of the field “Company No.” above. Furthermore, the value of this field is suggested when entering vendor entries in the vendor invoice journal or the general journal. When posting a vendor journal which is created automatically, for example, a cash discount or a rate variance in connection with a payment, Maconomy will transfer the value of the field Location to the ledger entries in question. This occurs at the time of posting.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Print Control Island

Field	Description
Statistic 1-4	In these fields, you can enter an option created in the window Option Lists in the Set-Up module. This value can be used for making various statistics as, for example, 1099 reporting in connection with support of disclosable tax. See the description of the window Option Lists in the Set-Up module for further information on the use of option lists.
List 1-4	In these fields, you can enter an option list created in the window Option Lists in the Set-Up module. If you enter a value in this field, the option specified in the corresponding Statistics field must belong to the specified option list. This value can be used for making various statistics as, for example, 1099 reporting in connection with support of disclosable tax. See the description of the window Option Lists in the Set-Up module for further information on the use of option lists.

Remarks Island

In these fields, you can enter any remarks about the company-specific vendor.

Pay to Vendor Island

Field	Description
Pay to Vendor	In this field, you enter a Pay to Vendor number, if a different vendor is to receive payment for the delivery. A pay to vendor can, for example, be used if the vendor uses a factoring company. The pay to vendor number indicates the address to which payments are sent. The “original” (delivery) vendor is debited by the amount paid. A company-specific vendor created on the basis of an existing global vendor must always have the same pay to vendor as the global vendor. Maconomy therefore overwrites any manually specified vendor number in this field with the pay to vendor number of the parent vendor. If you do not enter a vendor number manually, the pay to vendor is set to the vendor number of the new vendor or the pay to vendor of the parent vendor. Maconomy also shows the name and address of the Pay to Vendor. The information appears when you press Return. It cannot be changed here.
Attn.	This is the Pay to Vendor’s attention person; that is, the person to whom payment information is directed. Maconomy inserts the name when you press Return. You cannot change it here.

Field	Description
Country	This is the vendor's country. The field is completed when you press Return, and it cannot be changed.
Phone	This is the vendor's phone number. The field is completed when you press Return, and it cannot be changed.
E-mail	In this field, Maconomy shows the Pay to Vendor's electronic mail address. The field is filled in when you press Return, and it cannot be changed here.

Parent Vendor Island

Field	Description
Parent Vendor	In this field, you can specify the number of the vendor which should be the parent vendor of the current company-specific vendor's vendor. The field is only to be filled in if you want to create a vendor on the basis of the company-specific vendor. However, this functionality is only accessible if you have not marked the system parameter "Centralized vendor creation only." If you specify a parent customer in this field, you also have to specify linking rules in the fields "Linking Rule" and "Company Specific Linking" below. If you do not specify linking rules, Maconomy will use standard linking rules, insofar as some have been created between the relations Creditor and Creditor and Creditor and Company Creditor in the window Linking Rules in the Set-Up module. On the basis of these choices and the entering of a company number in the island "Settling Company," you may then create a company-specific vendor with the number that you have entered in the field "Vendor No." in the island Vendor and a vendor with the same number in the window Vendor Information Card. This corresponds to the procedure of first creating a vendor in the "normal" vendor information card on the basis of the information entered in the fields "Vendor No." and "Linking Rule," and in this window then creating a company-specific vendor with the indicated company-specific link. What information is copied to the different vendor information cards will depend on the indicated linking rule. If you want to create a company-specific vendor, and if a parent vendor has already been specified for the vendor whose number is entered in the field "Vendor No." in the island Vendor, the fields "Vendor No." and "Linking Rule" in this island will automatically be filled in with the information specified on the information card of the vendor's parent vendor. Please note that if a template/standard vendor has been specified in one of the windows System Information or Company Information, this field will be provided with the number of the template/standard vendor when creating a company-specific vendor. The number can be changed manually. For further information on parent vendors and rules for the copying of field information from vendors, see the description of the window Linking Rules in the Set-Up Module. This field also displays the name of the specified parent vendor.
Linking Rule	In this field, you can specify the linking rule that you want to use between the vendor specified in the field above and this vendor's parent vendor. The parent vendor of a vendor is specified on the information card of the vendor specified in the field "Vendor No." above. The linking rule used in this field must be created

Field	Description
	between the relations Creditor and Creditor in the window Linking Rules in the Set-Up module. If you have specified a parent customer in the field “Vendor No.” above and you do not specify a linking rule in this field, Maconomy will use a standard linking rule created between the relations Creditor and Creditor in the window Linking Rules in the Set-Up module, if any. If no standard linking rule has been created, Maconomy will display an error message asking you to create a usable linking rule. Linking rules contain information about what information should be copied from one kind of vendor to another kind of vendor. Linking rules are maintained in the window Linking Rules in the Set-Up module.
Company Specific Linking Rule	In this field, you can specify the linking rule that you want to use between the current company-specific vendor and its parent vendor. If you do not complete this field and a linking rule has been created between the relations Creditor and Company Creditor, which is used as a standard linking rule, the field is completed automatically with the name of the associated standard linking rule. If no standard linking rule has been created, Maconomy will display an error message asking you to create a usable linking rule.

Purchase Information Island

Field	Description
Our Cust. No.	This field shows your company’s customer number with the company-specific vendor. You refer to this number when you contact the vendor. Maconomy transfers the number to your item purchase orders.
Buyer	The buyer is responsible for contact with and purchases from the company-specific vendor. The name is transferred to item purchase orders.
Price List	In this field, you select the price list Maconomy uses for item purchase orders. Price lists are maintained in the Price Lists and Quantity Discounts windows in the Inventory module.
Keep Price	In this field, you can specify whether unit prices and discount percentages on item purchase order lines pertaining to the current vendor should be recalculated when changing the quantity. The value in this field is transferred to the card part of item purchase orders pertaining to the current vendor, but can be changed for each order.
Expense %	In this field, you enter the expense percentage you normally incur when buying items from the company-specific vendor. Alternatively, you can enter the fixed expenses amount on the actual item purchase order. When items are shipped to the warehouse, the expenses are added to the item total and apportioned to item prices to give correct cost prices. Note, if your company does not use purchase price lists, that is, if there are no purchase price lists in the system, Maconomy suggests the last cost price used at the warehouse in question as unit price on every item line. This price includes any expense incurred when you last bought the item for the warehouse selected

Field	Description
	in the field “Warehouse.” If you then enter a figure in this field, Maconomy calculates both expenses.
Invoice Discount %	Here you enter the invoice discount percentage rate you normally receive from the company-specific vendor. Alternatively, you can enter the invoice discount amount on the actual item purchase order. When the items are shipped to the warehouse, the invoice discount is deducted from the prices to give the correct cost price. Note, if your company does not use purchase price lists, that is, if there are no purchase price lists in the system, Maconomy suggests the last cost price used at the warehouse in question as unit price on every item line. This price includes any invoice discount received when you last bought the item for the warehouse selected in the field “Warehouse.” If you then enter a figure in this field, Maconomy calculates the invoice discount twice.
Your Ref.	In this field, you can enter the name of the company-specific vendor’s contact person. This is the person who deals with your orders.
Our Ref.	In this field, you enter your company’s reference. This is the company-specific vendor’s reference to one of your company’s employees or departments, for example.
Time Unit	In this field, you can specify the time unit for the vendor. The value for this field is used when you specify the vendor in any requisition, purchase order, or vendor invoice that you create.

Warehouse Information Island

Field	Description
Warehouse	In this field, you select the warehouse to which items from this company-specific vendor are normally shipped. The information is used when you enter item purchase orders. The items must be assigned to the same warehouse in the Item Information Card in the Inventory module. Inventories are maintained in the Warehouse Information Card in the Inventory module.
Delivery Terms	In this field, you select which delivery terms normally apply to deliveries from the company-specific vendor. The field is used when you enter item purchase orders. Delivery Terms are maintained in the Popup Fields window in the Set-Up module.
Delivery Mode	In this field, you select which delivery mode normally applies to deliveries from the company-specific vendor. The field is used when you enter item purchase orders. Delivery Modes are maintained in the Popup Fields window in the Set-Up module.

Access Level Island

Field	Description
Name	In this field you can specify the name of an access level. You only have access to the current company-specific vendor if you have been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working with for instance a purchase order, you can only enter a vendor to which you have access, and you can only see the vendor information cards of vendors to whom you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to vendors may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current vendor as long as they have access to the vendor’s settling company.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Actions

This section shows the Actions available in the Company Specific Vendor Information workspace.

Top Tab

Field	Description
Attach Document	This action allows you to attach a document to the company-specific vendor.

Company Specific Payment Control Workspace

Use this workspace to maintain information related to company-specific vendor payments, including the company-specific outstanding vendor balance.

If you create a company-specific vendor from an enterprise-wide vendor, Maconomy populates the company-specific vendor's payment information automatically, using information from the enterprise-wide vendor's Payment Control workspace.

The information that is inherited and whether these pieces of information are changeable, depends on the linking rule assigned to the company-specific vendor in question.

Whether or not you can specify, change, or only view a value in each field depends on the setup of the linking rule that you assigned to the company-specific vendor, if any. For more information about linking rules, see the description of the Linking Rules workspace in the Set-Up module.

It is recommended that you print the company-specific payment control and field each time that you change information in this workspace or in the Company Specific Vendor Information Card workspace. You print the current payment information by using the **Print this** action in the File menu in the Company Specific Vendor Information Card workspace.

Note: All registrations are made on the company vendor. Your linking rule and company vendor setup define where you can use the vendor.

Company Specific Payment Control Tab

This section includes the fields and descriptions for the Company Specific Payment Control tab.

Vendor Island

Field	Description
Vendor No.	This field displays the number of the current company-specific vendor. The value cannot be changed. The other lines in this field show the name and address of the vendor. The information is retrieved from the Company Specific Vendor Information Card, but can be changed here.
Attn.	This is the company-specific vendor attention person; that is, the person to whom payment information is directed. The information is retrieved from the Company Specific Vendor Information Card, but can be changed here.
Country	In this field, you can select the country to which the company-specific vendor is assigned. It is used for reference and statistics. If you alter the country code in this window, Maconomy will check that any validation rule for tax and social security/federal ID numbers in the window Rules of Validation are observed.
Phone	This is the company-specific vendor's phone number. The information is retrieved from the Company Specific Vendor Information Card, but can be changed here.
Fax	This is the company-specific vendor's fax number. The information is retrieved from the Company Specific Vendor Information Card, but can be changed here.
Telex	This is the company-specific vendor's telex number. The information is retrieved from the Company Specific Vendor Information Card, but can be changed here.
Our Cust. No.	This is your company's customer number with the company-specific vendor. The information is retrieved from the Company Specific Vendor Information Card, but can be changed here.
Currency	This field displays the currency that the current company-specific vendor uses as standard base currency.

Settling Company Island

Field	Description
Company No.	In this field, you can enter a value for the Company dimension. If you specify a company, that company will be the settling company on all company-specific vendor invoices, item purchase orders, and so on, where the current vendor is the pay to vendor.

Field	Description
	If you do not specify a settling company, the vendor is regarded as a global vendor. When a global vendor is specified on, for example, a vendor invoice, the settling company will be determined from the company responsible for the vendor invoice journal in question, as Maconomy will retrieve the value from the field “Vendor Settling Company” in the Company Information Card for the responsible company. The value of the field also determines the users who have access to the vendor. In the window Company Information in the G/L module, it is possible to assign each company to an access level. Users only have access to see information about a vendor if they have been assigned to the same or a higher access level. A user will, for example, only be able to see the vendor information card of a given vendor and refer to the vendor in question on, for example, vendor invoices if the vendor’s settling company has been assigned an access level to which the user also has access. In addition, the user must have access to the access level specified in the island Access Level in order to have access to the current vendor. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to vendors may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. For further information about the influence of the settling company and how such a company is determined, please see the section Multiple Companies in the chapter “Introduction to the G/L module.”
Name	This field shows the name of the company shown in the field “Company No.” above.
Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above.

Payment Status Island

Field	Description
Selected for Payment	This field shows whether the company-specific vendor is selected for payment. Maconomy marks the field when you make a payment selection. Payment selections are entered in the Payment Selection and Change Payment Selection by Vendor windows in the Banking module. The value cannot be changed.
No. Entries Selected	This field shows how many entries are selected for payment. Maconomy enters the value automatically. It cannot be changed.
No. of Entries Being Paid	This field shows the number of entries being paid. The field is automatically completed by Maconomy and cannot be altered. An entry is under payment if it is included in a payment file created in the window Payment Files, or if a

Field	Description
	check has been printed out in the window Print Check. The entry is no longer under payment when it has been approved.

Bank Island

Field	Description
Address	In this field, you can enter the address of the company-specific vendor's bank. It is used for electronic payment to foreign vendors.
SWIFT	In this field, you can enter a SWIFT code. The SWIFT code is used for electronic payment to foreign vendors.

Pay to Vendor Island

Field	Description
Pay to Vendor	In this field, you enter a pay to vendor number, if the vendor who is to receive payment for deliveries is different from the one delivering the items. The pay to vendor number indicates the vendor to which payment is to be sent. The "original" (delivery) company-specific vendor is debited by the amount paid. Payment might be directed to the Pay to Vendor if the delivery vendor uses a factoring company. The Pay to Vendor is transferred from the company-specific vendor information card, but you can change the pay to vendor in this window. Maconomy also shows the name and address of the Pay to Vendor. The information appears when you press Return. It cannot be changed here.

Balance Island

Field	Description
Balance, Currency	This field displays the company-specific vendor's immediate balance in standard currency. The balance is updated when journals with entries for the current vendor are posted. The field is filled in automatically and cannot be changed.
Balance, Base	This field displays the company-specific vendor's balance in base currency. Maconomy updates the balance when you post journals with vendor entries. It cannot be changed.

Payment Control Island

Field	Description
Block Payments	If you mark this field, you block payments to the company-specific vendor. This means you cannot make a payment selection. You can block payments if, for example, you wish to delay payment for a wrong delivery until it is corrected.

Field	Description
	Marking of this field will also result in the resetting of payment selections created for the current vendor. Such payment selections can be inspected in the window Change Payment Selection by Vendor in the Banking module. For further information about payment selections, see the description of this window in the Banking module.
Payment Mode	In this field, you select how you normally pay the company-specific vendor. The payment mode is used partly to point to a G/L account, partly to select which payment form to use and to control automatic payment. The payment mode is used when you register vendor invoices. It can always be changed on individual vendor invoices in the Vendor Invoices and Change Payment Selection windows in the Banking module. When you approve a payment selection, Maconomy uses the vendor invoice's payment mode to find the G/L account to which the payment will be posted, that is, from where payment is taken. Payment modes are created in the window Payment Modes in the Banking module.
Pmt. Terms	In this field, you enter which payment terms normally apply to the company-specific vendor. The payment terms are used to calculate the invoice due date when you enter vendor invoices. Invoices are entered in the Vendor Invoices window.
Cash Discount Payment	In this field, you can select a cash discount condition to be assigned to the current vendor. The selected cash discount condition is used by Maconomy when paying vendor invoices. If you do not select a condition, cash discount will not be calculated for the current vendor. Cash discount conditions are created in the pop-up type "Cash Discount Codes" in the window Popup Fields in the Set-Up module. Please see this window for further information on cash discount conditions.
Giro No.	If the company-specific vendor is from a state country with a regional or national giro system, you can specify the vendor's giro account number here. The information is for reference.
Reg. No.	In this field, you can enter the company-specific vendor's bank registration number. The number is used for reference and electronic payment.
Bank Account No.	This is the company-specific vendor's bank account number. The number is used for reference and electronic payment.
BACS No.	In this field, you can enter the vendor's number for automated clearing service. The number is used for reference and electronic payment.
CPC No.	In this field, you can enter the company-specific vendor's common payment card number, if applicable. The number is used for reference and electronic payment.
Card Type Code	In this field, you can enter a card type code. The code is transferred to vendor invoices when they are entered. However, you can change it for

Field	Description
	individual invoices in the Vendor Invoices and Change Payment Selection windows in the Banking module. The code is used for electronic payment.
Payer Identification	Here you can enter a payer identification. It is transferred to vendor invoices when they are entered. However, you can change it for individual invoices in the Vendor Invoices and Change Payment Selection windows. The identification is used for electronic payment.
Tax	In this field, you specify whether to calculate tax on vendor invoices from this vendor on a normal basis. If you mark the field, Maconomy will automatically calculate tax for vendor invoices. You can, however, change the mark during invoice registration. You should normally mark the field for vendors in your own country. The field should not be marked for vendors from other EU countries. You have to settle tax for items bought in other EU countries, but the tax is calculated rather than lifted from the invoice amount.
Company Tax Code	In this field, you can specify a company tax code created in the window Popup Fields in the Set-Up module. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current company-specific vendor, as the reporting code is part of the criteria for the selection of a G/L tax code in the window G/L Tax Tables if such table has been specified for the company responsible for the registration. The G/L tax code is specified for a company in the window Company Information in the G/L module. When selecting a tax code, Maconomy uses the tax table specified for the responsible company of the vendor invoice in the window Company Information. However, the tax code is only selected from a tax table if the company that is responsible for the current invoice is assigned to a tax table in the window System Information. When posting entries, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information.
EU Trade Type	In this field, you can enter either “Normal” or “Triangulation” to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in third EU country. Triangulation sales are not included in the EU sales part of the tax specification. The trade type can be changed during order processing. Maconomy transfers the value to any item purchase orders you make to the vendor, but you can change it there.
Tax No.	In this field, you enter the company-specific vendor’s tax number. If you have entered tax number validation rules for the vendor’s country in the window Rules of Validation in the Set-Up module, Maconomy will verify that the tax number complies with these validation rules.

Field	Description
Control Account	The control account is a reference to two G/L accounts; that is, a Vendor control account and an account for non-balanced entries. All vendor entries are posted to the General Ledger, to the control account referred to here. Accounts payable is thus a specification of A/P control accounts in the General Ledger. You can use the control accounts to group your vendors in the General Ledger—for example, in foreign and domestic vendors. The account for non-balanced entries is used to manage your accounts when item deliveries and invoices are not received at the same time. When you approve item deliveries to the warehouse, the inventory value account is debited and the nonbalanced entries account is credited. When the vendor invoices are registered at a later date, the items are credited to the Vendor control account and debited to the account for non-balanced entries. You thus avoid any accounting problems, when items are delivered in one posting period and the corresponding vendor invoice is received in another. References to control accounts are maintained in the window Popup fields in the Set-Up module.
Responsible	In this field, you enter the employee responsible for approving invoices from the company-specific vendor. The name is for reference and is used to sort lists of non-approved vendor invoices. Responsible employees must be created as employees in the Maconomy system. Employees are created in the window Employees in the Set-Up module. Non-approved vendor invoices are printed in the window Print Approval List. This field also displays the name of the specified responsible employee.
Auto. Approval	In this field, you specify whether invoices and invoice allocation lines from this vendor should be approved automatically. If the field is marked, all invoices from the vendor are automatically approved for payment. However, you can remove the mark for individual invoices. Invoices are paid in either the window Change Payment Selection by Vendor or the window Approve Payment Selection in the Banking module.

Holders of Approval Workspace

Use this workspace to assign a holder of approval to an allocation combination.

An allocation combination is a range of account numbers, locations, entities, and so on. Holders of approval are the people who are responsible for approving invoices or invoice lines for payment.

When you post a vendor invoice, Maconomy automatically transfers the vendor invoice and the individual invoice allocation lines to a holder of approval, according to the allocation combination of the invoice or invoice allocation line. When a holder of approval needs to approve invoices and invoice lines in the Approval Lists workspace, it is easy to find just those invoices and invoice lines that apply to him or her.

The tab displays the range that determines the sub-tab lines that are displayed. For every sub-tab line, you can assign a holder of approval to an allocation combination. You specify allocation combinations as a range of, for example, account numbers, locations, entities, and so on. If an allocation combination in a vendor invoice corresponds to more than one of the combinations displayed in the sub-tab, Maconomy selects the first holder of approval that matches the combination.

Holders of Approval Tab

This section includes the fields and descriptions for the Holders of Approval tab.

Selection Criteria Island

Field	Description
Show Lines	If you check this box, the window will display the table lines that match the selection criteria.
Responsible	In this field you can enter the number of the employee holding approval. In the following, the terms “responsible” and “holder of approval” are used interchangeably. Only those allocation combinations for which the responsible employee holds approval are displayed in the table part of the window.
Company No.	In this field you can enter a company number. Only those allocation combinations in which the company number is a part are displayed in the table part of the window. If you do not enter a company number, all companies are displayed if the other criteria are met.
Vendor No.	The functionality of this field is similar to the functionality of the field “Company No.”
Account No.	The functionality of this field is similar to the functionality of the field “Company No.”

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to the functionality of the field “Company No.”
Entity	The functionality of this field is similar to the functionality of the field “Company No.”
Project	The functionality of this field is similar to the functionality of the field “Company No.”
Purpose	The functionality of this field is similar to the functionality of the field “Company No.”
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company No.”

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company No.”

Holders of Approval Lines Sub-Tab

This section includes the fields and descriptions for the Holders of Approval Lines sub-tab.

Field	Description
Line No.	In this field you can enter the number of the current line. When Maconomy finds a holder of approval in relation to the allocation combination for a vendor invoice or an invoice allocation line, the first line that matches the combination for the holder of approval is selected. When entering information in the window it is important to number the lines with a mind to this, so as to allow later additions between existing line numbers. Note that the fewer ranges used in the table part, the wider the search criterion for a holder of approval. Usually the top holder of approval in a company will not be subjected to any limitations, and consequently he or she will always be selected if no other holder of approval matches an allocation combination.
Responsible	In this field you can specify the employee number of the holder of approval assigned to the allocation combination displayed on the current line.
Company No. From	Together with the field “Company No. To,” this field forms a range of company numbers which along with the ranges that may be specified for the other dimensions constitute the valid allocation combination for the current holder of approval. If the range of company numbers is not filled in, the range comprises all companies.
Company No. To	The functionality of this field is similar to the functionality of the field “Company No. From.”
Vendor No. From	The functionality of this field is similar to the functionality of the field “Company No. From.”
Vendor No. To	The functionality of this field is similar to the functionality of the field “Company No. From.”
Account No. From	The functionality of this field is similar to the functionality of the field “Company No. From.”
Account No. To	The functionality of this field is similar to the functionality of the field “Company No. From.”
Location From	The functionality of this field is similar to the functionality of the field “Company No. From.”
Location To	The functionality of this field is similar to the functionality of the field “Company No. From.”

Field	Description
Entity From	The functionality of this field is similar to the functionality of the field “Company No. From.”
Entity To	The functionality of this field is similar to the functionality of the field “Company No. From.”
Project From	The functionality of this field is similar to the functionality of the field “Company No. From.”
Project To	The functionality of this field is similar to the functionality of the field “Company No. From.”
Spec. 1-10 From	The functionality of this field is similar to the functionality of the field “Company No. From.”
Spec. 1-10 To	The functionality of this field is similar to the functionality of the field “Company No. From.”
Local Spec. 1-10 From	The functionality of this field is similar to the functionality of the field “Company No. From.”
Local Spec. 1-10 To	The functionality of this field is similar to the functionality of the field “Company No. From.”

Royalty Agreements Workspace

Use this workspace to create and maintain information that is related to royalty agreements (for example, an agreement with a writer to pay royalties on a book).

You can choose either of two types of royalty agreements: royalty billing based on turnover, or royalty billing based on the number of copies sold.

In addition, you can create and approve a billing selection directly from this workspace.

Maconomy calculates royalties when items are invoiced in the Sales Orders workspace, or when you enter an invoice manually in the Invoices workspace in the Sales Orders module.

In the tab, you enter information about each company-specific vendor; in the sub-tab you enter information about the vendor's royalty agreement. In the sub-tab you can enter two ranges; the first range describes the validity period of the agreement, and the second range describes a number range. The number range represents the range of copies that must be sold if payment of the agreed-to royalty occurs.

When you create a royalty billing selection, Maconomy updates the billing selection by updating royalties that have already been paid in accordance with other settlements and the specified number range for the current royalty agreement. You can cancel a royalty billing by changing the agreement in the sub-tab.

Royalty Agreements Tab

This section includes the fields and descriptions for the Royalty Agreements tab.

Vendor Island

Field	Description
Vendor No.	This field shows the number of the company-specific vendor. The other fields show the vendor's name and address. The name and address are transferred from the company-specific vendor information card.
Attn.	This field shows the attention person.
Country	This field shows the company-specific vendor's country.
Phone	This field shows the company-specific vendor's phone number.
Fax	This field shows the company-specific vendor's fax number.
Telex	This field shows the company-specific vendor's telex number.
E-mail	This field shows the company-specific vendor's e-mail address.
Language	This field shows the company-specific vendor's language.
Vendor Group	This field shows the company-specific vendor group to which the vendor has been assigned.
Department	This field shows the department to which the company-specific vendor has been assigned.

Settling Company Island

Field	Description
Company No.	This field displays the number of the company billed by the current vendor. The value in the field is transferred from the field Settling Company in the company-specific vendor's information card. If you create a company-specific vendor using the action "Create Company Specific Vendor," enter in this field the number of the settling company to which the new company-specific vendor should be assigned. When you press Return, a new company-specific vendor is created, and you can change the vendor information in the window Company Specific Vendor Information Card.
Name	This field displays the name of the company specified in the field "Company No." above.

Payment Island

Field	Description
Payment Mode	This field shows the payment mode for the current company-specific vendor.
Payment Terms	This field shows company-specific vendor's the payment terms.
Currency	This field shows the currency which is used when billing the company-specific vendor.
Tax	If this field is marked, tax is calculated.
Tax No.	If tax is calculated, this field shows the company-specific vendor's tax number.

Extra Fields Island

Field	Description
Popup 1-5	These fields show any pop-up values selected for the current company-specific vendor. The values are retrieved from the information card of the vendor and cannot be changed here.

Remarks Island

These fields show any remarks entered on the company-specific vendor information card.

Pay to Vendor Island

Field	Description
Pay to Vendor	This field shows the number of the payment vendor. The number will correspond to the number of the delivery vendor, unless payment is made to another vendor than the delivery vendor. The information in this field determines the receiver of payment. The amount is credited the delivery vendor. The field also contains information about the vendor's name and address.
Attn.	This field shows attention person at the payment vendor.
Country	This field shows the payment vendor's country.
Phone	This field shows the payment vendor's phone number.
E-mail	This field shows the payment vendor's e-mail address.

Billing Selection Island

Field	Description
Statement Date	In this field, you can enter a statement date. If you enter a date, the royalty billing will only include sales of goods carried out before the entered date. Maconomy suggests today's date as default, but the date can be changed.
Settling Date	In this field, you can enter a settling date. The date specified will be used as both settling date and posting date for the current agreement when you select the action "Approve Billing Selection." Maconomy suggests today's date as default, but the date can be changed.

Company Island

Field	Description
Company No.	This field displays the company number from the island Derived Dimensions on the vendor information card. Note that when dimension values are derived to the table part, the value in this field will be used as a context value for the dimension Company No., and thus in some cases be transferred to table lines. For a description of the term "context values" and the cases where context values are derived, see the section concerning Derived Dimensions in the introduction to the General Journal module.

Dimensions Island

Field	Description
Location	The functionality of this field is similar to the functionality of the field "Company No." above.
Entity	The functionality of this field is similar to the functionality of the field "Company No." above.
Project	The functionality of this field is similar to the functionality of the field "Company No." above.
Purpose	The functionality of this field is similar to the functionality of the field "Company No." above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Company No." above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Company No." above.

Royalty agreements Sub-Tab

This section includes the fields and descriptions for the Royalty agreements sub-tab.

Field	Description
Item No.	In this field, you enter the number of the item which is included in the royalty agreement.
Start Date	In this field, you enter the starting date of the royalty agreement. The two date fields “Start Date” and “Closing Date” form the valid period of the royalty agreement. Only royalty agreements within the stated period are included when billing selections are made.
Closing Date	See the description of the field “Start Date.”
No. From	In this field, you enter a number. The two number fields “No. From” and “No. To” form the range of items used when royalties billing takes place. Only the part of the sold items which are within the number range are included in the billing selection.
No. To	See the description of the field “No. From.”
Pricing Unit	This field shows the price unit which is to be used in connection with the royalty agreement. The value corresponds to the number of item units which are included in the unit price for the item. The unit price is transferred from the inventory module.
Percentage	In this field, you enter a percentage if you want the royalty amount to be based on turnover. If you enter a percentage in this field, you cannot enter a value in the field “Amount per Price Unit.”
Amount per Price Unit	In this field, you enter an amount if you want the royalty amount to be based on the number of sold items instead of a fixed percentage of the turnover. If you enter an amount in this field, you cannot enter a value in the field “Percentage.”
Quantity Invoiced	This field shows the number of items which are already invoiced within the valid period of the royalty agreement. The field is updated whenever a new billing selection is made.
Billing Price Total	This field shows the total sale within the specified period and the number range of the agreement.
Billed Amount	This field shows the amount which has already been paid within the valid period of the royalty agreement.
Amount for Billing	This field shows the amount yet to be settled. The suggested amount will be based on information which is retrieved when a billing selection is made.

Field	Description
Approved	If you mark this field, you approve the current royalty agreement. You can only create a billing selection if the agreement is approved.
Closed	If you mark this field, you close the current royalty agreement.
Company	This field displays the company number from the Dimensions island in the card part of the window. You can change the value manually.
Location	The functionality of this field is similar to the functionality of the field “Company No.”
Entity	The functionality of this field is similar to the functionality of the field “Company No.”
Project	The functionality of this field is similar to the functionality of the field “Company No.”
Purpose	The functionality of this field is similar to the functionality of the field “Company No.”
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company No.”
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company No.”
Popup 1-5	These fields show any pop-up values selected for the current item. The values are retrieved from the information card of the item and cannot be changed here.

Actions

This section shows the Actions available in the Royalty Agreements workspace.

Top Tab

Field	Description
Create Billing Selection	When you select this action, a billing selection will be created for the current vendor. For the billing selection to be created, the royalty agreement must be approved but not closed. The calculation of the billing selection is based on the information registered for each royalty agreement and on prior billing selections. The billing selection is a proposal for the amount which is to be paid in royalty to the current vendor.
Approve Billing Selection	When you select this action, settlement and approval of the royalty agreement is made. The calculation of the billing selection is based on the information registered for each royalty agreement. The approved and billed amount is registered. Furthermore, a posting journal is created for the royalty billing. If you wish to approve more than one billing selection at a time, you can use the window Print Royalty Billing.

Requisition Types Workspace

Use this workspace to set up requisition types, which are used for employee requisitions.

Use the sub-tab to enter the vendors that an employee can use when ordering a service or item of the given requisition type.

Requisition Type Tab

This section includes the fields and descriptions for the Requisition Type tab.

Requisition Type Island

Field	Description
Name	In this field, you can specify the name of the requisition type.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current requisition type if you have been assigned to the same or a higher level in the window User Access Levels. This field also shows the description of the selected access level.

Options List Island

Field	Description
Option List 1-10	The option lists can be used in the express purchase order layout for the requisition type..

Remove Section

This section includes the fields and descriptions for the Remove section workspaces.

Remove Purchase Orders Workspace

Use this workspace to remove purchase orders that have been closed before a given date.

This process removes all of the information about the purchase orders from the Maconomy database and affects the Item Purchase and Job Cost modules. You cannot remove a purchase order if it has outstanding lines that were created in the Job Budgets workspace.

Before you remove purchase orders, print copies of the purchase orders and make a backup copy of your database.

Maconomy prints out a list of the removed purchase orders.

When you remove a purchase order, all of the information about that purchase order disappears from Maconomy. You cannot view it in any workspaces or on any printouts. Before you remove

the purchase orders, Maconomy reminds you that you should first print them for auditing purposes.

Even if a purchase order is closed, Maconomy does not remove it if it has lines that were created in the Job Budgets workspace, and the job (job budget line) is still in the system when you try to remove the purchase order.

Remove Purchase Orders Tab

This section includes the fields and descriptions for the Remove Purchase Orders tab.

Selection Criteria Island

Field	Description
Company No.	In these fields, you enter a range of company numbers. Only vendor entries with settling companies within the specified range are removed.
Closed Before	In this field, you enter a date. Maconomy will remove all purchase orders closed before this date. You must enter a date.

Actions

This section shows the Actions available in the Remove Purchase Orders workspace.

Top Tab

Field	Description
Print	Use this action to print a list of the removed purchase orders.

Banking Overview

This chapter describes the Banking module. You use the banking module to handle payments, customer payments, petty cash accounts, and bank reconciliations.

This section includes:

- Introduction
- Payment
- Customer Payment
- Bank Reconciliations
- Set-Up

See “Introduction to Electronic Payment” and “Introduction to Electronic Customer Payment ” for more information about Maconomy’s facilities for payment and customer payment. Electronic payment and electronic customer payment are both add-on modules that you must purchase separately.

Payment Section

This section includes the fields and descriptions for the Payment Section workspaces.

Payment Selection Single Dialog Workspace

Use this workspace to create and approve payment selections for several vendors at the same time.

When you create a payment selection, Maconomy processes all entries that match the selection criteria. Maconomy selects an entry for payment if all of the following are true:

- The vendor entry is approved for payment.
- The due date is on or before the calculation date, or the cash discount date is on or before the calculation date. The cash discount date is considered only if the **Include Cash Discount** option is selected in this workspace.
- The vendor is active and allows payments.

When Maconomy selects an entry, its balance is selected for payment.

Previous payment selections for entries that are not included in the selection criteria are not affected when you create a payment selection.

When you run the payment selection, Maconomy groups vendor entries by company-specific vendor first and then by payment line. You can choose to include any remittance lines that are specified for the entries. Maconomy displays the total amount of payments to each company-specific vendor.

You can view and modify payment selections in the Change Payment Selection and Change Payment Selection by Vendor workspaces.

Payment Selection Tab

This section includes the fields and descriptions for the Payment Selection tab.

Selection Criteria Island

Field	Description
Pay to Vendor No.	Here you enter a range of vendor numbers. Maconomy will only make and approve payment selections for vendors within this range.
Supplier No.	In these fields, you can specify a range of supplier numbers. The payment file will only include suppliers within the specified range.
Company No.	In these fields, you can enter a range of company numbers. The payment selection created and printed will only include vendors assigned to companies within the specified range. Maconomy prints one line per combination of company and vendor.
Company of Origin	In this field, you can specify a range of company numbers. The payment file will only include entries where the company of origin is within this range.
Control Account	In this field, you can select an A/P control account. The payment file will only include entries using this account.
Vendor Group	In this field, you can select a vendor group. The payment file will only include entries from this vendor group.
Transaction Type	Here you can enter a transaction type. The payment file will only include entries with this transaction type.
Payment Agent	Here you select a payment agent. The payment selection created and printed will only be for entries with this payment agent.
Payment Mode	Here you select a payment mode. The payment selection created and printed will only be for entries with this payment mode.
Check Book	Here you select a check book. The table part will only show entries concerning the specified check book.
Card Type	In this field, you can enter a range of card types. The payment file will only include entries with a card type within this range.

Payment Selection Island

Field	Description
Create Selection	Mark this field to create and print a new payment selection. If the field is not marked, Maconomy prints the last, possibly edited, payment selection you created, only printing entries within the selection criteria.
Latest Due Date	Here you enter the cut-off date for selection of entries for payment. If an entry's due date is on or before this date, it will be selected for payment. If the entry is not approved, it will not be selected. You must enter a date.

Field	Description
Blanket Payment Date	In this field, you can specify the payment date to be applied to all of the payments included in the payment selection, both blanket payments and separate payments.
Overwrite Existing	Mark this field if you want to include entries which have already been selected for payment. An entry is selected for payment when the “Payment, Currency” or “Cash Discount, Currency” field is completed in the window Change Payment Selection by Vendor. If the field is marked, earlier payment selections and changes to these will be overwritten when you create a new payment selection. This only applies to credit entries within the selection criteria. If you remove the mark, Maconomy only takes the credit entries within the selection criteria which have not been selected for payment.
Overwrite Settled	If this field is marked, settled entries will be included in the payment selection, and entries already settled will be canceled. Entries can be selected for settlement in the window A/P Open Entry Reconciliation. If this field is not marked, entries for reconciliation will not be included.
Include Cash Discount	If this field is marked, the current payment selection will include any cash discounts granted in accordance with the cash discount terms indicated on the vendor invoices in question. A cash discount is automatically calculated by Maconomy if the calculation date is later than the cash discount date for the current vendor invoice, and if today’s date is before this cash discount date. Note that if tax adjustment has been selected on the current vendor’s cash discount term, the cash discount amount displayed on the print of this window will include tax. If tax adjustment has not been selected, the cash discount amount will be exclusive of tax. Terms for cash discounts inclusive of adjustment of tax are entered in the pop-up field “Cash Discount Codes” in the Set-Up module. The print of the selection also shows a detailed specification of any discount granted.
Remittance Text	Here you can enter a remittance text. For a more detailed description, see the document on automatic payment for the selected payment format and the description of the window Show Payment Remittance.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the payment selection should be displayed. The payment selection will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for

Field	Description
	purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Print Remittance	This field allows you to select whether the remittance lines specified for the printed entries should be printed as well. If you check the field, the remittance lines will be printed.
Show All Overdue Entries	Mark this field if you want all overdue entries in the selection criteria which are not included in the payment selection, to be shown on the printout. There are a number of situations in which an entry can be overdue without being selected for payment: 1. Payment to the vendor has been stopped as the field “Block Payments” has not been marked in the Payment Control window. 2. The payment has been removed manually after the payment selection has been made. This only occurs when you reprint a payment selection. 3. The entry has not been approved in the Approve Invoices window. 4. The remaining balance is under automatic payment, that is, a payment order has been sent to the payment agent or a check has been sent via Maconomy, and payment has not yet been effected.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Change Payment Selection Single Dialog Workspace

Use this workspace to create, edit, approve, and view vendor entries to be paid.

This workspace enables you to easily change information for a group of vendor entries (for example, when the payer ID or card type code does not match the selected payment mode). You can also change the due date, payment mode, payment description, and import date in this workspace, using the **Transfer New Registration** action.

Entries are included in the payment file if they match the selection criteria.

You can add or delete vendor entries to be paid. For example, if you receive a vendor invoice and a vendor credit memo that add up to zero, some payment agents cancel out the two entries and do not send any remittance text about the cancellation to the vendor. To avoid this, the invoice and credit memo must be in separate payment files. If they both appear in this workspace, you can remove one of them, create the payment file, then run another payment selection that includes the entry that you removed. Then both entries will appear on statements from the payment agent to the vendor.

Change Payment Selection Tab

This section includes the fields and descriptions for the Change Payment Selection tab.

Selection Criteria Island

Field	Description
Pay to Vendor No.	The functionality of this field is similar to that of the field “Company No.” above.
Supplier No.	In these fields, you can specify a range of supplier numbers. The payment file will only include suppliers within the specified range.
Company No.	In these fields, you can specify a range of company numbers. Only vendor entries for which companies within the specified range are responsible are shown in the table part when the field “Show Entries” is marked.
Company of Origin	The functionality of this field is similar to that of the field “Company No.” above.
A/P Control Account	In this field you can select a control account. The table part will only show entries concerning this account.
Vendor Group	In this field you can select a vendor group. The table part will only show entries concerning this vendor group.
Card Type Code	The functionality of this field is similar to that of the field “Company No.” above.
Due Date	The functionality of this field is similar to that of the field “Company No.” above.
Payment Agent	In this field, you can select a payment agent. The table part will only show entries concerning the specified payment agent when the field “Show Entries” is marked.
Payment Mode	In this field, you can select a payment mode. The table part will only show entries concerning the specified payment mode when the field “Show Entries” is marked.
Check Book	In this field, you can select a check book. The table part will only show entries concerning the specified check book.
Transaction Type	The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Show Only Entries without Payer Id.	If you mark this field, the table part will only show entries for which no payer identification has been specified. Using a combination of this field and the field “Payment Mode,” you can thus identify all entries where the payment identification is blank, but the payment mode of the entry requires a payer ID.
Show Only Entries without Card Type Code	If you mark this field, the table part will only show entries for which no card type code has been specified. Using a combination of this field and the field “Payment Mode,” you can thus identify all entries where the card type code is blank, but the payment mode of the entry requires a card type code.
Show Only Entries Selected for Payment	If you mark this field, only entries selected for payment are shown in the table part when the field “Show Entries” is marked.
Do Not Show Entries Being Paid	If you mark this field, entries being paid are not shown in the table part when the field “Show Entries” is marked.
Show Entries	When you mark this field, the vendor entries matching the selection criteria specified in the window are shown in the table part. When you open this window, the field is unmarked by default.

Statistics Island

Field	Description
Total, Vendor Entries	This field shows the total number of vendor entries shown in the table part, along with the sum of the amounts on these entries. Credit memo amounts are deducted from the sum total.
Due	This field shows how many of the entries shown in the table part are due, along with the sum of the amounts on these entries. Credit memo amounts are deducted from the sum total.
Being Paid	This field shows how many of the entries shown in the table part are being paid, along with the sum of the amounts on these entries. Credit memo amounts are deducted from the sum total.
Selected for Payment	This field shows how many of the entries shown in the table part are selected for payment, along with the sum of the amounts on these entries. If a cash discount is granted for the current entry, the discount has been deducted from the amount in this field. Credit memo amounts are deducted from the sum total.

New Registration Island

Field	Description
Payment Mode	In this field, you can select a payment mode for a new registration of the selected vendor entries. When you select the action “Transfer New

Field	Description
	Registration," the selected payment mode is copied to all vendor entries shown in the table part. The payment mode is also changed, even if the new payment mode belongs to another payment agent than originally specified on the vendor entries. If you do not specify a payment mode, the vendor entries keep their current payment mode.
Card Type Code	In this field, you can select a card type code for a new registration of the selected vendor entries. When you select the action "Transfer New Registration," the specified card type code is copied to all vendor entries shown in the table part. If you do not specify a card type code, the vendor entries keep their current card type codes.
Due Date	In this field, you can specify a due date for a new registration of the selected vendor entries. When you select the action "Transfer New Registration," the selected due date is copied to all vendor entries shown in the table part. If you do not specify a due date, the vendor entries keep their current due dates.
Payment Description	In this field, you can specify a payment description for a new registration of the selected vendor entries. When you select the action "Transfer New Registration," the specified payment description is copied to all vendor entries shown in the table part. If you do not specify a payment description, the vendor entries keep their current payment descriptions.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the amounts in this island should be shown. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field "Exchange Rate Date" below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field "Reporting Currency."

Payment Selection Island

Field	Description
Latest Due Date	Here you enter the cut-off date for selection of entries for payment. If an entry's due date is on or before this date, it will be selected for payment. If the entry is not approved, it will not be selected. You must enter a date.
Blanket Payment Date	In this field, you can specify the payment date to be applied to all of the payments included in the payment selection, both blanket payments and separate payments.
Overwrite Settled	If this field is marked, settled entries will be included in the payment selection, and entries already settled will be canceled. Entries can be selected for settlement in the window A/P Open Entry Reconciliation. If this field is not marked, entries for reconciliation will not be included.
Include Cash Discount	If this field is marked, the current payment selection will include any cash discounts granted in accordance with the cash discount terms indicated on the vendor invoices in question. A cash discount is automatically calculated by Maconomy if the calculation date is later than the cash discount date for the current vendor invoice, and if today's date is before this cash discount date. Note that if tax adjustment has been selected on the current vendor's cash discount term, the cash discount amount displayed on the print of this window will include tax. If tax adjustment has not been selected, the cash discount amount will be exclusive of tax. Terms for cash discounts inclusive of adjustment of tax are entered in the pop-up field "Cash Discount Codes" in the Set-Up module. The print of the selection also shows a detailed specification of any discount granted.
Remittance Text	Here you can enter a remittance text. For a more detailed description, see the document on automatic payment for the selected payment format and the description of the window "Show Payment Remittance."

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Supplier No.	This field shows a range of supplier numbers. Maconomy will only print checks for suppliers within this range.
Supplier Name	This field shows the name of the supplier.
Invoice No.	This field shows the number of the current invoice. The number is the vendor invoice number and is retrieved from the window Vendor Invoices. It cannot be changed here.
Due Date	This is the entry's due date. The due date is calculated from the invoice date and the vendor's payment terms. The date determines whether the entry is selected for payment when you create payment selections. The

Field	Description
	entry is selected if the due date is on or before the due date in the card part of the window. The value was specified when the vendor invoice was registered. It can be changed here.
Currency	This field shows the currency in which the vendor invoice is to be paid. The value is transferred from the vendor information card.
Debit, Currency	This is the debit entry amount in the vendor's currency. Debit entries are created when you register vendor credit memos in a vendor invoice journal or a general journal.
Credit, Currency	This is the credit entry amount in the vendor's currency. Credit entries are created when you register vendor invoices in a vendor invoice journal or a general journal.
Remainder, Currency	This field shows how much of the original amount of the entry is yet to be paid or reconciled. If a discount is specified on the line, Maconomy automatically deducts the discount amount from the remainder in this field. The field is maintained by Maconomy and cannot be changed manually.
Payment, Currency	This field shows how much of the entry is selected for payment. If payment is selected automatically, Maconomy will transfer the amount from the field “Balance” to this field. In manual selection, you must enter an amount here. The amount in this field may not exceed the balance amount.
Discount %	Here you can specify a cash discount percentage. When you press Return, Maconomy calculates the discount amount and shows it in the field “Cash Discount, Currency.” If a cash discount percentage was specified when the vendor invoice was entered, this discount percentage is suggested. If the vendor is selected to pay tax in the field “Tax” in the window Payment Control, the cash discount is deducted from the invoice before the tax is added. The invoice amount, excluding tax, is calculated from the tax rate in the standard tax code (specified in the window System Information). If you only complete the field “Cash Discount Currency,” Maconomy will calculate the corresponding percentage rate and will then show it here, when you press Enter. If you enter values in both this field and the field “Cash Discount Currency,” Maconomy will use the field “Cash Discount, Currency” to calculate the discount, and will then show the corresponding discount percentage in this field, when you press Enter.
Cash Discount, Currency	In this field you enter a cash discount in the vendor's currency. If Maconomy has calculated the cash discount on the basis of the cash discount terms entered for the current vendor invoices, and if tax adjustment has been selected in the current vendor’s cash discount term, the amount in this field will include tax. If tax adjustment has not been selected in the applied cash discount term, the amount is shown in this field, exclusive of tax.

Field	Description
	The reference to the cash discount account is retrieved through a dimension combination in the window Posting References in the G/L module.
Cash Discount Date	This field shows a cash discount date, if any, for the current vendor entry. The date in this field is the latest date that will trigger the allowance of a cash discount for the vendor entry. The date is calculated on the basis of the cash discount term entered on the vendor invoice in question.
Being Paid, Currency	This field shows how much of the entry is being paid. The amount is shown in the vendor's currency. An entry is being paid from the time it is included in a payment file created in the window Payment Files until it is approved as paid.
Pay to Vendor	This field shows the number of the pay-to vendor registered on the current vendor invoice.
Payment Mode	In this field, you can choose how to pay the invoice. For further information about payment modes, see the description of the window Payment Modes.
Pay when Paid	In this field, you can specify whether payment when paid functionality should apply to the current invoice entry. Maconomy suggests the value from the corresponding field on the vendor invoice to which the current entry pertains. The field can only be marked if the system parameter "Enable Payment when Paid" has been marked. Payment when paid functionality is used for ensuring that vendor invoices are not paid until they are allocated, and that vendor invoices allocated to jobs are not paid until you have received payment from the customer of the job in question. If you do not mark the field, the field "Ready for Payment," which must be marked for the entry to be included in the payment selection, is marked if the invoice is simply approved, that is, the field "Approved" has been marked. If you mark the field, the field "Ready for Payment" is only marked if the invoice is approved and the field "Paid by Customer" is marked. This means that the entry is only included in the payment selection if the invoice has been allocated. Furthermore, if the invoice is allocated to one or more jobs, the entry is only included in the payment selection if the job entries created as a result of the allocation have all been invoiced and paid, or otherwise closed (for example, written off). When the field is marked, the due date does not determine whether the entry is selected for payment. Payment when paid entries are selected for payment as soon as they are ready for payment.
Paid by Customer	This field only applies to invoice entries assigned to a job entry created as a result of allocating the vendor invoice to a job. The field shows whether the customer of the job in question has paid the amount due for the job entry. This means that the field is only marked if all job entries created as a result of the allocation of the vendor invoice have all been invoiced and paid, or otherwise closed (for example, written off).

Field	Description
	Along with the fields “Approved” and “Pay when Paid,” this field determines whether the field “Ready for Payment” is marked, and the entry is therefore ready to be paid. If the field “Pay when Paid” is marked on the line, the field “Ready for Payment” is only marked if both this field and the field “Approved” are marked. If the field “Pay when Paid” is not marked on the line, only the field “Approved” needs to be marked for the field “Ready for Payment” to be marked.
Ready for Payment	This field shows whether the current entry is ready for payment and will thereby be included in the payment selection. If the field “Pay when Paid” is marked on the line, the field is only marked if both the field “Paid by Customer” and the field “Approved” are marked. If the field “Pay when Paid” is not marked on the line, only the field “Approved” needs to be marked for this field to be marked. However, if the entry is approved, it is possible to select it for payment manually. Please note that if this field is marked on a line on which the field “Pay when Paid” is also marked, the due date does not determine whether the entry is selected for payment. Payment when paid entries are selected for payment as soon as they are ready for payment.
Approved	This field shows whether the invoice has been approved. The field only applies if the current line shows an invoice and not a credit memo. An invoice must be approved to be selected for payment. The field cannot be changed here. Invoices are approved manually in the window Approve Invoices, where it is also possible to cancel an approval.
Card Type Code	This field shows the card type code entered in the window Vendor Invoices when registering the entry. If you have not entered a code in that window, Maconomy uses the code from the window Payment Control. You can change the suggested value. The code is used by Maconomy when creating payment files in the window Payment Files.
Payer Identification	This field shows the payer identification entered in the window Vendor Invoices when the entry was created. If you have not entered a code in that window, Maconomy will use the payer identification from the window Payment Control. You can change the suggested value here. The information is used when creating payment files in the window Payment Files to identify the vendor entry associated with the current payment.
Giro	This field shows the giro number assigned to the pay-to vendor. Bank Acct. No. This field shows the bank account number assigned to the pay-to vendor.
Reg. No.	This field shows the registration number assigned to the pay-to vendor.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.

Field	Description
CPC No.	This field shows the CPC number assigned to the pay-to vendor.
Payment Description	This field shows the payment description entered in the window Vendor Invoices when registering the entry. You can change the suggested value here. The code is used by Maconomy when creating payment files in the window Payment Files.
Entry Date	This is the entry date in the general ledger. The date identifies the posting period. The date cannot be changed.
Trans. No.	This is the entry's transaction number. The number was entered on the vendor invoice. It cannot be changed. When the entry is paid, this number is not the one shown on the payment. Instead, Maconomy allocates a unique payment transaction number. Payment transaction numbers are maintained in the window System Numbers in the Set-Up module.
Trans. Type	This field shows the transaction type of the vendor entry.
Entry Description	This is the entry description. The text was entered on the vendor invoice, and it cannot be changed here. When the entry is paid, this text is not shown on the payment. Instead, Maconomy retrieves a text from the window Posting Descriptions in the G/L module.
Original Amount	This is the original invoice amount, expressed in the entry's original currency. It was specified on the vendor invoice and cannot be changed here.
Original Currency	This is the currency in which the invoice was registered. It was specified on the vendor invoice and cannot be changed.
Responsible	This is the employee responsible for approving invoices and credit memos for the vendor. The name is used partly for reference, partly on the printout of unapproved vendor invoices, which is sorted by ‘responsible.’ The name cannot be changed.
Date Posted	This is the date the entry was posted. It cannot be changed.
Import Date	This field shows the import date entered in the window Vendor Invoices when registering the entry. You can change the value here. The code is used by Maconomy when creating payment files in the window Payment Files.
Payment Agent	This field shows the name of the payment agent assigned to the payment mode of the current vendor entry.
Check Book	This field shows the name of the check book assigned to the payment mode of the current vendor entry.

Field	Description
Company No.	This field shows the number of the company registered as the settling company of the current vendor entry, that is, the company to pay the vendor in question.
Company of Origin	This field shows the number of the company which received and registered the vendor invoice.
Disclosable	This field shows whether the current entry is disclosable. This can be due to the fact that the vendor invoice represents income to the customer which is not taxed at source.

Actions

This section shows the Actions available in the Change Payment Selection workspace.

Top Tab

Field	Description
Transfer New Registration	If you select this action, the payment mode, card type code, due date, and payment description are changed for all entries shown in the table part, according to the information entered in the island New Registration. If you have not entered a new value in one or more of the fields in the island New Registration, the original value remains unchanged in the corresponding fields on the entries in the table part.
Create Payment Selection	Use this action to create a payment selection.
Create Payment File	Use this action to create a payment file from the selection.
Approve Conventional Payment	When you select this action, you approve the payment selection for the vendor. If you wish to approve a payment selection for all or a range of vendors, use the Print Payment Selection window. See the Introduction to this chapter for a detailed description. Use this function to remove the selection.
Remove Payment Selection	Use this function to remove the selection.

Change Payment Selection by Vendor Single Dialog Workspace

Use this workspace to select vendor entries for payment for a single payment vendor.

You can do this either automatically, by creating a payment selection that is effective on a given due date, or by selecting entries manually. You can specify how much of an entry you want to pay.

The sub-tab shows all vendor entries.

You can select a vendor credit memo for payment only if a vendor invoice exists in Maconomy. The total amount for payment cannot be negative. Maconomy performs an open entry reconciliation if a vendor invoice and vendor credit memo for the same amount are selected for payment.

You can review only one vendor at a time in this workspace. To select all or a range of vendors for payment, use the Change Payment Selection workspace.

Change Payment Selection by Vendor Tab

This section includes the fields and descriptions for the Vendor tab.

Vendor Island

Field	Description
Vendor No.	This is the vendor number. The field also shows the vendor's name and address. The information is retrieved from the Vendor Information Card.

Company Island

Field	Description
Company No.	This field shows the company number of the current vendor.

Balance Island

Field	Description
Balance, Currency	This field shows the vendor's balance in the vendor's currency. The balance is updated when you post journals with vendor entries. The value in this field is automatically entered by Maconomy and cannot be changed manually.
Balance, Base	This is the vendor's balance in the base currency shown in the field "Base Currency" below. The balance is updated when you post journals with vendor entries. The value in this field is automatically entered by Maconomy and cannot be changed manually.

Selection Criteria Island

Field	Description
Latest Due Date	In this field you enter the cut-off date from which entries are selected. When you select the action "Create Payment Selection," an entry is selected for payment if the due date of the entry is on or before this date, or if the calculated date is after the cash discount date entered on the current vendor invoice, and if the date of today is before this cash discount date. Non-approved entries will not be selected, even if their due date is on or before the date specified above. You must enter a value.

Payment Island

Field	Description
Selected for Payment	This field shows whether the vendor has been selected for payment. If you select just one entry from a vendor, it means that the vendor is selected, and the field is automatically marked. This is shown by a mark in the field. Maconomy enters the value automatically. It cannot be changed.
No. Entries Selected	This field shows how many of the vendor's entries have been selected for payment. Maconomy enters the value automatically. It cannot be changed. Note that if an entry is being paid, it is also counted as selected for payment.
Payment, Currency	This is the sum of the entries selected for payment. The amount is displayed in the vendor's currency. The value in this field is automatically entered by Maconomy and cannot be changed manually.
Discount, Currency	This is the discount sum of the entries selected for payment. The amount is displayed in the vendor's currency. The value in this field is automatically entered by Maconomy and cannot be changed manually
Entries being paid	This field shows the number of vendor entries being paid. The field is automatically completed by Maconomy and cannot be altered. An entry is under payment if it is included in a payment file created in the window Payment Files, or if a check has been printed out in the window Print Check. The entry is no longer under payment when it has been approved.

Payment Control Island

Field	Description
Block Payments	This field shows whether you can select the vendor for payment. If the field is marked, the vendor is blocked, and you cannot make a payment selection. If you have created a payment selection for a vendor, and this vendor is blocked for payment by means of the window Payment Control in the A/P module, all selected payment selections for the vendor in question are cancelled. Furthermore, the field “Selected for Payment” will be unmarked for the vendor. Once blocked, a vendor can only be selected for payment again if the field “Block Payments” is unmarked in the window Payment Control in the A/P module. You can block payments if, for example, you wish to delay payment for a wrong delivery until it is corrected.
Responsible	This field shows the person in your company who is usually responsible for approving invoices from this vendor. You can change the name for individual entries.
Payment Terms	This field shows the payment terms which normally apply to the vendor. Payment terms are used for calculating invoice due dates. Payment terms are selected in the Payment Control window.

Field	Description
Cash Discount Terms	This field shows the cash discount term selected for the current creditor in the window Payment Control. The cash discount terms are used for calculating any cash discount for a given vendor invoice.
Automatic Approval	Here you specify whether invoices from this vendor should be approved for payment automatically. If the field is marked, all invoices from the vendor are approved automatically. However, you can remove the mark on individual invoices in the Approve Invoices window, and you can remove the mark for the vendor in the Payment Control window.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Invoice No.	This field shows the number of the current invoice. The number is the vendor invoice number and is retrieved from the Vendor Invoices window. It cannot be changed here.
Supplier No.	This field shows a range of supplier numbers. Maconomy will only print checks for suppliers within this range.
Due Date	This is the entry's due date. The due date is calculated from the invoice date and the vendor's payment terms. The date determines whether the entry is selected for payment when you select the action “Create Payment Selection.” The entry is selected if the due date is on or before the due date in the card part of the window. The date in this field was specified when the vendor invoice was registered, but can be changed here.
Debit, Currency	This is the debit entry amount in the vendor's currency. Debit entries are created when you register vendor credit memos in a vendor invoice journal or a general journal.
Credit, Currency	This is the credit entry amount in the vendor's currency. Credit entries are created when you register vendor invoices in a vendor invoice journal or a general journal.
Remainder, Currency	This field shows how much of the original entry amount still needs to be paid or reconciled. Maconomy automatically adjusts the balance with any discount specified on the line. If you select the action “Create Payment Selection,” the balance amount is selected for payment and transferred to the field “Payment.” The “Balance, Currency” field is automatically updated by Maconomy and cannot be changed.

Field	Description
Payment, Currency	This field shows how much of the entry is selected for payment. If payment is selected automatically, Maconomy will transfer the amount from the “Balance” field to this field. In manual selection, you must enter an amount here. The amount must not exceed the balance.
Discount %	In this field, you can specify a cash discount percentage. When you press Return, Maconomy calculates the discount amount and shows it in the field “Cash Discount.” If a cash discount term has been specified for the vendor in question in the window Company Specific Payment Control, Maconomy automatically fills in this field when creating a payment selection, if the vendor is to be granted a cash discount. Whether or not an entry is automatically assigned a cash discount is determined by the cash discount term specified for the vendor in question and the cash discount date specified in the field “Cash Discount Date” on the line. If the vendor is selected to pay tax in the field “Tax” in the window Company Specific Payment Control, the cash discount is deducted from the invoice before the tax is added. The invoice amount, excluding tax, is calculated from the tax rate in the standard tax code (specified in the window System Information). If you only fill in the field “Cash Discount” on the line, Maconomy will calculate the corresponding percentage rate and show it here, when you press Return. If you enter values in both fields, Maconomy will use the discount amount to calculate a discount percentage.
Cash Discount, Currency	In this field, you enter any cash discount as an amount in the vendor’s currency. If Maconomy has automatically calculated the cash discount on the basis of the cash discount date on the line and the cash discount term specified for the current vendor, and if tax adjustment has been selected in the applied cash discount term, the amount in this field includes tax. If tax adjustment has not been selected in the applied cash discount term, the amount is shown in this field exclusive of tax. Alternatively, you can enter a discount percentage as described in the field “Discount %.” The cash discount is posted on the cash discount account which is stated by means of a dimension combination in the window Posting References in the G/L module. The cash discount is posted separately in the General Ledger.
Being Paid, Currency	This field shows how much of the entry is being paid. It is shown in the vendor’s currency. An entry is counted as being paid from the time it is included in a payment file created in the window Payment Files until it is approved as paid.
Currency	This field shows the currency of the vendor.
Payment Mode	Here you choose how to pay the invoice. Maconomy suggests the payment mode selected when the vendor invoice entry was posted, but you can

Field	Description
	change the payment mode here. The payment mode is a reference to a G/L account. When you approve the payment selection, the payment mode points to the G/L account to which the payment is being offset, that is, from which payment is taken. The reference is made by means of a dimension combination in the window Payment Modes.
Pay when Paid	In this field, you can specify whether payment when paid functionality should apply to the current invoice entry. Maconomy suggests the value from the corresponding field on the vendor invoice to which the current entry pertains. The field can only be marked if the system parameter “Enable Payment when Paid” has been marked. Payment when paid functionality is used for ensuring that vendor invoices are not paid until they are allocated, and that vendor invoices allocated to jobs are not paid until you have received payment from the customer of the job in question. If you do not mark the field, the field “Ready for Payment,” which must be marked for the entry to be included in the payment selection, is marked if the invoice is simply approved, that is, the field “Approved” has been marked. If you mark the field, the field “Ready for Payment” is only marked if the invoice is approved and the field “Paid by Customer” is marked. This means that the entry is only included in the payment selection if the invoice has been allocated. Furthermore, if the invoice is allocated to one or more jobs, the entry is only included in the payment selection if the job entries created as a result of the allocation have all been invoiced and paid, or otherwise closed (for example, written off). When the field is marked, the due date does not determine whether the entry is selected for payment. Payment when paid entries are selected for payment as soon as they are ready for payment.
Paid by Customer	This field only applies to invoice entries assigned to a job entry created as a result of allocating the vendor invoice to a job. The field shows whether the customer of the job in question has paid the amount due for the job entry. This means that the field is only marked if all job entries created as a result of the allocation of the vendor invoice have all been invoiced and paid, or otherwise closed (for example, written off). Along with the fields “Approved” and “Pay when Paid,” this field determines whether the field “Ready for Payment” is marked, and the entry is therefore ready to be paid. If the field “Pay when Paid” is marked on the line, the field “Ready for Payment” is only marked if both this field and the field “Approved” are marked. If the field “Pay when Paid” is not marked on the line, only the field “Approved” needs to be marked for the field “Ready for Payment” to be marked.
Ready for Payment	This field shows whether the current entry is ready for payment and will thereby be included in the payment selection.

Field	Description
	If the field “Pay when Paid” is marked on the line, the field is only marked if both the field “Paid by Customer” and the field “Approved” are marked. If the field “Pay when Paid” is not marked on the line, only the field “Approved” needs to be marked for this field to be marked. However, if the entry is approved, it is possible to select it for payment manually. Please note that if this field is marked on a line on which the field “Pay when Paid” is also marked, the due date does not determine whether the entry is selected for payment. Payment when paid entries are selected for payment as soon as they are ready for payment.
Approved	This field shows whether the invoice has been approved. An invoice must be approved to be selected for payment. The field cannot be changed here. Invoices are approved manually in the Approve Invoices window, where it is also possible to cancel an approval. Invoices are approved automatically if the “Automatic Approval” field is marked for the vendor in question. The “Automatic Approval” field is changed in the window Payment Control.
Card Type Code	This field shows the card type code entered in the window Vendor Invoices when registering the entry. If you have not entered a code in that window, Maconomy uses the code from the window Payment Control. You can change the suggested value. The code is used by Maconomy to create a payment file in the window Payment Files.
Payer Identification	This field shows the payer identification entered in the window Vendor Invoices when the entry was created. If you have not entered a code in that window, Maconomy will use the payer identification from the window Payment Control. You can change the suggested value here. The information is used when a payment file is created in the window Payment Files to identify the vendor entry related to the current payment.
Giro	This field shows the giro number assigned to the pay-to vendor. Bank Acct. No. This field shows the bank account number assigned to the pay-to vendor.
Reg. No.	This field shows the registration number assigned to the pay-to vendor.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.
CPC No.	This field shows the CPC number assigned to the pay-to vendor.
Payment Description	This field shows the payment description entered in the window Vendor Invoices when registering the entry. You can change the suggested value here. The code is used by Maconomy to create a payment file in the window Payment Files.
Entry Date	This is the entry date in the General Ledger. The date identifies the posting period. The date cannot be changed.

Field	Description
Trans. No.	This is the entry's transaction number. The number was entered on the vendor invoice. It cannot be changed. When the entry is paid, this number is not the one shown on the payment. Maconomy allocates a unique payment transaction number. These numbers are maintained in the window System Numbers in the Set-Up module.
Trans. Type	This field shows the transaction type of the vendor entry.
Description	This is the entry description. The text was entered on the vendor invoice, and it cannot be changed. When the entry is paid, this text is not shown on the payment. Maconomy retrieves a text from the window Posting Descriptions in the G/L module.
Original Amount	This is the original invoice amount, expressed in the entry's original currency. It was specified on the vendor invoice and cannot be changed.
Original Currency	This is the currency in which the invoice was registered. It was specified on the vendor invoice and cannot be changed.
Responsible	This is the employee responsible for approving invoices and credit memos for the vendor. The name is used partly for reference, partly on the printout of unapproved vendor invoices, which is sorted by ‘responsible.’ The name cannot be changed.
Cash Discount Date	This field shows a cash discount date for the vendor entry in question. The date in this field is the latest date that will trigger the allowance of a cash discount for the current vendor entry. The date is calculated on the basis of the cash discount term displayed in the island Payment Control and the posting date for the current vendor invoice. However, you can change the date in this field manually.
Date Posted	This is the date the entry was posted. It cannot be changed.
Import Date	This field shows the import date entered in the window Vendor Invoices when registering the entry. You can change the value here. The code is used by Maconomy to create a payment file in the window Payment Files.

Actions

This section shows the Actions available in the Change Payment Selection by Vendor workspace.

Top Tab

Field	Description
Create Payment Selection	When you select this action, Maconomy creates a payment selection for the vendor. If an entry is both ready for payment and due for payment on or before the selected due date, or if the calculation date is before any cash

Field	Description
	discount date which may be indicated on the current vendor invoice, and if today's date is before this cash discount date, the entry is selected for payment. Furthermore, if the field "Pay when Paid" is marked for a given entry which is ready for payment, the due date does not determine whether the entry is selected for payment. Payment when paid entries are selected for payment as soon as they are ready for payment. When an entry is selected, the remaining amount is selected for payment and "Remainder" is set to zero. If a cash discount term has been entered for the current vendor, Maconomy will suggest the cash discount to be granted in accordance with the cash discount terms in question. The cash discount term is shown in the island Payment Control. Note that if a vendor's cash discount term has been set to adjusted tax, the cash discount amount displayed in the field "Cash Discount, Currency" will include tax. If tax adjustment has not been selected, the cash discount amount will be exclusive of tax. Terms for cash discounts including adjustment of tax are entered in the pop-up field Cash Discount Codes in the Set-Up module. All previous selections and changes will be overwritten. If you only wish to recalculate the vendor entries which have not already been selected for payment, you have to use the Payment Selection window and remove the mark in the "Overwrite Existing" field. You can change the payment selection after it has been made. You might want to withdraw various entries, for example. You approve conventional payment entries by selecting the action "Approve Conventional Payment."
Approve Conventional Payment	When you select this action, you approve the payment selection for the vendor. If you wish to approve a payment selection for all or a range of vendors, use the Print Payment Selection window. See the Introduction to this chapter for a detailed description.
Remove Payment Selection	When you select this action, all the amounts in the "Payment" field are cleared and the amount in the "Balance" field is reinserted. You cannot remove any previously approved payments.

Vendor Entries Single Dialog Workspace

Use this workspace to view and edit payment information about vendor entries.

Vendor Entry Tab

This section includes the fields and descriptions for the Vendor Entry tab.

Payment Selection Island

Field	Description
Latest Due Date	Enter the cut-off date for selection of entries for payment. If an entry's due date is on or before this date, it will be selected for payment. If the entry is not approved, it will not be selected. You must enter a date.
Blanket Payment Date	Enter the payment date to be applied to all of the payments included in the payment selection, both blanket payments and separate payments.
Overwrite Settled	If this field is marked, settled entries will be included in the payment selection, and entries already settled will be canceled. Entries can be selected in the window A/P Open Entry Reconciliation. If this field is not marked, entries for reconciliation will not be included.
Include Cash Discount	If this field is marked, the current payment selection will include any cash discounts granted in accordance with the cash discount terms indicated on the vendor invoices in question. A cash discount is automatically calculated by Maconomy if the calculation date is later than the cash discount date for the current vendor invoice, and if today's date is before this cash discount date. Note that if tax adjustment has been selected on the current vendor's cash discount term, the cash discount amount displayed on the print of this window will include tax. If tax adjustment has not been selected, the cash discount amount will be exclusive of tax. Terms for cash discounts inclusive of adjustment of tax are entered in the pop-up field "Cash Discount Codes" in the Set-Up module. The print of the selection also shows a detailed specification of any discount granted.
Remittance Text	In this field you can enter a remittance text. For a more detailed description, see the document on automatic payment for the selected payment format and the description of the window Show Payment Remittance.

Selected for Payment Island

Field	Description
Remainder, Approved	This field displays any approved amount that has not yet been paid.
Payment	This field displays the payment.
Being Paid	This field displays the amount being paid.
Discount	This field displays the discount amount.

Field	Description
Discount %	This field displays the percentage used to calculate the discount amount.

Entry Island

Field	Description
Debit, Currency	This is the debit entry amount in the vendor's currency. Debit entries are created when you register vendor credit memos in a vendor invoice journal or a general journal.
Credit, Currency	This is the credit entry amount in the vendor's currency. Credit entries are created when you register vendor invoices in a vendor invoice journal or a general journal.
Debit, Base	This field displays the debit entry amount in the base currency.
Credit, Base	This field displays the credit entry amount in the base currency.
Remainder, Currency	This field displays how much of the original amount of the entry is yet to be paid or reconciled. If a discount is specified on the line, Maconomy automatically deducts the discount amount from the remainder in this field. The field is maintained by Maconomy and cannot be changed manually.
Remainder, Base	This field displays any amount in the vendor’s standard currency that has not been reconciled.
Original Amount	This field displays the original amount of the entry.
Possible Cash Discount, Original	This field displays any cash discount that can be gained by paying the vendor invoice by the cash discount date in the original currency of the entry.
Possible Cash Discount %	This field displays any cash discount percentage that can be gained by paying the vendor invoice by the cash discount date.

Vendor Island

Field	Description
Vendor No.	This field shows the number of the vendor.
Vendor Name	This field shows the name of the vendor.
Pay to Vendor No.	This field shows the vendor number.

Field	Description
Currency	This field shows the delivery vendor's currency which is the same as the currency of the settling-company specific vendor.

Remarks Island

This field displays any remarks regarding the current collection order.

Invoice Island

Field	Description
Invoice No.	This field displays the number of the current invoice. The number is the vendor invoice number and is retrieved from the window Vendor Invoices. It cannot be changed here.
Invoice Date	This field displays the invoice date of the current invoice.
Invoice Received Date	This field shows the date when you received the vendor invoice.
Entry Date	This field displays the invoice's entry date.
Description	This field displays a description of the invoice.
Trans. No.	This field displays the invoice transaction number.
Transaction Type	This field displays the transaction type of the vendor entry.

Entry Information Island

Field	Description
Journal No.	This field displays the number of the posting journal to which the entry was posted.
Journal Line No.	This field displays the number of the line on which the entry occurs in the journal shown in the field "Journal No."
Entry Type	This field displays the entry type of the individual entry, such as "Expense Sheet."
Approved	This check box indicates whether the entry has been approved.
Approved By	This field displays the name of the person who approved the entry.
Approved Date	This field displays the date on which the entry was approved, if it has been approved.

Field	Description
Disclosable	This field specifies whether there is an obligation of disclosure attached to the entry. This field is used, for example, if the vendor is a person for whom special taxation rules apply.
Open/Closed	This field specifies whether the entry is open or closed. A vendor invoice or credit memo is open until it has been paid or reconciled. A payment, discount, or exchange rate entry is always registered as closed.
Due Date	This is the entry's due date. The due date is calculated from the invoice date and the vendor's payment terms. The date determines whether the entry is selected for payment when you create payment selections. The entry is selected if the due date is on or before the due date in the card part of the window. The value was specified when the vendor invoice was registered. It can be changed here.
Date Posted	This field displays the date on which the entry was posted to the accounts payable and general ledger.
Time Posted	This field displays the time at which the entry was posted to the accounts payable and general ledger.
Cash Discount Date	This field displays a cash discount date, if any, assigned to the current vendor entry. The date shown in this field is the latest date on which a payment should take place if a cash discount is to be granted for the current vendor invoice.
Responsible	This field displays the name of the person who is responsible for approving the entry.
Company of Origin	This field displays the company that initiated the displayed vendor entry.

Company Island

Field	Description
Company No.	This field displays the settling company number of the vendor entry’s settling-company specific vendor.
Company Name	This field shows the name of the settling company of the vendor entry’s settling-company specific vendor.
Base Currency	This field shows the currency of the settling company of the vendor entry’s settling-company specific vendor.

Payment Island

Field	Description
Vendor Payment No.	This field displays the vendor payment number.

Field	Description
Pay when Paid	This check box indicates whether payment when paid applies to the invoice in question.
Paid by Customer	This check box indicates whether the customer of the job in question has paid the amount due for the job entry. This field is only marked if all job entries created as a result of the allocation of the vendor invoice have all been invoiced and paid, or otherwise closed (for example, written off).
Ready for Payment	This check box indicates whether the current entry is ready for payment.
Payment Mode	Select the payment mode, for example, check.
Check Book	This field displays the check book used in connection with payment of the current vendor entry.
Payment Agent	This field displays the customer payment agent whose format you want to use for the current entry.
Payment Form	This field displays the payment form selected for this entry.
Fixed Exchange Rate at Payment	This field displays the prevailing currency exchange rate at the time of payment.
Payment Description	Enter a code for the goods or services covered by the vendor invoice. Maconomy uses the payment description in the creation of payment files for electronic payment of vendors.
Import Date	Enter the date on which the goods or services covered by the vendor invoice were imported. Maconomy uses the import date in the creation of payment files for electronic payment of vendors. These payment files are created in the Payment Files window in the Banking module.
Card Type Code	Enter the vendor invoice card type code. It is used by Maconomy to create payment files for the electronic payment of vendors. These payment files are created in the Payment Files window in the Banking module. If you enter neither a card type code nor a payer identification, the vendor's standard card type code is copied to the vendor entry when the invoice is posted. This card type code is entered in the "Card Type Code" field in the Payment Control window.
Payer Identification	Enter the vendor invoice's payer identification. It is used by Maconomy to create payment files for electronic payment of vendors. These payment files are created in the Payment Files window in the Banking module. If you enter neither a card type code or payer identification, the vendor's standard payer identification is copied to the vendor entry when the invoice is posted. This payer identification is entered in the "Payer Identification" field in the Payment Control

Field	Description
	window. Maconomy checks that the value entered is a correct payer identification.
Giro	Enter the giro number assigned to the pay-to vendor.
Bank Acc. No.	Enter the bank account number assigned to the pay-to vendor.
Reg. No.	Enter the registration number assigned to the pay-to vendor.
Credit Card No.	Enter the credit card number assigned to the pay-to vendor.
CPC No.	Enter the CPC number assigned to the pay-to vendor.
Credit Memo Due Date	This field displays the due date assigned to the credit memo. The due date is calculated from the credit memo date and the customer's payment terms.
Amount Being Paid, Base	This field shows the amount being paid in base currency.
Amount Being Paid, Enterprise	This field shows the amount being paid in enterprise currency.
Reconciliation Date	This field shows the latest entry date for the current entry and all the entries that have been reconciled against the current entry.
Entry Reconciliation Date	This field shows the date for when the entry was reconciled.
Debit, Enterprise	This is the debit entry amount in the enterprise currency. Debit entries are created when you register vendor credit memos in a vendor invoice journal or a general journal.
Credit, Enterprise	This is the credit entry amount in the enterprise currency. Credit entries are created when you register vendor invoices in a vendor invoice journal or a general journal.
Remainder, Enterprise	This field displays how much of the original amount of the entry is yet to be paid or reconciled, in enterprise currency. If a discount is specified on the line, Maconomy automatically deducts the discount amount from the remainder in this field This field is maintained by Maconomy and cannot be changed manually.
Tax, Base	This field shows the Tax amount from the vendor invoice in base currency. The amount is only having a value on vendor entries created from a vendor invoice.

Field	Description
Tax, Enterprise	This field shows the Tax amount from the vendor invoice in enterprise currency. The amount is only having a value on vendor entries created from a vendor invoice.
Tax, Original	This field shows the Tax amount from the vendor invoice in currency of the vendor invoice. The amount is only having a value on vendor entries created from a vendor invoice.

Payment Files Single Dialog Workspace

Use this workspace to create a payment file for automatic payments. Maconomy automatically prints a specification of all payments when you create the payment file. This workspace is part of the "Electronic Payment" add-on.

Maconomy creates a payment order for each payment that you want the payment agent to make.

Note: If a given payment fulfills the terms for a cash discount, use the cash discount date as the date of payment when you create payment orders. You can specify cash discount terms when you create vendor invoices or assign them to each vendor in the Payment Selection and Company-Specific Payment Selection workspaces.

The Show Payment Orders workspace shows all of the payment orders that you create from this workspace. The Show Payment Reconciliation workspace shows the vendor entries that belong to a specific payment order. You can use these two workspaces to trace how your vendor entries were paid if a vendor claims that payment was not made.

If you choose to send remittance information to payees, you can use the Show Payment Remittance workspace to review and edit the information. Remittance information is included in the payment file if you select the **Notify Payment Recipient** field for the specified payment mode.

Payment Files Tab

This section includes the fields and descriptions for the Payment Files tab.

Run Mode Island

Field	Description
Create Payment File	If you mark this field, Maconomy will create a payment file. In reprints, the mark should be removed, as Maconomy will otherwise create a new file. The file is created when you select the action “Create Payment File.”
Preferred Payment Date	In this field, you can specify the payment date to be applied to the payment orders in the file created when you select the “Create Payment File” action. If you do not specify a date, the payment date for each entry being paid will be the one applied to the entry in the payment selection.

Selection Criteria Island

Field	Description
Payment Agent	In this pop-up field you select a payment agent whose format you want to use for the current payment list. The list will only show entries being paid by this payment agent.
Payment Mode	Here you select a payment mode. The list will only show entries being paid using this payment mode.
Pay to Vendor No.	Here you can enter a range of vendor numbers. Maconomy will only include payments to delivery vendors within this range.
Supplier No.	Here you can specify a range of supplier numbers. The payment file will only include suppliers within the specified range.
Company No.	In these fields, you can specify a range of company numbers. The payment file will only include companies within the specified range.
Company of Origin	In this field, you can specify a range of company numbers. The payment file will only include entries where the company of origin is within this range.
A/P Control Account	In this field, you can select an A/P control account. The payment file will only include entries using this account.
Vendor Group	In this field, you can select a vendor group. The payment file will only include entries from this vendor group.
Card Type Code	In this field, you can enter a range of card type codes. The payment file will only include entries with a card type code within this range.
Payment Date	In this field, you can enter a range of dates. The payment file will only include entries with a payment date within this range.
Transaction Type	In this field, you can enter a transaction type. The payment file will only include entries with this transaction type.

Payment Information Island

Field	Description
File Name	In this field, you must specify the name of the file which will contain the payment file when you select the action “Create Payment File.” The file is formatted in accordance with the format of the payment agent you have selected in the field “Payment Agent.” The file is placed in your Maconomy client folder.
Reporting Currency	In this field, you can specify the currency in which the payment entry should be displayed. The payment entries in the current payment file will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. For the purpose of converting the chosen currency into another currency, Maconomy uses the valid exchange rates specified in the exchange rate table

Field	Description
	for purchases on the date entered in the field “Exchange Rate Date” below. The exchange rate table to be used for purchases is specified in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify the date which should be used when converting amounts into the chosen reporting currency. Maconomy uses the valid exchange rates specified in the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Security Code 1	Here you can enter a security code. For a more detailed description, see the document on automatic payment for the selected payment format.
Security Code 2	Here you can enter a security code. For a more detailed description, see the document on automatic payment for the selected payment format.

Reprint Island

Field	Description
Paym. No.	If you specify a previously run payment number in this field, the payment list will be written to a file again when you select the function “Create Payment File” in the Action menu. If you want to do this, the field “Create Payment File” in the island Run Mode must not be marked. The file is created when you select the action “Create Payment File.”

Actions

This section shows the Actions available in the Payment Files workspace.

Top Tab

Field	Description
Create Payment File	When you select this action, Maconomy creates an automatic payment file with the name specified in the field “File Name” and prints a specification of the entries included in the payment. When a payment file for the bank is created, a payment journal containing the entries under payment is also created. You can verify the information in this journal before you post it in the window Payment Journal. You can alter the posting date as well as the posted amount in currency when it concerns foreign payments. However, if the system parameter “Automatic Posting of Payment Journals” is marked, the payment journal is posted automatically.

Field	Description
	The action is also used if you wish to reprint a payment specification and when you have chosen not to create a payment file. If the creation of a payment file causes an error that prevents Maconomy from completing the file, Maconomy will reset all entries to their status before you tried to create the payment file. The incomplete payment file is named “$delete” by Maconomy and will automatically be deleted from the server.

Print Check Single Dialog Workspace

Use this workspace to print out checks.

When you print checks, Maconomy automatically creates a payment journal for entries being paid. Maconomy automatically posts this journal if you select the **Automatic Posting of Payment Journals** system parameter.

You can review payment orders in the Show Payment Orders workspace. You can review vendor entries that are included on a specific payment order in the Show Payment Reconciliation workspace. If you select the **Notify Payment Receiver** option in the Payment Modes workspace, you can use any specification that you create while paying entries as a remittance line on the check.

Print Check Tab

This section includes the fields and descriptions for the Print Check tab.

Selection Criteria Island

Field	Description
Check Book	In this field, you select a check book. Once you have selected a check book, you can only print out checks belonging to that check book.
Payment Mode	In this field, you select a payment mode. Maconomy will verify that the number of the checks being printed corresponds to the next number defined for the current check book. If you print out more than one check, the check numbers will therefore be consecutive.
Pay to Vendor No.	Here you enter a range of vendor numbers. Maconomy will only print checks for vendors within this range.
Supplier No.	In these fields, you can specify a range of supplier numbers. Maconomy will only print checks for suppliers within this range.
Company No.	In these fields, you can enter a range of company numbers. Maconomy will only print checks for vendors assigned to companies within this range.
Company of Origin	In this field, you can specify a range of company numbers. Maconomy will only print checks where the company of origin is within this range.
Control Account	In this field, you can select an A/P control account. Maconomy will only print checks for this control account.

Field	Description
Vendor Group	In this field, you can select a vendor group. Maconomy will only print checks from this vendor group.
Transaction Type	Here you can enter a transaction type. Maconomy will only print check for this transaction type.
Card Type	In this field, you can enter a range of card types. Maconomy will only print checks for entries with a card type within this range.
Payment Date	Here you enter a range of dates. Maconomy will only print checks where the payment date is in this range.

Payment Control Island

Field	Description
Check No.	In this field, you enter the number of the next check to be printed from the current check book. Only checks to which the selected payment mode and vendor entries are assigned will be printed. It is only possible to enter one check book and payment mode at a time. If the system parameter “Consecutive Check Numbers Required” has been marked in the “System Parameters” window, you can only enter a number corresponding to the next check number according to the check book setup in the Pop-up Fields window.
Preferred Payment Date	This field allows you to enter the date on which the payment selection or payment report in question should be processed.
Place of Issue	In this field, you enter the place of issue of the current check.

Print Control Island

Field	Description
Test Print	If you mark this field, one test check will be printed so you can test printer alignment and so on The amount on the printed test check will be zero, and the text on the check will indicate that this is a test print.
Layout	In this field, you select the layout that you wish to use for the checks. The written amounts on a check can be printed either with or without spaces, for example, “One thousand” or “Onethousand,” depending on whether the field “Spaces in Written Amounts” has been marked for the selected check book in the window Pop-up fields in the Set-Up module. If further layouts have been added, the written amounts may also be available in other formats and languages.

Read Payment Status Single Dialog Workspace

Use this workspace to read files from a payment agent.

The files contain payment statuses for the payment orders that you sent to the payment agent. When Maconomy reads a file, it also transfers the statuses to the payment orders in Maconomy, ensuring that the statuses that the payment agent entered correspond to those that were entered in Maconomy.

You can also use this workspace to reprint information about payment statuses that Maconomy read on earlier occasions.

Note: You can specify the status of a payment order manually in the Payment Reporting workspace. See the description of that workspace for more information.

Read Payment Status Tab

This section includes the fields and descriptions for the Read Payment Status tab.

Read Control Island

Field	Description
Payment Agent	In this field, you can specify the payment agent who supplied the payment status file to be read.
Read File	In this field, you can choose whether a new payment status file is to be read, if you wish to restart a reading which was aborted or if you wish to reprint a status file which has already been read. If you mark this field, you must specify the file to be read.

Reprint Island

Field	Description
Run No.	If you wish to reprint information about a payment status read on an earlier occasion, enter the run number of the status reading to be reprinted in this field.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Show Read Payment Status Single Dialog Workspace

Use this workspace to view the payment statuses for a number of payment orders with a given payment agent.

This workspace shows information about each entry in the payment status file that Maconomy read. This workspace is for information only, so you cannot change any of the information that it shows. However, you can print the information about the status of each payment order.

Show Read Payment Status Tab

This section includes the fields and descriptions for the Show Read Payment Status tab.

Payment Status References Island

Field	Description
Run No.	This field shows the number of the run in which the current status was read.
Line No.	This field shows the number of the line from which the current payment status was read in the payment status file.
Paym. No.	This field shows the payment number of the current payment order.
Payment Group No.	This field shows the number of the payment group if the payment order is assigned to a payment group.
Payment Line No.	This field shows the line number of the current payment order.
Register No.	This field shows the register number of the customer entry. The register number is an internal reference in the payment agent's system.
Transfer Date	This field shows the date on which the current payment order was transferred.

Error Island

Field	Description
Error Entry	This field shows if the payment order has been error reported.
Error Message	If the payment order resulted in an error, any error message from the payment agent is shown in this field.

Account Information Island

Field	Description
External Account No.	This field shows the company's account number in the payment agent's database.

Field	Description
Internal Account No.	This field shows the company's internal G/L account in Maconomy, corresponding to the external account number in the payment agent's database.

Payment Status Information Island

Field	Description
Amount, Currency	This field shows the amount of the payment order. The amount is shown in the currency shown in the field "Currency."
Amount, Base	This field shows the amount of the payment order. The amount is shown in base currency.
Paid	This field shows if the payment order has been paid.
Rejected	This field shows if the payment order has been rejected.

Payment Reporting Single Dialog Workspace

Use this workspace to view all unfinished automatic payment orders-that is, payment orders that are not yet approved as paid, reversed, or erroneous.

For each payment order line in the sub-tab, you can select whether the payment order is to be paid, reversed, or error-reported.

Paid Entries

If you specify that a payment order should be paid, the assigned vendor entry is also marked as paid when you use the **Approve Entries** action. Maconomy creates a payment journal with journal entries that correspond to all approved payment entries. You can use the Payment Journal workspace to check the journal entries before posting them. You can change the posting date and, for foreign payments, the posted amount in base currency. The journal is automatically posted if you select the **Automatic Posting of Payment Journals** system parameter.

Error-Reported Entries

To report an automatic payment order as having errors, select the **Error Reported** field in the sub-tab of the Payment Reporting workspace. When you approve the error report, Maconomy updates the matching vendor entry. You can now select the vendor entry for payment again.

Reversed Entries

You can also report errors by selecting the **Errors Reported** field, then reversing a payment order. Mark the **Reversed** field, then use the **Approve Entries** action to approve the entry.

The entry will be error-reported and will be selected for payment, so that you can easily create a new check or payment file. This approach is useful if you are printing a large number of checks, the printing fails, and you have to reprint all the checks.

Payment Reporting Tab

This section includes the fields and descriptions for the Payment Reporting tab.

Selection Criteria Island

Field	Description
Payment Date	Here you can enter a range of payment dates. The table will only show payment orders with a payment date within this range.
Vendor No.	Here you can enter a range of numbers of vendors who are responsible for payment. The table will only show payment orders for vendors numbered within this range.
Company No.	In these fields, you can specify a range of company numbers. The table will only show payment orders concerning companies within this range.
Supplier No.	In these fields, you can specify a range of supplier numbers. The table will only show payment orders concerning suppliers within this range.
Paym. No.	Here you can enter a range of payment numbers. The table will only show payment orders numbered within this range.
Check No.	Here you enter a range of check numbers. Only payment orders with a check number within the selected range will be shown in the table part of this window.
Check Book	Here you select a check book. Only payment orders with the selected check book will be shown in the table part of this window.
Payment Agent	Here you can select a payment agent. The table will only show payment orders with the chosen payment agent.
Payment Mode	Here you can select a payment mode. The table will only show payment orders with the chosen payment mode.
Origin	Here you select the origin of the payment order. Only payment orders with the selected origin will be shown in the table part of this window.
Show Entered	If you mark this field, the table will show payment orders registered as having been received by the payment agent.
Show Paid	If you mark this field, the table will show payment orders registered as having been paid by the payment agent.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the totals in the statistic island should be displayed. The amount from the vendor entry will be converted into and displayed in this currency. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the current date and the exchange rate table used is the

Field	Description
	exchange rate table for purchases selected in the window System Information in the Set-Up module. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question.

Status Island

Field	Description
Reg.	By using the action “Transfer Status,” the value in this field can be transferred to the payment orders shown in the table part of this window.
Paid	The functionality of this field is similar to that of the field “Reg.” above.
To Be Canceled	The functionality of this field is similar to that of the field “Reg.” above.
Error Reported	The functionality of this field is similar to that of the field “Reg.” above.
Reversed	The functionality of this field is similar to that of the field “Reg.” above. If a payment order is transferred and the vendor entry assigned to this order is selected for reconciliation, the reconciliation of the vendor entry will be canceled. This means that the amount selected for reconciliation will be reset to zero.

Statistics Island

Field	Description
Quantity	In this column, the number of payment orders grouped by the fields “Total Payments,” “Reg.,” “Paid,” “Canceled,” “Errors Reported,” and “Reversed” is shown.
Amount	In this column, the total amount of payment orders grouped by the fields “Total Payments,” “Reg.,” “Paid,” “Canceled,” “Errors Reported,” and “Reversed” is shown.
Total Payments	This row shows the total number of payment orders shown in the table part as well as the total amount of these.
Reg.	This row shows the number of registered payment orders shown in the table part as well as the total amount of these.
Paid	This row shows the number of payment orders in the table part registered as paid by the payment agent. The total amount for paid orders is also shown.
Errors Reported	This row shows the number of payment orders in the table part registered as erroneous. The total amount of erroneous orders is also shown.

Field	Description
Reversed	This row shows the number of payment orders in the table part registered as reversed by the payment agent. The total amount of reversed orders is also shown.
Reporting Currency	In this pop-up field, you can specify the currency in which the amounts in this island should be shown. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question.

Automatic Payment Lines Sub-Tab

This section includes the fields and descriptions for the Automatic Payment Lines sub-tab.

Field	Description
Payment Date	This field shows the payment order's payment date.
Vendor No.	This field shows the payment order's billing vendor number.
Supplier No.	This field shows the supplier's billing number.
Paym. No.	This field shows the payment order's payment number. Maconomy allocates a number from the window System Numbers when you make a payment from the Automatic Payment window. The number is given to all the payment orders being transferred.
Paid, Currency	This field shows the payment order amount in the delivery vendor's currency.
Currency	This field shows the delivery vendor's currency.
Paid, Base	This field shows the payment order amount in the base currency.
Base Currency	This field shows the base currency of the company which carried out the current payment.
Entered	You can mark this field to show that the payment order is registered, that is, that the payment agent has received and accepted the order.
Paid	You can mark this field to show that the payment order has been paid, that is, that the payment agent has registered the payment as paid. If an automatic payment is registered as paid, the matching vendor entry will be registered as paid when the registration is approved.
Error Reported	You can mark this field to show that the payment order has an error. When you approve the error report, Maconomy updates the matching vendor entries.

Field	Description
Reversed	In this field, you mark the payment order if it has been reversed. By approving the reversion, the assigned vendor entries are updated in the same way as erroneous entries, but the reversed amount will furthermore be selected for payment on the assigned vendor entries.
Customer No.	This field shows the number of the customer to which the current payment order is assigned.
G/L Account No.	This field shows the number of the G/L account at which the current payment order is posted.
Payer Identification	This field shows the payer identification of the payment order.
Payment Agent	This field shows the payment agent chosen for the payment order in question.
Payment Mode	This field shows the payment mode chosen for the payment order in question.
Company No.	This field shows the number of the customer to which the current payment order is assigned.
Origin	This field shows the origin of the payment order.
Check Book	This field shows the check book assigned to the current payment order.
Check No.	This field shows the check number assigned to the payment order. You can change the number in this field. If you do not change the number here, it will correspond to the original check number.
Original Check No.	This field shows the check number used in connection with printouts of the check assigned to the current payment order. You cannot change the value in this field.
Changed by	This is the name of the user who last changed the payment order. The field is updated automatically. If you have not made any changes, the field shows who created the payment order.
Changed on	This is the date the payment order was last changed. It is updated automatically. If you have not made any changes, the field shows the date on which the payment order was created.

Actions

This section shows the Actions available in the Payment Reporting workspace.

Top Tab

Field	Description
Transfer Status	When you select this action, the entered status in the card part of this window is transferred to all payment orders shown in the table part of this window.
Approve Entries	When you select this action, the entered status in the card part of this window is transferred to all payment orders shown in the table part of this window. When you select this action, all entries are approved with the specifications made in the fields “Paid,” “Canceled,” “Error Reported,” or “Reversed” in the table part of this window. Payment orders which do not involve vendor payments will be canceled if their status is either paid, erroneous, or reversed. In these cases, no payment journal will be created.

Print Out Payment Listing Single Dialog Workspace

Use this workspace to approve payment selections for manual payment of one or more vendors at a time. You can also reprint information about previously approved payments.

To approve a payment selection for one vendor, you can use the **Approve Conventional Payment** action in the Change Payment Selection by Vendor workspace.

Print out Payment Listing Tab

This section includes the fields and descriptions for the Print out Payment Listing tab.

Run Mode Island

Field	Description
Approve Selection	Here you specify whether to approve a payment selection or reprint a payment report. If the field is checked, you approve a payment selection.
Show Entries	If you check this box, a list of the vendor entries that make up the payment selection will be printed for each approved payment.
Preferred Payment Date	This field allows you to enter the date on which the payment selection or payment report in question should be processed.

Selection Criteria Island

Field	Description
Fields	In these fields, you can specify values or ranges of values (when appropriate) that will define the target group. The criteria that you enter are cumulative.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Reprint Island

Field	Description
Paym. No.	In this field you can enter the payment number of a payment report. Please note that you cannot enter a payment number if you have checked the “Approve Selection” field in the Run Mode island to reprint a payment report.

Payment Journal Single Dialog Workspace

Use this workspace to view unposted vendor journals. Maconomy creates a payment journal for each approved payment selection, every check printed, and every payment file.

You can change the entry date. You can also change the amount in base currency if the entry uses foreign currency.

When you approve a conventional payment selection, Maconomy uses the current date as the entry date for the payment entries. When you approve an automatic payment selection and payment by check, Maconomy suggests the date of the payment order as the entry date.

For payments in foreign currency, when you use automatic payment selection, Maconomy uses your current exchange rate table for purchases to convert the foreign currency amount to base currency.

When you use the manual payment process, you enter the amount in base currency. You can also use the Import Payment Status workspace to import this information.

Note: If you select the **Automatic Posting of Payment Journals** system parameter, Maconomy posts payment journals automatically, so that information does not appear in this workspace.

Payment Journal Tab

This section includes the fields and descriptions for the Payment Journal tab.

Journal Island

Field	Description
Journal No.	This is the number of the journal. The number is taken from the “Journal” number series in the window System Numbers in the Set-Up module.
Created by	This is the name of the user who created the journal. It cannot be changed here.
Date	This is the date on which the journal was created. It is only for reference, and it cannot be changed here.
Post	Mark this field to release the journal for posting. The journal will then be posted the next time you post vendor journals in the window Posting or Print Posting Journal. If it is not marked, you have to mark the field “Post” next to the journal in the window Posting before you can post it.

Posting Island

Field	Description
Layout	In this field, you can select which layout to use when the journal is posted. The layout “Standard” includes detailed information on each entry. The layout “Journal Overview” shows summary information with totals for the journal, including any resulting intercompany journals.

Payments Sub-Tab

This section includes the fields and descriptions for the Payments sub-tab.

Field	Description
Vendor No.	This is the number of the delivery vendor the payment is for. It cannot be changed.
Entry Date	This is the payment’s entry date. When you approve a conventional payment, Maconomy suggests the current date as the entry date for the payment journal. When you approve an automatic payment, Maconomy suggests the date of the payment order. If you want the possibility to balance Maconomy’s vendor statement with a bank statement, for example, you can postpone the posting of the vendor journal until you have received notice of the payment date from the bank. The entry date can then be changed, and you can post the journal.
Trans. No.	This is the payment’s transaction number. It is taken from the Vendor Payment system number series in the Set-Up module and cannot be changed.

Field	Description
Trans. Type	This field shows the transaction type of the vendor payment.
Paid, Base	This is the base amount which is paid. Maconomy calculates this amount using the current exchange rate table for purchases. You can only change it if a payment is in a foreign currency. To post the base amount which you have to pay for the foreign currency, you can postpone the posting of the vendor journal until the bank has notified you of the exchange rate it has used for the payment. You can then adjust the base amount in this window and post the journal. If the payment journal has been posted before you noticed that the paid amount differs from the base amount calculated by Maconomy, you should correct this with a currency adjustment entry in the window General Journal in the G/L module.
Currency	This field shows the vendor's currency. You can only change the "Paid, Base" amount if the value here is not the base currency.
Paid, Currency	This field shows the amount paid in the vendor's currency, that is, the currency used for payment. You cannot change the value in this field.
Exchange Rate Variance, Base	This field shows any exchange rate variance calculated by Maconomy for payments in foreign currency. The amount is shown in the base currency of the settling company. The amount corresponds to the difference between the base amount reconciled by the payment and the base amount actually paid, that is, the amount specified in the field "Paid, Base." A variance will occur if exchange rates have changed from the time the vendor invoice was received and posted until the time you pay it. Also, the fact that your bank uses another exchange rate than what is specified in Maconomy will give rise to differences which are reflected in this field.
Being Paid, Base	This field shows the amount being paid in base currency.
Being Paid, Currency	This field shows the amount being paid in the vendor's currency.

Actions

This section shows the Actions available in the Payment Journal workspace.

Top Tab

Field	Description
Post	When you select this action, Maconomy posts the payment journal currently shown in the window.

Print Payment Overview Single Dialog Workspace

Use this workspace to print an overview of payments made to external accounts. The report sorts the entries under each external account by payment mode and payment date.

Print Payment Overview Tab

This section includes the fields and descriptions for the Print Payment Overview tab.

Selection Criteria Island

Field	Description
Company No.	In these fields, you can enter a range of company numbers if you want to limit the printout to only include certain companies.
Payment Agent	In this field, you can select a payment agent if you want the printout to only contain entries assigned to this agent. If no payment agent is specified, the printout will not be affected by which payment agent the payments are assigned to.
Reg. No.	In these fields, you can enter a range of bank registration numbers if you want to limit the printout to only include entries registered on certain registration numbers.
Bank Acc. No.	In these fields, you can enter a range of bank account numbers if you want to limit the printout to only include entries registered on certain bank account numbers.
Due Date	In these fields, you can enter a range of due dates if you want to limit the printout to only include entries registered with certain due dates.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which payment overview should be printed. The payment overview will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.

Field	Description
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Show Entries	If you mark this field, the printout will contain a specification of each open entry registered on the external accounts included on the printout. If you do not mark this field, the printout will show one page per external account grouped by payment modes showing a total for each day, a total for each payment mode and a grand total for each external account included on the printout.

Show Payment Orders Single Dialog Workspace

Use this workspace to view a list of payment orders.

This workspace sub-tab shows only the payment orders that match the selection criteria that you specify in the tab.

If a vendor claims that you did not make a payment, use this workspace and the Show Payment Reconciliation workspace to research the issue.

Show Payment Orders Tab

This section includes the fields and descriptions for the Show Payment Orders tab.

Selection Criteria Island

Field	Description
Payment Date	Here you can enter an interval of payment dates. The table will only show payment orders with payment dates within this interval.
Vendor No.	Here you can enter a range of vendor numbers. The table will only show payment orders for payment vendors numbered within this range.
Supplier No.	In these fields, you can specify a range of supplier numbers. Maconomy will only show payment orders with suppliers within this range.

Field	Description
Company No.	In these fields, you can specify a range of company numbers. Only payment orders with an assigned company number within this range will be shown in the table part of the window.
Paym. No.	Here you can enter a range of payment numbers. The table will only show payment orders numbered within this range.
Payer Identification	Here you can enter a range of payer identifications. The table will only show payment orders with a payer identification within this range.
Check No.	Here you can enter a range of check numbers. The table will only show payment orders with a check number within this range.
Check Book	Here you can select a check book. The table will only show payment orders with the selected check book.
Payment Agent	Here you can select a payment agent. The table will only show payment orders related to the selected payment agent.
Payment Mode	Here you can enter a range of payment modes. The table will only show payment orders that are related to the chosen payment mode.
Origin	Here you can select that a payment must be of a specific origin. The table part will only show payment orders of the selected origin.
Payment Form	Here you can select a payment form. The table will only show payment orders with the selected payment form.
Show Paid	If you mark this field, payment orders already paid will be included in the table part.
Show Error Reported/ Reversed	If you mark this field, erroneous, reversed, or canceled payment orders will be included in the table part.
Show Non-closed	If you mark this field, closed payment orders will not be included in the table part.
Show Zero-balanced Payment Order	If you mark this field, payment orders with a zero-balance will be included in the table part.
Show Payment Selection	If you mark this field, payment selections will be included in the table part.

Payment Orders Sub-Tab

This section includes the fields and descriptions for the Payment Orders sub-tab.

Field	Description
Payment Date	This field shows the date the payment date of the payment order.

Field	Description
Vendor No.	This field shows the payment order's payment vendor number.
Supplier No.	This field shows the number of the supplier.
Company No.	This field shows the number of the customer.
Paym. No.	This field shows the payment order's payment number. It is taken from the window System Numbers every time you make a payment in the Automatic Payment window and is given to all the payment orders in the payment round.
Paid, Currency	This field shows the payment order amount in the delivery vendor's currency.
Discount, Currency	This field shows how much discount was given in the vendor's currency.
Currency	This field shows the delivery vendor's currency.
Paid, Base	This field shows the payment order amount in base currency.
Discount, Base	This field shows how much discount was given in the company's base currency.
Payment Mode	This field shows the payment mode.
Payment Form	This field shows the payment form of the current payment order. This field shows the payment agent used for the payment.
Payment Agent	This field shows the payment agent used for the payment.
Card Type Code	This field shows the payment order's card type code. This field shows the payment order's payer identification.
Payer Identification	This field shows the payment order's payer identification.
Transaction Serial No.	This field shows the transaction serial number of the payment order.
Payment Description	This field shows the payment description.
Import Date	This field shows the payment order's import date.
Check Book	This field shows the check book assigned to the current payment order.

Field	Description
Check No.	This field shows the number of the check used in connection with the payment order.
Reference Check No.	This field shows the reference number of the check. If a number of payments by check are made using a payment mode with combined payment and remittance to the receiver of the amount, a check will be printed out with the full amount and any assigned remittance lines. If the number of remittance lines take up more space than allocated on the check, a number of checks will be printed out to match the space needed for the remittance lines. The extra checks all contain a zero amount and a reference check number which corresponds to the number of the original check.
Origin	This field shows the origin of the payment order.
Payment Selection	This field shows whether the payment order has been selected for payment.
Entered	This field shows whether the payment order has been registered, that is, that the payment agent has acknowledged receipt of the amount.
Paid	This field shows whether the payment order has been paid, that is, that the payment agent has registered it as paid.
Closed	This field shows whether the payment order has been closed. It is closed when it has been approved as paid, closed, or error reported.
Canceled	This field shows whether the payment order has been canceled.
Error Reported	This field shows whether the payment order has been error reported.
Reversed	This field shows whether the payment order has been reversed.
Changed By	This is the name of the user who last changed the payment order information. The field is updated by Maconomy every time a change is entered in the Payment Reporting window. If you have not changed the order, it shows the name of the user who created the payment order.
Changed On	This is the date on which the payment order information was last changed. The field is updated by Maconomy every time a change is entered in the Payment Reporting window. If you have not changed the order, it shows the date on which the payment order was created.

Show Payment Reconciliation Single Dialog Workspace

Use this workspace to review the payment orders that Maconomy creates in the automatic payment process. The tab shows the payment order that will be sent to the payment agent, and the sub-tab list the vendor entries covered by the payment.

If a vendor claims that you did not make a payment, use this workspace and the Show Automatic Payment workspace to research the issue.

If a payment selection exists for the current payment order, as indicated in the Payment Status island, you can edit the individual vendor entries in the sub-tab to change the amount to be paid or the discount amount.

You can also add or delete vendor entries. For example, if you receive a vendor invoice and a vendor credit memo that add up to zero, some payment agents cancel out the two entries and do not send any remittance text about the cancellation to the vendor. To avoid this, the invoice and credit memo must be in separate payment files. If they both appear in this workspace, you can remove one of them, create the payment file, then run another payment selection that includes the entry that you removed. Then both entries will appear on statements from the payment agent to the vendor.

Show Payment Reconciliation Tab

This section includes the fields and descriptions for the Show Payment Reconciliation tab.

Payment Island

Field	Description
Vendor No.	This field shows the payment order's payment vendor number.
Name 1 – 3	These fields show the name of the company customer or company vendor, depending on the origin of the payment line.
Supplier No.	This field shows the number of the supplier.
Customer No.	This field shows the number of the customer.
Giro	This field shows the giro number assigned to the pay-to vendor.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.
CPC No.	This field shows the CPC number assigned to the pay-to vendor.
Reg. No.	This field shows the registration number assigned to the pay-to vendor.
Account No.	This field displays the account number of the current company.

Field	Description
G/L Account No.	This field shows the number of the G/L account at which the amount is posted.
Payment Date	This field shows the payment order's payment date.
Currency	This field shows the delivery vendor's currency.
Paid, Currency	This field shows the payment order amount in the vendor's currency.
Discount, Currency	This field shows how much discount was given in the delivery vendor's currency.
Base Currency	This field shows the currency used as base currency in the company the payment has been made to. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.
Paid, Base	This field shows the amount paid in the base currency.
Discount, Base	This field shows how much discount was given in the base currency.

User Island

See the "Getting Started" topic for a description of the fields in the island User.

Payment Information Island

Field	Description
Paym. No.	This field shows the payment order's payment number. Maconomy allocates a number from the window System Numbers when you make a payment from the Automatic Payment window. The number is given to all the payment orders being transferred.
Payment Group No.	If a payment group is assigned to the payment order, this field will show the number of the payment group.
Payment Line No.	This field shows the number of the current payment order. This field shows the payment order's payment mode.
Payment Mode	This field shows the payment order's payment mode.
Payment Form	This field shows the payment order's payment form. This field shows the payment agent used for payment.
Payment Agent	This field shows the payment agent used for payment.

Field	Description
Check Book	This field shows the selected check book if the payment is made by check.
Check No.	This field shows the number of the check used for the payment.
Reg. No.	This field shows the registration number used for the payment order.
Account No.	This field shows the account number used for the payment order.
Card Type Code	This field shows the card type code used for the payment order.
Payer Identification	This field shows the payment order's payer identification.
Origin	This field shows the origin of the payment order.
Payment Description	This field shows the payment description given.
Import Date	This field shows payment order's import date.
Transaction Serial No.	This field shows the transaction serial number of the payment order.

Payment Status Island

Field	Description
Payment Selection	If this field is marked, a payment file has been created for the payment order, or the manual payment order has been approved.
Entered	This field shows whether the payment order has been entered, that is, that the payment agent has acknowledged receipt of the amount.
Paid	This field shows whether the payment order has been paid, that is, that the payment agent has registered it as paid.
Closed	This field shows whether the payment order has been closed. It is closed when it has been approved as paid, closed, or error reported.
Canceled	This field shows whether the payment order has been canceled.
Error Reported	This field shows whether the payment order has been error reported.
Reversed	This field shows whether the payment order has been reversed.

Payment Reconciliation Sub-Tab

This section includes the fields and descriptions for the Payment Reconciliation sub-tab.

Field	Description
Invoice No.	This field shows the vendor entry's invoice number.
Trans. No.	This field shows the vendor entry's transaction number.
Trans. Type	This field shows the transaction type of the vendor entry.
Invoice Date	This field shows the vendor entry's invoice date.
Entry Description	This field shows the vendor entry's entry text.
Debit, Currency	This field shows the debit amount in currency on the current vendor entry.
Credit, Currency	This field shows the credit amount in currency on the current vendor entry.
Discount, Currency	This field shows how much discount was given in the vendor's currency in this reconciliation.
Paid, Currency	This field shows how much of the vendor entry was paid in the vendor's currency.
Remainder, Currency	This field shows the remainder of the vendor entry in the vendor's currency.
Paid, Base	This field shows the amount paid by the vendor entry. The amount is stated in the vendor's base currency.
Discount, Base	This field shows how much discount the vendor has been granted. The amount is stated in the vendor's currency.
Supplier No.	This field shows the number of the supplier whom the current entry concerns.
Entry Line Number	This field shows the line number of the current vendor entry.

Show Payment Remittance Single Dialog Workspace

Use this workspace to review the payment orders that Maconomy creates in the automatic payment process. The tab shows a payment order that will be sent to a payment agent, and the sub-tab shows the remittance information that will be sent to the vendor with each payment.

Maconomy creates the information that you see in this workspace when you make a payment selection in the Payment Selection workspace. You can change and delete the automatically

created remittance lines or create additional lines. If you select the **Create Remittance Lines** option for a payment mode, Maconomy includes the lines in the payment file that it subsequently creates in the Payment Files workspace.

When a payment for a vendor contains many entries, it might exceed the maximum number of remittance lines for the vendor allowed by the payment agent. Maconomy resolves this problem by splitting the payment into multiple payment lines. For example, if a maximum of four remittance lines are allowed per payment, and you select six entries for payment to a vendor, Maconomy splits the payment into two payments, one with four entries and one with two entries.

Show Payment Remittance Tab

This section includes the fields and descriptions for the Show Payment Remittance tab.

Payment Island

Field	Description
Vendor No.	This field shows the payment order's payment vendor number.
Name 1 – 3	These fields show the name of the company customer or company vendor, depending on the origin of the payment line.
Supplier No.	This field shows the number of the supplier.
Customer No.	This field shows the number of the customer.
Giro	This field shows the giro number assigned to the pay-to vendor.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.
CPC No.	This field shows the CPC number assigned to the pay-to vendor.
Reg. No.	This field shows the registration number assigned to the pay-to vendor.
Account No.	This field displays the account number of the current company.
Customer No.	This field shows the number of the customer.
G/L Account No.	This field shows the number of the G/L account at which the payment mode is posted.
Payment Date	This field shows the payment order's payment date.
Currency	This field shows the delivery vendor's currency.

Field	Description
Paid, Currency	This field shows the payment order amount in the vendor's currency.
Discount, Currency	This field shows how much discount was given in the delivery vendor's currency.
Paid, Base	This field shows the payment order amount in the base currency.
Discount, Base	This field shows how much discount was given in the base currency.

Remittance Island

Max. Characters Per Line If the payment order's payment form allows you to give remittance to the payee, this field shows how many characters you can use on each remittance line. If a remittance text in the table is longer than the maximum length, Maconomy will cut it off in the payment file.

Field	Description
Max. No. of Lines	If the payment order's payment form allows you to give remittance to the payee, this field shows how many remittance lines are available in each payment order.

User Island

See the "Getting Started" topic for a description of the fields in the island User.

Payment Information Island

Field	Description
Paym. No.	This field shows the payment order's payment number. Maconomy allocates a number from the window System Numbers when you make a payment from the Automatic Payment window. The number is given to all the payment orders being transferred.
Payment Group No.	This field shows the number of the payment group if a group is assigned to the payment order.
Payment Line No.	This field shows the line number of the current payment order. This field shows the payment order's payment mode.
Payment Mode	This field shows the payment order's payment mode.
Payment Form	This field shows the payment order's payment form.
Payment Agent	This field shows the payment agent used for the payment.

Field	Description
Check Book	This field shows the check book if payment is made by check.
Check No.	This field shows the number of the check if payment is made by check.
Reg. No.	This field shows the registration number used for the payment order.
Account No.	This field shows the account number used for the payment order.
Card Type Code	This field shows the card type code used for the payment order.
Payer Identification	This field shows the payment order's payer identification.
Origin	This field shows the origin of the payment order.
Payment Description	This field shows the payment description given.
Import Date	This field shows payment order's import date.
Transaction Serial No.	This field shows the transaction serial number of the payment order.

Payment Status Island

Field	Description
Payment Selection	If this field is marked, a payment file has been created for the payment order, or the manual payment order has been approved. This means that if you change the lines in this window, you will need to reprint the payment file or reapprove the manual payment selection.
Closed	This field shows whether the payment order has been closed. It is closed when it has been approved as being paid, closed, or error reported.
Entered	This field shows whether the payment order has been entered, that is, that the payment agent has acknowledged receipt of the amount.
Paid	This field shows whether the payment order has been paid, that is, that the payment agent has registered it as paid.
Error Reported	This field shows whether the payment order has been error reported.
Reversed	This field shows whether the payment order has been reversed.

Remittance Lines Sub-Tab

This section includes the fields and descriptions for the Remittance Lines sub-tab.

Field	Description
Line No.	This field shows the line number of the remittance.
Line Type	In this field, you can select the line type to be assigned to the current remittance line. You can choose between the types “Header,” “Invoice Text” and “Footer.” Headers and footers are only printed once per payment order, whereas the invoice text is printed per invoice and credit memo.
Remittance Text	In this field, you can enter or edit the remittance text which will be transferred to the payee.
No. of Characters	This field shows the length of the remittance text.
Paid, Currency	In this field, you can enter or edit how much will be paid for the invoices or credit memos the remittance lines are for. Maconomy only uses this information if the payment format has a separate field for the amount.

Show Vendor Entry Payment Single Dialog Workspace

Use this workspace to view how an entry was paid. The tab shows a vendor entry and the sub-tab shows payments made against the entry, including error-reported and reversed payments.

This workspace is read-only and has no actions.

Example

For example, assume that:

1. You have a vendor invoice for $1,000 USD.
2. You select the entry for payment and print a $1,000 check.
3. You decide to cancel the check.
4. You select the entry for partial payment and print a check for $600.
5. You select the entry again and print a check for the $400 balance.

In the tab, you can see the vendor entry. In the sub-tab, you see three entries:

- A cancelled payment of $1000.
- A payment of $600.
- A payment of $400.

For information about the fields in the tab, see the help for the fields in the sub-tab of the Change Payment Selection workspace.

For information about the fields in the sub-tab, see the help for the fields in the tab of the Show Payment Reconciliation workspace.

Show A/P Entry Payment Tab

This section describes the Show A/P Entry Payment tab.

Copy to Come

Field	Description

Payment Reconciliations Sub-Tab

This section describes the Payment Reconciliations sub-tab

Copy to Come

Field	Description

Customer Payment Section

This section includes the fields and descriptions for the Customer Payment Section workspaces.

Collection Selection Single Dialog Workspace

Use this workspace to create and print collection selections for multiple customers at a time. When Maconomy selects an entry, it designates the Remainder amount for collection.

When you create a collection selection, all entries within the specified selection criteria are evaluated. Maconomy selects an entry for collection if:

- The **Electronic Collection** field is selected for the entry.
- The due date for the entry is before or equal to the specified collection date.

You can choose to select only those entries that are not already selected for collection. To do this, deselect the **Overwrite Existing** check box.

You can choose to select only those entries that are not being reconciled in the Customer Open Entry Reconciliation workspace. To do this, deselect the **Overwrite Settled** check box.

Collection Selection Tab

This section includes the fields and descriptions for the Collection Selection tab.

Selection Criteria Island

Field	Description
Company No.	In these fields, you can enter a range of companies. If you enter a range, the printout will only contain collection selections for customers attached to companies within the range. If you do not specify a range, the companies do not affect which collection selections are printed.
Customer No.	In these fields, you can enter a range of customer numbers. Collection selections are only made and printed for customers within the specified range.
Customer Group	In these fields, you can select a customer group. Collection selections are only made and printed for customers within the specified customer group.
Cust. Payment Mode	In these fields, you can select a customer payment mode. Collection selections are only made and printed for entries with the selected customer payment mode.

Collection Selection Island

Field	Description
Create Selection	In this field you can specify if you want to create a new collection selection. If you check the box, a new collection selection is made and printed. If you do not check the box, the latest and possibly revised collection selection is printed, however only for entries within the ranges of the selection criteria.
Overwrite Existing	In this field, you specify whether entries already selected for collection should be processed when creating the collection selection. An entry is selected for collection if the field “Collection” in the table part of the window Change Collection Selection is completed. If the field is marked, previously created collection selections and any changes to these will be overwritten when a new collection selection is created. This is however only true for A/R entries within the entered range of selection criteria. If you unmark this field, Maconomy will only process those A/R entries within the entered range of selection criteria which are not already selected for collection.
Collection Date	In this field, you enter a cut-off date for the entries you select for collection. If the due date of the individual entry is before or on the collection date specified, the entry is selected for collection. The field is mandatory.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which collection selections should be displayed. The current collection selection will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for sales selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for sales selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Change Collection Selection Single Dialog Workspace

Use this workspace to select entries for collection for a specific customer.

You can make a selection automatically by creating a collection selection from a given due date in the Collection Selection workspace, or by manually selecting the individual entries in this workspace. In this workspace, you can also specify how many of the individual entries to collect.

This workspace tab includes credit memos for the customer; Maconomy reconciles them when you create and approve collection selections. Maconomy reconciles and closes an invoice and a credit memo of identical amounts when you create the collection file.

You can change an existing collection selection, regardless of whether you created it in this workspace or the Collection Selection workspace. You can, for example, deselect some entries after Maconomy makes its suggestion.

If you want to create collection selections for all or a range of customers at one time, use the Collection Selection workspace.

When you complete the collection and post the journal, you can go to the Show Customer Reconciliation workspace in the A/R module to see which invoices the collection covers.

Change Collection Selection Tab

This section includes the fields and descriptions for the Change Collection Selection tab.

Customer Island

Field	Description
Customer No.	This field shows the customer number. The customer name and address information is also displayed. The information is retrieved from the customer information card.

Company Island

Field	Description
Settling Company	This field shows the name of the company registered as settling company for the current customer.

Balance Island

Field	Description
Balance, Currency	This field shows the current balance of the customer in currency. The balance is updated when posting journals which contain entries that pertain to the current customer. The field is updated automatically and cannot be changed.
Balance, Base	This field shows the customer's current balance in base currency. The balance is updated when posting journals which contain entries that pertain to the current customer. The field is updated automatically and cannot be changed.

Calculation of Collection Selection Island

Field	Description
Latest Due Date	This is a cut-off date for the selection of entries for collection. If the due date of the individual entry is before or on the specified date, the entry is selected for collection when you select the action "Create Collection Selection."

Collection Island

Field	Description
Selected for Collection	This box shows if the customer has been selected for collection. If only one entry is selected for collection, the customer is regarded as having been selected for collection, and the box is checked. The box is checked or unchecked automatically by Maconomy and cannot be changed.
No. Entries Selected	In this field Maconomy shows how many entries pertaining to the current customer are selected for collection. The field is updated

Field	Description
	automatically and cannot be changed. If an entry is currently being collected, it is regarded as being selected for collection.
Collected in Standard Currency	This field shows the sum of the entries selected for collection. The amount is displayed in the currency of the customer. The field is updated automatically and cannot be changed.
Show Electronically Collected Only	If you check this box, the table part of this window will only display entries which are to be collected electronically.

Payment Control Island

Field	Description
Cust. Payment Mode	In this field you select the mode in which the customer will normally be paying. The customer payment mode is used for selecting the customer payment mode and the payment agent and is transferred when you create invoices and credit memos. The customer payment mode can, however, be changed on the individual invoice or credit memo or in the window Change Payment Selection in the Banking module. The customer payment mode is furthermore used for calculating the customer's payer ID. Payment modes are maintained in the window Payment Modes in the Banking module.
Collection Agreement	In this field, you can enter the agreement number that the current customer has been assigned at the payment agent who is connected to the selected customer payment mode. The field is only used for electronic customer payment modes.
Collection Group No.	In this field, you can specify the collection group number to which the current customer belongs. The collection group number is supplied by the payment agent. If the payment mode of the customer is electronic, you must specify a collection group number in this field.

A/R Entries Sub-Tab

This section includes the fields and descriptions for the A/R Entries sub-tab.

Field	Description
Invoice No.	This field shows which invoice is being collected. The field shows the customer's invoice number, derived from the invoice which was created in the window Invoices or in the window Sales Orders in the Sales Orders module. This field cannot be changed.
Trans. Type	This field shows the transaction type of the customer entry.
Due Date	This field shows the entry's due date. The due date is calculated from the invoice date and the customer's terms of payment. The date determines whether the entry is selected for collection when you select the action

Field	Description
	“Create Collection Selection.” The entry is selected if the date is before or on the cut-off date specified in the card part of the window. The value derives from the invoice in the window Invoices in the Sales Orders module and cannot be changed here.
Debit, Currency	This field shows the amounts of the individual debit entries. The amount is displayed in the customer’s currency. Debit entries are derived from the entry of invoices in either an invoice journal or in a general journal.
Credit, Currency	This field shows the amounts of the individual credit entries. The amount is displayed in the customer’s currency. Credit amounts are derived from the entry of credit memos in either an invoice journal or in a general journal.
Remainder, Currency	This field shows how great a portion of the original entry amount to be collected or reconciled. If you enter a discount on the line, Maconomy will automatically adjust the amount in this field with the discount amount. The field is updated automatically by Maconomy and cannot be changed. If you use the action “Create Collection Selection,” the amount in this field will be collected, that is, the balance amount is transferred to the field “Collection.”
Collection, Currency	In this field, you can indicate how great a portion of the entry you want to collect. Amounts are only selected for collection if electronic collection is used. If collection selections are created automatically, Maconomy will always select the full balance amount for collection.
Being Collected, Currency	In this field, Maconomy shows how great a portion of the entry is being collected. The amount is displayed in the customer’s currency. An entry is considered as being collected from the moment it is included in a collection file created in the window Collection Files, until it is approved as having been collected in the window Customer Payment Reporting.
Cust. Payment Mode	In this field, you select how the invoice is to be collected. The customer payment mode contains a reference to a G/L account against which the customer payment should be offset, or in other words to which G/L account the customer payment should be made. The account reference is made by means of a dimension combination in the window External Accounts.
Global Location No.	If the customer has requested that you use a specific global location number on collections, you can specify the location number in question here. Maconomy suggests the global location number from the invoice on which the current collection line is based, but you can change it here. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.
Original Due Date	This field shows the original due date.

Field	Description
Electronic Collection	If this field is filled, the entry is collected electronically.
Entry Description	This field shows the entry description of the invoice. The description derives from the entry of invoices and cannot be changed.
Original Amount	This field shows the invoice's original amount in currency. The value derives from the entry of invoices and cannot be changed.
Original Currency	This field shows the currency in which the invoice was entered. The value derives from the entry of invoices and cannot be changed.
Date Posted	This field shows the date upon which the entry was posted. The date cannot be changed.
Entry Date	This field shows the entry date entered in the window Invoices when registering the entry. You can change the date in this window. The information is used when creating a collection file in the window Collection Files.
Payer Identification	This field show the customer's payer ID as entered in the corresponding field in the window Payment Information in the A/R module. You can change the value in this window. The Payer ID is used when creating a collection file in the window Collection Files so that the customer can identify which customer entry a given collection concerns.

Actions

This section shows the Actions available in the Change Collection Selection workspace.

Top Tab

Field	Description
Create Collection Selection	When this action is selected, a collection selection is automatically created for the current customer. All entries are processed, and if the due date is before or on the cut-off date specified, the entry is selected for collection. The balance amount is used as the amount to be collected, and the field "Balance" is reset to zero. All previous selections and any changed selections are overwritten. If you only wish to recalculate customer entries not already selected for collection, you should instead use the window Collection Selection and unmark the field "Overwrite Existing."
Remove Collection Selection	When this action is selected, all amounts in the field "Collection" will be changed to zero, and the amounts in the field "Balance" will be restored.

Collection Files Single Dialog Workspace

Use this workspace to generate a collection file for electronic collections.

When you generate the collection file, Maconomy creates a collection order based on the selection criteria that you enter.

When you create the collection file, Maconomy prints a specification of all of the entries included in the collection file.

To create a collection file, you must, at a minimum, select the **Create Collection File** field and enter a file name before you select the Create Collection File action.

Maconomy also creates a Collection journal that you can post in the Posting workspace in the G/L module.

If you choose to use remittances with a payment mode, use the Customer Payment Mode workspace to see the information that the payment agent will send to the customer. Maconomy creates the remittance lines when you create the collection file. If you change the remittance, the changes take effect the next time that you create a collection file using the payment mode.

Collection Files Tab

This section includes the fields and descriptions for the Collection Files tab.

Run Mode Island

Field	Description
Create Collection File	With this box you indicate whether you want to create a collection file. You can only choose not to create a collection file when reprinting previously created collection selections.

Selection Criteria Island

Field	Description
Payment Agent	In this field, you select a payment agent. Collections are only included for entries to be collected using the payment agent specified.
Cust. Payment Mode	Here you select a customer payment mode. Collections are only included for entries using the specified customer payment mode.
Company No.	In these fields, you can enter a range of companies. Collections are only included for companies within the given range.
Customer No.	In these fields, you can enter a range of customers. Collections are only included for payment customers within the given range.

Collection Information Island

Field	Description
File Name	In this field, you enter the name of the collection file to be created.
Same Collection Date	In this field, you can choose whether all collections are to be made on the date specified in the field “Collection Date” or on the due date of the customer entries.
Reporting Currency	In this field, you can specify the currency in which the collection should be displayed. The current selection will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table for sales selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for sales selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”
Collection Date	If the “Same Collection Date” box is checked, this field can be used for specifying a date upon which the collections should be made.
Entry Date	Enter a date other than the default current date when importing from a file. Set the entry date of the journal when creating a collection file and approving an automatic collection.
Remittance Text	In this field, you can enter an optional text. The text is a general text added to all collections. Any remittance text specified for the customer payment mode is also added to all the collections.

Reprint Island

Field	Description
Collection No.	If you are reprinting collections, you specify the collection number you wish to reprint in this field.

Actions

This section shows the Actions available in the Collection Files workspace.

Top Tab

Field	Description
Create Collection File	When this action is selected, a collection file with the name specified in the field “File Name” is automatically generated. At the same time, a specification of all entries included in the current run will be printed. Maconomy assigns a control list with the address of the payment agent and the address of your company and company registration number to the printout. This control list can be used as an enclosure to be sent along with the disc to the payment agent. This action should also be used if you wish to reprint a collection specification, even if you have selected not to create a collection file in the card part of the window. When collection files are created, a collection journal is also created with the entries being collected. The journals can be posted in the window Posting in the G/L module.

Read Customer Payments Single Dialog Workspace

Use this workspace to read a file that contains customer payments that you receive from the payment agent.

When Maconomy reads the file, it automatically prints a specification of the entries that it read. Maconomy creates one or more Automatic Customer Payment journals, ready for posting, based on the entries that it read. Maconomy distributes the customer payments to a number of journals so that the journals only contain entries from the same period.

Maconomy creates a customer payment entry and an offset entry for each customer payment. If the payment agent charges you for collections made from your customers, and this information is included in the customer payment file, Maconomy creates a charge entry and an offset entry for each charge.

The customer payment import process reads the file and creates journals for posting. During the import process, Maconomy reads the customer payment lines and displays a message showing how many lines remain to be imported. After the import is completed, Maconomy processes the lines that it read and creates journals for posting.

Maconomy enters all offset entries jointly so that entries to the same account, on the same day, with the same dimension values, become one entry when posting. If you select the **Automatic Posting of Automatic Payments** system parameter, the journals that Maconomy creates are automatically posted upon import. However, the automatic posting only takes place if the payment agent has been set up so that a separate journal is created to receive error entries.

Interrupted Reading

If reading is interrupted, Maconomy must read the file again, either in its entirety or from where the reading was interrupted. To read the entire file, select the **Read File** option as you would normally do to read customer payment files. To continue the reading, do not select the **Read File** option or enter a run number in the **Run No.** field.

If an error occurred during the previous reading, you receive a warning that you need to convert entries. If you ignore this message, the entries are overwritten.

Error Messages

If you receive the error message "Wrong number of digits" when reading a file, the format of the customer payment file is incorrect. Check that you selected the correct file, then check that you selected the correct customer payment mode in the Customer Payment Modes workspace.

You may also see one of these messages:

- "Wrong record type in line X" or "Closing record missing" - The format of the customer payment file is incorrect. Usually this error occurs because you selected the wrong file. If you selected the correct file, check that you selected the correct customer payment mode in the Customer Payment Modes workspace.
- "Error in import file. Control no. X" or "Error in expression: …" - Maconomy cannot validate the import file because it does not contain the correct number of entries or the sum of the paid amounts is wrong. In most cases, an error occurred during transmission of the import file or the import file was edited before Maconomy read it. Contact the payment agent.
- "Error in Get(CustomerPaymentFormat)" - You did not import the format description of the selected customer payment mode. Import format descriptions using the Import Customer Payment Forms program.

Errors can occur that are not related to the format of the file, such as when Maconomy encounters an unknown payer ID for a customer. These entries are called error entries. If you selected the **Create Error Entries** option in the Payment Agents workspace for the payment agent, these entries are sent to a Customer Payment journal. You must reconcile them in the Customer Open Entry Reconciliation workspace in the A/R module before you post the journal.

Review Previously Read Customer Payments

Use the Show Customer Payments workspace to view or reprint previously read customer payments.

Read Customer Payments Tab

This section includes the fields and descriptions for the Read Customer Payments tab.

Journal Information Island

Field	Description
Payment Agent	Select the payment agent who supplied the current file in this field.
Trans. No.	Enter a transaction number in this field. If the “Consecutive Trans. No.” box in the window Payment Agents is not checked, all G/L and customer entries created will have the transaction number you enter here. If the “Consecutive Trans. No.” box in the window Payment Agents is checked, the transaction number will be raised by 1 every time a customer payment is read.

Field	Description
	If you have not checked the box “Reuse Trans. No.” in the window System Information in the Set-Up module, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the system parameter “Company specific transaction number check” has been marked, Maconomy checks that the transaction number has not already been used for a journal entry in an unposted general, asset, customer payment or vendor invoice journal belonging to the company applying to the current line or for an already posted G/L entry belonging to the company applying to the current line. If the parameter has not been marked, Maconomy checks that the number has not been used on any other manual transaction in the system, regardless of company number.
Trans. Type	In this field you can enter the transaction type for all customer entries created while reading the customer payments from a file.
Entry Description	In this field, you enter the entry description to be transferred to the G/L and customer entries created when you read the customer payments. See also the description of the “Transfer Customer Payment Date” in the window Payment Agents. If the field “Use Name as Entry Reference” is marked in the window System Information in the Set-Up module, the name of the customer will be used as the entry description when reading new customers.
Common Entry Date	In this field, you can enter an entry date. Maconomy checks that the date specified is within the open posting date range. If you enter a date in this field, the entry date of each of the G/L and customer entries will be set to this date, regardless of the entry date read from the file. If you do not specify a date, Maconomy will use the entry date from the customer payment file.

Reprint Island

Field	Description
Run No.	When reprinting you must enter the number of the run you want to reprint in this field.

Run Mode Island

Field	Description
Read File	In this field, you can choose if you want to read new customer payments from a file, if you want to restart an interrupted run, or if you want to reprint previously read customer payments. If you mark the field, you must select the file containing the new customer payments.

Field	Description
	Depending on the payment agent chosen, the customer payment file may contain a delivery number. If you select a file with a delivery number which has already been read by Maconomy, you will be given a warning. You are, however, permitted to read the file anyway, as files with the same payment agent run date can have the same delivery number. Contact your payment agent if you have questions about this. If you want to restart an interrupted run, do not check this box, and do not fill in the field “Run No..” If you want to reprint customer payments previously read, do not check this box either, but fill in the field “Run No.” with the number of the run you want to reprint.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” and “Detailed” are the only options. ▪ A standard print comprises one or two lines per customer payment for every payment read. Only two lines per customer payment are printed if the customer payment read contains errors. ▪ A detailed print comprises all information regarding the customer payments read. Maconomy’s customer payment module is a general module and that some fields in the printout are not supported by all payment agents. For more information about the fields displayed in the printout, please see the description of the window Show Customer Payments.

Show Customer Payments Single Dialog Workspace

Use this workspace to view and print all customer payments that Maconomy has read.

Note: Not all payment agents support all of the fields in this report .

Show Customer Payments Tab

This section includes the fields and descriptions for the Show Customer Payments tab.

Remittance Island

Field	Description
Run No.	This field displays the number of the run mode. The mode number is transferred from the window System Numbers. The number is transferred when you read a file in the window Read Customer Payments, and is

Field	Description
	automatically assigned to all customer payment entries in the current run mode.
Line No.	This field displays the line number of the customer payment entry in the import file. The customer payment file often contains additional lines which are only used for validating the file. These additional lines are not displayed in this window.
Card Type	This field shows the card type code of the customer payment. The card type code is the code of the means of remittance used by the customer to make the payment.
Payer Id.	This field displays the payer ID assigned to the customer payment. The Payer ID is either a unique identification of the customer who paid an amount or an identification of the invoice which was paid.
Register No.	This field displays the file number of the customer payment entry. the file number is an internal reference in the payment agent's system.
Code Serial No.	This field shows the code serial number of the customer payment entry. The code serial number is an internal reference in the payment agent's system.
Customer Payment Date	This field shows the date upon which the amount was transferred from the customer's account.
Vendor No.	This field shows your customer's vendor number in the payment agent's system.

Entry Island

Field	Description
Amount, Currency	This field shows the amount of the customer payment in currency.
Amount, Base	This is the amount of the customer payment in base currency.
Currency	This is the currency of the customer payment, for example, USD.
Base Currency	This field shows the currency used as base currency in the company that the payment has been made to. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.
Charge Amount, Base	This is a charge amount in base currency, if applicable. Charge Amount, Currency This is a charge amount in currency, if applicable.
Charge Code	This field shows the charge code, if a charge was made for collection your customers. For a description of charge codes, contact your payment agent.

Field	Description
Reverse Amount	This field shows if the entry is a normal customer payment or a reversal of a previous payment. If it is a reverse amount, a customer entry corresponding to a payment is created.
Quantity	This is any registered quantity.
Reverse Quantity	This field shows if the entry is a normal entry or a reversal of a previously registered quantity.

Error Island

Field	Description
Error Entry	If this field is marked, the customer payment entry is an error entry.
Description	If an error was encountered when reading the current customer payment, this field contains a description of the error. For a description of the individual error messages, please see the description of the field “Create Error Entries” in the window Payment Agents.

Account Information Island

Field	Description
External Account No.	This field shows the external account number from which the amount was paid.
G/L Account No.	This field shows the G/L account in Maconomy into which the amount is paid.
Account No., Ext. Charge	This field shows the external account number from which a charge was transferred, if applicable.
Charge Account No.	This field shows the G/L account number in Maconomy upon which a charge is entered, if applicable.

Entry Information Island

Field	Description
Customer No.	This field shows the number of the customer in question.
Reconciliation Type	This field shows if the customer payment concerns an invoice, an interest notice, a reminder, or a statement of accounts.
Reconcil. Trans. No.	This field shows the transaction number of the invoice, the interest notice, or the reminder to which the customer payment pertains.
Entry Date	This field shows the entry date of the entry created in Maconomy.

Field	Description
Entry Description	This field shows the entry description of the entry created in Maconomy.
Trans. No.	This field shows the transaction number of the entry created in Maconomy.
Trans. Type	This field shows the transaction type of the entry.
Journal No.	This field shows the journal number of the posting journal in which the entries created are posted.
Journal Line No.	This field shows the line number of the customer entry in the posting journal of which the entry is a part.

Collection Island

Field	Description
Agreement No.	This field shows the agreement number of the customer with the payment agent. The agreement number is transferred from the field “Collection Agreement” in the window Payment Information in the A/R module.
Completed	If this box is checked, the customer payment has been completed by the payment agent.
Rejected	If this box is checked, the customer payment has been rejected by the customer.
Cancelled	If this box is checked, the customer payment has been canceled by the payment agent or the customer.

Customer Payment Reporting Single Dialog Workspace

Use this workspace to manually process collections that you created in connection with a collection file.

If you generated a collection file and subsequently received and read customer payments for the collections that were sent to the payment agent, you do not need to use this workspace, because Maconomy enters all of the collections automatically.

You do, however, need to use this workspace if you want to manually record whether a collection order's status is entered, completed, or error-reported by the payment agent.

In the workspace tab, you can limit which collection orders are to be displayed in the sub-tab. In the sub-tab, you can indicate, on each collection order line, whether the order is entered, completed, or error-reported.

When you use the **Approve Entries** action to approve an entry, Maconomy updates the corresponding customer entries accordingly.

If a collection order is marked as being completed and you select the **Approve Entries** action, Maconomy creates an Automatic Customer Payment journal. When you post this journal,

Maconomy creates an offsetting customer entry. If the collection includes several invoices for the same customer, Maconomy creates one offsetting entry for the total invoiced amount.

Note: If you select the **Create Error Entries** field for a payment agent, Maconomy imports any error entries in a journal of the Customer Payment type, which you must reconcile manually before you post.

Customer Payment Reporting Tab

This section includes the fields and descriptions for the Customer Payment Reporting tab.

Selection Criteria Island

Field	Description
Collection Date	In these fields, you can enter a range of collection dates. If you enter a range, the table part will only include collection orders with a collection date within the specified range.
Company No.	In these fields, you can enter a range of companies. If you enter a range, the table part will only include collection orders with bill-to customers attached to companies within the specified range.
Customer No.	In these fields, you can enter a range of customer numbers. If you enter a range, the table part will only include collection orders with bill-to customers within the specified range.
Collection No.	In these fields, you can enter a range of collection numbers. If you enter a range, the table part will only include collection orders with collection numbers within the specified range.
Payment Agent	Here you can select a payment agent. If you select a payment agent, the table part will only include collection orders with the selected payment agent.
Cust. Payment Mode	Here you can select a customer payment mode. If you select a customer payment mode, the table part will only include collection orders with the selected customer payment mode.
Show Entered	If you check this box, collection orders which are registered as having been received by the payment agent are shown in the table part of this window.
Show Completed	If you check this box, collection orders which are registered as having been completed by the payment agent are shown in the table part of this window.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the totals in the statistic island should be displayed. The amount from the vendor entry will be converted into and displayed in this currency.

Field	Description
	When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the current date and the exchange rate table used is the exchange rate table for sales selected in the window System Information in the Set-Up module. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question.

Statistics Island

Field	Description
Total Collections	This line shows both the total number of collection orders displayed in the table part and their total amount.
Reg.	This line shows both how many collection orders were registered by the payment agent and their total amount.
Completed	This line shows both how many of the collection orders were completed by the payment agent and their total amount.
Error Reported	This line shows both how many of the collection orders were error reported and their total amount.
Reporting Currency	In this pop-up field, you can specify the currency in which the amounts in this island should be displayed.

Collections Sub-Tab

This section includes the fields and descriptions for the Collections sub-tab.

Field	Description
Collection Date	This field displays the collection date of the collection order.
Customer No.	This field displays the bill-to customer number of the collection order.
Collection No.	This field displays the number of the collection order. Maconomy automatically increments the number by one for every new collection generated.
Collected, Currency	This field displays the amount of the collection order in the currency of the bill-to customer.
Collected, Base	This field displays the amount of the collection order in base currency.
Currency	This is the currency of the bill-to customer.

Field	Description
Entered	In this field, you can specify if the collection order has been registered, that is, the payment agent has received and acknowledged the collection order. If you fill in this field, the corresponding customer entries will be updated when you select the action “Approve Entries.”
Completed	In this field, you can specify if the collection order has been completed by the payment agent. If you fill in this field, the corresponding customer entries will be updated when you select the action “Approve Entries.”
Error Reported	In this field, you can specify if errors have been reported for the collection order. If you fill in this field, the corresponding customer entries will be updated when you select the action “Approve Entries.”
Remarks	This field displays the any remarks regarding the current collection order.
Payment Agent	This is the name of the payment agent selected for the current collection order.
Entry Description	This field displays any entry description for the current customer payment.
Ingoing Cust. Payment Transaction No.	This field displays the transaction number used in connection with the current customer payment.
Ingoing Cust. Payment Transaction Type	This field displays the transaction type used in connection with the current customer payment.

Actions

This section shows the Actions available in the Customer Payment Reporting workspace.

Top Tab

Field	Description
Approve Entries	When this action is selected, those collection orders in the table part which are registered, completed or error reported are approved. If the field “Create Error Entries” has been marked for the current payment agent in the window Payment Agents, error entries will be added to a journal of the type “Customer Payment” instead of the type “Automatic Customer Payment.” This journal then has to be reconciled before it can be posted in the G/L module.

Show Collection Orders Single Dialog Workspace

Use this workspace to review the collection orders that you created by generating a collection file or by manually entering them in the Change Collection Selection workspace.

The sub-tab shows collection orders based on the selection criteria that you enter.

If a customer claims that a collection never occurred, you can use this workspace and the Show Customer Reconciliations workspace in the A/R module to research the issue.

Show Collection Orders Tab

This section includes the fields and descriptions for the Show Collection Orders tab.

Selection Criteria Island

Field	Description
Collection Date	In these fields, you can enter a range of collection dates. If you enter a range, the table part will only include collection orders with a collection date within the specified range.
Company No.	In these fields, you can enter a range of companies. If you enter a range, the table part will only include collection orders with customers assigned to companies within the specified range.
Customer No.	In these fields, you can enter a range of customer numbers. If you enter a range, the table part will only include collection orders with customers within the specified range.
Collection No.	In these fields, you can enter a range of collection numbers. If you enter a range, the table part will only include collection orders with collection numbers within the specified range.
Payment Agent	Here you can select a payment agent. If you select a payment agent, the table part will only include collection orders with the selected payment agent.
Cust. Payment Mode	Here you can select a customer payment mode. If you select a customer payment mode, the table part will only include collection orders with the selected customer payment mode.
Cust. Payment Form	Here you can select a customer payment form. If you select a customer payment form, the table part will only include collection orders with the selected customer payment form.
Show Completed	If you check this box, collection orders registered as completed by the payment agent are included in the table part of this window. When a collection order is completed, it is also closed.
Show Error Reported	If you check this box, collection orders registered as having errors by the payment agent are included in the table part of this window. When a collection order is reported with errors, it is also closed.

Field	Description
Show Non-closed	If you check this box, the table part of this window will include collection orders not yet closed. If the box is not checked, the table part of this window will not include open collection orders, that is, collection orders not registered as either completed or error reported. If you neither check the fields “Show Completed,” “Show Error Reported,” nor “Exclude Closed,” the table part will not show any collection orders.

Collection Orders Sub-Tab

This section includes the fields and descriptions for the Collection Orders sub-tab.

Field	Description
Collection Date	This field displays the collection date of the collection order.
Customer No.	This field displays the bill-to customer number of the collection order.
Collection No.	This field displays the number of the collection order.
Collected, Currency	This field displays the amount of the collection order in the currency of the bill-to customer.
Currency	This is the currency of the bill-to customer.
Collected, Base	This field displays the amount of the collection order in base currency.
Cust. Payment Mode	This field displays the customer payment mode of the collection order.
Cust. Payment Form	This is the customer payment form specified for the current collection order.
Payment Agent	This is the name of the payment agent selected for the current collection order.
Collection Description	This is the description of the collection order.
Origin	This field displays the origin of the collection order.
Entered	This field shows if the collection order has been registered, that is, the payment agent has received and acknowledged the collection order.
Completed	This field shows if the collection order has been completed, that is, the payment agent has received the payment from your customer.

Field	Description
Error Reported	This field shows if errors have been reported for the current collection order.
Closed	This field shows if the current collection order has been closed. A collection order is closed if the order is approved as having been completed or error reported.
Changed By	This field displays the name of the user who last changed information in the current collection order. The field is updated automatically by Maconomy when changes are made in the window Customer Payment Reporting. If no changes have been made, the name of the user who created the collection order is displayed.
Changed On	This field displays the date of the latest change in the current collection order. The field is updated automatically by Maconomy when changes are made in the window Customer Payment Reporting. If no changes have been made, the creation date of the collection order is displayed.

Show Output Data Single Dialog Workspace

Use this workspace to view information about any bank related export of payment files and collection files.

Output Data Header Tab

This section includes the fields and descriptions for the Output Data Header tab.

Output Data Island

Field	Description
Output Data No.	This field shows the number of the output data format.
Number Of Entries	This field shows the number of records in the current payment file.
Number Of Amount Entries	This field shows the number of amount records (payments) in the current payment file.
Amount	This field shows the sum of the amounts contained in the current payment file.
Payment Agent	This field shows the payment agent used when creating the current payment file.
Payment Format	This field shows which payment format was used when creating the current payment file.

Field	Description
Production Date	This field shows the date on which the file was created.
System Number 1 - 3	This fields shows the system number used when creating the current payment files. The system number is created based on the setup of the current payment agent.
Account Number Sum	This show a total of all bank account number. This field will only have a value if the functionality is support by the current payment format
Customer Payment Format	This field shows the name of the existing output data format for the customer payment form.
Output Data Format	This field shows the output data format used in the current outgoing payment format. Output data formats are created in the window Specification of Output Data Formats.
Input Data Format	This field shows the name of the input data format used in the current outgoing payment format. Input data format are created in the window Specification of Input Data Formats. This format is used when importing payment status files in the window Read Payment Status in the Banking module.
File Name	This field shows the name of the created data file
Currency	This field show the currency in which all total will be shown. The reporting currency is both used when printing the payment selection and when printing the payment reports. When converting amounts into the selected currency, Maconomy uses the exchange rates valid on the date specified in the field “Exchange Rate Date,” and the exchange rate table used is the exchange rate table for purchases selected in the window System Information in the Set-Up module.
Exchange Rate Date	This field shows the exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Currency.”
Last Group Number	This field shows the used number of groups in the current payment file. The grouping depend on the setup of the payment format.
Remittance incomplete	This fields shows that there is payments with incomplete remittance information. The remittance information must be updated before the payment can be approved.
Error in Payment Order	This field shows that there is an error in the payment file due to a manual change of the selected entries. The problem can be found by reprinting the payment selection.

Field	Description
Origin	This field shows the origin of the payment order.
Preferred Payment Date	This field shows the preferred payment date specified when the payment file was created.

Bank Reconciliations Section

This section includes the fields and descriptions for the Bank Reconciliations section workspaces.

Petty Cash Accounts Workspace

Use this workspace to create and maintain petty cash accounts.

A petty cash account is a petty cash box or an account in, for example, a public institution.

Decentralized public institutions typically use petty cash accounts to enter small purchases that they enter in the general journal, using one of the reconciliation accounts of the petty cash account, such as cash or a checking account, as the offsetting account. To control the cash content of the petty cash account, you specify minimum and maximum funds limits that determine how large the amount of cash on hand can be.

Petty Cash Accounts Tab

This section includes the fields and descriptions for the Petty Cash Accounts tab.

Petty Cash Account Island

Field	Description
Name	In this field, you enter the name of the current petty cash account.
Company No.	In this field, you enter the number of the company to which the current petty cash account is assigned.
Offset Company No.	In this field, you enter the name of the central company which follows up on the current petty cash account.
Currency	In this field, you can select the currency of the petty cash account.
Blocked	If this box is checked, no follow-up can be performed on the current petty cash account.

Petty Cash Account Refill Island

Field	Description
Min. Cash Funds	In this field, you specify the minimum amount that should be available in the petty cash account at any given time.

Field	Description
Customer No.	In this field, you specify the number of the customer that will refill the petty cash account. The offset company is a customer in the current company when the refill is performed.
Vendor No.	In this field, you specify the number of the vendor to which the refill is transferred. The company to which the petty cash account is assigned is a vendor in the offset company when the refill is performed.
Payment Mode	In this field, you can choose which payment mode to use when refilling the current petty cash account.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Cash Level Island

Field	Description
Posted Balance	This field displays the posted balance of the petty cash account. The balance is the sum of the posted balance for each of the reconciliation accounts assigned to the petty cash account
Approved Balance	This field displays the approved balance of the petty cash account. The balance is the sum of the approved balances of each reconciliation account assigned to the petty cash account.
Ideal Cash Funds	In this field, you enter the ideal cash funds for the current petty cash account. When the petty cash account has been followed up, the actual cash funds will equal the amount specified in this field.
Last Follow-Up	This field displays the date upon which the last follow-up was made.
Being Followed Up	This field displays whether a petty cash account is in the process of being followed up. If this box is checked, funds are currently being transferred to or from the petty cash account. The field cannot be changed here.

Transfer From Petty Cash Account Island

Field	Description
Max. Stock	In this field, you specify the maximum amount that should be available in the petty cash account at any given time.
Customer No.	In this field, you specify the number of the customer from whose petty cash account the transfer should be made. The company to which the petty cash account is assigned is a customer belonging to the offset company when a transfer is made from a petty cash account.
Vendor No.	In this field, you specify the number of the vendor to whom the transfer should be made. The offset company is a vendor belonging to the current company when a transfer is made.

Field	Description
Payment Mode	In this field, you can choose which payment mode to use when making a transfer from the current petty cash account.

Bank Account Sub-Tab

This section includes the fields and descriptions for the Bank Account sub-tab.

Field	Description
Payment Agent	This field displays the name of the payment agent used in connection with a follow-up.
Bank Reg. No.	This field displays the registration number of the bank.
Bank Acc. No.	This field displays the account number of the current bank.
Account No.	This field displays the account number of the current company.
Approved Balance	This field displays the approved balance of the current company.
Posted Balance	This field displays the posted balance of the current company.
Company No.	This field displays the number of the current company.
Location	This field displays a value for the Location dimension.
Entity	This field displays a value for the Entity dimension.
Project	This field displays a value for the Project dimension.
Purpose	This field displays a value for the Purpose dimension.
Spec. 1 - 10	These fields display a value for the Specification 1-10 dimensions.
Local Spec. 1 - 10	These fields display a value for the Local Specification 1-10 dimensions.

Print Follow-Up Selection Workspace

Use this workspace to create and print follow-up selections for one of multiple petty cash accounts at one time.

When you create a follow-up selection, Maconomy processes all of the petty cash accounts in the specified range.

Print Follow-Up Selection Tab

This section includes the fields and descriptions for the Print Follow-Up Selection tab.

Selection Criteria Island

Field	Description
Petty Cash Account	In these fields, you can specify a range of petty cash accounts. The follow-up selection will only affect petty cash accounts within this range.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Bank Reconciliations Single Dialog Workspace

Use this workspace to review your bank accounts to ensure that postings to your bank account and G/L accounts correspond, and that postings made by the bank (charges, interest, and so on) are posted to G/L accounts.

You can also use this workspace to reconcile entries, one-by-one, with the bank statement, looking for discrepancies.

If there is a discrepancy in the balances of the statement and the G/L accounts when they are reconciled, Maconomy issues a warning. Do not complete the reconciliation. However, if the bank statement contains erroneous entries that should not be posted to G/L accounts, you can complete the reconciliation.

The tab of this workspace shows the external accounts to be reconciled and the sub-tab shows entries that you have not yet reconciled.

You can sort the entries by entry date or amount. To show entries up to the closing date of the bank statement, enter the closing date in the **Statement Date** field.

If the statement shows that entries (for example, bank charges or interest) remain to be posted to a G/L account, you can create these entries here.

When you approve the reconciliation of the bank statement, Maconomy creates a bank reconciliation journal to be posted from the Posting Journal or Print Posting Journal workspace.

You can view approved bank statements in the Show Bank Reconciliation workspace.

Bank Reconciliations Tab

This section includes the fields and descriptions for the Bank Reconciliations tab.

Bank Account Island

Field	Description
Payment Agent	This field displays the name of the payment agent.
Reg. No.	This field displays the registration number of the bank account assigned to the G/L account.
Account No.	This field displays the account number of the bank account assigned to the G/L account.

New Account Statement Island

Field	Description
Statement Date	Here you must enter the statement date of the new statement.
Statement No.	Here you must enter the statement number of the new statement.
Closing Balance	Here you can enter the closing balance stated on the new statement.

Account Island

Field	Description
Account No.	This field shows the account number assigned to the external bank account.

Dimensions Island

Field	Description
Location	This field shows the location assigned to the external bank account.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1 – 3	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Local Spec. 1 - 3	The functionality of these fields is similar to that of the field “Location” above.

Petty Cash Account Island

Field	Description
Petty Cash Account	In this field, you can specify a petty cash account. If you specify a petty cash account, the external bank account indicated in the card part will be assigned to the petty cash account as the current petty cash account’s reconciliation account. If a petty cash account is specified, the company in the island Dimensions must correspond to the company specified for the current petty cash account.

G/L Account Island

Field	Description
Calculation Date	All calculations are made on this date. The calculation date will be set to the statement date in the New Account Statement island. If this field is empty, the calculation date will be set to today’s date.
Posted Account Balance	This field shows the posted balance on the calculation date.
Unposted bank reconciliations, Current statement	This field shows the sum of unposted entries with an entry date before the calculation date. This could either be manual entries created in this window, or it could be vendor payments that have been approved but not paid.
Unposted bank reconciliations, Previous statements	This field shows the sum of unposted entries with an entry date before the calculation date that have been reconciled on a previous bank statement.
Corrected Posted Balance	This field shows the account balance when all unposted entries have been posted. This is the sum of the three previous fields.
Non settled entries before calculation date	This field shows the sum of entries with an entry date before the calculation date, that is, entries that could have been on the current statement.
Settled entries after calculation date, Current statement	This field shows the sum of entries selected for reconciliation with an entry date after the calculation date. That is: entries that should not have been on this statement if you look at the G/L entry date.

Field	Description
Settled entries after calculation date, Previous statements	This field shows the sum of entries selected for reconciliation with an entry date after the calculation date. Entries that should not have been reconciled on a previous statement if you look at the G/L entry date.
Calculated Closing Balance	This field shows the ((corrected posted balance) - (due entries not selected) + (non-due entries selected). This should be the same as the closing balance for the bank statement.

Selection Criteria Island

Field	Description
Show Later Entries	If you mark this field, the table part in the window will also show entries with an entry date that is later than the statement date of the new statement. This option can be useful when you wish to reconcile such entries with the account statement. If you browse to an account with entries for reconciliation after the statement date, Maconomy will mark the field automatically.
Sort by	In this field, you can choose the way in which the lines in the table part are to be sorted. You can choose between “By Date” and “By Amount.”

Previous Account Statement Island

Field	Description
Statement Date	This field shows the date of the previous account statement.
Statement No.	This field shows the statement number of the last statement.
Closing Balance	This field shows the closing balance of the last statement.

Reconciliation Island

Field	Description
Opening Balance	This field shows the opening balance for the current statement (and this will be the same as the closing balance for the previous statement.)
Selected for reconciliation	This field shows the sum of all entries that are currently selected for reconciliation.
Closing Balance, Calculated	This field shows the calculated closing balance. This number is calculated as the sum of the opening balance and the movement (the entries currently selected for reconciliation.)

Field	Description
Closing Balance, Registered	This field shows the closing balance entered by the user in the New Account Statement island.
Difference	This field shows the difference between the registered and the calculated closing balance.
Entries selected for reconciliation	This island shows the number of entries that are currently selected for reconciliation.

Transaction Numbering Island

Field	Description
Transaction Type	In this field, you can enter a transaction type. By default, the field shows the default transaction type for the bank reconciliation journal.
Number Series	In this field, you can select a transaction number series. By default, the field shows the transaction number series for the transaction type.

Company Island

Field	Description
Company No.	This field displays the number of the company to which the current bank reconciliation is assigned.
Name	This field displays the name of the company.

Reconciliation lines Sub-Tab

This section includes the fields and descriptions for the Reconciliation lines sub-tab.

Field	Description
Entry Date	This field shows the entry date. You cannot change the value of posted entries. If you create a new line in the window, it is necessary to enter an entry date. The date must be within the G/L open posting period of the company performing the bank reconciliation. This period can be found in the "Posting Period Setup" window. The transaction type to look for is the one specified in the field “Transaction Types,” on the line.
Trans. No.	This field shows the transaction number of the entry. You cannot change the value of posted entries. If you create a new line in the window, you cannot enter a transaction number. Maconomy will automatically enter a transaction number on the entry at the approval of the reconciliation. The transaction number is ignored in the number series “Bank Reconciliation.”

Field	Description
Trans. Type	In this field, you can enter a transaction type. By default, the field shows the transaction type selected in the card part. You cannot change the value of posted entries. Also, all entries with the same Trans. No. must have the same Trans. Type.
Description	This field shows the description of the entry. You cannot change the value of posted entries. If you create a new line in the window, it is necessary to enter an entry description.
Debit	This field shows the entry's amount in the G/L account's currency, provided that the entry is a debit entry. You cannot change the value of posted entries. If you create a new line in the window, it is necessary to enter either a debit or a credit amount. Note that a debit entry on the G/L account normally appears as a credit entry on the account statement.
Credit	This field shows the amount of the entry in the currency of the G/L account, provided that the entry is a credit entry. You cannot change the value of the posted entries. If you create a new line in the window, it is necessary to enter either a debit or a credit amount. Note that a credit entry on the G/L account normally appears as a debit entry on the account statement.
Balance	This field shows the current balance of the G/L account.
To Reconcile	In this field, you can specify that the entry is reconciled on approval. If you create new entries in the window, they must be reconciled. In this case, this field is automatically checked and cannot be changed.
Comment	In this field, you can attach a comment to the entry, for instance the entry date of the bank.
Date Posted	This field shows the date posted to the account. If you create a new entry in the window, this field will remain blank and cannot be changed.
Journal No.	This field shows the journal number posting journal to which the entry has been posted. If you create a new entry, this field will remain blank and cannot be changed.
Offset Account No.	If you create a new entry, this field requires that you enter the account number of the offset entry. If the new entry is a debit entry on the G/L account, and this entry is reconciled with the account statement, Maconomy will credit the offset account and vice versa.
Offset Account Text	This field shows the offset account text assigned to the offset account.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If

Field	Description
	no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window, and if no value has been entered in the card part, the standard value is transferred from the window System Parameters in the Set-Up module. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivations for further information about dimension derivation.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1 – 10	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1 – 10	The functionality of these fields is similar to that of the field “Location” above.
Tax Code	If you create a new entry, you can enter a tax code in this field. Maconomy will automatically suggest that the tax code be assigned to the offset account information card. This can be changed when the line has been created. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Currency Direction	If the currency of the account is different from the base currency, you must enter a currency direction in this field. The currency direction specifies which currency table is to be used for the entry. If the currency direction is sales, the currency table for sales should be used and vice versa for purchases.
Check No.	This field shows the check number if payment is made by check.
Check Book	This field shows the check book that can be assigned to a check.
Payment No.	This field shows the number of the payment if payment is made by check or electronically.

Field	Description
Payment Group No.	This field shows the number of the payment group if payment is made by check or electronically.
Payment Line No.	This field shows the number of the payment line if payment is made by check or electronically.
Job No.	Enter the job number that is related to the bank reconciliation line.
Job Name	This field shows the name of the job that is related to the bank reconciliation line.
Activity	Enter the activity number that is related to the bank reconciliation line.
Activity Name	This field shows the name of the activity that is related to the bank reconciliation line.
Task	Enter the task that is related to the bank reconciliation line.
Task Description	This field shows the description of the task that is related to the bank reconciliation line.
Employee No.	Enter the employee number that is related to the bank reconciliation line.
Employee Name	This field shows the name of the employee that is related to the bank reconciliation line.
Customer No.	Enter the customer number for the customer payment.
Customer Name	This field shows the name of the customer who is paying.
Reconc. Invoice No.	Enter the invoice number to be reconciled against the customer payment that you are creating. You can only enter a reconciliation invoice number if you entered a value for Customer No.
Vendor No.	Enter the vendor number for the vendor payment.
Vendor Name	This field shows the name of the vendor that you are paying.
Reconc. Vendor Invoice No.	Enter the vendor invoice number to be reconciled against the vendor payment that you are creating.
Currency	Enter the original currency for the vendor payment.
Currency Amount	Enter the vendor payment, in original currency.

Field	Description
Entry No.	This field shows the entry number for the bank reconciliation line.

Actions

This section shows the Actions available in the Bank Reconciliations workspace.

Top Tab

Field	Description
Approve Reconciliation	When you select this action, the entries marked with “To Reconcile” will be reconciled with the new account statement. Approved reconciliations can later be viewed in the window Show Bank Reconciliation. If new entries have been made during the reconciliation, Maconomy will furthermore create a bank reconciliation journal which can be posted from the windows Posting and Print Posting Journal. At the posting, the entries are created and marked as reconciled with the account statement. The transaction numbers of these entries are ignored in the number series “Bank Reconciliation.” All new entries are assigned the same transaction number. If you try to approve a reconciliation, and both values in the fields “Balance” (G/L Account) and “Balance” (Bank) are not zero, Maconomy will issue a warning.
Mark All for Reconciliation	When you select this action, all lines in the table part will be marked for reconciliation.
Unmark All for Reconciliation	When you select this action, all lines in the table part will be unmarked for reconciliation, except lines that have been created manually in this window: such lines are not unmarked.

Show Bank Reconciliation Single Dialog Workspace

Use this workspace to reopen and examine the most recently approved bank reconciliation. You cannot reopen older bank reconciliations.

You approve bank reconciliations in the Bank Reconciliations workspace.

The tab shows bank statements and the sub-tab shows entries to the corresponding G/L account that have been reconciled with each bank statement. Maconomy sorts the entries by entry date.

Show Bank Reconciliation Tab

This section includes the fields and descriptions for the Show Bank Reconciliation tab.

Bank Account Island

Field	Description
Payment Agent	This field shows the name of the payment agent who effects the payment.
Reg. No.	This field shows the registration number of the bank account assigned to the reconciled account statement.
Account No.	This field shows the account number of the reconciled account statement.

Account Statement Island

Field	Description
Statement Date	This field shows the date of the current account statement. If the reconciliation has a wrong date, it can be changed here.
Statement No.	This field shows the number of the current account statement. If the reconciliation has a wrong number, it can be changed here.
Opening Bal.	This field shows the opening balance of the current account statement.
Closing Bal.	This field shows the closing balance of the current account statement.

Reconciliation Island

Field	Description
Reconciliation Variance	If you have approved a reconciliation in the window Bank Reconciliations even though the account statement and the G/L account have not been fully reconciled, the balance is shown in this field.
Approved	This field shows whether the reconciliation has been approved.
Reopened	This field shows whether the reconciliation has been reopened.

Petty Cash Account Island

Field	Description
Petty Cash Account	This is the name of a petty cash account, if the bank reconciliation concerns amounts from a petty cash account.

Account Island

Field	Description
Account No.	This field shows the account number assigned to the external bank account.

Company Island

Field	Description
Company No.	This field shows the number of the company to which the current bank reconciliation pertains.

Dimensions Island

Field	Description
Location	This field shows the value assigned to the external bank account for the Location dimension.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1 - 3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1 - 3	The functionality of these fields is similar to the functionality of the field “Location” above.

Reconciliation lines Sub-Tab

This section includes the fields and descriptions for the Reconciliation lines sub-tab.

Field	Description
Entry Date	This field shows the entry date.
Trans. No.	This field shows transaction number of the entry.
Trans. Type	This field shows the reconciliation transaction type.
Description	This field shows the description of the entry which was reconciled.

Field	Description
Debit	This field shows the entry's amount in the G/L account's currency, provided that the entry is a debit entry.
Credit	This field shows the amount of the entry in the currency of the G/L account, provided that the entry is a credit entry.
Balance	This field shows the current balance of the G/L account.
To Reconcile	This field shows if the entry is reconciled on approval.
Comment	This show comments, if any.
Date Posted	This field shows the date posted to the account.
Journal No.	This field shows the journal number posting journal to which the entry has been posted.
Offset Account No.	This field shows the account number of the offset entry.
Offset Account Text	This field shows the offset account text assigned to the offset account.
Location	This field shows the dimension Location.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec. 1 - 3	The functionality of these fields is similar to that of the field "Location" above.
Local Spec. 1 - 3	The functionality of these fields is similar to that of the field "Location" above.
Tax Code	This field can show a tax code.
Currency Direction	This field shows the currency direction.
Check No.	This field shows the check number if payment is made by check.
Check Book	This field shows the check book that can be assigned to a check.

Field	Description
Payment No.	This field shows the number of the payment if payment is made by check or electronically.
Payment Group No.	This field shows the number of the payment group if payment is made by check or electronically.
Payment Line No.	This field shows the number of the payment line if payment is made by check or electronically.
Job No.	The field shows the job number that is related to the bank reconciliation.
Job Name	This field shows the name of the job that is related to the bank reconciliation.
Activity	This field shows the activity number that is related to the bank reconciliation.
Activity Name	This field shows the name of the job that is related to the bank reconciliation.
Task	This field shows the task that is related to the bank reconciliation.
Task Description	This field shows the description of the task that is related to the bank reconciliation.
Employee No.	Enter the employee number that is related to the bank reconciliation line.
Employee Name	This field shows the name of the employee that is related to the bank reconciliation line.
Customer No.	This field shows the customer number for the customer payment.
Customer Name	This field shows the name of the customer who is paying.
Reconc. Invoice No.	This field shows the invoice number to be reconciled against the customer payment that you are creating. You can only enter a reconciliation invoice number if you entered a value for Customer No.
Vendor No.	This field shows vendor number for the vendor payment.
Vendor Name	This field shows the name of the vendor that you are paying.
Reconc. Vendor Invoice No.	This field shows the vendor invoice number to be reconciled against the vendor payment that you are creating.
Currency	This field shows the original currency for the vendor payment.

Field	Description
Currency Amount	This field shows the vendor payment, in original currency.
Entry No.	This field shows the entry number for the bank reconciliation. The entry number is a unique number series for each external account.

Actions

This section shows the Actions available in the Show Bank Reconciliation workspace.

Top Tab

Field	Description
Reopen Reconciliation	When you select this action, the reconciliation is reopened. It is only possible to reopen the latest approved bank statement.

Show Bank Reconciliation Lines Single Dialog Workspace

This workspace shows the same information as the sub-tab of the Show Bank Reconciliation workspace.

Bank Reconciliation Line Tab

This section includes the fields and descriptions for the Bank Reconciliation Line tab.

Bank Reconciliation Line Island

Field	Description
Payment Agent	This field shows the payment agent.
Reg. No.	This field shows the registration number associated with the reconciliation.
Account No.	This field shows the account number associated with the reconciliation.
Entry No.	This field shows the entry number for the bank reconciliation. The entry number is a unique number series for each external account.
Reconciliation No.	This field shows the reconciliation number.
Entry Date	This field shows the entry date of the entry which was reconciled.
Description	This field shows the description of the entry which was reconciled.

Field	Description
Journal No.	This field shows the journal number of the entry which was reconciled.
Trans. No.	This field shows the transaction number of the Entry that was reconciled.
Transaction Type	This field shows the reconciliation transaction type.
Debit	This field shows the amount that was debited for the reconciliation.
Credit	This field shows the amount that was credited for the reconciliation.
To Reconcile	This field shows if the entry is marked for reconciliation. It is more relevant in the Bank Reconciliations window than here.
Reconciled	This field shows whether or not the reconciliation has been completed.
Comment	This field includes any comments relating to the entry that was reconciled.
Posted	This field shows whether or not the entry that was reconciled has been posted.
Date Posted	This field shows the date on which the entry that was reconciled was posted.
Offset Account No.	This field shows the offset account number relating to the bank reconciliation.
Offset Account Text	This field shows any offset account text relating to the bank reconciliation.
Currency Direction	The currency direction shows which currency table is to be used for the entry. If the currency direction is sales, the currency table for sales should be used and vice versa for purchases.

Check Island

Field	Description
Check No.	This field shows the check number that was used for the bank reconciliation.
Check Book	This field shows the number of the check book that was used for the bank reconciliation.

Output Data Island

Field	Description
Payment No.	This field shows the number of the payment.
Payment Group No.	This field shows the group number to which the Payment No. above belongs.
Payment Line No.	This field shows the line number to which the Payment No. above belongs.

Company Island

Field	Description
Company No.	This field shows the company number.

Account Island

Field	Description
Account No.	This field shows the company account number.

Dimensions Island

Field	Description
Location	This field shows the value of the dimension Location.
Entity	This field displays the value of the dimension Entity.
Project	This field displays the value of the dimension Project.
Purpose	This field displays the value of the dimension Purpose.
Spec. 1 – 3	These fields display the values of the dimensions Spec. 1 – Spec. 3.
Local Spec. 1 – 3	These fields display the values of the dimensions Local Spec. 1 – Local Spec. 3.

Set-Up Section

This section includes the fields and descriptions for the Set-Up section workspaces.

Payment Agents Single Dialog Workspace

Use this workspace to maintain information about the payment agents that you use for customer and vendor payments.

You also use the Payment Agents workspace to enter information about payment agents used with the Payment and Customer Payment modules. Payment agents are used for electronic payment of vendors and electronic collection from customers.

Note: Maconomy's electronic payment module is a general module. Not all payment agents support all of the fields in this module. For more detailed information, see the documentation that your payment agent provides.

For auditing purposes, it is important that you print and file information about your payment agents every time that you make changes in this workspace.

Payment Agents Tab

This section includes the fields and descriptions for the Payment Agents tab.

Payment Agent Island

Field	Description
Name	This is the name of the payment agent.
Address	Here you can enter the address of the payment agent.
Your Phone	Here you can enter the phone number of the payment agent.
Your Contact	Here you can enter the name of the payment agent's contact person.
Our Phone	Here you can enter your company's phone number. It is printed on the control list which is sent to the payment agent when you make automatic payments. Normally, you would only send a control list to the payment agent if the payment orders are sent by diskette.
Our Contact	Here you can enter the name of your company's contact person. It is printed on the control list which is sent to the payment agent when you make automatic payments. Normally, you would only send a control list to the payment agent if the payment orders are sent by diskette.
Currency	In this field, you can select which currency to use in connection with the current payment agent. The currency in this field is used if the payment

Field	Description
	agent did not indicate a currency when sending electronic information in connection with collections or customer payments.
Bank Registration No.	Use this field for specifying the registration number of the payment agent. If the payment agent does not usually indicate his registration number when you receive electronic information from him, this field can be used as a default field. This means that the registration number that you specify here is used for all account numbers.

Payment Control Island

Field	Description
Payment Format	In this field, you can select which payment format to use when using the current payment agent to make vendor payments.

Customer Payment Control Island

Field	Description
Customer Payment Format	In this field, you can select which customer payment format to use when reading customer payments using the current payment agent.
Entry Description	In this field, you can specify an entry description to be used when a customer payment is made.
Charge Account	In this field, you can specify a dimension combination of the type Posting Reference referring to a G/L account number. The account must exist in Maconomy's chart of accounts and must be a posting account. If the customer payment file contains information about charges incurred in connection with the customer payment, the charge is debited to this account and credited to the bank account related to the customer payment.
Transaction Type	In this field, you can enter the default transaction type for the payment agent. You can select from all transaction types registered in the system (there is no validation.)
Transaction Number Series	In this field, you can select the transaction number series to be used when creating automatic and manual customer payment journals for posting and when receiving electronic information from the payment agent.
Consecutive Trans. No.	When reading a customer payment file, you need to specify a transaction number. The transaction number is used when G/L and Customer entries are created. If you check this box, the transaction number will be increased by one every time a customer payment is read.
Calculate Entry Date	If the customer payment file does not contain an entry date, and no summary entry date is specified when reading the file, the entry date is calculated from the date of payment. If you do not mark this field, the entry date is made

Field	Description
	equal to the date of payment. If you mark this field, the entry date is calculated as the date of collection plus two working days. Please note that bank holidays are not taken into account.
Transfer Registration Date	If you mark this field, the entry text entered in the field “Entry Description” in the window Read Customer Payments is used for the G/L and Customer entries that are made when reading the customer payment file. Apart from that, the date of the current customer payment is transferred. This date is the date upon which the paid amount is drawn from the customer’s account.
Transfer Dimensions	If you mark this field, the customer’s dimensions are transferred from the customer’s information card to the entry lines created when reading the customer payment file.
Create Error Entries	When reading the customer payment file, Maconomy checks the file’s contents. If this is marked, Maconomy will create a customer payment with the available but not complete information. The missing information must be entered/changed before the related customer payment journal can be posted. There will not be created a customer payment, If the field is not marked. The user must then manually create the erroneous payments. ▪ Unknown Payer ID: No customer or customer entry with the payer ID exists. The text “Unknown Payer ID” is transferred to the field “Remarks” in the customer payment. To reconcile the amount against an open customer entry, open the window Show Customer Payments and find the error entry and make a note of the transaction number listed there. Then open the window Customer Open Entry Reconciliation in the A/R module, search for the transaction number, and see if you can reconcile the paid amount manually. If you cannot do that, you can call the bank for more information about the entry. ▪ No collection order found: A customer payment was made, but the corresponding collection order cannot be found. In this case, the amount is entered in a journal of the type “Customer Payment” (instead of “Automatic Customer Payment”) with the text “No Collection Order Found” entered in the field “Remarks.” To reconcile the amount, follow the procedure outlined above in the discussion of the error “Unknown Payer ID.” ▪ Entry date is outside the open posting period: In this case, the entry date is changed to today’s date.
Separate Journal for Error Entries	When reading the customer payment file, Maconomy checks the file’s contents. If an error is encountered, and the field “Create Error Entries” has been marked, Maconomy will create a customer payment with the available but not complete information. If this field is not marked, the erroneous entries are added to the automatic customer payment journal along with the correct entries, which cannot be posted until the errors have been resolved. If the field is marked, the erroneous entries are added to a separate customer

Field	Description
	payment journal which can then be resolved without delaying the posting of the correctly registered payments.

Payment Information Island

Field	Description
Last Production Date	This field shows the date which indicates when the last file was created.
Last Payment Date	This field shows the date of the last payment file.
Next System No. 1 - 3	The payment format may specify that one or several system numbers must be included in the payment file. Each number can be specified to increment in a different way, for example, starting over every day, month, or year. Maconomy will keep track of the system numbers, but if you need to set the number manually (for example, to set an initial value), you can do so in these fields.

Customer Payment Information Island

Field	Description
Last Production Date	This field shows the date which indicates when the last customer payment file was created.
Last Import Date	This field shows the date on which the last customer payment file was imported.
Last Collection No.	This field shows the number of the last collection file created.
Next System No. 1 - 3	The customer payment format may specify that one or several system numbers must be included in the customer payment file. Each number can be specified to increment in a different way, for example, starting over every day, month, or year. Maconomy will keep track of the system numbers, but if you need to set the number manually (for example, to set an initial value), you can do so in these fields.

Access Level Island

Field	Description
Access Level	Here you can enter the name of the access level. Users only have access to information about the current payment agent if they have been assigned to this or a higher access level in the User Access Levels window in the Set-Up module. This means that a user can only specify the payment agent on, for example, payment modes and external accounts if he has access to the payment agent. In addition, a user can only see information of payment agents to which he has access. Please note that this access control model only applies

Field	Description
	if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to payment agents may depend on other factors. For further information about the standard access control configuration, please see “Introduction to the Access Control System” in the Set-Up module.
Description	This field displays a description of the access level.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

External Accounts Single Dialog Workspace

Use this workspace to enter and maintain external accounts that you use in connection with payments, customer payments, and bank reconciliation.

This workspace's tab provides information about the external account, and the sub-tab contains information about the payment modes and G/L accounts that are attached to the external account.

External Accounts Tab

This section includes the fields and descriptions for the External Accounts tab.

Bank Account Island

Field	Description
Payment Agent	In this field, you enter the name of a payment agent, for example, a bank, to which the external account is assigned.
Reg. No.	Enter the bank’s registration number in this field. If the external account is a manual account, you can enter a text instead of an account number.
Account No.	Enter the bank’s account number in this field. If the external account is a manual account, you can enter a text instead of an account number.
Description	In this field, you can enter a description of the external account specified in the field “Account No.” above. Information entered in this field is included on printouts of external accounts.
IBAN Account No.	Enter the bank’s IBAN account number in this field. The information is available when printing Job Invoices, A/R statements, Interest Notes and Reminders.
SWIFT	Enter the bank’s Swift account number in this field. The information is available when printing Job Invoices, A/R statements, Interest Notes and Reminders.

Field	Description
Bank Reconciliation	If you check this box, bank reconciliation lines will be created when you post on the account specified in the Dimensions island. Bank reconciliation is done in the window Bank Reconciliations in the Banking module.

Selection Criteria Island

Field	Description
Currency	Use this field to specify the currency on the external accounts for both invoicing (it is matched against the invoicing currency), and for vendor payments (it is matched against the payment currency). ▪ External accounts with a currency selected are used for all invoices (for the assigned customer payment modes) and all payments (for the assigned vendor payment modes) in that currency. ▪ External accounts without a currency selected are used for all invoices (for the assigned customer payment modes) and all payments (for the assigned vendor payment modes) for all currencies where there is no external account for the given currency. **Example** A company may have a number of bank accounts in different currencies. A UK company may have a bank account in GBP (its main account), but could also have a bank account in USD and EUR. It will use the USD and EUR bank accounts for all transactions in these currencies, so it does not have to pay a currency exchange fee to the bank, and the GBP account for all other currencies. This company will have to select USD on the external account belonging to the USD bank account, so that Maconomy uses this account for all dollar transactions. It will also select EUR on the external account belonging to the EUR bank account, so that Maconomy use this account for all euro transactions. It will not select a currency on the external account belonging to the GBP account, so that this account will be used for all transaction except transactions in USD and GBP.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Company Island

Field	Description
Company No.	In this field, you enter the number of the company to which the external account is attached.
Name	This field shows the name of the company above.

Account Island

Field	Description
Account No.	In this field, you can specify the G/L account number that you want to use for the external account.

Dimensions Island

Field	Description
Location	In this field, you can specify the Location that you want to use for the external account.
Entity	The functionality of this field is similar to that of “Location” above.
Project	The functionality of this field is similar to that of “Location” above.
Purpose	The functionality of this field is similar to that of “Location” above.
Spec. 1 - 3	The functionality of these fields is similar to that of “Location” above.
Local Spec. 1 - 3	The functionality of these fields is similar to that of “Location” above.

Assignments Sub-Tab

This section includes the fields and descriptions for the Assignments sub-tab.

Field	Description
Payment Mode	In this field, you specify a payment mode if you want to enter a G/L account to be used for entries being paid.
Posting Reference, Being Paid	In this field, you enter the number of a dimension combination containing the G/L account to be used on entries being paid. The dimension combination can also contain other dimension values to be used in this connection. If any other payment mode than Manual Payment is specified, you need to specify an account in this field. Cust. Payment Mode In this field, you specify a customer payment mode if you want to enter a G/L account to be used for entries being collected.
Posting Reference, Being Collected	In this field, you enter the number of a dimension combination containing the G/L account to be used for entries being collected. If any other customer payment mode than Manual Payment is specified, you need to specify an account in this field.
Spec. 1 – 3	The functionality of these fields is similar to that of “Payment Agent” above.

Field	Description
Local Spec. 1 – 3	The functionality of these fields is similar to that of “Payment Agent” above.

Payment Modes Single Dialog Workspace

Use this workspace to create the payment modes that you can select in the **Payment Mode** field elsewhere in Maconomy. A payment mode determines how a vendor is paid.

You create a payment mode with a name, a description, and a payment form that specifies whether it is manual or automatic.

If you want to send remittances to recipients for this payment mode, you must fill in the fields in the sub-tab. This is where you define line types, prefixes, suffixes, and margins for remittance text.

Maconomy uses the fields in the Electronic Payment Control island and the last four fields in the Remittance island to create headings for electronic payments. For auditing purposes, it is important that you print and file your payment mode information every time that you make changes in this workspace.

Payment Modes Tab

This section includes the fields and descriptions for the Payment Modes tab.

Payment Mode Island

Field	Description
Name	Here you enter the name of the new payment mode you are creating. Maconomy checks that the name is not already used.
Description	Here you can enter a detailed description of the payment mode. Maconomy shows the text with the name when you use the payment mode.
Payment Form	Here you choose the payment form you wish to use. All payment forms except “Conventional payment” are electronic payment forms. Payment formats and payment forms can be created by importing formats using the program Import Payment Forms. For further information, please see the detailed description of the current electronic payment format.
Payment Agent	You must select a payment agent in this field. Maconomy will verify that the payment agent supports the selected payment form. Payment agents are created in the window Payment Agents.
Check Book	Provided that you use checks, you can assign your checks to a check book in this field. Check books are created in the window Pop-up Fields in the Set-Up module.
Card Type Code	In this field, you can specify the card type code with which the current payment mode is usually applied. The field is for information only and does not limit the use of the payment mode to the specified card type code.

Payment Control Island

Field	Description
Blanket Payment	If you mark this field, a blanket (combined) payment will be made despite the fact that more payments may be involved. Please note that the selected payment form determines if you can mark this field. Blanket payment means that payments with identical pay to vendor, delivery vendor, and due date are combined into a single payment. See also the field “Blanket Payment by Deliv. Vendor” below.
Calculate Sum per Payment Order	This field is only used if the fields “Blanket Payment” and “Notify Payment Recipient” are marked as well. If you mark this field, all payment orders will contain an amount which corresponds to the total amount of the assigned remittance lines. If you do not mark this field, the total amount will be assigned to the first payment order, and any payment order which may be created for remittance-related reasons will contain a zero-amount in this field.
Blanket Payment by Deliv. Vendor	This field applies if you have selected blanket payment in the field “Blanket Payment” above. If you mark this field, Maconomy will group blanket payments by delivery vendor, that is, the vendor which delivered the goods or services. This means that a blanket payment to a pay to vendor will be divided into one payment order per delivery vendor. If you do not mark this field, Maconomy does not take the delivery vendor into consideration when creating blanket payments.
Blanket Payment by Company of Origin	This field applies if you have selected blanket payment in the field “Blanket Payment” above. If you mark this field, Maconomy will group blanket payments by company of origin, that is, the company to which a vendor invoice is sent. This means that a blanket payment to a vendor will be divided into one payment order per company of origin. If you do not mark this field, Maconomy does not take the company of origin into consideration when creating blanket payments.
Include Payment Orders with 0 Balance	If you mark this field, payment orders with a balance of zero will be printed out. You can only mark this field if the current payment form allows zero-balance payment orders to be printed out.
Reconcile Payment Orders with 0 Balance	If you mark this field, Maconomy will suggest that payment orders with a balance of 0 are automatically reconciled with corresponding open entries when the payment selection is created. This situation can, for example, arise if a vendor invoice and a vendor credit memo for the same amount exist. If you do not mark this field, Maconomy will only select entries for payment if the amount is greater than 0 when creating a payment selection. However, you can change this manually in the windows Change Collection Selection and Change Payment Selection by Vendor.
Allow Invoices	If you mark this field, the current payment mode can be used for paying invoices for a vendor. If this field is not marked, it is not possible to choose

Field	Description
	this payment mode when entering an invoice on a vendor, for example, in the window Vendor Invoices. The default is that the field is marked.
Allow Credit Memos	If you mark this field, the current payment mode can be used for paying or offsetting credit memos for a vendor. If this field is not marked, it is not possible to choose this payment mode when entering a credit memo (a debit entry) on a vendor, for example, in the window Vendor Invoices.
Allow Passed Payment Dates	If this field is marked, a payment date can be in the past. The payment date is normally set to the due date, but Maconomy changes the payment date to the current date if the due date is in the past - but only when this field is not marked.
Mandatory Credit Memo Reference	If this field is marked, then a credit memo must be linked to a vendor invoice. This will ensure correct reconciliation. The reference is set up in the Reference Invoice island on the vendor invoice.
Omit Payment Reporting	If you mark this field, the payment orders will automatically be approved. If you mark neither this field nor the field “Create Entries Being Paid” below, the automatic printing of checks will result in the creation of a payment line which can then be approved or error reported in the window Payment Reporting. When the payment journal from an automatically printed check or a manually created check is posted, a number of entries are created on both the bank account and the A/P control account - and thus also on the vendor in question. If you use bank reconciliation, a bank reconciliation line is also created. If a payment is reconciled in the window Bank Reconciliations, the payment line in question is approved and can thus be seen in the window Payment Reporting. If the payment of such a payment line is approved in the window Payment Reporting, the line will be marked as processed, and will thus no longer be available in the window Payment Reporting. However, if the payment is error reported, a general journal is automatically created. This journal will set off the bank account by the check amount, including any exchange rate variance and cash discount. Furthermore, an entry is made on the vendor for each vendor invoice or credit memo covered by the payment. Please note that the bank reconciliation line is not deleted. Instead, a new line with the sign inverted is created, ensuring the consistency between the G/L entries and the statement.
Aut. Appr. of Read Payment Status	If you mark this field, the registration of a read payment status is automatically approved, and the necessary journals are created by Maconomy. If you do not mark the field, read payment statuses must be approved manually.
Create Entries Being Paid	When a company sends payment orders to a payment agent, the company can choose to debit certain accounts by the amounts until the payment agent has reported the amounts which are actually being withdrawn from the bank accounts. If you mark the field, a number of entries are posted to the account “Being paid” specified in the pop-up field “A/P Control Account” and on the

Field	Description
	account “Account, Being Paid” specified in the table part of the window External Accounts. When the payment agent has reported the specified payment orders, the entries can be transferred from these suspense accounts to the relevant G/L accounts. If you do not mark the field, entries are automatically made on both bank account and A/P control account - and thus also on the vendor in question. If you use bank reconciliation, a bank reconciliation line is also created. For further information about this functionality, please see the description of the field “Omit Payment Reporting” above.

Electronic Payment Control Island

The fields in this island are defined in the payment format. When a payment format is imported into Maconomy, values defined by the format may be shown in this window. For more information, please see the detailed description of the current electronic payment format.

Field	Description
Description	The text in these fields is defined in the payment format. For more information, please see the detailed description of the current electronic payment format.
Popup	The values of these pop-up fields are defined in the payment format. The type of information you select here and the value you enter in the fields “Value 1-10” may be transferred to the payment files created using the current payment mode. For more information about the specific values, please see the detailed description of the current electronic payment format.
Value	The values that you enter in these fields may be transferred to the payment files created using the current payment mode. For more information, please see the detailed description of electronic payment in the selected payment format.

Remittance Island

Field	Description
Notify Payment Recipient	If you mark this field, the recipient of the payment will receive remittance when payment is carried out. It is only possible to create remittance lines if the current payment form supports remittance. Recipient notification is always allowed for payment by check. For more information, please see the detailed description of electronic payment in the selected payment format.
Create Remittance Lines	In connection with check printing, you can choose how to notify the recipient. If you mark this field, every payment order will result in remittance lines containing a specification of the vendor invoices included in the current payment order. The contents of the remittance lines are defined in the table part of this window. The advantage of this form of remittance is that you can freely choose which information should be included in the remittance, and the information can depend on the payment mode selected. If you do not mark this field, you must use Maconomy’s layout tools to add fields to the check

Field	Description
	layout. However, an advantage of using a layout created using Maconomy's layout editing tools, is that you can format the remittance freely, for example, using proportionally spaced fonts. If you mark the field "Blanket Payment" in the island Payment Control, Maconomy will automatically create more payment orders if the number of vendor invoices and credit memos exceeds the number of allowed lines on a payment order.
Multiple Fields per Line	If the length of the remittance text is less than the maximum characters allowed (as given in the field "Max. Characters per Line"), you can choose that the remittance lines should contain information about more than one vendor invoice. Maconomy calculates the number of invoices allowed on each remittance line. Note that you cannot have multiple fields per line if you use footers in your remittance text.
Print Two Remittance Blocks	This field is only used in connection with payment by check. If you mark the field, all remittance lines are printed out in two consecutive blocks.
Max. Number of Lines per Payment Order	If the selected payment form allows remittance, this field will show the maximum number of remittance lines allowed for the assigned payment order. In connection with payment by check, you can enter the maximum number of remittance lines which fit on a check. Maconomy will automatically create new payment orders if the remittance lines do not fit on one check. If, for instance, 10 vendor invoices are to be paid by check and the remittance text takes up 7 lines, but the check can only hold 4 lines, Maconomy will break the payment order in two and print two checks which together constitute the full amount.
Max. Characters per Line	If the selected payment form allows remittance, this field will show the maximum number of characters allowed on a remittance line. If you are paying by check and have marked the field "Create Remittance Lines" above, you should enter a maximum number of characters on a remittance line in this field. For more information about what happens if this number of characters is exceeded, please see the description of the field "Length" in the table part.
Text for Void Checks	In this field, enter the text you wish to use on void checks. A check is void if the amount is zero.
Remittance 1-4	These fields are used in connection with automatic payment. The actual field names depend on the specification of the current electronic payment format. A maximum of four remittance fields are available. The remittance text is selected in the pop-up field. The text selected here is usually used by the payment agent for account statements which are returned to you. In some cases, however, the text selected here is sent to the recipient of the payment. This depends on the specification of the current electronic payment format. The options in the pop-up field roughly correspond to fields in the window Change Payment Selection by Vendor. Please see the description of that

Field	Description
	window for a description of the content of each of the selectable options. Furthermore, it is possible to transfer information about the company of origin (the pay to vendor) in the remittance by selecting the following options: “Company of Origin Name,” “Company of Origin Number,” “Name 1-5,” and “Company of Origin Phone Number.” In the table part of the window you can specify the appearance of the remittance lines.

Access Level Island

Field	Description
Access Level	Here you can enter the name of the access level. Users only have access to information about the current payment mode if they have been assigned to this or a higher access level in the User Access Levels window in the Set-Up module. This means that a user can only specify the payment mode on, for example, vendors if he has access to the payment mode. In addition, a user can only see information of payment modes to which he has access. In addition, the user must have access to the access level specified for the payment mode’s payment agent to have access to the current payment mode. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to payment modes may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see “Introduction to the Access Control the Set-Up module.
Description	This field displays the description of the access level.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Payment Remittances Sub-Tab

This section includes the fields and descriptions for the Payment Remittances sub-tab.

Field	Description
Line Type	In this field, you can select the line type to be assigned to the current remittance line. You can choose between the types “Header,” “Invoice Text” and “Footer.” Headers and footers are only printed once per payment order, whereas the invoice text is printed per invoice and credit memo.
New Remittance Line	If you mark this field, Maconomy will create a new remittance line starting with the field assigned to this table line.

Field	Description
Left Margin	In this field, you can enter the number of blank characters of which the left margin should consist. If the remittance text stretches over several remittance lines, the margin specified in this field will apply to all lines. However, this margin will only be included on a printout if the relevant field is the first on a remittance line.
Prefix	In this field, you can enter a text which will be put in front of a remittance field. The text entered in this field is printed each time the table line is printed. If, for example, the current line is of the type “Header,” the prefix entered in this field could be “Invoice No.” or “Amount.”
Remittance Field	In this field, you can choose among a number of remittance field options and thereby choose which type of information to give the payee. If you have selected a line of the type “Header” on the first line of the table and specified that the prefix on that line should be “Invoice No.,” you could on the subsequent line select the line type “Invoice Text” and select the remittance field “Invoice No.” By doing so, the remittance will contain a header with the name “Invoice No.” with the actual invoice numbers placed below this header. The options in the pop-up field are described in the field “Remittance 1-4” in the card part.
Suffix	In this field, you can enter a text which will be appended to the remittance field.
Right Margin	In this field, you can enter the number of blank characters of which the right margin should consist. If the remittance text stretches over several remittance lines, the margin specified in this field will apply to all lines. However, this margin will only be included on a printout if the relevant field is the first on a remittance line.
Length	In this field, you can enter the total length of the fields “Prefix,” “Remittance Field” and “Suffix.” The length defined in this field must be exclusive of the margins defined in the fields “Left Margin” and “Right Margin.” If a certain field exceeds more than one remittance line, it will be split into more lines. The number of lines is thus not fixed, but depends on the lengths of the above-mentioned fields. If, for example, the length of a field is specified to be 150 and a line can contain maximum 30 characters (as specified in the field “Max. Characters per Line” in the island Remittance), the field will be split over five lines.
Alignment	In this field, you can specify whether the current field should be aligned to the right or the left. Amount fields are normally aligned to the right, while other fields are aligned to the left.
Fill Character	In this field, you can enter a fill character. If the length of the text you are transferring is less than the value entered in the field “Length,” Maconomy repeats the character entered here to fill in the space. If you leave the field blank, the remittance text will be filled in with blanks.

Customer Payment Modes Single Dialog Workspace

Use this workspace to create the customer payment modes that you want to refer to in the **Customer Payment** field in other workspaces in Maconomy.

The customer payment mode determines a number of factors in connection with customer payments.

You create a customer payment mode in this workspace; you give it a name, a description, and a customer payment form. The customer payment form indicates whether the customer payment mode is manual or automatic.

Maconomy uses the fields in the Collection Control island and the last four fields in the Remittance island to create labels for electronic collections.

If you want to send remittances to your customers about electronic payment collections, select **Notify Recipient** and specify which types of information should be included.

For auditing purposes, it is important that you print and file your customer payment mode information every time that you make changes in this workspace.

Customer Payment Modes Tab

This section includes the fields and descriptions for the Customer Payment Modes tab.

Cust. Payment Mode Island

Field	Description
Name	In this field, enter a name for the customer payment mode, if you are creating a new customer payment mode. Maconomy checks that the entered name is not already in use.
Description	In this field, you can enter a description of the customer payment mode.
Cust. Payment Form	In this field, select a customer payment form. Select a customer payment form which is supported by the payment agent you have chosen to use. The customer payment form describes the customer payment file format and sets up the guidelines for the use of customer identification. Customer payment forms are created using the Import Format Description program.
Payment Agent	If the current customer payment mode is electronic, select a payment agent in this field.

Remittance Island

Field	Description
Notify Recipient	If you mark this field, the customer will receive a notification along with the collection.
Incl. Headings	If you have chosen to notify the recipient, you can use this box to select whether the text entered in the field “Heading” should be transferred to the

Field	Description
	collection recipient along with the description of which invoices are included in the collection.
Multiple Fields per Line	If the length of the remittance text as shown in the field “Characters per Line” is less than the maximum number of characters shown in the field “Max. Number of Characters per Line,” you can choose to let the remittance lines sent to the customer contain information about multiple invoices. Maconomy will calculate how many invoices can be shown per remittance line.
Number of Lines per Collection Order	If you have chosen to notify the recipient, this field shows the maximum number of lines you can attach to a collection order. Maconomy will calculate how many collection orders must be printed for all the lines to appear on the printout.
Characters per Line	If you have chosen to notify the recipient, you can see how many characters are available per remittance line. If a remittance text is defined in the table part of this window which is longer than the maximum length, the remittance text will be truncated when Maconomy creates the collection file.
Max. Number of Characters per Line	If you have chosen to notify the recipient, you can see the maximum number of characters that are available per remittance line. If a remittance text is defined in the table part of this window which is longer than the maximum length, the remittance text will be truncated when Maconomy creates the collection file.
Remittance 1-4	These fields are used in connection with automatic customer collection. The actual field name depends on the specification of the current electronic collection format. The remittance text is selected in the pop-up field. The text selected here is usually used by the payment agent for statements which are returned to you. In some cases, however, the text selected here is sent to the recipient of the collection. This depends on the specification of the current electronic collection format. The options in the pop-up field correspond to fields in the window Customer Open Entry Reconciliation. Please see the description of that window for a description of the content of each of the selectable options. In the table part of the window you can create further remittance specifications.

Electronic Collection Island

Field	Description
Description	These fields show the fixed text fields specified on the associated output data form. Each non-empty description indicates that either a pop-up or a value must be specified for this customer payment mode to work.
Popup	For each non-empty description, either a pop-up or a value must be specified. If both a pop-up and a value are specified, the pop-up takes precedence. These

Field	Description
	values are used when, for example, creating payment records where an output data field refers to these fields on a customer payment mode.
Value	For each non-empty description, either a pop-up or a value must be specified. If both a pop-up and a value are specified, the pop-up takes precedence. These values are used when, for example, creating payment records where an output data field refers to these fields on a customer payment mode.

Collection Control Island

Field	Description
Electronic Collection	This field is automatically checked if the customer payment form supports electronic collection.
Blanket Collection	If you mark this field, multiple A/R entries with identical due dates are collected together for the same customer.
Include Collections with Balance = 0	If you mark this field, collections with a balance of zero are included when you create a collection selection for the current customer payment mode.
Print Invoice	Interest and reminder notes are printed for interest and reminder principles using the Customer Payment Mode.

Customer Payment Control Island

Field	Description
Cash Payment	In this field, you can specify that the payment mode represents cash payment. The field can only be marked for manual payment modes. The payment mode can be used on invoices where the goods are paid cash, for instance when selling goods directly from the warehouse. When you post an invoice with this payment mode, Maconomy automatically creates an offset entry to the invoice. This means that Maconomy creates an extra customer entry and a G/L entry to the A/R control account, representing payment. Maconomy also makes an entry to the account assigned to the current payment mode in the window External Accounts. When you use a payment mode of this type, you therefore do not have to manually enter a cash payment in the general journal. If you post a credit memo with this type of payment mode, offset entries are made in the same way as when you post invoices. However, the amounts have inverted signs.
Calculate Customer Payer Id.	If this field is not marked Maconomy will not calculate a payer identification on the company customer. Maconomy will calculate new payer identification if the field is marked.

Export Island

Field	Description
Export Entries	If this field is marked, customer entries with this customer payment mode can be exported from the Export Customer Entries window.

Access Level Island

Field	Description
Access Level	Here you can enter the name of the access level. Users only have access to information about the current customer payment mode if they have been assigned to this or a higher access level in the User Access Levels window in the Set-Up module. This means that a user can only specify the customer payment mode on, for example, customers if he has access to the customer payment mode. In addition, a user can only see information of customer payment modes to which he has access. In addition, the user must have access to the access level specified for the customer payment mode's payment agent to have access to the current customer payment mode. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to customer payment modes may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see "Introduction to the Access Control System" in the Set-Up module.
Description	This field displays the description of the access level.

User Island

See the chapter "Getting Started" for a description of the fields in the island User.

Integrations Overview

Copy to come.

Copy to come.

Pagero Setup Single Dialog Workspace

If you are enabling the e-invoicing integration with Pagero, use this single dialog to specify information about the Pagero account to which Maconomy should send invoice xml files.

You also need to indicate whether Pagero will run with a production system or a test system.

Pagero Setup Tab

This section includes the fields and descriptions for the Pagero Setup tab.

Field	Description
Pagero Username	In this field, enter the e-mail address associated with the Pagero account you will use for the integration.
Current System Nature	This field displays the system nature of the current system.
Production Nature	If the current system is a production system, use this field to specify the system name for its corresponding production nature. Available options for this field are based on the system natures you defined in the server.ini file. Integrate a production system with Pagero if you intend to send printed invoices as xml files to Pagero. Pagero will then send these invoices to your customers. If you specify the same system name for both the **Production Nature** and **Test Nature** fields, Maconomy displays an error message.
Test Nature	If the current system is a test system, use this field to specify the system name for its corresponding test nature. Available options for this field are based on the system natures you defined in the server.ini file. Integrate a test system with Pagero if you intend to send printed invoices as xml files to Pagero but do not want to send these invoices on to actual customers. If you specify the same system name for both the **Production Nature** and **Test Nature** fields, Maconomy displays an error message.

Actions

This section shows the actions available in the Pagero Setup single dialog workspace.

Tab Actions

Field	Description
Update Pagero Login Information	After updating your password on the Pagero site, click this action to update your Pagero login information in the Workspace Client.

Peppol Mappings Single Dialog Workspace

As part of the electronic invoicing functionality, the fields in a Maconomy invoice are mapped to specific fields in the PEPPOL BIS 3.0 format.

There are four mapping types, one for each invoice type:

- Job Cost Invoice
- Job Cost Credit Memo
- Order Invoice
- Order Credit Memo

When you enable the **Enable E-Invoicing** system parameter, Maconomy enables the four standard mappings-one for each of the mapping types or invoice types listed above-and automatically sets them as the default mappings. You can view detailed information about those mappings on this single dialog.

Select a standard/customized mapping name from the filter list to view its details in the tab and sub-tab of the single dialog, or select a standard mapping name to use it as a starting point for a customized mapping.

If you create customized mappings, you can also set those as default mappings for their corresponding mapping types.

The Peppol Mapping Line sub-tab displays the full PEPPOL 3.0 format in levels. Certain line fields are editable when you are creating a customized mapping.

Peppol Mapping Header Tab

This section includes the fields and descriptions for the Peppol Mapping Header tab.

Mapping Information Island

Field	Description
Mapping Name	This field displays the mapping name for the mapping type you selected from the filter list. When you click the **New Peppol Mapping Header** action to create a customized mapping, this field becomes editable. Enter a unique name for the mapping.

Field	Description
	You cannot change the value of this field once you create and save the customized mapping.
Mapping Type	This field displays the type of invoice for which the mapping details in the tab and sub-tab will be used. When you click the **New Peppol Mapping Header** action to create a customized mapping, this field becomes editable. Select a value from the drop-down list. The available options are: ▪ Job Cost Invoice ▪ Job Cost Credit Memo ▪ Order Invoice ▪ Order Credit Memo You cannot change the value of this field once you create and save the customized mapping.
Standard Mapping	If the mapping name/type you selected from the filter list is a standard mapping, this check box is automatically selected. You cannot edit or delete standard mappings.
Default Mapping	If the mapping name/type you selected from the filter list is a default mapping, this check box is automatically selected. When you click the **New Peppol Mapping Header** action, this check box becomes editable. Select this check box if you want the customized mapping you are creating to be the default mapping for a specific mapping type (or invoice type). Once you select this check box on the customized mapping you are creating and you save your changes, Maconomy automatically deselects the previous mapping specified as default for that mapping type (or invoice type). You cannot clear this check box directly on an existing mapping (whether standard or customized).
Show Unused Lines	On standard mappings or existing customized mappings, you can select this check box if you want to display all Peppol elements or lines on the sub-tab, including unused lines.

Peppol Mapping Line Sub-Tab

This section includes the fields and descriptions for the Peppol Mapping Line sub-tab.

Field	Description
Field Name	This field displays the name of the field (or Peppol element) in the PEPPOL BIS 3.0 format.

Field	Description
XML Type	This field indicates whether the Peppol element on the current line is an attribute, or an element (branch or leaf).
Mandatory	If the Peppol element specified on the current line is mandatory, this check box is automatically selected. Even when customizing a mapping, you cannot exclude (by clearing the **Included** check box) lines that are marked as mandatory. If a parent line is marked as mandatory, the lines under it (sublevels) are also mandatory.
Included	If you want to exclude the Peppol element on the current line from your customized mapping, clear this check box. You cannot exclude mandatory lines.
Maconomy Relation Name	When customizing a mapping, use this field to select the Maconomy database relation or table from which you will specify a value for the **Maconomy Field Name** field. The full list of options are: ▪ Company Specific Customer (CompanyCustomer) ▪ Company (CompanyInformation) ▪ Document Revision (DocumentRevision) ▪ Invoice (Invoice) ▪ Invoice Line (InvoiceLine) ▪ Invoice Line (InvoicePrintoutLine) ▪ Job (JobHeader) ▪ Sales Orders (OrderHeader) You cannot use all relations everywhere in the mapping, or in all mappings. For example, InvoicePrintoutLine can only be used for job-related mapping and only under the cac:InvoiceLine element. Maconomy will validate that these are used correctly.
Maconomy Field Name	When customizing a mapping, use this field to specify the Maconomy field that you will map to the Peppol element on the current line. You can only choose a field from those available in the database relation you specified in the **Maconomy Relation Name** field.
Text	When customizing a mapping, use this field to specify the fixed text that you want to map to the Peppol element on the current line. If you specify values for both the **Maconomy Field Name** and **Text** fields, Maconomy will use the specified text if the specified Maconomy field is empty.
Standard Calculation	If you want the Peppol element or field to display a value calculated from the values of other fields in the Maconomy database, use this field to make that specification. Select a value from the drop-down. The options available in this

Field	Description
	drop-down will depend on what you specify in the **Maconomy Field Name** field.
Calculation Description	If you specified a calculation in the **Standard Calculation** field, you can use this field to enter a brief description.
Field Type	This field displays the field type of the Peppol element on the current line (for example: Date, String, or Amount).
Fixed Mapping	If this check box is selected, it means the mapping on the current line is fixed by Maconomy, and you cannot customize it.

Actions

This section shows the actions available in the Peppol Mappings single dialog workspace.

Tab Actions

Field	Description
New Peppol Mapping Header	Click this action to create a customized mapping. When you are customizing a mapping for a mapping type or invoice type, Maconomy begins by listing all the lines and values for the standard mapping for that mapping type or invoice type.
Delete Peppol Mapping Header	Click this action to delete the customized mapping that you selected from the filter list. You cannot delete standard mappings.

Inventory Overview

This chapter describes the Inventory module. Items in Maconomy are classified into groups, at which level most of the related information is maintained.

In this module you assign items to warehouses, make price lists (optionally in various currencies), define discount levels, and create item-related discount agreements. The Sales Orders module uses all of this information.

If you have Maconomy Bill of Materials, you can create bills of materials (BOMs) in this module. These are then sold in the Sales Orders module, where prices and inventory control are processed in the same way as for standard items. You can create BOMs in an unlimited number of levels.

Registration Section

This section includes the fields and descriptions for the Registration Section workspaces.

Inventory Change Single Dialog Workspace

Use this workspace to enter manual changes to the inventory and inventory value of warehouses.

The Inventory Changes tab displays general information about an inventory change transaction. The Items sub-tab displays the actual inventory changes.

You can enter the receipts of and shipments from a warehouse as well as transfers between warehouses. To allow backorder allocation when receiving or transferring, use the backorder method **By Reservation**, and provide a value for the **Aut. Back Order Allocation** field in the System Information workspace.

You also use this workspace when you enter miscellaneous losses and manual cost price adjustments. You can also enter the changes in stock as a result of an inventory count. However, you normally use the Inventory Count workspace in connection with inventory counts.

When you make changes to items that have serial number control, you can enter the serial numbers that the inventory change affects in the Serial Number Movement workspace. The setup of each item indicates whether this entry of serial numbers at receipt or shipping, respectively, is mandatory or optional. Serial numbers that you provide on entries that cause the automatic creation of inventory changes automatically flow to the inventory change, so that you do not need to enter serial numbers for automatically created transactions.

In the Items sub-tab, Maconomy converts item prices into the base currency of the company of the transaction if the cost is retrieved from the item information card or if a FIFO transaction is in question, and the cost price is retrieved from a warehouse that is assigned to another company than the one specified in the Company island in the Inventory Changes tab.

After you enter all of the inventory changes in a transaction, use the **Approve Transaction** action to approve it. Maconomy then updates inventories and costs. The item transaction is automatically printed, and Maconomy generates an item journal for posting in the G/L module. Transactions that Maconomy creates automatically from registrations in other modules are automatically approved as part of the entry process; you cannot approve these transactions manually. You can browse through both approved and non-approved transactions.

If you have Maconomy Bill of Materials, you can enter BOM inventory changes here. This requires that the BOM has inventory control, indicated in the **Inventory Control** field in the Bill of

Materials Information Card. A BOM inventory change does not affect the inventory values of the individual BOM parts.

Documentation through Inventory Change Transactions

In addition to making manual movement entries, you also use this workspace to document the item movements that happen as a result of sales, crediting, purchases, and production in other modules. This documentation consists of a number of automatically created and approved inventory change transactions with information from, for example, the sales order or item purchase order that caused the inventory change. The main purpose of these inventory change transactions is documentation. Maconomy maintains the transactions in the background, meaning that although you can use them for reporting purposes, you do not need to include them in your processes. You can view automatically created inventory change transactions in this workspace; they have the exact same functionality as manually created transactions, but you cannot change the information here. This section describes how all changes in stock and stock value are documented by means of inventory change transactions.

Transactions Created from Sales and Crediting

When you create a warehouse transaction for a sales order, Maconomy automatically creates an inventory change transaction with information that corresponds to that of the warehouse transaction. The inventory change transaction is of the type **Shipment**, and you cannot change it manually. Maconomy copies any serial numbers that you entered in the Serial Number Entry workspace before you created the warehouse transaction into the Serial Number Movement workspace. Similarly, when you create a packing list for an order without first creating a warehouse transaction, Maconomy automatically creates an inventory change transaction with information that corresponds to the information on the packing list, copying any specified serial numbers.

When you create a packing slip for the order later in the process-perhaps without being printed, but as part of the process of printing an invoice, as described in the **Print Invoice** action in the Sales Orders workspace-Maconomy updates the inventory change transaction with the information from the packing slip and approves the transaction.

A similar process takes place when you approve an invoice in the Invoices workspace. Maconomy creates an inventory change transaction with information that corresponds to the invoice and immediately approves the transaction.

If you enter a credit order, Maconomy creates and approves an inventory change transaction when a credit memo is printed from the credit order. Maconomy copies any serial numbers that you enter in the Serial Number Entry workspace before the credit memo was printed into the Serial Number Movement workspace. Similarly, if you create a credit memo in the Credit Orders workspace, Maconomy creates and approves an inventory change transaction when the credit memo is printed. In both cases, the transaction is of the type **Receipt** and enters the receipt of the quantity that is returned and the cost prices from the sub-tab of the item information card.

Inventory Change Transactions Created from Purchases

To enable you to trace the exact movements and G/L entries that happen as a result of purchases, Maconomy creates an automatic inventory change transaction for each item receipt that you enter in the Item Receipt and Purchase Receipt workspaces. The inventory change transactions are for documentation purposes only; Maconomy maintains them in the background,

meaning that although you can use the transactions for reporting purposes, you do not need to include them in your item purchase order processes.

When you approve an item receipt in the Item Receipt and Purchase Receipt workspaces, Maconomy creates an inventory change transaction with information that corresponds to the purchase and immediately approves the transaction. Transactions that you create from item purchase orders and purchase orders are of the type **Receipt**. Maconomy copies any serial numbers that you enter in the Serial Number Receipt workspace before you approve the item receipt into the Serial Number Movement workspace. Maconomy transfers the cost prices from the purchase order/item purchase order in question.

Inventory Change Transactions Created from Productions

To enable you to trace the exact movements and G/L entries that happen as a result of BOM production, Maconomy creates an automatic inventory change transaction for each production transaction that you enter in the BOM Production workspace. The inventory change transactions are for documentation purposes only. Maconomy maintains them in the background, meaning that although you can use the transactions for reporting purposes, you do not need to include them in your production processes.

When you approve a production transaction in the BOM Production workspace, Maconomy creates an inventory change transaction with information that corresponds to the production transaction and immediately approves the inventory change transaction. Transactions created from production transactions are of the type **Receipt**. Maconomy either calculates or retrieves the cost prices from the BOM information card, depending on whether you select the **From Raw Materials** field for the production in question. For more information about the cost prices on productions, see the description of the **From Raw Materials** field in the BOM Production workspace.

Inventory Changes Tab

This section includes the fields and descriptions for the Inventory Changes Tab.

Transaction Island

Field	Description
Trans. No.	This is the transaction number. It is automatically assigned as the next available number in the transaction number series. You cannot change the number here, but you can determine how numbers are assigned in the window Number Series in the Set-Up module.
Trans. Type	This is the transaction type of the movement voucher. If the field is left empty, Maconomy will set it to the default transaction type in the Item journal (for the specific company and user.)
Created by	This is the name of the user who created the transaction. The name cannot be changed. If the transaction was created automatically from a registration such as a sales order, item purchase order or production, this field shows the name of the user who selected the action that caused the creation of the transaction. For further information on the actions that can cause the creation of a transaction, see the introduction to this window.

Field	Description
Date	This is the date the transaction was created. This is not necessarily the entry date, which is the date of the inventory change. The date cannot be changed.
Approved	This field shows whether the transaction is approved. Transactions are approved using the action “Approve Transaction.” However, a transaction created as a result of a registration such as a sales order, item purchase order or production is approved automatically when certain actions are selected. For further information about the actions that can cause the approval of a transaction, see the introduction to this window. The mark cannot be removed.
Approved by	This is the name of the user who approved the transaction. The name cannot be changed. If the transaction was approved automatically from a registration such as a sales order, item purchase order or production, this field shows the name of the user who selected the action that caused the approval of the transaction. For further information about the actions that can cause the approval of a transaction, see the introduction to this window.
Date	This is the date on which the transaction was approved. The date cannot be changed.

Rates Island

Field	Description
Cost Total	This is the sum of the costs specified on the item lines in the transaction, shown in the currency of the transaction (shown in the field “Currency” below). The value cannot be changed. Maconomy uses it to calculate transaction expenses, if you enter a figure in the “Cost, %” field.
Hereof Duty	This field shows the total duty applying to the items in the table part, specified in the currency of the transaction (shown in the field “Currency” below). The duty is calculated according to the individual duty codes specified on the information cards of the items.
Expenses	Here you enter an expense amount, such as vendor charges for a delivery recorded manually in this window. The amount should be specified in the currency of the transaction (shown in the field “Currency” below). A value can only be entered for transactions of the type “Receipt.” If the expense is added as a percentage, Maconomy calculates the expense amount from the values in the “Cost Sum” and “Expenses in %” fields. Expenses are apportioned to the item lines in the transaction, to ensure that the items are assessed at correct costs in the warehouse. The value in this field applies independently of any value in the corresponding fields in the Sales Orders and Item Purchase modules. You cannot enter data in both this field and the “Expenses in %” field.
Cost, %	Here you enter an expense percentage, for example, a vendor charge in the currency of the transaction (shown in the field “Currency” below). Maconomy calculates the expense amount from the value here and the value in the field “Cost Sum.” A value can only be entered for transactions of the type “Receipt.”

Field	Description
	Expenses are apportioned to the item lines in the transaction, to ensure that the items are assessed at correct costs in the warehouse. The value in this field applies independently of any value in the corresponding fields in the Sales Orders and Item Purchase modules. You cannot enter data in both this field and the “Expenses” field.
Currency	This field shows the currency of the transaction. For manually created transactions, you can specify the desired currency at creation. For transactions relating to purchase orders and item purchase orders, this currency derives from the currency of the purchase order. For all other transactions, the currency is the base currency of the company to which the transaction belongs.
Total Cost, Base	This is the sum of the costs specified on the item lines in the transaction, shown in the base currency of the company responsible for the transaction.
Hereof Duty, Base	This field shows the total duty applying to the items in the table part, shown in the base currency of the company responsible for the transaction. The duty is calculated according to the individual duty codes specified on the information cards of the items.

Sales Island

Field	Description
Order No.	If the current transaction was created as a result of a sales order in the Sales Orders module, this field shows the number of the sales order in question.
Packing Slip No.	If the current transaction was created as a result of a sales order in the Sales Orders module, this field shows the number of the packing slip created when the items were shipped. If the items on the order have not yet been shipped, this field shows a zero. If the order has partial delivery and items are delivered in separate shipments, an inventory change transaction is created for each shipment, and on each of these transactions, this field shows the packing slip number related to the shipment in question.
Invoice No.	If the current transaction was created as a result of a manual invoice or credit memo in the Sales Order module, this field shows the Invoice No./Credit Memo No.

Remarks Island

Field	Description
Remarks 1-5	In these fields, you can specify a number of remarks about the current transaction.

Changes Island

Field	Description
Type	Here you enter the type of change that applies to the transaction as a whole. Select between the following six types in the pop-up field: ▪ Receipt — is used to manually enter item receipts, instead of using the Item Purchase module. It is also used to establish your company's opening inventory balance when you set up Maconomy. ▪ Shipment — is used to record extraordinary warehouse withdrawals, not related to sales or miscellaneous losses. ▪ Transfer — is used to transfer items from one warehouse to another. For example, a temporary exhibition warehouse may be established, in which case you transfer items from the main warehouse and back again using this facility. ▪ Inventory Count — is used to record an inventory count. You record the variance (positive or negative) and not the actual inventory value. You must suspend order handling while the inventory is being counted, but it can resume before the count is recorded here. ▪ Cost Adjustment" is used to adjust costs, such as when cost variances occur upon receipt of items in the Item Purchase module. If items are delivered unaccompanied by an invoice, the items are recorded according to your estimated costs. If the invoice quotes a different value, you need to adjust your costs. ▪ Misc. Losses — is used to record miscellaneous losses in the warehouse. These losses are recorded as a positive quantity of units. Maconomy then removes them from the warehouse. The windows Inventory Count Listing, Inventory Count and Approve Count also relate to inventory counts and the associated entries. Depending on the type of movement being recorded, you must enter data in various other fields in the window. The procedures are described in the fields below. On transactions created automatically from registrations such as sales orders, item purchase orders or production transactions, the transaction type is selected automatically, depending on the type of registration in question. For further information on the transaction type resulting from different registration types, see the introduction to this window.
Transaction Mode	In this field, you can select a transaction mode for further specification of the item movement, for example, the reason for the transaction of items. The options are created in the window Popup Fields in the Set-Up module.
From Warehouse	Here you select from which warehouse the items are moved. The field is used for the following types of movement: "Shipment," "Transfer," "Inventory Count" and "Misc. Losses." Inventory count variances are recorded to the warehouse in this pop-up field, regardless of whether you specify a negative or a positive figure.

Field	Description
	If the change type is “Transfer,” and the field “To warehouse” contains a warehouse which is assigned to a different company than the warehouse in the field “From warehouse,” intercompany entries are created when the inventory journal is posted. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. The inventory journal is created when the inventory transaction is approved. The intercompany entries are posted on the accounts assigned to the intercompany transaction type “Inventory Journal” which are entered by means of dimension combinations in the window Intercompany Accounts in the G/L module. For each intercompany entry, the responsible company will be the one defined in the field “From Warehouse.” Warehouses are created and assigned to a company in the window Warehouse Information Card.
Shipment Loc.	In this field, you can specify the location in the current warehouse from which the items are to be shipped. The field can only be completed for transactions of the types “Shipment,” “Transfer,” “Inventory Count,” and “Misc. Losses.” This location will apply to those lines in the table part where the source location field is left blank. If a source location is specified on a given line, it overrules any location specified in this field.
To Warehouse	Here you select to which warehouse the items are moved. The field is used for the following types of movement: “Receipt,” “Transfer” and “Cost Adjustment.” If the change type is “Transfer,” and the field “From warehouse” contains a warehouse which is assigned to a different company than the warehouse in the field “To warehouse,” intercompany entries are created when the inventory journal is posted. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. The inventory journal is created when the inventory transaction is approved. The intercompany entries are posted on the accounts assigned to the intercompany transaction type “Inventory Journal” entered by means of dimension combinations in the window Intercompany Accounts in the G/L module. For each intercompany entry, the responsible company will be the one defined in the field “To Warehouse.” Warehouses are created and assigned to a company in the window Warehouse Information Card.
Receipt Loc.	In this field, you can specify the location in the current warehouse at which the items are to be received. The field can only be completed for transactions of the types “Receipt” and “Transfer.” This location will apply to those lines in the table part where the target location field is left blank. If a target location is specified on a given line, it overrules any location specified in this field.
Entry Date	In this field, you can specify an entry date to be used on the G/L and item entries created when the transaction is approved. If you do not specify a date, Maconomy uses today’s date as the entry date.

Field	Description
Entry Description	Here you enter a descriptive entry text. For example: “Discarded” or “Transfer from main warehouse to exhibition warehouse.” Entry text is specified for all types of inventory changes, and there is no limit to how many characters you can type here. If you do not enter a text, Maconomy allocates a standard entry text from the window Posting Descriptions in the G/L module.

Purchase Orders Island

Field	Description
Vendor	Here you enter a vendor number if the movement is a “Receipt,” and if the shipment is a vendor’s delivery. Maconomy verifies that the vendor has not been blocked, that is, that the field “Blocked” has not been completed on the information card of the vendor in question. If the current transaction was created automatically as a result of an item receipt in the Item Purchase module, this field shows the number of the vendor who delivered the items.
Requisition	Here you enter a Requisition No.
Purch. Order No.	Here you enter the vendor’s packing slip number, invoice number or other reference. For transactions created automatically as a result of a receipt registered in the window Purchase Receipt in the A/P module, the field shows the number of the purchase order to which the receipt pertains. For all other transactions, the field is purely for reference on the item transaction printout.
Auto. Trans. No.	This field shows whether the item transaction was created from another type of registration such as a sales order, item purchase order or the approval of an inventory count list. You cannot change the field value. For further information on the automatic creation and maintenance of transactions as a result of registrations in other modules, see the introduction to this window.
Item Purchase Order No.	If the current transaction was created as a result of an item receipt in the Item Purchase module, this field shows the number of the item purchase order to which the item receipt pertains.
Packing Slip No.	If the current transaction was created as a result of an item receipt in the Item Purchase module, this field shows the number of the packing slip, entered in the window Item Receipt before the receipt was approved.
List No.	If the current transaction was created as a result of an inventory count, this field shows the number of the count list in question.

Production Island

Field	Description
Trans. No.	If the current transaction was created as a result of a BOM production, this field shows the number of the production transaction in question.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current inventory transaction. If you do not enter a value, Maconomy will try to derive a value in accordance with the order of priority which is defined in the window Dimension Derivations in the G/L module. If no value can be derived from this window, the standard value is copied from the window System Parameters in the Set-Up module.
Name	This field shows the name of the company shown in the field “Company No.” above.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Items Sub-Tab

This section includes the fields and descriptions for the Items Sub-Tab.

Field	Description
Item No.	Here you enter the number of the item in the transaction. Maconomy verifies that the number exists, that is, that it is created in the Item Information Card window. Maconomy also verifies that the item is assigned to the specified Receipt and Shipment warehouses. Maconomy alerts you if the item has been discontinued.
Unit	This is the item unit recorded in the warehouse. It cannot be changed here. If the warehouse transaction was created from one of the registration types in the islands Purchase, Sales or Production in the card part, the unit is retrieved from the registration line on which the current warehouse transaction line is based.
Quantity	Here you enter the quantity of items moved. You must enter a value for every type of movement except “Cost Adjustment,” for which Maconomy makes a number of adjustments, depending on whether you enter a quantity. This is described in more detail in the field “Cost.” An inventory count records the inventory variance (positive or negative), and not the quantity counted. Maconomy verifies that the amount is larger than 0 for movements of the type “Receipt,” “Shipment,” “Transfer” and “Misc. Losses.” The field cannot be changed on automatically created transactions. If the type is “Count,” a positive figure indicates the missing quantity of the item, while a negative figure indicates the extra of items found compared to what was expected.
Shipment Loc.	In this field, you can specify the location in the From Warehouse from which the items on the current line are to be shipped. When you create a new line on a shipment or transfer transaction, Maconomy checks if a standard picking location has been specified in the table part of the item’s information card on a line pertaining to the warehouse specified on the current transaction line. If a

Field	Description
	standard picking location has been specified and if this location is also marked as a shipping location in the window Warehouse Information Card, the item's standard picking location is suggested in this field, but the value can be changed manually. If no standard picking location has been specified for the item or if the item has a standard picking location for the warehouse but it is not a shipping location, Maconomy suggests a blank value in this field. If the field is blank, the location number specified in the card part of the window will apply to the line. The field can only be completed for transactions of the types "Shipment," "Transfer," "Inventory Count," and "Misc. Losses."
Receipt Loc.	In this field, you can specify the location in the To Warehouse at which the items on the current line are received. When you create a new line for a receipt or transfer transaction, Maconomy checks if a standard storage location has been specified in the table part of the item's information card on a line pertaining to the warehouse specified on the current transaction line. If a standard storage location has been specified and if this location is also marked as a receipt location in the window Warehouse Information Card, the item's standard storage location is suggested in this field, but the value can be changed manually. If no standard storage location has been specified for the item or if the item has a standard storage location for the warehouse but it is not a receipt location, Maconomy suggests a blank value in this field. When this field is blank, the stock location number specified in the card part of the window will apply to the line. The field can only be completed for transactions of the types "Receipt" and "Transfer."
Cost	Here you specify the cost per pricing unit in the currency of the transaction, that is, the currency shown in the field "Currency" in the card part. The field applies to movements of the type "Receipt" and "Cost Adjustment." Maconomy verifies that the price per pricing unit is 0 or higher. For "Receipt" movements, Maconomy suggests the last cost in the "From Warehouse" (found in the table part of the item information card) if you leave the field blank. The field cannot be changed on automatically created transactions. When you enter an inventory change of the type "Cost Adjustment," you can use this field to correct the cost per pricing unit, regardless of the costing method your company is using. The costing method is maintained in the Item Group Information Card. If you do not enter a quantity in the "Quantity" field, the item's cost in the "To Warehouse" will be changed to the value entered here. If you enter a quantity in the "Quantity" field, Maconomy records that the quantity has been received at the new cost instead of the cost in table part of the Item Information Card. The last cost entered for the item at the "To Warehouse" is replaced with the cost entered here. This facility makes it possible to adjust the cost of the last shipment of items. For items with a FIFO costing method, a cost adjustment can only be carried out for one item batch at a time, and you can therefore not enter a quantity. If you want to regulate the cost price for a total volume of such an item in a given warehouse, you must create a line for each item batch. The item batch number is entered in the field "FIFO Batch No."

Field	Description
	Cost price adjustment is used, among other things, to adjust the variances recorded to the account to which the dimension combination in the field “Cost and Quantity Variances” on the warehouse in question refers.
Cost, Base	This field shows the amount in the field “Cost” above, converted into the base currency of the company responsible for the current transaction.
Pricing Unit	This field shows how many item units are included in the unit price. This applies to sales prices, costs, weight and volume. The value cannot be changed here.
FIFO Batch No.	If the item on the line is provided with the costing method FIFO, shipment (of the inventory change type “Shipment,” “Transfer” and “Misc. Losses”), a cost adjustment can be made for a specific item batch entered in this field. If you do not enter an item batch number at a cost adjustment, Maconomy will adjust the cost price of the earliest created item batch in the selected warehouse. The field cannot be changed on automatically created transactions.
Description	This is the item text from the field “Description Lang. 1” in the item’s information card. The text cannot be changed here.
Allocate Back Order	If you mark this field on a line on an inventory change for receipt or transferal, the items received will automatically be reserved and set for packing on sales orders on which there are units of the current item on back order. This happens when the inventory change is approved. Even if the inventory change is assigned to an item purchase order which in turn is assigned to a sales order, the items are reserved for packing on back orders rather than the sales order for which the items were intended. If there are more units on back order than received, Maconomy allocates the items to the back orders with the earliest delivery date as the first priority. If this field is not marked, the items are not reserved and set for packing on back orders. If the inventory change is assigned to an item purchase order which in turn is assigned to a sales order, the items are therefore transferred to that sales order, and any remainder is not reserved. The field can only be marked if the back order method “By Reservation” has been selected in the window System Information in the Set-Up module.

Actions

This section shows the Actions available in the Inventory Change workspace.

Top Tab

Field	Description
Create Warehouse Transaction	When you select this action, Maconomy creates a warehouse transaction for the current inventory change. The action can only be selected for manually created inventory change transactions. For changes of the type “Receipt,” the action cannot be used until the inventory change transaction has been approved. For changes of the type “Shipment,” the action can only be used before the approval of the inventory change transaction.

Field	Description
	In the case of receipts, the warehouse transaction acts as a request for moving the received items away from the location at which they were received. In the case of shipments, it acts as a request for moving the items to the location from which they should be shipped, and for transferal, the action is first used for moving items to the shipping location, and after the approval of the inventory change, it can be used again for moving the items away from the receiving location at the target warehouse. For each item line on the inventory change transaction, the warehouse transaction will contain a corresponding line with similar information. However, items without inventory control are not included on the warehouse transaction. The locations transferred to the warehouse transaction depend on the type of inventory change transaction. If the change type is “Receipt,” the receiving location applying to each inventory change line is used as the source location on the warehouse transaction lines to indicate that the items should be moved away from the location at which they were received at the ‘To warehouse’. The target location will be blank on the warehouse transaction lines. If the change type is “Shipment,” the shipment location applying to each inventory change line is used as the target location on the warehouse transaction lines to indicate that the items should be moved to the location from which they should be shipped at the ‘From warehouse’. The source location will be blank on the warehouse transaction lines. If the change type is “Transfer” and the inventory change has not yet been approved, the functionality of the action corresponds to that of an inventory change of the type “Shipping.” If you select the action after approving the inventory change, the functionality corresponds to that of an inventory change of the type “Receipt.” This means that you can use the action for moving the items to the shipping location in the ‘From warehouse’, and once the items have been transferred, you can move them away from the receiving location in the ‘To warehouse’ using the same action. It is possible to use the action on transfers both before and after approval. The quantity on each resulting warehouse transaction line is transferred from the field “Quantity” on the inventory change line. For non-approved transactions of the type “Shipment” or “Transferral,” Maconomy checks if there are closed picking lists assigned to the inventory change transaction. If so, the quantity on each line on the warehouse transaction will be the quantity on the inventory change line less the quantity already reported picked for the inventory change line on closed picking lists. This can, for example, be the case if you have increased the quantity on a line after starting a picking procedure, and therefore need additional units moved to the shipping location. In the case of transfers, the quantities picked when moving items to the shipping location before the items are transferred does not influence the number of units to be moved away from the receiving location at the ‘To warehouse’ after the transfer. For transactions of the type “Receipt” and for approved transfers, this action can only be selected once. If the item on a line has serial number control and you have entered serial numbers for that line in the window Serial Number Movement before the warehouse transaction is created, the warehouse transaction will contain a line for each combination of serial number and location entered in the serial number

Field	Description
	movement window. These lines will contain both the serial number and the quantity corresponding to the serial number movements entered. If the total quantity of the serial numbers entered for the line in question is lower than the quantity on the inventory change line itself, the warehouse transaction will also contain a line with a blank serial number line and the quantity that remains to be allocated on serial numbers. This allows you to enter in advance any serial numbers that should be affected by the change, and have the warehouse personnel move exactly those serial numbers, whereas serial numbers on the units to move for which no serial numbers have been specified in advance can be decided upon by the warehouse personnel. It is only possible to have one open warehouse transaction per inventory change transaction at a time. If you make changes to the inventory change that should be reflected on a warehouse transaction that was already created, you must approve and close the transaction in the window Warehouse Transactions, and create a new one using this action. In order to create warehouse transactions, you need access to print packing lists. This is given by marking the field “Print Picking and Packing Lists” in the window Actions in the Set-Up module.
Print Picking List	When you select this action, Maconomy creates a picking list for the current inventory change. The action can only be selected for inventory change transactions created manually. For changes of the type “Receipt,” the action cannot be used until the inventory change transaction has been approved. For changes of the type “Shipment,” the action can only be used before the approval of the inventory change transaction. In all cases, the action can only be selected if there are no other picking lists for the same inventory change transaction that have not been closed in the Picking Lists window. In the case of receipts, the picking list is an internal message to the warehouse that the received items should now be moved away from the location at which they were received to the relevant storage locations. In the case of shipments, it acts as an internal message to the warehouse that the items should be moved to the shipping location for shipping, and for transferal, the action is first used for moving items to the shipping location, and after the approval of the inventory change, it can be used again for moving the items away from the receiving location at the target warehouse. A picking list is always created on the basis of a warehouse transaction assigned to the current inventory change transaction. Therefore, if no open warehouse transaction exists for the inventory change transaction (as a result of selecting the action “Create Warehouse Transaction”), Maconomy creates one in the same way as described for the action “Create Warehouse Transaction,” and automatically approves it before creating, approving, and printing a picking list from it. For a description on how the locations and quantities are determined on the automatically created warehouse transaction, see the description of the action “Create Warehouse Transaction” above. Lines with a quantity of zero are not included on the picking list. When the picking list is created from the warehouse transaction, Maconomy suggests a location from where to pick the items on each line, and sometimes creates several picking list lines for each

Field	Description
	item line, if the desired quantity is not available at one location. For further information on this process, see the description of the action “Print Picking List” in the window Warehouse Transactions. Thus, you can skip the step of warehouse transaction creation by selecting this action. If an open warehouse transaction already exists for the current order, this transaction is approved, and the picking list is created from that warehouse transaction, using the quantities and locations specified there. When the action is selected on a shipment transaction or a transferal transaction that has not yet been approved, it applies for itemized BOMs without inventory control that only the BOM parts on the highest level with inventory control are included. When the items have been picked, the warehouse personnel reports the actual quantities and various other information in the window Picking Lists. In order to print a picking list, you need access to printing packing lists. This is given in the window Actions in the Set-Up module.
Approve Transaction	Select this action to approve the transaction in the window. Maconomy marks the field “Approved” in the card part of the window and updates the field “Stock on Hand” and the cost fields for the relevant warehouses in the windows Item Information Card and Item Information. The action can only be selected if no open warehouse transactions or picking lists exist for the transaction. Based on this approval, Maconomy creates an item journal in the G/L module. The G/L inventory value account specified in the field “Inventory Value” on the Warehouse Information Card by means of a dimension combination is updated when the item journal is posted in the windows Posting or Print Posting Journal. The following entries are created in the item journal, depending on the type of change recorded. When you enter a “Receipt,” the total cost of the receipt and any expenses are debited to the account for Inventory Value and credited to the manual offset account referred to by means of a dimension combination in the “Shipments and Receipts” field of the receiving warehouse. If the items are shipped to the warehouse at a cost that is different from the current cost, Maconomy generates entries for cost adjustments for every warehouse to which the item is assigned. The accounts used for these adjustments, “Inventory Value” and the Auto Write Up/Down account “For Purchase,” are specified by means of dimension combinations on the warehouse information card. Maconomy does not automatically create and post a vendor invoice when you enter item receipts in this window. When you enter a “Shipment,” the transaction’s total cost is credited to the Inventory Value account and debited to the Manual Offset Account specified by means of a dimension combination in the field “Shipments and Receipts” in the shipping Warehouse Information Card. If Maconomy makes an automatic cost adjustment due to the rounding up of amounts, the adjustment is posted to the account specified by means of a dimension combination in the field “For Sale” in the island Auto. Write Up/Down on the Warehouse Information Card.

Field	Description
	When you enter a “Transfer,” the transaction’s total cost is credited to the Inventory Value account for the shipping warehouse and debited to the Inventory Value account for the receiving inventory. If Maconomy makes an automatic cost adjustment due to the rounding up of figures, the adjustment is posted to the account for manual cost adjustments specified by means of a dimension combination on the Warehouse Information Card. When you enter an “Inventory Count,” the transaction’s total cost is either debited or credited to the Inventory Value account, depending on whether the result is positive or negative. The offsetting amount is posted to the “Inventory Count” account specified by means of a dimension combination in the Warehouse Information Card. If Maconomy makes an automatic cost adjustment due to the rounding up of figures, the adjustment is posted to the account for manual cost adjustments. When you enter “Cost Adjustment,” Maconomy makes entries to the Inventory Value account of the warehouse in question. Depending on whether the cost is adjusted up or down, Maconomy creates a debit or credit entry to the Inventory Value account of the warehouse in question. The amount corresponds to the change in value caused by the cost adjustment. The offsetting entry is posted to the manual offset account given by means of a dimension combination in the “Cost Adjust.” field in the information cards of the relevant warehouse. When you enter “Misc. Losses,” the transaction’s total cost is credited to the Inventory Value account for the shipping warehouse and debited to the Manual Offset Account specified by means of a dimension combination in the field “Misc. Losses” on the shipping Warehouse Information Card. If Maconomy makes an automatic cost adjustment due to the rounding up of figures, the adjustment is posted to the account for manual cost adjustments. If the item in an inventory change is under serial number control, the change types “Shipment,” “Receipt,” “Transfer,” and “Misc. Losses” require serial number information in the window Serial Number Movement.

Serial Number Movement Single Dialog Workspace

Use this workspace to enter information that is related to the individual serial numbers when you create manual inventory changes for items that have serial number control in the Inventory Change workspace.

This workspace also displays serial number information for inventory changes that Maconomy creates automatically from sales orders, item purchase orders, and credit orders. However, you cannot manually change the information on such transactions here; you must enter it in the Serial Number Entry or Serial Number Receipt workspace, depending on the entry type in question.

Serial number entry for shipping in this workspace is mandatory for items that have the serial number control type **Full Ser. No. Reg.** or **Serial No. Reg. at Shipping** set up in the Item Information Card workspace. For receipts, serial number entry is mandatory for items that have the serial number control type **Full Ser. No. Reg.** or **Serial No. Reg. at Receipt**. For transfers, serial number entry is mandatory for items with any of the previous control types. If serial number

entry is mandatory for an item in the transaction, you cannot approve the transaction until you have entered a serial number for every single unit of the item in this workspace. If you are shipping a serial number that you have not created in Maconomy—for example, because the item does not use the **Ser. No. Reg. at Receipt** serial number control method—you must create a line with the serial number in the Serial Number Information workspace before you can enter the number on a transaction for shipment or transfer.

You typically provide serial numbers that are related to shipments or transfers in this workspace when the items are shipped, but you can also do it at the time of entry, if you are planning to ship particular serial numbers. You can specify some of the serial number units at the time of entry and enter the rest when the items are picked and moved to the shipping location. You enter serial numbers that are related to items in receipts when the items are received.

The Serial Number Movements tab displays information about the inventory change; in the Serial Number Movements sub-tab you enter information about the individual serial numbers. You can also specify where the items should be moved to for shipment or where they are received, depending on whether you are working with a shipment, transfer, or receipt.

If the transaction is a shipment or transfer, and you are using a picking list to move the items to the shipping location, the warehouse personnel can enter the serial numbers that they move on the picking list. This can result in Maconomy automatically creating serial number lines in this workspace.

Inventory changes of the change type **Inventory Count** require a specification of the difference between the stock volume and the number of items counted.

Serial Number Movements Tab

This section includes the fields and descriptions for the Serial Number Movements Tab.

Item Island

Field	Description
Item No.	This field shows the item number, which is affected by the movement.
Description	This field shows the description of the inventory change.
Quantity	This field shows the quantity of items in the inventory change.
Unit	This field shows the unit, in which the item in the current movement is registered.
Pricing Unit	This field shows the value, which corresponds with the number of item units. This applies to sales prices as well as cost, weight, and volume.
Price	This field shows the cost of the item, as registered in the window Inventory Change.
Currency	This field shows which currency is used as the base currency in the company specified in the field “Company No.” above. For further information about the concepts of company base currencies and enterprise currency, please see the

Field	Description
	description of the field “Base Currency” in the window Company Information in the G/L module.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current item movement.

Transaction Island

Field	Description
Trans. No.	This field shows the transaction number in question.
Trans. Type	This field shows the transaction type of the serial number movement.
Approved	This field shows whether or not the transaction in question has been approved. An unapproved transaction can be approved by using the action “Approve Transaction” in the window Inventory Change.

Serial Number Movements Sub-Tab

This section includes the fields and descriptions for the Serial Number Movements Sub-Tab.

Field	Description
Serial No.	In this field, you enter the relevant serial number of the inventory change.
Quantity	In this field, the quantity of the current serial number is shown. At the creation of a line, the value of the field is set to 1. If the type is “Count,” specify a positive figure to indicate the missing quantity of the item, or a negative figure to indicate the extra number of units found compared to what was expected.
Shipment Loc.	This field shows the location from which the current serial number should be shipped if the transaction is a shipment or transfer. Maconomy suggests the shipment location specified on the transaction line for which the serial number is being entered, but you can specify another location for each individual line.
Receipt Loc.	This field shows the location at which the current serial number is received if the transaction is a receipt or transfer. Maconomy suggests the receipt location specified on the transaction line for which the serial number is being entered, but you can specify another location for each individual line.

Field	Description
Production Date	In this field, you can enter a production date for the current serial number. The date is for information only and can only be assigned to inventory changes of the type “Receipt.”
Sell-by Date	In this field, you can enter a sell-by date for the current serial number. The date is for information only and can only be assigned to inventory changes of the type “Receipt.”
Expiry Date	In this field, you can enter an expiry date for the current serial number. The date is for information only and can only be assigned to inventory changes of the type “Receipt.”
Serial No. Text 1-5	In these fields, you can enter various information about the current serial number. The texts are for information only and can only be assigned to inventory changes of the type “Receipt.”

Warehouse Transactions Single Dialog Workspace

Use this workspace to create warehouse transactions for planning the movement of items from one location to another.

You can view a warehouse transaction as a request for items to be moved from one location to another within the same warehouse.

The purpose of warehouse transactions is to enable you to focus on the goal of the relocation and let Maconomy fill in the details. For instance, if you want to move 50 units of item 1241 to the location where you normally pick items to prepare them for packing because it is running empty, you may not be concerned with where the items are moved from, as long as they are moved to the correct location. Similarly, if you need to clear a location for an incoming shipment, you may not be concerned with where the items at that location are moved to, as long as they are moved away from the location in question.

To plan an internal relocation, create a warehouse transaction and specify the quantity of items that you want to move and where they should be moved to or from. Next, approve the warehouse transaction and create a picking list using functions in the Action menu. Maconomy then creates a picking list with a suggestion of where to pick or place the items, depending on whether you specify a source or a target location.

You can specify on a warehouse transaction both where the items should be moved from and where they should be moved to. Maconomy transfers this information to the picking list that you create later in the process, but if you know both where the items should be moved from and where they should be moved to, you can create a picking list directly in the Picking Lists workspace instead.

You can also create warehouse transactions automatically as a result of, for example, sales orders or productions. Using an action in, for example, the Sales Orders workspace, you can create a warehouse transaction that specifies where the items in question should be moved to the shipping location of the order and with a blank source location number that indicates that the location from which the items are picked is irrelevant. For detailed planning, you can then either specify a source location, split a line into several lines to move the items from several locations to the target location, or just create a picking list and let Maconomy suggest the necessary source locations. You can also automatically create a similar transaction from an item purchase order by

using the **Create Warehouse Transaction** action in the Item Receipt workspace. This action creates a warehouse transaction that requests that the received items be moved from the receiving location to storage locations within the warehouse. On this type of warehouse transaction, you have the same planning options as on transactions that belong to sales orders.

In some cases, Maconomy automatically performs the warehouse transaction step. For instance, you can print a picking list directly in the Sales Orders workspace. Then Maconomy automatically creates and approves a warehouse transaction before creating and printing a picking list for it. Even if you create a warehouse transaction in this way, you can still view it in this workspace.

Warehouse Transactions Tab

This section includes the fields and descriptions for the Warehouse Transactions Tab.

Warehouse Transaction Island

Field	Description
Transaction No.	This field shows the number of the current transaction. When a transaction is created, it is automatically assigned a number from the number series “Warehouse Transaction” set up in the window System Numbers in the Set-Up module.
Warehouse	This field shows the warehouse in which the re-location of items is to take place. When creating a transaction, specify the relevant warehouse in this field. Once the transaction has been created, this field can no longer be changed.
Open Picking Lists	This field shows whether there is an open picking list assigned to the current warehouse transaction. If the field is marked, an open picking list currently exists for the warehouse transaction. When this field is marked it is not possible to change the table part.
Create Picking List Failed	This field is automatically marked if you have attempted to create a picking list for the current warehouse transaction, but the procedure failed, for example, because Maconomy was not able to find a source or target location for one of the lines. This means that you manually have to specify the source and target locations in the table part of the warehouse transaction before a picking list can be created.
Approved	This field is automatically marked when the warehouse transaction is approved. A warehouse transaction can be approved by selecting the action “Approve Warehouse Transaction” in this window. However, in the case of transactions created automatically from, for example, sales orders and item movements, the warehouse transaction is approved upon creation. The approval is an indication that you have completed the line entry, and the transaction is ready for further processing. A warehouse transaction must be approved to create a picking list.
Approved by	This field shows the name of the user who approved the current warehouse transaction. If the transaction was approved by selecting an action that results in the automatic creation and approval of a warehouse transaction, this field shows the name of the user who selected that action.

Field	Description
Closed	This field shows whether the current warehouse transaction has been closed. The closing of a warehouse transaction indicates that no more of the re-locations on the transaction are to be carried out. This can be due to the fact that all of the lines have been fully implemented on the picking lists created from the transaction, but a transaction can also be closed if only part of it (or none of it) has been implemented but you want to stop the processing of the transaction, for example, due to lack of available items or major changes which would need a completely new warehouse transaction. It is not possible to change the table part of a closed warehouse transaction. A warehouse transaction can be closed manually by selecting the action “Close Transaction” or by closing a related picking list. When you close a picking list which results in the full implementation of the warehouse transaction to which the picking list is assigned, the warehouse transaction is automatically closed. A warehouse transaction is fully implemented when all of the items on it have been moved to or from the locations specified on each line in the correct quantities, according to the closed picking lists assigned to the transaction. If you close a picking list which does not result in the full implementation of the transaction, the transaction is not approved. This allows you to decide whether a new picking list should be created for the remainder or if the transaction should be closed manually, thus accepting that not all items were moved as requested. However, if the field “Implicit Warehouse Transactions” has been marked for the current warehouse in the window Warehouse Information Card, Maconomy closes a warehouse transaction when a related picking list is closed, even if the warehouse transaction was not fully implemented.
Closed by	This field shows the name of the user who closed the current warehouse transaction. If the transaction was closed as a result of closing a picking list as described in the field “Closed” above, this field shows the name of the user who closed the picking list.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current warehouse transaction. Maconomy automatically assigns the transaction to the company to which the current warehouse is assigned as specified in the window Warehouse Information Card.
Name	This field shows the name of the company specified in the field “Company No.” above.

References Island

Field	Description
Order No.	If the warehouse transaction has been created from a sales order, this field shows the number of the order in question. It is not possible to manually assign a warehouse transaction to an order. For further information about how warehouse transactions are created from orders, see the descriptions of the actions in the window Sales Orders in the Sales Orders module.
Item Purchase Order No.	If the warehouse transaction has been created from an item purchase order, this field shows the number of the order in question. It is not possible to manually assign a warehouse transaction to an item purchase order. For further information about how warehouse transactions are created from item purchase orders, see the descriptions of the actions in the window Item Receipt in the Item Purchase module.
Production Transaction No	This field is not used in the current version of Maconomy.
Inventory Change Transaction No.	If the warehouse transaction has been created from a movement voucher, this field shows the number of the voucher in question. It is not possible to manually assign a warehouse transaction to a movement voucher. For further information about how warehouse transactions are created from movement vouchers, see the descriptions of the actions in the window Inventory Change.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

As an exception, the version number in the field “Version” in this island is only increased every time the warehouse transaction is unapproved, that is, when a change is made to the transaction after its approval.

Remarks Island

Field	Description
Remarks	In these fields, you can specify a number of remarks about the current warehouse transaction.

Warehouse Transaction Lines Sub-Tab

This section includes the fields and descriptions for the Warehouse Transaction Lines Sub-Tab.

Field	Description
Item	In this field, you can specify the number of the item to be moved.

Field	Description
Quantity	In this field, you can specify how many units of the current item should be moved. If you change this field after the approval of the transaction, the approval is cancelled.
Being Moved	This field shows the number of units of the item set to pick on open picking list lines assigned to the current warehouse transaction line. When such a picking list assigned to the current warehouse transaction is closed, this field is set to zero, and the quantity reported as moved on the picking list lines created from the current transaction line is deducted from this field and added to the field “Moved.”
Moved	This field shows how many units of the current item have been moved. The field thus shows the total number of units reported as moved on closed picking list lines assigned to the current transaction line.
Unit	This field shows the unit in which the item is to be moved. If the warehouse transaction has been created manually, the unit is always the sales unit, retrieved from the field “Unit, Sales” in the window Item Information Card. If the warehouse transaction was created from one of the registration types in the island “References” in the card part, the unit is retrieved from the registration line on which the current warehouse transaction line is based. The unit cannot be changed here.
Source Loc.	In this field, you can specify the location from which the items on the current line are to be moved. If the warehouse transaction was created automatically from an item purchase order, an inventory change of the type “Receipt” or a request for moving finished items away from the production location upon completed production, Maconomy suggests in this field the location applying to the registration line on which the current warehouse transaction line is based. If the warehouse transaction was created from a sales order, an inventory change for shipment or a request for moving raw materials to a production location, Maconomy suggests a blank value in this field. If this field is blank when a picking list is created for the current warehouse transaction, Maconomy will find a source location for the picking list line(s) created from the current warehouse transaction line. The source location is found by means of the procedure described for the action “Print Picking List.”
Target Loc.	In this field, you can specify the location to which the items on the current line are to be moved. If the warehouse transaction was created automatically from a sales order, an inventory change for shipment or a request for moving raw materials to a production location, Maconomy suggests in this field the location applying to the registration line on which the current warehouse transaction line is based. If the warehouse transaction was created from an item purchase order, an inventory change of the type “Receipt” or a request for moving finished items away from the production location upon completed production, Maconomy suggests a blank value in this field. If this field is blank when a picking list is created for the current warehouse transaction, Maconomy will find a target location for the picking list line(s) created from the current warehouse transaction line. The target location is found by means of the procedure described for the action “Print Picking List.”

Field	Description
Serial No.	If the items to be moved should have a certain serial number, you can specify that serial number here. The field can only be completed for items with serial number control, and if you enter a serial number, it must exist in the system. If the current line is based on a serial number entry line entered in the window Serial Number Entry for sales orders or Serial Number Receipt for item purchase orders, this field shows the serial number in question. The serial number can also derive from a closed picking list line on which a serial number was specified. For further information on the automatic creation of warehouse transaction lines for items with serial number control based on different registrations, see the descriptions of the action “Create Warehouse Transaction” in the windows Sales Orders, Item Purchase Orders, and Inventory Change, as well as the action “Approve Picking List” in the window Picking Lists.
Remarks	In this field, you can enter any remarks about the current line.

Actions

This section shows the Actions available in the Warehouse Transactions workspace

Top Tab

Field	Description
Approve Transaction	When you select this action, the current warehouse transaction is approved as an indication that you are done creating lines on the transaction and it is ready for further processing. A warehouse transaction must be approved before picking lists can be created for it. Transactions created automatically from, for example, sales orders and item movements are approved upon creation.
Print Transaction	When you select this action, the current transaction is printed.
Close Transaction	When you select this action, the current transaction is closed. The closing of a warehouse transaction indicates that no more of the re-locations on the transaction are to be carried out. A transaction is automatically closed when all of the lines have been fully implemented on the picking lists created from the transaction, but you can close a transaction manually using this action if only part of it (or none of it) has been implemented but you want to stop the processing of the transaction, for example, due to lack of available items or major changes which would need a completely new warehouse transaction. However, a warehouse transaction cannot be closed if a picking list related to the warehouse in question exists. Please note that if the field “Implicit Warehouse Transactions” has been marked for the current warehouse in the window Warehouse Information Card, Maconomy closes a warehouse transaction when a related picking list is closed, even if the warehouse transaction was not fully implemented. For

Field	Description
	information about the full implementation of a warehouse transaction line, please see the description of the field “Closed” in the card part. It is not possible to change the table part of a closed warehouse transaction.
Create Picking List	When you select this action, Maconomy creates and prints a picking list from the information on the current warehouse transaction. You can only print a picking list if the warehouse transaction has been approved and there are no other picking lists for the same warehouse transaction that have not been closed in the Picking Lists window. On the picking list, Maconomy will attempt to complete the location fields that have been left blank on warehouse transaction lines. This sometimes means that Maconomy creates several picking list lines from the same warehouse transaction line, for instance if the source location has been left blank on the warehouse transaction and the desired quantity is not available at any one location. If the warehouse transaction is assigned to an order which has been blocked, a picking list cannot be printed out until you revoke the blocking of the order in the window Unblocking. Nor can a picking list be printed out if the customer has been blocked or blocked for delivery. To print a picking list, you need access to print packing lists. This is given by marking the field “Print Picking and Packing Lists” in the window Actions in the Set-Up module.
Print Packing List	This action can only be selected if the warehouse transaction is closed and assigned to an order which has been approved, and there are no open picking or packing lists assigned to the current order. When you select this action, Maconomy creates and prints a packing list for the order to which the warehouse transaction in the window is assigned. If the field “Combined Packing List” in the System Information window is marked, the printed packing list will also include older order lines to the customer, which have not yet been delivered, except orders with a preferred delivery date later than the current date. However, although the printed packing list may contain several orders, the items packed must be reported separately for each order. The packing list is a list of items to be packed and delivered with an indication of the locations at which they can be found. Maconomy creates a packing list line for each order line. If one of the items is an itemized BOM without inventory control, the printed packing list shows those item lines in the Order Lines window that have a quantity greater than zero in the “For Packing” field on the order and represent the highest level with inventory control on the BOM. The “For Packing” value for the BOM header has no significance. BOM parts have two line numbers on the printed packing list: The first is the number of the BOM header line in this window’s table part; the second is the number of the BOM part’s line in the Packing List Lines window where you report the quantity actually packed. The quantity in the field “Packed” on each packing list line is based on the information on all closed warehouse transactions assigned to the order in question. It is possible to have several closed warehouse transactions for the

Field	Description
	same order, for instance if the items were moved to the shipping location at different times. As described in the action “Approve Picking List” in the window Picking Lists, the information on each warehouse transaction is updated when items are picked. Each warehouse transaction line is assigned to an order line, and is automatically assigned to the packing list line resulting from each order line. The information about the quantities already picked at the time when the packing list is created thus flows indirectly to the packing list. This functionality ensures that the quantity suggested to be packed for each order line is the same as what has been moved to the shipping location at the time when the packing list is created even for individual serial numbers. The amount suggested to be packed on each packing list line is found by means of the following procedure where only closed warehouse transactions assigned to the current order are included. The process is carried out for each packing list line created: The quantity moved on warehouse transaction lines assigned to the current packing list line even on different warehouse transactions are added up. The total quantity moved on these lines is suggested in the field “Packed” on the packing list line in question. This procedure is also used on the items created in the window Packing List Lines. For items with serial number control, a similar procedure is used, but Maconomy also updates and creates lines in the window Serial Number Entry. The process is as follows: The quantity moved on warehouse transaction lines assigned to the same packing list line and with identical serial numbers even on different warehouse transactions are summed. For each combination of serial number and packing list line (on warehouse transaction lines), Maconomy checks if a serial number entry line with the same serial number already exists for the packing list line in question in the window Serial Number Entry. If so, the total quantity moved on the warehouse transaction lines is suggested in the field “Packed” on that serial number entry line. If no such line exists, Maconomy creates a serial number entry line for the current packing list line, using the serial number in question and transferring the total quantity moved to the field “Quantity” on the new line. If the same serial number has already been entered on several serial number entry lines for the same packing list line, Maconomy selects one of these serial number entry lines at random and suggests the total quantity moved in the field “Quantity.” However, if the total quantity moved exceeds the quantity remaining to be suggested for packing (the quantity set for packing on the packing list line less the quantity already entered on other serial number entry lines belonging to the same packing list line), Maconomy only suggests the quantity remaining to be suggested for packing on the packing list line. Any extra units moved are either distributed to other serial number entry lines with the same serial number, or used on new serial number entry lines created for the current packing list line. This procedure is also used on items with serial number control in the window Packing List Lines. When all warehouse transaction lines assigned to the current packing list line have been processed, Maconomy adds the quantities on the serial number entry lines assigned to the

Field	Description
	packing list line and suggests the total quantity in the field “Packed” on that line. For packing list lines where the item does not have inventory control, the quantity set for packing on the order line is suggested in the field “Packed” on the corresponding packing list line. If the field “Blanket Order” is marked on the order to which the warehouse transaction is assigned, Maconomy will transfer the back orders registered to the ship-to customer, before creating a packing list. The packing list will then show order lines for these back orders. If you wish to reprint a packing list, remove the mark in the “Printed” field in the Packing List island in the Order Status window in the Sales Orders module. However, a packing list can also be printed any number of times by selecting the action “Print Packing List” in the window Packing Lists. If the order to which the warehouse transaction is assigned has been blocked as a result of exceeding the customer’s credit limit, a packing list cannot be printed out until you revoke the blocking of the order in the window Unblocking. Nor can a packing list be printed out if the customer has been blocked or blocked for delivery. Maconomy verifies that you have user access to print packing lists. This is given in the window Actions in the Set-Up module.
Print Packing Slip	This action can only be selected if the warehouse transaction is closed and assigned to an order for which an open packing list exists. When you select this action, you print a packing slip for the order to which the warehouse transaction is assigned to confirm that the items have been shipped from the warehouse. The information used on the packing slip is the information in the windows Packing and Packing List Lines in the Sales Orders module. The functionality of the action corresponds to the action “Print Packing Slip” in the window Packing. For a description of this functionality, please see the description of the action there.

Picking Lists Single Dialog Workspace

Use this workspace to enter the movement of items from one location to another, thus keeping the stock of each location up-to-date.

Warehouse employees use this workspace to confirm the items and quantities that have been moved and the locations they were moved to and from.

The Picking Lists tab displays general information about the picking list. Maconomy retrieves some of the information on automatically generated picking lists from the entry that produced the picking list. The Picking List Lines sub-tab displays how many items are supposed to be picked; you can enter the quantity actually picked, and where they were moved to and from.

You can create picking lists manually or automatically. You can use a manual picking list for planning and entering rearrangements in the warehouse. You can create automatic picking lists as a result of a number of different types of registrations, such as sales orders, item purchase orders, and BOM productions, for instance as a message that items should be moved to a

shipping location for packing (in the case of sales orders). You can create automatic picking lists in a number of different workspaces, depending on the type of registration.

Maconomy always creates picking lists that result from other types of entries from a warehouse transaction, which in turn was created from the entry in question. For instance, a picking list assigned to an item purchase order is based on a warehouse transaction that was originally created from the item purchase order in question. You can skip the middle step of warehouse transactions by creating a picking list directly from the entry (sales order, item purchase order, and so on). For information about the creation of picking lists from warehouse transactions or directly from entries, see the descriptions of the **Create Warehouse Transaction** action in the Sales Orders, Item Purchase Orders, and Inventory Change workspaces, as well as the **Print Picking List** action in the Sales Orders workspace.

When you are done entering the items that were moved, you can close the picking list, and Maconomy updates the stock of the items in question on the individual locations in the warehouse, as well as information on any warehouse transaction to which the picking list is assigned. However, because these movements are internal, Maconomy does not change the inventory value or create journals. Next, if the picking list is assigned to a sales order, you can create and print a packing list from the picking list, as a message to the packing function that the items have been moved to the requested packing locations and should be packed and shipped.

Picking Lists Tab

This section includes the fields and descriptions for the Picking Lists Tab.

Picking List Island

Field	Description
Picking List No.	This field shows the number of the current picking list. When a new picking list is created, it is automatically assigned a number from the system number series Picking List. The number cannot be changed manually.
Warehouse	This field shows the warehouse in which the picking is to take place. When creating a picking list manually, you can select a warehouse in this field, but the field cannot be changed once you have pressed Return.
Approved	This field is automatically marked when the picking list is approved. A picking list can be approved by selecting the action “Approve Picking List” in this window. However, in the case of picking lists created from warehouse transactions (which may themselves have been created from, for example, sales orders, item purchase orders or item movements), the picking list is approved upon creation. The approval is an indication that you have completed the line entry, and the picking list is ready for further processing. A picking list must be approved to be printed or closed.
Approved by	This field shows the name of the user who approved the current picking list. If the picking list was approved by selecting in another window an action that results in the automatic creation and approval of a picking list, this field shows the name of the user who selected that action.

Field	Description
Closed	This field shows whether the current picking list has been closed. The closing of a picking list indicates that you have now reported the items actually moved, along with the actual quantities and the source and target locations. It is not possible to change the table part of a closed picking list. A picking list can be closed manually by selecting the action “Close Picking List.” When you close a picking list which is assigned to a warehouse transaction, and the picking list results in the full implementation of the warehouse transaction in question, the warehouse transaction is automatically closed. A warehouse transaction is fully implemented when all of the items on it have been moved to or from the locations specified on each line in the correct quantities, according to the closed picking lists assigned to the transaction. However, if the field “Implicit Warehouse Transactions” has been marked for the current warehouse in the window Warehouse Information Card, Maconomy always closes a warehouse transaction when a related picking list is closed, even if the warehouse transaction was not fully implemented.
Closed by	This field shows the name of the user who closed the picking list.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the warehouse to which the picking list is assigned.
Name	This field shows the name of the company shown in the field “Company No.” above.

Remarks Island

Field	Description
Remarks	In this field, you can specify any remarks about the current picking list.

References Island

Field	Description
Order No.	If the current picking list is related to a sales or credit order, this field shows the number of the order in question. The value in this field cannot be changed manually.
Item Purchase Order No.	If the current picking list is related to an item purchase order, this field shows the number of the item purchase order in question. The value in this field cannot be changed manually.

Field	Description
Production Transaction No.	If the current picking list is related to a BOM production, this field shows the number of the production transaction in question. The value in this field cannot be changed manually.
Transaction No.	If the current picking list was created from a warehouse transaction, this field shows the number of the transaction in question. Please note that if a picking list is related to any of the other registration types in this island, it is also related to a warehouse transaction.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Picking List Lines Sub-Tab

This section includes the fields and descriptions for the Picking List Lines Sub-Tab.

Field	Description
Item	This is the number of the item to be moved.
Quantity	This field shows how many item units are to be moved. If the picking list was created manually, you can specify the desired quantity to be moved here. If the picking list was created from a warehouse transaction, the value cannot be changed here.
Moved	Here you enter the quantity of items actually moved. Maconomy automatically suggests the value from the “Quantity” field. You can change the suggested value, for instance if the physical inventory is short of items. Maconomy verifies that the amount you enter is divisible by the item’s minimum sales unit.
Unit	This field shows the unit in which the items should be moved. If the picking list was created manually, the value is transferred from the information card of the item. If the picking list was created from a warehouse transaction, the value is transferred from the warehouse transaction line on which the current picking list line was based. The value cannot be changed here.
Source Loc., Planned	In this field, you can enter the location from which you expect to move the items on the line. If the items are actually picked elsewhere, you can specify the actual source location in the field “Source Location” on the current line. If the picking list was created from a warehouse transaction, the value in this field is copied from the field “Source Location” on the transaction line on which the current picking list line was based. However, if no source location was specified on that warehouse transaction line, the value in this field is derived through a procedure which is described in detail in the description of the action “Print Picking List.” When the picking list has been approved, the value can only be changed here if the picking list was created manually.

Field	Description
Target Loc, Planned	In this field, you can enter the location to which you expect to move the items on the line. If the items are actually moved to another location, you can specify the actual target location in the field “Target Loc.” on the current line. If the picking list was created from a warehouse transaction, the value in this field is copied from the field “Target Loc.” on the transaction line on which the current picking list line was based. However, if no target location was specified on that warehouse transaction line, the value in this field is derived through a procedure which is described in detail in the description of the action “Print Picking List.” When the picking list has been approved, the value can only be changed here if the picking list was created manually.
Source Loc.	In this field, you can specify the location from which the items on the line were actually moved. When the picking list is approved, Maconomy suggests the planned source location from the field “Source Loc., Planned” but you can specify another location here if the items were picked from another location, for example, because they were not actually available at the planned source location.
Target Loc.	In this field, you can specify the location to which the items on the line were actually moved. When the picking list is approved, Maconomy suggests the planned target location from the field “Target Loc., Planned” but you can specify another location here if the items were moved to another location, for example, because there was no room available at the planned target location.
Serial No., Planned	If the items to be moved should have a certain serial number, you can specify that serial number here. The field can only be completed for items with serial number control, and the serial number must exist in the system. If the picking list was created from a warehouse transaction, the value in this field is copied from the field “Serial No.” on the transaction line on which the current picking list line was based. If a line has an item with a serial number control but you need to pick the items in several different locations and report the individual serial numbers on separate lines, you can use the field “Quantity on Split Lines” or “No. of Split Lines” and the action “Split Line” to split the current line. This allows you to specify separate locations and quantities for each serial number picked. When the picking list has been approved, the value can only be changed here if the picking list was created manually.
Serial No.	In this field, you can specify the serial number of the line’s item units actually moved. The field can only be completed for items with serial number control. When the picking list is approved, Maconomy suggests the planned serial number from the field “Serial No., Planned” if a serial number was specified there. However, you can specify another serial number here if the serial numbers of the items moved were not the same as the planned ones, for example, because the planned serial numbers were not actually available at the planned source location. If the item on the line uses the serial number control principle “Complete Serial No. Reg.” as set up in the window Item Information Card, you must enter a serial number in this field.

Field	Description
	If the picking list is assigned to a sales order and you wish to specify the serial number moved, but that serial number has not been created in the system, for example, because the item does not use the serial number control method “Ser. No. Reg. at Receipt” and the system number therefore was not entered when the items were received you must create a line with the serial number in the window Serial Number Information before you can enter the number here. To register serial numbers, you must use one line for each serial number picked. If a line has an item with serial number control but you need to specify the individual serial numbers or perhaps also have to pick the items in several different locations, you can use the field “Quantity on Split Lines” or “No. of Split Lines” and the action “Split Line” to split the current line into the desired number of lines. This allows you to specify separate locations and quantities for each serial number picked.
Remarks	In this field, you can enter supplementary remarks for a further description of the current line.
Quantity on split lines	In this field, you can specify the quantity which you want to move from the current line to a new line. The quantity must be divisible by the item’s minimum sales unit. If you specify a quantity in this field and select the action “Split Line,” Maconomy will create a line with the quantity specified in this field, and write down the quantity on the current line accordingly. The value in the field is not reset when you select the action “Split Line.” This allows you to easily split the line into several lines with the same quantity by simply selecting the action the desired number of times.
No. of split lines	In this field, you can specify the number of lines into which you want to split the current line. If you specify a number in this field and select the action “Split Line,” Maconomy will split the line into the number of lines specified in this field. The lines will be identical to the current line, but the quantity on each line will be the quantity on the current line divided by the number in this field. However, Maconomy adjusts the quantity to a number that can be divided by the item’s minimum sales unit. If this results in a remainder, Maconomy creates an extra line with the remainder. For instance, let us say the item on the line has a minimum sales unit of 0.25 and the quantity on the line is 3.25. If you specify 5 in this field, Maconomy will divide the quantity by 5, and the result would be 0.65. As this is not divisible by 0.25, Maconomy rounds down to the nearest figure divisible by 0.25, namely 0.5. In addition, Maconomy creates a line with the remainder, 0.75. As illustrated in the example, the remainder line may be assigned a quantity which is greater than the one on the “real” split lines, and you may therefore also have to split the remainder line.

Actions

This section shows the Actions available in the Picking Lists workspace.

Top Tab

Field	Description
Approve Picking List	When you select this action, the picking list in the window is approved. When a picking list is approved, it becomes possible to enter the quantities actually picked and the locations to and from which they were moved, while the fields used for specifying the planned quantities and locations are locked for changes.
Print Picking List	When you select this action, you print the picking list shown in the window. You can reprint a picking list any number of times using this action.
Close Picking List	When you select this action, the picking list in the window is closed. When you close the picking list, Maconomy updates the stock of each location to and from which items were moved. However, as the picking list only represents an internal re-location of items, no G/L entries are created and the inventory value of the warehouse remains the same. If the picking list was created from a warehouse transaction, Maconomy updates the transaction in question with the quantities moved on each line. For each picking list line that matches a line in the warehouse transaction from which the picking list was created, Maconomy updates that warehouse transaction line with the quantity reported moved on the picking list line in question. A match occurs if the item number and the source and target locations on a picking list line correspond to those specified on a line in the warehouse transaction. If the source location on a warehouse transaction line is blank, a picking list is considered a match if just the item number and the target location is the same as on the warehouse transaction line. Similar functionality applies if the target location is blank on a warehouse transaction line. If a picking list line matches several warehouse transaction lines, Maconomy updates the top line where there is a match. For items with serial number control, a match occurs if the criteria described above are met, and the serial number on the picking list line is the same as the one on the warehouse transaction line. If there are no such warehouse transaction lines, Maconomy checks if there is a warehouse transaction line where the serial number is blank and the item number and locations match the picking list line as described above. If this is the case, you can say that this line represents a number of units that should be moved to a given location, but at the time when the warehouse transaction was created, the serial numbers to be moved were unknown. The picking list line with the same item number and locations and with a serial number thus means that the serial numbers are known at the time when the picking list is closed. To update the warehouse transaction in this case, Maconomy creates a warehouse transaction line with the item number and locations in question, transferring from the picking list line the serial number and quantity. At

Field	Description
	the same time, Maconomy reduces both the field “Quantity” and the field “Being Moved” on the warehouse transaction line with the blank serial number field by the quantity which was transferred to the new line. As a result, the quantity for which the serial number is now known is now on a separate warehouse transaction line, and the quantity on the line representing unknown serial numbers corresponds to the remainder of unknown serial numbers. When the quantity on this line reaches zero because of other picking list lines matching the scenario described above, the line is removed from the warehouse transaction as an indication that all serial numbers for that item to be moved to that location are now known. Picking list lines that do not meet the criteria described above do not result in the update of any warehouse transaction lines, but the available stock of the locations on the lines are updated all the same, as the items are considered moved. When a warehouse transaction line is updated, the quantity reported moved on the picking list line is transferred to the field “Moved” on the warehouse transaction line while the field “Being Moved” is reset to zero. The field “Moved” is updated to a maximum value corresponding to the value in the field “Quantity” on the same warehouse transaction line. Any extra units moved are distributed to other lines on the warehouse transaction matching the same picking list line. Any remainder after all matching lines have been updated this way does not cause further updates to the warehouse transaction. When you close a picking list which results in the full implementation of the warehouse transaction to which the picking list is assigned, the warehouse transaction is automatically closed. A warehouse transaction is fully implemented when all of the items on it have been moved to or from the locations specified on each line in the correct quantities, according to the closed picking lists assigned to the transaction. If you close a picking list which does not result in the full implementation of the transaction, the transaction remains open, allowing you to decide whether a new picking list should be created for the remainder or if the transaction should be closed manually, thus accepting that not all items were moved as requested. However, if the field “Implicit Warehouse Transactions” has been marked for the current warehouse in the window Warehouse Information Card, Maconomy closes a warehouse transaction when a related picking list is closed, even if the warehouse transaction was not fully implemented.
Print Packing List	This action can only be selected if the picking list is closed and assigned to an order which has been approved, and there are no open warehouse transactions or packing lists assigned to the current order. When you select this action, Maconomy creates and prints a packing list for the order in the window. If the field “Combined Packing List” in the System Information window is marked, the printed packing list will also include older order lines to the customer, which have not yet been delivered, except orders with a preferred delivery date later than the current date. However, although the printed packing list may contain several orders, the items packed must be reported separately for each order. The packing list is a list of items to be packed and delivered with an indication of the locations at which they can be found. Maconomy creates a packing list line for each order line. If one of the items is an itemized BOM without inventory control, the printed packing list shows those item

Field	Description
	lines in the window Order Lines that have a quantity greater than zero in the “For Packing” field on the order and represent the highest level with inventory control on the BOM. The “For Packing” value for the BOM header has no significance. BOM parts have two line numbers on the printed packing list: The first is the number of the BOM header line in this window’s table part; the second is the number of the BOM part’s line in the Packing List Lines window where you report the quantity actually packed. The quantity in the field “Packed” on each packing list line is based on the information on all closed warehouse transactions assigned to the order in question. It is possible to have several closed warehouse transactions for the same order, for instance if the items were moved to the shipping location at different times. As described in the action “Approve Picking List” in the window Picking Lists, the information on each warehouse transaction is updated when items are picked. Each warehouse transaction line is assigned to an order line, and is automatically assigned to the packing list line resulting from each order line. The information about the quantities already picked at the time when the packing list is created thus flows indirectly to the packing list. This functionality ensures that the quantity suggested to be packed for each order line is the same as what has been moved to the shipping location at the time when the packing list is created even for individual serial numbers. The amount suggested to be packed on each packing list line is found by means of the following procedure where only closed warehouse transactions assigned to the current order are included. The process is carried out for each packing list line created: The quantities moved on warehouse transaction lines assigned to the current packing list line even on different warehouse transactions are added up. The total quantity moved on these lines is suggested in the field “Packed” on the packing list line in question. This procedure is also used on the items created in the window Packing List Lines. For items with serial number control, a similar procedure is used, but Maconomy also updates and creates lines in the window Serial Number Entry. The process is as follows: The quantities moved on warehouse transaction lines assigned to the same packing list line and with identical serial numbers even on different warehouse transactions are summed. For each combination of serial number and packing list line (on warehouse transaction lines), Maconomy checks if a serial number entry line with the same serial number already exists for the packing list line in question in the window Serial Number Entry. If so, the total quantity moved on the warehouse transaction lines is suggested in the field “Packed” on that serial number entry line. If no such line exists, Maconomy creates a serial number entry line for the current packing list line, using the serial number in question and transferring the total quantity moved to the field “Quantity” on the new line. If the same serial number has already been entered on several serial number entry lines for the same packing list line, Maconomy selects one of these serial number entry lines at random and suggests the total quantity moved in the field “Quantity.” However, if the total quantity moved exceeds the quantity remaining to be suggested for packing (the quantity set for packing on the packing list line less the quantity already entered on other serial number entry lines belonging to the same

Field	Description
	packing list line), Maconomy only suggests the quantity remaining to be suggested for packing on the packing list line. Any extra units moved are either distributed to other serial number entry lines with the same serial number, or used on new serial number entry lines created for the current packing list line. This procedure is also used on items with serial number control in the window Packing List Lines. When all warehouse transaction lines assigned to the current packing list line have been processed, Maconomy adds the quantities on the serial number entry lines assigned to the packing list line and suggests the total quantity in the field “Packed” on that line. For packing list lines where the item does not have inventory control, the quantity set for packing on the order line is suggested in the field “Packed” on the corresponding packing list line. If the field “Blanket Order” is marked on the order to which the picking list is assigned, Maconomy will transfer the back orders registered to the ship-to customer, before creating a packing list. The packing list will then show order lines for these back orders. If you wish to reprint a packing list, remove the mark in the “Printed” field in the Packing List island in the window Order Status in the Sales Orders module. However, a packing list can also be printed any number of times by selecting the action “Print Packing List” in the window Packing Lists. If the order to which the picking list is assigned has been blocked as a result of exceeding the customer’s credit limit, a packing list cannot be printed out until you revoke the blocking of the order in the window Unblocking. Nor can a packing list be printed out if the customer has been blocked or blocked for delivery. Maconomy verifies that you have user access to print packing lists. This is given in the window Actions in the Set-Up module.
Print Packing Slip	This action can only be selected if the picking list is closed and assigned to an order for which an open packing list exists. When you select this action, you print a packing slip for the order to which the warehouse transaction is assigned to confirm that the items have been shipped from the warehouse. The information used on the packing slip is the information in the windows Packing Lists and Packing List Lines in the Sales Orders module. The functionality of the action corresponds to the action “Print Packing Slip” in the window Packing Lists. For a description of this functionality, please see the description of the action there.
Split Line	When this action is selected, Maconomy splits the lines on which a figure has been specified in the field “Quantity on Split Lines” or “No. of Split Lines.” For a description of the methods by which the lines are split, see the descriptions of the fields “Quantity on Split Lines” and “No. of Split Lines.”

Print Picking List Single Dialog Workspace

Use this workspace to print picking lists in batches.

You can only print picking lists for orders that have been approved, and for which there are no other open picking lists.

In the Sales Orders workspace, you can print a picking list immediately after you create or change a sales order by using the **Print Picking List** action. This enables you to move the items to the respective shipping locations on short notice. The creation of a picking list for an order happens as described for the **Print Picking List** action.

If you handle many sales orders every day, it is convenient to print the picking lists in one operation. You can do this by entering a range of order numbers in this workspace.

You can also print picking lists for order lines to be delivered within a range of delivery dates. This means that you can create warehouse transactions and picking lists for those lines on each order that are to be delivered within a given range of dates, while giving ample notice to warehouse employees, who can then schedule work shifts accordingly.

In the Selection Criteria island, you can specify a range of existing picking lists to be printed, and whether certain types of transactions should be taken into consideration. If you want to create picking lists from sales orders, specify in the Selection Criteria island a range of orders for which picking lists should be created. However, this range is only relevant if you choose to create warehouse transactions and/or picking lists in the Print Control island.

If you cannot print picking lists for a given sales order, Maconomy ignores it. For instance, Maconomy ignores picking lists for blocked sales orders, and you cannot print them until you revoke the blocking the Unblocking workspace in the Sales Orders module. Similarly, Maconomy ignores picking lists for orders with blocked lines and orders concerning customers who have been blocked or blocked for delivery.

Print Picking List Tab

This section includes the fields and descriptions for the Print Picking List Tab.

Selection Criteria Island

Field	Description
Warehouse	In this field, you can select a warehouse. When printing existing picking lists, the printout will only include picking lists assigned to this warehouse.
Picking List No.	If you are reprinting existing picking lists, you can specify in this field a range of picking list numbers, and the printout will only include existing picking lists with numbers within the specified range.
Company No.	If you are reprinting existing picking lists, you can specify in this field a range of company numbers, and the printout will only include existing picking lists with a responsible company within the specified range.
Order No.	If you mark the checkbox, the printout will include the orders encompassed by the range specified here and in the island Selection Criteria, Sales Orders. When creating picking lists and/or warehouse transactions, this means that new lists and transactions are created for the sales orders matching the range in these fields and in the island Selection Criteria, Sales Orders. When reprinting picking lists, the printout will include all lists assigned to the sales orders that match the range in these fields and in the island Selection Criteria, Sales Orders. To include all orders, mark the checkbox and do not specify a range of sales order numbers.

Field	Description
	If you do not mark the check box, the printout will not include any picking lists and/or warehouse transactions assigned to sales orders.
Item Purchase Order No.	If you mark the field, the printout will include the item purchase orders matched by the range specified here. This means that when printing existing picking lists, the printout will include lists assigned to an item purchase order within the range specified here. It is not possible to create and print warehouse transactions and picking lists for item purchase orders. To include all orders, mark the field and do not specify a range of item purchase order numbers. If you do not mark the field, the printout will not include any picking lists and/or warehouse transactions assigned to item purchase orders.
Production Transaction No.	This field is not used in the current version of Maconomy.
Manual Inv. Change Trans. No.	If you mark the checkbox, the printout will include the manually created inventory change transactions encompassed by the range specified here. This means that when printing existing picking lists, the printout will include lists assigned to a manually created inventory change transaction within the range specified here. It is not possible to create and print transactions and picking lists for manually created inventory change transactions. To include all manual inventory transactions, mark the checkbox and do not specify a range of transaction numbers. If you do not mark the checkbox, the printout will not include any picking lists assigned to manually created inventory transactions.
Transaction No.	If you mark the checkbox, the printout will include the warehouse transactions encompassed by the range specified here. This means that when printing existing picking lists, the printout will include lists assigned to a warehouse transaction within the range specified here. To include all manual inventory transactions, mark the checkbox and do not specify a range of transaction numbers. If you do not mark the check box, the printout will not include any picking lists assigned to warehouse transactions.
Manual Picking Lists	Mark this field if you want the printout to include manually created picking lists. The field can only be marked when reprinting picking lists.

Selection Criteria, Sales Orders Island

Field	Description
Company No.	In this field, you can specify a range of company numbers. Maconomy will only create and print warehouse transactions and picking lists for sales orders with responsible companies within the specified range. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or

Field	Description
	both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Picking Date	In this field, you can specify a range of picking dates. Maconomy will only create and print warehouse transactions and picking lists for sales orders assigned to a consignment with a picking date within this range. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only create and print warehouse transactions and picking lists for sales orders assigned to a consignment within the specified range. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only create and print warehouse transactions and picking lists for sales orders with a destination number within the specified range. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only create and print warehouse transactions and picking lists for sales orders assigned to consignments with a consignment date within the specified range. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Delivery Date	In these fields, you can specify a range of delivery dates. For the orders matching the other selection criteria in this island, Maconomy will only create and print warehouse transactions and picking lists for lines with a delivery date within the specified range. This allows you to create warehouse transactions and picking lists for parts of an order if the order has partial delivery. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.

Field	Description
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only create and print warehouse transactions and picking lists for sales orders with the selected delivery mode. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only create and print warehouse transactions and picking lists for sales orders with the selected delivery terms. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Carrier	In this field, you can select a carrier. Maconomy will only create and print warehouse transactions and picking lists for sales orders with the selected carrier. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Order Mode	In this field, you can enter an order mode. Maconomy will only create and print warehouse transactions and picking lists for sales orders with the selected order mode. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on the values in the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Consignment Type	In this field, you can select a consignment type. Maconomy will only create and print warehouse transactions and picking lists for sales orders with the selected consignment type. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only create and print warehouse transactions and picking lists for sales orders linked to a main order whose order number is within the specified range. The range in this field only applies if the checkbox “Sales Orders” has been marked in the island Selection Criteria. Whether warehouse transactions, picking lists, or both should be created and printed depends on whether the fields “Create Picking Lists” and “Create Warehouse Transactions” have been marked in the island Print Control.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Print Closed Picking Lists	In this field, you can specify whether to print closed picking lists. If you select “Yes,” the printout will only include picking lists which have been closed and match the specified selection criteria. If you select “No,” the printout will only include picking lists which have not been closed. If you do not select a value, the printout will include both open and closed picking lists.
Reprint Picking Lists	In this field, you can specify whether to reprint picking lists which have already been created and printed. If you select “Yes,” the printout will only include picking lists which have previously been printed and match the specified selection criteria. If you select “No,” the printout will only include picking lists which have not previously been printed. If you do not select a value, the printout will include both types of picking lists.
Create Warehouse Transactions	If you mark this field, Maconomy will create warehouse transactions for the sales orders and sales order lines matching the selection criteria specified in the islands Selection Criteria and Selection Criteria, Sales Orders. However, the printout also includes existing picking lists and new picking lists matching the selection criteria. The warehouse transaction created for each order is created as explained in the description of the action “Create Warehouse Transaction” in the Sales Orders module.
Create Picking Lists	If you mark this field, Maconomy will create and print picking lists from the warehouse transactions matching the selection criteria specified in the island Selection Criteria. If the field “Create Warehouse Transactions” is marked, picking lists are also created for warehouse transactions created in the current processing. The printout also includes existing picking lists matching the selection criteria. Each picking list is created and printed as explained in the window Sales Orders’ description of the action “Print Picking List.” If you do not mark the field “Create Warehouse Transactions,” the printout will only create picking lists for existing warehouse transactions. In the description of the action “Print Picking Lists” in the window sales order, this corresponds to printing picking lists for orders for which a warehouse transaction already exists. If you mark this field, it is not possible to specify selection criteria on picking list numbers. You cannot mark this field if you have selected “Yes” in the field “Reprint Picking Lists” or “Print Closed Picking Lists.”

Inventory Count Listing Single Dialog Workspace

Use this workspace to create or reprint inventory count listings.

You use these lists in connection with an inventory count of all or some of the items in your warehouses, for example, a status count. You can print the inventory count listing with different layouts depending on whether you want the list sorted by location and item number or by location and serial number.

When you create an inventory count listing, Maconomy creates an inventory count listing for each item and a serial number inventory count line for each serial number. If the current inventory count results in counting at more than one location for just one of the items that are included in the selection criteria that you specified in the New Count Listing island, Maconomy creates a main listing that contains one line per item. On these lines, the **Location** field is blank, which indicates that it can count one or more items at more than one location. You must subsequently make the inventory count on assigned sublistings on which Maconomy automatically fills in the **Location** field for each item and from which Maconomy consolidates results on the main listing.

If you only need to do an inventory count at one location for each item specified in the selection criteria, Maconomy creates a main listing that contains one line per item and a specification of the expected location in the **Location** field on each line. You can subsequently enter the inventory count on this main listing.

After you perform a count, you can enter actual volumes in the Inventory Count workspace. For items that have serial number control you can enter the inventory count of all serial numbers in either the Inventory Count by Stock Location workspace or the Serial No. Count workspace. These two workspaces only display items that have serial number control. However, the Inventory Count by Stock Location workspace displays the serial numbers sorted by location, while the Serial No. Count workspace displays the serial numbers sorted by item number. When you have entered the counted quantities, Maconomy automatically consolidates them on the assigned listing in this workspace. You can reprint an inventory count listing that shows only items with stock deviation between the inventory recorded in Maconomy and the actual inventory volumes over a certain size.

When you complete an inventory count and enter it in the Inventory Count workspace, you approve the list in the Approve Count workspace. Maconomy then creates and prints an item transaction that shows item movements for each item on the inventory count listings. The number on the item movement corresponds to the deviation found between the actual counted number and the stock volume registered in Maconomy before the count.

Maconomy also creates an item journal to update the relevant inventory accounts in the G/L module. You must then post the item journal in the Posting or Print Posting Journal workspaces in the G/L module.

For items that have serial number control, Maconomy also creates a number of serial number movement lines in such a way that the quantity of the current serial number is also updated. Note that for items that have serial number control you must perform a serial number count of the various serial numbers. If you do not enter a serial number count, when you approve the count it results in a 100% deviation, and Maconomy resets the quantity of serial numbers.

An item can only appear in one inventory count main listing at a time, but it can appear on several inventory count sublistings at a time. You must either approve or delete the list before an item can appear in a new inventory count main listing.

You can handle an item in the order system and carry out inventory changes while the item is being printed in an unapproved inventory count list. However, the list always compares the manually entered item volume with Maconomy's volume when you create the list in this workspace.

If you make inventory changes after you create the inventory count list and before you do the manual, the manually counted figures must include these inventory changes.

Item movements that you perform after the manual count has occurred and before you enter the figures in the Inventory Count workspace do not influence the inventory count.

If in the Approve Count workspace you enter a posting date that is before the printing date of the count list; that is, if you take out stock before you print the counting list, you must take into consideration any inventory changes that take happen between the stock taking and the printout. Inventory changes that happen between the printout of the count list and the time when you enter the actual figures in the Inventory Count workspace have no influence on the inventory count.

Inventory Count Listing Tab

This section includes the fields and descriptions for the Inventory Count Listing Tab.

Run Mode Island

Field	Description
Layout	In this field, you select the layout of the list. You can choose among the layouts “Inventory Count Listing,” “Inventory Count Result” and “Serial No. Count.” If you select “Inventory Count Listing,” Maconomy prints one line per item with room for you to manually write the physical inventory volume. The items are sorted by stock location and item number. For items with serial number control, one line for each serial number is printed below the line with the item number. This layout can, for example, be used if the inventory count is to be made by item number. For each item with serial number control you can enter the counted quantity of each item’s serial number in the window Serial No. Count. The serial number quantities can also be registered in the window Inventory Count by Stock Location, but in the window Serial No. Count the serial numbers are shown pr. item number, and are therefore sorted in the same way as on the count listing. If the layout” Serial No. Count” is selected, only items with serial number control are printed. On the printout, the items are primarily sorted by the location specified for the current serial number and secondly by serial number. This layout can, for example, be used if the inventory count is to be made by serial number, for example, because the serial numbers are used for location control. In this window, you can enter the counted quantity of each serial number on the count listing. The serial number quantities can also be registered in the window Serial No. Count, but in the window Inventory Count by Stock Location the serial numbers are shown by location as well as by serial number, and are therefore sorted in the same way as on the count listing. If you select “Inventory Count Result,” Maconomy prints one line per item, stating the item volume recorded in Maconomy, the manual count recorded in the Inventory Count window, variance in quantity and variance in %. The items are sorted by stock location and item number. For items with serial number control, one line for each serial number is furthermore printed below the line with the item number. If you have marked the field “Generate Listing,” you can only use the layout “Inventory Count Listing.”
Generate Listing	Mark this field if you wish to make an inventory count list. Maconomy will subsequently create a list for the inventory and items specified in the island New Inventory Count List.

Field	Description
	If you do not mark the field, Maconomy reprints existing lists, as specified in the island Existing Inventory Count Listing. In this case, you cannot enter new information in the island New Inventory Count Listing.
Include unexpected items	If you mark this field, and you have selected one or more specific stock locations in the island “New Inventory Count Listing,” Maconomy will print a listing of the items in the specified stock locations first, and then all other items (which are not supposed to be in the specified stock location). This way, it is easy to mark any items found in the specified location which do not belong there. However, the printout may be very long if you have many items. If you do not mark the field, and you have selected one or more specific stock locations in the island “New Inventory Count Listing,” Maconomy will print a listing of the items in the specified stock locations only.

New Inventory Count Listing Island

Field	Description
Remarks	Here you must enter a note about the inventory count list you are making. It is printed on the list and shown in the windows Inventory Count, Inventory Count by Stock Location and Approve Count. You can only enter a note when making a new inventory count list.
Warehouse	Here you select which warehouse to make an inventory count list for. The list will only include items in this warehouse. The list will only make an inventory count for this warehouse.
Stock Location	Here you can enter a range of stock locations. The list will only include items located within this range, if the field “Include unexpected items” in the island Run Mode is not marked. The stock location must be for the warehouse selected in the “Warehouse” field. The list sorts the items by stock location and item number. You can only enter a range if you are making a new inventory count list.
Item No.	Here you enter a range of item numbers. The list will only show items in the range. The items must be in the warehouse selected in the “Warehouse” field. The list sorts the items by stock location and item number. You can only enter a range if you are making a new inventory count list.
Item Group	Here you can select an item group. The list will only include items in this group. You can only select an item group if you are making a new inventory count list.
Item Type	Here you can select an item type. The list will only include items of this type.
Statistics 1-4	Here you can enter four statistic code ranges. The list will only include items with statistic codes in these ranges. You can only complete these fields if you are making a new list.

Field	Description
System-filled Serial Number Quantity	When you mark this field, Maconomy creates inventory count listings on which the quantities of serial numbers are completed in advance with the quantity currently registered in the system. This way, you only need to enter figures for those items whose serial number stock does not match the one registered in the system. The serial number count lines are displayed in the window Serial No. Count. Note that if the current inventory count gives rise to counting at more than one location for just one of the serial numbers included in the count listing, Maconomy creates a main listing containing one line per item. On these lines, the field “Location” will be blank indicating that one or more items can be counted at more than one location. In order to have the window Serial No. Count display the system-filled quantities for each serial number, you must create a sublisting on which the field “Location” is automatically filled in for each item’s location. In this way, you can now inspect and edit the system-filled figures in the window Serial No. Count or you can enter the number of serial numbers counted on the sublisting in question. The figures entered are automatically consolidated on the main listing. If inventory count is only to be made at one location for each item’s serial numbers, Maconomy creates a main listing containing one line per item and a specification of the expected location in the field “Location” on each line. In such situations, you do not have to create a sublisting to see and edit the system-filled serial number quantities in the window Serial No. Count.
Complete Serial Number Count	If you mark this field, Maconomy creates a count line for each serial number registered in the system. This means that when performing inventory counts for the relevant items, the individual serial numbers at each location and their quantities must be counted. If you have marked this field, entering the total number of units of the items found at each location does thus not suffice, as you must also specify the quantity of each serial number. Serial number quantities are specified in the window Serial No. Count. A list created with a mark in this field can only be approved if the number of serial numbers counted on a certain location is identical to the inventory count made on the same location. Note that if you mark this field, you cannot enter a range of locations in the fields “Location” in this island.

Existing Inventory Count Listing Island

Field	Description
List No.	In these fields, you can specify a range of inventory count listing numbers if you want to reprint existing inventory count listings or new inventory count sublistings. New inventory count listings are numbered according to the serial number series “Inventory Count Listing” in the window System Numbers in the Set-Up module.
Minimum Variance, %	Here you enter a percentage and an amount limit, so that the list will only show items with a variance of at least this size. The percentage variance

Field	Description
	regards quantity. The amount variance shows the quantity variance expressed in cost per item number. The inventory count listing only makes a calculation based on the information in this field if you have selected the “Inventory Count Result” layout. An item must meet both the percentage and the amount condition.
Minimum Variance, Currency	Here you enter a percentage and an amount limit, so that the list will only show items with a variance of at least this size. The percentage variance regards quantity. The amount variance shows the quantity variance expressed in cost per item number. The inventory count listing only makes a calculation based on the information in this field if you have selected the “Inventory Count Result” layout. An item must meet both the percentage and the amount conditions.
Include Approved	You can mark this field if you wish to also reprint approved inventory count lists. You can only mark the field when you are reprinting. If you do not mark it, Maconomy will only print existing inventory count lists which have not yet been approved in the Approve Count window. Once an inventory count list has been deleted before or after approval, you cannot reprint it.
Do not Include Sublistings	In this field, you can mark whether to include any sublistings on the printout of a range of existing lists. If you do not mark the field, the printout will include the sublistings assigned to each of the inventory count main listings printed.

Inventory Count Single Dialog Workspace

Use this workspace to display the inventory count listings that you created in the Inventory Count Listing workspace and the sublistings that you create in this workspace.

The Inventory Count tab displays information about the inventory count list, and the Inventory Count Lines sub-tab displays the individual items on the list. You can choose to see only some of the items in a list.

When your company wants to perform an inventory count, print an inventory count list in the Inventory Count Listing workspace. If several people need to work on the same inventory count list at the same time, you can create sublistings based on an existing main list. This allows the people who are involved to work on separate sublistings whose results are automatically consolidated on the main listing. Create sublistings using the **Create Sublisting** action in this workspace. They are shown in the same way as normal inventory count listings in this workspace. For more information about inventory count sublistings, see the description of the **Create Sublisting** action.

You count the inventory volumes manually and record the result in the inventory count list in this workspace. This entry is the basis of any inventory adjustments that happen after the list is approved in the Approve Count workspace. Note that for items that have serial number control you must count the relevant serial numbers and enter them in either the Serial No. Count workspace or in the Inventory Count by Stock Location workspace. If you do not enter any serial number count results, the approval of the count results in a 100% deviation, and Maconomy resets the quantity of serial numbers. However, it is not necessary to enter the total number of

items as well as the counted number of serial numbers in this workspace. When you enter a quantity number on a serial number count line, Maconomy checks whether the counted number of the item in this workspace corresponds to the total number of counted item serial numbers. If this is the case, Maconomy automatically updates the line in this workspace with the latest counted number, and in this way this workspace always displays the total number of counted serial numbers. If the counted number in this workspace and the serial number total do not correspond—for example, if items have been counted on item number level as well as serial number level—Maconomy does not update the inventory count line in this workspace.

You can reprint an inventory count list in the Inventory Count Listing workspace, and you can print quantity and cost variances for each item number.

When you print an item in an inventory count list that has not yet been approved, you can perform movements for it. If you perform inventory changes after you create a list and before you do the manual count, include the inventory changes in the manually recorded figures.

Item movements that happen after you have done the manual count and before you enter the figures in the Inventory Count workspace do not influence the inventory count.

If in the Approve Count workspace you enter a posting date that is before the printing date of the count list—that is, you take out stock before you print out the counting list—you must also take into consideration any inventory changes that happen between the stock-taking and the printout. Inventory changes that happen between the printout of the count list and the time when you enter the actual figures in the Inventory Count workspace have no influence on the inventory count.

You can always delete an inventory count listing. In the Approve Count workspace, you can delete a listing on approval. If you do not delete the list on approval, you must delete the list in this workspace. An item can only appear on one non-approved inventory count main listing for a given warehouse at a time. If you want to create a count listing to replace an existing, non-approved listing, you must first delete the existing list in this workspace.

Inventory Count Tab

This section includes the fields and descriptions for the Inventory Count Tab.

Inventory Count Listing Island

Field	Description
List No.	This is the number of the list shown in the window. Inventory count lists are given a number from the “Inventory Count” number series in the window Number Series in the Set-Up module. You cannot change the number.
Entry Date	This is the date any inventory movements and G/L entries for an approved inventory count list are entered. The entry date is always the same as the date an inventory count list is approved. If the field is blank, the list has not been approved.
Number of Sublistings	This field shows the number of sublistings created for the current inventory count listing.
Main Listing No.	If the listing currently shown in the window is a sublisting, this field shows the number of the main listing to which the sublisting is assigned. If the listing

Field	Description
	shown in the window is a main listing, this field shows the same number as the field “List No.”
Remarks	This field shows a remark describing the inventory count listing. The remark was entered in the window Inventory Count Listing when the listing was created. You can change the content of this field on both main listings and sublistings.
Variances	This field shows the number of items currently displayed in the table part of the window for which a variance has been registered between Maconomy’s inventory count, that is, the registered number of items, and your manual inventory count. In the island Show Lines, you can select which items to be displayed in the table part of the window. If you want to see the size of the variances, you can reprint the inventory count list using the “Inventory Count Result” layout. Maconomy suggests zero as the manually counted figure until you enter another value. The window will therefore show many variances, if the list comprises many items with an inventory volume different from zero.
Variances, Total	This field shows the number of items on the current count listing for which a variance has been registered between Maconomy’s inventory count, that is, the registered number of items, and your manual inventory count. If you want to see the size of the variances, you can reprint the inventory count list using the “Inventory Count Result” layout. Note that Maconomy suggests zero as the manually counted figure until you enter something else. The window will therefore show many variances, if the list comprises many items with an inventory volume different from zero.
Complete Serial Number Count	This field is marked, if the field “Complete Serial No. Count” was marked in the window Inventory Count Listings when the current list was created. If the field is marked, Maconomy has created a count line for each serial number registered in the system. When performing inventory counts for the relevant items, the individual serial numbers at each location and their quantities must be counted in the window Serial No. Count or Inventory Count by Stock Location. The results entered are automatically consolidated on the main count listing. A list created with a mark in this field can only be approved if the number of serial numbers counted on a certain location is identical to the inventory count made on the same location. At approval of such a list, Maconomy creates an item movement on which the deviations, if any, between the registered number of serial numbers and the counted number of serial numbers are registered.

Show Lines Island

Field	Description
Show Lines	If you mark this field, the table will show the item lines in the list. If the field is not marked, no items are shown in the table part. If the field is marked, the table will

Field	Description
	show the items specified by the selection criteria fields in this island. If you want to create a sublisting from the main listing currently shown in the window, this field must be marked in order for any item lines to be copied to the new sublisting. An item must be shown in the table part before you can record its actual inventory volume, that is, the result of your manual count.
Keep Sel. Crit.	In this field, you can mark whether Maconomy should keep the selection criteria specified when you browse through other inventory count listings. This way, you can specify a range of item numbers in the island Show Lines, mark this field, and then browse through the inventory count listings where Maconomy will now only show information about the specified range of items. If you do not mark this field, the selection criteria specified are reset each time you select another inventory count listing.
Stock Location	Here you can enter a range of stock locations. The table will only show items located within this range. The lines are sorted by stock location and item number. If a stock location range is specified, and you create an inventory count sublisting, the sublisting created will only contain items registered on locations within this range. The table will only show the items in the inventory count list if you mark the “Show Lines” field.
Item No.	Here you can enter a range of item numbers. The table will only show items numbered within this range. The lines are sorted by stock location and item number. If an item number range is specified, and you create an inventory count sublisting, the sublisting created will only contain items within this range. The table will only show the items in the inventory count list if you mark the “Show Lines” field.
Line No.	Here you can enter a range of line numbers. The lines in the inventory count list are numbered by stock location and item number. The table will only show lines numbered within this range. If a line number range is specified, and you create an inventory count sublisting, the sublisting created will only contain items on inventory count listing lines within this range. The table will only show the items in the inventory count list if you mark the “Show Lines” field.

Selection Criteria Island

Field	Description
Warehouse	This field shows the warehouse that relates this inventory count list. The list will only include items in this warehouse. All inventory volumes in the list are for this warehouse alone. If a sublisting is currently shown in the window, the value in this field is retrieved from the main listing to which the sublisting in question is assigned.

Field	Description
	The warehouse was entered in the Inventory Count Listing window when the list was created.
Stock Location	This is the stock location range entered in the Inventory Count Listing when the list was created. If a main listing is currently shown in the window, the values in these fields cannot be changed here. If a sublisting is currently shown, the range of location numbers can be changed, and the table part will then only show those lines in the sublisting which pertain to items registered on stock locations within the specified range.
Item No.	This is the item number range entered in the Inventory Count Listing when the list was created. If a main listing is currently shown in the window, the values in these fields cannot be changed here. If a sublisting is currently shown, the range of item numbers can be changed, and the table part will then only show those lines in the sublisting which pertain to items within the specified range.
Item Group	This is the item group selected in the Inventory Count Listing when the list was created.
Item Type	This is the item type selected in the Inventory Count Listing when the list was created. If the window shows an inventory count sublisting, the value in this field is retrieved from the main listing to which the sublisting is assigned.
Statistics 1-4	These are the statistics ranges entered in the Inventory Count Listing when the list was created. If the window shows an inventory count sublisting, the value in this field is retrieved from the main listing to which the sublisting is assigned.

Company Island

Field	Description
Company No.	This field shows the name of the company to which the current warehouse is assigned.
Name	This field shows the name of the company shown in the field “Company No.” above.
Base Currency	This field shows which currency is used as the base currency in the company specified in the field “Company No.” above. For further information about the concepts of company base currencies and enterprise currency, please see the description of the field “Base Currency” in the window Company Information in the G/L module.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Status Island

Field	Description
Approved	This field is marked if the count list has been approved in the Approve Count window. If it is marked, you can no longer make inventory volume registrations in this window's table. However, you can make a new inventory list for the items in the approved list. If the window shows an inventory count sublisting, the value in this field is retrieved from the main listing to which the sublisting is assigned. If the field is not marked, you can make manual volume registrations in the table.
Approved by	This is the name of the user, who approved the inventory count list in the Approve Count window. If the list has not yet been approved, the field is blank. If the window shows an inventory count sublisting, the value in this field is retrieved from the main listing to which the sublisting is assigned.
Date	This field shows the date the count list was approved in the Approve Count window. If it has not been approved, the field is blank. If the window shows an inventory count sublisting, the value in this field is retrieved from the main listing to which the sublisting is assigned.

Inventory Count Lines Sub-Tab

This section includes the fields and descriptions for the Inventory Count Lines Sub-Tab.

Field	Description
Line No.	This shows the line's line number. Lines are numbered by item stock location and item number. The table only shows items specified in the Show Lines island.
Stock Location	This field shows the stock location of the item on the line. If just one of the items included on the current main listing can be counted on more than one location, this field is blank. In order to have the different locations for each item displayed, you must therefore create a sublisting. On such a sublisting, this field displays all locations at which the items are located. On sublistings, you cannot change the locations displayed in this field. If you need to register an inventory count of an item found at a location which is not currently specified on the lines in the table part, you can create a line. However, the location specified on such a line must be within the range of locations specified in the listing's selection criteria. Note that if you add a line which applies to an item with serial number control, you must also enter or change the relevant information in the windows Serial No. Count or Serial No. Count by Stock Location. If all items included on the main listing can be counted at only one location each, this field displays the location of each item. In this case, the inventory counting can be registered directly on the main listing. You cannot change the location in this field once a quantity has been entered on this line or on an assigned serial number count line. If you create a sublisting on the basis of such a main listing, the values in this field are blanked on the main listing. The location numbers are hence displayed on the assigned sublisting. The values entered on the sublisting are subsequently consolidated on the main listing.

Field	Description
	When created, sublistings are sorted by stock location and item number, but you can add lines anywhere in the table part of sublistings, regardless of this sorting. The warehouse to which the location is assigned is shown in the field “Warehouse” in the island Selection Criteria.
Item No.	This is the number of the item on the line. The lines are sorted by stock location and item number. Item number cannot be changed here.
Unit	This is the unit recorded for the item in the item information card. It cannot be changed here.
Description	This is the text specified for the item in the field “Description Lang. 1” in the window Item Information Card. It cannot be changed here.
Carton Size	In this field, you can specify the number of item units included in a carton. When performing an inventory count, you only have to count the entire cartons plus the number of units in opened cartons.
Number of Cartons	In this field, you can enter the number of counted cartons of the current item.
No. of Units in Carton	In this field, you can further to the number in whole cartons enter the number of items counted. For items with serial number control, the relevant serial numbers have to be entered in either the window Serial No. Count or in the window Inventory Count by Stock Location. However, it is not necessary to enter the total number of items as well as the counted number of serial numbers in this window. When you enter a quantity number on a serial number count line, Maconomy checks if the counted number of the item in this field corresponds to the total number of counted item serial numbers. If this is the case, the field is automatically updated with the latest counted number of serial number units, and in this way the total number of counted serial numbers is always shown in this window. When updating, an entered number of cartons will be reset in such a way that the total counted number is displayed in this field. If the counted number in this field and the total number of serial numbers do not correspond, for example, if items have been counted on item number level as well as serial number level, the inventory count line is not updated in this window. Please note that when entering numbers manually in this field, no serial number count lines are updated.
Total Counted	This field shows the total number of units counted of the current item. The value in the field is calculated as carton size multiplied by the number of cartons plus number of units on the current line. If there is a variance between the actual inventory and the inventory at the time the inventory count list was created, Maconomy automatically marks the field “Variance.” This field cannot be changed on neither an inventory count main listing if a result has been entered for the item in question on one or several of the sublistings assigned to the main listing, nor can the field be changed manually on sublistings.

Field	Description
	This window does not show the inventory volume recorded by Maconomy. It can be printed in the Inventory Count Listing window and will show the variance in quantity and percentage on the basis of the volume you enter here. You can change the value entered here until the inventory count list is approved in the Approve Count window. Once it is approved you cannot change it, and the “Approved” field will automatically be marked.
Var.	This field is marked if there is a variance between the manually entered inventory volume in the field “Total Counted” and the inventory volume recorded by Maconomy at the time the inventory count list was created in the window Inventory Count Listing. If the total counted number corresponds to the stock quantity recorded by Maconomy, this field is automatically unmarked. At the approval of an inventory count listing, Maconomy creates inventory change transactions for all items on the count listing so that the quantity of the current item number is updated with the counted quantity. If there is no deviation for an item, the number on the serial number movement for the current item will be zero. For items with serial number control, Maconomy also creates a number of serial number movement lines in order for the quantity of all serial numbers to be updated with the counted quantity. If no deviation is registered on a given serial number, the quantity recorded on the serial number movement line will be zero. If there is a mark in this field, the line will be included in the figures for the “Variances” and “Total Variances” fields.

Serial No. Count Single Dialog Workspace

Use this workspace to enter the counted quantity of the relevant serial numbers.

When you create an inventory count listing, Maconomy automatically creates a serial number count line for each serial number entered on the current item. In this workspace, the Serial No. Count tab displays a line from a main inventory count or a sublisting. The Serial Number Count Lines sub-tab displays the serial numbers entered for the item on the current inventory count line, sorted in stock location order. This means that you can enter the counted quantity of each serial number in this workspace.

You can understand the serial number count as a specification of which serial numbers of a given item there are actually to be found in the warehouse. Therefore, the functionality of this workspace is closely connected to that of the Inventory Count workspace, where you enter the counted units of each item number. When you enter a quantity on a serial number line, Maconomy checks whether the counted number of the item in the Inventory Count workspace corresponds to the total number of counted item serial numbers in this workspace. If this is the case, Maconomy automatically updates the line in the Inventory Count workspace with the latest counted number; thus, the Inventory Count workspace always displays the total number of counted serial numbers. For items that have serial number control you do not need to manually enter the total counted number in the Inventory Count Listing workspace. If the counted number in the Inventory Count workspace does not correspond to the total counted number of serial numbers—for example, if you have counted items on both the item number level and the serial

number level—Maconomy does not update the inventory count line in the Inventory Count workspace.

If you approve an inventory count listing and select the **Complete Serial No. Count** field, Maconomy creates a serial number movement line for each serial number for control of the quantity of serial numbers. The quantity on these lines corresponds to the deviation between the quantities counted and the quantities entered in the Serial Number Information workspace. Maconomy performs a similar control for all items that have the property **Complete Serial No. Reg.**, even if you do not select the **Complete Serial No. Count** field on the current listing. Maconomy does not perform this control in other cases, even if you enter serial number counts. However, Maconomy does control the entry of the serial number stock on various locations on which you report serial number counts.

Serial No. Count Tab

This section includes the fields and descriptions for the Serial No. Count Tab.

Inventory Count Listing Island

Field	Description
List No.	This field displays the number of the inventory count listing to which the line displayed is assigned. You cannot change the number of an inventory count listing.
Line No.	This field displays the number of the line on the inventory count listing currently shown in the window. The table part displays the serial number lines assigned to the current line.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current warehouse as specified in the window Warehouse Information Card.
Name	This field shows the name of the company specified in the field “Company No.” above.
Base Currency	This field shows which currency is used as the base currency in the company specified in the field “Company No.” above. For further information about the concepts of company base currencies and enterprise currency, see the description of the field “Base Currency” in the window Company Information in the G/L module.

Item Island

Field	Description
Item No.	This field displays the number of the item assigned to the current inventory count listing line.
Description	This field displays the item text assigned to the current item.

Field	Description
Warehouse	This field displays the name of the warehouse for which the inventory count listing has been printed. Only items stocked in the selected warehouse are included on the inventory count listing. All stocks taken on the current inventory count listing only concern this warehouse.
Stock Location	This field displays the stock location in which the current item is located. The value is transferred from the Item Information Card.
Unit	This field displays the unit in which the current item is inventoried and order processed. The unit is specified on the Item Information Card. The information cannot be changed in this field.
Counted	This field displays the total number of counted units of the current item. The value is transferred from the field “Total Counted” on the relevant inventory count listing line in the window Inventory Count. In this window, you cannot see the stock quantity in Maconomy. This quantity can be printed from the window Inventory Count Listing, where deviation in number and percentages are reported on the basis of the information in this field.
Serial Nos. Counted	This field displays the total number of counted units of the current item. The value in the field is calculated as the sum of the values in the field “Total Counted” on the serial number count lines in the table part.
Deviation	This field displays a possible deviation between the counted number of the item and the total counted quantity of the serial numbers. Thus, the field shows the difference between the fields “Counted” and “Serial Nos Counted.”

Serial Number Count Lines Sub-Tab

This section includes the fields and descriptions for the Serial Number Count Lines Sub-Tab.

Field	Description
Serial No.	This field displays the relevant current number.
Stock Location	This field displays the stock location in which the current serial number is registered. The value is transferred from the window Serial Number Information when the serial number count is performed and the value can therefore not be changed in this field.
Carton Size	In this field, you can specify the number of item units that are included in a carton. When performing an inventory count, you only have to count the entire cartons plus the number of units in opened cartons.
Number of Cartons	In this field, you can enter the number of counted cartons of the current item.

Field	Description
No. of Units in Carton	In this field, you can further to the number in whole cartons enter the number of items counted. If the field “System-filled Serial No. Count” was marked when creating the listing displayed in the card part of the window, the quantities of serial numbers are completed in advance on the lines with the quantity currently registered in the system. This way, you only need to enter figures for those items whose serial number stock does not match the one registered in the system.
Total Counted	This field shows the total number of units counted of the current item. The value in the field is calculated as carton size multiplied by the number of cartons plus number of units on the current line. When the value in this field changes, Maconomy checks if the counted number of the item in the field “Total Counted” in the window Inventory Count corresponds to the number shown in this field. If this is the case, the field “Number of Units” on the line in the window Inventory Count is automatically updated with the latest counted number, and therefore always displays the latest total counted serial numbers. Thus, it is not necessary manually to enter the total counted number in the window Inventory Count Listing. If the counted number in the window Inventory Count does not correspond to the total counted number of serial numbers, for example, if items have been counted on item number level as well as serial number level, the inventory count line is not updated in the window Inventory Count. If the field “System-filled Serial No. Count” was marked when creating the listing displayed in the card part of the window, the quantities of serial numbers are completed in advance on the lines with the quantity currently registered in the system.
Var.	This field is marked if there is a variance between the manually entered serial number volume in the field “Total Counted” and the inventory volume recorded by Maconomy at the time the inventory count list was created in the Inventory Count Listing window. If a manually counted serial number volume is registered as corresponding to the volume specified in the window Serial No. Information, this field is automatically unmarked.
Production Date	This field displays the production date of the current serial number. The date is transferred from the window Serial No. Information and cannot be changed here.
Sell-by Date	This field displays the sell-by date of the current serial number. The date is transferred from the window Serial No. Information and cannot be changed here.
Expiry Date	This field displays the expiry date of the current serial number. The date is transferred from the window Serial No. Information and cannot be changed here.
Serial No. Text 1-5	These fields show various information about the current serial number entry line. The date is transferred from the window Serial No. Information and cannot be changed here.

Inventory Count by Stock Location Single Dialog Workspace

Use this workspace to enter the counted quantity of the relevant serial numbers.

When you create an inventory count listing, Maconomy automatically creates a serial number count line for each serial number entered on items that have serial number control. In this workspace, the Inventory Count by Stock Location tab displays information about the inventory count listing. The Serial Number Count Lines sub-tab displays the serial numbers entered for the items on the current inventory count listings, sorted in stock location order. This means that you can enter the counted quantity of each serial number in this workspace. You can select to have only a part of the listings' serial numbers shown in the sub-tab.

You can understand the serial number count as a specification of the serial numbers within a given item that are actually to be found in the warehouse. Therefore, the functionality of this workspace is closely connected to that of the Inventory Count workspace, where you enter the counted units of each item number. When you enter a quantity on a serial number line, Maconomy checks whether the counted number of the item in the Inventory Count workspace corresponds to the total number of counted item serial numbers in this workspace. If this is the case, Maconomy automatically updates the line in the Inventory Count workspace with the latest counted number; thus, the workspace always displays the total number of counted serial numbers. For items that have serial number control, you are not required to enter the total counted number in the Inventory Count Listing workspace manually. If the counted number in the Inventory Count workspace does not correspond to the total counted number of serial numbers—for example, if you count the items on both the item number level and the serial number level—Maconomy does not update the inventory count line in the Inventory Count workspace.

If you approve an inventory count listing and select the **Complete Serial No. Count** field, Maconomy creates a serial number movement line for each serial number for control of the quantity of serial numbers. The quantity on these lines corresponds to the deviation between the quantities counted and the quantities entered in the Serial Number Information workspace. Maconomy performs a similar control for all items that have the property **Complete Serial No. Reg.**, even if you do not select the **Complete Serial No. Count** field on the current listing. Maconomy does not perform this control in other cases, even if you enter serial number counts. However, Maconomy does control the entry of the serial number stock on various locations on which you report serial number counts.

Inventory Count by Stock Location Tab

This section includes the fields and descriptions for the Inventory Count by Stock Location Tab.

Inventory Count Listing Island

Field	Description
List No.	This field displays the number of the current inventory count listing line. Warehouse No. This field displays the warehouse number for which the inventory count listing has been printed
Entry Date	This field displays the date any inventory movements and G/L entries for an approved inventory count list are entered. The entry date is always the same as the date an inventory count listing is approved.

Field	Description
	If the field is blank, the listing has not been approved.
Remarks	This field displays the note assigned to the current inventory count listing. The note is entered in the Inventory Count Listing window and cannot be changed here.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field, the table will show the serial numbers on the current inventory count listing. If the field is not marked, there will be serial numbers in the table. If the field is marked, the table will show the serial numbers specified by the other selection criteria fields in this island.
Stock Location	In these fields, you can enter a range of stock locations. The table will only show serial numbers with a location specification within this range. The lines are sorted by stock location and serial number.
Item No.	In this field, you can enter a range of item numbers. The table will only show items numbered within this range. The lines are sorted by stock location and item number.
Serial No.	In this field, you can enter a range of serial numbers. Only serial numbers included in this range are shown in the table part of the window.
Line No.	Here you can enter a range of line numbers. The lines in the inventory count list are numbered by stock location and item number. The table will only show lines numbered within this range.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current warehouse as specified in the window Warehouse Information Card.
Name	This field shows the name of the company specified in the field “Company No.” above.
Base Currency	This field shows which currency is used as the base currency in the company specified in the field “Company No.” above. For further information about the concepts of company base currencies and enterprise currency, see the description of the field “Base Currency” in the window Company Information in the G/L module.

Serial Number Count Lines Sub-Tab

This section includes the fields and descriptions for the Inventory Count by Stock Location Sub-Tab.

Field	Description
Stock Location	This field displays the stock location on which the relevant serial number is registered. The value is transferred from the window Serial Number Information, when the serial number count is performed and the value can therefore not be changed in this field.
Serial No.	This field displays the relevant serial number.
Line No.	This field displays the number of the line on which the serial number's item number appears on the inventory count listing.
Item No.	This field displays the number of the item to which the current serial number is assigned.
Carton Size	In this field, you can specify the quantity of serial numbers that are included in a carton. When performing an inventory count, you only have to count the entire cartons plus the number of units in opened cartons.
Number of Cartons	In this field, you can enter the number of counted cartons of the current serial number.
No. of Units in Carton	In this field, you can apart from the number in whole cartons enter the number of items counted.
Total Counted	This field shows the total number of units counted of the current serial number. The value in the field is calculated as carton size multiplied by the number of cartons plus number of units on the current line. When the value in this field changes, Maconomy controls if the counted number of the item in the field "Total Counted" in the window Inventory Count corresponds to the number specified in this field. If this is the case, the line in the window Inventory Count is automatically updated with the latest counted number, and therefore always displays the latest total counted serial numbers. Thus, it is not necessary to enter the total counted number in the window Inventory Count Listing manually. If the counted number in the window Inventory Count does not correspond to the total counted number of serial numbers, for example, if items have been counted on item number level as well as serial number level, the inventory count line is not updated in the window Inventory Count.
Var.	This field is marked if there is a variance between the manually entered serial number volume in the field "Total Counted" and the inventory volume recorded by Maconomy at the time the inventory count list was created in the Inventory Count Listing window. If a manually counted serial number

Field	Description
	volume is registered as corresponding to the volume specified in the window Serial No. Information, this field is automatically unmarked.
Description	This field displays the item text for the item to which the current serial number is assigned. The text is transferred from the Item Information Card and cannot be changed here.
Production Date	This field displays the production date of the current serial number. The date is transferred from the window Serial No. Information and cannot be changed here.
Sell-by Date	This field displays the sell-by date of the current serial number. The date is transferred from the window Serial No. Information and cannot be changed here.
Expiry Date	This field displays the expiry date of the current serial number. The date is transferred from the window Serial No. Information and cannot be changed here.
Serial No. Text 1-5	These fields show various information about the current serial number entry line. The information is transferred from the window Serial No. Information and cannot be changed here.
Cost	This field displays the cost of the current serial number at the warehouse in question. The cost is transferred from the window Serial No. Information and cannot be changed here.

Approve Count Single Dialog Workspace

Use this workspace to approve and delete inventory count lists.

The Approve Count tab displays how many lists are ready to be approved and deleted. The Inventory Count listings sub-tab displays each of these lists. In the sub-tab, you can select the lists that you want to approve and delete. You can only approve those lists whose **Approved** field is selected via the **Approve** action.

When you want to do an inventory count, you first use the Inventory Count Listing workspace to create a list of the items that you want to count. You can write down actual volumes on the printed list. You then record the actual volumes in one or more of the Inventory Count, Serial No. Count, or Inventory Count by Stock Location workspaces. You can specify a posting date for the counting. Thus, for example, you can enter an inventory that you did in December after the New Year, but use the original date of the inventory as the posting date.

In this workspace, you approve the count with the data entered on the current inventory count listing. This workspace does not display inventory count sublistings, because the figures that you enter on a sublisting are consolidated on the assigned main listing.

If you approve an inventory count listing and select the **Complete Serial No. Count** field, Maconomy creates a serial number movement line for each serial number for control of the quantity of serial numbers. The quantity on these lines corresponds to the deviation between the quantities counted and the quantities entered in the Serial Number Information workspace. Maconomy performs a similar control for all items that have the property **Complete Serial No.**

Reg., even if you do not select the **Complete Serial No. Count** field on the current listing. Maconomy does not perform this control in other cases, even if you enter serial number counts. However, Maconomy does control the entry of the serial number stock on various locations on which you report serial number counts.

Use the **Approve** action in this workspace to approve an inventory count list. When you approve an inventory count list, Maconomy creates inventory change transactions for all of the items on the list, updating the volume of each item number with the counted volume. If this causes the volume of a given item to be increased, it can result in backorder allocation if you select the **Aut. Back-Order Allocation** field in the System Information workspace of the Set-Up module. If you do not enter any deviation for an item, the number of the inventory change for the current item is zero. For items that have serial number control, Maconomy also creates a number of serial number transaction lines so that the quantity of all serial numbers is updated with the counted quantity. If you do not enter any deviation for a serial number, the quantity on the serial number transaction line for the current serial number is also zero.

Before you approve an inventory count listing, make sure that the **Balance Loc., Inv. Count** field has a value on the information card of the warehouse for which you are performing the count. Maconomy automatically uses the balance location specified to enter, sum, and offset variances between the entries in the system and the counted items. In this way, items that are missing in one location, but that have been found in another location, are offset and are thus not entered as shipment from or receipt at the warehouse. When all stock variances have been offset, the deficiency or the surplus of the items entered on the balance location results in item movements by means of a shipment to or a receipt at the warehouse in question. Maconomy automatically creates and approves picking lists and an inventory change transaction, and the balance location is no longer effective.

Maconomy also creates an item journal to update the relevant inventory accounts in the G/L module. You must then post the item journal in the Posting or Print Posting Journal workspaces in the G/L module.

If you do not want to approve an inventory count listing, for example because of too-large deviations, you can reprint the inventory count listing. You do this in the Inventory Count Listing workspace, where you can limit the printout to include only inventory count lines that have deviations that exceed a given limit in terms of amount or quantity.

If you enter a posting date that is before the printing date of the count list—that is, if you take stock before you print out the counting list—you must also take into consideration any inventory changes that happen between the stock-taking and the printout. Inventory changes that happen between the printout of the count list and the time when you enter the actual figures in the Inventory Count workspace have no influence on the inventory count.

Approve Count Tab

This section includes the fields and descriptions for the Approve Count Tab.

Statistics Island

Field	Description
No. Lists to Approve	This field shows how many of the inventory count lists in the table you have marked for approval. Lists are approved with the action “Approve.”

Field	Description
No. to be Deleted	This field shows how many of the inventory count lists in the table you have marked for deletion. These will be deleted when they are approved.

Inventory Count Listings Sub-Tab

This section includes the fields and descriptions for the Inventory Count Listings Sub-Tab.

Field	Description
List No.	This is the number of the inventory count list on the line. Inventory count lists are automatically given a number from the “Inventory Count” number series in the Numbers window. You cannot change it.
Remarks	This shows the note entered for the list in the Inventory Count Listing when the list was created. It cannot be changed here.
Warehouse	This field shows which warehouse the inventory list is for. The list will only include items in this warehouse. The warehouse was chosen in the Inventory Count Listing window and it cannot be changed here.
Cost Var.	This shows the total cost of the volume variances in the list. The costs are found from the cost at the warehouse in question and the costing method of the individual items. These data are in the item information card. When the inventory count list is approved with the action “Approve,” Maconomy creates an item journal, which is ready to be posted in the G/L module. The entry text is retrieved from the “Item Inventory Count” entry type in the window Posting Descriptions in the G/L module. If the amount is positive, the inventory value account will be debited, and the inventory count account credited. If the amount is negative, the inventory value account will be credited, and the inventory count account debited. The inventory value account is specified by means of a dimension combination in the field “Inventory Value” in the window Warehouse Information Card and the inventory count account is specified by means of a dimension combination in the field “Inventory Count” in the island Manual Inventory Value Changes in the window Warehouse Information Card.
Variances	This field shows how many item numbers there are variances for in the list. If you wish to see how great the variances are, print the “Inventory Count Result” in the Inventory Count Listing window.
Approve	You can mark this field if you wish to approve the list when you select “Approve” in the Action menu. When approving a list, Maconomy will create an item transaction for all items on the inventory count listing with the inventory adjustments and an item journal in the G/L module, which is ready to be posted. If the field is not marked, the list is not approved when you select “Approve” in the Action menu.

Field	Description
	Once an inventory count list has been approved, it will no longer be shown in this window. However, you can still see it in the Inventory Count window and reprint it in the Inventory Count Listing window.
Delete	You can mark this field if you wish to delete the list when you approve it. If the field is marked, the list will deleted next time you select “Approve” in the Action menu. You can only mark this field if the “Approve” field is also marked. If the field is not marked, the list is not deleted when you select “Approve” in the Action menu. If the list is approved, you can no longer see it in this window’s table. However, you can see it in the Inventory Count window or reprint it in the Inventory Count Listing window.
Entry Date	In this field, you can enter a posting date to be used on the G/L entries made when the counting is posted. Thus, the actual date of stock taking can be maintained, regardless of when the counting list was printed and when the actual figures were entered into the window Inventory Count. If the field is not completed, Maconomy uses today’s date. The field can only be completed if the field “Allow Back Dating” has been marked in the window System Information in the Set-Up module.

Actions

This section shows the Actions available in the Approve Count workspace.

Top Tab

Field	Description
Approve	When you select this action, you approve the lists in the table which have a mark in the “Approve” field. You also delete the lists which have a mark in the field “Delete,” provided these also have a mark in the field “Approve.” When you approve a list, Maconomy creates an item journal with inventory change transactions for all items on the list in such a way that the quantity of the current item number is updated with the counted quantity. If no deviation is registered for an item, the number of the inventory change for the current item will be zero. For items with serial number control, Maconomy also creates a number of serial number transaction lines in such a way that the quantity of all serial numbers is updated with the counted quantity. If no deviation is registered for a serial number, the quantity on the serial number transaction line for the current serial number will also be zero. The item journal is posted in the window Posting or Print Posting Journal in the G/L module. If the cost variance in the field “Cost Variance” is positive, the inventory value account will be debited, and the inventory count account credited. If the variance is negative, the inventory value account will be credited, and the inventory count account debited. Maconomy inserts today’s date as entry date and item journal date. The entry text is retrieved from the entry type “Item Inventory Count” in the window Posting Descriptions in the G/L module. The inventory value account is specified by means of a dimension combination in the field “Inventory Value” in the window Warehouse Information Card, and the inventory

Field	Description
	count account is specified by means of a dimension combination in the field “Inventory Count” in the island Manual Inventory Value Changes of the Warehouse Information Card. Once an inventory count list has been approved, it will no longer be shown in this window’s table part.

Production Selection Single Dialog Workspace

Use this workspace to create production selections for Bills of Materials (BOMs) with production control.

You use production selections in the BOM Production workspace.

Maconomy's BOMs are produced in the following way: The BOM header (the BOM itself) is referred to as the finished item, and the BOM parts are referred to as the raw materials. The BOM is thus a kind of recipe. If you want to create recipes at several levels, you must create a production transaction for every level. You can place finished items and raw materials in the same warehouse or in different warehouses, but all raw materials must be in the same warehouse. In addition, you must assign both the raw materials warehouse and the finished items warehouse to the same company. The recipe can contain raw materials that do not have inventory control.

When you create a production selection, Maconomy checks that the inventory volume of the finished item, minus the order and backorder volumes, including existing production volume, plus an item purchase order volume, in the selected inventory is below or at the reorder point. If it is, Maconomy suggests a production to bring volumes up to the maximum inventory volume for the given item in the given warehouse. Maconomy always suggests a quantity that is divisible by the item's smallest production unit.

If the **Inventory Profile** field has a value in the sub-tab of the information card of an item, Maconomy calculates the available stock as the current stock plus entered receipts minus entered shipments in the period from today to the end of the delivery horizon. Maconomy calculates the delivery horizon as today's date plus the time of delivery specified for the item in question in the sub-tab of the Item Information Card workspace. Maconomy considers the inventory profile when you create a production selection. Maconomy suggests producing the quantity needed for the item to be at the maximum stock level at the end of the delivery horizon, thus avoiding the production of items for orders that are delivered after the delivery horizon. Maconomy always suggests a quantity that is divisible by the minimum production unit of the item.

If you select the **Discontinued** field on an item information card, the item in question is not included in the production selection.

A production selection consists of a production transaction that has not been approved and for which you have not reserved raw materials. The production volume is not added up until you reserve the items in the BOM Production workspace.

A production transaction can include several finished items, but you can only complete the production if all of the finished items in the transaction are being produced. If you want to handle the production of a finished item separately, you can create one transaction per finished item.

The company to which the finished items warehouse is assigned is automatically specified as responsible for the production transactions that are created as a result of the production selection. Therefore, Maconomy automatically assigns to each transaction the next available

number in the transaction number series specified for the company of the finished items warehouse.

When you click **OK**, Maconomy creates a production transaction for the target group.

Production Selection Tab

This section includes the fields and descriptions for the Production Selection Tab.

Finished Items Island

Field	Description
Warehouse	Here you select the warehouse for which the selection is to be made. It is the stock in this warehouse that determines whether a selection will be made. The finished item must have production control in the warehouse. The selection will only apply to this warehouse. Maconomy will make a production selection if the inventory volume of the finished item, less order and back order volumes and including existing production volume, plus an item purchase order volume, is below or at the reorder point. The company to which the finished items warehouse is assigned will automatically be specified as responsible for the production transactions created as a result of the production selection. You can only select a warehouse which is assigned to the same company as the raw materials warehouse.
Item No.	Here you can enter a range of item numbers. Maconomy will only create production selections for items in this range and which are marked in the “Production Control” field in the table part of the item information card for the selected warehouse.
Item Group	Here you can select an item group from the window Item Group Information Card. Maconomy will only create production selections for items in this group.
Item Type	Here you can select a pop-up field of the type “Item Types,” which is defined in window Popup Fields in the Set-Up module. Maconomy will only create production selections for items of this type.
One item per transaction	You can mark this field if you wish to create a separate production transaction for every finished item for which Maconomy makes a production selection. If you do not mark this field, Maconomy makes one production transaction containing all the items. A production is carried out by approving a production transaction in the BOM Production window. If a particular finished item is not being produced or cannot be produced due to lack of raw materials, you will be unable to produce the other items in the transaction. It is then useful to have only one item per transaction.

Raw Materials Island

Field	Description
Warehouse	Here you select from which warehouse to take the raw materials. Raw materials are BOM parts at level one and the BOM header is the finished item. Raw materials with inventory control must be in the warehouse selected here. If they are not, Maconomy cannot make a production selection. Maconomy does not check that the raw materials are available in sufficient numbers. You can check this in the Print Requirement Analysis window or as the raw materials are reserved by the production transaction in the BOM Production window. A raw material can also be a BOM produced from raw materials. It is then a semi-finished item, which must be produced in a separate production transaction. You cannot produce the semi-finished item at the same time as you produce the finished item of which it is part. You can only select a warehouse which is assigned to the same company as the finished items warehouse.

Cost Calculation Island

Field	Description
From Raw Mat.	You mark this field if the costs of the finished items in the production selection are to be found from the costs of the raw materials or are to be determined by the finished item. The value is transferred to the production selections and can be changed on the individual production transactions in the BOM Production window. See also the description of the “From Raw Materials” field for the BOM Production window.

BOM Production Single Dialog Workspace

Use this workspace to generate Bills of Materials (BOM).

Manufacturing companies that produce finished items from the raw materials in stock typically use the BOM Production feature. The BOM item is called the finished item, and the BOM component parts are typically the raw materials. Maconomy uses the list of item parts in the Bill of Materials Information Card as the basic recipe for the finished item. Work hours, which represent a cost, are a valid raw material in the production. You create work hours as a BOM part without inventory control.

You can either create a production transaction directly in this workspace, or you can create it from a production selection in the Production Selection workspace.

In the BOM Production tab of this workspace, you specify general information about the production transaction (that is, the production itself), such as its number, inventories, and cost principle. In the Production Lines sub-tab you enter how many finished items to produce. You can produce several different finished items at the same time.

You can also choose between normal or reverse production. Reverse production refers to the disassembly of production items, for example, the disassembly of a table into a table top and four legs. When you approve a reverse production, Maconomy splits up the finished items in question

into a number of raw materials that are then added to the stock of the raw materials warehouse. Maconomy calculates the cost of the raw materials from the cost of the finished item, using the price ratios that you specify on the BOM. However, you can change the price ratios in the Production Reports workspace.

Maconomy calculates the cost either as the sum of the raw material costs or as specified beforehand. Raw materials and finished items must exist in the system before you can produce a BOM here. You can assign them to the same warehouse, or you can separate them into inventories for raw materials and finished items. You must assign all raw materials that have inventory control to the same warehouse.

You complete a production by first selecting **Reserve Raw Materials**. If some of the raw materials that have inventory control are not available, Maconomy alerts you. Before you approve the production transaction, and before you complete the production—that is, before you update inventories—you can create a report of the actual raw materials usage in the Production Reports workspace.

You can use the Print Requirement Analysis workspace to find out whether there are enough raw materials on stock to perform the production, before you reserve any raw materials.

When the production is complete, Maconomy deducts the raw materials from the warehouse of raw materials and adds the finished items to the warehouse of finished goods. Maconomy creates an item journal of all the financial transactions, which is ready to be posted.

BOM Production Tab

This section includes the fields and descriptions for the BOM Production Tab.

Transaction Island

Field	Description
Trans. No.	This is the number of the production transaction. Maconomy automatically allocates the next available number in the transaction number series specified for the company responsible for the transaction. You cannot change the number here, but you determine how numbers are allocated in the window System Numbers in the Set-Up module.
Trans. Type	This is the transaction type of the production transaction. If the field is left empty, Maconomy will set it to the default transaction type in the Item journal (for the specific company and user.)
Created by	This is the name of the user who created the transaction. The name cannot be changed.
Date	This is the date the transaction was created. It is not necessarily the date of the production, which is the date when the transaction is approved. The date cannot be changed.
Reserved	This field shows whether you have reserved any raw materials for the production in the table part. If this field is marked, you have used the action “Reserve Raw Materials” for the production transaction, and the relevant order volume, back order volume and available volume for the raw materials have been updated in the warehouse selected in the field “Raw Materials.”

Field	Description
	Before reserving raw materials, you can use the Print Requirement Analysis to find out whether there are enough raw materials available for the production.
Approved	This field shows whether the transaction has been approved, that is, whether the production has been completed. Only the quantity specified in the field “Number to End Report” is approved when the action “Approve Production” is selected. Thus, it is possible to only approve part of a production. When the number of units specified in the field “Quantity” has been approved, it is no longer possible to make changes to the current production in this window. Units can only be approved for production once.
Approved by	This is the name of the user who approved the transaction, using the action “Approve Production.” The name cannot be changed.
Date	This is the date the production transaction was approved. This is the date Maconomy registers all transactions involved in the production. The date cannot be changed.
Closed	This field shows whether the current production transaction has been fully closed, that is, if the number of items shown in the field “Number End Reported” corresponds to the number shown in the field “Quantity.” When the last unit on the production transaction is end reported using the action “Approve Production,” the production transaction is automatically closed, and no further changes can be made to the transaction in this window. The field is only used on production transaction with positive production direction, and it cannot be completed manually.

Production Island

Field	Description
Raw Materials	Here, you select the raw materials warehouse. When the production is approved, the raw materials are removed from the warehouse if they have inventory control. The corresponding inventory value is registered when you post the item journal. If none of the raw materials have inventory control, this field cannot be used. You can only select a warehouse which is assigned to the same company as the finished goods warehouse.
Raw Material Loc.	In this field, you can specify the location in the current warehouse from which the raw materials are taken. This location will apply to those lines in the table part of the window Production Reports where the raw material location field is left blank. If a raw material location is specified on a given production report line, it overrules any location specified in this field. When you create a production transaction, Maconomy suggests the standard production location specified for the selected warehouse, but you can specify another location. If no standard production location has been specified for the warehouse, Maconomy suggests a blank value.
Finished Goods	Here, you select the warehouse of finished goods. When the production is approved, the finished items are placed in this warehouse. When you post the item journal, the corresponding inventory value is added to the inventory value

Field	Description
	account for finished items. If cost is calculated from the cost of the raw materials, and a variance occurs, Maconomy will adjust the cost of the finished item in the finished goods warehouse. You can only select a warehouse which is assigned to the same company as the raw materials warehouse.
Finished Goods Loc.	In this field, you can specify the location in the current warehouse from which the raw materials should be taken. This means that the stock of the items should be decreased for this location when the production is complete. This location will apply to those lines in the table part where the location field is left blank. If a location is specified on a given line in the table part, it overrules any location specified in this field. When you create a production transaction, Maconomy suggests the standard production location specified for the selected warehouse, but you can specify another location. If no standard production location has been specified for the warehouse, Maconomy suggests a blank value.
Entry Description	Here you enter an entry text. The text appears on all G/L entries related to the production. If you leave this field blank, Maconomy allocates a standard text from the Posting Descriptions window in the G/L module.

Cost Calculation Island

Field	Description
From Raw Mat.	Here you specify how to calculate costs. If this field is marked, the cost of one finished item is calculated as the sum of the costs of its raw materials. In other words: Costs of the BOM parts, multiplied by the quantity of each BOM part, divided by the pricing unit of the BOM part, produces the cost of the BOM header. You can also read this amount in the “Cost” field in the card part of the BOM information card of the finished item. However, this requires that the BOM composition has not been changed after the finished item is entered in the production transaction. If you leave this field blank, the finished item is inventoried at its registered cost. This cost is retrieved from the BOM Information Card window. If there is a difference between this cost and the sum of the costs of the raw materials, the difference is posted to the production account specified by means of a dimension combination in the warehouse information card of the warehouse of finished goods.

Company Island

Field	Description
Company No.	In this field, you can enter the number of the company responsible for the current production transaction. If you do not enter a value, the company to which the finished goods warehouse is assigned is automatically transferred to this field.
Name	This field shows the name of the company shown in the field “Company No.” above.

Production Lines Sub-Tab

This section includes the fields and descriptions for the Production Lines Sub-Tab.

Field	Description
Item No.	Here you enter the number of the finished item you wish to produce. The item must be a BOM with inventory control. When you press Return, Maconomy creates a production recipe, that is, a list of the BOM component parts. If you change the composition of the BOM in the BOM Information Card window before starting production (that is, approving it), the production recipe will not be changed accordingly. You can print the production recipe using the print functions in the File menu. If you cannot remember the number of an item, you can use the search functions in the Find menu.
Quantity	Here you specify how many units of the finished item you wish to produce. When you approve production, this quantity of finished items will be added to the warehouse of finished goods.
Unit	This is the item unit registered in the warehouse. It cannot be changed here.
Description	This is the item text from the “Description Lang. 1” field in the Item Information Card. The text cannot be changed here.
Production Date	Here you enter the date of the production. Maconomy suggests the current date, but you can change it. If you have reserved raw materials, Maconomy alerts you if the production date is earlier than the last delivery date of the raw materials.
Production Direction	In this field, you can specify whether the production is positive or reverse. By reverse production is meant the disassembly of production items, for example, the disassembly of a table into a table top and four legs. Positive production direction represents normal production where raw materials are processed and become finished goods. When you select the action “Reserve Raw Materials” on a reverse production transaction, the quantity in order is increased by the number in production in the finished goods warehouse, and the quantity of raw materials increases in the raw materials warehouse. When the action “Approve Production” is selected, the finished goods are split into a number of raw materials which are then added to the stock of the raw materials warehouse. As in the case of positive production, the approval is only made for one BOM level at a time. In reverse production, the cost of the raw materials is calculated from the cost of the finished item, using the price ratios specified on the BOM. However, the price ratios can be changed in the window Production Reports. Reverse production can only be selected if the raw materials have inventory control.
Delivery Date	This field shows the date on which the finished item was reserved for reverse production. The field is blank on positive production transactions.

Field	Description
Stock Location No.	In this field, you can specify the location in the selected warehouse at which the finished goods items on the current line are to be registered. If this field is left blank, the finished goods location specified in the card part of the window will apply to the line. When the BOM production is approved, the finished goods are registered at this location, updating the stock of the location in question by the quantity of finished goods. In the case of reverse production, the items being disassembled are removed from this location instead when the production is approved.
Number to End Report	In this field, you can enter the number of items to be end reported. The field can only be completed on positive production transactions. Maconomy automatically suggests the number specified in the field “Quantity” but the field can be changed manually. Once the number of units specified in the field “Quantity” has been end reported, the field “Closed” in the card part of the window will automatically be completed, and the current line can no longer be changed.
Number End Reported	This field shows the number of finished items which have already been end reported, that is, the raw materials have been reserved using the action “Reserve Raw Materials” and the production has been approved using the action “Approve Production.” The field can only be used for positive production transactions.
Number Used Hitherto	This field shows how many of the finished items on the transaction you have so far been disassembled. The field can only be used for reverse production transactions. The value in this field does not necessarily correspond to the number of finished items which would theoretically be needed to obtain the quantity of raw materials registered in the table part, as some parts of the finished item may be not be in working order after the disassembly, resulting in fewer raw materials. The actual quantity of raw materials gained is registered in the window Production Reports.
Control %	This field shows the sum of the price ratio percentages specified for the raw materials in the window Production Reports. The control percentage on reverse production transactions must be 100 before you can approve the production.

Actions

This section shows the Actions available in the BOM Production workspace.

Top Tab

Field	Description
Reserve Raw Materials	When you select this action, Maconomy reserves all the raw materials needed for the production in the production transaction. The raw materials are reserved in the “Raw Materials” warehouse.

Field	Description
	When a raw material is reserved, Maconomy increases the order volume and/or back order volume in the item information card of the raw material and decreases the available inventory of the item correspondingly. If there are not sufficient raw materials for the production, Maconomy alerts you. If your company uses the “By Reservation” back order method, the unavailable raw materials will be put on back order in the item information card. If you use the “By Picking” back order method, the unavailable items will be put on order in the item information card. Back order principle is selected in the System Information window in the Set-Up module. When you select this action on a reverse production transaction, the quantity on order is increased by the number in production in the finished goods warehouse, and the quantity of raw materials increases in the raw materials warehouse. When the action is selected, the field “Reserved” in the card part of the window is automatically completed.
Approve Production	When you select this action, you approve the production of the finished items in the window's table part. Before a production can be approved, you must reserve the raw materials. You can also make a report of the actual raw material usage in the Production Reports window. When you approve a production, Maconomy carries out the following: The BOM parts that are part of the raw materials in the production and that have inventory control are taken out of the raw materials warehouse. The quantity of raw materials and the composition of finished items can be reported in the Production Reports window. The production recipe can hereby be changed. The quantity of raw materials included in the finished items multiplied by the number of finished items produced is removed from the warehouse. If this quantity is not available, Maconomy alerts you. However, the production can be completed, although it leaves a negative inventory for the raw materials. The raw materials are removed from their inventories at current cost. The finished items are added to the warehouse of finished goods. They are added at a cost calculated from the raw materials or at the cost specified for the finished goods warehouse in the table part of the item information card. Cost calculation is selected in the “Cost Calculation” island. Maconomy creates an item journal specifying the reductions and increases in the inventory value accounts affected by the production. If the cost calculation reveals a cost variance, the journal registers the cost adjustment for the finished item in the finished goods warehouse. A cost variance can also occur if some of the component raw materials are without inventory control. This difference is posted to the production account specified by means of a dimension combination in the warehouse information card of the warehouse of finished goods. In reverse production, the finished goods are split into a number of raw materials which are then added to the stock of the raw materials warehouse. The cost of the raw materials is calculated from the cost of the finished item in the finished goods warehouse, using the price ratios specified on the BOM. However, the price ratios can be changed in the window Production Reports.

Production Reports Single Dialog Workspace

Use this workspace to create a report of a production, so that you can get a report of the actual raw material usage before you approve the production.

The Production Reports tab displays information about the finished item. The Raw materials sub-tab displays the production recipe. You can enter the actual usage of raw materials in the sub-tab, and you can change the composition of the finished item by deleting or adding raw materials. The sub-tab displays information about the raw materials.

This workspace can also handle reverse production. Reverse production means the disassembly of production items, for example, the disassembly of a table into a table top and four legs. In reverse production, Maconomy splits the finished items in question into a number of raw materials that it then adds to the stock of the raw materials warehouse. Maconomy calculates the cost of the raw materials from the cost of the finished item, using the price ratios that you specify on the BOM. However, you can change the price ratios in this workspace.

You can retrieve a finished item in this workspace after you enter a production transaction in the BOM Production workspace, and after you create a production selection in the Production Selection workspace.

You can change the quantity of raw materials before you reserve the items in the BOM Production workspace. Thus, you only reserve the necessary amount of raw materials.

Production Reports Tab

This section includes the fields and descriptions for the Production Reports Tab.

Production Line Island

Field	Description
Trans. No.	This is the number of the production transaction for the finished item. It cannot be changed.
Trans. Type	This is the transaction type of the production transaction for the finished item. It cannot be changed.
Line No.	This is the line number in the production transaction the finished item is on. The production line is in the table of the BOM Production window. It cannot be changed.
Production Date	This field shows the date on which the transaction is planned for production. The date is transferred from the window BOM Production. It cannot be changed here.
Production Direction	This field shows whether the direction of the production transaction is positive or reverse. By reverse production is meant the disassembly of production items, for example, the disassembly of a table into a table top and four legs. Positive production direction represents normal production where raw materials are processed and become finished goods. The value in the field I transferred from the window BOM Production.

Field	Description
Reserved	This field shows whether raw materials have been reserved for the production. If this field is marked, the raw materials in the table have been reserved. The reservation is made in the BOM Production window. If this field is not marked, raw materials have not been reserved. You can then change both the composition of the finished item and the quantity of raw materials in the table, for example, if the production recipe is incorrect. The reservation will then only include the necessary raw materials. After reserving the items, you can report the actual raw material usage in this window before approving the production.
Stock Location No.	This field shows the finished goods stock location number of the current production line. The location is originally specified in the table part of the window BOM production but can be changed here, causing the line in the window BOM production to be updated.
Approved	This field shows whether the production transaction has been approved. If it is marked, the production transaction has been approved and is completed. You can then no longer change the production of the finished item. If the transaction is not approved, that is, the field is blank, you can make a production report. You can then also change the raw materials in the table. A production transaction is approved in the BOM Production window and includes all the finished items in the transaction. The quantity of raw materials actually used in the production is shown in the “Usage” field in the table in this window.
Closed	This field shows whether the current production transaction has been fully closed, that is, the production of the total number of items has been approved using the action “Approve Production” in the window BOM Production. The field cannot be changed here.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current production transaction
Name	This field shows the name of the company shown in the field “Company No.” above.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Reverse Production Island

Field	Description
Sales Orders	This field shows how many units of the finished item you have placed on order as a result of the reservation of raw materials for the current reverse production. If the back order method “By Picking” is used, the number in this field will always correspond with the number in the field “Quantity” in the island Finished Item when the raw materials have been reserved. If the back order method “By Reservation” is used, the reservation of raw materials will cause the number in this field to be equal to the number of units of the item available at the time of reservation. However, the number in this field will never be higher than the number in the field “Quantity” in the island Finished Item. Thus, the number in this field shows how many units of the finished item are available for disassembly in the reverse production. The back order method is selected in the window System Information. However, the method can only be changed as long as no order volume or back order volume is registered in the system.
Balance	This field shows how many units of the finished item you have placed in back order as a result of the reservation of raw materials for the current reverse production. If the back order method “By Picking” is used, the number in this field will always be zero after the reservation as no back order volume is calculated. If the back order method “By Reservation” is used, the reservation of raw materials will cause the number in this field to be equal to the number of units of the item unavailable at the time of reservation. Thus, the number in this field shows how many extra units of the finished item are needed in the finished items warehouse for the completion of the reverse production. The back order method is selected in the window System Information. However, the method can only be changed as long as no order volume or back order volume is registered in the system.
Usage	In this field, you can specify the number of the finished item actually spent in the disassembly. Maconomy automatically suggests the number in the field “Quantity” in the island Finished Item. When the reverse production is approved in the window BOM Production, the number of finished items in the finished items warehouse is reduced by the number in this field.
Number Used Hitherto	This field shows how many of the finished items on the transaction you have so far disassembled. The value in this field does not necessarily correspond with the number of finished items which would theoretically be needed to obtain the quantity of raw materials registered in the table part, as some parts of the finished item may be not be in working order after the disassembly, resulting in fewer raw materials.
Pricing Unit	This field shows the pricing unit of the finished item. The pricing unit is the number of units of the item covered by the unit price of the item. The pricing unit applies to sales price, cost, weight, and volume.
Cost	This field shows the cost per pricing unit of the finished item in the card part of the window. The cost and costing method are specified on the information card of the

Field	Description
	item. The cost in this field is used in the calculation of the total cost value of the reverse production as Maconomy gets the current cost from the finished goods warehouse in the table part of the item information card when the reverse production is approved in the window BOM Production. When a reverse production transaction is created in the window BOM Production, the cost on each line in this window is calculated from the cost of the finished item in the finished goods warehouse, using the price ratios specified on the BOM.
Delivery Date	In this field, you can enter a delivery date for the finished item. If the number of units needed is not available, Maconomy will calculate a delivery date, using the time of delivery specified for the item in the window Item Information Card. If inventory profile is used on the item, the delivery date calculated will be the first day on which the quantity needed is available.
Control %	This field shows the sum of the price ratio percentages in the table part of the window. The control percentage on reverse production transactions must be 100 before you can approve the production in the window BOM Production. The value is calculated by Maconomy and the field cannot be changed manually.

Finished Item Island

Field	Description
Item No.	This is the number of the finished item, whose production recipe is shown in the table. The finished item is produced when you approve the production transaction in the BOM Production window. A finished item consists of a BOM header with inventory control. The BOM parts at level 1 are the raw materials, and these are shown in the table. A BOM is created in the BOM Information Card window. The item number is retrieved from the Item Information Card window.
Description	This is the item text from the “Description Lang. 1” field from the item information card of the finished item. It cannot be changed here, but you can change it in the item information card.
Quantity	This is the quantity of the finished item you are producing in the production transaction. When the transaction is approved, the production is carried out. The warehouse of the finished item is shown in the “Finished Item Warehouse” field in the card part of the BOM Production window. If the production transaction was made from a production selection, the finished item warehouse was given in the “Warehouse” field in the Finished Items island in the Production Selections window. You can change the production recipe in the table and you can make a report of which and how many raw materials are actually used. Note, however, that it will always produce the quantity in this field.
Unit	This is the unit the finished item is stocked and sold in. It is entered in the item information card and cannot be changed here.

Raw Materials Sub-Tab

This section includes the fields and descriptions for the Raw Materials Sub-Tab.

Field	Description
Item No.	This field shows the number of the raw material for the production of the finished item. The raw material is usually a BOM part at level 1, and the finished item is the BOM header. The raw material is removed from the warehouse in the “Warehouse” field on the line in the quantity given in the “Usage” field. When you enter a new raw materials line, you must enter the number of the raw material here. You can use the search functions in the Find menu to find the right item. The raw material must be in the “Raw Materials” warehouse given in the BOM Production window or in the “Warehouse” given in the Raw Materials island in the Production Selections window. The raw materials warehouse is also shown in the “Warehouse” field on all existing raw material lines. If the “Reserved” field is marked, Maconomy will reserve the new raw material in the quantity given in the “Total” field. If not all the raw materials are available, Maconomy will alert you.
Total	This field shows the number of units of the raw material will be used in the production of the finished item in the card part. The quantity is found by multiplying the number of finished items in the “Quantity” field in the card part by the number of raw materials per finished item, which is given in the “No. per Finished Item” field and in the “Quantity” field in the table part of the BOM Information Card window. You can change the quantity until the production has been approved. The selection value in the “Usage” field will also be changed. If you have not yet reserved raw materials, the reservation will only cover the quantity given here. When you enter a new raw material line, you must enter a quantity here. If the “Reserved” field is marked, Maconomy will reserve the new raw material in the quantity given here. Maconomy alerts you if the raw materials are not all available.
Sales Orders	This shows how many raw materials are put on order (and thereby reserved) when raw materials were reserved for the production. If you have selected the “By Picking” back order method in the System Information window, the quantity here will after the reservation always be the same as the “Total” field. If you use the “By Reservation” back order method, the quantity here will be the available quantity at the time of the reservation. However, it will never exceed the quantity in the field “Total.” The quantity here tells you how many of the raw material are available for production.
Balance	This field shows how much of the raw material was put on back order at the time of the reservation. If you use the “By Picking” back order method, the quantity here will always be 0. If you use the “By Reservation” back order method, the quantity will be the same as the quantity unavailable at the time the items were reserved. The

Field	Description
	quantity therefore shows how much of the raw material should be added to the warehouse before the production can be completed.
Usage	Here you can enter how much of the raw material was actually used in the production of the finished item in the card part. Maconomy suggests the quantity in the production recipe in the “Total” field. When the production is approved in the BOM Production window, Maconomy removes the quantity of the raw material given here. Note that when you approve a production transaction, the production is completed and the quantity here has therefore been used.
Description	This is the text for the raw material, retrieved from the “Description Lang. 1” field in the item information card. It cannot be changed here.
No. per Finished Item	This is the quantity of raw materials used for one unit of the finished item. It is found by dividing the value in the “Quantity” field in the card part by the value in the “Total” field on the raw material line.
Extra Text	Here you can enter an extra text to describe the raw material. Maconomy suggests the text from the “Extra Text” in the BOM Information Card.
Cost	This is the cost per pricing unit of the raw material. Cost principle is retrieved from the card part of the item information card, while cost is retrieved from the raw material warehouse in the table part of the item information card. The cost is used to calculate the total cost of the production. Maconomy retrieves the cost from the item information card at the time the production is approved. When a reverse production transaction is created in the window BOM Production, the cost on each line in this window is calculated from the cost of the finished item in the finished goods warehouse, using the price ratios specified on the BOM.
Pricing Unit	This is the pricing unit, that is, the quantity included in the unit price. This applies to sales prices, costs, weight and volume.
Price Ratio %	On reverse production transactions, this field shows the current raw material item’s price ratio percentage from the BOM of the finished item. However, the value can be changed. The price ratio percentage is used for calculating the cost of the items obtained as a result of the reverse production. If the field “Cost from Raw Materials” has been marked in the window BOM Production, the cost of the finished item is allocated onto the raw materials, based on the price ratios specified in this field.
Bill of Materials	This field is marked if the raw material is a BOM.
Inventory Control	This field is marked if the raw material has inventory control. If it does, Maconomy removes the quantity of the raw material in the “Usage” field from the inventory when the production is approved. The value of the raw materials inventory is decreased by the cost of the raw material line.

Field	Description
	If the item does not have inventory control, the total cost of the raw material line will be included in the total cost of the production, while the value of the raw material inventory is not reduced.
Warehouse	This is the raw material warehouse. When the production is approved, the raw materials are removed from this warehouse if they have inventory control. The raw material warehouse was selected in the “Raw Materials” warehouse when the production transaction was created in the BOM Production window or in the “Warehouse” field in the Raw Materials island in the Production Selection window.
Stock Location No.	In this field, you can specify the location in the selected warehouse from which the raw materials should be taken. If this field is left blank, the raw material location number specified in the card part of the window BOM Production will apply to the line. When the BOM production is approved, the stock of the raw material items is decreased for this location by the relevant quantities. In the case of reverse production, the disassembled parts are added to the stock of this location in the relevant quantities.
Delivery Date	This shows the delivery date of the raw material. If you have selected the back order method “By Picking,” Maconomy will calculate a delivery date here, if the raw material is not available at the time of reservation and if the raw material has a delivery time in its item information card. The date here is then the delivery time added to the date on which the raw materials are reserved.
Number to End Report	In this field, you can enter the number of units of the current item to be added to the stock of the raw materials warehouse as a result of the disassembly of the finished item shown in the card part of the window. The items are not end reported until the action “Approve Production” is selected in the window BOM Production.
Number End Reported	This field shows the number of units of the current item which has so far been end reported by selecting the action “Approve Production” in the window BOM Production.
Number Used Hitherto	This field shows how many of the finished items on the transaction you have so far disassembled. This field can only be used for reverse production transactions. The value in this field does not necessarily correspond to the number of finished items that would theoretically be needed to obtain the quantity of raw materials registered in the table part, as some parts of the finished item may not be in working order after the disassembly, resulting in fewer raw materials. The actual quantity of raw materials gained is registered in the window Production Reports.

Update Item Reservations Single Dialog Workspace

Use this workspace to update delivery information about sales and backorder lines in the Sales Orders module, based on the latest inventory and availability information.

Using this workspace, you can run the actions that are in the Sales Orders, Back Order Register, and Item Purchase Orders workspaces on a number of order lines, thus ensuring that the orders contain realistic delivery dates, and that as many units as possible are delivered as soon as possible.

Only lines that contain items that have inventory control are affected by the actions in this workspace. In addition, Maconomy ignores lines on orders where you select the **Urgent** field.

When you update delivery dates on a single line at a time—for example, in the Sales Orders workspace—Maconomy treats that line as if it were being created, while all other item reservations stay the same and thereby have first priority. However, when you change delivery dates for several lines in a batch using this workspace, Maconomy re-reserves all of the affected lines and prioritizes lines related to the same item based on their current delivery dates. Using this workspace to update a range of lines therefore results in a fairer re-reservation, because lines that have earlier delivery dates are more likely to benefit from items received earlier than expected.

If an error occurs during the update process, Maconomy cancels the whole update, including lines that were processed before the error was encountered. However, you can select the **Allow Partial Update** field if you want Maconomy to skip erroneous lines and update all lines that do not contain errors. Maconomy keeps a log of any errors that it encounters in the update process. The log is printed at the end of each process. The log is also saved, meaning that log information from previous processes is also printed. However, you can delete all previous log information by selecting the **Delete Log Information** field.

Update Item Reservations Tab

This section includes the fields and descriptions for the Update Item Reservations Tab.

Selection Criteria Island

Field	Description
Warehouse	In this field, you can select a warehouse. Only sales and back order lines on which this warehouse is specified are included in the update.
Item No.	In these fields, you can specify a range of item numbers. Only sales and back order lines concerning items within this range are included in the update.
Delivery Date	In these fields, you can specify a range of delivery dates. Only sales and back order lines with delivery dates within this range are included in the update.
Order No.	In these fields, you can specify a range of sales order numbers. For sales order lines, this means that only lines on orders whose number lies within this range are included in the update. For back order lines, the update only includes lines whose latest assignment to a sales order was to an order whose number lies within this range.

Field	Description
Item Purchase Order No.	In these fields, you can specify a range of item purchase order numbers. You can only specify a range in this field if the field “From Item Purchase Orders” is marked. When a range is specified, Maconomy only updates order lines concerning the items present on the item purchase orders within the specified range. As described above, part of this field’s functionality is to specify a range of items, but you can also enter a range of items in the “Item No.” fields. If you do so in addition to specifying a range of item purchase orders, the update will include only the items matching both criteria.
From Item Purchase Orders	If you mark this field, the range of items to be included in the update will be indicated by the field “Item Purchase Order No.” as well as the field “Item No.,” as Maconomy will only update order lines concerning the items present on the item purchase orders within the specified range. If you do not mark the field, you cannot enter a range of item purchase order numbers. For a description of the effects of entering a selection of items through both a range of item purchase orders and item numbers, please see the field “Item Purchase Order No.”
Incl. Quotes	If you mark this field, the table part will display both quotes and sales orders assigned to the current consignment. If this field is not marked, the table part will only display sales orders. Please note that if the number of lines in the table part is changed because you mark or unmark this field; the figures in the island Order Total will be recalculated from the lines currently displayed in the table part.

Update Island

Field	Description
Update Item Reservations	Mark this field if you want to update delivery dates. The delivery dates are updated as described for the action “Update Delivery Dates” in the window Sales Orders in the Sales Orders module and the window Item Purchase Orders in the Item Purchase module. However, instead of just updating and re-reserving one line at a time causing each line to lose its current reservation priority, all affected lines are re-reserved, and lines concerning the same item are prioritized based on their current delivery dates. This results in a fairer re-reservation, as lines with earlier delivery dates are more likely to benefit from items received earlier than expected. Please note, however, that lines that are not covered by the selection criteria keep their current reservation.
Split Order Lines	Mark this field if you want Maconomy to split order lines to obtain the soonest possible delivery of as many items as possible. For each line matching the selection criteria, the split-up is carried out as described for the action “Split Line” in the window Sales Orders in the Sales Orders module. If you also mark the field “Update Item Reservation,” the split is based on the recalculated delivery date. The action is only carried out on lines assigned to orders that use partial delivery.

Field	Description
	Please note that even if you do not mark this field, Maconomy still runs the split-up procedure on lines belonging to orders where the field “Split Lines” is marked. You can define the default value of this field in the system parameter “Split order lines automatically.”
Assign to Consignment	Mark this field if you want Maconomy to assign the affected order lines to consignments. For each line matching the selection criteria, Maconomy tries to find a suitable consignment as described for the action “Assign to Consignment” in the window Sales Orders in the Sales Orders module. Only lines on orders on which a destination has been specified are considered for this action. The action is carried out after recalculating delivery dates and splitting lines if one or both of the fields “Update Item Reservations” and “Split Order Lines” are marked. Maconomy therefore also tries to assign lines resulting from the split-up process to consignments, provided that they match the selection criteria. You can define the default value of this field in the system parameter “Automatically assign order line to consignment.”
Reactivate Order Lines	Mark this field if you want Maconomy to find a solution to blocked lines so that the orders in question can be delivered as soon as possible. For each blocked line matching the selection criteria, Maconomy runs the process described for the action “Activate Lines” in the window Sales Orders in the Sales Orders module. The action is carried out after recalculating delivery dates, splitting lines, and assigning to consignment if any of the fields “Update Item Reservations,” “Split Order Lines,” and “Assign to Consignment” are marked. Maconomy therefore also tries to activate any blocked lines resulting from those procedures (including new lines created in the split-up process), provided that they match the selection criteria.
Allow Partial Update	In this field, you can specify whether an error in the updating process should cause the update to be cancelled, thus also cancelling the updates made up to the point where the error occurred, or if Maconomy should continue the update, skipping the places where the errors occurred. Any errors encountered are recorded in a log which is printed at the end of the process. Maconomy only allows you to run an update with this field marked if the Maconomy server supports so-called rollback functionality which is used for cancelling updates.
Delete Log Information	In this field, you can specify whether Maconomy should delete log information from previous updating processes before starting the new update. If you mark the field, the previous log information is deleted and the log printed at the end of the process will only include information pertaining to the current process. If you do not mark the field, the log printed will also include information from processes run since the last time the log was deleted.

Item Substitution Single Dialog Workspace

Use this workspace to change the number of an item in an item line in the Sales Orders and Quotes workspaces in the Sales Orders module.

Maconomy only changes an item number if you have not printed a packing list or delivered the items, and only if you enter the new item number as a new item number in the **New Item No.** field in the item information card for the item whose number you are changing. The new item must also be in the warehouse that you entered in the quotes or sales orders in which the old number is being replaced.

When you change an item number, the reservation of the old item number is canceled, and the new item number is reserved.

- If you use the **By Picking** backorder method, and there are not enough available items to cover the quotes or sales orders, Maconomy calculates a delivery date of the item line using the delivery time entered in the item information card. If the delivery date is later than the order line's delivery date, Maconomy changes the order line's delivery date. If the order does not have partial delivery and is approved, Maconomy also changes the delivery date on all of the other lines on the order.
- If you use the **By Reservation** backorder method, and there are not enough available items to cover the quotes or sales orders, Maconomy creates a backorder for the items. Maconomy does not change the delivery date of the order line. You select the backorder method in the System Information workspace.

If a sales order or a quote has partial delivery, Maconomy changes the delivery dates of all of the items to the delivery date stated for the latest available batch of items on the current order or quote.

Maconomy does not recalculate sales prices for the item line when you substitute an item, nor does Maconomy change the line discount, quantity discount, and price step. When the new item is delivered, Maconomy records the cost of the new item at the warehouse in question.

When you click **OK**, Maconomy performs the item substitution specified in the workspace.

Item Substitution Tab

This section includes the fields and descriptions for the Item Substitution Tab.

Selection Criteria Island

Field	Description
From Item No.	Here you enter the number of the item you wish to substitute on all quote line and unprocessed sales order lines in the Sales Orders module. Credit order and item purchase order lines are not affected by an item substitution.
To Item No.	Here you enter the number of the item you are substituting the item in the “From Item No.” with. The number must be entered in the “New Item No.” field in the item information card of the item that is being substituted.

Lookup Section

This section includes the fields and descriptions for the Lookup workspaces.

Inventory Overview Single Dialog Workspace

Use this workspace to view selected information from the Item Information Card in a tabular format.

The purpose of this workspace is to provide an overview of stock items and to let you edit the most important item texts.

Inventory Overview Tab

This section includes the fields and descriptions for the Inventory Overview Tab.

Selection Criteria Island

Field	Description
Show Items	If you mark this field, the table will show the items selected in the item range field below. The field is not marked when you open the window so that the window opens quickly and is not required to perform any searches until you specify the target criteria.
Item No.	Here you can enter a range of item numbers to determine those items that will be shown in the table.

Items Sub-Tab

This section includes the fields and descriptions for the Items Sub-Tab.

Field	Description
Item No.	This is the item number.
Description, Lang. 1	Here you can enter an item text.
Description, Lang. 2	Here you can enter an item text in the second language in your list of language codes.
Description, Lang. 3	Here you can enter an item text in the third language in your list of language codes.
Internal Desc.	Here you can enter an internal description of the item. It is printed in the packing list and is thus suitable for messages to your warehouse staff, for example, that the item must be handled and packaged in a particular way. The text is not shown on external printouts from the Sales Orders module.

Field	Description
Extra Text 1-10	Here you can enter supplementary texts to describe the item.

Item Information Single Dialog Workspace

Use this workspace to view selected information from the Item Information Card.

You can only change the weight, stock location, and volume of the items, so that you can gain quick access to the most frequently used information.

The information that you typically need to create a sales order, for example, is much easier to look up in this workspace than in the Sales Orders workspace.

This workspace enables your sales representatives to access relevant sales information without having to open the Item Information Card, which shows costs and other sensitive data.

Item Information Tab

This section includes the fields and descriptions for the Item Information Tab.

Item Island

Field	Description
Item No.	This is the item number. You can use the search functions in the Find menu to retrieve items.
Description	This is the item text from the “Description Lang. 1” field.
Internal Desc.	This is the internal item text. The text is printed on the packing list, and is suitable for internal messages to warehouse employees. You can, for example, specify how the item is to be handled and packed. The text is not printed on external documents.
BOM	This field shows whether the item is a BOM or a standard item. If the field is marked, the item is a BOM.

Information Island

Field	Description
Unit, Sales	This is the item unit (kg, liter, gallon, and so on) used in sales.
Minimum Sales Unit	This is the item’s minimum sales unit. You can change it.
Pricing Unit, Sales	This shows how many item units are included in the unit price. This applies to sales price, cost, weight and volume.
Unit, Purchase	This is the unit used when the item is purchased in the window Item Purchase Orders.

Field	Description
Minimum Purchase Unit	This is the item's minimum purchase unit.
Pricing Unit, Purchase	This shows how many units of the item are included in the unit price of the item for purchases.
Sales/Purchase Unit	This shows how many sales units are included in one purchase unit.
Gross Weight	This is the item's gross weight per pricing unit. You can change it.
Volume	This is the item's volume per pricing unit. You can change it.
Item Type	This is the item type.
Item Group	This is the item group to which the item is assigned.
Pricing Combination	This is the pricing combination to which the item is assigned.
Discontinued	This field shows whether the item has been taken out of your company's item assortment. If the field is marked, the item is discontinued, which means you cannot sell more than what remains in the warehouse. The value in this field is transferred to the Sales Orders module.
Inventory Control	This field shows whether the item has inventory control. For further information on inventory control on items, please see the field "Inventory Control" in the windows Item Groups and Item Information Card.
Primary Warehouse	In this field you can select the primary warehouse of a given item. The warehouses specified on the item lines in the table part of this window are independent of the warehouse in the card part of the window Sales Orders. The primary warehouse is used if the same item exists in several warehouses. The value of this field is blank by default and can only be changed to a warehouse to which the item has already been assigned.
Tax Code	This field shows one or more tax rates. These tax rates are added to an order line for a customer paying tax. If multiple tax codes are enabled, the "Tax Code" field will be replaced by the following fields: "Tax Code 1," "Tax Code 2" and, if three tax levels are enabled, "Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes."

Warehouses Sub-Tab

This section includes the fields and descriptions for the Warehouses Sub-Tab.

Field	Description
Warehouse	This field shows to which warehouse the item is assigned.
Deliv. Time	This is the item's delivery time in days. This information is used in the Sales Orders module to inform a customer of an expected delivery date, if the item is temporarily out of stock. Maconomy then calculates a delivery date based on the delivery time.
Stock On Hand	This is the current stock on hand, expressed in item units.
Quotes	This field shows how many item units are under quote. Items under quote are not reserved in the warehouse.
Sales Orders	This field shows the current volume of sales orders. If you have Maconomy Bill of Materials, and if this item is a raw material, the order volume here will include the quantity of units reserved in the BOM Production window.
Available	This field shows how many item units are available in the warehouse. If your company uses the "By Picking" back order method, the available inventory is calculated as the current inventory, less sales orders and back orders. If your company uses the "By Reservation" back order method, the available inventory is calculated as the current inventory, less sales orders. The available inventory cannot be negative.
Back Orders	This field shows the volume of back orders item units. If you have Maconomy Bill of Materials, and if this item is a raw material, the back order volume here will include the quantity of units on back order in the BOM Production window.
Purchase Orders	This field shows how many item units are currently on order from the vendor.
Production	This field shows how many units of the item are used in a production in the BOM production window. An item is used in production if it is a BOM part with inventory control that is in a production transaction for which raw materials are reserved.
Stock Location	This is the item's location in the warehouse. You can change it.

Item Assortment Single Dialog Workspace

Use this workspace to view a list of the items sold to a customer, referred to as the customer's item assortment.

This information provides a profile of the customer. You can use it as the basis for order lists and other printouts, which can be custom made.

When you invoice a sales order, Maconomy updates the item assortment, including price, quantity, and date. You can enter items and delete them manually in this workspace. Maconomy does not update the item assortment with invoices created directly in the Invoices workspace in the Sales Orders module.

Item Assortment Tab

This section includes the fields and descriptions for the Item Assortment Tab.

Customer Island

Field	Description
Customer No.	This is the customer number. It cannot be changed. If you cannot remember the number of a customer, you can use the Find function. The island also shows the name and address of the customer. These are retrieved from the customer information card.

Selection Criteria Island

Field	Description
Item No.	Enter a range of item numbers. The table will only show items in this range.
Show Lines	If you mark this field, the table will show the items specified in the “Item No.” field above. The field is not marked when you open the window, so that the window opens quickly.

Item Assortments Sub-Tab

This section includes the fields and descriptions for the Item Assortments Sub-Tab.

Field	Description
Item No.	This is the item number. You can enter new items to the item assortment.
Description	This is the item text.
Pricing Combination	This field is marked if the items is in a pricing combination.

Field	Description
Price at Previous Invoicing	This is the unit price in the previous invoice to the customer. When you enter an item manually to the item assortment, the value will be 0.
Previous Invoicing Date	This is the date the customer was last invoiced for the item. When you enter an item manually, the field will be blank.
Quantity at Previous Invoicing	This field shows how many units of the item were last invoiced to the customer. When you enter an item manually, the value will be 0.

Inventory Profiles Single Dialog Workspace

Use this workspace to view an Inventory Profile, or the expected change in stocking applicable to items that have inventory control.

This workspace displays the profile for one item at a time. It is only for reference purposes, and you cannot make changes here.

The Inventory Profiles tab displays selected data from the Item Information Card, as well as the current stock of the item. The Inventory Changes sub-tab displays the expected change in stock based on the sales, purchase, and production orders in the system.

Maconomy uses the inventory profile when reserving items for sales and production, as well as when making item purchase orders.

When you reserve items, Maconomy uses the profile to calculate the earliest possible delivery date. Maconomy calculates the date so that the inventory is always sufficient to cover the recorded reservations. However, Maconomy does not take into account reservations that happen after the delivery horizon, that is, the current date plus the delivery time for the item. Such reservations are covered by new purchases or production.

When Maconomy makes item purchase selections, it uses the profile to calculate purchase quantities. This is calculated so that the inventory reaches the desired maximum after you make the recorded shipments and receipts. In other words, Maconomy does not take into account any reservations that happen after the delivery horizon, since these are covered by new purchases and production.

Inventory Profiles Tab

This section includes the fields and descriptions for the Inventory Profiles Tab.

Inventory Profiles Island

Field	Description
Item No.	This is the number of the item shown in the window. You can use the Find menu to search for other items. It is only possible to see items marked in the “Inventory Profile” field in the Item Information Card window.
Description	This is the text from the “Description Lang. 1” field in the Item Information Card window. It cannot be changed here.

Field	Description
Internal Desc.	This is the text from the “Internal Desc.” field in the Item Information Card window. It cannot be changed here.
Unit	This field shows the sales unit of the current item, for example, ‘piece’.

Selection Criteria Island

Field	Description
Warehouse	In this field, you can select the warehouse for which you wish to see the registered sales, purchase, and production orders in the table part. Sales and item purchase orders are always assigned to a specific warehouse, while a production order can be assigned to, for example, one warehouse for the shipment of raw materials and another for the receipt of the finished goods. If the field “Inventory Profile” of the warehouse in question has not been marked, no lines are shown.
Date	In this field, enter the range of dates within which you wish to see registrations in the table part.

Warehouse Information Island

Field	Description
Inventory Profile	This field shows whether an inventory profile is assigned to the current item for the warehouse selected in the island Selection Criteria. The information is retrieved from the table part of the item information card.
Delivery Horizon	This field shows the expected delivery date for the item if it was selected for purchase on the current date. The date is calculated as the current date + the number of days in the “Deliv. Time” field for the inventory in the table part of the Item Information Card window. When the inventory profile is used to calculate delivery dates and quantities for purchase, Maconomy only takes into account the shipments and receipts expected until this date. For example, when items are reserved in a sales order, it is assumed that from this date any number of units of the item can be delivered.
Stock On Hand	This is the current inventory, expressed in units of the item in the warehouse. The value is the same as the one in the “Stock on Hand” field for the warehouse in the table part of the Item Information Card window.
Reorder Level	This is the value from the “Reorder Level” field for the warehouse in the table part of the Item Information Card window.
Max. Stock	This is the value from the “Max. Stock” field for the warehouse in the table part of the Item Information Card window.

Inventory Changes Sub-Tab

This section includes the fields and descriptions for the Inventory Changes Sub-Tab.

Field	Description
Date	This is the expected delivery or production date for the given sales, purchase or production order line. For sales orders, it is the date in the “Deliv. Date” field in the order line in the Sales Orders window. For item purchase orders, it is the date in the “Expected Availability Date” field on the item purchase order line in the Item Purchase Orders window. For raw materials shipment for a production order, it is the date in the “Delivery Date” field in the raw materials line in the “Production Reporting” window. For finished item receipts, it is the date in the “Production Date” field in the production line in the BOM Production window.
Sales Orders	This field shows whether the line is from a sales, purchase or production order.
Order No.	This is the number of the sales, purchase or production order.
Receipt	This shows the quantity expected to be delivered/produced on the given date, if the line is for a purchase or production order.
Shipment	This shows the quantity expected to be delivered/used on the given date, if the line is for a sales or production order.
Balance	This field shows the expected inventory, that is, the current inventory plus the expected receipts, minus the expected shipments up to the given date.
Drop Ship	You mark this field for item purchase order lines, which are to be delivered directly. The field will never be marked for sales order lines as these can have partial direct delivery and partial delivery from warehouse.

Reporting Section

This section includes the fields and descriptions for the Reporting workspaces.

Print Understock List Single Dialog Workspace

Use this workspace to order a printout of the understock list.

This workspace provides an overview of the company's stocks when the current stock level of items, less order volume and backorders, plus item purchase orders, is at or below the reorder level. Maconomy suggests the purchase of each item up to its maximum stock in each warehouse. If you use an inventory profile, Maconomy bases the understock list on that profile.

This listing is one of several functions designed to assist in the purchasing function. The listing includes information about the selected stock items, including the value of the suggested purchase, derived from costs of the selected items in the selected warehouse.

The understock list includes items for which you have created a production order, which means that there is a production volume in the Item Information Card workspace. You can only create production orders using Maconomy Bill of Materials.

Print Understock Tab

This section includes the fields and descriptions for the Print Understock Tab.

Selection Criteria Island

Field	Description
Warehouse	Here you can select a warehouse. The understock list will then only include items in the specified warehouse.
Company No.	In this field, you can enter a range of company numbers. The understock list will only include items assigned to warehouses whose company lies within the specified range.
Item No.	Here you can enter a range of item numbers. The understock list will then only include items within the specified range.
Item Group	In this field, you can select an item group. The understock list will then only include items belonging to the specified group.
Item Type	In this field, you can select an item type. The understock list will then only include items of the specified type.
Statistics 1-4	In these fields, you can specify a range of statistics codes. The understock list will then only include items with statistic codes within the specified range.
Vendor	Here you can enter a range of vendor numbers. The understock list will then only include items from vendors within this range.
Buyer	Here you can enter a range of buyers. The understock list will then only include items from vendors with buyers within this range.

Print Control Island

Field	Description
Show Underst. Only	If this field has been marked, the understock list will only contain an overview of the items whose order volume is larger than the total stock. In other words, the printout will only contain a list the items in order, which outnumber the same items in stock.
Layout	Here you select the layout of the shortage list. The layout determines how the information in the list is sorted. The pop-up field has two options: “Sorted by Warehouse” and “Vendor,” which sorts by vendor number.

Print Inventory Journal Single Dialog Workspace

Use this workspace to print inventory journals or listings of all inventory changes in a given posting range.

Specify the printout in the selection criteria fields.

Print Inventory Journal Tab

This section includes the fields and descriptions for the Print Inventory Journal Tab.

Selection Criteria Island

Field	Description
Warehouse	Here you can select a warehouse. The journal printout will only include inventory changes in the specified warehouse.
Company No.	In this field, you can enter a range of company numbers. The journal printout will only include inventory changes in warehouses assigned to companies within the specified range.
Item No.	Here you enter a range of item numbers. The journal printout will only include inventory changes for items within the specified range.
Entry Date	In these fields, you can enter a range of dates. The journal printout will only include inventory changes entered within the specified range.
Change Type	Here you can select a change type. The inventory journal will only include inventory changes of a type in the specified range. The following types of changes are recorded: Purchase, Cost Adjustment, Manual, Transfer, Production, Sale and Misc. Losses. The printout shows the movement type as well as direction, that is, shipment or receipt.
Transaction Mode	In this field, you can select a transaction mode. The journal printout will only include inventory changes with the specified transaction mode.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. The layout determines how the information in the list is sorted. You can choose **In Date Order** or **Item**. If you want to add more layouts for the printout, you can do this using the Print Layout workspace in the Set-Up module. By default, **Standard** is the only option offered in the Print Layout workspace.

Print Inventory Balance Listing Single Dialog Workspace

Use this workspace to print inventory balance lists.

Inventory balance lists display all stocked items, specifying the individual serial numbers for items that are under serial number control. Maconomy includes only items that have inventory control in the printout. You can limit the printout by entering or choosing information in the selection criteria.

For every warehouse, the printout shows total shipments/receipts in the specified month, total shipments/receipts year-to-date, current inventory, inventory value, and other information. The inventory values of the individual items and the totals for each warehouse are shown in the base currency of the company to which the warehouse in question is assigned. In addition, the total inventory value of each warehouse and the grand total of all warehouses are shown in enterprise currency.

You can always print out a historical inventory balance list that calculates costs effective in the specified historical period. Maconomy records all cost adjustments.

If you delete a warehouse assignment for an item, Maconomy also deletes all information about item entries, item periods, item batches, and related vendors for the current warehouse assignment. When you print a historical inventory balance list, this information is thus not available for the deleted warehouse assignments, resulting in the inventory balance list not showing the posted inventory value.

For auditing purposes, it is good practice to print out and file inventory balance lists at the end of each period.

Print Inventory Balance Listing Tab

This section includes the fields and descriptions for the Print Inventory Balance Listing Tab.

Period Island

Field	Description
Month/Yr.	Here you specify the month and year of the inventory list. Months are specified by numbers (from “1” to “12”). The inventory value is calculated for the last day of the given period.

Selection Criteria Island

Field	Description
Warehouse	Here you select one of your warehouses. The printout will only include the specified warehouse.
Company No.	In this field, you can enter a range of company numbers. The printout will only include warehouses assigned to companies within the specified range.
Item No.	Here you specify a range of item numbers. The inventory list will only include items within the specified range.
Item Group	In this field, you can select an item group. The inventory list will then only include items belonging to the specified group.

Field	Description
Item Type	In this field, you can select an item type. The inventory list will then only include items of this type.
Statistics 1-4	In these fields, you can specify a range of statistics codes. The inventory list will then only include items with statistic codes within the specified range.

Print Control Island

Field	Description
Inventory Method	Here you select the inventory method. You can select between the following five: “Average Cost,” “Last Cost,” Standard Cost,” “Item Cost” and “Lowest Cost.” “Item Cost” is the only calculation method which produces the same inventory value as the current value recorded in the G/L module. If you select “Average Cost,” Maconomy uses the average cost in the individual warehouses for every item, regardless of whether some items are priced according to other methods. If you select “Last Cost,” Maconomy uses the last cost in the individual warehouses for each item, regardless of whether some items are priced according to other methods. If you select “Standard Cost,” Maconomy uses the standard cost in the individual warehouses for each item, regardless of whether some items are priced according to other methods. If you select “Item Cost,” Maconomy uses the current cost in the individual warehouses for each item. If you select “Lowest Cost,” Maconomy uses the lowest of the three costs recorded for each item in the warehouse in question. For items with a costing method different from FIFO, the lowest among “Standard,” “Average,” and “Last” will be used. For items with the FIFO costing method, the cost of the oldest batch will also be included in the evaluation of the lowest cost.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Include Items not in Stock	Here you can specify whether to include items with zero physical inventory. If you leave the field blank, you only include items with a positive stock. And if you mark the field “Incl. Items with Negative Stock,” you also include items with a negative stock.
Incl. Items with Negative Stock	Here you can specify whether you wish to include any negative stocks in the inventory count. Unless otherwise specified for the warehouse in question, Maconomy allows a negative item stock if you carry out direct invoicing in the Sales Orders or the Item Purchase modules, despite the fact that the registered current stock is not adequately large to match the invoiced quantity. In certain situations, it may be essential to include such negative stocks to generate an inventory value which is as correct as possible. It is possible to reconcile the inventory with the equivalent inventory account in the G/L module provided that negative stocks are included in the inventory count.

Field	Description
Show FIFO Batches	This field applies to items with the FIFO costing method. You can thus indicate whether you wish to include information about the item batches making up the inventory.

Print Inventory Listing Single Dialog Workspace

Use this workspace to order a printout of an inventory listing.

This workspace provides an overview of the total quantity of items in the company's warehouses. You can limit the printout by entering or choosing information in the selection criteria.

Print Inventory Listing Tab

This section includes the fields and descriptions for the Print Inventory Listing Tab.

Selection Criteria Island

Field	Description
Warehouse	In this field, you can enter a warehouse with the result that the inventory listing only includes items stocked in the warehouse in question.
Company No.	In this field, you can enter a range of company numbers. The inventory listing will only include warehouses assigned to companies within the specified range.
Item No.	In this field, you can enter a range of item numbers with the result that the inventory listing only includes items within that range.

Print Control Island

Field	Description
Incl. Items not in Stock	In this field, you can specify whether items with a physical stock of zero are to be included in the inventory listing. If the field is not marked, only items with a positive stock will be included.
Show Serial Numbers	In this field, you can choose whether or not to print out information about individual serial numbers (serial number and quantity) for items under serial number control. If the field is not marked, no serial number information will be included in the inventory listing.
Only Show Ser. Nos. in Stock	In this field, you can choose whether serial numbers with a physical stock of zero are to be included in the inventory listing. If the field is not marked, only serial numbers with a positive stock will be included. The field is activated by marking the field “Show Serial Numbers.”
Layout	Here, you can choose the layout to be used for printing out the inventory listing. The layout determines the sorting of the information in the inventor listing. You can choose between two layouts in this pop-up field: “Sorted by Warehouse,” in which the items are sorted by warehouse and “Sorted by Item,” in which the items are sorted by serial number.

Print Requirement Analysis Single Dialog Workspace

Use this workspace to print a requirement analysis to find out whether all of the raw materials are available before you start a production.

If there is a shortage, you can buy or produce the necessary items or reduce the total production. You can also use it to transfer certain raw materials from other inventories.

The analysis is divided into inventories and shows how much of each raw material in the target group you require. The requirement is divided into production transactions and finished items with inventory sum. The available stock is shown for comparison. The printout only includes production transactions for which you have not already reserved raw materials.

Print Requirement Analysis Tab

This section includes the fields and descriptions for the Print Requirement Analysis Tab.

Selection Criteria Island

Field	Description
Raw Materials	Here you can select which raw material warehouse to make a requirement analysis for. The requirement analysis will only include raw materials from this warehouse in the production transaction.
Finished Goods	Here you can select which finished item warehouse to make a requirement analysis for. The requirement analysis will only include raw materials for a finished item in this warehouse in the production transaction.
Company No.	In this field, you can enter a range of company numbers. The requirement analysis will only include production transactions on which the responsible company is within the specified range.
Trans. No.	Here you can enter a range of transaction numbers. The requirement analysis will only include production transactions within the specified range.
Raw Materials No.	Here you can enter a range of raw material numbers. The requirement analysis will only include raw materials within the specified range.
Finished Item No.	Here you can enter a range of finished item numbers. The requirement analysis will only include finished items within the specified range.
Time Limit	In this field, you can enter a date which functions as a time limit. The requirement analysis will only include raw materials which have inventory profile and whose delivery horizon lies before the specified date.
Incl. Items Without Invent. Control	If you mark this field the requirement analysis will also include raw materials without inventory control. The available quantity will be zero. If you do not mark this field, the requirement analysis will only include items with inventory control.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Print Item Statistics Single Dialog Workspace

Use this workspace to print inventory statistics for one or more items.

The statistics show monthly item purchases, item sales, and gross margin figures per item.

Print Item Statistics Tab

This section includes the fields and descriptions for the Print Item Statistics Tab.

Selection Criteria Island

Field	Description
Item No.	Here you specify a range of item numbers. The statistics will only include items within this range.
Year	Here you specify a range of years. The statistics will only include item movements within this range. You must fill in the field.
Company No.	Here you enter a range of company numbers. The statistics will only include item entries which are created on the basis of transactions with a responsible company number within the specified range.
Item Group	Here you specify a range of item numbers. The statistics will only include items within this range.
Item Type	Here you select an item type. The statistics will only include items of this type.
Statistics 1-4	Here you can specify a range of statistics codes in each of the four statistics categories. The statistics will only include items with statistics codes within the given range.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Print Item Group Statistics Single Dialog Workspace

Use this workspace to print monthly sales and gross margin statistics per item group.

The statistics show sales, gross margin, and gross margin percentage for a given month and year to date.

Print Item Group Statistics Tab

This section includes the fields and descriptions for the Print Item Group Statistics Tab.

Selection Criteria Island

Field	Description
Item No.	Here you specify a range of item numbers. The statistics will only include items within this range.
Item Group	Here you select an item group. The statistics will only include items in this group.
Item Type	Here you select an item type. The statistics will only include items of this type.
Warehouse	Here you select a warehouse. The statistics will only include items assigned to this warehouse.
Company No.	Here you enter a range of company numbers. The statistics will only include item entries which are created on the basis of transactions with a responsible company number within the specified range.
Statistics 1-4	Here you can specify a range of statistics codes in each of the four statistics categories. The statistics will only include items with statistics codes within the given range.

Print Control Island

Field	Description
Show Info. by Item	You mark this field if you wish to see sales and gross margins per item. If the field is not marked, the printout shows a total figure per item group.
Include Inactive Items	Here you specify whether to include items for which there are no sales in the given month. If the field is marked, the printout includes such inactive items. Note that this only applies if you mark the “Show Info. by Item” field.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Period Island

Field	Description
Month	Here you specify the month for which to make statistics. You enter “1” for January, “2” for February, and so on. You must fill in the field.
Year	Here you specify the year of the monthly statistics. You must fill in the field.

Set-Up Section

This section includes the fields and descriptions for the Set-Up workspaces.

Warehouse Information Card Single Dialog Workspace

Use this workspace to manage information about your company's warehouses.

Each warehouse can include an address and references to accounts in the general ledger. You must create warehouses in this workspace before you can assign items to them in the Item Information Card and before you can select them in your customer and vendor information cards.

Specify the posting references on the warehouse information card by using dimension combinations that refer to the accounts and any other dimension values to be used when you post various types of item activity in Maconomy. For example, if the inventory value changes as result of a cost adjustment, Maconomy posts the offsetting entry for the inventory value change to the account to which a dimension combination specified on the warehouse information card refers. This makes it easier to trace and to reconcile variances and adjustments that result from various kinds of item transactions. See the description of the Inventory Change workspace for more information.

In the Stock Locations sub-tab, you can set up different locations in the current warehouse. Locations can, for example, be shelf numbers, drawers, or warehouse areas. Maconomy uses locations for keeping closer track of exactly where the items are placed in the warehouse. This makes it easier to plan a picking route when items are to be moved or shipped. When items are received, you specify the location at which they are placed, and Maconomy keeps track of the stock that is available at each location. Items can be moved around the warehouse locations by means of warehouse transactions and picking lists, causing Maconomy to update each location's current stock.

In the Warehouse Information Card tab, you can set up a number of rules for the operation of the warehouse to skip parts of the planning details involved in item sales, simplifying the sales flow.

For auditing purposes, it is recommended that you print and file the Warehouse Information Card every time that you change it. To print the card, select **Print This** in the File menu.

Note that you cannot delete a warehouse after you create it. However, you can change the name of the warehouse.

You can specify for each warehouse whether you can make entries that cause the stock of a given item in the warehouse in question to become negative—that is, shipping more units of an item than are available according to the entered stock. In some cases, a supplier can deliver a number of units that are shipped before they are entered as received. While this is normal practice, you may want to disallow negative stock volumes. You can therefore prevent deliveries that would cause a negative stock for each warehouse.

Warehouse Information Card Tab

This section includes the fields and descriptions for the Warehouse Information Card Tab.

Warehouse Island

Field	Description
Name	Enter the name of the warehouse here. This name identifies the warehouse and must be unique. You must enter a name, but you can change it later.
Address	Enter the address of the warehouse in these four text fields. The information is printed on item purchase orders created in the Item Purchase module, provided the order is not delivered directly (or drop-shipped) to a customer (this will be marked in the item purchase order in the “Direct Delivery” field). Because standard item purchase order printouts in Maconomy include only these four text fields, your company name must be entered in the first line of the address if it is to be included on the item purchase order.
Attn.	Enter the name of the employee responsible for this warehouse.
Phone	In this field, you enter the warehouse’s phone number.
Fax	In this field, you enter the warehouse’s fax number.
Telex	In this field, you enter the warehouse’s telex number.

Selection Criteria Island

Field	Description
Show Stock Locations	When you check this box, the table part of the window will display the locations matching the selection criteria specified in this island. For performance reasons, it is advisable not to check the box until after you have entered the selection criteria.
Stock Location No.	In these fields, you can specify a range of location numbers. When the field “Show Stock Locations” is marked, the table part will only show locations with numbers within the specified range.
Storage Locations	If you select “Yes” in this field, the table part will only show locations with a mark in the field “Storage Loc.” when the field “Show Stock Locations” is marked. If you select “No,” the table part will only show locations where the field “Storage Loc.” is not marked. If you leave the field blank, both storage locations and non-storage locations are shown.
Picking Locations	If you select “Yes” in this field, the table part will only show locations with a mark in the field “Picking Loc.” when the field “Show Stock Locations” is marked. If you select “No,” the table part will only show locations where the

Field	Description
	field “Picking Loc.” is not marked. If you leave the field blank, both picking locations and nonpicking locations are shown.
Blocked for Receipt	If you select “Yes” in this field, the table part will only show locations marked as blocked for receiving in the field “Blocked for Receipt” in the table part when the field “Show Stock Locations” is marked. If you select “No,” the table part will only show locations that are not marked as blocked for receipt. If you leave the field blank, both blocked and non-blocked locations are shown.
Blocked for Picking	If you select “Yes” in this field, the table part will only show locations marked as blocked for picking in the field “Blocked for Picking” in the table part when the field “Show Stock Locations” is marked. If you select “No,” the table part will only show locations that are not marked as blocked for picking. If you leave the field blank, both blocked and non-blocked locations are shown.
Empty Locations	If you select “Yes” in this field, the table part will only show locations at which no items are currently stored when the field “Show Stock Locations” is marked. If you select “No,” the table part will only show locations currently containing items. If you leave the field blank, locations both with and without a current stock are shown.

Standard Locations Island

Field	Description
Receipt Loc.	In this field, you can specify the location at which items going into the current warehouse are usually received. When you create an item purchase order or a movement voucher for receipt, Maconomy will suggest this location in the card part of the window Item Purchase Orders or Inventory Change, respectively, causing this location to be the default receiving location for the items on each line. The location can be changed, however, in the card part as well as on the individual lines. For further information on the effects of locations in the card and table parts of item purchase orders and movement vouchers, please see descriptions of the actions in the window Item Receipt in the Item Purchase module and the window Inventory Change.
Shipment Loc.	In this field, you can specify the location at which items going out of the current warehouse are usually packed, checked, and shipped. When you create a quote or sales order or a movement voucher for transfer or shipping, Maconomy will suggest this location in the card part of the window Quote, Sales Orders or Inventory Change, respectively, causing this location to be the default shipment location for the items on each line. The location can be changed, however, in the card part as well as on the individual lines. For further information on the effects of locations in the card and table parts of sales orders, please see the descriptions of the actions in the window Sales Orders in the Sales Orders module.
Storage Loc.	In this field, you can specify the location to which items in the current warehouse are usually moved when items are moved from one location to another. When picking lists are created from warehouse transactions

Field	Description
	concerning the current warehouse and no target location has been specified on a line, this location is used in the process of finding a target location for the resulting picking list line. For further information on this process, please see the description of the action “Print Picking List” in the window Warehouse Transactions.
Picking Loc.	In this field, you can specify the location from which items in the current warehouse are usually picked when they are being moved to other locations. When picking lists are created from warehouse transactions concerning the current warehouse and no source location has been specified on a line, this location is used in the process of finding a source location for the resulting picking list line. For further information on this process, please see the description of the action “Print Picking List” in the window Warehouse Transactions.
Production Loc.	In this field, you can specify the location at which item production from BOMs usually take place. When you create a production transaction, Maconomy will suggest this location in the card part of the window BOM Production, causing this location to be the default location on each line.
Balancing Loc., Inventory Count	In this field, you can specify the name you want to normally use for the balancing location created when creating inventory count listings for the current warehouse. This name will be used for the balancing location on count listings in the window Inventory Count Listing. For further information on the functionality of balancing locations, see the description of the window Approve Count. As a balancing location is not an actual, physical location, and is only created temporarily during inventory counts, you cannot enter the number of a location assigned to the current warehouse in the table part of this window.

Production Island

Field	Description
Balance	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to register the variance between raw materials costs and the costs of finished items (from BOM Production). The dimension combination can also contain other dimension values to be used in this connection. The inventory value account is specified by means of a dimension combination in the field “Inventory Value”. Be sure to verify that the number you enter here refers to the warehouse in the window and that you have not created a warehouse with the same posting reference. When you produce a BOM, and the finished item is inventoried at the cost assigned to the finished item in the warehouse in question (or if you are using non-inventoried items in the production) you may incur a variance between the accumulated costs of the raw materials and the cost value of the finished item. This variance will be posted to the account to which the dimension combination in this field refers. The entry is made to the warehouse of the finished item.

Auto. Write Up/Down Island

Field	Description
For Sale	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to set off automatic cost adjusting entries to the inventory value account, as a result of sales. The dimension combination can also contain other dimension values to be used in this connection. The inventory value account is specified by means of a dimension combination in the field “Inventory Value.” This posting reference is used when you post an item journal that was produced in the following way: ▪ An item with Sales Price Costing (costing from sales price) is removed, and the calculated cost is different from the current cost at the warehouse in question in the table part of the item information card. ▪ An item with the FIFO costing method is removed and as a result of rounding amounts to the nearest currency unit, the decrease in the inventory value will vary.
For Purchase	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to set off automatic cost adjusting entries to the inventory value account as a result of item receipts in the Item Purchase module, or manual item receipt in the Inventory Change window. The dimension combination can also contain other dimension values to be used in this connection. The inventory value account is specified by means of a dimension combination in the field “Inventory Value.” The posting reference is used when you post an item journal that was produced in one of the following ways: ▪ An item receipt is approved in the Item Receipt window in the Item Purchase module. ▪ An item transaction is created and approved in the Inventory Change window using the type “Receipt”
For Production	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to set off automatic cost adjusting entries to the inventory value account, as a result of the production of a BOM. The dimension combination can also contain other dimension values to be used in this connection. The inventory value account is specified by means of a dimension combination in the field “Inventory Value.” The posting reference is used when you post an item journal that was produced in the following way: ▪ Production of a BOM is completed by approving a production transaction in the window BOM Production which produces a cost adjustment. ▪ Production of a BOM is completed by approving a production transaction in the window BOM Production, in which 1) the bills of materials contain

Field	Description
	items with the FIFO costing method and 2) the calculated cost varies as a result of rounding amounts to the nearest currency unit in the decrease of the inventory value.

Invoice Reconciliation Island

Field	Description
Balance	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to set off certain entries to the Unreconciled Vendor Entries account. (This is specified by means of a dimension combination in the pop-up field “A/P Control Accounts” in the window Popup Fields in the Set-Up module.) The account to which the dimension combination in this field refers is used if you reconcile an invoice in the Invoice Reconciliation window in the Accounts Payable module with a variance between the item receipt transaction amount and the vendor invoice amount. The account balance thus reflects the variance between the expected cost of purchased items, and the actual cost invoiced by the vendor. If you wish to adjust your inventory costs in accordance with the vendor invoices, you must do it in the Inventory Change window. Such an adjustment will affect inventory value and the account given specified by means of a dimension combination in the field “Cost Adj.” (typically a profit & loss account). The variance from the account referred to in this field must be manually posted to the Cost Adjustment account. However, if the posting reference here is identical to the posting reference in the field “Cost Adj.,” this manual posting is unnecessary.

Access Level Island

Field	Description
Name	Here you can enter the name of the access level. Users only have access to seeing information about the current warehouse and referring to it in other windows if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to warehouses may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current warehouse.
Description	This field shows the description of the access level specified in the field above.

Control Principles Island

Field	Description
One Location	If you mark this field, only one location can be created in the table part, meaning that the complete stock of the warehouse is registered on the same location, and this is the only location allowed on any registration. As a consequence, this also disallows the movement of items between locations in the warehouse. Mark this field if you do not wish to register separate location stocks or if your warehouse procedures do not include reporting where items were picked and where in the warehouse they are currently stored. The field can only be marked if the warehouse has only one location assigned to it. If you select this operation mode, the field “Fixed Picking” is automatically marked, and all fields in the island Standard Locations, with the exception of the field “Balancing Loc., Inventory Count,” are assigned the name of the unique location created for the warehouse. You can remove the mark in this field any time to allow the creation of multiple locations in the warehouse.
Fixed Picking	If you mark this field, a standard picking location must be entered on lines in the table part of the window Item Information Card pertaining to the current warehouse, unless a standard picking location is specified in the information card of the current warehouse. Select this operation mode if each item is always picked at the same location or if you usually pack directly at the picking location instead of moving it to a packing location first. This can, for example, be the case if the same people that pick the items are also responsible for packing them. This process can be supported, as the set-up resulting of a mark in this field ensures that you can skip both picking lists and warehouse transactions. This is possible as either a warehouse specific or an item specific location is always transferred to a packing list when a packing list is created in the window Sales Orders without first creating a picking list or a warehouse transaction.
Implicit Warehouse Trans.	If you mark this field, the approval of a picking list regarding the current warehouse will automatically close any warehouse transaction from which the picking list was created even if the quantities of items that were reported picked on the picking list do not match those on the warehouse transaction from which the list was created. This operation mode is useful if you do not want to make new attempts at creating picking lists from warehouse transactions when the warehouse personnel already reported that the items were not available at the specified picking location. This can, for example, be due to the fact that you are using fixed picking locations or because you want the picking reporting to be the final indication of whether the items could be picked.
Allow Incomplete picking lists	Mark this field if picking list lines with only a source location or a target location should be allowed. This ensures that the creation of a picking list never fails. When a picking list line is to be created from a warehouse transaction line for which only a source or target location, respectively, has been specified, and the

Field	Description
	other location cannot be found in the process described for the action “Print Picking List,” the warehouse transaction line will result in a picking list line identical to the warehouse transaction line, as the system could not suggest a source or target location. If this field has not been marked for the warehouse in question, the picking list creation procedure would fail if a source or target location cannot be found.

Posting References Island

Field	Description
Inventory Value	In this field, enter the number of the dimension combination containing a reference to the G/L account on which the inventory value should be updated. If you use more than one inventory value account, be sure to verify that the number you enter here refers to the warehouse currently shown in the window and that you have not created a warehouse with the same posting reference. The account to which the specified dimension combination refers is updated each time items are shipped from or received by this warehouse, and each time costs are adjusted. When items are shipped, this account is credited by the value of the shipment. When items are received, it is debited by the value of the received goods.
COGS Suspense	In this field, enter the number of the dimension combination containing a reference to the G/L account for COGS Suspense. This is an account used for tracking goods removed from inventory and printed on a packing slip, but that have not yet been invoiced to the customer and booked as a sale. Be sure to verify that this account refers to the warehouse currently shown in the window and that you have not created another warehouse with a reference to the same account. In the below description of the posting reference, the term “account” is used about posting references in the form of dimension combinations from which an account number and possibly other dimension values are found. The purpose of this account is to secure that the value of your physical stock is always reflected in the inventory value account. This is relevant when there is a difference in time from when goods are shipped to when the sale is invoiced, since cost of sales is not posted before invoicing. When goods are shipped, the cost of sales is debited to this account and when the shipment is invoiced, the cost of sales is credited to this account. This account is not used when printing packing slips for orders marked as “Invoice in Job Cost.” Cost of sales for these orders is debited through the Job Cost module, either to the P/L account for the activity or to the job’s account for WIP, depending on whether the job is capitalized.

Manual Inventory Value Changes Island

Field	Description
Shipments and Receipts	In this field, enter the number of the dimension combination containing a reference to the G/L account on which you want Maconomy to set off entries that affect the inventory value, (registered on the account for inventory value) generated by manual item shipments and receipts in the Inventory Change window. This dimension combination can also contain values for other dimensions to be used in this connection. The account for inventory value is specified by means of a dimension combination in the field “Inventory Value.” This offset posting reference is used when you post an item journal that was produced in the following way: ▪ An item transaction is created and approved in the Inventory Change window by a “Receipt” or a “Shipment.” ▪ For an item with the FIFO costing method, Maconomy generates and approves an inventory transaction of the change type “Transfer.” As a result of rounding amounts to the nearest currency unit, the amounts to be debited/credited the inventory value account for ‘To Warehouse’ and ‘From Warehouse’ will differ.
Cost Adjustment	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to set off entries for cost adjustments to the inventory value account generated by manual cost adjustments, or automatic cost adjustments resulting from miscellaneous losses, transfers or inventory counts. This dimension combination can also contain values for other dimensions to be used in this connection. Cost adjustments can occur as a result of rounding amounts to the nearest currency unit. This posting reference is used when you post an item journal that was produced in one of the following ways: ▪ An item transaction is created and approved in the Inventory Change window by a “Cost Adjustment.” ▪ An item transaction is created and approved in the Inventory Change window by a “Transfer,” “Inventory Count” or “Misc. Losses,” where costs are adjusted automatically after amounts are rounded up. ▪ An inventory count list is approved with volume variances in the Approve Count window, and costs are automatically adjusted after figures are rounded up.
Inventory Count	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to set off entries that adjust the balance of the inventory value account, in the form of a write-up or write-down as a result of an inventory count. The dimension combination can also contain other dimension values to be used in this connection. The inventory value account is specified by means of a dimension combination in the field “Inventory Value.”

Field	Description
	This posting reference is used when you post an item journal that was produced in one of the following ways: ▪ An item transaction is created and approved in the Inventory Change window by an “Inventory Count.” ▪ An inventory count list is approved with volume variances in the Approve Count list.
Misc Losses	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to set off entries to the inventory value account as a result of miscellaneous losses. The dimension combination can also contain other dimension values to be used in this connection. The inventory value account is specified by means of a dimension combination in the field “Inventory Value.” This posting reference is used when you post an item journal that was produced in the following way: ▪ An item transaction is created and approved in the Inventory Change window by “Misc. Losses.”

Company Island

Field	Description
Company No.	In this field, you can enter a value for the dimension Company, thus assigning the warehouse to the company which owns it. If another company creates transactions causing item movements on the warehouse, Maconomy will automatically create intercompany balances on the accounts specified for the intercompany transaction type “Inventory Journal” in the window Intercompany Accounts in the G/L module. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. Furthermore, the balance of the warehouse is represented in the chart of accounts of the company in this field. This means that when entries are created as a result of the posting of item journals, the value in this field will be transferred to those entries which concern the current warehouse. Once an item, an entry or a transaction has been made for the warehouse, it is no longer possible to change the value in this field. If you do not enter a value in this field when creating a warehouse, Maconomy transfers the standard value for the dimension Company from the window System Information.
Name	This field shows the name of the company specified in the field “Company No.” above.

Field	Description
Base Currency	This field shows which currency is used as the base currency in the company specified in the field “Company No.” above. For further information about the concepts of company base currencies and enterprise currency, please see the description of the field “Base Currency” in the window Company Information in the G/L module.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Stock Locations Sub-Tab

This section includes the fields and descriptions for the Stock Locations Sub-Tab.

Field	Description
Stock Location No.	In this field, you can specify a number or name for the current location. Once the line has been created, you can no longer change the location number.
Storage Loc.	In this field, you can specify whether the current location is intended for use as a storage location. A storage location is a location at which you normally store items after they have been checked upon receipt and until they are to be shipped or moved to other locations. This field is used in the procedure for finding target locations when picking lists are created from warehouse transactions. When you create picking lists from warehouse transactions regarding the current warehouse Maconomy attempts to find a target location for those lines on which no target location was specified on the warehouse transaction for instance because it was created from an item receipt. To find a target location, Maconomy runs through a procedure which is described in detail in the description of the action “Print Picking List,” part of which consists of running through locations marked as storage locations. If a location does not have a mark in this field, it is discounted in step 4 of the procedure for finding a target location, even if there are units of the item in question stored at it.
Picking Loc.	In this field, you can specify whether the current location is intended for use as a picking location. A picking location is a location from which you usually pick items to prepare them for packing even though the items stored at the picking location are also stored at other locations in the warehouse. This can, for example, be due to the fact that the picking location is situated closer to the packing area. When you create picking lists from warehouse transactions regarding the current warehouse Maconomy attempts to find a source location for those lines on which no source location was specified on the warehouse transaction for instance because it was created from a sales order. To find a source location, Maconomy runs a procedure which is described in detail in the description of the action “Print Picking List,” part of which consists of checking all locations marked as picking locations. If a location does not have a mark in this field, it is discounted in step 4

Field	Description
	of the procedure for finding a source location, even if there are units of the item in question stored at it.
Shipment Loc.	In this field, you can specify whether the current location is intended for use as a shipping location. A shipping location is a location to which you normally move items to pack and ship them. If you do not mark the field, Maconomy will display a warning if you specify the current location as the shipping location on, for example, an order or a quote, or if you specify it as a standard shipping location for the warehouse.
Receipt Loc.	In this field, you can specify whether the current location is intended for use as a receiving location. A receiving location is a location at which you normally register the receipt of items and check them before moving them to their respective storage locations. If you do not mark the field, Maconomy will display a warning if you specify the current location as the receiving location on, for example, an item purchase order or an inventory change for receipt, or if you specify it as a standard receiving location for the warehouse
Blocked for Picking	If you mark this field, the current location is ignored in the procedures for finding a source location for a picking list line being created. However, the location is not ignored in those steps in the procedure where Maconomy tries to find a standard picking location for the warehouse or item in question. This means that a blocked location can be used as a source location if it has been specified as the standard picking location on a warehouse or an item. A blocked location can also be specified manually as the source location on picking lists and warehouse transactions.
Blocked for Receipt	If you mark this field, the current location is ignored in the procedures for finding a target location for a picking list line being created. However, the location is not ignored in those steps in the procedure where Maconomy tries to find a standard storage location for the warehouse or item in question. This means that a blocked location can be used as a target location if it has been specified as the standard storage location on a warehouse or an item. A blocked location can also be specified manually as the target location on picking lists and warehouse transactions.
Empty Loc.	This field is marked if no items are currently registered as stored at the current location.
Text 1-5	In these fields, you can write any extra remarks about the current location.
Weight	Here you enter the net weight in kilos of the item entry. The weight will be rounded off to the nearest whole kilo, 1 kg being the smallest possible value. When you enter a new item entry, the net weight per unit is retrieved from the “Net Weight (kg.)” field in the item information card.
Volume	Here you enter the item’s volume per pricing unit.

Actions

This section shows the Actions available in the Warehouse Information Card workspace.

Top Tab

Field	Description
Create Inventory Profiles	Select this action to start inventory profile control for all items in the warehouse. The effect is the same as manually marking each “Inventory Profile” field on the warehouse line in each of the Item Information Cards.
Delete Inventory profiles	Select this action to stop inventory profile control for all the items in the warehouse. The effect is the same as manually removing the mark in each “Inventory Profile” field on the warehouse line in each of the Item Information Cards.

Item Group Information Card Single Dialog Workspace

Use this workspace to manage various item groups.

In the Item Group Information Card tab, enter general information about the group. In the Departments sub-tab, enter references to G/L accounts if you want to book sales and cost of sales by item group. The Departments sub-tab displays one line for every department created in the Posting References workspace in the G/L module.

Maconomy divides inventory items into a number of logical groupings. You must create these groups in this workspace before you can set up items in the Item Information Card workspace, because you must attach items to a group. Maconomy distinguishes item groups from one another by costing method, inventory control, tax codes, and other information, all of which is transferred to the Item Information Card when you assign an item to a group.

You can change the information for an existing item group after items have been assigned to it, but the new information does not affect the items that are already in the group. Changes only affect new items assigned to the group.

Item Group Information Card Tab

This section includes the fields and descriptions for the Item Group Information Card Tab.

Item Group Island

Field	Description
Name	Enter the name of the item group here. This name identifies the group and must be unique. You can change the name of an existing item group. You must complete the field.

Buyer Island

Field	Description
Buyer	In this field, you can specify the name of the person typically responsible for buying items in the current group. You can enter any text. The information in this field is used when running item purchase selections, where you can set up criteria where the buyer information on each item and the item group to which it pertains determines whether the item in question is to be included in the selection. In this process, the buyer on the item group is only used if a buyer has been specified neither for the warehouse for which items are being purchased nor in the card part of the item in question. For further information on this process, see the description of the field “Buyer” in the window Item Purchase Orders in the Item Purchase module.

Inventory Island

Field	Description
Inventory Control	If you mark this field, you apply inventory control to the items in the item group. Inventory control means that you can enter information such as storage location, delivery times, and so on, in the table part of the window Item Information card. Maconomy also calculates average and last cost prices for items with inventory control, and keeps track of item volumes for each warehouse. For items without inventory control, only limited warehouse specific information, such as preferred vendor and standard cost, can be entered. If you do not mark this field, then select “Standard” in the “Costing Method” field, since average and last costs are not updated for items without inventory control. When an item has inventory control, both the average and last costs are updated when there are inventory changes, regardless of which costing method you have selected. You can change the value of the field for an existing item group, but the change will not affect items already assigned to the group. It will only be effective for new items assigned to the group after the change. You cannot change the inventory control method for existing items.

Sales Order Island

Field	Description
Tax Code	Here you can specify the tax code to be suggested for items in this group on order lines. The tax code(s) can be changed on individual order lines or determined by a tax table from the Tax Tables window in the G/L module. Tax is only added if the customer to whom the item is sold pays tax. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”

Field	Description
	You can change the value for an existing item group, but it will not affect items already assigned to the group. The change will only be effective for items that are assigned to the group after the change. Tax codes are defined in the Tax Codes window in the G/L module.
Markup % of Cost	Here you enter the GM % for calculating gross margin, if an item is not in a price list. The sales price is then calculated from the cost plus whichever gross margin – from this field or the “GM % Sales Price” field – is greater than zero; otherwise, it uses zero. You can change the value for an existing item group, but it will not affect items already assigned to the group. The change will only be effective for items assigned to the group after the change. You can change the GM % for items individually in the Item Information Card window.

Costs Island

Field	Description
Costing Method	Select one of four values, “Average,” “Last,” “Standard,” and “FIFO,” to be used for determining the inventory value of items in the group. This selection is also used in the calculation of sales prices on order lines if the item is not priced in a price list and if costs are not calculated from sales prices. You can change the costing method for an existing item group, but it will not affect items already assigned to the group. Changes will only affect new items assigned to the group after the change. You cannot change costing method for an existing item. Use the “Standard” costing method if you leave the “Inventory Control” field unmarked. Since Maconomy does not keep track of item batches for items without inventory control, the average cost always corresponds to the cost of the last item purchase. This makes the Average and Last costing methods irrelevant for an item without inventory control. If an item is under inventory control, both the average and last costs will be updated when there are inventory changes, regardless of the costing method you have applied. Only if the field “Inventory Control” has been marked are you allowed to create an item group with the FIFO costing method. By the FIFO method (First In First Out) is meant that items are shipped from the inventory at the same price as at their receipt. The stock of any given item in a given warehouse is therefore divided into a number of item batches corresponding with the item receipts which form the stock of the warehouse. Each item batch is described by a quantity of items which is equivalent to their part of the total stock, a date of receipt, and the cost. Items are shipped from stock at the price of the oldest item batch in the warehouse in question. Each warehouse has its own FIFO queue. Thus, each item batch is identified by an item number, a warehouse, and an item batch number. Item batches are numbered consecutively for each combination of item and warehouse. For items with FIFO control, it is not sufficient to calculate the inventory value on the basis of stock times cost. It is thus necessary to calculate it on the basis of the

Field	Description
	total value of the individual batches. For each batch, this value is calculated from the batch's cost times the stock on hand at the warehouse in question. The control of the FIFO queue involves the cost of the items only and thus not physical item numbers. At shipment, the inventory value account will be credited the cost of the oldest receipt. However, there is no verification that the serial numbers shipped are the exact same numbers which were once entered at the particular cost. For items under inventory control, shipment from a single item line on an item with FIFO control can take place from different batches and thus at more than one cost at the same time. The value of the cost of sales is thus a total of the value of the batches, and it is this value which is credited the inventory value account. The cost of sales is calculated as follows: $\text{cost of sales} = number_1 \times cost_1 + \ldots + number_n \times cost_n$ However, in the invoicing procedure, it is more beneficial to operate with only one cost per packing slip line. Therefore, an average cost of the items shipped from a given warehouse is calculated to be used on the item entry and for further invoicing. The average cost is calculated as follows: $\text{cost}' = \dfrac{number_1 \times cost_1 + \ldots + number_n \times cost_n}{number_1 + \ldots + number_n}$ As the amount calculated has been rounded to the nearest currency unit, a difference may occur between the cost of sales posted and the value registered on the packing slip line. $\text{cost of sales}' = number \times cost'$ The difference between cost of sales - cost of sales', is posted to: 1. The inventory account for automatic write-ups and write-downs in connection with sales and the creation of packing slips, 2. The inventory account for automatic write-ups and write-downs in connection with the production of bills of materials, or 3. The inventory's manual offset accounts for receipts and shipments in connection with item carry-over. For items with FIFO control, it thus applies that the cost cannot be determined until at the time of shipment. In certain functions in Maconomy, the cost of an item is used without a concomitant shipment (for instance in the case of order lines in which the cost at the warehouse in question is used to calculate the sales price if no sales price list is used and if no sales price costing is used). These functions therefore require a selection as to a suitable cost. If the cost is used in connection with an expected shipment, the cost of the oldest item batch in the warehouse in

Field	Description
	question is used. If the cost is to be used in connection with an expected receipt, the last cost should be used.
Order Item	In this field, you can specify whether the field “Order Item” should automatically be marked on new items created in the current item group. For further information on the functionality of order items, see the description of the field “Order Item.”
Sales Price Costing	By marking this field, costs of items in this group will be calculated from sales prices, when they are sold on an order. This facility can be used when you must use a vendor’s suggested retail prices. The gross margin is thus determined by the discount you receive from the vendor. You can change the value of this field for an existing item group, but the change will not affect items already assigned to the group. It will only be effective for new items assigned to the group after the change. You cannot change the value for existing items.
GM % Sales Price	Here you can enter the GM % if your company uses the Sales Price Costing for the items in this group. If the Sales Price Costing is not used, Maconomy uses that which is greater than zero of the GM % from this field or the “Markup % of Cost.” Otherwise it uses zero. You can change the value for an existing item group, but it will not affect items already assigned to the group. The change will only be effective for items assigned to the group after the change. You can change the GM % for items individually in theItem Information Card window.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Departments Sub-Tab

This section includes the fields and descriptions for the Departments Sub-Tab.

Field	Description
Department	Here you select a department in your company. The table part of the window is used for departmental posting references to the item group. If you mark the “Post per Item Group” field in the System Information window in the Set-Up module, Maconomy creates a line for every department. Then all you do is enter the posting references. If you later create a department, you must enter it in the table part manually. Departments are maintained in the Posting References window in the G/L module.
Sales, Taxable	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to post taxed sales from the item group. Sales are only posted per item group if you mark the “Post per Item Group” field in the System Information window in the Set-Up

Field	Description
	module. The dimension combination can also contain other dimension values to be used in this connection.
Sales, Nontaxable	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to post item group sales without tax (that is, “blank” tax code). Sales are only posted per item group if you mark the “Post per Item Group” field in the System Information window in the Set-Up module. The dimension combination can also contain other dimension values to be used in this connection.
Sales, Export	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to post item group export sales. Sales are only posted per item group if you mark the “Post per Item Group” field in the System Information window in the Set-Up module. The dimension combination can also contain other dimension values to be used in this connection.
Cost of Sales	In this field, enter the number of the dimension combination containing a reference to the account on which you want Maconomy to post item group cost of sales. Cost of sales are only posted per item group if you mark the “Post per Item Group” field in the System Information window in the Set-Up module. The dimension combination can also contain other dimension values to be used in this connection.

Pricing Combinations Single Dialog Workspace

Use this workspace to create assorted item groups that Maconomy uses to calculate combination quantity discounts in the Quotes, Sales Orders, and Credit Orders workspaces.

Assign items to these groups using the **Pricing Combinations** field in the Item Information Card workspace.

When you select **Calculate Quantity Discount** in the Quotes, Sales Orders, or Credit Orders workspace, Maconomy recalculates the price of each item that is attached to a pricing combination. For each item line, Maconomy selects a price step that is based on the total number of items on the order that belong to the same pricing combination as the item on the given line.

Maconomy uses the assorted quantity discount as a supplement to quantity discounts, which are only given for items that have the same item number.

Maconomy does not recalculate prices of itemized bills of materials or on orders for which items have already been delivered.

Pricing Combinations Tab

This section includes the fields and descriptions for the Pricing Combinations Tab.

Pricing Combination Island

Field	Description
Name	Here you enter the name of the pricing combination. Maconomy verifies that the name is not used already. You can use the Find function to retrieve existing pricing combinations. You cannot change the name of an existing group, but you can delete it if there are no items attached to it in the Item Information Card window.
Description	Here you enter a detailed description of the group.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Item Information Card Single Dialog Workspace

Use this workspace to maintain information about your company's individual warehouse items.

The Item Information Card tab contains general and account information about an item. After you enter data and press Return, Maconomy verifies the information. You can then create warehouse assignment lines in the Warehouses sub-tab, thus indicating that the item is related to these warehouses. You also specify delivery time, maximum stock, usual storage location, and so on, for each warehouse. You can only make entries for an item in a given warehouse for items that you assigned to the warehouse in question on a line in this workspace.

If you have Maconomy Bill of Materials, Maconomy operates with two kinds of items: Standard items and bills of materials (BOMs). Use the BOM field to specify whether an item is one or the other. BOM items have a supplementary information card in the BOM Information Card workspace.

If you specify a standard item, you can transfer the values for this standard to a new item. You maintain standard items in the System Information workspace of the Set-Up module.

For auditing purposes, it is recommended that you print and file the Item Information Card every time that you change it. To print the card, select the **Print This** action in the File menu.

You can only delete an item if all of the fields related to quantity in the item's warehouses contain zero, if there have been no item changes in the last year and the current year, and if you have not made any item discount agreements for the item.

If you have Maconomy Bill of Materials, and if the item is part of such a bill, you cannot delete the item. If you delete a warehouse assignment for an item in the Warehouses sub-tab, Maconomy deletes all of the information about item entries, item periods, item batches, and related vendors for the current warehouse assignment. When you print a historical inventory balance list, this information is thus not available for the deleted warehouse assignments, which results in the inventory balance list not showing the posted inventory value.

Item Information Card Tab

This section includes the fields and descriptions for the Item Information Card Tab.

Item Island

Field	Description
Item No.	Here, you enter a new item number. This number is the sole and absolute identification of the item. There is no limit to how many characters you can type here, and you can mix letters and numbers. However, Maconomy standard printouts only include the first 16 characters. You cannot change the number of an existing item. Maconomy verifies that the number does not already exist. To retrieve an existing item, use the search functions in the Find menu.
Item Group	Here you select the group the item is in. The pop-up field shows existing item groups created in the Item Group Information Card. Various information from the item group is then transferred to the item information card. The item information that is managed at item group level, such as cost method, sales price costing and inventory control, cannot be changed at item level. You can change the item group of an existing item, but the information for the new item group is not transferred to the item information card. If you are posting per item group, which is determined in the System Information window in the Set-Up module, your sales of the item will be recorded to the new item group. Maconomy posts in accordance with the item group an item is assigned to at the time an order line is created.
Pricing Combination	Here, you can attach the item to a pricing combination. Pricing combinations are created in the Pricing Combinations window. Pricing combinations offer the option of giving your customers assorted quantity discounts in quotes and sales orders.
Item Type	Here, you select the item type. Item types are used for statistics. You define item types in the Popup Fields window in the Set-Up module.
Buyer	In this field, you can specify the name of the person typically responsible for buying the current item. You can enter any text. The information in this field is used when running item purchase selections, where you can set up criteria where the buyer information on each item determines whether the item in question is to be included in the selection. You can also specify a buyer on each line in the table part, thus indicating warehouse specific buyers. When you create an item purchase selection for a given warehouse, Maconomy checks the buyer on the line pertaining to the warehouse in question to see if it matches the selection criteria specified of the purchase selection. If no buyer has been specified on the line pertaining to the warehouse in question, the buyer in the card part is checked instead. Similarly, you can specify a buyer for the item group to which the current item is assigned, and the buyer of the item group will thus be checked against the selection criteria of a given item purchase selection if a buyer has been

Field	Description
	specified neither on the relevant line in the table part of the item information card nor in the card part of the item information card. For further information on this process, see the description of the field “Buyer” in the window Item Purchase Orders in the Item Purchase module.
Bill of Materials	Here, you specify whether the item is a BOM (Bill of Materials) or a standard item. If it is a BOM, you itemize its components in the Bill of Materials Information Card. You cannot change the value in this field once the item has been created. This field only applies to Maconomy Bill of Materials.
Duty Code	Here, you can use assign a duty code to the item. In the window Popup Fields in the Set-Up module, you can define the duty codes to be shown in this pop-up field. The duty code in this field will be transferred to the item purchase order line when you create an item purchase order with the current item. If the item is not purchased from the standard country in Maconomy, a duty will be calculated at item receipt. The duty is calculated, based on the duty rate of the duty code. The total duty will affect the inventory value, and a purchase transaction is automatically created for the vendor specified in the island “Tax Office” in the window System Information in the Set-Up module.

Description Island

Field	Description
Description, Lang. 1	Here you enter a descriptive item text in the primary language of the system. The primary language is the one appearing on the first table line for the pop-up type “Languages” in the table part of the window Popup Fields. The text is used in the “Description” field on order lines, and in the “External Desc.” field, if the order is assigned to the primary language. The text you enter is furthermore created as an entry in the window Language Texts in the Set-Up module. It is then possible to assign translations of the item description in the languages used in Maconomy. This makes it possible, for example, to send an invoice to a German company with the item descriptions in German. In those cases where no translation of the item description has been made in the language used in a given context for instance on the printout of an order confirmation, Maconomy uses the description in this field instead. For more information about item descriptions in other languages, please see the description of the window Language Texts in the Set-Up module.
Description, Lang. 2	Here you enter the item text in the secondary language of the system. The secondary language is the one appearing on the second table line for the pop-up type “Languages” in the table part of the window Popup Fields in the Set-Up module. The text is used in foreign language external documents, such as quotes, orders and invoices where the text is transferred to the “External Desc.” field, if the quote, order, invoice, and so on, is assigned to the secondary language.

Field	Description
	If you enter a text here, a line will automatically be created in the window Language Texts, where the specified text is used as a translation into the secondary language of the system. Similarly, if a language text translation line is created for the item into the secondary language, the translation will appear in this field. Subsequent changes in either of the windows will cause the update to be reflected in the other window. The item text can be inserted in price lists using Maconomy's layout editing tools.
Description, Lang. 3	Here you enter the item text in the tertiary language in the system. The tertiary language is the one appearing on the third table line for the pop-up type "Languages" in the table part of the window Popup Fields. The text is used in foreign language external documents, such as quotes, orders and invoices where the text is transferred to the "External Desc." field, if the quote, order, invoice, and so on, is assigned to the tertiary language. If you enter a text here, a line will automatically be created in the window Language Texts, where the specified text is used as a translation into the tertiary language of the system. Similarly, if a language text translation line is created for the item into the tertiary language, the translation will appear in this field. Subsequent changes in either of the windows will cause the update to be reflected in the other window. The item text can be inserted in price lists using Maconomy's layout editing tools.
Internal Desc.	Here you can enter an internal item text. The text is printed on the picking list, and is suitable for internal messages to inventory employees. You can, for example, specify how the item is to be handled and packed. The text is not printed on external documents.
Extra Text 1-10	In these fields you can enter a supplementary text to describe the item. The text is transferred to the Sales Orders and Item Purchase modules, and you can use Maconomy's layout editing tools to insert them in order documents as well as price list printouts.
Picture File Reference	In this field, you can specify the path to an image file containing a picture of the current item. In the Maconomy Procurement Portal module, this picture will be displayed in the Item Home component and other item related components, provided that a placeholder for the picture is included in the component layout. The file reference must be specified as a valid URL, either as a full path specification starting with "http://" or relative to the web server. For instance, if you specify "/Images/Furniture/LSofa1.jpg," it means that the file is placed in the folder "Furniture" which is a subfolder to "Images," which again is a subfolder directly below the root level of the web server.

Costs Island

Field	Description
Costing Method	This field shows the costing method to be used for the calculation of the value of the item inventory. The value is retrieved from the item's Item Group Information Card, and it cannot be changed here.
Order Item	When the field "Order Item" is marked on the information card of an item, the field "Transfer Cost" in the window Sales Order to Item Purchase Orders in the Item Purchase module will automatically be marked on lines concerning the item in question. The purchase price of an order item on an item purchase order line created from a sales order line corresponds to the last cost price of the item in the warehouse in question. However, for an order item using sales price costing, the purchase price corresponds to the cost price calculated from the price on the sales order. On purchase order lines created from sales order lines containing an order item with sales price costing, the field "Keep Price" is automatically marked. Furthermore, the cost and the item description from the item purchase order will be transferred to the sales order line when the item is received.
Sales Price Costing	This field shows whether cost is calculated from sales price. The value is retrieved from the item's Item Group Information Card, and it cannot be changed here.
GM % Sales Price	Here you specify a gross margin percentage, if you use the Sales Price Costing. If the item is not assigned to Sales Price Costing, Maconomy uses whichever percentage from this field and the "Markup % of Cost" field is greater than 0, otherwise it uses 0. Maconomy automatically suggests the value specified in the item's Item Group Information Card, but you can select another. If an order line does not have a sales price, Maconomy suggests a sales price based on the following algorithm: Sales price = Cost /(100 - GM %) x 100.
Enterprise Currency	This field shows the enterprise currency of the system. The enterprise currency is specified in the field "Enterprise Currency" in the window System Information and cannot be changed in this field.
Total Inventory Value	This field shows the item's current inventory value. The field shows the sum of the inventory values of the individual warehouses in the table part, converted into enterprise currency.

Access Level Island

Field	Description
Name	Here you can enter the name of an access level. Users only have access to seeing information about the current item and referring to it in other windows if they have been assigned to this or a higher access level in the window User

Field	Description
	Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to items may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current item.
Description	This field shows the description of the access level specified in the field above.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Document Count	This field shows the total number of documents in the Document Archive.

Template Note Island

Field	Description
Template Note No.	In this field, you can specify the number of a note created in the window Notes in the Set-Up module. The field is used for adding a number of extra fields in which the user can enter information if the current item is a template item. A template item is an item where the generic item information is not specific enough, as certain details may change from order to order. An example of a template item is a business card where the basic information about the card such as the paper type and background color is static, but each time a batch of cards is ordered, the title, name and address to be printed on the card are different. It is therefore important that a number of additional fields are made available so that a user ordering a business card is allowed to enter this information. You may have many types of template items in your system, and most likely they do not all require the same additional information. Therefore Maconomy allows you to set up any item as a template item with any number of additional fields attached. A template item is created by assigning the item to a note where the headings in the table part represent the additional fields in which the user should enter specific information on the item ordered. Whenever someone orders an item on which a template note number has been specified, a copy of the note specified on the item is automatically created and assigned to the quote or order line in question. In the window Notes, the user can then enter the required information

Field	Description
	in the table part of the note assigned to the quote or order line. The information entered in the note will also appear on external order printouts. The following method is used for setting up additional fields for a template item: ▪ Create a note type with the headings to be used as field names. ▪ Create a note containing the headings to be used as field names. ▪ Set up items to use the fields set up in the above steps. **Create a Note Type with the Headings to be used as Field Names** In the window Note Types, create a note type. In the table part of the note type, create a line for each additional field required for the template item. In the field “Heading,” specify the desired field name. In the field “Format,” specify the data type of the field in question, thus ensuring that the correct type of data is always entered. See the description of the field “Format” in the table part of the window Note Types in the Set-Up module for further information. **Create a Note Containing the Headings to be used as Field Names** In the window Notes, create a note of the type you created earlier in the process. In the table part of this note, create a line for each of the headings in the note type. If you want the fields to contain default values, specify these values in the field “Value.” **Set up Items to use the Fields Defined in the above Steps** In the window Item Information Card, enter the number of the note which you created in the previous step in the field “Template Note No.” The fact that the item has a template note assigned to it is what identifies the item as a template item. This means that whenever someone orders an item on which a template note number has been specified, a copy of the note specified on the item is automatically created and assigned to the quote or order line representing the item. In the window Notes, the user can then enter the required information in the table part of the note assigned to the order line. You can assign the same note to any number of items, for instance if you have several items for different business card models, but they all require the user to enter the same type of information.
Description	This field shows a description of the note specified in the field “Template Note No.” above.

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current item. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means

Field	Description
	that the dimension combination only applies to the dimensions for which no value has been entered on the item information card.

Derived Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location if you want a value to be derived from the current item. If you also want the specified value to overwrite existing values for the dimension, complete the field “Overwrite.” If you do not choose overwriting, the dimension value will only be derived if the dimension field for which derivation is taking place has neither been completed manually nor by entering a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. See the section on dimension derivation in the chapter “Introduction to the G/L Module” as well as the description of the windows Dimension Derivations and Dimension Combinations in the G/L module for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Service Island

Field	Description
Return To	Here you can enter the name of the customer or vendor to whom the item is to be returned after it has been serviced or repaired. The field is for reference, and you can enter an optional text, which can be used to search for the item in the database.
Repairable	You can mark this field if the item can be repaired in event of damage. The field is for reference and can be used to search for the item in the database.
Obsolete	You can mark this field if the item is obsolete. You can use it to assess whether or not the customer can return the item to you. The field is for reference and can be used to search for the item in the database.

Extra Fields Island

Field	Description
Popup 1-5	In these five fields, you can specify various information about the item. The values available in these pop-up fields are created in the pop-up type “Item Popup 1-5” in the window Popup Fields in the Set-Up module. The values in these fields are transferred to order lines, invoice lines, packing slip lines, and so on, where they can be used for specifying a status for the item on the transaction in question. The fields can also be used for grouping items.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Remarks Island

Here you can enter additional remarks.

Warehouse Island

Field	Description
Discontinued	Here you can specify whether the item is discontinued permanently or temporarily. Therefore you cannot sell more than the available item quantity in the warehouse (stock on hand) plus any purchase and production volumes minus any order and back order volumes. Once an item has been discontinued, you can no longer create sales order lines and invoice lines with the item in question in the Sales Orders module. If the item is only temporarily discontinued, you just remove the mark when item is back in stock.
Item Status	Here you can enter a status for the item. It is purely for reference and can be used in reports.

Field	Description
Inventory Control	This field shows whether the item has inventory control. This is determined in the item's Item Group Information Card, and the value cannot be changed here. If the item has inventory control, you can specify storage locations, delivery time and other inventory-related data, which Maconomy automatically uses to update inventory fields, as shown in the table. If an item has inventory control, both the average and last costs will be updated when there are inventory changes, regardless of which costing method you have selected. If the item does not have inventory control, only limited information, such as preferred vendor and standard cost, can be entered for each warehouse in the table part.
Serial No. Control	Mark this field if you want to allow serial number registration of units of the current item. If you mark this field, it is possible to register serial numbers going into and out of the warehouses in the system and the units moved between different locations in the warehouses. Only items with inventory control can have serial number control. In the fields "Serial No. Reg. at Receipt," "Serial No. Reg. at Shipping," and "Complete Serial Number Registration," you can specify the strictness of the serial number registration by marking the situations in which the registration of serial numbers is mandatory. When items are received, you can enter the serial numbers in question in the window Serial Number Receipt in the Item Purchase module or in the window Serial Number Movement, depending on the type of registration causing the receipt. When items are leaving a warehouse, you can register the serial numbers in question in the window Serial Number Entry in the Sales Orders module or in the window Serial Number Movement, depending on the type of registration causing the shipment.
Serial No. Reg. at Receipt	If you mark this field, you specify that when units of the current item go into a warehouse, you must report the serial numbers of the units in question. Units can, for example, go into the warehouse as a result of item purchase order receipt or item movements. The serial numbers in question are specified in the window Serial Number Receipt or Serial Number Movement, depending on the type of transaction causing the movement.
Serial No. Reg. at Shipping	If you mark this field, you specify that when units of the current item leave a warehouse, you must report the serial numbers of the units in question. Units can, for example, leave the warehouse as a result of order delivery or item movements. The serial numbers in question are specified in the window Serial Number Entry or Serial Number Movement, depending on the type of transaction causing the movement.
Complete Serial No. Reg.	If you mark this field, you specify that when units of the current item leave or go into a warehouse, you must report the serial numbers of the units in question. Furthermore, when moving units of the item between locations in a warehouse, you must specify which units are moved. As this type of

Field	Description
	registration encompasses both serial number registration at shipping and at receipt, you must also mark the fields “Serial No. Reg. at Shipping” and “Serial No. Reg. at Receipt” when this field is marked. If you mark this field, it is also made mandatory that when performing inventory counts for the current item, the individual serial numbers at each location and their quantities must be counted. This means that it is not possible to just enter the total number of units of the items found at each location their serial numbers must be specified as well.
Primary Warehouse	In this field you can select the primary warehouse of a given item. The warehouses specified on the item lines in the table part of this window are independent of the warehouse in the card part of the window Sales Orders. The primary warehouse is used if the same item exists in several warehouses. The value of this field is blank by default and can only be changed to a warehouse to which the item has already been assigned.

Units Island

Field	Description
Unit, Sales	You can maintain unit descriptions in the Popup Fields window in the Set-Up module. Note: You cannot select units corresponding to hours or days.
Minimum Sales Unit	Here you specify the item’s minimum sales unit. A box of 12 pencils, for example, has “12” as minimum sales unit, if you only sell the pencils in boxes.
Pricing Unit, Sales	Here you enter how many item units are included in the unit price. This applies to sales price, cost, weight and volume. If the unit price covers all 12 pencils from the above example, the pricing unit is 12. You cannot change the value in this field once the item is created.
Unit, Purchase	Here you can enter the unit used when the item is purchased in the Item Purchase Orders window. Note: You cannot select units corresponding to hours or days.
Minimum Purchase Unit	Here you can enter the item’s minimum purchase unit. It must be greater than 0.
Pricing Unit, Purchase	Here you can enter how many units of the item are included in the unit price of the item for purchases.
Sales/Purchase Unit	Here you can enter how many sales units are included in one purchase unit. If, for example, you buy a box of 12 pencils, which you sell individually, you enter 12 here. The value must be greater than 0. Maconomy alerts you if you enter a value different from 1 and the sales and purchase units are the same. The value must be 1 for items with serial number control. Maconomy

Field	Description
	uses the item to inventory the items in the correct quantities. The field must be completed. If the value is changed, it has no effect on existing item purchase orders.
Minimum Production Unit	Here you can enter the item's minimum production unit. It must be greater than zero.
Gross Weight	Here you enter the item's gross weight per pricing unit. The weight unit is optional, but it must be the same for all items, since Maconomy uses the value here to total the weights of the order lines to find the total weight of an order. The total weight of an order is printed on the packing slip in the Sales Orders module. The packing slip shows the gross weight.
Net Weight (kg.)	Here you can enter the item's net weight per unit. The information is used by Intrastat. The value must be in kilos, since Intrastat assumes reports are made in this unit. The value here is not used in the Sales Orders and Item Purchase modules.
Volume	Here you enter the item volume per pricing unit. You can freely choose the unit of volume (defined in Popup Fields in the Set-Up module) but it must be the same for all items, as Maconomy uses the value to total the volumes of order lines in an order.

Note Island

Field	Description
Note No.	In this field, you can specify the number of a note relating to the current item for further specification. Notes are created and edited in the window Notes in the Set-Up module.
Description	This field shows a description of the note specified in the field "Note No." above.

Sales Order Island

Field	Description
Tax Code	In this field, you can specify a tax code (that is, a tax percentage) for the current item. This tax is added to item orders for tax-paying customers. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters "Show Three Tax Levels" and/or "Show Two Tax Levels" must be marked in the System Parameters window. When multiple tax codes are enabled, the "Tax Code" field will be replaced by the following fields: "Tax Code 1," "Tax Code 2" and, if enabled, "Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes." If your company applies national tax rates, Maconomy will transfer a tax code from the Tax Tables window in the G/L module. If the combination of item and state/country has not been created in a tax table, the tax code in this field will be used.

Field	Description
	In the System Information window in the Set-Up module, you can specify whether national tax rates should be applied. Maconomy suggests the tax code from the Item Group Information Card of the item, but you can select a different tax code here. You can maintain tax codes in the Tax Codes window in the G/L module. If you leave the field blank, the item sale will be posted to an account for non-taxed sales. If you have Maconomy Bill of Materials and the item is part of a BOM, Maconomy will use the tax code from the BOM Information Card, not the tax code for the individual BOM part.
Item Tax Code	In this field, you can specify a company tax code created in the window Popup Fields. Maconomy uses this field to determine the tax code to be used in the calculation of tax for the current item as the reporting code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. The tax table selected for the responsible company in the window Company Information is used in the selection criteria. However, the tax code is only selected from a tax table if the field “Use Tax Tables” has been selected in the window System Information, and only if the responsible company has a tax table assigned to it. If no tax table is assigned to the responsible company, or if you use differentiated tax, and you do not use tax tables, Maconomy uses the tax code specified for the item. If you use neither tax tables nor differentiated tax, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. If you use tax tables, and the system parameter “Get on account tax code from tax table” is marked, the tax code to be transferred to on account invoices is found in a tax table. But instead of using the item tax code specified on an item, Maconomy uses the on account tax code in the field “On Account Tax Code” in the window System Information in the Set-Up module (along with various other information) to point out the relevant tax table line. If the system parameter “Get on account tax code from tax table” is not marked, the standard tax code specified in the window System Information is always used as the tax code on invoices on account. For further information about the information used to point out the correct tax code, see the description of the window Tax Tables in the G/L module. When posting entries, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information.
Markup % of Cost	Here you specify a gross margin percentage, if the item is not assigned to a price list. The sales price is then calculated from the cost in the relevant warehouse and a GM %. Maconomy selects whichever GM % from this field and the “GM % Sales Price” field is greater than 0, otherwise it uses 0. Maconomy automatically suggests the value in the item’s Item Group Information Card, but you can change it. If an order line does not have a sales price, Maconomy suggests a sales price based on the following algorithm:

Field	Description
	Sales price = Cost /(100 - GM %) x 100.
New Item No.	Here you can enter the number of an existing item in Maconomy. It will be used if a given item has been discontinued and is being replaced by another item. Maconomy will issue an alert and show the item number here, if you try to create item lines with the discontinued item in the windows Quotes, Sales Orders and Invoices. You can also substitute a discontinued item with the item here to apply in all quote lines and all sales order lines that have not been processed in the Sales Orders module. This takes place in the Item Substitution window.
Activity No.	In this field, you can specify an activity number if you want an activity number to be derived from the item on quote, order, invoice, and credit memo lines in the Sales Orders module. If you specify an activity for the current item, the activity number will be transferred to the field “Activity No.” when the item is specified on a line in a quote, order, and so on, assigned to a job. When the item is specified on a line belonging to a quote, order, and so on, which is not assigned to a job, the activity number is not transferred. You can only specify an activity for which the field “Item No.” in the window Activities in the Job Cost module is blank.
Graded Quantity Discount	If you mark this field, Maconomy will calculate quantity discounts as a graded discount. By graded quantity discount is meant a discount which does not affect all items on an order line but only the quantity of items within the quantity range of each quantity discount. If you for instance grant a discount of 10% on 2-4 items and a 20% discount on 5-10 items, it means that an order for 8 items will be granted no discount on the first item, a 10% discount on the next 3 items, and 20% on the last four items. You cannot enter a pricing combination if graded quantity discount is to be calculated.

Print Control Island

Field	Description
Statistics 1-4	In these fields you can specify a code for statistics purposes. When you make prints in the statistics windows, you can used the value here to select the item in a selection criteria specification.
Print on Price List	If you mark this field, the item will be shown on the printed price list in the Price Lists window. If the field is not marked, the printed price list will not show the item, regardless of whether the item is in the price list.
Bar Code Used	You can mark this field if your company uses a bar code for the item. It is purely for reference.
Bar Code	Here you can enter the item’s bar code. It is for reference and can be used to print bar codes.

Statistics to Tax Authorities Island

Field	Description
Service	This field is used for an item that is an immaterial, non-taxed service, which is not reported to the EU Sales List System or Intrastat. EU trade with these items is not included in Maconomy's EU statistics reports. Be aware that transport of goods, for example, is not a non-taxed service.
Salary Preparation	This field is used for processing services sold by your company. These items are reported to the EU Sales List System with a separate code.
CN Code	Here you enter the 8 or 10-digit item code from the EU Commission's Combined Nomenclature, called the CN or tariff code. The code is used by Intrastat to identify the item. If you enter another item with the same CN code, Maconomy will suggest the value from the "Supplementary Unit," "Item Desc." and "Net Weight" fields from the other item.
Supplementary Unit	Here you enter the conversion factor between the item's sales unit (in the "Unit, Sale" field) and the supplementary unit given in the nomenclature. The value must express how many sales units make one supplementary unit. If, for example you sell the item in packages of 30, and the nomenclature has 1000 as supplementary unit, the conversion factor will be 1000/30 = 33.33. If the nomenclature does not have a supplementary unit for the item, the conversion factor is 0.
Item Desc.	Here you enter the item's name, as given in the combined nomenclature. The text will be printed in reports to Intrastat.

Warehouses Sub-Tab

This section includes the fields and descriptions for the Warehouses Sub-Tab.

Field	Description
Warehouse	Here you select to which warehouse the item is assigned. The pop-up field shows only existing warehouses, that is, warehouses created in the Warehouse Information Card. It is only possible to make registrations for an item on a given warehouse, for example, sales and item purchase orders and inventory changes, if the item has been assigned to the warehouse in question on a line in this window.
Deliv. Time	Here you specify the item's delivery time in days. This information is used in the Sales Orders module to inform a customer of an expected delivery date, if the item is temporarily out of stock. Maconomy then calculates a delivery date based on the delivery time and, if inventory profile is used for the item in the current warehouse, any purchases and productions making the item available within the delivery time.

Field	Description
Inventory Profile	If you mark this field, Maconomy will use the inventory profile for sales, purchases and production of the item from this ware house. The field can only be completed for items with inventory control. An inventory profile is a listing of sales, purchase and production order volume, and thus predicts the expected future shipments and receipts of the item. If you mark this field, the inventory profile can be viewed in the “Inventory Profiles” window.Maconomy uses the profile and the item’s delivery time to calculate delivery dates and quantities. When items are reserved for sales and production, Maconomy calculates the earliest possible delivery date from the current stock, delivery time and the expected shipments and receipts. When you create purchase and production selections, Maconomy uses the same data to calculate the item quantity that precisely covers the preferred maximum stock, as well as the scheduled shipments. Using the actions in the Warehouse Information Card window, you can change the Inventory Profile status of all of items in a given warehouse simultaneously.
Purchase Control	Here you specify whether to apply Maconomy’s item purchase selection facility. Maconomy can automatically create item purchase selections based on the item’s reorder level and maximum inventory. The field can only be completed for items with inventory control.
Buyer	In this field, you can specify the name of the person typically responsible for buying the current item. You can enter any text. The information in this field is used when running item purchase selections, where you can set up criteria where the buyer information on each item determines whether the item in question is to be included in the selection. You can also specify a buyer on each line in the card part, thus indicating an item specific buyer. When you create an item purchase selection for a given warehouse, Maconomy checks the buyer on the line pertaining to the warehouse in question to see if it matches the selection criteria specified of the purchase selection. If no buyer has been specified on the line pertaining to the warehouse in question, the buyer in the card part is checked instead. Similarly, you can specify a buyer for the item group to which the current item is assigned, and the buyer of the item group will thus be checked against the selection criteria of a given item purchase selection if a buyer has been specified neither on the relevant line in the table part of the item information card nor in the card part of the item information card. For further information on this process, see the description of the field “Buyer” in the window Item Purchase Orders in the Item Purchase module.
Reorder Level	Here you specify the item’s reorder level, which is used to make automatic item purchase selections. The field can only be completed for items with inventory control. Maconomy suggests you purchase more of the item when the current inventory, less sales orders and back orders, added to item purchase orders, gives a sum that is equal to or less than the reorder level. The value is specified in units. You can also enter a negative figure here. If, for example, you do not wish to keep an item in stock, but only create an item purchase selection when the item

Field	Description
	is ordered by a customer, you can enter the value of the negative minimum sales unit and the value “0” in the field “Max. Stock.” When the item is entered in a sales order in the Sales Orders module, Maconomy will create an item purchase selection for as many units of the item as the customer has ordered.
Max. Stock	Here you specify the inventory’s recommended maximum stock of the item. This value is used for calculating the quantity to order when making automatic item purchase selections. Maconomy suggests a restocking to this maximum level when the current stock, less sales orders and back orders, added to item purchase orders, gives a quantity that is less than or equal to the reorder level. Maconomy verifies that the maximum value is greater than the reorder level. The field can only be completed for items with inventory control.
Seasonal Model No.	In this field, you can enter a seasonal model if the item has purchase control and if you want the purchase requirement for the current item to the current warehouse to be dependent on the purchase date. When item purchase selections are created, Maconomy checks if there is a relevant need for purchase of the current item. During this verification process the item’s reorder level and maximum stock will be regulated according to the percentages specified in the seasonal model. Maconomy uses the line in the seasonal model which is active at the time where the item can be delivered; that is the creation date of the item purchase selection plus the item’s delivery time. Seasonal models are created in the window Seasonal Models in the Item Purchase module. The field can only be completed for items with inventory control.
Rec. Purchase	Here, the recommended purchase quantity of the item is shown. If the field has been filled in, the window Item Purchase Selection in the Item Purchases module will suggest the purchase of a whole number times the specified quantity. The field can only be completed for items with inventory control.
Average Cost	This is the average cost per item pricing unit in the current warehouse. For items with inventory control, Maconomy automatically updates this field by calculating a new average every time you receive units of the item at the current warehouse in the Item Purchase and Inventory modules. For items without inventory control, this field always corresponds to the field “Last Cost.”
Last Cost	This is the last cost per item pricing unit in the current warehouse. For items with inventory control, Maconomy automatically updates the value, regardless of whether you receive items at the current warehouse in the Inventory Change window (Inventory module) or in the Item Receipt window (Item Purchase module). You cannot change the value manually.
Standard Cost	Here you can specify the standard cost per item pricing unit in the current warehouse. The field uses the base currency of the company to which the current warehouse is assigned. Until transactions (that is, inventory changes, receipts or shipments) have been made for the item in the warehouse in question, this standard cost is used when calculating prices on, for example, sales orders and invoices, regardless of the costing method used for the item. This allows you to enter a price to be used for

Field	Description
	the first registrations until Maconomy can automatically calculate the average and last costs. Once transactions have been made for the item in the warehouse, Maconomy uses the relevant costs according to the costing method of the item when registrations are made. If the item is in stock, and if you use a standard costing method, you can only change the standard cost by adjusting costs in the window Inventory Change.
Inventory Value	This shows the item's current inventory value in the current warehouse. The amount is shown in the base currency of the company to which the current warehouse is assigned. If the costing method is "Standard," "Average" or "Last," Maconomy calculates the value as the current stock of the item at the current warehouse, multiplied by the item's current cost and divided by the pricing unit. If the item's costing method is FIFO, the value is calculated as the sum of the value of the item batches related to the warehouse. It is not possible to change the value in this field.
Vendor	Here you enter the number of the vendor who is the primary supplier of the item to the warehouse. Maconomy checks that the field "Blocked" has not been marked for the current vendor. If the vendor has not been created as a supplier of the current item to the current warehouse in the window Suppliers in the Item Purchase module, he will automatically be created as supplier. The vendor in this field will be used when creating item purchase selections for the current item to the current warehouse. If you want to register several suppliers for one item, this can be done in the window Suppliers. However, a vendor does not have to be registered as a supplier to be used when purchasing the item on item purchase orders.
Vendor Item No.	Here you enter the vendor's number for the item. This number is printed on item purchase orders in the Item Purchase module, instead of your own item number. This makes it easier for the vendor to identify the item. If you specify a vendor in the field "Vendor No." who has been created as a supplier of the current item for the current warehouse, Maconomy automatically transfers any vendor description entered in the window Suppliers.
Vendor Item Descr.	Here you enter the vendor's item text. This text is printed on item purchase orders in the Item Purchase module, in place of your own item text. If you specify a vendor in the field "Vendor No." who has been created as a supplier of the current item for the current warehouse, Maconomy automatically transfers any vendor description entered in the window Suppliers.
Stock on Hand	This field shows the current inventory in item units. You cannot change the value.
Quote	This field shows how many item units are under quote. Items under quote are not reserved in the warehouse. The value cannot be changed.
Sales Orders	This field shows the current volume of sales orders. The value cannot be changed. The value is calculated as the quantity of units ordered on order lines concerning the current combination of item and warehouse less the quantity delivered on the same lines.

Field	Description
	If you have Maconomy Bill of Materials, and if this item is a raw material, the order volume here will include the quantity of units reserved in the BOM Production window. If you use the back order register in the Sales Orders module, both order lines in the back order register and sales order lines are counted when Maconomy records order and back order quantities.
Available	This field shows how many item units are available in the warehouse. If your company uses the “By Packing” back order method, the available inventory is calculated as the current stock, less sales orders and back orders. If your company uses the “By Reservation” back order method, the available inventory is calculated as the current inventory, less sales orders. The available inventory cannot be negative. The value cannot be changed.
Back Orders	This field shows the current volume of back orders. The value cannot be changed. Your company can select one of two back order methods: “By Packing” and “By Reservation.” The two methods are described in detail in the chapter on Sales Orders, for the “Back Orders” field in the Sales Orders window. If you have Maconomy Bill of Materials, and if this item is a raw material, the back order volume here will include the quantity of units on back order in the BOM Production window. If you use the back order register in the Sales Orders module, you should note that both order lines in the back order register and sales order lines are counted when Maconomy records order and back order quantities.
Purchase Orders	This field shows how many item units are currently on order from the vendor. The value cannot be changed.
Production	This field shows how many units of the item are used in a production in the BOM production window. An item is used in production if it is a BOM part with inventory control that is in a production transaction for which raw materials are reserved.
Production Control	If the item is a BOM part and if you have Maconomy Bill of Materials, you can mark this field to show that the item has production control in this warehouse. If you mark the field, Maconomy will create a production selection for the item in the Production Selection window. This selection will be based on available inventory, reorder level and maximum inventory.
Std. Serial No., Purchase	If you have marked the system parameter “Extended Serial Number Control” and if the current item uses serial number control, you can enter a standard serial number for purchase in this field. The serial number must exist for the current item in the current warehouse. When creating a purchase line for the item, a serial number receipt line with the standard serial number and the ordered number is automatically created in the window Serial No. Receipt. When receipt of items is registered in the window Item Receipt, Maconomy checks if there is exactly one serial number line for the current receipt line and if

Field	Description
	the numbers in the fields “Ordered” and “Received” on this serial number line correspond to the numbers in the corresponding fields on the current receipt line. If this is the case, the serial number line is automatically updated with the number registered as received in the window Item Receipt, and it is therefore not necessary to manually register serial number receipt for items using a standard serial number. If you do not enter a standard serial number, Maconomy does not automatically create serial number receipt lines.
Std. Serial No., Sales	If you have marked the system parameter “Extended Serial Number Control” and if the current item uses with serial number control, you can enter a standard serial number for sales in this field. The serial number must exist for the current item in the current warehouse. When creating an order line in the windows Sales Orders and Credit Orders, a serial number line is automatically created in the window Serial No. Entry with the standard serial number and the quantity specified for packing as well as crediting on the order line. When entering packing information in the window Packing Lists, Maconomy checks if there is exactly one serial number line for the current order line and if the number in the field “Units” on this serial number line corresponds to the number for packing on the current order line. If this is the case, the serial number line is automatically updated with the number registered as packed in the window Packing Lists, and it is therefore not necessary to manually register serial number receipt for items using a standard serial number.
Std. Storage Loc.	In this field, you can specify where the current item is usually stored in the current warehouse after being received and checked. This field is used in the process of finding a target location when picking lists are created from warehouse transactions concerning the current combination of item and warehouse and no target location has been specified on a line. When picking lists are created from warehouse transactions concerning the current combination of item and warehouse and no target location has been specified on a line, this location is used as the target location on the resulting picking list line. If no standard storage location has been specified in this field, Maconomy attempts to find a target location through a procedure which is described in detail in the description of the action “Print Picking List.”
Last Storage Loc.	This field shows the location to which the item was last moved in the current warehouse in connection with moving units of the item from one warehouse location to another. The field is automatically updated when closing a picking list for the current warehouse on which the current item is specified. This field thus shows the location to which the item was last moved on a picking list concerning the current warehouse. However, the location can be changed manually to indicate where the item should be moved to next time the current item is to be moved between locations in the warehouse in question. The last storage location is used in the process of finding a source location when picking lists are created from warehouse transactions concerning the current combination of item and warehouse and no target location has been specified on a line. For further information on this process, see the description of the action “Print Picking List.”

Field	Description
Std. Picking Loc.	In this field, you can specify where the current item is usually picked in the current warehouse when it is moved to another location for instance to be packed and shipped at a shipping location. This field is used in the process of finding a source location when picking lists are created from warehouse transactions concerning the current combination of item and warehouse and no source location has been specified on a line. When picking lists are created from warehouse transactions concerning the current combination of item and warehouse and no source location has been specified on a line, this location is used as the picking location on the resulting picking list line. If no standard picking location has been specified in this field, Maconomy attempts to find a source location through a procedure which is described in detail in the description of the action “Print Picking List.”
Last Picking Loc.	This field shows the location at which the item was last picked in the current warehouse in connection with moving units of the item from one warehouse location to another. The field is automatically updated when closing a picking list for the current warehouse on which the current item is specified. This field thus shows the location from which the item was last picked on a picking list concerning the current warehouse. However, the location can be changed manually to indicate where the item should be picked next time. The last picking location is used in the process of finding a source location when picking lists are created from warehouse transactions concerning the current combination of item and warehouse and no source location has been specified on a line. For further information on this process, see the description of the action “Print Picking List.”
Last Receipt	This is the date units of the current item were last received in the current warehouse. The date cannot be changed here.
Last Shipment	This is the date units of the current item were last shipped from the current warehouse. The date cannot be changed here.
Last Inventory Count	This is the date of the latest inventory count of the item in the current warehouse. The date cannot be changed here.
Cost, Oldest Batch	If the costing method for the item is FIFO, the cost of the oldest batch in the current inventory will be shown here.
Company No.	This field displays the number of the company to which the warehouse, in which the current item batches are located, is assigned.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Actions

This section shows the Actions available in the Item Information Card workspace.

Top Tab

Field	Description
Attach Document	This action allows you to attach a document to the item.

Bill of Materials Information Card Single Dialog Workspace

Use this workspace to create and change BOMs that you can then sell through the Sales Orders module, or use for further production in this module. The Bill of Materials Information Card tab displays the item number, item description, and other general information, such as inventory and price control details. The BOM Elements sub-tab displays how the BOM item parts are attached to the BOM.

A BOM is an item that you create in the Item Information Card with the **BOM** field selected, and to which you attach a number of BOM item parts in this workspace. A BOM item part can be either a single item or another BOM.

The item that the Bill of Materials Information Card tab displays is called the BOM header. You can itemize the BOM (that is, display its BOM item parts in full) in the Sales Orders module. This means that the BOM behaves as a standard item in the Sales Orders module. You can use this kind of BOM for production in this module's production system.

You can also specify whether BOM item parts are to be displayed on external order documents that you print in the Sales Orders module. If a BOM item part is being itemized, its item number is indented, and next to it Maconomy displays a number of dots that show the level that the item has in the BOM. Note, however, that Maconomy's standard printouts can only show up to three dots. Using Maconomy's layout editing tools, you can change the printouts to provide more room.

You can purchase a BOM that has inventory control through the Item Purchase module, just as for standard items. Maconomy handles the BOM as a standard item; you cannot see its composition in the Item Purchase module.

To create a BOM, use the Item Information Card workspace to create the BOM header, select the **Bill of Materials** check box, and create the BOM item parts as standard items. Use the Bill of Materials Information Card workspace to retrieve the BOM header, and use the BOM Elements sub-tab to attach the BOM items to the BOM header.

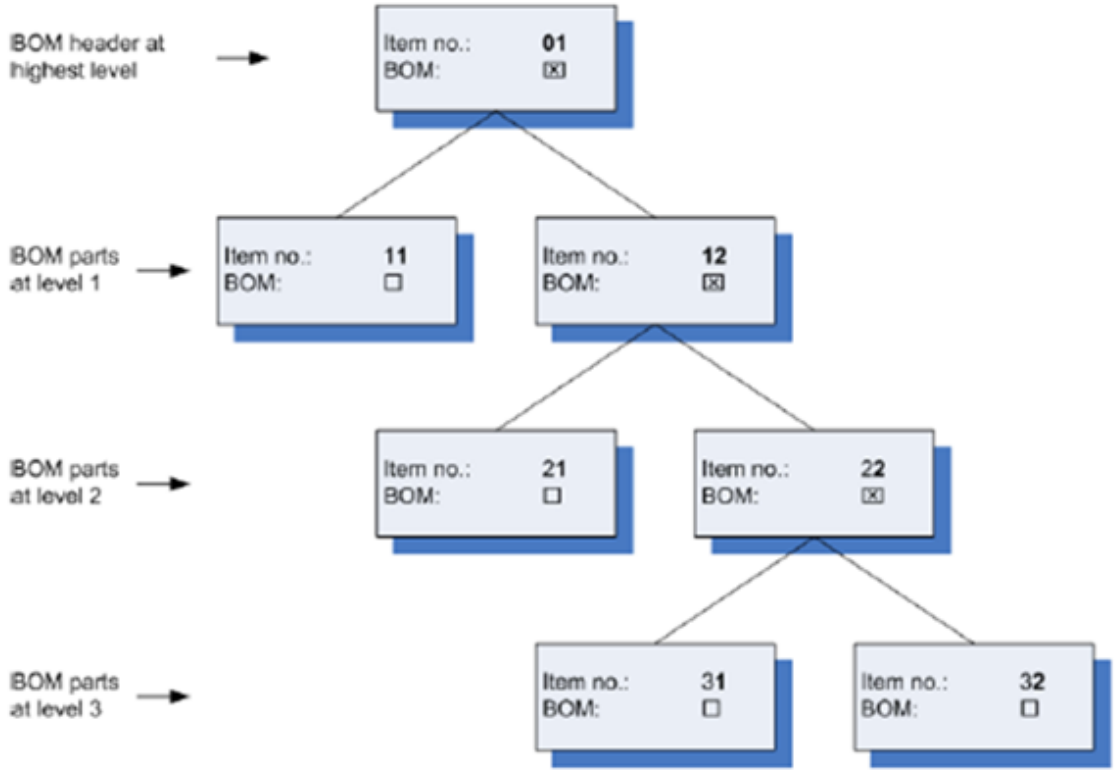
A BOM can have another BOM among its item parts. You can thus create BOMs in several layers.

The level concept that this manual uses works as follows: The highest level of a BOM (level 0) is the BOM header. The BOM item parts at level 1 are the items and BOM headers that are attached in the sub-tab to the BOM header in the tab. The BOM item parts at level 2 are the items and BOMs that are attached to the BOM header at level 1. The BOM items parts at level 3 are the items and BOMs attached to the BOM at level 2, and so on. You see all of the levels of a BOM in one workspace.

A BOM item part can be another BOM that is being itemized in the Sales Orders module. Such an item part behaves as a standard item in the Sales Orders module.

If a BOM only consists of a BOM header and item parts at one level, you can change its composition in the Order Lines workspace of the Sales Orders module in connection with a sale or crediting. You can enter and remove item parts; however, you cannot enter other BOMs to be itemized.

The structure of a BOM can look like the following figure:



You can, of course, have more than two different items on a level, and an item can appear in several different places in a BOM. The BOM can, in theory, have any number of levels. The examples in this chapter are limited to BOMs in three levels with two different items per level.

Order handling is slower when you work with complex BOMs, unless the BOMs are not to be itemized at creation.

Price control, price ratio, and inventory control are central concepts to the handling of BOMs in Maconomy. You can apply price and inventory control at several levels. If you do, Maconomy uses the values of the highest level in each branch of the BOM. The highest level is primarily the top level, then level 1, level 2, and so on.

- **Price Control** — Price control means that you have priced the item in a price list in Maconomy or that Maconomy calculates the sales price from cost and GM %, which are given in the item information card. The costs are specific to each warehouse, and the price of a given item can therefore vary from warehouse to warehouse. You can only apply discount agreements to a level that has price control.

  It is important to note that price control at a specific level—and thus the BOM's pricing on orders—only takes effect when you enter the BOM in a sales order, credit order, or quote.

When you enter the BOM, Maconomy distributes the price to all of its BOM parts, and the price of the BOM header is the sum of the prices of its item parts. Maconomy fixes the price of the BOM according to the prices at the lowest level of each branch. Therefore, if you want to change the price of the BOM on an order, you must change it at this lowest level using the Order Lines workspace of the Sales Orders module.

- **Inventory Control** — When there is inventory control for a given level in a BOM, Maconomy reserves the items at this level during order processing, and the items are shipped from the warehouse at this level when you print a packing slip. The inventory volumes of BOM parts at lower levels are not affected. Maconomy updates item sales statistics at the highest level that has inventory control. These are updated with the current sales price, using a price list or a price ratio, and the cost at the relevant warehouse in the sub-tab of the item information card.

  If a BOM or a branch of a BOM does not have inventory control, Maconomy updates the item sales statistics at the lowest level.

- **Price Ratio %** — If a BOM is being itemized and is used in the Sales Orders module, you must enter a price ratio for the BOM parts. Maconomy uses the price ratio to distribute the price to the BOM parts when you enter the BOM in a sales order, credit order, or quote. Maconomy distributes the prices and then immediately afterwards calculates the total BOM price from the BOM parts.

  The price that Maconomy calculates for a level that has price control may be different from the price calculated from cost and GM %. This is because the price of a BOM level is always the sum of the levels beneath it, which in this situation Maconomy calculates from the price ratio. Prices are then rounded off, and will be inaccurate.

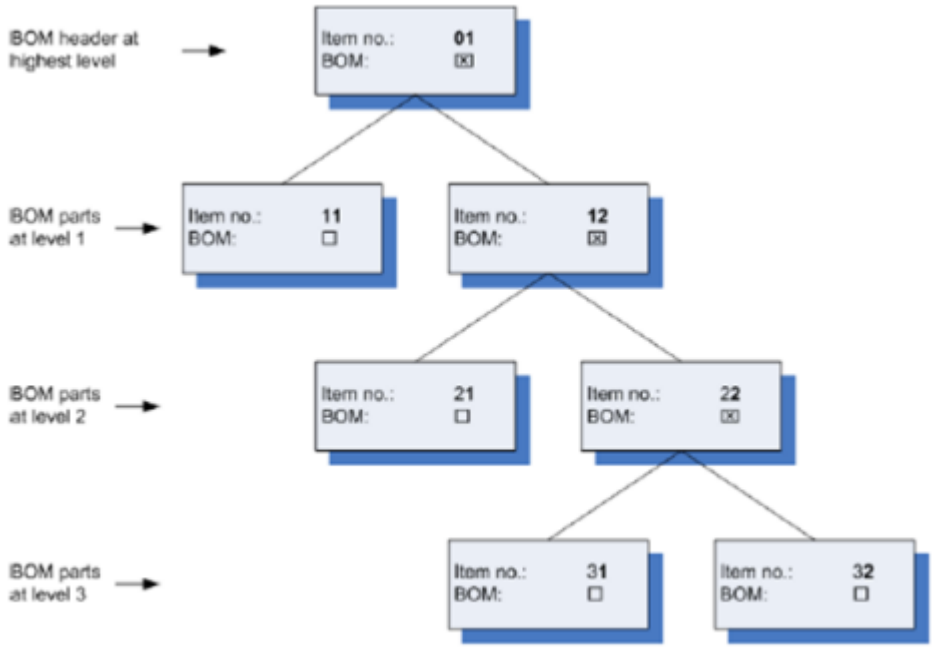
- **Delivery Dates** — Maconomy calculates delivery dates for BOM items using item information and integration with the workspaces in the Sales Orders module.

The following are a number of examples of price and inventory control at various levels. The examples use items for which a cost is entered for a given warehouse in the sub-tab of the item information cards, and it is assumed that in all cases, the entries pertain to that warehouse. If an item has price control, it produces the following sales prices:

Item Number:	Cost:	Sales Price, Price Con–trol:
01	$700	$1000
11	$200	$200
12	$700	$900
21	$100	$150
22	$500	$600
31	$300	$400
32	$250	$300

The price ratio % is stated in the following examples. These are BOMs that are being itemized when used in the Sales Orders module, and for which BOM parts are being shown in order documents.

Note that cost and sales price for a level are not necessarily the sum of the cost or sales price at the lower level. The sales prices are either given in a price list or are found from cost and GM %. Tax is not included in the examples.



When this BOM is sold, you deliver and invoice one unit of item number 01. The BOM has price and inventory control at the highest level, which is why the BOM is priced and stocked as one unit (that is, as a standard item that has inventory control).

Maconomy determines the total sales price of the BOM by retrieving the price of the BOM at the highest level that has price control (here it is the BOM header 01, price $1,000; price control at lower levels does not come into effect), allocating this price to the BOM parts and summing up the prices again. The $1,000 is allocated in the following way:

- Item 11 receives a sales price of 20% of $1,000 = $200 (which is, incidentally, also its price on the price list).
- Item 12 receives a sales price of 80% of $1,000 = $800.
- Item 21 receives a sales price of 20% of $800 = $160.
- Item 22 receives a sales price of 80% of $800 = $640.
- Item 31 and 32 each receive a sales price of 50% of $640 =$320.
- Maconomy determines the total sales price of the BOM by summing up the items at the lower levels:
  - Item 22 consists of 31 and 32, coming to a sales price of $320 + $320 = $640.
  - Item 12 consists of 21 and 22, coming to a sales price of $160 + $640 = $800.
  - Item 01 consists of 11 and 12, and the sales price of the total BOM is therefore $200 + $800 = $1,000.

Maconomy displays these amounts in the Order Lines workspace of the Sales Orders module. Note that Maconomy's functionality is described at length in this particular area. This is because you incur small variances due to the rounding of amounts, both for the price list price and the allocated price, as well as in the calculated price, which is the sum of the prices at the lower levels. Maconomy handles these variances by adding rounding lines to the BOMs, using the formula **Number of items x Item price - Discount = Line price** at all levels. The line price at one level is equal to the sum of the line prices at the level below it.

On the rounding line, Maconomy places a balance that is equal to the amount that causes the variance, and in this way, rounding lines compensate for an erroneous choice of price allocation percentages.

If you itemize the BOM, the rounding line is regarded as equal to the other items during the remainder of the order processing. In the **Round off, Item No.** field in the System Information workspace, you can specify the item number that Maconomy uses for rounding off amounts. If you want the rounding lines to be created automatically, the round-off item must be a BOM item part on the current BOM information card.

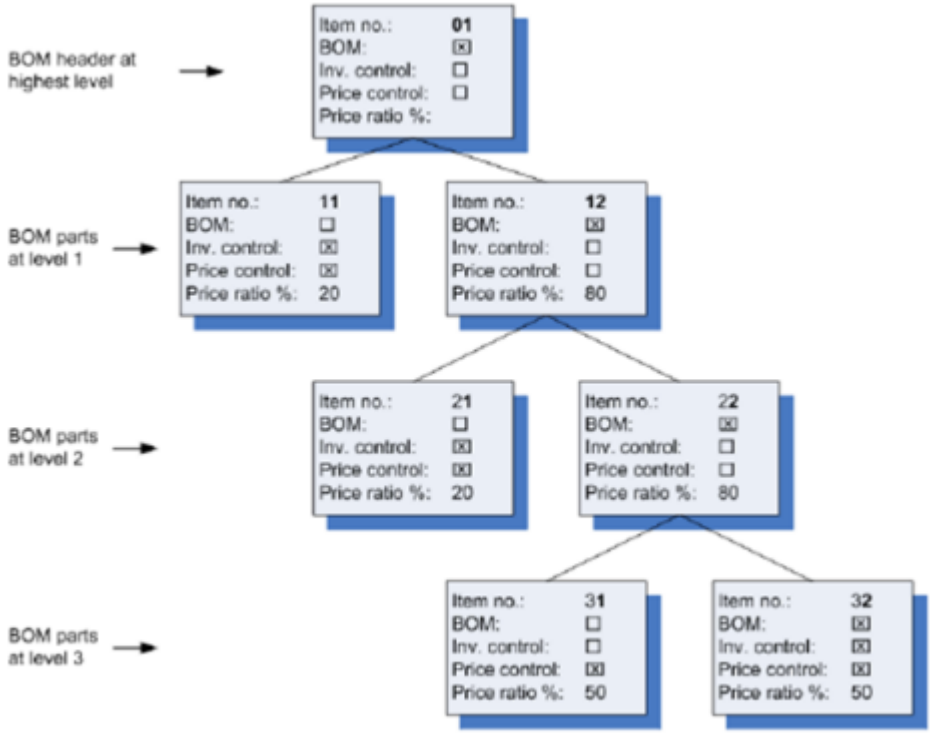
The warehouse shipment takes place at the highest level that has inventory control, that is, for item 01. The cost is the current cost of 01, which is $700. Any inventory volumes for the other items are not affected.

The order confirmation shows a delivery date and a price of $1,000 next to item number 01.

The packing list shows only item number 01, whereas the packing slip shows the delivery on one unit of item 01 and all of the BOM parts, because the BOM is itemized.

The invoice only shows a price for item 01. The BOM parts are shown with dots to indicate their respective levels.

The item journal shows inventory crediting of $700. The invoice journal shows sales of $1,000 and cost of sales of $700. Maconomy updates sales statistics for item 01, which shows sales of $1,000 and a gross margin of $300.



As shown in the the preceding illustration, you deliver and invoice one unit of item number 01. The BOM has price and inventory control at the lowest level in each branch, except for one BOM part (item number 31), which does not have inventory control.

Maconomy finds the total sales price by retrieving the price list prices of items 11, 21, 31, and 32 and sums these prices up through the BOM:

- Item 22 consists of 31 and 32, and the sales price is $400 + $300 = $700.
- Item 12 consists of 21 and 22, and the sales price is $150 + $700 = $850.
- Item 01 consists of 11 and 12, and the sales price of the total BOM is therefore $200 + $850 = $1050.

Maconomy displays these amounts in the Order Lines workspace in the Sales Orders module.

The warehouse shipment takes place at the highest level that has inventory control, that is, for items 11, 21, and 32. The cost is the current cost of these items at the warehouse in question.

The order confirmation shows a delivery date and a price each for items 11, 21, 31, and 32. The prices are $200, $150, $400, and $300 respectively.

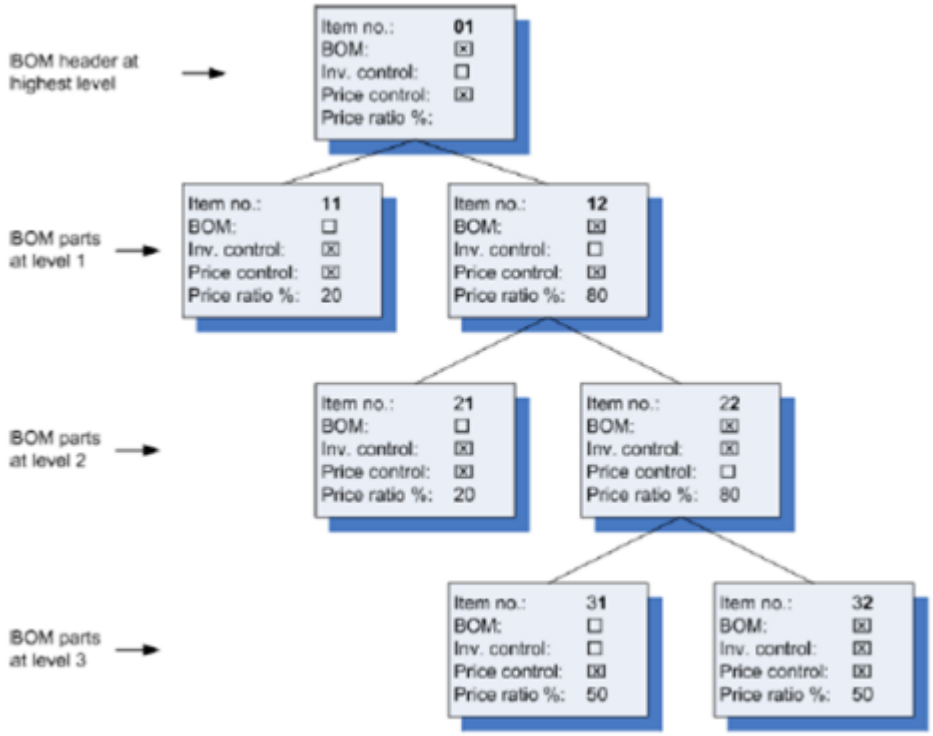
The packing list shows items 11, 21, and 32. You confirm packing in the Packing List Lines workspace of the Sales Orders module. The packing slip shows that one unit each of items 11, 21, 31, and 32 are being delivered.

The invoice shows the same prices as the order confirmation, that is, the prices of items 11, 21, 31, and 32, which give a total of $1050 in the invoice total. Dots are printed next to the BOM parts to indicate their level in the BOM.

The item journal shows that the inventory is credited by the costs of items 11, 21, and 32, that is, $200 + $100 + $250 = $550. The invoice journal shows sales of $1050 and cost of sales of $850,

in that Maconomy adds the non-inventoried cost of $300 of item 31 to the inventoried cost of sales of $550. Maconomy updates statistics for items 11, 21, 31, and 32. These are:

- Item 11: Sales $200, GM $0.
- Item 21: Sales $150, GM $50.
- Item 31: Sales $400, GM $100.
- Item 32: Sales $300, GM $50.



As shown in the preceding illustration, you deliver and invoice one unit of item number 01. The BOM has price control at the highest level and inventory control at intermediate levels.

The total sales price is found in the same way as in the first example:

- Item 11 receives a sales price of 20% of $1,000 = $200.
- Item 12 receives a sales price of 80% of $1,000 = $800.
- Item 21 receives a sales price of 20% of $800 = $160.
- Item 22 receives a sales price of 80% of $800 = $640.
- Item 31 and 32 each receive a sales price of 50% of $640 = $320.
- Maconomy determines the total sales price of the BOM by summing up the prices of the lowest levels:
  - Item 22 consists of 31 and 32, and the sales price will be $320 + $320 = $640.
  - Item 12 consists of 21 and 22, and the sales price will be $160 + $640 = $800.

- Item 01 consists of 11 and 12, and the sales price of the BOM header is therefore $200 + $800 = $1,000.

Maconomy displays these amounts in the Order Lines workspace of the Sales Orders module.

Warehouse shipment takes place at the highest level that has inventory control, which is items 11, 21, and 22. The cost is the current cost of these items at the warehouse in question.

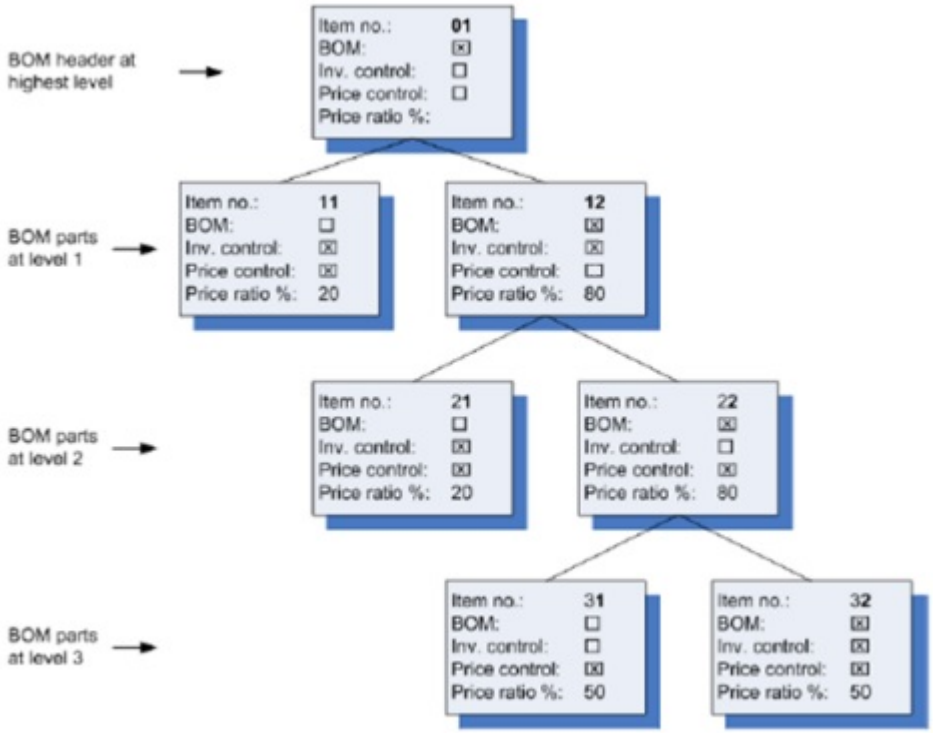
The order confirmation shows a price of $1,000 next to item number 01 and a delivery date for items 11, 21, and 22.

The packing list shows items 11, 21, and 22. Packing confirmation happens in the Packing List Lines workspace of the Sales Orders module. The packing slip shows one unit each of items 11, 21, 22, 31, and 32.

The invoice shows one price for item 01 (of $1,000). Maconomy shows the BOM parts with dots, which indicate their level in the BOM.

The item journal shows that the inventory is credited with costs of items 11, 21, and 22, that is, $200 + $100 + $500 = $800. The invoice journal shows sales of $1,000 and cost of sales of $800. Maconomy updates statistics for items 11, 21, 31, and 32. These are:

- Item 11: Sales $200, GM $0.
- Item 21: Sales $160, GM $60.
- Item 22: Sales $640, GM $140.



Here you deliver and invoice one unit of item number 01. The BOM has price control and inventory control at different intermediate levels.

Maconomy finds the total sales price of the BOM by retrieving the price of the highest level with price control, (here it is items 11, 21, and 22), allocates these prices to the items at lower levels, and sums them up again. Since only item 22 is itself a BOM with BOM parts at lower levels, Maconomy allocates its price of $600 as follows:

- Items 31 and 32 each receive a sales price of 50% of $600 = $300.

Maconomy then determines the total sales price of the BOM by summing up the lower levels:

- Item 22 consists of items 31 and 32, and the sales price is $300 + $300 = $600.
- Item 12 consists of items 21 and 22, and the sales price is $150 + $600 = $750.
- Item 01 consists of items 11 and 12, and the sales price of the total BOM is thus $200 + $750 = $950.

Maconomy displays these amounts in the Order Lines workspace in the Sales Orders module.

Warehouse shipment happens at the highest level that has inventory control, that is, items 11 and 12. The cost is the current costs of these items in the warehouse in question.

The order confirmation shows a delivery date for items 11 and 12, as well as a price for items 11, 21, and 22. The prices are $200, $150, and $600 respectively.

The packing list shows items 11 and 12. You confirm packing in the Packing List Lines workspace in the Sales Orders module. The packing slip shows one unit each of items 11, 12, 21, 22, 31, and 32.

The invoice shows the same price as the order confirmation, that is, prices for items 11, 21, and 22, and an invoice total of $950. Maconomy prints the BOM parts with dots indicating their level in the BOM.

The item journal shows that the inventory is credited by the costs of items 11 and 12, that is, $200 + $700 = $900. The invoice journal shows sales of $950 and cost of sales of $900. Maconomy updates the statistics for items 11 and 12. These are:

- Item 11: Sales $200, GM $0.
- Item 12: Sales $750, GM $50.

Bill of Materials Information Card Tab

This section includes the fields and descriptions for the Bill of Materials Information Card Tab.

Item Island

Field	Description
Item No.	This is the number of the BOM. The BOM header is created in the Item Information Card window and marked in the “BOM” field. The item number is unique. You can use the search functions in the Find menu to find a BOM.
Description	This is the BOM text, It is entered and can only be changed in the item information card. The text is shown as a supplement to the item number several places in Maconomy and also on order documents. The item text describes the BOM.

Field	Description
Inventory Control	This shows whether there is inventory control at the highest level of the BOM. The mark cannot be changed here. It is determined for the item group the BOM is attached to in the item information card window. If this field is marked, Maconomy will apply the current cost of the BOM header. If it is not marked, the cost of the BOM is calculated from the costs of the BOM item parts.
Price Control	Here you can select price control for the highest level of the BOM. If this field is marked, Maconomy will either use the price of the BOM from a price list or calculate a price from its cost in the warehouse selected in the field "Warehouse," and the GM% of the item, which is entered in the item information card. Maconomy applies quantity discounts as well as item and customer discount agreements. Maconomy calculates the price of the BOM when it is entered in a sales order by first finding the price at the highest level with price control, then allocating these prices to the lower levels and then adding them up again. Once the BOM is entered in an order line, its price will always be calculated from the prices of its parts at the lowest levels. It means that after being entered in a sales order, a BOM only has price control at the lowest level of each branch. If this field is not marked, the BOM sales price is found by adding up the prices of its parts. When the parts are priced, Maconomy applies any relevant quantity discounts and discount agreements. Maconomy will not apply discount agreements that include the BOM header. You can change this field, but you cannot remove price control from a BOM if it is in a price list or is attached to a discount agreement.
Itemize when Creating	Here you can select whether to itemize the BOM when it is entered (that is, created) in an order line. If this field is marked, all the information about the BOM parts are kept in the Sales Orders module and you can see and change BOM part information in the Order Lines window. If this field is not marked, the BOM will be handled as a standard item during order processing. The Sales Orders module will not contain any information about the BOM parts. If the BOM is not itemized, the BOM header must have both inventory and price control. If you wish to work with BOM production, in which case you sell the finished item in the Sales Orders module as a standard item, and the composition of the finished item is not to be shown in order documents (for example, paint work) you should not mark this field.

Itemize Island

Field	Description
Quote	Here you designate whether to show individual BOM parts when you print a quote. If this field is marked, the printout will show the BOM header and all the parts. If this field is not marked, the printout will only show the BOM header.

Field	Description
	This field must be marked if the BOM does not have price control. The field cannot be marked if the BOM is not being itemized in the Sales Orders module.
Order Confirmation	Here you designate whether to show individual BOM parts when you print an order confirmation. If this field is marked, the printout will show the BOM header and all the parts. If this field is not marked, the printout will only show the BOM header. This field cannot be marked if the BOM is not being itemized in the Sales Orders module.
Packing Slip	Here you specify whether to show individual BOM parts when you print a packing slip. If this field is marked, the printout will show the BOM header and all the parts. If this field is not marked, the printout will only show the BOM header. This is only possible if there is inventory control for the BOM header. This field cannot be marked if the BOM is not being itemized in the Sales Orders module.
Invoice	Here you specify whether to show individual BOM parts when you print an invoice. If this field is marked, the printout will show the BOM header and all the parts. If this field is not marked, the printout will only show the BOM header. This is only possible if there is price control for the BOM header. This field cannot be marked if the BOM is not being itemized in the Sales Orders module.

Cost Island

Field	Description
Control %	This is the sum of the percentages entered in the “Price Ratio %” field in the table. If the BOM is sold in the Sales Orders module, the control percentage must be 100%. This means that Maconomy can allocate a price to the BOM parts. This allocation takes place when the BOM is entered in an order line. If Maconomy attempts to allocate a price and the control percentage is not 100%, Maconomy alerts you of the error and the order processing cannot be completed until the control percentage is corrected.
Warehouse	In this field, you can select the warehouse whose prices you want displayed in the window. If no warehouse is selected, or if not all of the BOM parts are assigned to the selected warehouse, all cost prices in both the card and table parts of the window are shown as 0. When you select a warehouse, Maconomy retrieves the cost prices from the relevant warehouse information line in the window Item Information Card, and the cost prices in the card and table parts are shown in the currency of the selected warehouse.
Cost	This is the sum of the costs of the BOM parts in the selected warehouse. The individual costs are shown in the “Cost” fields in the table part. The cost sum

Field	Description
	includes the quantities of the BOM parts given in the “Quantity” fields in the table.The cost here is not necessarily the same as the BOM’s cost in the table part of the item information card, if the BOM has inventory control. It is then the BOM’s cost in the item information card which is used in order processing. If the BOM is used in production, the cost here will be the same as the cost of one unit of the finished item, provided costs are calculated from raw materials. This is determined in the BOM Production window.
Currency	This field displays the currency in which the cost prices in both the card and table parts are shown. The currency corresponds to the base currency of the company to which the selected warehouse belongs.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

BOM Elements Sub-Tab

This section includes the fields and descriptions for the BOM Elements Sub-Tab.

Field	Description
Item No.	Here you specify which items the BOM is composed of. Items are created in the Item Information Card window. An item can appear several times in the same BOM and it can also be a BOM itself. There is no limit to how many levels a BOM can consist of. If you cannot remember the number of an item, you can use the search functions in the Find menu.
Quantity	Here you enter how many units of the item are on this particular line in the BOM.
Description	This is the item text. It is retrieved from the Item Information Card window. It cannot be changed here.
Extra Text	Here you can specify an extra text to further describe the BOM part. This text is printed on order documents. If an item appears more than once in the BOM, and has different functions, you make the distinction here.
Price Ratio %	Here you enter the percentage used to price the item in the Sales Orders module. When a BOM is being priced, Maconomy finds the price of the item on the highest level in the BOM with price control and allocates it to the items on levels beneath it using this percentage. The prices are then added up again to give the price of the BOM header. The price ratio percentage given in the “Price Ratio %” field applies to the total quantity of the item in the BOM. If the number here is 4, for example, the price ratio % for the item is 20, and the BOM is priced at $1,000 in a price list, the BOM part line will be priced at $200 in an order line, which gives a unit price of $50, provided the item’s pricing unit is 1. If it is not, the unit price is calculated to give a line price of $200.

Field	Description
	The percentages here are totaled in the “Control %” field in the card part of the window. If the BOM is being itemized in the Sales Orders module, the sum must be exactly 100.
Cost	This is the BOM part’s cost value in the warehouse selected in the card part. The cost is retrieved from the table part of the item information card. If no warehouse is selected in the card part, or if not all of the BOM parts are assigned to the selected warehouse, all cost prices in both the card and table parts of the window are shown as 0. The cost in this field is multiplied by the number in the “Quantity” field and divided by the pricing unit of the BOM part. This will produce the BOM line’s share of the cost in the “Cost” field in the card part of the window.
Bill of Materials	This field shows whether the BOM part itself is a BOM. If this field is marked, it means the item is created as a BOM in the Item Information Card window. If this field is blank, the item is a standard item. You cannot change the value here.
Inventory Control	This field shows whether the BOM part has inventory control. The value is retrieved from the Item Information Card window. You cannot change the value here.
Price Control	This field shows whether the BOM part has price control. You cannot change the value here. All standard items have price control. If the item is a BOM, you can assign price control in the item's own BOM Information Card.

Copy BOM Single Dialog Workspace

Use this workspace to create a BOM from an existing BOM.

The new BOM has the same parts as the existing one. When you copy a BOM, you specify the item number and item description for the new BOM, and you assign it to an item group.

Maconomy creates the item that forms the new BOM header during the BOM copying, whereas the BOM parts exist already.

When you copy a BOM in this workspace, much of the information from the original BOM header is carried over to the new one. Maconomy transfers information from the Units, Sales Order, Service, Print Control, and Statistics to Tax Authorities islands in the item information card, and additional information from the Inventory, Description, and Cost islands. Maconomy also retrieves price control and BOM itemization information from the BOM information card.

After you make the copy, you can change the information and the component parts of the new BOM in the Item Information Card and BOM Information Card workspaces. You must create inventory and price information on the new BOM.

To help you verify that you are copying the correct BOM, the sub-tab shows the existing item parts.

Copy BOM Tab

This section includes the fields and descriptions for the Copy BOM Tab.

Existing BOM Island

Field	Description
Item No.	This field shows the item number of the existing BOM. To retrieve a BOM, you can use the search functions in the Find menu.
Description	This is the item text from the “Description Lang. 1” field in the item information card of the existing BOM. The text cannot be changed here.
Item Group	This is the name of the item group to which the existing BOM belongs. It cannot be changed here.

New BOM Island

Field	Description
Item No.	This field shows the item number of the existing BOM. To retrieve a BOM, you can use the search functions in the Find menu.
Description, Lang. 1	Here you enter a descriptive item text. Maconomy suggests the text from the “Description Lang. 1” field in the item information card of the existing BOM, but you can change it. The text appears in various of Maconomy's windows and printouts, where it is shown next to the item number. The text can be changed again in the Item Information Card.
Description, Lang. 2	This field functions in the same way as the “Description Lang. 1” field and applies to the item text language 2.
Description, Lang. 3	This field functions in the same way as the “Description Lang. 1” field and applies to the item text language 3.
Internal Desc.	Here you can enter an internal item text. Maconomy suggests the text from the “Internal Desc.” field in the item information card of the existing BOM. The text can be changed again in the Item Information Card.
Item Group	Here you assign the new BOM to an item group. All item group related information is then transferred to the item information card. Maconomy suggests the item group assigned to the existing BOM.
Copy Language Texts	Select this option to copy the item texts in language 4+ defined in the window language Texts to the new BOM. The item text in language 1-3 is defined by the fields Description, Lang. 1-3 so they will not be affected by this field.

BOM Elements Sub-Tab

This section includes the fields and descriptions for the BOM Elements Sub-Tab.

Field	Description
Item No.	This field shows the item numbers of the component parts of the existing BOM. The information cannot be changed here. You can change the components of the BOM in the BOM Information Card.
Quantity	This shows how many units of the item are included on this BOM line. The information cannot be changed here, but it is copied to the new BOM Information card, where you can enter and delete parts.
Description	This is the item text specified in the Item Information Card window. It cannot be changed here.
Extra Text	This field shows any extra text assigned to the item. The text was assigned in the BOM Information Card window. It is printed on various order documents. The text is transferred to the new BOM Information Card, where it can be changed.
Bill of Materials	This field shows whether the item is a BOM. If this field is marked, it means the item is created as a BOM in the Item Information Card window. If this field is blank, the item is a standard item. You cannot change the value here.

Serial Number Information Single Dialog Workspace

Use this workspace to enter or read information about a particular unit of an item that has serial number control.

The tab shows which item is assigned to the specific serial number. In the selection criteria fields you can determine which serial numbers to view in the sub-tab. The sub-tab shows the serial numbers of a particular item, and you can add or delete serial numbers. You can also read purchase and sales order information, which Maconomy updates. One line in the sub-tab represents one serial number/article of the item in the tab. A serial number/article can either be a single unit of the item or several units of the item, for example, 100 meters of cable in a cable drum.

You set up serial number control in the Item Information Card workspace. This workspace only shows items that have serial number control. You must enter serial numbers in this workspace before you can use an item that has serial number control in order processing.

You create serial numbers manually by entering them in the sub-tab. When you receive items that have serial number control in the Item Purchase module or by means of a manual inventory change of the type **Receipt**, you can enter their serial numbers. Maconomy then records them automatically in this workspace, and you can use them in order processing.

If an item has serial number control, Maconomy prints its serial number on the packing slips that you print in the Sales Orders module when the item is sold.

You can only delete serial numbers here if their current stock on hand is 0.

Serial Number Information Tab

This section includes the fields and descriptions for the Serial Number Information Tab.

Item Island

Field	Description
Item No.	This is the number of the item. You can only see items marked for serial number control in the “Serial No. Control” field in the item information card. Next to the item number is the text entered in the “Description Lang. 1” field in the item information card. Item number and text cannot be changed here.

Selection Criteria Island

Field	Description
No. of Serial Nos. In Stock	This field shows how many serial numbered articles of the item, of those shown in the table, are currently in stock. A serial number is in stock if there is a value greater than 0 in the field “Stock on Hand” in the table. If you receive a serial number in the Item Purchase module, it will be added to the quantity in the field “Stock on Hand.” When you sell a serial numbered article in the Sales Orders module, the quantity sold will similarly be deducted. Maconomy does not automatically verify that the number of serial numbers in stock is the same as the quantity of the item in stock. The item volume can be seen in the Item Information window. If you wish to balance the item volume with serial number volume, compare the “Volume” field in the Item Information window with the quantity here. You select the relevant warehouse in the “Warehouse” field.
Show Only Ser. Nos. in Stock	If you mark this field, the table will only show serial numbers currently in your inventory. A serial number is in stock when there is a value greater than zero in the field “Stock on Hand” in the table.
Warehouse	Here you select the warehouse of the serial numbers you wish to see in the table. A serial number is placed in the warehouse selected in the “Warehouse” field in the serial number line. A serial number can be assigned to a warehouse without being available, that is, that the value in the field “Stock on Hand” is not more than zero. The pop-up field shows existing warehouses created in the Warehouse Information Card window.
Serial No.	Here you can enter a range of serial numbers. The table will only show articles within this range that have serial number control. They are sorted by serial number. If you do not complete this field, it will not influence the selection criteria.
Alternative Serial No.	Here you can enter a range of alternative serial numbers. The table will only show articles with an alternative serial number within this range. You can use an alternative serial number if the wrong serial number was entered for an

Field	Description
	article received in the Item Purchase module. You can then use the correct serial number as alternative serial number. If you do not complete this field, it will not influence the selection criteria.
Date Received	Here you enter a range of dates. The table will only show serial numbers received within this period. If you do not complete this field, it will not influence the selection criteria. You can enter the date a serial number is received when you enter the serial number manually in this window. When a serial number is received in the Item Purchase module, Maconomy automatically inserts the date.
Delivery Date	Here you enter a range of dates. The table will only show serial numbers delivered to a customer within this period. If you do not complete this field, it will not influence the selection criteria. You can enter the date a serial number is delivered when you enter the serial number manually in this window. When a serial number is delivered from Sales Orders module, Maconomy automatically inserts the date.
Production Date	In these fields, you can enter a range of production dates. The table part will only show serial numbers with a production date within the stated range.
Sell-by Date	In these fields, you can enter a range of sell-by dates. The table part will only show serial numbers with a sell-by date within the specified range.
Expiry Date	In these fields, you can enter a range of expiry dates. The table part will only show serial numbers with an expiry date within the specified range.

Serial Number Information Sub-Tab

This section includes the fields and descriptions for the Serial Number Information Sub-Tab.

Field	Description
Serial No.	Here you can enter the serial number. Serial numbers must be unique, so Maconomy verifies that the serial number is not entered for another item number. You can only enter a serial number when entering an article of an item. Once the article has been created here or in the Item Purchase module, the serial number cannot be changed. Serial numbers are also created when approving a picking or packing list on which a hitherto unknown serial number is specified. The articles are sorted by serial number. The serial number is printed on packing slips in the Sales Orders module when it is being delivered.
Alt. Serial No.	Here you can enter an alternative serial number. You can use the field if the wrong serial number was entered when the article was delivered. If you try to deliver the same number again, Maconomy will alert you that the serial number has been delivered in a given order.

Field	Description
	You should then trace the serial number that was actually delivered but not reported as such. This serial number can now be entered as alternative serial number for the article that was reported then and that you are trying to deliver now, and vice versa. The two serial numbers will now refer to each other. The serial number of the article that was actually delivered will now be reported in the new sales order. When you later look up the two serial numbers will have a cross reference, and thus reflect the correct life cycles of the articles.
Warehouse	This field shows the warehouse in which the serial number is located. If the serial number is recorded via an item purchase order in the Item Purchase module, Maconomy enters the warehouse automatically. You can select a warehouse in this field when you create a serial number manually. If you wish to move a serial number to another warehouse, you must record the movements in the window Inventory Change. If you deliver a serial number from the Sales Orders module, which is recorded in a warehouse different from the one on the sales order, Maconomy issues an alert.
Std. Storage Loc.	In this field, you can specify where the current serial number is usually stored in the current warehouse after being received and checked. This field is used in the process of finding a target location when picking lists are created from warehouse transactions concerning the current combination of item, serial number, and warehouse and no target location has been specified on a line. In such cases, this location is used as the target location on the resulting picking list line. If no standard storage location has been specified in this field, Maconomy attempts to find a target location through a procedure which is described in detail in the description of the action “Print Picking List.”
Std. Picking Loc.	In this field, you can specify where the current serial number is usually picked in the current warehouse when it is moved to another location for instance to be packed and shipped at a shipping location. This field is used in the process of finding a source location when picking lists are created from warehouse transactions concerning the current combination of item, serial number, and warehouse and no source location has been specified on a line. In such cases, this location is used as the picking location on the resulting picking list line. If no standard picking location has been specified in this field, Maconomy attempts to find a source location through a procedure which is described in detail in the description of the action “Print Picking List.”
Stock on Hand	This field shows how much of the article with the serial number is currently in stock. The quantity cannot be changed manually. When you sell from the Sales Orders module, Maconomy automatically deducts the quantity sold. When a serial number is created in the Item Purchase module, Maconomy automatically adds the quantity. Maconomy does not automatically verify that the actual quantity in stock of the serial number is the same as the physical stock of the serial number in the current warehouse shown in the window Item Information.

Field	Description
	For items that do not use full serial number registration, the stock on hand cannot be negative. If a quantity greater than the stock on hand is specified in a serial number movement, the stock is written down to zero, as this is an indication that you are simply shipping serial numbers that were not registered at receipt. For items that use full serial number registration, entering a serial number movement with a quantity greater than the stock on hand will result in a negative stock on hand, as it is assumed that you are shipping items that have arrived but have not yet been registered in your system.
Sales Orders	This field shows the order volume in number of units of the current serial number. The order volume corresponds to the quantity specified on serial number entry lines that have not yet been delivered. The value cannot be changed in this field.
Item Purchase Order No.	This is the number of the item purchase order in the Item Purchase module that the serial number was purchased in. The information is used to trace the life cycle of the serial number. If the serial number has been recorded manually, you can enter an optional item purchase order number. If you do not enter a number, Maconomy inserts a zero. You cannot change the number here once the serial number has been created.
Trans. No.	This is the number of the item transaction that was created when the serial number was recorded in the Item Purchase module. The number is used to trace the life cycle of the serial number. You can view and print the item transaction in the Inventory Change window. If the serial number has been recorded manually in this window, you can enter an optional transaction number. If you do not enter a number, Maconomy inserts a zero. You cannot change the number here once the serial number has been created.
Trans. Type	This is the transaction type of the item transaction that was created when the serial number was recorded in the Item Purchase module. The transaction type will be derived from the movement voucher that has the same transaction number as the one in the field "Trans. No.”
Vendor	This is the number of the vendor who delivered the serial number via an item purchase order you have made in the Item Purchase module. The number is used to trace the life cycle of the serial number. If the serial number has been recorded manually, you can enter an optional vendor number. You cannot change the number here once the serial number has been created.
Date Received	This is the date the serial number was received. Maconomy automatically inserts the date you approve the item receipt in the Item Purchase module. The date is used to trace the life cycle of the serial number. If the serial number has been recorded manually in this window, you can enter an optional date. You cannot change the date here once the serial number has been created.

Field	Description
Order No.	This is the number of the latest sales order in the Sales Orders module on which the serial number was sold. The information is used to trace the life cycle of the serial number. If the serial number consists of several units, which are delivered on several orders, Maconomy shows the order number for the last delivery. If the serial number has been recorded manually, you can enter an optional sales order number. If you do not enter a number, Maconomy inserts a zero. When the item is sold from the Sales Orders module, Maconomy verifies that there is a sufficient quantity in the “In Stock” field. You cannot change the number here once the serial number has been created.
Packing Slip No.	This is the number of the latest packing slip in the Sales Orders module on which the serial number was delivered. The information is used to trace the life cycle of the serial number. If the serial number consists of several units delivered in several packing slips, Maconomy shows the packing slip number for the last delivery. If the serial number has been recorded manually, you can enter an optional packing slip number. If you do not enter a number, Maconomy inserts a zero. You cannot change the number here once the serial number has been created.
Customer No.	This is the number of the ship-to customer to whom the serial numbered item was delivered in a sales order in the Sales Orders module. The information is used to trace the life cycle of the serial number. If the serial number consists of several units which are delivered to several customers, Maconomy shows the last customer to whom delivery was made. If the serial number has been recorded manually, you can enter an optional customer number. You cannot change the number here once the serial number has been created.
Bill to Customer	This is the number of the latest bill-to customer to whom the serial numbered item was sold on a sales order in the Sales Orders module. The information is used to trace the life cycle of the serial number. If the serial number consists of several units delivered on orders with different bill-to customers, Maconomy shows the last bill-to customer to whom delivery was made. If the serial number has been recorded manually, you can enter an optional customer number. You cannot change the number here once the serial number has been created.
Delivery Date	This is the date on which the serial numbered item was delivered to a customer. Maconomy automatically inserts the date the packing list with the item was approved in the Sales Orders module. The information is used to trace the life cycle of the serial number. If the serial number consists of several units delivered on different dates, Maconomy shows the last delivery date. If the serial number has been recorded manually, you can enter an optional date.

Field	Description
Production Date	In this field, you can enter the production date of the current serial number. If the serial number has been created on the basis of an item receipt or an inventory change, the production date is transferred from the current serial number receipt line or serial number movement line, and if the same serial number has been received on several receipts, the production date for the latest receipt is displayed. However, the date is for information only and can be changed in this field.
Sell-by Date	In this field, you can enter the sell-by date of the current serial number. If the serial number has been created on the basis of an item receipt or an inventory change, the sell-by date is transferred from the current serial number receipt line or serial number movement line, and if the same serial number has been received on several receipts, the sell-by date for the latest receipt is displayed. The date is for information only and can be changed in this field.
Expiry Date	In this field, you can enter the expiry date of the current serial number. If the serial number has been created on the basis of an item receipt or an inventory change, the expiry date is transferred from the current serial number receipt line or serial number movement line, and if the same serial number has been received on several receipts, the expiry date for the latest receipt is displayed. The date is for information only and can be changed in this field.
Serial No. Text 1-5	In this field, you can enter various information related to the current serial number. If the serial number has been created on the basis of an item receipt or an inventory change, the information is transferred from the current serial number receipt line or serial number movement line, and if the same serial number has been received on several receipts, the information related to the latest receipt is displayed. The content of these fields is for information only and can be changed here.
Cost	This field displays the serial number's cost price in the base currency of the warehouse. If the base currency of the warehouse is different from the base currency of the company at item receipt or item movement, the cost price will be converted into the base currency of the warehouse. If the serial number has been created on the basis of an item receipt in the window Item Receipt, the cost price in this field will correspond to the purchase price on the item receipt. If the serial number has been created on the basis of an inventory change in the window Inventory Change, the cost price in this field will correspond to the cost price specified on the inventory change. Furthermore, the cost price is displayed on serial number entry lines in connection with sales of the serial number. In this way, it is possible to make statistics on losses and gains on the various serial numbers. However, the field has no importance in connection with account posting, as Maconomy uses the cost price at the relevant warehouse from the current item's information card for calculation of cost of sales when selling the serial number. Thus, this field is used for information purposes only.
Currency	This field displays the currency used as standard currency in the company specified in the field "Company No." on the warehouse information card of the current serial number's warehouse. See the description of the cost price of FIFO items in the table part of the window Item Information Card.

Import Serial Numbers Single Dialog Workspace

Use this workspace to import serial number information for an item receipt in the Item Purchase module or for serial number reporting in the Sales Orders module.

The serial number information must be in a tab-separated file and comply with a fixed format, as described in the Import File island.

You can create your import file using a bar code reader. When, for example, you are making packing and serial number reports in the Sales Orders module, you can collect serial numbers and item numbers using the bar code reader and then import the information into Maconomy in this workspace.

Enter the name of the import file and your purpose for using it. When you click **OK**, Maconomy imports the data from the file. Maconomy informs you of how the import went in a text file that it places in the same folder as the Maconomy program. The name of this report file is **Serial Numbers.<date>**, where **<date>** is the date of the import. You can use a word processing program to read the text file.

If errors occur during the import, Maconomy stops the import process and does not import any data. Maconomy runs through the entire file and reports any errors. Errors occur if the import file contains sales order/item purchase order numbers or item numbers that are not present in Maconomy.

Import Serial Numbers Tab

This section includes the fields and descriptions for the Import Serial Numbers Tab.

Import Island

Field	Description
Type	Here you select which purpose you are importing serial numbers for: “Purchase” or “Sales.” If you select “Purchase,” the information will be used for receiving serial numbers in the Item Purchase module. The imported numbers will be shown in the Serial Number Receipt window. The import file must not contain serial numbers already used in Maconomy. After importing the serial numbers you can receive them in the Item Receipt window. If you select “Sales,” the information will be used for delivering serial numbers in the Sales Orders module. The imported numbers will be shown in the Serial Number Entry window. After importing the serial numbers you can create packing reports and deliver the numbers in the Packing Lists window.

Import file Island

Field	Description
Name	Here you enter the name of the file containing the serial number information. If you do not specify a path here or if the specified path is invalid, Maconomy shows a dialog where you can select the relevant file.

Field	Description
	The import file must be a tab-separated ASCII file, structured as shown below. You can create tab-separated files by saving data in text format in a word processing program or a spreadsheet. As shown in the example below, you must enter a tab to separate one field from another. This means that if you do not want to enter a value in a given field, you simply enter an extra tab. The import file must contain a tab for each field skipped on a line. When you import serial number information of the type “Purchase,” each line must therefore contain a total of 8 tabs and end with a carriage return. **Importing Serial Number Information of the Type “Purchase.”** If you import serial number information for the Item Purchase module, (that is, you have selected “Purchase” in the pop-up field “Type”), the import file must contain one or several blocks structured as follows: Header: Item Purchase Order No. (Return) Line: Item No. (Tab) Serial No. (Tab) Production Date (Tab) Sell-by Date (Tab) Expiry Date (Tab) Serial No. Text 1 (Tab)... Serial No. Text 1 (Return) Footer: **** (Return) Each block contains one header, one or several lines, and one footer. An example of this is shown below: 26106 (Return) 2234 (Tab) 2001A3001 (Tab) 09.04.99 (Tab*6) (Return) 2234 (Tab) 2001A3002 (Tab*2) 09.07.00 (Tab*5) (Return) 2236 (Tab) A4201 (Tab*3) 09.08.00 (Tab*4) (Return) **** (Return) 26110 (Return) 5101 (Tab) 32004 (Tab*4) X-43 (Tab*3) (Return) 2236 (Tab) A3202 (Tab*5) Obsol. (Tab*2) (Return) **** (Return) This example will look like the figure below when entered manually in a spreadsheet:

Field	Description

26106						
2234	2001A3001	09.04.99				
2234	2001A3002		09.07.00			
2236	A4201			09.08.00		
****						
26110						
5101	32004				X-43	
2236	A3202					Obsol.
****						

The order number in the header of each block must be an existing, non-closed item purchase order in Maconomy.

Importing Serial Number Information of the Type "Sales."

If you import serial number information for the Sales Orders module, (that is, you selected "Sales" in the pop-up field "Type"), the file must contain one or more blocks, as shown below:

Header:	Sales Order Number (Return)
Line:	Item No. (Tab) Serial Number (Return)
Footer:	**** (Return)

Each block has one header, one or more lines, and one footer. Below is an example:

25106	(Return)		
1234	(Tab)	1001A2001	(Return)
1234	(Tab)	1001A2002	(Return)
1236	(Tab)	A3201	(Return)
****	(Return)		
25110	(Return)		
4101	(Tab)	32004	(Return)
1236	(Tab)	A3202	(Return)
****	(Return)		

Field	Description
	This example will look like the figure below when entered manually in a spreadsheet: 25106 | 1234 | 1001A2001 1234 | 1001A2002 1236 | A3201 **** | 25110 | 4101 | 32004 1236 | A3202 **** | The order number in the header of each block must be that of an existing sales order number. Also, there must be an active packing list for the sales order. The item numbers must exist in Maconomy and have serial number control.

Property Information Card Single Dialog Workspace

Use this workspace to create the properties that you want to assign to your items.

A property can be, for example, specifications about a specific item's frequency or voltage. You create properties in this workspace and assign them to items in the Item Properties workspace. You can then create statistics about items assigned with specific properties.

Maconomy also uses properties in the Destination Properties workspace of the Sales Orders module. You can specify the properties that an item should or should not have, and if this item is to be delivered to a certain destination. Maconomy gives you a warning if you create quotes or orders with item lines that contain items not compliant with the property requirements for the quote or order's assigned destination. See the Destination Properties workspace in the Sales Orders module for more information about how Maconomy controls the relations between item properties and destination properties.

Property Information Card Tab

This section includes the fields and descriptions for the Property Information Card Tab.

Property Island

Field	Description
Name	In this field, you can enter the name of the current property.
Property Type	In this field, you can select a property type for the current property. In this way, you can group your properties in, for example, technical specifications, storage conditions, and so on. You can change the property type at any time. The

Field	Description
	values of the property types are created in pop-up type “Property Types” in the window Popup Fields in the Set-Up module.

Remarks Island

Field	Description
Remarks	In these fields, you can enter various information about the current property. The remarks will be suggested when the current property is assigned to an item or a destination.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Item Properties Single Dialog Workspace

Use this workspace to assign properties to your items. A property can be, for example, specifications about a specific item's frequency or voltage.

You create properties in the Property Information Card workspace and assign them to specific items in this workspace. You can then create statistics about items with specific properties.

Maconomy also uses properties in the Destination Properties workspace of the Sales Orders module, where you can specify the properties that an item should or should not have, and if this item is to be delivered to a certain destination. Maconomy gives you a warning if you create quotes or orders with item lines that contain items not compliant with the property requirements for the quote or order's assigned destination.

In the Item Properties workspace, the tab displays information about an item. Use the sub-tab to assign properties to the displayed item.

Item Properties Tab

This section includes the fields and descriptions for the Item Properties Tab.

Item Island

Field	Description
Item No.	This field shows the number of the current item.
Description	This field shows a description of the current item.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Item Properties Sub-Tab

This section includes the fields and descriptions for the Item Properties Sub-Tab.

Field	Description
Property Name	In this field, you can enter the name of a property created in the window Property Information Card. The property will thus be assigned to the item shown in the card part.
Property Type	This field shows to which property type the current property is assigned.
Remarks 1-5	In these fields, you can enter various information about the current item property line. Maconomy will propose the remarks stated on the information card of the current property, but you can change the remarks here.

Price Lists Single Dialog Workspace

Use this workspace to maintain your company's price lists. When you enter the name of the price list issue, currency, and application in the tab, you can enter the prices of the items on the current price list in the sub-tab. If you change the name of one price list issue, Maconomy changes all of the issue names of the price list.

You can create price lists in several different currencies. Every price list quotes the price at step one, that is, the price of one unit of the item. If you want to apply quantity discounts, create these in the Quantity Discounts workspace.

Each price list has one or more issues. You assign each issue to a period, and no two issues can have overlapping periods. Thus, you can only assign one issue to each date.

This workspace shows an issue of the price list. Each issue of the price list is identified by a price list name and an issue number, and you can look through the available issues. The **Delete Price List** action enables you to delete the displayed issue of the price list. However, you cannot delete a price list if no other issues of the current price lists exist.

You can use the selection criteria fields in the tab to specify the items to display in the sub-tab. When you open the workspace, the **Show Lines** field is not selected, and the sub-tab is empty. This enables you to open the workspace more quickly.

When you create a price list, you only enter the name of the price list. Later, you enter the item lines in the sub-tab or in the Quantity Discounts workspace. You can create a price list with all of the items in your item assortment in one operation using the Change Price Lists workspace.

If you have Maconomy Bill of Materials, you can create BOM price lists, provided that the BOMs have price control.

You cannot delete a version of a price list if there is only one existing version. Maconomy extends the date period for the version that is placed just before the deleted version so that it also covers the period of the deleted version. If you delete the earliest existing period, Maconomy extends the date period for the price list version that is placed after the deleted period. This avoids periodic gaps.

For auditing purposes, it is recommended that you print and file the price list every time that you change it. To print the list, use **Print This** in the File menu.

Price Lists Tab

This section includes the fields and descriptions for the Price Lists Tab.

Price List Island

Field	Description
Name	Here you can enter the name of the price list. The name is the identification of the price list An unlimited number of characters can be entered here, and you can use both letters and numbers. You can change the name of an existing price list. All issue names of the price list will be changed if the name is changed here. Completion of the field is mandatory.
Issue	This field shows the issue number of the current price list issue.
Period	This field shows the period within which the price list issue is valid.
Currency	Select the currency of the price list here. This currency will be used to specify prices in the table part. You cannot change the currency code of an existing price list. You maintain currencies in the Popup Fields window in the Set- Up module.
Application	Here you specify whether the price list applies to sales or purchases. The pop-up field has two values: “Sales Price List” and “Purchase Price List.” Sales price lists are used in the Accounts Receivable and Sales Orders modules. Purchase price lists are used in the Accounts Payable and Item Purchase modules. You cannot change the application of an existing price list.

Selection Criteria Island

Field	Description
Show Lines	You must mark this field to display the items in the price list in the window. When marked, the table shows all items in the price list meeting the selection criteria specifications in this island. This field is not marked when the windows is opened. This means allows the window to be opened quickly, without immediately calling up every item in the price list. Although you can specify in an item’s information card, it is not to be printed on a price list, the item will still be shown in this window.
Item No.	Here you can enter a range of item numbers. If the “Show Lines” field is marked, the table will show the items in the price list within this range. The items are sorted by item number.
Item Group	Here you can select an item group. The table will show items in this group, if the “Show Lines” field is marked. The item group refers to the group that was selected in the item information card when the item was entered in the price list.

Access Level Island

Field	Description
Name	Here you can enter the name of an access level. Users only have access to seeing information about the current price list and referring to it in other windows if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to price lists may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. The access level applies to all issues of the price list. If you do not specify an access level, all users will have access to see information about the current price list.
Description	This field shows the description of the access level specified in the field above.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Items Sub-Tab

This section includes the fields and descriptions for the Items Sub-Tab.

Field	Description
Item No.	Here you enter the number of the item to be included in the price list. The items in the price list are sorted by number. Maconomy verifies that the number exists and that it only appears once in the same price list. You can use the search functions in the Find menu to find an item. If you have Maconomy Bill of Materials, Maconomy verifies that any BOM in the price list has price control.
Description	This field shows the text in the “Description Lang. 1” field from the item’s information card. You cannot change the text here.
Pricing Unit	This field shows the pricing unit of the item. The pricing unit is the number of units included in the item’s unit price. This applies to sales prices, costs, weight and volume. If the price list is a purchase price list, Maconomy retrieves the price from the “Purchase Pricing Unit” field in the Item Information Card window. You cannot change the value here.
Price at Step 1	Here you enter the price of one pricing unit of the item. In the Quantity Discounts window you can enter prices on up to six price steps as well as a recommended sales price.

Quantity Discounts Single Dialog Workspace

Use this workspace to maintain the quantity discounts that you offer to your customers.

You can page through the items in your stock and select a price list for each item. For every price list, you can enter prices and other information up to five steps. Maconomy retrieves the price lists in the pop-up field in this workspace from the Price Lists workspace.

You can work with several issues of a price list and look through available price list issues. When you look through different items, you can maintain the current price list and issue number. If the item does not exist in the current issue of the price list, Maconomy starts by searching for the item in the price list that is valid on the current date. If the item does not exist in that price list, Maconomy searches one of the existing issues of the current price list.

If the item does not exist among these issues, Maconomy searches for the item in the other price lists, starting with issue number 1 in the first price list.

You can also control the relation between the prices in the **Step 1** field and the **Recommended sales price** field by using a markup percentage.

A quantity discount invokes a new, lower unit price, which determines the line price. Maconomy then applies any other line discount from a customer or item discount agreement.

For auditing purposes, it is recommended that you print out and file the quantity discount every time that you change it. To print out the card, use **Print…** in the File menu.

Quantity Discounts Tab

This section includes the fields and descriptions for the Quantity Discounts Tab.

Item Island

Field	Description
Item No.	This is the number of the item. You can retrieve items using the search functions in the Find menu.
Description	This is the item text from the “Description Lang. 1” field from the Item Information Card. The text cannot be changed here.
Bill of Materials	This field shows whether the item is a BOM or a standard item. If the field is marked, the item is a BOM. BOMs must have price control to be assigned to a price list.
Graded Quantity Discount	If you mark this field, Maconomy will calculate quantity discounts as a graded discount. By graded quantity discount is meant a discount which does not affect all items on an order line but only the quantity of items within the quantity range of each quantity discount. If you for instance grant a discount of 10% on 2-4 items and a 20% discount on 5-10 items, it means that an order for 8 items will be granted no discount on the first item, a 10% discount on the next 3 items, and 20% on the last four items. The field determines how quantity discounts are calculated in the subscription module.

Field	Description
Unit, Sales	This is the item sales unit. It cannot be changed here.
Minimum Sales Unit	This is the item's minimum sales unit. The value cannot be changed here.
Pricing Unit, Sales	This shows how many item units are included in the unit price. This applies to sales price, cost, weight and volume. It cannot be changed here.
Unit, Purchase	This is the unit used when the item is purchased in the Item Purchase Orders window. It cannot be changed here.
Min. Purchase Unit	This is the item's minimum purchase unit. It cannot be changed here.
Pricing Unit, Purchase	This shows how many units of the item are included in the unit price of the item for purchases. It cannot be changed here.
Sales/Purchase Unit	This shows how many sales units are included in one purchase unit. It cannot be changed here.

Price List Island

Field	Description
Name	Here you select a price list from the existing price lists in the pop-up field. If you select a price list, which already includes the item, the table will show prices and discounts on all five steps. If you select a price list that does not already include the item, Maconomy suggests you include the item.
Currency	This is the currency of the price list. It cannot be changed here.
Period	In this field, the period in which the price list issue is valid is shown.
Issue	In this field, you can enter an issue number. If the number is zero, Maconomy will search for the period containing the current date, and the issue number of that period will be transferred to the field.
Quantity	Here you enter the minimum quantity a customer must buy to receive the discount. You can specify a value for up to six price steps as well as a recommended sales price. Quantity and price on one price step can be zero even though they are greater at the higher price step. If quantity and price are zero, Maconomy uses the price from the highest underlying price step, for which quantity and price are not zero. If you enter a quantity, you must also enter either price or discount. If you leave this field blank, you cannot enter price or discount.

Field	Description
	The price at step 1 is, by nature, the price of one pricing unit of the item. Hence, the quantity at step 1 is always one. Maconomy verifies that the quantity is higher as the steps rise.
Price	Here you can enter a price per pricing unit on up to five steps. The price applies to a customer order for as many items as are specified in the “Quantity” field. Maconomy verifies that the price at one step is not higher than the price at the lower price step. Alternatively, you can specify a percentage in the “Discount %” field. Prices are then automatically calculated from the price at step one. If you enter a value in this field and in the “Discount %” field, Maconomy calculates the discount percentage from the fixed price.
Discount %	Here you can enter a discount percentage per pricing unit on up to five steps. The price applies to a customer order for as many items as are specified in the “Quantity” field. The percentage at step 1 is always zero. Maconomy verifies that the discount per pricing unit increases as price steps rise. Alternatively, you can specify a price in the “Price” field. Maconomy then calculates the corresponding discount percentage.
Step 1	Here you enter the price of one pricing unit of the item. Quantity and Discount % cannot be changed at step 1, as the quantity is always one and the discount always 0. Maconomy suggests the price from the price list, but you can change it here. If you change the price at step 1, Maconomy automatically recalculates the prices at the other steps, using the discounts in the “Discount %” column.
Step 2	Here you enter quantity, price and discount at step 2. Maconomy verifies that the quantity and discount are higher than at step 1, and that the price per pricing unit is lower than at step 1.
Step 3	Here you enter quantity, price and discount at step 3. Maconomy verifies that the quantity and discount are higher than at step 2, and that the price per pricing unit is lower than at step 2.
Step 4	Here you enter quantity, price and discount at step 4. Maconomy verifies that the quantity and discount are higher than at step 3, and that the price per pricing unit is lower than at step 3.
Step 5	Here you enter quantity, price and discount at step 5. Maconomy verifies that the quantity and discount are higher than at step 4, and that the price per pricing unit is lower than at step 4.
Step 6	Here you enter quantity, price and discount at step 6. Maconomy verifies that the quantity and discount are higher than at step 5 and that the price per pricing unit is lower than at step 5.

Field	Description
Recommended sales price	Here you enter the item's recommended sales price. When you edit and create price lists from costs, the recommended sales prices is set at zero.
Recommended Markup %	In this field, you can enter a recommended markup percentage. This percentage determines the relation between the prices in the field "Step 1" and the field "Recommended Sales Price." The amounts in the two fields are calculated as the price in the field "Step 1" plus the markup which is based on the markup percentage and the recommended sales price. If the markup percentage or the recommended sales price is zero, the two price fields will not affect each other. If all three fields are completed, the values of the fields will be adjusted as follows: 1. The price in Step 1 is adjusted if the markup percentage is altered. 2. The price in Step 1 is adjusted if the recommended sales price is altered. 3. The recommended sales price is adjusted if the price in Step 1 is altered.

Change Price Lists Single Dialog Workspace

Use this workspace to maintain your company's price lists.

Using existing information in Maconomy, this workspace allows you to create and change the prices in a price list all at the same time, whereas the Price Lists workspace only lets you create and change the prices of individual items in a price list.

The **Issue** and **Name** fields determine the price list that is selected.

When you click **OK**, Maconomy records the changes that you made.

For auditing purposes, it is recommended that you print and file a price list every time that you change it. To print the card, use **Print This** in the File menu of the Price Lists workspace.

Change Price Lists Tab

This section includes the fields and descriptions for the Change Price Lists Tab.

Change Island

Field	Description
Type	Here, you select the type of change you wish to make. You can choose between the following five types: "New Price List from Costs," "New Price List from Price List," "Update Price List," "Replace Price List," and "New Issue." The five values correspond to the titles of the five islands in the window, and all changes are made in the island corresponding to the selected type of change. You can only make one type of change at a time.

Field	Description
	If you select “New Price List from Costs,” Maconomy creates a price list based on the cost of every item in the selected warehouse. If you are creating a purchase price list, the prices will be costs. If you are making a sales price list, Maconomy adds a gross margin based on one of the two values in the “GM % Sales Price” and “Markup % of Cost” fields from the Item Information Card. Maconomy selects whichever value is higher than zero. BOMs can only be included if they have price control. The recommended sales price from the Quantity Discounts window is set at zero when you create and edit sales prices from costs. If you select “New Price List from Price List,” you create a price list based on an existing price list. All the prices in the new price list are changed according to a fixed percentage rate (negative or positive). When you change prices this way, you can keep the original price list. If you select “Update Price List,” you apply a percentage change, negative or positive, to all prices in an existing price list. The version number of the price list is increased by one. When you select “Replace Price List,” you transfer all the prices from one existing price list to another existing price list. You can use this method to update a price list, without withdrawing it temporarily from the system. If you wish to update a price list this way, you first create a price list from the existing one. When the new price list is updated, you replace the old one with the new one. You then assign it the name of the old price list. The version number of the updated price list is increased by one. If you create a price list based on an existing price list, you avoid having to change price list references from the Sales Orders module. If you select “New Issue,” a new issue is created as a copy of the stated price list and issue. The starting date of the new issue must be specified in the island New Issue. If the issue number is zero, the issue of the price list which is valid on the current date will be transferred.

New Price List from Costs Island

Field	Description
Name	Here you enter the name of the new price list. The new prices are based on individual item costs in the selected warehouse. BOMs can only be included if they have price control.
Currency	Here you select the currency of the new price list. If the new price list uses another currency than the original one, the exchange rate valid on today’s date is retrieved. For sales price lists, the exchange rate table for sales is used. For purchase price lists, the exchange rate table for purchase is used. You maintain currency codes in the Popup Fields window in the Set-Up module.
Application	Specify here whether the price list applies to sales or purchases. The pop-up field has two values: “Sales Price List” and “Purchase Price List.” Sales price lists are used in the Accounts Receivable and Sales Orders modules.

Field	Description
	Purchase price lists are used in the Accounts Payable and Item Purchase module. You cannot change the application of an existing price list.
Warehouse	In this field, you must select a warehouse if you are creating a price list based on the cost of the individual items. The price list created will include all items in the warehouse in question, that is, items assigned to the warehouse in the table part of the window Item Information Card and will be based on the cost prices applying to these items in the selected warehouse. However, BOMs for which not all BOM parts are assigned to the selected warehouse are not included in the price list.

Replace Price List Island

Field	Description
From List	Here you specify which existing price list you are transferring to the price list in the “To List” field. If a markup percentage of the price list that replaces the current price list exists, this percentage will be copied and used for the calculation of the recommended sales price, based on the new price stated in the field “Step 1.” Price lists are created in the Price Lists window.
Issue	In this field, you can enter the issue number of a price list. The issue number and the name stated in the field above determine the price list which will be copied. The suggested value of this field is 0, causing the current issue to be updated. If another issue is to be updated, you can enter the number of the desired issue.
To Price List	Here you specify to which existing price list the price list in the “From List” is being transferred. The original prices in this price list will be overwritten. Price lists are created in the Price Lists window.
Issue	In this field, you can enter the issue number of a price list. The issue number and the name stated in the field above determine the price list which will be replaced. The suggested value of this field is 0, causing the current issue to be replaced. If another issue is to be replaced, enter the number of the desired issue.

New Issue Island

Field	Description
Price list	In this field, you can select the name of the price list for which an issue is to be created.
Issue	In this field, you can enter the issue number of the issue on which you wish to base the new issue. If the number is zero, the price list issue which is valid on the current date will be selected.
Start Date	In this field, you can enter the starting date of the new issue of the price list. For example, the range of dates on an existing price list could be: Issue 1 [- 31/1/97] Issue 2 [1/2/97 - 10/3/97] Issue 3 [11/3/97 -]

Field	Description
	Note that the latest existing issue does not have an ending date. When creating an issue of the price list, the starting date can be entered in this field, and the new issue 4 will start on the specified date. Example: If the starting date of the new issue, Issue 4, is 25/3/97, the period of Issue 3 is shortened to [11/3/97 - 24/3/97], and the period of Issue 4 will be [25/3/97 -], since no two periods can overlap. The starting date of a new issue can also be earlier than that of the previous issue. For example, the starting date of issue 4 can be set at 7/3/97 which is within the range of Issue 2. The result is that the ending date of Issue 2 will change to 6/3/97, while the ending date of Issue 4 is 10/3/97. In this way, the order of the issues is Issue 1, Issue 2, Issue 4, Issue 3, and so on.

Update Price List Island

Field	Description
Price List	Here you specify which existing price list is being changed. If a markup percentage for the price list exists, this percentage will be used for the calculation of the recommended sales price, based on the new price stated in the field “Step 1.” Price lists are created in the Price Lists window.
Issue	In this field, you can enter the issue number of a price list. The issue number and the name stated in the field “Price List” determine the price list which will be updated. The suggested value of this field is 0, causing the current issue to be updated. If another issue is to be updated, you can enter the number of the desired issue.
% Change	Here you enter the percentage change. You can enter a negative or positive value. The value cannot be less than “-100,” however.

New Price List from Price List Island

Field	Description
Name	Here, you enter the name of the new price list. which you are creating, based on an existing price list. If a markup percentage for the source price list exists, this percentage will be copied and used in calculating the recommended sales price, based on the new price in the field “Step 1.”
Currency	Here you select the currency of the new price list. You define currency codes in the Popup Fields window in the Set-Up module.
From Price List	Here you specify on which existing price list the new price list is based. Price lists are created in the Price Lists window.

Field	Description
Issue	In this field, you can enter the issue number of a price list. The issue number and the field “From Price List” determine the price list on which the new price list will be based. The suggested value of this field is 0, causing the current issue to be copied. If another issue of the price list is to be copied, you can enter the number of the desired issue.
% Change	Here you enter the percentage change. You can enter a negative or positive value. The value cannot be less than “-100.” You can, for example, create a purchase price list based on the vendor’s recommended retail price list. The percentage change will thus be the discount percentage your company gets from the vendor, and the percentage figure will be negative. You can then use the purchase price list to create item purchase orders in the Item Purchase module.
Application	Here you specify whether the price list applies to sales or purchases. The pop-up field has two values: “Sales Price List” and “Purchase Price List.” Sales price lists are used in the Accounts Receivable and Sales Orders modules. Purchase price lists are used in the Accounts Payable and Item Purchase module. You cannot change the application of an existing price list.

Company for exchange rate calculations

Field	Description
Company No.	In this field, you can select the company to use for the exchange rate calculations. The installation company number is used by default. It can also be used to create or update the price lists using the exchange rates for a specific company.

Import Price Lists Single Dialog Workspace

Use this workspace to import price list information for the items you that have created in Maconomy.

This information must be in a tab-separated data file. Maconomy puts the imported price data into an existing price list. You can then use the price lists as normal.

The import price list facility is a useful tool when you receive price lists from your vendors. It is then easy to update your purchase price lists merely by importing new files.

You must specify the price list and issue that you are updating and the percentage change that you want to apply. When you click **OK**, Maconomy displays a dialog where you can select the appropriate import file, and Maconomy then imports the price data from that file. If an item in the import file already exists in the price list, its price is updated at price step 1. If the item is not on the price list, you can choose to add it to the price list. If you select the **Create New** field, the item is added to the price list if it exists in Maconomy. You can import prices with quantity specification at all price steps using the **All Price Steps** field. If the price list has quantity discounts, Maconomy recalculates the other price steps from the imported price and the discount

percentages specified in the Quantity Discounts workspace. The Quantity Discounts workspace should not be open when you import prices.

Maconomy tells you how the import is progressing in a window on the screen, and places a text file of the import report in the same folder as the Maconomy program on your computer. The name of the report file is **PriceList.<date>**, where **<date>** is the date of the import. You can use a word processing program to read the text file.

If there are errors during the import, Maconomy does not import the information. Maconomy runs through the entire import file and alerts you about any errors. An example of an error is when the import file contains item numbers that are unknown to Maconomy.

Import Price Lists Tab

This section includes the fields and descriptions for the Import Price Lists Tab.

Price List Island

Field	Description
Name	Here you can select which price list the imported prices are to update. The pop-up field shows existing price lists created in the Price Lists window. If an item in the import file already exists in the price list, its price will be updated at step 1. If an item is not already in the price list, it will be inserted in the price list at step 1, provided it exists in Maconomy. If the price list has quantity discounts, Maconomy recalculates the other price steps from the imported price and the discount percentages given in the Quantity Discounts window.
Issue	In this field you can enter the issue number of a price list. The issue number and the name stated in the field “Name” determine the price list which will be imported. The suggested issue number is 1.
Currency	Here you select the currency of the prices in the import file. If they are not in the same currency as the price list you are updating, Maconomy converts them using the current exchange rate table. The pop-up field shows the currency codes you have entered in the Popup Fields window. Exchange Rate tables are created in the Exchange Rate Tables window and you select the current table in the System Information window.
Change %	Here you can enter a percentage if you wish adjust the prices in the import file. The original price data in the file are not changed. If you enter a positive figure, the prices are increased. If you enter a negative figure, the prices are reduced.
Company No.	In this field, you can select the company to use for the exchange rate calculations. The installation company number is used by default. It can also be used to import price lists using the exchange rates for a specific company.

Import Island

Field	Description
All Price Steps	Here you decide whether to import prices at all steps. If you mark the field, every line in the import file must contain the following fields: (tab-separated): Item Number, Price Step 1, Quantity Step 2, Price Step 2, Quantity Step 3, …, Price Step 6, Quantity Step 6, Recommended Sales Price. If a field in the import file is marked "#KEEP," the value from the existing price list will be applied. However, stating a new value of a given field in the import file will cause the stated price to be changed. If the relation between the price at Step 1 and the recommended sales price is adjusted (caused by a markup percentage), an alteration of one of these fields will result in an adjustment of the other field. If the item exists in the price list, Maconomy writes over all the values and the discounts are re-calculated (that is, the quantity for the different price steps can be changed). If the item is not in the price list, it is created there if the "Create New" field is marked and the item exists in Maconomy. If the field is not marked, Maconomy will only import prices at step 1. You can also enter a comment in the import file. This is done by creating a line in which the first field is left blank.
Create New	Here you decide whether to create items that are in the import file but not in the price list. If the field is marked, Maconomy will put the items from the import file in the price list if the items exist in Maconomy. If the mark is removed, Maconomy will not put the new items in the price list.
Write Over Price List	If you mark this field, all lines on the chosen price list will be deleted before you start the import. Then, the new price list is generated, based on the data in the import file. If a markup percentage is stated on the existing price list, it will not be written over but used to recalculate the recommended sales price using the new price at Step 1.
Ignore Non-existing items	If you mark this field, Maconomy will ignore any items in the import file which do not already exist in the system.

Item Discount Agreements Single Dialog Workspace

Use this workspace to manage item-related discount agreements. You can browse through the items in the system in the tab. In the sub-tab, specify a discount agreement on each line.

You can define these agreements and their associated terms for each item number. For example, you can define a clearance discount to promote sales of an overstocked item.

Maconomy transfers a discount to an order or invoice line in the Sales Orders module or to an item purchase order line in the Item Purchase module. If several item or customer discount agreements overlap, Maconomy selects the one that results in the highest discount amount. In other words, you can apply only one discount agreement, whether item or customer-related, per order or invoice line. However, you can simultaneously give a quantity discount and an invoice discount to a customer.

If an order or invoice line meets the conditions specified in the Discount Table workspace, Maconomy always applies the discount in the Discount Table, regardless of whether the customer would get a greater price reduction from an item or customer discount agreement.

Item Discount Agreements Tab

This section includes the fields and descriptions for the Item Discount Agreements Tab.

Item Island

Field	Description
Item No.	This is the item number. If the item is a BOM and if you are working with sales discount agreements, it is only possible to create item discount agreements for the current item if you have specified that this is a BOM with price control in the field “Price Control” in the BOM Information Card.
Description	This is the item text from the “Description Lang. 1” field from the Item Information Card. The text cannot be changed here.
BOM	This field shows whether the item is a BOM or a standard item. If this field is marked, the item is a BOM. You can only create an item discount agreement for a BOM with price control.
Unit	This field shows the unit in which the quantity of the item is registered. The value in this field cannot be changed here.
Minimum Sales Unit	This is the item’s minimum sales unit. This facility is usable, if the item is packed with more units in the same packaging, and only if this packaging is sold intact. The value in this field cannot be changed here.
Pricing Unit	This field shows how many item units are included in the unit price. This applies to sales prices, costs, weight and volume. The value cannot be changed here. If you enter a fixed amount in the discount agreement, you can determine whether the discount is to be deducted from the total line price or the price per pricing unit.

Discount Agreements Sub-Tab

This section includes the fields and descriptions for the Discount Agreements Sub-Tab.

Field	Description
Application	In this field, you can specify if the discount agreement is to be used in connection with sales or purchase.
Customer Group	In this field, you can select a customer group so that only customers included in the selected group are granted the discount specified in the current discount agreement. The field can only be filled in if you have selected “Sales” in the field “Application.”

Field	Description
Enterprise	Here, you can select an enterprise. The discount agreement will only apply to customers in this enterprise. The field can only be filled in if you have selected “Sales” in the field “Application.”
Segment	The functionality of this field is similar to that of the field “Enterprise” above. The field can only be filled in if you have selected “Sales” in the field “Application.”
Area	The functionality of this field is similar to the functionality of the field “Enterprise” above. The field can only be filled in if you have selected “Sales” in the field “Application.”
From Customer No.	This field and the field “To Customer No.” make up a range of customer numbers. The discount agreement will only apply to customers within this range. If you leave this field blank, the range will include all customers with numbers up to the value specified in the field “To Customer No..” The field can only be filled in if you have selected “Sales” in the field “Application.”
To Customer No.	This field and the field “From Customer No.” make up a range of customer numbers. The discount agreement will only apply to customers within this range. If you leave this field blank, the range will include all customers with numbers from the value specified in the field “To Customer No.” and up. The field can only be filled in if you have selected “Sales” in the field “Application.”
From Destination No.	This field and the field “To Destination No.” make up a range of destination numbers. The discount agreement only applies to orders assigned to a destination within the specified range. If you leave this field blank, the range will include all orders assigned to destinations with numbers up to the value specified in the field “To Destination No..” The fields can only be filled in if you have selected “Sales” in the field “Application.”
To Destination No.	This field and the field “From Destination No.” make up a range of destination numbers. The discount agreement only applies to orders assigned to a destination within the specified range. If you leave this field blank, the range will include all orders assigned to destinations with numbers from the value specified in the field “To Destination No.” and up. The fields can only be filled in if you have selected “Sales” in the field “Application.”
Vendor Group	In this field, you can select a vendor group so that only vendors belonging to the selected vendor group are granted the discount specified in the current discount agreement. The field can only be filled in if you have selected “Purchase” in the field “Application.”
From Vendor No.	This field and the field “To Vendor No.” make up a range of vendor numbers. The discount agreement will only apply to vendors within this range. If you leave this field blank, the range will include all vendors with numbers up to the value specified in the field “To Vendor No..” The field can only be filled in if you have selected “Purchase” in the field “Application.”
To Vendor No.	This field and the field “From Vendor No.” make up a range of vendor numbers. The discount agreement will only apply to vendors within this range. If you leave this field blank, the range will include all vendors with numbers

Field	Description
	from the value specified in the field “From Vendor No.” and up. The field can only be filled in if you have selected “Purchase” in the field “Application.”
First Delivery Date	This field and the field “Last Delivery Date” make up a range of delivery dates. The discount will only be granted if the current item is ordered for delivery within the specified range of dates. This means that the date in the “Pref. Delivery Date” field in the Sales Orders window must be within this range in order for the discount to be granted. If you leave this field blank, the range will include all dates up until the date specified in the field “Last Delivery Date.”
Date of Last Shipment	This field and the field “First Delivery Date” make up a range of delivery dates. The discount will only be granted if the current item is ordered for delivery within the specified range of dates. This means that the date in the “Pref. Delivery Date” field in the Sales Orders window must be within this range in order for the discount to be granted. If you leave this field blank, the range will include all dates from the value specified in the field “Last Delivery Date” and up.
Min. Quantity	In this field, you can enter the minimum quantity of units a customer must order to receive the current discount. If you leave the field blank, it will have no influence on the selection criteria.
Min. Amount	Here you enter the minimum currency amount a customer must spend to receive the discount. If you leave the field blank, the amount does not have any influence on the possibility of getting a discount in accordance with the current discount agreement.
Enterprise Currency	This field shows the currency selected as the enterprise currency in the Maconomy system. For further information about the concepts of enterprise currency and base currencies, see the description of the field “Base Currency” in the window Company Information in the G/L module.
Amount	In this field, you can enter the discount of the current discount agreement, if the discount is granted as an amount. You must enter a value here or in the “%” field. If you enter a value in both fields, Maconomy selects the discount resulting in the highest discount amount. If you enter an amount here, you can use the field “By Pricing Unit” to determine whether to deduct the discount from the total line price or by pricing unit. The amount is shown in the enterprise currency.
By Pricing Unit	A mark in his field determines if the discount in the “Amount” field is to be deducted from the total line price unit or by pricing unit. The pricing unit is shown in the field “Pricing Unit” on the Item Information Card. If you do not mark this field, the discount amount will be deducted from the total line price, which is shown in the field “Amount.” To illustrate, if this field is marked, the pricing unit for an item is 6, and the customer orders 24 units of the designated item, the discount will be 4 times the amount in the “Amount” field.

Field	Description
Discount %	In this field, you can enter the discount percentage if the discount is granted in percentages. You must enter a value here or in the field “Amount.” If you enter a value in both fields, Maconomy selects the discount resulting in the highest discount amount.
Discount Desc.	Here you enter the discount text in the primary language of the system. The primary language is the one appearing on the first table line for the pop-up type “Languages” in the table part of the window Popup Fields. The description appears on quotes, orders, and invoices assigned to the primary language, as the text is transferred the “Discount Desc.” field on the table lines where the current discount is granted. The text you enter is furthermore created as an entry in the window Language Texts in the Set-Up module. It is then possible to assign translations of the discount description in the languages used in Maconomy. This makes it possible, for example, to send an invoice to a German company with the discount descriptions in German. In those cases where no translation of the discount description has been made in the language used in a given context for instance on the printout of an order confirmation, Maconomy uses the description in this field instead. For more information about discount descriptions in other languages, please see the description of the window Language Texts in the Set-Up module.
Fixed Price List	In this field, you can select a price list so that the selected customers or vendors will be locked to a certain price list assigned to the current item. If you specify a fixed price list and the current item discount is triggered, the item’s unit price on the order, purchase or invoice line will be calculated according to the price list in this field instead of according to the price list specified on the order. Hence, a discount agreement can result in another price list being used than the one originally stated on the order. Furthermore, Maconomy will calculate the discount on the basis of the fields “Amount” and “Discount %.” The discount agreement is only used if the price, according to the fixed price list, less the discount, is lower than the price quoted for the order, the invoice or the credit order. The pop-up field shows the price lists created in the window Price Lists for the current item. However, you can select “blank,” which means that the item’s price always has to be calculated on the basis of the price list specified on the order, the invoice or the item purchase order. However, discount will still be calculated on the basis of the fields “Amount” or “Discount %.” Please note that the price list has to have the same application (purchase or sales) as the discount agreement.
Fixed Price Step	In this field, you can enter a price step so that the selected customers or vendors will be locked to a certain price list for the current item in the fixed price list assigned to the discount agreement. This means that the item’s unit price is calculated on the basis of this price step on the price list specified in the field “Fixed Price List” for the current item discount agreement, instead of for the price step that the number of units on the line would usually result in. If

Field	Description
	the value “blank” has been selected in the field “Fixed Price List,” you cannot enter a value in this field. You can choose not to fill in this field and if you leave the field blank, the item’s unit price is to be taken from the price step that the number of units on the current order-, invoice- or purchase line gives rise to.
Created by	This field shows the name of the user who created the current discount line.
Created on	This field shows the date on which the current discount line was created.
Changed by	This field shows the name of the last user who made changes to the current discount line.
Changed on	This field shows the date on which the current discount line was changed
Version	This field shows a number corresponding to the version of the information on the line. Maconomy automatically increases the version number by one every time the information on the line is changed. It is not possible to retrieve previous versions.
Remarks 1-5	In these fields, you can enter various remarks to the discount on the line.

Discount Table Single Dialog Workspace

Use this workspace to create a discount table. The tab shows user information, and the sub-tab shows discount table lines. A discount table line shows the conditions that must be met for a customer to get the discount. It also shows the actual discount percentage.

Maconomy uses the discount table to automatically apply discounts to quote, sales order, and credit order lines in the Sales Orders module, and to invoice and credit memo lines in the Accounts Receivable module.

If an order or invoice line meets the conditions set out in a discount line, Maconomy always bases the discount on the discount table, regardless of whether the customer would get a greater price reduction from an item or customer discount agreement.

The discount table is useful if you want to work with a discount percentage for whole item groups and customer groups at the same time. You can also base the discount on order mode.

Maconomy transfers a discount as a line discount to the relevant item line in the Sales Orders or Accounts Receivable module. If an item line meets the conditions of more than one discount table line, Maconomy applies the highest discount rate. In addition to the line discount, you can give a quantity and/or invoice discount.

For auditing purposes, it is recommended that you print and file the discount table every time that you change it. To print the card, use **Print …** in the File menu.

Discount Table Tab

This section includes the fields and descriptions for the Discount Table Tab.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Discount lines Sub-Tab

This section includes the fields and descriptions for the Discount lines Sub-Tab.

Field	Description
Customer Group	Here you can select the customer group the discount table line applies to. If you select “blank,” customer group has no influence on whom the discount is given to.
From Customer No.	In this field, you can specify the first number in a range of customers who should be allowed the discount on the current line. The last number in the range can be specified in the field “To Customer No.” below. A customer only matches the current line if he has a customer number equal to or higher than the number specified in this field and equal to or lower than the number specified in the field “To Customer No..” If you leave this field blank, the range will include all customers with numbers up to the value specified in the field “To Customer No..” If you leave the field “To Customer No.” blank, the range will include all customers with from the value specified in the field “From Customer No.” and up.
To Customer No.	See the field “From Customer No.” above for a description of the functionality of this field.
Item Group	Here you can select the item group the discount table line applies to. If you select “blank,” item group has no influence on when the discount applies.
Item Type	Here you can select the item type the discount table line applies to. If you select “blank,” item type has no influence on when the discount applies.
Item Pop- up 1-5	Here you can select the item pop-up values that an item must be assigned to match the current discount table line. If you select “blank” in a given pop-up field, the field in question is ignored when Maconomy determines whether an item matches the current discount table line.
Order Mode	Here you can select the order mode the discount table line applies to. Order mode is selected in the Quotes, Sales Orders or Credit Orders window. If you select “blank,” order mode has no influence on when the discount is given. Only discount table lines with blank order mode will be considered in the Invoices and Credit Memos windows in the Sales Orders module.
Discount %	Here you enter the discount percent the customer is given when buying items that meet the conditions of the discount table line.

Field	Description
Discount Desc.	Here you enter the discount text in the primary language of the system. The primary language is the one appearing on the first table line for the pop-up type “Languages” in the table part of the window Popup Fields. The description appears on quotes, orders, and invoices assigned to the primary language, as the text is transferred the “Discount Desc.” field on the table lines where the current discount is granted. The text you enter is furthermore created as an entry in the window Language Texts in the Set-Up module. It is then possible to assign translations of the discount description in the languages used in Maconomy. This makes it possible, for example, to send an invoice to a German company with the discount descriptions in German. In those cases where no translation of the discount description has been made in the language used in a given context for instance on the printout of an order confirmation, Maconomy uses the description in this field instead. For more information about discount descriptions in other languages, please see the description of the window Language Texts in the Set-Up module.

Catalogs Single Dialog Workspace

Use this workspace to set up item catalogs and catalog structures.

This workspace is only available if you have the Portal module Procurement Portal.

You use catalogs for setting up a product structure that procurement portal users can utilize for browsing and finding items to order. The catalogs enable you to set up a hierarchical structure, breaking down your range of items into categories that make it easy for the procurement portal users to find the items to order.

You set up the catalog structure up by creating the relevant item categories, arranging them in a hierarchical structure, and then assigning the individual items to the catalogs on the lowest level.

To set up a hierarchical catalog structure, start by creating all of the catalogs. Next, select the top-level catalog in the tab. In the sub-tab, create a line for each catalog that should be a subcatalog to the one in the tab, specifying the relevant catalog numbers in the **Catalog No.** field.

You can assign items to catalogs at the lowest level, that is, catalogs that do not contain any subcatalogs. To assign an item to a catalog, select the catalog in the tab and create a line in the sub-tab, specifying the item in the **Item No.** field.

For each catalog, mark the **Entry Catalog** field if you want it to appear on the list of catalogs in the My Catalogs Portal component. Thus, you are able to select the front page catalogs that are initially presented to users, from which they start browsing for items. A catalog does not need to be at the top level of the catalog structure to be selected as an entry catalog.

For each Procurement Portal user, you are required to create a personal catalog to which favorite items can be added. Use the specific user name as the catalog number. Subcatalogs should not be assigned to any of the personal catalogs.

Catalogs Tab

This section includes the fields and descriptions for the Catalogs Tab.

Catalog Island

Field	Description
Catalog No.	In this field, you can specify the number of the catalog when creating a catalog. Once the catalog has been created, this field cannot be changed.
Name	In this field, specify a name for the catalog. This is the name which may be shown in the Portal.
Entry Catalog	If you mark this field, the catalog will appear in the My Catalogs component in the Portal Web Shop for all web shop users. This means that if the current catalog should be a “front page” catalog available to any user, this field should be marked. If the current catalog is a personal catalog, you should not mark this field, as the personal catalog should only be available to the user to whom the catalog belongs. For further information on the My Catalogs component and personal catalogs, see the section “My Catalogs” in the Portal Modules manual.
Picture File Reference	In this field, you can specify a reference to an image file to be assigned to the catalog. If you specify a file reference, the image will be displayed when the current catalog is selected in the procurement portal, provided that a placeholder for the image is included in the layout of the Catalog Home component. The file reference must be specified as a valid URL, either as a full path specification starting with “http://” or relative to the web server. For instance, if you specify “/Images/Furniture/LSofa1.jpg,” it means that the file is placed in the folder “Furniture” which is a subfolder to “Images,” which again is a subfolder directly below the root level of the web server.

Information Island

Field	Description
Information 1-5	In these fields, you can specify additional information about the current catalog.

Customer Island

Field	Description
Customer No.	In this field, you can enter the number of a customer. If you enter a customer number, this island and the individual lines in the table part will show pricing information. This means that if you enter a customer, each line on which an item has been specified will show the price of the item in question according to the price list to which the specified customer is assigned. Furthermore, each item line will show any discounts to which the customer is entitled according to item and customer discount agreements. If you also specify a quantity on a line, an extended line

Field	Description
	price is calculated, and any relevant quantity discount is applied. The Customer island will display totals for all the lines in the table part on which a quantity has been specified. If you do not specify a customer number, no prices and discounts are displayed, as Maconomy needs a customer number to be able to apply the relevant price list. The functionality of this field and the price fields in this island as well as in the table part is used in the Procurement Portal module where certain components use the fields for displaying the prices and discounts that will apply to the current customer when ordering a given quantity.
Price List	If you have specified a customer in the field “Customer No.” above, this field shows the name of the price list assigned to the customer in question. The information is retrieved from the window Customer Information Card. If no customer has been specified, this field is blank.
Price Step	If you have specified a customer in the field “Customer No.” above, this field shows the name of the price step of the customer in question. The information is retrieved from the window Customer Information Card. If no customer has been specified, this field is blank.
Currency	If you have specified a customer in the field “Customer No.” above, this field shows the currency of the customer in question. The prices in the window are displayed in this currency. The information is retrieved from the window Customer Information Card. If no customer has been specified, this field is blank.
Goods	If you have specified a customer in the field “Customer No.” above, this field shows the sum of the amounts in the field “Extended Price” in the table part of the window. The field thus shows the total price for the items in the table part in the specified quantities. If no customer has been specified, this field is blank.

Catalog Lines Sub-Tab

This section includes the fields and descriptions for the Catalog Lines Sub-Tab.

Field	Description
Catalog	If you wish to assign a subcatalog to the catalog selected in the card part of the window, specify the number of the catalog to be assigned as a subcatalog in this field. It is possible to specify a catalog even though the table part also contains lines where items have been specified. However, the Catalog component in the Procurement Portal does not display the information correctly if the table part contains a mix of catalogs and items. It is therefore recommended that you only specify catalogs or items in the table part of the same catalog.
Name	If you have specified a catalog in the field “Catalog” above, this field shows the name of the catalog in question.

Field	Description
Item No.	If you wish to assign an item to the catalog selected in the card part of the window, specify the number of the desired item in this field. It is possible to specify an item even though the table part also contains lines where catalogs have been specified. However, the Catalog component in the Procurement Portal does not display the information correctly if the table part contains a mix of catalogs and items. It is therefore recommended that you only specify catalogs or items in the table part of the same catalog.
Description	If you have specified an item in the field “Item No.” above, this field shows a description of the item in question.
External Desc.	This is the description of each line item that will appear on the invoice.
Unit	If you have specified an item in the field “Item No.” above, this field shows the unit in which the item is measured.
Unit Price	If you have specified an item in the field “Item No.” above, and a customer has been specified in the card part of the window, this field shows the unit price of the item according to the price list assigned to the specified customer. If no price list is assigned to the customer, the unit price is zero. The price is calculated as described in for the field “Unit Price” in the window Sales Orders.
Discount %	If you have specified an item in the field “Item No.” above, and a customer has been specified in the card part of the window, this field shows any discount percentage to which the customer in question is entitled according to item and customer discount agreements, and quantity discounts achieved as a result of the quantity specified on the line. The discount percentage is calculated as described in for the field “Discount %” in the window Sales Orders. If you have not specified a quantity on the line, the discount is shown as zero.
Quantity	In this field, you can specify a quantity. If you do so, and a customer has been specified in the card part of the window, Maconomy will calculate an extended line price and any discounts to which you may be entitled according to customer and item discount agreements as well as quantity discount rules. The functionality of this field and the price fields in this window is used in the Procurement Portal module where certain components use the fields for displaying the prices and discounts that will apply to the current customer when ordering a given quantity.
Extended Price	This field shows the total price of the current line item.
Picture File Reference	In this field, you can specify a reference to an image file to be shown in the web shop next to the information on the item or catalog specified on the line. If a catalog has been specified on the line, Maconomy suggests the picture file reference from the card part of the catalog in question. If an item has been specified on the line, the picture file reference from the information card of the item is suggested. In both cases, you can change the file reference for the current line.

Field	Description
	The file reference must be specified as a valid URL, either as a full path specification starting with “http://” or relative to the web server. For instance, if you specify “/Images/Furniture/LSofa1.jpg,” it means that the file is placed in the folder “Furniture” which is a subfolder to “Images,” which again is a subfolder directly below the root level of the web server.
Information 1-5	In these fields, you can specify additional information about the current catalog line.

Remove Section

This section includes the fields and descriptions for the Remove workspaces.

Remove Item Entries Single Dialog Workspace

Use this workspace to remove item entries (Inventory Changes: shipments/receipts) up to a given date and for one or more items.

It is important that you enter the correct date to prevent removing the wrong entries. This workspace only affects the Inventory module.

It is recommended that you make a backup copy before you remove any entries. Maconomy prints out a list of the removed entries.

When you remove an entry, all of the entry information disappears, and the entry is removed from the inventory journal.

If you remove all of the entries in an inventory transaction, the inventory transaction itself also disappears. From then on, you cannot retrieve or print the inventory transaction in the Inventory Change workspace.

Remove Item Entries Tab

This section includes the fields and descriptions for the Remove Item Entries Tab.

Selection Criteria Island

Field	Description
Posted Before	Here you enter a date. Maconomy removes the entries posted before this date. You must enter a date.
Company No.	In this field you enter a range of company numbers. Maconomy will only remove entries to items within this range.
Item No.	Here you specify a range of item numbers. Maconomy will only remove entries to items within this range.
Item Group	Here you select an item group. Maconomy will only remove entries to items in the item group.

Field	Description
Item Type	Here you select an item type. Maconomy will only remove entries to items of this type.
Warehouse	Here you select a warehouse. Maconomy will only remove entries to this warehouse.

Sales Orders Overview

This chapter describes the Sales Orders module. Here you process quotes, sales orders and credit memos.

Registration Section

This section includes the fields and descriptions for the Registration section workspaces.

Quote Workspace

Use this workspace to create and edit quotes for customers.

Use the Quote tab to enter general and account information about the quote. When you press Return after entering information in the tab, Maconomy verifies the information. You can then enter item lines and text lines in the Quote Lines sub-tab.

To create a quote, enter the customer number. Maconomy verifies that the customer exists and is not blocked. Maconomy also alerts you if the bill-to customer's credit limit has been exceeded. Maconomy retrieves other information from the Customer information card in the Accounts Receivable module, and suggests that information in the quote. Thus, you only need to change the information that is specific to the current quote.

Maconomy also checks the credit limit for every new item line that you enter in the Quote Lines sub-tab and when you convert a quote to a sales order. If the credit limit is exceeded, Maconomy issues a warning, allowing you to undo the conversion. If you have the correct permissions to approve sales orders, Maconomy automatically approves the sales order and updates the bill-to customer's order volume. Note that Maconomy includes both the bill-to customer's balance and order volume in the credit limit evaluation. A sales order or credit order must therefore be approved or invoiced to be included in the credit limit evaluation.

When checking whether the customer's credit limit has been exceeded, Maconomy checks the current customer's credit limit at the enterprise level as well as at the company level. See the description of the fields in the Credit Limit island in the Payment Information and Company Specific Payment information workspaces in the A/R module for more information about how Maconomy handles credit limits.

Maconomy applies price lists and discount agreements from the Accounts Receivable and Inventory modules, but the items in the quote are not reserved in the warehouse. If the customer accepts the quote, you can convert it to a sales order. Maconomy then reserves the items in the warehouse.

You can also copy a quote. The copy can either be another quote or a sales order. You can specify that the prices in the original quote are to be transferred to the copy, but if you do not want to copy the prices, or if you need to specify another customer, currency, price list, or price step, Maconomy recalculates the prices on each quote line. If you specify a customer, Maconomy transfers the basic information about the customer from the customer information card, regardless of whether you specify the same customer as on the original quote.

If you have Maconomy Bill of Materials, you can enter both standard items and bills of materials (BOMs) in the Quote Lines sub-tab. Maconomy only displays the BOM header, not the parts. If the item is a BOM to be shown on the quote, you can see the BOM parts in the Order Lines workspace. The Order Lines workspace automatically shows the item in the last item line that you created.

Quote Tab

This section includes the fields and descriptions for the Quote tab.

Quote Island

Field	Description
Quote No.	This number is the sole and absolute identification of the quote. Maconomy automatically allocates the next available quote number. The number cannot be changed manually, but you determine how quote numbers are allocated in the Numbers window.
Order Mode	Here you select the order mode, that is, how the quote is relayed to the customer, for example, “By telephone,” “By fax.” You maintain order modes in the Popup Fields window in the Set-Up module.
Sales Person	Here you enter the number of the employee who is sales representative on the quote. Maconomy automatically suggests the sales representative who normally sells to this customer, retrieving the number from the customer information card. You can change the number. If you cannot remember the number, you can use the search functions in the Find menu. This field also displays the sales person’s name. Maconomy retrieves it from the Employees window in the Set-Up module using the specified sales person number.
Received by	Here you enter the name of the employee in your company who received the customer’s request for a quote. Maconomy suggests the name of the user who is creating the quote, but you can change it. You must complete the field.
Expires	Here you can enter the date the quote expires.

Ship to Address Island

Field	Description
Customer	In this field, you enter the number of the customer receiving the quote. Maconomy checks that the customer has been created in Maconomy and, if the system parameter “Aut. company specific customer creation” has not been marked in the Set-Up module, if the current customer has been created as a company specific customer for the company responsible for the contract. If this parameter has not been marked, the customer has to be created as a company specific customer in the window Company Specific Customer Information Card before quotes can be created with the current combination of customer and company. Furthermore, Maconomy checks that the customer has not been blocked in the window Payment Information in the A/R module. When you press Return, Maconomy retrieves various information from the customer’s information card in the A/R module, and suggests the values in the corresponding fields here. You can change most of the suggested values.

Field	Description
	The other lines show the customer's name and address. It is retrieved from the customer information card. You can change the information. The customer number can be changed up until lines have been created in the quote. If you change the customer number, Maconomy will update the quote with various information from the customer information card and derive the dimensions for the card part of the quote again. If charges have been specified on the quote, the ship-to customer can only< be changed to a customer using the currency already specified on the quote.
Attn.	This is the customer's attention person the person to whom shipping information is directed. It is retrieved from the Customer information card. The name can be changed here.
Country	This is the customer's country. It is retrieved from the customer information card. You can change it.
Phone	This is the customer's telephone number, retrieved from the customer's information card. It can be changed here.
Fax	This is the customer's fax number, retrieved from the customer's information card. It can be changed here.
Telex	This is the customer's telex number, retrieved from the customer's information card. It can be changed here.
E-mail	This is the customer's e-mail address, retrieved from the customer's information card. It can be changed here.

Status Island

Field	Description
Created on	This is the date the quote was created. The date cannot be changed.
Printed	This field shows whether the quote has been printed or not. To print a quote, use the action "Print Quote."This is the only way to mark the field.
Last Printed on	This is the date the quote was last printed. The date cannot be changed manually.
Quantity	This field shows how many times the quote has been printed. This quantity does not include copies from your computer's standard print dialog. You cannot change the value of this field.

Price Island

Field	Description
Currency	Here you select the currency of the quote. Maconomy suggests the currency from the customer's information card, but you can change it. The currency can

Field	Description
	be changed for the current quote up until the first item line is entered on the quote or a charge is specified.
Exchange Rate Date	In this field, you can specify the exchange rate date for the calculation of prices in currency on the quote. The exchange rate date is also used in the calculation of charges. When a quote is created, Maconomy automatically suggests today's date in this field if the system parameter "Fix exchange rate at order creation" has been marked. However, you can change or delete the exchange rate date at any time whether the field has been completed automatically or not. If this field contains a date, all prices on the current quote will be calculated using the exchange rate valid on the specified date. This way, the same exchange rates and thereby the same currency prices are used throughout the order flow, ensuring that, for example, the amount invoiced matches the amount originally quoted to the customer. If you leave this field empty, prices will be calculated using the exchange rate valid at the time of the price calculation. Currency prices are calculated when lines are created, and recalculated when updating lines and when printing information such as packing slips and invoices later in the process. Changing or removing the currency may therefore result in variances between the original quote amount and the amount invoiced or appearing on another printout.
Total Sales	This field shows the sum of the prices of the item lines in the quote. The value cannot be changed here.
Invoice Discount %	Here you can enter an invoice discount percentage. Maconomy suggests the value from the Bill To or Ship To Customer's information card, depending on whether or not you have marked the "Inv. Disc. from Bill to Cust." field in the System Information window. You can change the suggested value. If you select another invoice discount % than the one suggested, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus discounts, is given to users in the window Actions in the Set-Up module. An invoice discount is deducted from the item sum. This is shown on the quote printout.
Invoice Discount	This field shows the calculated discount amount in the currency selected for the current quote.
Tax on Sales	This field shows the calculated tax amount in the currency selected for the current quote. Tax is only calculated if the "Tax" field in this island has been marked. If multiple tax codes are enabled, three additional fields will be added above the "Tax on Sales" field: "Tax 1," "Tax 2" and, if enabled, "Tax 3." In this case, the "Tax on Sales" field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in "Tax Codes."

Field	Description
Total Charges	This field shows the sum of any charges on the quote, including tax. Charges are calculated when you select the action “Calculate Charges.”
Tax on Charges	This field shows the tax calculated from any charges on the quote. If multiple tax codes are enabled, three additional fields will be added above the “Tax on Charges” field: "Tax 1, Charges,” “Tax 2, Charges” and, if enabled, “Tax 3, Charges.” In this case, the “Tax on Charges” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Total (incl. charges)	This field shows the total price of the quote in the currency of the quote. The field thus shows the sum of the fields “Total Sales,” “Tax on Sales,” and charges including tax, less the amount in the field “Invoice Discount.”
Price List	Here you select a sales price list. Maconomy suggests the value from the customer’s information card, but you can change it. The pop-up field only shows existing sales price lists, that is, sales prices lists created in the Price Lists window in the Inventory module. If you select “blank,” Maconomy calculates prices from costs and gross margins. If you select another price list than the one suggested, Maconomy verifies that you have user access to it. Access to changing price information, and thus price lists, is given to users in the window Actions in the Set-Up module. If you use a price list with a currency that is different from the currency used in connection with the quote, Maconomy will give you a warning. In such cases, the prices stated in the price list will be recalculated to the currency of the quote using the exchange rate table for sales.
Price Step	Here you can select a price step in the price list from which to take the prices in the quote. Step “6” is the highest. Maconomy suggests the value from the customer’s information card, but you can select another. This field only applies if you enter a value in the Price List field. If you select another price step than the one suggested, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus price step, is given to users in the window Actions in the Set-Up module. Note, that if the “Fixed Price Step” field in the System Information window is marked, and if you enter a value between 1 and 6, Maconomy will always suggest the price on the given price step, regardless of whether the quantity ordered would normally justify a lower price because of a quantity discount. If the “Fixed Price Step” is not marked, Maconomy applies the highest price step the order quantity justifies.
Keep Price	In this field, you can specify the value which Maconomy should suggest in the corresponding field on each line created in the table part. On the lines, the field determines whether a change in quantity should cause the current unit price or discount percentage to be recalculated. For further information, see the description of the field “Keep Price.”

Field	Description
	When you create a quote, Maconomy suggests the value from the corresponding field in the customer information card, but you can change it for the current quote.
Tax	If this field is marked, the quote will be taxed. Maconomy suggests the value from the customer information card in the accounts receivable module, but it is possible to change it. If you change the value, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus the value here, is given in the window Actions in the Set-Up module.
Tax No.	Here you enter the customer's tax number. Maconomy suggests the value from the bill-to customer's information card in the Accounts Receivable module, but it is possible to change it. If a validation rule is assigned to the tax number field in the window Rules of Validation in the Set-Up module, Maconomy will validate the tax number upon entry or change. If you enter a new bill-to customer, Maconomy transfers the new tax number.

Payment Island

Field	Description
Pmt. Terms	Here you select which payment terms to apply if the quote is accepted. Maconomy automatically retrieves the value you normally use for this customer from the Payment Information window in the Accounts Receivable module, but you can change it. If you change the payment terms, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus payment terms, is given to users in the window Actions in the Set-Up module. Payment Terms are defined in the Popup Fields window in the Set-Up module.
Blanket Invoice	If you mark this field, the quote will be invoiced on a blanket invoice to the customer. Maconomy suggests the value from the customer's information card in the Accounts Receivable module, but you can change it. Blanket invoicing means that all uninvoiced deliveries to a customer with the same bill-to customer, currency, department, warehouse, and responsible company will be gathered in one invoice. This is done in the Print Invoice window.

Weight and Volume Island

Field	Description
Weight	This is the total weight of the item lines in the quote. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item on the line is a BOM without inventory control, Maconomy uses the weight of the BOM parts on the highest level with inventory control in the total quote weight. Any weight entered for the BOM header on its item information card is not used.

Field	Description
Volume	This is the total volume of the item lines in the quote. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item on the line is a BOM without inventory control, Maconomy uses the weight of the BOM parts on the highest level with inventory control in the total quote weight. Any weight entered for the BOM header on its item information card is not used.

Order Linking Island

Field	Description
No. of Suborders	This field displays the number of suborders linked to the current quote, if any. Note that it is not possible to delete a quote to which suborders have been linked. If the quote is not accepted, all linked quotes must therefore be deleted first.
Main Order No.	In this field, you can enter the number of a quote or a sales order if you want to link the current quote to a main order. The current quote will then become a suborder to the order or quote specified. If you later remove the value, the link between the current quote and the main order is deleted. If the current quote itself is a main order, this field will display the quote's own number, and this value cannot be changed as a main order cannot be a suborder of another sales order or quote. The linking of orders and quotes enables you to print all information about all orders and quotes assigned to a main order. You can print summary information about main orders and their suborders in the windows Print Main Order and Print Main Order Invoice. The individual suborders are processed as normal, single orders, for example, implying that each suborder must be approved and invoiced separately. Note that it is not possible to delete a quote to which suborders have been linked. If the quote is not accepted, all linked quotes must therefore be deleted first.
Itemize	This field is not used in the current version of Maconomy.

Account Information Island

Field	Description
Changed	This field shows whether you have changed any of the information suggested by Maconomy in the above fields. Maconomy marks the field if you have changed information in any of the following fields: "Pmt. Terms," "Tax," "Price List," "Price Step," "Invoice Discount %," and all the fields in the Charges island. Maconomy also registers changes in the amount and discount fields in the table part. The value cannot be changed. If you have Maconomy Bill of Materials, Maconomy registers any changes to prices or discounts of BOM parts made in the Order Lines window.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the quote in question. By assigning a document archive to a quote, you can keep track of the various documents related to the quote. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives. This field also shows the description of the specified document archive.
Document Count	This field displays the number of documents in the Document Archive.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Parameters in the set-up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivations for a further description of dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Credit Card Island

Field	Description
Credit Card No.	If the customer wants to pay by credit card, you can enter the number of the credit card in this field. Maconomy will automatically suggest the credit card number specified on the bill-to customer’s information card, but you can change the number here. Note that the number is only for information; customer payments using credit cards cannot be handled by Maconomy’s Banking module. If a credit card number is entered, an expiry date must also be specified.

Field	Description
Expiry Date	In this field, you can enter the expiry date of the credit card specified in the field “Credit Card No.” above. If an expiry date is entered, a credit card number must also be specified.
Amount Authorized	In this field, you can specify the amount which the credit card issuer has accepted to pay for the order which will later be created for the current quote.
Authorization Code	In this field, you can specify the authorization code which the credit card issuer has given when approving the amount in the field “Amount Authorized” above.
Authorization Date	In this field, you can specify the date when the amount was authorized by the credit card issuer.

Contact Management Island

Field	Description
Campaign No.	In this field, you can enter the number of a campaign if the current quote is connected to a certain campaign in the Contact Management module. If you enter a campaign number, Maconomy transfers the number to lines that are then created in the table part. The campaign number can be used for, for example, statistical purposes.

Copying Island

Field	Description
Cust. No.	In this field, you can enter the customer number to be used on the copy of the current quote. If you specify a number, Maconomy will get the latest customer information from the A/R module. If you do not complete the field, the customer number and the customer information on the current quote will be transferred to the new copy. If you specify a customer number, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island.
Order Type	In this field, you can specify whether the copy is to be a quote or a sales order. Although the pop-up shows other options, only “Quote” and “Sales Order” can be selected. Maconomy suggests “Quote.” If you choose to create a sales order, the copy created will be a non-approved sales order, and if you choose to create a quote, the quote will be a non-printed quote.
Warehouse	In this field, you can select a warehouse to be used on the copy. Maconomy suggests the warehouse specified on the current quote, but if you enter another customer number in the field “Customer No.” in this island, Maconomy gets the warehouse specified on the customer information card of the customer in question.
Company No.	In this field, you can specify the company to be used on the copy. If you specify a company number, the company in question will be responsible for

Field	Description
	the copy. If you do not enter a number, the company responsible for the current quote will be used on the copy.
Currency	In this field, you can select a currency to be used on the copy. If you select a currency, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. If the user does not have access to changing prices, the value in this field cannot be changed.
Price List	In this field, you can select a price list to be used on the copy. If you select a price list, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. Maconomy suggests the price list specified on the current quote, but if you specify another customer number in the field “Customer No.” in this island, Maconomy gets the price list specified on the customer information card of the customer in question.
Price Step	In this field, you can specify a fixed price step to be used on the copy. If you specify a price step, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. Maconomy suggests the price step specified on the current quote, but if you specify another customer number in the field “Customer No.” in this island, Maconomy gets the price step specified on the customer information card of the customer in question.
Pref. Deliv. Date	In this field, you can enter a preferred delivery date to be used on the copy. Maconomy suggests today’s date but you can change the date.
Job No.	In this field, you can specify a job number to be used on the copy. Note that if a job has been closed, it is no longer possible to create a quote for the job unless the job is first reopened in the window Jobs in the Job Cost module. If you complete this field, you must also complete the field “Activity No.” in this island.
Activity No.	In this field, you can specify an activity number to be used on the copy.
Task	In this field, you can specify a task to be used on the copy.
Maintain Prices	If you complete this field, the prices on the lines of the current quote will also be used on the copy. If you do not complete the field, or if you have specified a customer, currency, price list or price step, Maconomy calculates the prices on the copy.

Remarks Island

Field	Description
Reference	Here you enter the customer contact with whom you spoke about the quote. The name is printed on the quote as well as on other order documents.
Customer	Here you can enter an internal note about the customer. The text is printed on the packing list if the quote results in a sales order. Maconomy suggests the note from the Customer information card, but you can change it.
Warehouse	Here you enter an internal note to warehouse employees. The text is printed on the packing list if the quote results in a sales order. You can, for example, specify how the item should be handled and packed, or request an invoice to be sent along with the delivery.
End User No.	Here you enter the number of the end customer associated with the quote. If you are dealing with an end customer sale, which is determined by order mode, you must complete the field. It is an end customer sale if the “End User Required” field is marked in the Popup Fields window in the Set-Up module for the order mode. It is only possible to enter the number of an end customer in the Accounts Receivable module to which the customer on the quote is registered. You can use the search functions in the Find menu if you cannot remember the number. The field is used if your quote is for a customer who is reselling to an end customer. Information on your end customers is managed in the End Users window.

Billing Address Island

Field	Description
Bill to Customer	Here you can enter the number of a bill-to customer. Maconomy retrieves the bill-to customer from the ship-to customer’s information card, but you can change it. Maconomy verifies that the customer exists in the Accounts Receivable module. The two customers are not the same, if items are being delivered to one customer and billed to another. The other lines show the bill-to customer’s name and address. Maconomy retrieves the information from the customer information card. The address is maintained on the customer information card and cannot be changed here.
Attn.	This is the customer’s attention person the person to whom payment information is directed. Maconomy retrieves the name from the customer’s information card. It cannot be changed here.
Country	This is the customer’s country. It is retrieved from the customer information card. It cannot be changed here.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company that applies to the current quote. If an invoice is created later in the process and the company in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany balances. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is determined, please see the section Multiple Companies in the chapter “Introduction to the G/L Module.” Intercompany balances are described in the window Intercompany Accounts in the G/L module.
Name	This field shows the name of the company shown in the field “Company No.” above.

Company Island

Field	Description
Company No.	In this field, you can enter the number of the company responsible for the quote. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the set-up module. If an invoice is created later in the process, and the company in this field is different from the one shown in the field “Company No.” in the island Settling Company, Maconomy will automatically create intercompany balances. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balance. This field also shows the name of the specified company.

Delivery Island

Field	Description
Partial Delivery	You can mark this field to permit partial delivery when the quote is converted to a sales order. Maconomy suggests the value from the System Information window in the Set-Up module, but you can change it. If the field is not marked, you can only print a warehouse transaction, picking list, packing list, packing slip or invoice in the Sales Orders window if all the items sold are being packed. In the Packing Lists window you cannot

Field	Description
	approve a packing list until the warehouse has confirmed that all the items have been packed. Furthermore, the field determines whether individual consignments can be specified for each line. For further information on this, see the field “Consignment No.” in the card and table parts.
Back Order Handling	Here you select how to process back orders. There are three possible ways: Save, Delete, and Transfer. A more detailed description is given in the window Sales Orders. Maconomy automatically suggests the value that is entered in the customer’s information card, but it can be changed in the quote.
Blanket Order	In this field, you can specify whether conversion of the quote should result in a blanket order, that is, a sales order where the field “Blanket Order” is marked. If this field is marked on the order to which the quote is converted, back orders registered to the delivery customer are transferred to the order when you print a picking list or packing list. The field also determines whether Maconomy is allowed to move order lines to and from the order to which the quote is converted. For detailed information on blanket orders, please see the description of the corresponding field in the window Sales Orders. The field has no significance until the quote is converted to a sales order.
Split Lines Automatically	If this field is marked, converting the current quote will cause Maconomy to attempt to split the resulting order lines with the purpose of obtaining the earliest possible delivery date for as many units of the items as possible, as described in the section on the action “Convert to Order.”
Pref. Deliv. Date	Here you can enter the customer’s preferred delivery date, if the quote results in a sales order. Maconomy suggests the date on which the quote was created. However, if you enter a blank preferred delivery date, today’s date is considered the preferred delivery date. If you enter a historical date here, you run the risk that Maconomy uses an obsolete discount agreement to calculate prices.
Urgent	In this field, you can specify whether this sales order is urgent. An order can, for example, be urgent if the items must be delivered within a shorter time frame than allowed by the items’ usual delivery time. If you mark this field and specify a delivery date in the field “Deliv. Date,” Maconomy will not automatically change the delivery date according to the availability of the items in the warehouse. When you mark this field, Maconomy forces a reservation of the items on the delivery date specified in the field “Deliv. Date,” even if this will cause the reservation of more units than available, and even if the back order principle “By reservation” is used. This field should therefore be used with caution. It is not possible to mark blanket orders and orders with partial delivery as urgent.

Field	Description
Deliv. Date	This field shows the expected delivery date if the quote is accepted. The field shows the latest delivery date for the quote and BOM lines. If the quote header is assigned to a consignment, the delivery date registered on the quote and the assigned lines will be changed to the packing date of the consignment. After this, it is not possible to add lines that cannot be delivered on the packing date of the consignment. If the field “Urgent” is marked, you can manually enter a value in this field. Marking the quote as urgent will prevent Maconomy from changing the delivery date according to the availability of the items in the warehouse. Please note, however, that it is only possible to enter a delivery date for an urgent quote if the field “Partial Delivery” is not marked. If the field “Partial Delivery” is marked, the delivery date of an urgent quote can only be changed on the individual items in the table part of the window. For urgent quotes, the date in this field is automatically transferred to the sales order when the quote is converted to a sales order.
Warehouse	In this field, you can select which warehouse the items are to be delivered from, if the quote is accepted. Maconomy suggests the sales warehouse from which the items are normally delivered to the current customer, but you can select another. The pop-up field only shows existing warehouses, that is, warehouses created in the window Warehouse Information Card in the Inventory module. You can only deliver items from one warehouse on a given quote, unless you have marked the field “Get Inventory From Item” in the window System Information in the Set-Up module. If that field is marked, a warehouse can be specified on each line in the table part. If multiple warehouses have been specified for a quote, a sales order will at the approval of the order to which the quote has been converted be created for each warehouse on the order in addition to the warehouse specified in this field. If an invoice is created later in the process, and you have selected a warehouse assigned to another company than the one specified in the island Company on the current quote, Maconomy will automatically create intercompany balances when the item journal is posted. In the intercompany balance, the company to which the warehouse is assigned will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Stock Location No.	In this field, you can specify the location in the selected warehouse from which you expect the items to be shipped. This location will apply to those lines in the table part where the stock location field is left blank. If a stock location is specified on a given line, it overrules any location specified in this field. Maconomy suggests the standard shipping location specified for the current warehouse in the window Warehouse Information card, but you can specify another location. When you create a line in the table part, the location in this field is suggested on the new line.

Field	Description
	It is not mandatory to enter location numbers in this window. However, the location information is also transferred when the quote is converted to an order, and it is not possible to create a warehouse transaction for an order until you have either entered a location in the card part or on the individual item lines.
Carrier	Here you select the carrier to deliver the items on the current quote, if the quote is accepted. Maconomy suggests the carrier from the customer's information card, but you can change it. If a destination has been specified on the quote, and the quote is not yet assigned to a consignment, the field can be changed to blank. In this case, Maconomy will disregard the carrier when assigning the quote to a consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning quotes to a consignment. Carriers are maintained in the window Popup Fields in the Set-Up module.
Delivery Mode	Here you select which delivery mode to apply, if the quote is accepted. Maconomy suggests the delivery mode from the customer's information card, but you can change it. If a destination has been specified on the quote, and the quote is not yet assigned to a consignment, the field can be changed to blank. In this case, Maconomy will disregard the delivery mode when assigning the quote to a consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning quotes to a consignment. Delivery modes are maintained in the window Popup Fields in the Set-Up module.
Delivery Terms	Here you select which delivery terms to apply, if the quote is accepted. Maconomy suggests the delivery terms from the customer's information card, but you can change it. If a destination has been specified on the quote, and the quote is not yet assigned to a consignment, the field can be changed to blank. In this case, Maconomy will disregard the delivery terms when assigning the quote to a consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning quotes to a consignment. Delivery terms are maintained in the window Popup Fields in the Set-Up module.
Consignment Type	In this field, you can select the consignment type which is to apply to the current quote. Maconomy will automatically retrieve the consignment type on the customer information card for the current customer, but the consignment type can be changed here. If a destination has been specified on the quote, and the quote is not yet assigned to a consignment, the field can be changed to blank. In this case, Maconomy will disregard the consignment type when assigning the quote to a consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning quotes to a consignment. Consignment types are maintained in the window Popup Fields in the Set-Up module.
Destination No.	In this field, you can specify the number of the destination to which the current quote is to be delivered if it is accepted. Maconomy will automatically retrieve the destination number on the customer information card for the

Field	Description
	current customer, but the destination number can be changed here. The destination number is used when Maconomy assigns the quote to a consignment. Maconomy will only consider consignments for the destination specified in this field. See “Appendix B: Assign Quote/Order to Consignment” for further information about assigning quotes to a consignment.
Consignment No.	In this field, you can specify a consignment number if you want to assign the current quote to a consignment manually. Assigning a quote to a consignment means that the quote will be part of a joint delivery of different sales orders to the same destination on the same date and with the same combination of carrier, delivery mode, delivery terms, and consignment type. If the quote has partial delivery, it is possible to assign each line to a separate consignment, but if you specify a consignment — In this field, all lines in the table part are automatically also assigned to this consignment whether the quote has partial delivery or not. It is also possible to have Maconomy automatically assign the quote to a consignment by selecting the action “Assign Quote to Consignment.” If you let Maconomy select a consignment, Maconomy will attempt to find a consignment which matches the quote’s terms with regard to destination, delivery date, carrier, delivery mode, delivery terms, and consignment type. Please note, however, that if the quote has partial delivery, the action will be carried out on the individual quote lines instead of the card part. When you complete the field, any values in the fields “Carrier,” “Delivery Mode,” “Delivery Terms,” “Consignment Type,” and “Destination No.” are overwritten with the information pertaining to the selected consignment. Furthermore, all delivery dates on the quote are changed to the packing date of the consignment. See “Appendix B: Assign Quote/Order to Consignment” for further information about assigning quotes to a consignment. If the field is completed and you select the action “Convert Quote to Order,” Maconomy checks if all items on the lines of the quote can be delivered on the packing date of the consignment in question. If they cannot all be delivered on the packing date, the quote cannot be converted.
Latest Arrival	In this field, you can specify a date for the latest arrival permitted for the items to the current customer. If you specify a date In this field, Maconomy will issue a warning if the quote is assigned to a consignment with an arrival date after the date in this field.
Packing Date	If the quote is assigned to a consignment, this field displays the date on which packing for the consignment in question should commence. The value is retrieved from the corresponding field in the window Consignments for the consignment in question. If the quote is assigned to a consignment, the delivery date registered on the quote is changed to the date displayed In this field, and the contents of this field can no longer be changed.
Consignment Date	If the quote is assigned to a consignment, this field displays the expected date of departure for the consignment in question. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.

Field	Description
Arrival Date	If the quote is assigned to a consignment, this field displays the expected date of arrival to the destination for the consignment in question. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.
Charge Table	In this field, you can select a charge table to be used for charge calculation. The field is transferred from the customer information card when the quote is created.
Charge Discount %	In this field, you can enter a charge discount percentage. A discount percentage entered in this field will be applied in addition to the one which can be specified in the charge table. The field is transferred from the customer information card when the quote is created.

Charges Island

Field	Description
Charge 1	Here you can select a charge. Maconomy suggests the value from the “Charge Code 1” field in the customer’s information card, but you can change it. In the window Charges you can enter the charge codes which should be available in this pop-up field, and you can define the texts, percentages and/or amounts to be attached to each charge. If a charge is specified to be a one-time charge, the charge will be removed from the quote upon invoicing later in the process. The charge amount can be calculated on the basis of the information in the selected charge code, or it can be entered manually. In the latter case, the field “Maintain” is automatically selected. The charges in the quote are not calculated, until you select the action “Calculate Charges.” You have to select this action if you want to see the charges expected on the subsequent invoice. You can select the action several times for the same quote. This may be necessary if lines are added to the quote, or the charge codes are changed. When the action is selected, the charges are calculated for the entire quote, including manually entered amounts. You may however maintain the amount of any charge by selecting the corresponding field “Maintain,” for example, if you have agreed on a fixed charge amount, which is not necessarily the same as the calculated amount. When you print external order papers, such as quotes, order confirmations, and invoices, only charges where the field “Maintain” is not marked are recalculated automatically. However, please note that the charges calculated as a result of a printout are only displayed on the printout, as the amounts are not updated in the quote window. If you change the charge code or the fixed charge amount, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change charge codes and charges, is given in the window Actions in the Set-Up module.
Charge 2	This field applies to charge 2, and it functions in the same way as the “Charge 2” field described above.

Field	Description
Charge 3	This field applies to charge 3, and it functions in the same way as the “Charge 3” field described above.
Charge 4	This field applies to charge 4, and it functions in the same way as the “Charge 4” field described above.

Customer Information Island

Field	Description
Department	Here you select the department which the quote involves. Maconomy suggests the value from the information card of the Ship To or Bill To customer, depending on whether or not you have marked the “Dept. from Bill to Cust.” field in the window System Information. You can change the suggested department. Departments are maintained in the window Posting References in the G/L module.
Language	Here you can select the language of the quote. Maconomy suggests the value from the customer’s information card, but you can change it. Any external order documents, resulting from the quote, will be printed in the language specified here. For further guidance, see the “Description Lang. 1,” “Description Lang. 2,” and “Description Lang. 3” fields in the Description island in the Item Information Card window in the Inventory module. You can use the language code to print the quote in different languages. You can also use Maconomy’s layout editing tools to create different language quote layouts. These are applied in the Print Quote window. You maintain language codes in the Popup Fields window in the Set-Up module.
Customer Group	This is the customer group to which the customer is assigned. The value is retrieved from the customer’s information card. It cannot be changed here.
Cust. Payment Mode	In this field, you can specify how the customer is to pay the invoice created later in the process. If the field is left blank, Maconomy will use the customer payment mode specified for the customer in the window Payment Information. Customer payment modes are created in the window Customer Payment Modes in the Banking module.
Global Location No.	If the customer has requested that you use a specific global location number on invoices pertaining to the current quote, you can specify the location number in question here. Maconomy suggests the global location number specified in the window Company Specific Payment Information for the customer in question, but you can change it here if the location number to be used in connection with the current quote is not the same as the standard location number of the customer. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.

Field	Description
Enterprise	This field shows the value from the field “Enterprise” in the window Customer Information Card, but it is possible to change it. Enterprises are created in the window Popup Fields in the Set-Up module. They are used for statistics.
Segment	This field shows the value from the field “Segment” in the window Customer Information Card, but it is possible to change it. Segments are created in the window Popup Fields in the Set-Up module. They are used for statistics.
Area	This field shows the value from the field “Area” in the window Customer Information Card, but it is possible to change it. Areas are created in the window Popup Fields in the Set-Up module. They are used for statistics.
Company Tax Code	In this field, you can specify a company tax code created in the window Popup Fields. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current quote, as the reporting code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the responsible company assigned to the current quote. The tax table is selected in the window Company Information. However, the tax code is only selected from a tax table if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the current quote is assigned to a tax table. If no tax table has been specified for the responsible company or if you use differentiated tax, and you do not use tax tables, Maconomy uses the tax code specified for the individual item in the window Item Information Card in the Inventory module or, in the case of charges, the tax code specified for the individual charge in the window Charges. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. If you use tax tables, and the system parameter “Get on account tax code from tax table” is marked, the tax code to be transferred to account invoices is found in a tax table. But instead of using the item tax code specified on an activity, item, charge or account, Maconomy uses the on account tax code in the field “On Account Tax Code” in the window System Information in the Set-Up module (along with various other information) to point out the relevant tax table line. If the system parameter “Get on account tax code from tax table” is not marked, the standard tax code specified in the window System Information is always used as the tax code on invoices on account. For further information about the information used to point out the correct tax code, please see the description of the window Tax Tables in the G/L module. When posting invoices, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information. The value of this field is transferred from the customer information card, but can be changed in this field.

Job Cost Island

Field	Description
Invoice in Job Cost	You can mark this field to show that a sales order created from this quote is to be invoiced in the Job Cost module. You can only mark the field if the quote is assigned to a job. Please note that this field must be marked if you enter the number of a job which uses the invoicing method “Fixed-price,” and for which only invoicing on account is allowed, in the field “Job No.” in this island. The invoicing method selected for a job can be seen and changed in the window Job Parameter Selection. Furthermore, if the system parameter “Invoice Orders with Job Numbers in Job Cost” has been marked, this field is automatically marked if you specify a job number in the field “Job No.” below. Subsequently removing the job number will cause the field to be unmarked. If a job has been closed, it is no longer possible to create a quote for the job unless the job is first reopened in the window Jobs in the Job Cost module.
Job No.	Here you can enter the number of a job from the Job Cost module to assign the quote to a job. Certain jobs might, for example, involve item sales from Maconomy’s Inventory module. If you enter a job number when creating a quote and you leave the field “Customer No.” blank in the island “Ship to Address,” the quote is automatically assigned to the same customer as the job. If the quote is converted to a sales order, the sales order will be invoiced separately in the Sales Orders module. The sales figures are transferred to the job specified here so that the job can be costed with the inclusion of item sales. Please note that if you specify a job number, it is only possible to convert the quote into a sales order if the job has order status. Maconomy verifies that the job exists, that it has quote status, and that the company responsible for the job is the same as the one responsible for the quote. Maconomy also verifies that the job is neither blocked nor closed. If the Ship to Customer on the quote and job are not the same, Maconomy gives you a warning. If there are lines in the quote before it is assigned to a job, you must first enter an activity number on the individual quote lines. If you enter a job number here, and the system parameter “Invoice Orders with Job Numbers in Job Cost” has been marked, the field “Invoice in Job Cost” above is automatically marked, and subsequently removing the job number will cause the field to be unmarked. Please note that if you specify a job that uses the invoicing method “Fixed-price” and for which only invoicing on account is allowed, the field “Invoice in Job Cost” must be marked. The pricing method selected for a job can be seen and edited in the window Job Parameter Selection.
Activity No.	In this field, you can enter the number of an amount activity from the Job Cost module if the quote is assigned to a job. This activity number will be suggested on lines created in the table part.
Task	In this field you can enter the name of a task if the quote is assigned to a job.

Statistics to Tax Authorities Island

Field	Description
EU Sale	This field must be marked if the invoice is for an EU sale. If the “Sales List System Report” field in the System Information window is marked, Maconomy will mark this field if the bill-to customer is from another EU country and is not subject to paying tax, that is, the “Tax” field is not marked. If the field “Sales List System Report” is marked, the invoice will be included in your quarterly report to the EU Sales List System.
Intrastat Reg.	Here you can specify whether to include the invoice in your monthly report to Intrastat. If the “Intrastat Export Report” field in the System Information window is marked, Maconomy suggests a mark here if the bill-to customer is from another EU country and is not subject to paying tax, that is, the “Tax” field is not marked.
EU Trade Type	Here you can enter either “Normal” or “Triangulation” to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in third EU country. Invoice amounts from triangulation are not included in the EU sales on your tax specification, but are reported separately to the Sales List System. The value is copied from the information card of the bill-to customer, but can be changed here.
Nature	Here you select which transaction to report to Intrastat. They are created in the Popup field window in the Set-Up module.
Customs Document	In this field, you can enter the number of any customs document which pertains to the current quote. Maconomy will automatically complete this field when you print a customs document which makes up the current quote in the window Print Customs Document, but you can change the number to assign the quote to another existing customs document.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can specify further information regarding the quote and the current customer. You might, for example, specify a “hold” code or information about substitution items. Maconomy suggests the value of the corresponding fields in the customer’s information card, but you can change the values for the current quote. The pop-up options are created in the window Popup Fields in the Set-Up module.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Quote Lines Sub-Tab

This section includes the fields and descriptions for the Quote Lines sub-tab.

Field	Description
Item No.	Here you enter the item number related to the quote. Maconomy verifies that the item exists, that is, that it has been created in the window Item Information Card in the inventory module. Maconomy also verifies that the item belongs to the warehouse specified in the card part. To create a text line on the quote, it is necessary to leave this field blank. You must enter the text in the field “Description” and leave all other fields blank.
Quantity	Here you enter the item quantity. If the line is a text line, leave the field blank. If the item is a BOM, you can change the quantity after the line has been created if the BOM is not itemized on the printed quote. You specify in the BOM Information Card whether BOM parts are to be itemized on quotes. Please note that if the quantity is changed on a line containing an item with price control, Maconomy makes a recalculation of the prices, unless the field “Keep Price” is marked for the line.
Unit	Here you choose the item unit of the quote. Maconomy suggests the value from the item’s information card in the Inventory module, but you can change it.
Description	This is the item text, retrieved from the “Description Lang. 1” field in the Item Information Card. The text can be changed.
Unit Price	In this field, you can enter the item’s unit price in the quote. If the quote is assigned to a price list, and the item is included in the price list, Maconomy suggests the price from the price list. If the quantity justifies a quantity discount, or if a fixed price step has been specified on the quote, the unit price suggested in this field will be the price on the price step in question as specified in the window Quantity Discounts in the Inventory module. However, the suggested price can be changed here if you and the customer have agreed on a special price. If the item is not included in the price list, or if you have not selected a price list for the quote, Maconomy suggests the current cost of the item in the warehouse in question and adds the gross margin percentage, both of which are retrieved from the item’s information card. This functionality only applies if the field “Sales Price Costing” has not been marked on the item’s information card. If sales price costing is used for the item, the price is still retrieved from the price list, but in this case, the cost is determined by the sales price, using the gross margin percentage. The cost is not shown, but it is used when posting the cost of sales. If the item is not in the price list, Maconomy suggests the price 0. Please note that the unit price of BOMs can be reduced if the following scenario occurs: If the item is a BOM with inventory control that does not use price control, this means that the price in this field should be calculated from

Field	Description
	the unit prices of the BOM parts. If the unit price of one of these BOM parts is calculated from cost and the BOM part is not assigned to the warehouse on the current line (by means of a warehouse assignment line in the table part of the window Item Information Card), the unit price of that BOM part is set to zero, which affects the price in this field. Maconomy uses the preferred delivery date of the quote to determine which price list should be used in the calculation of prices. See also the description of the BOM Information Card for a more detailed description of BOM pricing. If the line is a text line, leave the field blank.
Discount %	This shows a discount % if the customer is entitled to a discount from the Discount Tables window in the Inventory module or from a customer or item discount agreement. You can change the suggested discount %, but you cannot change both the percent and the discount amount in the “Discount” field, since these two are related. The discount % is calculated from the discount amount. If you change the value — In this field, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change the discount %, is given to users in the window Actions in the Set-Up module. If the item is a BOM which is not to be itemized on the quote, the discount % is calculated as described above for standard items, and you can change it here. If the item is a BOM which is to be itemized in full, the discount % is the total discount on all the BOM parts in proportion to the total price of the BOM. The calculation is based on the item on the highest level with price control. A BOM part contributes to the total discount if it has price control and if it is not an item in a BOM with price control. This functionality applies to any number of levels in the BOM. If you change the discount % here, the new value is copied to all the BOM lines, after which the discount amount is recalculated as described for the “Discount” field. You can see the BOM part lines in the Order Lines window, where you can change the discount % on items on the lowest BOM level. If the line is a text line, leave the field blank.
Discount	This shows a discount if the customer is entitled to a discount from the Discount Tables window in the Inventory module or from a customer or item discount agreement. You can change the suggested discount, but you cannot change both the discount amount and the percent in the “Discount %” field, since these two are related. The discount % is calculated from the discount amount. If you change the value — In this field, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change the discount, is given to users in the window Actions in the Set-Up module.

Field	Description
	If you have Maconomy Bill of Materials and if the item is a BOM which is not being shown in full on the quote, the discount is calculated in the same way as for standard items and you can change it afterwards.
Extended Price	If the item is a BOM which is to be shown in full, you cannot change the discount here. The discount is the total discount on all the BOM parts in the BOM. The calculation is based on the item on the highest level with price control. A BOM part contributes to the total discount if it has price control and if it is not an item in a BOM with price control. This functionality applies to any number of levels in the BOM. If you change the discount, the discount % is recalculated from the calculated unit price and is copied to all the BOM lines. The discount amount is then recalculated for every BOM part and is summed up in this field. You can see the BOM part lines in the Order Lines window, where you can change the discount on items on the lowest BOM level. If the line is a text line, leave the field blank. This is the extended price of the line. It is calculated by multiplying the item quantity by the unit price, dividing this total by the pricing unit, and deducting any discount. This extended price is transferred to the “Price” field in the Total Quote island in the card part of the window. It cannot be changed here. Maconomy alerts you if the extended price causes the bill-to customer’s credit limit to be exceeded. When checking if the customer's credit limit has been exceeded, Maconomy checks the current customer's credit limit at enterprise level as well as at company level. See the description of the fields in the island Credit Limit in the windows Payment Information and Company Specific Payment information in the A/R module for further information about how credit limits are handled in Maconomy.
Deliv. Date	Here you can enter a delivery date for the individual items. If the quote is converted to a sales order and the item is not fully available on the given date, Maconomy gives a warning and automatically calculates the expected delivery date from the item’s delivery time in the Item Information Card. When the quote is converted to an order, Maconomy checks if the items can be delivered on this date. If they cannot, Maconomy recalculates the delivery date on the resulting order line. Please note that this can result in the line being split up on the order if the field “Split Lines Automatically” is marked and some of the units of the item can be delivered sooner than the rest due to changed availability. If a quote is converted to an order without partial delivery, this field cannot be changed, once the order is approved or assigned to a consignment, as the value of this field always follows the corresponding field in the card part of the window. The items on the order are reserved in one lot. Maconomy automatically updates all order lines and the delivery date in the card part of the window if you add an order line which cannot be delivered on the existing delivery date of the order. The delivery date can be changed as you please as long as the line is not assigned to a consignment. If the delivery date is changed to an earlier date,

Field	Description
	Maconomy checks if the item can be delivered on this date. If this is not the case, the date will automatically be changed to the date on which the item can be delivered. If you want to update the delivery date so that it reflects the latest developments in availability (for instance changes in the expected availability date of purchased items), you can delete the date in the field and press Enter. Maconomy will then calculate the earliest possible delivery date based on delivery time, the current purchase, production and order volumes, and quantity in stock. If there are other lines on the quote with the same item number, these lines are also treated as if those items were reserved on an order, while similar lines on other quotes are ignored. However, whether you enter an earlier date or a blank value, the original date will be kept (that is, the date registered before the change was made) if the date found during the search is later than the original date. This field cannot be changed, once the line is assigned to a consignment, as the value of this field will then always reflect the packing date of the consignment in question. You can also select the action “Update Delivery Dates” to recalculate the delivery date on all the lines on the quote. In this case, however, Maconomy does not keep the original delivery date in case the search results in a later date. If the field “Consignment No.” is completed in the card part of the window, and you select the action “Convert Quote to Order,” Maconomy checks whether all lines in the table part can be delivered on or before the packing date of the consignment in question as described above. If they cannot all be delivered on the packing date, the quote cannot be converted. If a consignment is specified on the current line but not in the card part, and the line cannot be delivered on or before the packing date of the consignment in question, converting the quote will cause Maconomy to assign the resulting order line to the earliest possible consignment on which the items on the line can be delivered. If such a consignment cannot be found, the quote cannot be converted. If the field “Urgent” is marked in the card part of the window, you can manually enter a value in this field. Marking the quote as urgent will prevent Maconomy from changing the delivery dates according to the availability of the items in the warehouse. Please note, however, that it is only possible to enter a delivery date in this field if the field “Partial Delivery” is marked. If the field “Partial Delivery” is not marked, the delivery date of an urgent quote can only be changed in the field “Deliv. Date” in the card part of the window. The date in this field is automatically transferred to the sales order when the quote is converted to a sales order.
Confirmed Delivery Date	In this field, you can enter the last date which has been communicated to the customer as the delivery date. In other words, this is the date which the customer has been informed as the day on which he can expect to receive the items on the line. By comparing the date in this field with the one in the field “Deliv. Date” on the line (or “Arrival Date” if the line has been assigned to a consignment), you can determine whether the customer needs to be

Field	Description
	informed of any delivery date changes. You can enter a date manually, but when you print out the quote, Maconomy overwrites the value as follows: If the line has not been assigned to a consignment, the field is assigned the line's delivery date. If the line has been assigned to a consignment, the field is assigned the arrival date of the consignment in question.
Remarks	Here you can enter a remark about the delivery of the item.
Consignment No.	In this field, you can specify a consignment number if you want to manually assign the current line to a consignment. The field is only relevant for quotes with partial delivery, as the value otherwise has no influence on the quote handling. Therefore, the following description is based on the assumption that the quote has partial delivery. Assigning a quote line to a consignment means that the line will be part of a joint delivery of different item lines to the same destination on the same date and with the same combination of carrier, delivery mode, delivery terms, and consignment type. It is possible to assign each line to a separate consignment. However, if you specify a consignment in the card part, all lines in the table part are automatically also assigned to this consignment whether the quote has partial delivery or not. It is also possible to have Maconomy automatically assign each line on the quote to a consignment by selecting the action "Assign Quote to Consignment." When you select this action, Maconomy will attempt to find a consignment which matches the quote's terms with regard to destination, carrier, delivery mode, delivery terms, and consignment type. If a destination has been specified on the quote, and the system parameter "Automatically assign order lines to consignment" has been marked, Maconomy automatically runs this action every time a quote line is created, or an existing line is changed in a manner which results in a changed delivery date. When the field is completed, the delivery date on the line is changed to the packing date of the consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning quote lines to a consignment. If the field "Consignment No." is completed in the card part of the window, and you select the action "Convert Quote to Order," Maconomy checks whether all lines in the table part can be delivered on or before the packing date of the consignment in question. If they cannot all be delivered on the packing date, the quote cannot be converted. However, if a consignment is specified on the current line but not in the card part, and the line cannot be delivered on or before the packing date of the consignment in question, converting the quote will cause Maconomy to assign the resulting order line to the earliest possible consignment on which the items on the line can be delivered. If such a consignment cannot be found, the quote cannot be converted.

Field	Description
Packing Date	If the line is assigned to a consignment, this field displays the date on which packing for the consignment in question should commence. The value is retrieved from the corresponding field in the window Consignments for the consignment in question. When the line is assigned to a consignment, the delivery date of the line is changed to the date in this field, and the contents of the field can no longer be changed.
Consignment Date	If the line is assigned to a consignment, this field displays the expected date of departure for the consignment in question. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.
Arrival Date	If the line is assigned to a consignment, this field displays the expected date of arrival at the destination. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.
Warehouse	In this field, you can select the warehouse from which you expect the items to be delivered if the quote is accepted and converted into an order. The value is copied from the corresponding field in the card part of this window. If you have marked the field “Get Inventory From Item” in the window System Information in the Set-Up module, Maconomy suggests the primary warehouse for the current item. This value is copied from the Item Information Card, but can be changed here. If you have marked the field “Get Inventory From Item,” but no primary warehouse has been specified for the item, Maconomy will suggest the warehouse displayed in the card part of the quote. As this is only a quote, the related items are not reserved in the warehouse before the quote is converted into an order and this order has been approved. See the description of the corresponding field in the table part of the window Sales Orders for further information on the assigned warehouse after conversion of a quote.
Stock Location No.	In this field, you can specify the location in the selected warehouse from which you expect to ship the items on the current line. When you create a line, Maconomy checks if a standard picking location has been specified in the table part of the item’s information card on a line pertaining to the warehouse specified on the current quote line. If a standard picking location has been specified and if this location is also marked as a shipping location in the window Warehouse Information Card, the item’s standard picking location is suggested In this field, but the value can be changed manually. If no standard picking location has been specified for the item or if the item has a standard picking location for the warehouse but it is not a shipping location, Maconomy suggests a blank value in this field. When this field is blank, the stock location number specified in the card part of the window will apply to the line. It is not mandatory to enter location numbers in this window. However, the location information is transferred when the quote is converted to an order, and it is not possible to create a warehouse transaction for an order until you have either entered a location in the card part or on the individual item lines.

Field	Description
Discount Desc.	This is the discount description printed on all external order documents. If the description of the discount (be it item discount, customer discount or a discount from a discount table) granted on the line has been translated into the language specified in the card part of the quote, the translation in question is shown here. If no such translation exists, Maconomy suggests the discount description specified for the discount in question in the window Item Discount Agreements, Customer Discount Agreement or Discount Tables, depending on the type of discount granted. However, you can change the text here. Translations are created in the window Language Texts in the Set-Up module. If you have entered a discount manually, you can enter a text here to describe the discount. The text is printed on all external order documents. If the line is a text line, leave this field blank.
Pricing Unit	This is the quantity of units included in the item's unit price. The value is retrieved from the Item Information Card and cannot be changed here.
Note No.	In this field, you can specify the number of a note to be assigned to the current line for further specification. Notes are created and edited in the window Notes in the Set-Up module.
Note Description	This field shows a description of the note specified in the field "Note No." above.
Item Note No.	If the item specified on the line is a template item, that is, an item for which a template note has been specified in the window Item Information Card, a copy of the template note from the item information card is created, and the copy is assigned to the current quote line by means of this field. A template item is an item where the generic item information is not specific enough, as certain details may change from order to order. An example of a template item is a business card where the basic information about the card such as the paper type and background color is static, but each time a batch of cards is ordered, the title, name and address to be printed on the card are different. It is therefore important that a number of additional fields are made available so that a user ordering a business card is allowed to enter this information. Once the quote line has been created and this field has automatically been completed, you can enter the additional information required for the template item by opening the window Notes in the Set-Up module, selecting the note — In this field, and specifying the relevant data in the table part. For further information on the use and set-up of template items, see the description of the field "Template Note No." in the window Item Information Card. The information entered in the note is also printed on external order documents.

Field	Description
Item Note Description	This field shows a description of the note specified in the field “Item Note No.” above.
External Desc.	This is the item description printed on all external order documents. If a translation exists for the current item in the language specified in the card part of the quote, the translation in question is shown here. If no such translation exists, the item text from the field “Item Description, Language 1” is suggested instead. You can change the text here. Translations are created in the window Language Texts in the Set-Up module. If the line is a text line, leave the field blank.
Internal Desc.	This is the internal item text from the Item Information Card. You can change this text. It is printed on the packing list and is suitable for messages to warehouse employees. You can, for example, specify how the item should be handled and packed. The text is not printed on external order documents. If the line is a text line, leave the field blank.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current item. In the first three fields, Maconomy suggests the value from the corresponding fields in the item information card. You can change the suggested texts and enter additional information in the remaining seven fields.
Popup 1-5	In these fields, you can enter further information about the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current quote line. The pop-up options are created in the window Popup Fields in the Set-Up module.
Orig. Quantity	In this field, you can specify how many units of the current item were originally quoted. When creating a line, Maconomy will copy the value in the field “Quantity” to this field, but you can change the value later. When the quote is converted to an order, the value in this field on the sales order will be changed to the value in the field “Quantity,” but can still be changed on the sales order.
Price List	This is the price list from which the item line is priced. Maconomy suggests the price list from the card part of the window, unless the customer is tied to another price list by a discount agreement which is then suggested instead. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item is a BOM without price control, the field will be blank. The extended price will be calculated from the sum of the BOM parts, which are priced according to the price list in the card part.
Price Step	This is the price step in the price list according to which the item is priced. Maconomy suggests the value justified by the amount of items ordered. But if the customer is tied to a fixed price step, this price step is applied instead. You cannot change the value in this field.

Field	Description
	If you have Maconomy Bill of Materials, and the item is a BOM without price control, the value will be “0.” The extended price is calculated from the sum of the prices of the BOM parts.
Keep Price	In this field, you can specify whether the unit price and discount percentage on the current line should be recalculated when changing the quantity. If you mark the field, a change in quantity will not cause the current unit price or discount percentage to be recalculated, even if the new quantity results in, for example, a different price step. However, you can change the unit price and discount percentage manually. Maconomy suggests the value from the corresponding field in the card part, but you can change it for the individual order lines.
Price at Step 1	This is the price of one pricing unit, if the quote is assigned to a price list and if the item is included in the price list. If not, the value here will correspond to the unit price. The value cannot be changed here.
Quantity Disc.	This is the discount amount. It is defined as the difference between the price at price step 1 and the actual unit price, multiplied by the item quantity and divided by the pricing unit. It is usually the total discount on the item line. The value cannot be changed here.
Bill of Materials	This field shows whether the item is a standard item or a BOM. If the field is marked, the item is a BOM. The individual parts of the BOM can be changed in the Order Lines window if the BOM is being shown in full.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivations for further information about dimension derivation. If the current line is a text line, that is, no item number has been specified on the line, you cannot enter a value in this field.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Length	Here you can enter the length of the item. If you also enter a width below, Maconomy will calculate “Quantity” by multiplying length by width. If you complete the “Quantity” field, the length and width are reset. You can use this facility for entering column measurements for newspaper and magazine advertisements, for example.
Width	Here you can enter the width of the item. If you also enter a length above, Maconomy will calculate “Quantity” by multiplying length by width. If you complete the “Quantity” field, the length and width are reset. You can use this facility for entering column measurements for newspaper and magazine advertisements, for example.
Activity No.	In this field, you can enter an amount activity if the current line relates to an activity and the quote is assigned to a job. When you create a line on a quote on which a job number has been specified, Maconomy attempts to derive an activity number using the following procedure: 1. If the user manually enters an activity number, this number is used. 2. If no value is entered manually, Maconomy checks the information card of the item specified on the line to see if an activity number has been specified there (see the window “Activity No.” in the card part of the window Item Information Card). If so, the activity number in question is transferred to this field. 3. If no activity number was found in step 2, the activity number specified in the corresponding field in the card part of the quote is used. 4. If no activity was found in step 3, the activity number to be derived from the standard task of the task list assigned to the job on the quote is used. If no job has been specified on the quote, any manually entered value is changed to a blank value, as you cannot specify an activity to a line which does not pertain to a job.
Task	In this field, you can enter the name of a task if the quote is linked to a job. If the corresponding field in the card part of the window contains a value, it will automatically be suggested in this field.
Campaign No.	In this field, you can enter the number of a campaign if the current quote line is connected to a certain campaign in the Contact Management module. If you enter a campaign number in the card part, Maconomy transfers the number to this field when creating lines. The campaign number can be used for, for example, statistical purposes.

Sales Orders Workspace

Use this workspace to enter and change sales orders for customers.

In the Sales Orders tab, you enter general and account information. After you press Return, Maconomy verifies the information. You can then enter order lines and text lines in the Order Lines sub-tab.

To create a sales order, enter the number of a customer. Maconomy verifies that the customer exists and that order entry for the customer is not blocked. Maconomy alerts you if the bill-to customer's credit limit has been exceeded. You can then hold the order until the customer's balance is reduced.

Maconomy also checks whether the customer's credit limit is exceeded when you enter an item line and when you approve the order. If the credit limit is exceeded, Maconomy issues a warning and automatically blocks the order upon approval if you select the **Credit Block** field in the System Information workspace in the Set-Up module. Note that Maconomy includes both the customer's credit limit and order volume in the credit limit evaluation. A sales order or credit order must thus be approved or invoiced before it is included in the evaluation.

When checking whether the customer's credit limit has been exceeded, Maconomy checks the current customer's credit limit at the enterprise level as well as at the company level. See the description of the fields in the Credit Limit island in the Payment Information and Company Specific Payment Information workspaces in the A/R module for more information about how Maconomy handles credit limits.

Maconomy then retrieves more information from the Customer Information Card workspace in the Accounts Receivable module and suggests this information on the sales order. Thus, you only need to change the information that is specific to the current order.

As you enter order lines, Maconomy applies price lists and discount agreements from the Accounts Receivable and Inventory modules.

You can also copy a sales order. The copy can either be another sales order or a quote. You can specify that the prices on the original order are also to be used on the copy, but if you do not want to copy the prices, Maconomy recalculates the prices on each order line. Maconomy transfers the basic information about the customer from the customer information card, regardless of whether you specify the same customer as on the original order.

If you have Maconomy Bill of Materials, you can enter both standard items and bills of materials (BOM) in the Order Lines sub-tab. Maconomy only displays the BOM header, not the parts. If the BOM is shown in full on the sales order, you can see the item parts in the Order Lines workspace, which automatically shows the item in the last item line that you created.

If you select the **Subscrip. Order No.** field in this workspace, Maconomy creates the sales order automatically from the Subscription module.

You can only see sales orders that you created in the Subscription module if you select the **Show Subscription Sales and Credit Orders** field in the System Information workspace. You cannot edit orders that originate from the Subscription module in this workspace; you must edit them in the Subscription module. Delivery to a customer is not permitted if you select the **Blocked For Delivery** field on the customer information card.

You can only delete a sales order if no items have been delivered, that is, no packing slip has been created for the order. When you delete a sales order, you cancel the reservation of items in the warehouse. Maconomy updates the **Orders** and **Available** fields in the Item Information Card and Item Information workspaces in the Inventory module. If you are using Maconomy Bill of

Materials, and if the item on the deleted line is a BOM that is itemized on creation, Maconomy deletes the elements of the BOM from the sales order and cancels their reservation.

Note that if you delete an order for which an inventory change transaction exists in the Inventory module, Maconomy sets the quantities on this transaction to zero and closes the transaction.

Sales Orders Tab

This section includes the fields and descriptions for the Sales Orders tab.

Sales Orders Island

Field	Description
Order No.	This number is the sole and absolute identification of the sales order. Maconomy automatically allocates the next available order number. The number cannot be changed manually, but you determine how sales order numbers are allocated in the window System Numbers.
Order Mode	Here you select the order mode, that is, how the quote is relayed to the customer, for example, “By Phone,” “By fax.” You maintain order modes in the Popup Fields window in the Set-Up module.
Sales Person	Here you enter the number of the employee who is sales representative on the sales order. Maconomy automatically suggests the sales representative who normally sells to this customer, retrieving the number from the customer information card. You can change the number. If you cannot remember the number, you can use the search functions in the Find menu. This field also displays the sales person’s name. Maconomy retrieves it from the Employees window in the Set-Up module using the specified sales person number.
Received by	Here you enter the name of the employee in your company who received the customer’s request for a sales order. Maconomy suggests the name of the user who is creating the quote, but you can change it. You must complete the field.

Ship to Address Island

Field	Description
Customer	In this field, you enter the number of the customer who ordered the items. Maconomy checks that the customer has been created in Maconomy and, if the system parameter “Aut. company specific customer creation” has not been marked in the Set-Up module, if the current customer has been created as a company specific customer for the company responsible for the contract. If this parameter has not been marked, the customer has to be created as a company specific customer in the window Company Specific Customer Information Card before orders can be created with the current combination of customer and company. Furthermore, Maconomy checks that the customer has not been blocked in the window Payment Information in the A/R module.

Field	Description
	When you press Return, Maconomy retrieves various information from the Customer information card in the Accounts Receivable module and suggests the values in corresponding fields here. You can change most of the suggested values. The other lines show the customer's name and address. It is retrieved from the Customer information card. You can change the information on the current sales order. The customer number can be changed until lines have been created on the sales order. If you change the customer number, Maconomy will update the sales order with various information from the customer information card and will derive the dimensions in the card part of the sales order again. If charges have been specified on the order, the ship-to customer can only be changed to a customer using the currency already specified on the order.
Attn.	This is the customer's attention person the person to whom shipping information is directed. It is retrieved from the Customer information card. The name can be changed here.
Country	This is the customer's country. It is retrieved from the customer's information card. It can be changed here.
Phone	This is the customer's telephone number, retrieved from the customer's information card. It can be changed here.
Fax	This is the customer's fax number, retrieved from the customer's information card. It can be changed here.
Telex	This is the customer's telex number, retrieved from the customer's information card. It can be changed here.
E-mail	This is the customer's e-mail address, retrieved from the customer's information card. It can be changed here.

Price Island

Field	Description
Currency	Here you select the currency of the sales order. Maconomy suggests the currency from the customer's information card, but you can change it. The currency can be changed for the current order up until the first item line is entered on the order, or a charge is specified.
Exchange Rate Date	In this field, you can specify the exchange rate date for the calculation of prices in currency on the order. The exchange rate date is also used in the calculation of charges. When an order is created, Maconomy automatically suggests today's date in this field if the system parameter "Fix exchange rate at order creation" has been marked. However, you can change or delete the exchange rate date at any time whether the field has been completed automatically or not. If this field contains a date, all prices on the current order will be calculated using the exchange rate valid on the specified date. This way, the same exchange rates and thereby the same currency prices are used throughout the

Field	Description
	order process, ensuring that, for example, the amount invoiced matches the amount originally appearing on the order confirmation. If you leave this field empty, prices will be calculated using the exchange rate valid at the time of the price calculation. Currency prices are calculated when lines are created and recalculated when updating lines and when printing information such as packing slips and invoices. Changing or removing the currency may therefore result in variances between the original quote amount and the amount invoiced or appearing on another printout.
Sales	This field shows the sum of the prices on the item lines on the current sales order. The price cannot be changed here.
Invoice Discount %	Here you can enter an invoice discount percentage. Maconomy suggests the value from the Bill To or Ship To Customer's information card, depending on whether or not you have marked the "Inv. Disc. from Bill to Cust." field in the System Information window. You can change the suggested value. If you select another invoice discount % than the one suggested, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus discounts, is given to users in the window Actions in the Set-Up module. An invoice discount is deducted from the item sum. This is shown on the various printed order documents.
Invoice Discount	This is the calculated invoice discount amount deducted from the invoice. The discount is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Tax on Sales	This field shows the calculated tax amount in the currency selected for the current order. Tax is only calculated if the field "Tax" in this island has been marked. If multiple tax codes are enabled, three additional fields will be added above the "Tax on Sales" field: "Tax 1," "Tax 2" and, if enabled, "Tax 3." In this case, the "Tax on Sales" field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Total Charges	This field shows the sum of any charges on the order, including tax. Charges are calculated when you select the action "Calculate Charges."
Tax on Charges	This field shows the tax calculated from any charges on the order. If multiple tax codes are enabled, three additional fields will be added above the "Tax on Charges" field: "Tax 1, Charges," "Tax 2, Charges" and, if enabled, "Tax 3, Charges." In this case, the "Tax on Charges" field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in "Tax Codes."

Field	Description
Total (incl. charges)	This field shows the total price of the order in the currency of the quote. The field thus shows the sum of the fields “Total Sales,” “Tax on Sales,” and charges including tax, less the amount in the field “Invoice Discount.”
Items on Account	This field shows how much of the order total is invoiced on account. In the Invoicing on Account window, you can invoice part or all of the order before the first delivery. When you finally invoice the order, this amount is deducted. The amount must not be less than “0.00.” The amount cannot be changed here.
Tax on Account	This field shows how much tax has been invoiced on account. When you invoice the sales order, this amount is deducted. The amount must not be less than “0.00.” The amount cannot be changed here.
Price List	Here you select a sales price list with which to price the items on the sales order. Maconomy suggests the value from the customer’s information card, but you can change it. The pop-up field only shows existing sales price lists, that is, sales prices lists created in the Price Lists window in the Inventory module. If you select “blank,” Maconomy calculates prices from costs and gross margins. If you select another price list than the one suggested, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus price lists, is given to users in the window Actions in the Set-Up module. If you select a price list in a different currency from the sales order, Maconomy alerts you. The prices from the price list you select here will be converted to the currency of the sales order, using the current exchange rate table. If you use a price list with a currency that is different from the currency used in connection with the sales order, Maconomy will give you a warning. In such cases the prices stated in the price list will be recalculated to the currency of the quote by the exchange rate table for sale.
Price Step	Here you can select a price step in the price list at which to price the items on the sales order. Step “6” is the highest. Maconomy suggests the value from the customer’s information card, but you can select another. This field only applies if you enter a value in the Price List field. If you change the suggested price step, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus price step, is given to users in the window Actions in the Set-Up module. Note, that if the “Fixed Price Step” field in the System Information window is marked, and if you enter a value between 1 and 6, Maconomy will always suggest the price on the given price step, regardless of whether the quantity ordered would normally justify a lower price because of a quantity discount. If the “Fixed Price Step” field is not marked, Maconomy applies the highest price step the order quantity justifies.
Keep Price	In this field you can specify whether unit prices and discount percentages on sales order lines pertaining to the current customer should be recalculated when changing the quantity. The value in this field is transferred to the card part of

Field	Description
	sales orders pertaining to the current customer, but can be changed for each order.
Tax	If this field is marked, the sales order is taxed. Maconomy suggests the value from the customer's information card in the Accounts Receivable module, but you can change it. If you change the value, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus the value here, is given to users in the window Actions in the Set-Up module.
Tax No.	Here you enter the customer's tax number. Maconomy suggests the value from the customer's information card in the Accounts Receivable module, but you can change it. If a validation rule is assigned to the tax number field in the window Rules of Validation in the Set-Up module, Maconomy will validate the tax number upon entry or change. If you change the bill-to customer, Maconomy retrieves the new tax number.

Charges Island

Field	Description
Charge 1	In the window Charges you can enter the charge codes which should be available in this pop-up field, and you can define the texts, percentages and/or amounts to be attached to each charge. If a charge is specified to be a one-time charge, the charge will be removed from the order once invoicing has been made, later in the process. The charge amount can be calculated on the basis of the information in the selected charge code, or it can be entered manually. In the latter case, the field "Maintain" is automatically selected. The charges on the order are not calculated until you select the action "Calculate Charges." You have to select this action if you want to see the charges expected on the subsequent invoice. You can select the action several times for the same order. This may be necessary if lines are added to the order, or the charge codes are changed. When the action is selected, the charges are calculated for the entire order, including manually entered amounts. You may however maintain the amount of any charge by selecting the corresponding field "Maintain," for example, if you have agreed on a fixed charge amount, which is not necessarily the same as the calculated amount. When you print external order papers, such as quotes, order confirmations, and invoices, only charges where the field "Maintain" is not marked are recalculated automatically. However, please note that the charges calculated as a result of a printout are only displayed on the printout, as the amounts are not updated in the sales order window. If you change the charge code or the fixed charge amount, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change charge codes and charges, is given in the window Actions in the Set-Up module.
Charge 2	The functionality of this field applies to "Charge 2" and is similar to the functionality of "Charge 1."

Field	Description
Charge 3	The functionality of this field applies to “Charge 3” and is similar to the functionality of “Charge 1.”
Charge 4	The functionality of this field applies to “Charge 4” and is similar to the functionality of “Charge 1.”

Order Linking Island

Field	Description
No. of Suborders	This field displays the number of suborders linked to the current sales order, if any. Note that it is not possible to delete an order to which suborders have been linked. If you want to delete the sales order, all linked orders must therefore be deleted first.
Main Order No.	In this field, you can enter the number of a sales order if you want to link the current sales order to a main order. The current order will then become a suborder to the order specified. If you later remove the value, the link between the current order and the main order is deleted. If the current order itself is a main order, this field will display the order’s own number, and this value cannot be changed as a main order cannot be a suborder of another sales order. The linking of orders enables you to print all information about all orders assigned to a main order. You can print summary information about main orders and their suborders in the windows Print Main Order and Print Main Order Invoice. The individual suborders are processed as normal, single orders, for example, implying that each suborder must be approved and invoiced separately. Please note that it is not possible to delete an order to which suborders are attached. If you want to delete the sales order, all linked orders must therefore be deleted first.
Itemize	This field is not used in the current version of Maconomy.

Item Purchase Order Island

Field	Description
Item Purchase Order No.	This is the number of an item purchase order, if the sales order is attached to an item purchase order which is common to all item lines. A common item purchase order is created from a sales order in the Sales Order to Item Purchase Orders window. Maconomy assigns the item purchase order to the sales order by registering the item purchase order number here and in the “Item Purchase Order No.” field on the item lines. You cannot change the number.
Vendor	If the sales order is attached to an item purchase order that is common to all sales order lines, this field shows which vendor the order was made to. You cannot change the number.

Field	Description
	Even if you have not yet made an item purchase order from the sales order, only entered a vendor in the Sales Order to Item Purchase Orders window, the vendor number will be shown here. If the sales order is attached to a common item purchase order, the first lines of the vendor's name and address will be shown in this field. You cannot change those lines here. Even if you have not yet made an item purchase order from the sales order, only entered a vendor in the Sales Order to Item Purchase Orders window, the vendor name and address will be shown here.
Last Item Receipt	If one or more of the sales order lines is attached to an item purchase order, this field shows the date of the reception of the last item for any one of the given item purchase orders. The value cannot be changed here.

Account Information Island

Field	Description
Changed	This field shows whether you have changed any of the information suggested by Maconomy in the above fields. Maconomy marks the field if you have changed information in any of the following fields: "Pmt. Terms," "Tax," "Price List," "Price Step," "Invoice Discount %," and all the fields in the Charges island. Maconomy also registers changes in the amount and discount fields in the table part. The value cannot be changed. If you have Maconomy Bill of Materials, Maconomy registers any changes to prices or discounts of BOM parts made in the Order Lines window.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the sales order. By assigning a document archive to a sales order, you can keep track of the various documents related to the sales order. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives. This field also shows the description of the specified document archive.
Document Count	This field displays the number of documents in the Document Archive.

Job Cost Island

Field	Description
Invoice in Job Cost	You can mark this field to indicate that the order is to be invoiced in the Job Cost module. You can only mark the field if the order is assigned to a job and no items have been delivered.

Field	Description
	If a job has been closed, it is neither possible to assign an order to the job nor to create an order for the job unless the job is first reopened in the window Jobs in the Job Cost module. If you mark this field, it will not be possible to invoice the order from the Sales Orders module. When you select one of the actions “Print Packing Slip” or “Release to Invoice,” the subsequent posting will create a job item journal with job entries which can then be invoiced in the Job Cost module. Maconomy creates a job entry for each order line. When you make external printouts, you can choose whether to print the job entries/registrations on a line each or sum them up by activity. If the system parameter “Invoice Orders with Job Numbers in Job Cost” has been marked, this field is automatically marked if you specify a job number in the field “Job No.” below. Subsequently removing the job number will cause the field to be unmarked. The field is always marked automatically when you create orders from the Job Budgets window. Please note that this field must be marked if you enter the number of a job which uses the invoicing method “Fixed-price,” and for which only invoicing on account is allowed in the field “Job No.” in this island. The invoicing method selected for a job can be seen and changed in the window Job Parameter Selection in the Job Cost module.
Job No.	In this field, you can enter the number of a job from the Job Cost module if you wish to assign the order to a job. Certain jobs might involve item sales from Maconomy’s Inventory module, in which case you can create the sales order in this window and then assign the job here. If you enter a job number when creating an order, and you leave the field “Customer No.” blank in the island Ship to Address, the order is automatically assigned to the same customer as the job. If you do not mark the field “Invoice in Job Cost” in this island, the sales order is invoiced separately in the Sales Orders module, but the sales figures are transferred to the job. If you enter a job number, and the system parameter “Invoice Orders with Job Numbers in Job Cost” has been marked, the field “Invoice in Job Cost” above is automatically marked, and subsequently removing the job number will cause the field to be unmarked.Maconomy verifies that the job is neither blocked nor closed. If the Ship to Customer on the sales order and job are not the same, Maconomy alerts you. If there are lines on the order before it is assigned to a job, you must first enter an activity number on the order lines. Please note that if you enter the number of a job which uses the invoicing method “Fixed-price” and for which, only invoicing on account is allowed, — In this field, you must mark the field “Invoice in Job Cost,” as costs of fixed-price jobs should always be invoiced on account.
Activity No.	In this field, you can enter the number of an amount activity from the Job Cost module if the order is assigned to a job. This activity number will be suggested on lines created in the table part.

Field	Description
Task	In this field you can enter the name of a task if the sales order is linked to a job.

Statistics to Tax Authorities Island

Field	Description
EU Sale	This field must be marked if the sales order is for an EU sale. If the “Sales List System Report” field in the System Information window is marked, Maconomy will mark this field if the bill-to customer is from another EU country and is not subject to paying tax, that is, the “Tax” field is not marked. If this field is marked, the sales order will be included in your quarterly report to the EU Sales List System.
Intrastat Reg.	Here you can specify whether to include the sales order in your monthly report to Intrastat. If the “Intrastat Export Report” field in the System Information window is marked, Maconomy suggests a mark here if the bill-to customer is from another EU country and is not subject to paying tax, that is, the “Tax” field is not marked.
EU Trade Type	Here you can enter either “Normal” or “Triangulation” to indicate the EU trade type. Triangulation is used when you act as a sales agent for a vendor in another EU country and an end customer (bill-to customer) in a third EU country. Sales order amounts from triangulation are not included in the EU sales on your tax specification, but are reported separately to the Sales List System. The value is copied from the bill-to customer’s information card, but can be changed here.
Nature	Here you select which transaction to report to Intrastat. They are created in the Popup field window in the Set-Up module.
Customs Document	In this field, you can enter the number of any customs document which pertains to the current sales order. Maconomy will automatically complete this field when you print a customs document which makes up the current order in the window Print Customs Document, but you can change the number to assign the order to another existing customs document.

Credit Card Island

Field	Description
Credit Card No.	If the customer wants to pay by credit card, you can enter the number of the credit card in this field. Maconomy will automatically suggest the credit card number specified on the bill-to customer’s information card, but you can change the number here. Note that the number is only for information; customer payments using credit cards cannot be handled by Maconomy’s Banking module. If a credit card number is entered, an expiry date must also be specified.

Field	Description
Expiry Date	In this field, you can enter the expiry date of the credit card specified in the field “Credit Card No.” above. If an expiry date is entered, a credit card number must also be specified.
Amount Authorized	In this field, you can specify the amount which the credit card issuer has accepted to pay for the order which will later be created for the current quote.
Authorization Code	In this field, you can specify the authorization code which the credit card issuer has given when approving the amount in the field “Amount Authorized” above.
Authorization Date	In this field, you can specify the date when the amount was authorized by the credit card issuer.

Subscription Order Island

Field	Description
Subscription Order No.	If the order was created automatically from the subscription module, this field will contain a subscription order number. If the order originates from the Subscription module, the order cannot be edited in this window, but should be done in the Subscription module.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

Field	Description
Reference	Here you enter the customer contact with whom you spoke about the sales order. The name is printed on order documents.
Customer	Here you can enter an internal note about the customer. The text is printed on the packing list. Maconomy suggests the note from the customer’s information card, but you can change it.
Warehouse	Here you enter an internal note to warehouse employees. The text is printed on the packing list. You can, for example, specify how the item should be handled and packed, or request an invoice to be sent along with the delivery.
End User No.	Here you enter the number of the end customer the sales order is for. If you are dealing with an end customer sale, which is determined by order mode, you must complete the field. It is an end customer sale if the “End User Required” field is marked in the Popup Fields window in the Set-Up module for the order mode. It is only possible to enter the number of an end customer in the Accounts Receivable module to which the customer on the sales order is registered. You can use the search functions in the Find menu if you cannot remember the number.

Field	Description
	The field is used if your sales order is for a customer who deals with an end customer. Information on your end customers is managed in the End Users window.

Billing Address Island

Field	Description
Bill to Customer	Here you can enter the number of a bill-to customer. Maconomy retrieves the bill-to customer from the ship-to customer's information card, but you can change it. Maconomy verifies that the customer exists in the Accounts Receivable module. The two customers are not the same, if items are being delivered to one customer and billed to another. The other lines show the customer's name and address. Maconomy retrieves the information from the customer's information card. It cannot be changed here.
Attn.	This is the customer's attention person the person to whom payment information is directed. Maconomy retrieves the name from the customer's information card. It cannot be changed here.
Country	This is the customer's country. It is retrieved from the customer information card. It cannot be changed here.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company that applies to the current sales order. If an invoice is created later in the process and the company in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany balances. In this case, the company in this field will be the intercompany company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is determined, please see the section Multiple Companies in the chapter "Introduction to the G/L Module." Intercompany balances are described in the window Intercompany Accounts in the G/L module. This field also shows the name of the specified settling company. The name is retrieved from the first line in the Address island in the Company Information window in the G/L module for the specified company.

Company Island

Field	Description
Company	In this field, you can enter the number of the company responsible for the order. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. If the company in this field is different from the one shown in the island Settling Company, Maconomy will automatically create intercompany balances at the posting of the invoice created from the order. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances. This field also shows the name of the specified company.

Delivery Island

Field	Description
Your Item Purchase No.	Here you can enter the customer’s item purchase order number, if the sales order was created from an item purchase order.
Order Date	Here you can enter the order date.
Partial Delivery	You can mark this field to permit partial delivery if not all items are available. Maconomy suggests the value from the System Information window in the Set-Up module, but you can change it. If the field is not marked, you can only select those actions that result in delivery of items if all the items sold are set to be packed, and Maconomy issues a warning if you print a warehouse transaction or picking list when not all items are set for packing. In the window Packing Lists, you cannot approve a packing list before the warehouse has confirmed that all the items have been packed. Furthermore, the field determines whether individual consignments can be specified for each line. For further information on this, see the field “Consignment No.” in the card and table parts, as well as the action “Approve Order.”
Back Order Handling	Here you select how to process back orders. There are three ways: ▪ Save — The individual item lines show what has been delivered up to now. The quantity is updated every time a delivery is made (that is, a packing slip is printed). When all items have been delivered, the item

Field	Description
	line will be flagged as having been fully delivered. The back order information is thus kept on the individual item line on the sales order. This option cannot be selected on orders where a destination has been specified. ▪ Delete — When the order is delivered, Maconomy reduces the quantity ordered on all order lines to match the quantity delivered. The order is then marked as fully delivered. The items that were not delivered are not tracked and must be re-ordered by the customer. ▪ Transfer — When items are delivered, the order is processed in a similar way as when back orders are deleted, with the difference that the back order information is transferred to a back order register. Transferred back orders can be inspected in the window Back Order Register. In the Customer Information Card window, you can select which method is to be used for your customers as standard. The value entered there is then suggested automatically when you create a sales order.
Blanket Order	If this field is marked, and you select “Print Picking List” or “Print Picking and Packing List” in the Action menu, Maconomy will copy the back orders registered to the delivery customer. Back orders can also be copied using the action “Get Back Order,” regardless of whether or not this field has been marked. However, the action only includes back order lines that have the same currency as the actual sales order. Maconomy then creates item lines for the copied back orders. The field also determines whether Maconomy is allowed to move order lines to and from the order. When you approve the order, Maconomy will run a process to ensure that only one combination of warehouse and consignment is represented in the table part. If more than one combination of warehouse and consignment can be found on the lines in the table part, approving the order will therefore cause Maconomy to split up the order by moving lines to other orders (existing or automatically created), and in this context, the value in this field determines how the lines are moved. This process is described in detail for the action “Approve Order.” Once the order has been approved, a mark in this field means that order lines may be transferred to the current order from other blanket orders being approved. Furthermore, when using the action “Assign to Sales Orders” in the window Back Order Register, only approved orders where this field is marked are taken into consideration when Maconomy attempts to assign each back order line to a suitable order. For further information, see the description of the action “Assign to Sales Order” in the window Back Orders.
Closed for New Lines	If you mark this field, only blocked lines can be added to the current order. If both this field and the field “Blanket Order” are marked on the current order, approving other orders where the field “Blanket Order” is marked will not cause any lines to be moved to the current order.

Field	Description
	Maconomy automatically marks the field if all lines are moved away from the current order when the order is approved, thus preventing lines from other orders to be moved to the current order. The field can only be marked on approved orders where all lines have been blocked.
Split Lines Automatically	If this field is marked, creating a line will cause Maconomy to attempt to split the line into a number of lines with the purpose of obtaining the earliest possible delivery date for as many units of the items as possible. This corresponds to running the action “Split Line” on the line. Therefore, please see the description of the action “Split Line” for information on the procedure of order line split-up.
Urgent	In this field, you can specify whether this sales order is urgent. An order can, for example, be urgent if the items must be delivered within a shorter time frame than allowed by the items’ usual delivery time. If you mark this field and specify a delivery date in the field “Deliv. Date,” Maconomy will not automatically change the delivery date according to the availability of the items in the warehouse. When you mark this field, Maconomy forces a reservation of the items on the delivery date specified in the field “Deliv. Date,” even if this will cause the reservation of more units than available, and even if the back order principle “By reservation” is used. This field should therefore be used with caution. It is not possible to mark blanket orders and orders with partial delivery as urgent.
Pref. Deliv. Date	Here you can enter the customer’s preferred delivery date. Maconomy suggests the date on which the order was created. However, if you enter a blank value, today’s date is considered the preferred delivery date. Note that if you enter a historical date here, you run the risk that Maconomy uses an obsolete discount agreement to calculate prices.
Deliv. Date	For orders with partial delivery, this field shows the date upon which the last items can be delivered, that is, the latest delivery date on order and BOM lines that are not blocked. Items without inventory control are included in the calculation. The field cannot be changed on orders with partial delivery. If the order does not have partial delivery, the functionality of the field depends on whether the order has been approved or is assigned to a consignment. While the order is neither approved nor assigned to a consignment (in the field “Consignment No.” in the card part), the field displays the latest delivery date for non-blocked order and BOM lines, and cannot be changed here. When the order is approved or assigned to a consignment, the delivery dates on all the non-blocked lines of the order are changed to the date specified in this field. The delivery date can be changed in this field if the order is not assigned to a consignment (in the card part). If the delivery date is changed to a later date, the delivery date will be changed accordingly on all the non-blocked lines of the order. If the delivery date is changed to an earlier date,

Field	Description
	Maconomy checks if all items on non-blocked lines can be delivered on this date. If this is not the case, the delivery date will automatically be changed to the earliest date on which all items on non-blocked lines can be delivered for the current order. However, the original date will be kept (that is, the date specified before the field was changed) if the date found during the search is later than the original date. If you subsequently add a line which can only be delivered after this date, all delivery dates of the order are changed to the delivery date of the new line. If the order is assigned to a consignment (in the card part), the delivery dates on the order and the assigned, non-blocked order lines are changed to the packing date of the consignment. After this, you cannot add lines that cannot be delivered on the packing date of the consignment, and the contents of the field can no longer be changed. If the field “Urgent” is marked, you can manually enter a value in this field. Marking the order as urgent will prevent Maconomy from changing the delivery date according to the availability of the items in the warehouse. Please note, however, that it is only possible to enter a delivery date for an urgent order if the field “Partial Delivery” is not marked. If the field “Partial Delivery” is marked, the delivery date of an urgent order can only be changed on the individual item lines in the table part of the window.
Warehouse	Here you select the warehouse from which the items are to be delivered. Maconomy suggests the sales warehouse from the customer’s information card, but this can be changed. The pop-up field shows the warehouses created in the Warehouse Information Card window in the Inventory module. On a sales order, you can only specify delivery items from one warehouse unless the field “Get Inventory From Item” has been marked in the window System Information. If so, a warehouse can be specified on each line in the table part. When the sales order is approved, and multiple warehouses have been specified for the order, a sales order will be created for each warehouse on the order in addition to the warehouse specified in this field. If you select a warehouse assigned to another company than the one specified in the island Company on the current sales order, Maconomy will automatically create intercompany balances at the posting of any invoices created from the order. In the intercompany balance, the company to which the warehouse is assigned will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Stock Location No.	In this field, you can specify the location in the current warehouse from which the items are to be shipped. This location will apply to those lines in the table part where the warehouse location field is left blank. If a warehouse location is specified on a given line, it overrules any location specified in this field. When you create an order or change the warehouse in the card part of the order, Maconomy suggests the standard shipping location specified for the selected warehouse, but you can specify another location.

Field	Description
	It is not possible to create a warehouse transaction or select any of the actions that result in the creation of a warehouse transaction until you have either entered a location in the card part or on the individual item lines.
Carrier	Here you select the carrier who is to deliver the items. Maconomy suggests the carrier from the customer's information card, but you can change it. If a destination has been specified on the order, and the order is not yet assigned to a consignment, the field can be changed to blank. In this case, Maconomy will disregard the carrier when assigning a consignment to the sales order. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning sales orders to a consignment. Carriers are maintained in the window Popup Fields in the Set-Up module.
Delivery Mode	Here you select the delivery mode applying to the current sales order. Maconomy suggests the delivery mode from the customer's information card, but you can change it. If a destination has been specified on the order, and the order is not yet assigned to a consignment, the field can be changed to blank. In this case, Maconomy will disregard the delivery mode when assigning the order to a consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning orders to a consignment. Delivery modes are maintained in the window Popup Fields in the Set-Up module.
Delivery Terms	Here you select the delivery terms applying to the current sales order. Maconomy suggests the delivery terms from the customer's information card, but you can change it. If a destination has been specified on the order, and the order is not yet assigned to a consignment, the field can be changed to blank. In this case, Maconomy will disregard the delivery terms when assigning the order to a consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning orders to a consignment. Delivery terms are maintained in the window Popup Fields in the Set-Up module.
Consignment Type	In this field, you can select the consignment type applying to the current sales order. Maconomy will automatically retrieve the consignment type on the customer information card for the current customer, but the consignment type can be changed here. If a destination has been specified on the order, and the order is not yet assigned to a consignment, the field can be changed to blank. In this case, Maconomy will disregard the consignment type when assigning the order to a consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning orders to a consignment. Consignment types are maintained in the window Popup Fields in the Set-Up module.
Destination No.	In this field, you can specify the number of the destination to which the current sales order is to be delivered. Maconomy will automatically retrieve the destination number on the customer information card of the current customer, but the destination number can be changed here. The order and the individual order lines can only be assigned to a consignment going to the

Field	Description
	destination specified in this field. See “Appendix B: Assign Quote/Order to Consignment” for further information about assigning orders to a consignment automatically.
Consignment No.	In this field, you can specify a consignment number if you want to manually assign the current sales order to a consignment. Assigning an order to a consignment means that the order will be part of a joint delivery of different sales orders to the same destination on the same date and with the same combination of carrier, delivery mode, delivery terms, and consignment type. If the order has partial delivery, it is possible to assign each line to a separate consignment, but if you specify a consignment — In this field, all lines in the table part except blocked lines are automatically also assigned to this consignment whether the order has partial delivery or not. It is also possible to have Maconomy automatically assign the order to a consignment by selecting the action “Assign Order to Consignment.” When you select this action, Maconomy will attempt to find a consignment which matches the order’s terms with regard to destination, delivery date, carrier, delivery mode, delivery terms, and consignment type, and which has sufficient weight and volume capacity for the order. Please note, however, that if the order has partial delivery, the action will be carried out on the individual order lines instead of the card part. When the field is completed, any values in the fields “Carrier,” “Delivery Mode,” “Delivery Terms,” “Consignment Type,” and “Destination No.” are overwritten with the information pertaining to the selected consignment. Furthermore, all delivery dates on the order are changed to the packing date of the consignment. See “Appendix B: Assign Quote/Order to Consignment” for further information about assigning orders to a consignment. If the order does not have partial delivery, and a destination has been specified, the field must be completed before the order can be approved. On orders with partial delivery, approving the order causes Maconomy to carry out certain actions to ensure that all lines in the table part are assigned to the same consignment. This can involve moving lines to other orders so that only lines pertaining to one consignment are left on the order, or simply rejecting the approval so that adjustments can be made manually. When the order is approved, Maconomy also copies the consignment left in the table part to this field, thus ensuring that all lines added to the table part are assigned to the same consignment. For further information on the approval of orders and on moving lines to other orders, please see the action “Approve Order” and the field “Blanket Order.”
Latest Arrival	In this field, you can specify a date for the latest arrival permitted for the items to the current customer. If you specify a date In this field, Maconomy will issue a warning if the order is assigned to a consignment with an arrival date after the date in this field.
Packing Date	If the sales order is assigned to a consignment (in the card part), this field displays the date on which packing for the consignment in question should commence. The value is retrieved from the corresponding field in the window

Field	Description
	Consignments for the consignment in question. When the order is assigned to a consignment, the delivery date of the order is changed to the date in this field, and the contents of the field can no longer be changed.
Consignment Date	If the sales order is assigned to a consignment (in the card part), this field displays the expected date of departure for the consignment in question. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.
Arrival Date	If the sales order is assigned to a consignment (in the card part), this field displays the expected date of arrival at the destination. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.
Charge Table	In this field, you can select a charge table to be used for charge calculation if any charges with a mark in the field “From Charge Table” in the window Charges apply to the current order. The field is transferred from the customer information card when the order is created.
Charge Discount %	In this field, you can enter a charge discount percentage. A discount percentage entered in this field will be applied in addition to the one which can be specified in the charge table. The field is transferred from the customer information card when the order is created.
Bill of Lading No.	In this field, you can enter a bill of lading number which will be included on packing slips related to the current order.

Weight and Volume Island

Field	Description
Weight	This is the total weight of the item lines on the sales order. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item on the line is a BOM without inventory control, Maconomy uses the weight of the BOM parts on the highest level with inventory control in the total sales order weight. Any weight entered for the BOM header on its item information card is not used.
Volume	This is the total volume of the item lines on the sales order. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item on the line is a BOM without inventory control, Maconomy uses the weight of the BOM parts on the highest level with inventory control in the total sales order weight. Any weight entered for the BOM header on its item information card is not used.

Invoicing Island

Field	Description
Blanket Invoice	You can mark this field if you want to invoice the order in a blanket invoice. Maconomy suggests the value from the Customer Information Card, but you can change it. Blanket invoicing means that all uninvoiced deliveries to customers with the same bill-to customer, the same currency, the same department, the same warehouse, and the same responsible company are invoiced in one invoice. This takes place in the window Invoicing. Sales orders assigned to jobs in the Job Cost module should not be blanket invoiced as the blanket invoice will be assigned to the job specified on the first sales order.
Batch Invoice	You can mark this field if you want to invoice the sales order in a batch in the window Print Invoice. Maconomy always suggests that the sales order is invoiced this way, but you can remove the mark. If the order is assigned to a consignment, Maconomy checks if the field “Batch Invoice” is marked for the consignment in question. If it is not, the mark from this field is removed when the order is assigned to the consignment. The field can, however, be changed later. In the window Invoicing Listing, you can see which orders are being batch invoiced, and you can remove the mark there.
Preferred Inv. Date	Here you can enter a preferred invoice date. If you leave it blank, Maconomy suggests today’s date. The date is always determined in this way, regardless of whether the sales order is invoiced directly in this window or whether it is invoiced in a batch in the Print Invoice window. You can change the date in the Invoicing Listing window. If the field “Deliv. Date from Pref. Inv. Date” in the island Sales Order and the field “Allow Back Dating” in the island Item in the window System Information are marked, you can enter a date in this field. The date will be used on the packing slip at delivery.

Customer Information Island

Field	Description
Department	Here you select the department which is relevant to the sales order. Maconomy suggests the value from the information card of either the Ship To or Bill To customer, depending on whether or not you have marked the field “Dept. from Bill to Cust.” in the window System Information. You can change the suggested department. You maintain departments in the window Posting References in the G/L module.

Field	Description
Customer Group	This is the customer group to which the customer is assigned. The value is transferred from the information card of the customer. It cannot be changed here.
Language	Here you can select the language of the sales order. Maconomy suggests the value from the information card of the customer, but it is possible to change it. External order documents will be printed out in the language specified here. For further information, see the fields “Description Lang. 1,” “Description Lang. 2,” and “Description Lang. 3” in the island Description in the window Item Information Card. The language code is used to print external order documents in different languages. You can use Maconomy’s layout editing tools to create different language layouts. You can select different language codes in the Print Order Confirmation, Print Packing Slip (in the File menu in the Show Packing Slip window), and in the Print Invoice windows. You can also select different language layouts in these windows. Language codes are maintained in the window Popup Fields in the Set-Up module.
Pmt. Terms	Here you select the payment terms. Maconomy suggests the value from the customer’s Payment Information window, but you can select another. If you change the value, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus the value here, is given to users in the window Actions in the Set-Up module. You maintain payment terms in the Popup Fields window in the Set-Up module.
Cust. Payment Mode	In this field, you can specify how the customer is to pay the invoice printed on the basis of the sales order. Maconomy suggests the customer payment mode specified on the bill-to customer’s information card, but this can be changed. Customer payment modes are created in the window Customer Payment Modes in the Banking module.
Global Location No.	If the customer on the current order has requested that you use a specific global location number on the invoice pertaining to the current order, you can specify the location number in question here. The number specified here will be transferred to invoices created for the customer in connection with the current order. Maconomy suggests the global location number specified in the window Company Specific Payment Information for the customer in question, but you can change it here if the location number to be used in connection with the current order is not the same as the standard location number of the customer. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.
Enterprise	Here you can attach the sales order to an enterprise, or group of companies. Maconomy automatically suggests the value from the customer information card, but you can choose another. The field is used for statistics.
Segment	Here you can attach the sales order to an industry segment.

Field	Description
	Maconomy automatically suggests the value from the customer information card, but you can choose another. The field is used for statistics.
Area	In this field, you can assign an area to the order. Maconomy automatically suggests the value from the field “Area” in the window Customer Information Card, but it is possible to change it.
Company Tax Code	In this field, you can specify a company tax code created in the window Popup Fields. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current sales order, as the reporting code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the company responsible for the order. This tax table is selected in the window Company Information. However, the tax code is only selected from a tax table, if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the order is assigned to a tax table. If no tax table has been specified for the responsible company or if you use differentiated tax, and you do not use tax tables, Maconomy uses the tax code specified for the individual item in the window Item Information Card in the Inventory module or, in the case of charges, the tax code specified for the individual charge in the window Charges. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. If you use tax tables, and the system parameter “Get on account tax code from tax table” is marked, the tax code to be transferred to on account invoices is found in a tax table. But instead of using the item tax code specified on an activity, item, charge or account, Maconomy uses the on account tax code in the field “On Account Tax Code” in the window System Information in the Set-Up module (along with various other information) to point out the relevant tax table line. If the system parameter “Get on account tax code from tax table” is not marked, the standard tax code specified in the window System Information is always used as the tax code on invoices on account. For further information about the information used to point out the correct tax code, please see the description of the window Tax Tables in the G/L module. When posting invoices, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can

Field	Description
	derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can specify further information regarding the sales order and the current customer. You might, for example, specify a “hold” code or information about substitution items. Maconomy suggests the value of the corresponding fields in the customer’s information card, but you can change the values for the current sales order. The pop-up options are created in the window Popup Fields in the Set-Up module.

Contact Management Island

Field	Description
Campaign No.	In this field, you can enter the number of a campaign if the current sales order is connected to a certain campaign in the Contact Management module. If you enter a campaign number, Maconomy transfers the number to lines that are then created in the table part. The campaign number can be used for, for example, statistical purposes.

Copying Island

Field	Description
Cust. No.	In this field, you can enter the customer number to be used on the copy of the current order. If you specify a number, Maconomy will get the latest customer information from the A/R module. If you do not complete the field, the

Field	Description
	customer number and the customer information on the current order is transferred to the new copy. If you specify a customer number, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island.
Order Type	In this field, you can specify whether the copy is to be a quote or a sales order. Although the pop-up shows other options, only “Quote” and “Sales Order” can be selected. Maconomy suggests the value “Sales Order.” If you choose to create a sales order, the copy created will be a non-approved sales order and if you choose to create a quote, the quote will be a nonprinted quote.
Warehouse	In this field, you can select a warehouse to be used on the copy. Maconomy suggests the warehouse specified on the current order, but if you enter another customer number in the field “Customer No.” in this island, Maconomy gets the warehouse specified on the customer information card of the customer in question.
Company No.	In this field, you can select a company which will be responsible for the copy. If you do not enter a value, the company responsible for the current order is used on the copy.
Currency	In this field, you can select a currency to be used on the copy. If you select a currency, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. If the user does not have access to changing prices, the value in this field cannot be changed.
Price List	In this field, you can select a price list to be used on the copy. If you select a price list, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. Maconomy suggests the price list specified on the current order, but if you specify another customer number in the field “Customer No.” in this island, Maconomy gets the price list specified on the customer information card of the customer in question.
Price Step	In this field, you can specify a fixed price step to be used on the copy. If you specify a price step, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. Maconomy suggests the price step specified on the current order, but if you specify another customer number in the field “Customer No.” in this island, Maconomy gets the price step specified on the customer information card of the customer in question.
Pref. Deliv. Date	In this field, you can enter a preferred delivery date to be used on the copy. Maconomy suggests today’s date but you can change the date.
Job No.	In this field, you can specify a job number to be used on the copy.

Field	Description
	Note that if a job has been closed, it is no longer possible to create an order for the job unless the job is first reopened in the window Jobs in the Job Cost module. If you complete this field, you must also complete the field “Activity No.” in this island.
Activity No.	In this field, you can specify an activity number to be used on the copy.
Task	In this field, you can specify a task to be used on the copy.
Maintain Prices	If you complete this field, the prices on the lines of the current order will also be used on the copy. If you do not complete the field, or if you have specified a customer, currency, price list or price step, Maconomy calculates the prices on the copy.

Order Lines Sub-Tab

This section includes the fields and descriptions for the Order Lines sub-tab.

Field	Description
Item No.	Here you enter the number of the item ordered. Items are created in the window Item Information Card in the Inventory module. Maconomy verifies that the item belongs in the warehouse specified in the card part. To create a text line, leave this field blank. You enter the text in the “Description” field, and leave all other fields blank.
Quantity	Here you enter the quantity of items ordered. The items are reserved in the warehouse. If your company uses the “By Reservation” back order principle, Maconomy creates back orders for any items not available at this time. Maconomy also updates the “Orders” and “Available” fields in the table part of the Item Information Card and Item Information windows in the Inventory module. If you enter values in the “Length” and “Width” fields, Maconomy calculates a quantity here by multiplying the length with the width. The facility is useful for entering column measurements for newspaper or magazine advertisements, for example. If you change the quantity found by Maconomy, the “Length” and “Width” fields will be reset. If the line is a text line, leave the field blank. If the item is a BOM with inventory control, it is reserved in the same way as standard items. If the item is a BOM without inventory control, and if it is itemized on the sales order, it will be reserved at BOM part level, at the highest level with inventory control. In the Order Lines window you can handle the BOM parts for BOMs which are being shown in full on the sales order.

Field	Description
	Furthermore, if you change the quantity on a line containing an item with price control, Maconomy makes a recalculation of the prices.
Unit	Here you select the unit the item is sold in. Maconomy suggests the unit entered in the item's information card, but you can change it.
Description	This is the item text, retrieved from the "Description Lang. 1" field in the Item Information Card. The text can be changed. If the line is a text line, you enter the text here.
Unit Price	In this field, you can enter the item's unit price on the sales order. If the order is assigned to a price list, and the item is included in the price list, Maconomy suggests the price from the price list. If the quantity justifies a quantity discount, or if a fixed price step has been specified on the order, the unit price suggested in this field will be the price on the price step in question as specified in the window Quantity Discounts in the Inventory module. However, the suggested price can be changed here if you and the customer have agreed on a special price. If the item is not included in the price list, or if you have not selected a price list for the order, Maconomy suggests the current cost of the item in the warehouse in question and adds the gross margin percentage, both of which are retrieved from the item's information card. This functionality only applies if the field "Sales Price Costing" has not been marked on the item's information card. If sales price costing is used for the item, the price is still transferred from the price list, but in this case, the cost is determined by the sales price, using the gross margin percentage. The cost is not shown, but it is used when posting the cost of sales. If the item is not in the price list, Maconomy suggests the price 0. Please note that the unit price of BOMs can be reduced if the following scenario occurs: If the item is a BOM with inventory control that does not use price control, this means that the price in this field should be calculated from the unit prices of the BOM parts. If the unit price of one of these BOM parts is calculated from cost and the BOM part is not assigned to the warehouse on the current line (by means of a warehouse assignment line in the table part of the window Item Information Card), the unit price of that BOM part is set to zero, which affects the price in this field. Maconomy uses the preferred delivery date in the card part of the order to determine which price list should be used in the calculation of prices. See also the description of the BOM Information Card for a more detailed description of BOM pricing. If the line is a text line, leave the field blank.
Discount %	This shows a discount % if the customer is entitled to a discount from the Discount Tables window in the Inventory module or from a customer or item discount agreement. You can change the suggested discount %, but you cannot change both the percent and the discount amount in the "Discount" field, since these two are related. The discount % is calculated from the discount amount.

Field	Description
	If you change the value — In this field, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change the discount %, is given to users in the window Actions in the Set-Up module. If the item is a BOM which is not being shown on the sales order, the discount % is calculated as described above for standard items, and you can change it here. If the item is a BOM which is to be shown in full, the discount % is the total discount on all the BOM parts in proportion to the total price of the BOM. The calculation is based on the item on the highest level with price control. A BOM part contributes to the total discount if it has price control and if it is not an item in a BOM with price control. This functionality applies to any number of levels in the BOM. If you change the discount % here, the new value is copied to all the BOM lines, after which the discount amount is recalculated as described for the “Discount” field. You can see the BOM part lines in the Order Lines window, where you can change the discount % on items on the lowest BOM level. If the line is a text line, leave the field blank.
Discount	This shows a discount if the customer is entitled to a discount from the Discount Tables window in the Inventory module or from a customer or item discount agreement. You can change the suggested discount, but you cannot change both the discount amount and the percent in the “Discount %” field, since these two are related. The discount % is calculated from the discount amount. If you change the value Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change the discount, is given to users in the window Actions in the Set-Up module. If you have Maconomy Bill of Materials and if the item is a BOM which is not being shown in full on the quote, the discount is calculated in the same way as for standard items and you can change it afterwards. If the item is a BOM which is to be shown in full, you cannot change the discount here. The discount is the total discount on all the BOM parts in the BOM. The calculation is based on the item on the highest level with price control. A BOM part contributes to the total discount if it has price control and if it is not an item in a BOM with price control. This functionality applies to any number of levels in the BOM. If you change the discount, the discount % is recalculated from the calculated unit price and is copied to all the BOM lines. The discount amount is then recalculated for every BOM part and is summed up in this field. You can see the BOM part lines in the Order Lines window, where you can change the discount on items on the lowest BOM level. If the line is a text line, leave the field blank.
Extended Price	This is the extended price for the line. It is calculated by multiplying the item quantity by the unit price, dividing this sum by the pricing unit and deducting

Field	Description
	any discount. This extended price is transferred to the “Price” field in the Order Sum island in the card part of the window. It cannot be changed here. Maconomy alerts you if the extended price causes the bill-to customer’s credit limit to be exceeded. When checking if the bill-to customer's credit limit has been exceeded, Maconomy checks the current customer's credit limit at enterprise level as well as at company level. See the description of the fields in the island Credit Limit in the windows Payment Information and Company Specific Payment information in the A/R module for further information about how credit limits are handled in Maconomy.
Deliv. Date	Here you can enter a preferred delivery date, applicable to the item line. Maconomy suggests the preferred delivery date specified in the card part of the window, but you can change it. If the line is a text line, you cannot enter a date here. If the item is not fully available on the given date, Maconomy calculates the expected delivery date from the item’s delivery time in the Item Information Card. If the item also has an inventory profile, the delivery date is calculated to the first possible delivery using the current purchase volume. The delivery date can be changed as you please. If the delivery date is changed to an earlier date, Maconomy checks if the item can be delivered on this date. If this is not the case, the date will automatically be changed to the date on which the item can be delivered. If you want to update the delivery date so that it reflects the latest developments in availability (for instance changes in the expected availability date of purchased items), you can delete the date in the field and press Enter. Maconomy will then calculate the earliest possible delivery date based on delivery time, the current purchase, production and order volumes, and quantity in stock. However, whether you enter an earlier date or a blank value, the original date will be kept (that is, the date registered before the change was made) if the date found during the search is later than the original date. You can also select the action “Update Delivery Dates” to recalculate the delivery date on all the lines on the order, or use the window Update Item Reservations to update delivery dates on a range of order lines. In this case, however, Maconomy does not keep the original delivery date in case the search results in a later date. Please note that when delivery dates are updated using the action “Update Delivery Dates,” each line is treated as if it were a line being created, while all other item reservations stay the same and thereby have first priority. However, when delivery dates are changed in batch in the window Update Item Reservations, all the affected lines are re-reserved, and lines concerning the same item are prioritized based on their current delivery dates, resulting in a fairer re-reservation, as lines with earlier delivery dates are more likely to benefit from items received earlier than expected. On orders without partial delivery, this field cannot be changed, once the order is approved or assigned to a consignment, as the value of this field will then always reflect the corresponding field in the card part of the window. The date can, however, always be changed on a blocked line. It is possible to add

Field	Description
	a line that cannot be delivered on the delivery date for an approved order which does not have partial delivery and is not assigned to a consignment. If this is the case, Maconomy changes all delivery dates on the order to the date on which the new line can be delivered. If the field “Urgent” is marked in the card part of the window, you can manually enter a delivery date in this field. Marking the order as urgent will prevent Maconomy from changing the delivery date according to the availability of the items in the warehouse. As a consequence, deleting the delivery date and pressing Enter as described above has no effect on urgent orders, as the value is returned to the one specified before it was deleted. Please note, however, that it is only possible to enter a delivery date in this field on an urgent order if the field “Partial Delivery” has been marked. If the field “Partial Delivery” has not been marked, the delivery date of an urgent order can only be changed in the card part of the window.
Deliv. Week	This is the number of the week the delivery date in the “Deliv. Date” is in. You cannot change it here.
Remarks	Here you can enter a remark about the delivery of the item. The note is transferred to any item purchase orders created from the sales order.
Consignment No.	In this field, you can specify a consignment number if you want to manually assign the current line to a consignment. The field is only relevant for orders with partial delivery, as the value otherwise has no influence on the order handling. Therefore, the following description is based on the assumption that the order has partial delivery. Assigning an order line to a consignment means that the line will be part of a joint delivery of different order lines to the same destination on the same date and with the same combination of carrier, delivery mode, delivery terms, and consignment type. It is possible to assign each line to a separate consignment. However, if you specify a consignment in the card part, all lines in the table part are automatically also assigned to this consignment whether the order has partial delivery or not. It is also possible to have Maconomy automatically assign each order line on the order to a consignment by selecting the action “Assign Order to Consignment.” When you select this action, Maconomy will attempt to find a consignment which matches the order’s terms with regard to destination, carrier, delivery mode, delivery terms, and consignment type. If a destination has been specified on the order, and the system parameter “Automatically assign order lines to consignment” has been marked, Maconomy automatically runs this action every time an order line is created, or an existing line is changed in a manner which results in a changed delivery date. When the field is completed, the delivery date on the line is changed to the packing date of the consignment. See “Appendix B: Assign Quote/Order to Consignment” for further information about assigning order lines to a consignment.

Field	Description
	When the order is approved, Maconomy carries out certain actions to ensure that all lines in the table part are assigned to the same consignment. This can involve moving lines to other orders so that only lines pertaining to one consignment are left on the order, or simply rejecting the approval. When the order is approved, Maconomy also copies the consignment left in the table part to the consignment field in the card part, thus ensuring that all lines added to the table part are assigned to the same consignment. For further information on the approval of orders and on moving lines to other orders, please see the action “Approve Order” and the field “Blanket Order.”
Packing Date	If the line is assigned to a consignment, this field displays the date on which packing for the consignment in question should commence. The value is retrieved from the corresponding field in the window Consignments for the consignment in question. When the line is assigned to a consignment, the delivery date of the line is changed to the date in this field, and the contents of the field can no longer be changed.
Consignment Date	If the line is assigned to a consignment, this field displays the expected date of departure for the consignment in question. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.
Arrival Date	If the line is assigned to a consignment, this field displays the expected date of arrival at the destination. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.
Warehouse	You can specify a warehouse in this field. A warehouse can be specified until the order is approved, and only if the field “Get Inventory From Item” in the window System Information in the Set-Up module has been marked. If the item on the line has serial number control, it also applies that changing the warehouse only is possible if no serial numbers have been entered for the line in the window Serial Number Reporting. The warehouse stated as primary warehouse in the field “Primary Warehouse” on the item information card is shown by default. If nothing is stated in that field, the warehouse will be transferred from the card part of the order. Once a warehouse has been specified, the item will be reserved in the warehouse in question. When the order is approved, Maconomy carries out certain actions to ensure that all lines in the table part are assigned to the same warehouse. This is done by moving lines to other orders so that only lines pertaining to one warehouse are left on the order. For further information on the approval of orders and on moving lines to other orders, please see the action “Approve Order” and the field “Blanket Order.”
Stock Location No.	In this field, you can specify the location in the selected warehouse from which the items on the current line are to be shipped. When you create a line, Maconomy checks if a standard picking location has been specified in the table part of the item’s information card on a line pertaining to the warehouse specified on the current order line. If a standard picking location has been specified and if this location is also marked as a shipping location in the

Field	Description
	window Warehouse Information Card, the item's standard picking location is suggested In this field, but the value can be changed manually. If no standard picking location has been specified for the item or if the item has a standard picking location for the warehouse but it is not a shipping location, Maconomy suggests a blank value in this field. If the item is a BOM without inventory control, Maconomy uses the same method to derive a location for the automatically created lines representing items on the highest level with inventory control in the window Order Lines. If the field is blank, the location number specified in the card part of the window will apply to the line. For further information on the effects of the location number on a sales order, please see the descriptions of the actions in this window. You cannot select any of the actions that result in the creation of a warehouse transaction until you have either entered a location in the card part or on the individual item lines.
For Packing	Here you enter how many item units to pack. The number for packing is an indication of the number of units to be dispatched in the next shipment of items on the order. Therefore, this quantity is suggested on the warehouse transaction created when you select the action "Create Warehouse Transaction" or one of the other actions resulting in the automatic creation of a warehouse transaction, to tell the warehouse personnel that a certain number of items should be moved to the packing area. If a packing list is created for the order without first creating a warehouse transaction (neither by selecting the action "Create Warehouse Transaction" nor by selecting "Create Picking List"), this quantity is used on the packing list. This allows you to split the order into different deliveries. Maconomy verifies that the quantity is divisible by the item's minimum sales unit. If your company uses the "By Packing" back order method, Maconomy suggests that all the items be packed. Maconomy verifies that the value in this field does not exceed the difference between items ordered and items already delivered. If your company uses the "By Reservation" back order method, Maconomy suggests the quantity of items currently available in the warehouse as the quantity for packing. Maconomy verifies that the value in this field does not exceed the difference between items ordered and items already delivered. Maconomy puts unavailable items on back order. However, if the system parameter "Reset quantity to pack to 0" has been marked, the quantity in this field will be zero, even if the current line belongs to an urgent order. If the field "Urgent" has been marked in the card part of the window, the number in this field is automatically set to the quantity specified in the field "Quantity" on the current line, regardless of the availability of the items in the warehouse. However, the quantity for packing can be changed manually. If you have Maconomy Bill of Materials, and the item is a BOM without inventory control, the value here will always be "0" and cannot be changed.

Field	Description
	Packing selection is made for the individual BOM parts in the Packing List Lines window. If you have assigned an item purchase order line with direct delivery, that is, if the “Item Purchase Order No.” field has a value and the “Drop Ship” field is marked, the value in this field will always be zero. Order lines which are delivered directly from vendor to customer will therefore not be included in packing lists or packing slips. If the line is a text line, leave the field blank.
Discount Desc.	This is the discount description printed on all external order documents. If the description of the discount (be it item discount, customer discount or a discount from a discount table) granted on the line has been translated into the language specified in the card part of the order, the translation in question is shown here. If no such translation exists, Maconomy suggests the discount description specified for the discount in question in the window Item Discount Agreements, Customer Discount Agreement or Discount Tables, depending on the type of discount granted. However, you can change the text here. Translations are created in the window Language Texts in the Set-Up module. If you have entered a discount manually, you can enter a text here to describe the discount. The text is printed on all external order documents. If the line is a text line, leave this field blank.
Pricing Unit	This is quantity of units included in the item’s unit price. The value is retrieved from the Item Information Card and cannot be changed here.
Note No.	In this field, you can specify the number of a note to be assigned to the current line for further specification. Notes are created and edited in the window Notes in the Set-Up module.
Note Description	This field shows a description of the note specified in the field “Note No.” above.
Item Note No.	If the item specified on the line is a template item, that is, an item for which a template note has been specified in the window Item Information Card, a copy of the template note from the item information card is created, and the copy is assigned to the current order line by means of this field. A template item is an item where the generic item information is not specific enough, as certain details may change from order to order. An example of a template item is a business card where the basic information about the card such as the paper type and background color is static, but each time a batch of cards is ordered, the title, name and address to be printed on the card are different. It is therefore important that a number of additional fields are made available so that a user ordering a business card is allowed to enter this information. Once the order line has been created and this field has automatically been completed, you can enter the additional information required for the template item by opening the window Notes in the Set-Up

Field	Description
	module, selecting the note — In this field, and specifying the relevant data in the table part. For further information on the use and set-up of template items, see the description of the field “Template Note No.” in the window Item Information Card. The information entered in the note is also printed on external order documents.
Item Note Description	This field shows a description of the note specified in the field “Item Note No.” above.
External Desc.	This is the item description printed on all external order documents. If a translation exists for the current item in the language specified in the card part of the order, the translation in question is shown here. If no such translation exists, the item text from the field “Item Description, Language 1” is suggested instead. You can change the text here. Translations are created in the window Language Texts in the Set-Up module. If the line is a text line, you cannot enter a text here.
Internal Desc.	This is the internal item text from the Item Information Card. You can change this text. The text is printed on the packing list and is suitable for messages to warehouse employees. You can, for example, specify how the item should be handled and packed. The text is not printed on external order documents. If the line is a text line, you cannot enter a text here.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current item. In the first three fields, Maconomy suggests the value from the corresponding fields in the item information card. You can change the suggested texts and enter additional information in the remaining seven fields.
Popup 1-5	In these fields, you can enter further information about the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current sales order line. The pop-up options are created in the window Popup Fields in the Set-Up module.
Orig. Quantity	In this field, you can specify how many units of the current item were originally ordered. When creating a line or when converting a quote to an order, Maconomy will copy the value in the field “Quantity” to this field, but you can change the value later.
Delivered	This field shows how many item units have been delivered. The value cannot be changed. If you have Maconomy Bill of Materials, and the item is a BOM without inventory control, you can split it up and deliver it in parts. The quantity shown here is the quantity of whole BOMs. The exact quantity of delivered BOM parts is shown in the table part of the Order Lines window.

Field	Description
Invoiced	This field shows how many item units have been invoiced. The value cannot be changed. If you have Maconomy Bill of Materials, and the item is a BOM without inventory control, you can invoice part of it. The number here will show how many complete BOMs you have invoiced. The exact number of invoiced BOM parts is shown in the table part of the Order Lines window.
Transferred to Job Cost	This field shows how many units of the item have already been transferred to the Job Cost module from the item line. It cannot be changed here. An item is transferred to the Job Cost module by printing a packing slip or releasing for invoicing, provided the order is marked in the “Invoice in Job Cost” field. Item deliveries transferred to the Job Cost module cannot be invoiced in the Sales Orders module.
Back Orders	This field shows how many item units are on back order. The value cannot be changed here. To deliver a back order item, enter the quantity in the “For Packing” field. If you have Maconomy Bill of Materials, and the item is a BOM without inventory control, the value will always be “0.” You must enter a quantity for each BOM part in the “For Packing” field in the Order Lines window. If the customer does not wish to receive the back order items, they can be deleted and the sales order can be closed. Back order items are deleted by deleting the line with the back order or by changing the quantity ordered in the “Quantity” field to equal the value in the “Delivered” field. You can operate with one of the following two back order principles: 1. By Reservation — If your company keeps items in stock, you can choose to put an item on back order immediately the order line is created (that is, when the item is reserved in the warehouse) if the order is for more of the item than you currently have in stock. Maconomy ensures that only the available quantity is selected in the next picking list and packing list. 2. By Packing — If your company orders items from your vendor when your customer places an order, you can select all the ordered items to be picked and packed, even though Maconomy tells you that some of the items are unavailable. The items might be back in stock when a picking list or packing list is printed on the delivery date. If they are not, this is reported back from the warehouse, at which time the item is in back order. This takes place in the Packing Lists window. You select a back order method in the System Information window in the Set-Up module.
For Purchase	If the item line is attached to an item purchase order, this field shows how many units you are buying. The quantity is in sales units, but the item quantity will always correspond to a whole number of the item’s minimum purchase unit. You can enter the value manually in the Sales Order to Item

Field	Description
	Purchase Orders window, or calculate it automatically from the back order quantity or the not yet delivered quantity.
Currently Received	If the item line is attached to an item purchase order, this field shows how many units you have received so far for the item purchase order line. The quantity is in sales units.
Price List	This is the price list according to which the item line is priced. Maconomy suggests the price list from the card part of the window, unless the customer is tied to another price list by a discount agreement, which then is suggested instead. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item is a BOM without price control, the field will be blank. The extended price will be calculated from the sum of the BOM parts, which are priced according to the price list in the card part.
Price Step	This is the price step in the price list according to which the item is priced. Maconomy suggests the value justified by the amount of items ordered. But if the customer is tied to a fixed price step, this price step is applied instead. You cannot change the value of this field. If you have Maconomy Bill of Materials, and the item is a BOM without price control, the value will be “0.” The extended price is calculated from the sum of the prices of the BOM parts.
Keep Price	In this field, you can specify whether the unit price and discount percentage on the current line should be recalculated when changing the quantity. If you mark the field, a change in quantity will not cause the current unit price or discount percentage to be recalculated, even if the new quantity results in, for example, a different price step. However, you can change the unit price and discount percentage manually. Maconomy suggests the value from the corresponding field in the card part, but you can change it for the individual order lines.
Price at Step 1	This is the price of one pricing unit, if the sales order is assigned to a price list and if the item price is included in the price list. If not, the value here will correspond to the unit price. The value cannot be changed here.
Quantity Disc.	This is the discount amount. It is defined as the difference between the price at price step 1 and the actual unit price, multiplied by the item quantity and divided by the pricing unit. It is usually the total discount on the item line. The value cannot be changed here.
Bill of Materials	This field shows whether the item is a standard item or a BOM. If the field is marked, the item is a BOM. The individual parts of the BOM can be changed in the Order Lines window if the BOM is being shown in full. The BOM information card shows whether the BOM parts are to be shown on the sales order.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L

Field	Description
	module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Last Deliv. Date	This is the date of the last delivery of items on the item line. Maconomy suggests today’s date when you deliver items, that is, print a packing slip. You can change the date.
Latest Promised Deliv. Date	Here you can enter the latest date you promised to deliver by.
Confirmed Delivery Date	In this field, you can enter the last date which has been communicated to the customer as the delivery date. In other words, this is the date which the customer has been informed as the day on which he can expect to receive the items on the line. By comparing the date in this field with the one in the field “Deliv. Date” on the line (or “Arrival Date” if a consignment has been specified on the line), you can determine whether the customer needs to be informed of any delivery date changes. You can enter a date manually, but when you print an order confirmation, Maconomy overwrites the value as follows: If the line has not been assigned to a consignment, the field is assigned the line’s delivery date. If the line has been assigned to a consignment, the field is assigned the arrival date of the consignment in question.
Length	Here you can enter the length of the item. If you also enter a width below, Maconomy will calculate “Quantity” by multiplying length by width. If you complete the “Quantity” field, the length and width are reset. You can use this facility for entering column measurements for newspaper and magazine advertisements, for example.

Field	Description
	When the sales order is invoiced, the length and width are transferred to the invoice line, except in the case of part-deliveries.
Width	Here you can enter the width of the item. If you also enter a length above, Maconomy will calculate “Quantity” by multiplying length by width. If you complete the “Quantity” field, the length and width are reset. You can use this facility for entering column measurements for newspaper and magazine advertisements, for example. When the sales order is invoiced, the length and width are transferred to the invoice line, except in the case of part-deliveries.
Item Purchase Order No.	If the item line is attached to an item purchase order, this field shows the number of the item purchase order. It cannot be changed here.
Drop Ship	If you have created or are going to create an item purchase order from the sales order line for direct delivery (drop-shipment), this field will be marked. The mark cannot be removed or set manually.
Order Date	Here you can see the date the order line was created.
Activity No.	In this field, you can enter an amount activity if the current line relates to an activity and the sales order is assigned to a job. When you create a line on an order on which a job number has been specified, Maconomy attempts to derive an activity number using the following procedure: 1. If the user manually enters an activity number, this number is used. 2. If no value is entered manually, Maconomy checks the information card of the item specified on the line to see if an activity number has been specified there (see the window “Activity No.” in the card part of the window Item Information Card). If so, the activity number in question is transferred to this field. 3. If no activity number was found in step 2, the activity number specified in the corresponding field in the card part of the order is used. 4. If no activity was found in step 3, the activity number to be derived from the standard task of the task list assigned to the job on the order is used. If no job has been specified on the order, any manually entered value is changed to a blank value, as you cannot specify an activity to a line which does not pertain to a job.
Task	In this field, you can enter the name of a task if the order is linked to a job. If the corresponding field in the card part of the window contains a value, it will automatically be suggested in this field.
Orig. Order No.	This field shows the number of the sales order on which the item line was originally created.

Field	Description
Customer's Item Purchase No.	This field shows the customer's item purchase order number, if the original sales order was created on the basis of an item purchase order from the customer. The number is transferred from the card part, but it can be changed on the order lines.
Vendor	In this field you can enter a vendor number. The vendor is used when creating purchase orders in the window Sales Order to Item Purchase Orders. The default value is the vendor number from the item information card, if a vendor has been specified for the item.
Vendor Name	This field shows the name of the vendor in the field "Vendor" above.
Campaign No.	In this field, you can enter the number of a campaign if the current sales order line is connected to a certain campaign in the Contact Management module. If you enter a campaign number in the card part, Maconomy transfers the number to this field when creating lines. The campaign number can be used for, for example, statistical purposes.
Blocked	This field is used for specifying whether the current line is blocked. A mark in this field indicates that the line cannot be delivered in a satisfactory way for instance because the items are not available by the delivery date. When one or several lines are blocked, none of the items on the order can be picked, packed or delivered. This means that you cannot select any of the actions that involve picking, packing or creating packing slips as long as the order contains blocked lines. Lines can be blocked and unblocked manually, but you can have Maconomy unblock lines which have become valid for unblocking, for example, because the items have become available on the delivery date or because some lines can be moved to orders where they match the delivery information. This is done by selecting the action "Activate Lines." Maconomy can also block and unblock lines automatically in the procedures of certain other actions in the Action menu. For further information on Maconomy's procedures for blocking and unblocking lines, please see the descriptions of the actions "Update Delivery Dates," "Split Line," "Assign to Consignment," "Approve Order," and "Activate Lines."

Order Lines Workspace

Use this workspace to handle individual order lines.

You create those lines in the Quote, Sales Orders, or Credit Orders workspaces, or Maconomy retrieves them from a sales order to the backorder register. The Order Lines tab displays general and account information about individual order lines. This workspace is particularly relevant for order lines that consist of a BOM that is being itemized on order documents. The BOM Lines sub-tab then displays the individual BOM parts. This workspace is thus a supplement to the sub-tabs in the Quote, Sales Orders, Credit Orders, and Back Order Register workspaces if you use BOMs in Maconomy.

The BOM Lines sub-tab displays all of the items in the BOM, if you are itemizing the BOM. You cannot change any information in the Order Lines tab, except through a number of actions, but you can change various BOM part information in the BOM Lines sub-tab. You can delete and enter item lines that do not have nested BOMs, and you can change price, discount, quantity, quantity for packing, texts, and dimension information. However, you can only change price, discount, and quantity for items on the lowest level of the BOM, which means that Maconomy recalculates the price as the sum of the prices of the items on all levels.

You can also view order lines that consist of texts or standard items, but because the workspace is particularly relevant for BOMs, the field descriptions are mostly concerned with BOMs. If you retrieve a text line or standard item, only the Order Lines tab is active. It displays the same information as on the order lines in the Quote, Sales Orders, Credit Orders, or Back Order Register workspaces, in addition to other information from the item information card.

Order Lines Tab

This section includes the fields and descriptions for the Order Lines tab.

Order Line Island

Field	Description
Order No.	This field shows the order number of the quote, sales order or credit order, in which the order line appears. If the line is a back order register line, the order number will be the same as the sales order it came from. The order number, order type, and line number combine to make the sole and absolute identification of the order line. To retrieve an order line, you can use the search functions in the Find menu. The order number cannot be changed.
Line No.	This field shows the line number in the quote, sales order or credit order, in which the order line appears. If the line is a back order register line, the line number will be the same as on the sales order it came from. The order number, order type, and line number combine to make the sole and absolute identification of the order line. Maconomy allocates an order line numbers according to where the order line is placed on the order. The value cannot be changed here. To retrieve an order line, you can use the search functions in the Find menu.
Order Type	This field shows whether the order is a quote, sales order, credit order or back order. The value cannot be changed here.
Blocked	This field shows whether the current line has been blocked. Only sales order lines and back order lines can be blocked. Lines can be blocked and unblocked manually in the window Sales Orders and Back Order Register, but you can have Maconomy unblock sales order lines which have become valid for unblocking, for example, because the items have become available on the delivery date. This is done by selecting the action “Activate Line.” For further information on Maconomy’s procedure for unblocking lines, please see the description of the action “Activate Line.”

Item Island

Field	Description
Item No.	This is the item number on the order line.
Description	This is the item text. The text is retrieved from the “Description” field in the Quote, Sales Orders, Credit Orders or Back Order Register window. The text cannot be changed here.
External Desc.	This is the external item description. The text is retrieved from the “External Desc.” field in the Quote, Sales Orders, Credit Orders or Back Order Register window. The text cannot be changed here.
Internal Desc.	This is the internal item description. The text is retrieved from the “Internal Desc.” field in the Quote, Sales Orders, Credit Orders or Back Order Register window. The text cannot be changed here.
Extra Text 1-10	These fields display the supplementary text entered for the item on the current order line. The text cannot be changed here.
Item Group	This is the item group. The information is retrieved from the Item Information Card in the Inventory module. The value cannot be changed.
Item Type	This is the item group. The information is retrieved from the Item Information Card in the Inventory module. The value cannot be changed.
Unit	This is the unit item in which the item is sold. The value is retrieved from the “Internal Desc.” field in the Quote, Sales Orders, Credit Orders or Back Order Register window. It cannot be changed here.

Dimensions Island

Field	Description
Location	This field shows the location assigned to the item line. It is used when the invoice journal (from the sales or credit order) is posted. It only applies to standard items and BOMs with inventory control.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Quotes/Sales Orders Island

Field	Description
Ordered	This field shows how many units of the item are ordered in the quote or sales order. If the line is a back order line, the quantity will be the remaining quantity from the sales order after delivery. The value is retrieved from the “Quantity” field in the table part of the Quote, Sales Orders or Back Order Register window. It cannot be changed here.
For Packing	This field shows how many item units are selected to be packed. The value is retrieved from the “For Packing” field in the table part of the Sales Orders window. It cannot be changed here. If the order is a quote or a back order register line, the value is “0.”
Back Orders	If the line is from a sales order, this field shows how many item units are on back order. The value is retrieved from the “Back Orders” field in the table part of the Sales Orders window. If the line is a back order register line, the quantity will always be zero, when you use the “By Packing” back order principle. If you use the “By Reservation” back order principle, the field will show how much of the item is not available. If the order is a quote, the value is “0.” The back order quantity cannot be changed here.
Delivered	This field shows how many item units have been delivered. The value is retrieved from the “Delivered” field in the table part of the Sales Orders window. It cannot be changed here. If the order line is from a quote or back order register, the value is “0.”
Invoiced	This field shows how many item units are invoiced. The value is retrieved from the “Invoiced” field in the table part of the Sales Orders window. It cannot be changed here. If the order line is from a quote or back order register, the value is “0.”

Number of Back Orders Island

Field	Description
Orig. Order No.	If the order line is a sales order line, which is transferred from a back order register line, this field shows the number of the sales order in which the line was originally created. It cannot be changed. The field has no significance for lines from quotes and credit orders.
Orig. Line No.	If the line is a sales order line transferred from the back order register, or if it is a back order register line, this field shows the line number on the sales order it was originally created in. It cannot be changed. The field has no significance for quotes and credit orders.
Orig. Ordered	If the line is a sales order line transferred from the back order register, or if it is a back order register line, this field shows how many items were originally ordered. It cannot be changed. The field has no significance for quotes and credit orders.

Field	Description
Deliv. to Date	If the line is a sales order line transferred from the back order register, or if it is a back order register line, this field shows how many items have been delivered since the line was originally created. A sales order line transferred from the back order register is transferred back to the back order register, if it still is not possible to deliver the desired quantity. An order line can be transferred back and forth from the sales order and repeatedly. The value cannot be changed. The field has no significance for lines in quotes and credit orders.

Consignment Island

Field	Description
Consignment No.	This field shows the consignment to which the current order line is assigned. The field is only relevant for orders with partial delivery, as the value otherwise has no influence on the order handling. Therefore, the following description is based on the assumption that the order has partial delivery. If an order line is assigned to a consignment, it means that the line will be part of a joint delivery of different order lines to the same destination on the same date and with the same combination of carrier, delivery mode, delivery terms, and consignment type. It is possible to assign each line on a sales order to a separate consignment. However, if a consignment has been specified for the order in the card part of the window Sales Orders, all lines belonging to the order are automatically also assigned to this consignment whether the order has partial delivery or not. It is also possible to have Maconomy automatically assign the current order line to a consignment by selecting the action “Assign to Consignment,” provided that the line is not a back order line. When you select this action, Maconomy will attempt to find a consignment which matches the order’s terms with regard to destination, carrier, delivery mode, delivery terms, and consignment type. When the field is completed, the delivery date is changed to the packing date of the consignment. See “Appendix B: Assign Quote/Order to Consignment” for further information about assigning order lines to a consignment.
Packing Date	If the current order line is assigned to a consignment, this field displays the date on which packing for the consignment in question should commence. The value is retrieved from the corresponding field in the window Consignments for the consignment in question. When the line is assigned to a consignment, the delivery date of the line is changed to the date in this field, and the contents of the field can no longer be changed.

Price List Island

Field	Description
Price List	This field shows the price list according to which the order line is priced. The price list is retrieved from the “Price List” field in the table part of the Quote, Sales Orders, Credit Orders or Back Order Register window. The value cannot be changed here.
Price Step	This is the price step in the price list according to which the order line is priced. The price step is retrieved from the “Price Step” field in the table part of the Quote, Sales Orders, Credit Orders or Back Order Register window. The value cannot be changed here.
Keep Price	This field shows whether the unit price and discount percentage on the current line are to be recalculated when changing the quantity. The value is retrieved from the corresponding field in the table part of the current order or quote.
Price at Step 1	This is the price of one pricing unit, if the order line is assigned to a price list and if the item is included in the price list. The value cannot be changed here.

Note Island

Field	Description
Note	If a note has been assigned to the current line, this field shows the number of the note in question. The note text can be viewed and edited in the window Notes in the Set-Up module.

Extra Fields Island

Field	Description
Popup 1-5	These fields show the values entered in the corresponding fields on the current order line.

Credit Orders Island

Field	Description
Credited	This field shows how many item units are credited in the credit order. The value is retrieved from the “Credited” field in the table part of the Credit Orders window. It cannot be changed here.
Returned	This field shows how many item units have been returned. The value is retrieved from the “Return” field in the table part of the Credit Orders window. It cannot be changed here.

Number of item purchase orders Island

Field	Description
Item Purchase Order No.	If the order line is attached to an item purchase order line, this field shows the number of the item purchase order. Item purchase orders are attached to sales orders in the Sales Order to Item Purchase Orders window in the Item Purchase module. The number cannot be changed here.
For Purchase	If the order line is or will be attached to an item purchase order line, this field shows how many units of the item you are buying. The value cannot be changed here, but if the item purchase order has not been created yet, you can enter a quantity in the Sales Order to Item Purchase Orders window.
Received	If the order line is attached to an item purchase order line, this field shows how many units you have received until now. The quantity is in sales units.

Warehouse Island

Field	Description
Inventory Control	This field is marked if the item has inventory control. The value is retrieved from the Item Information Card in the Inventory module. It cannot be changed.
Warehouse	This is the warehouse to which the quote, sales order or credit order is assigned. The value is retrieved from the “Warehouse” field in the order window. Order lines in the back order register are assigned to the same warehouse as the sales order they came from. You cannot change the value here.
Stock Location No.	This is the warehouse location specified on the current order line.
Delivery Date	This is the date by which the item on the current order can be delivered. The date is retrieved from the field “Deliv. Date” in the table part of the window Sales Orders. The delivery date cannot be changed here. As long as the order from which the order line originates is neither approved nor assigned to a consignment, this field displays the last possible delivery date for order and BOM lines on the order. When the order is approved, the delivery date on all lines of the order is changed to the date specified in this field. When the order has been approved, the delivery date for the current order can be changed in the window Sales Orders, if the order is not assigned to a consignment. If the delivery date is changed to a later date, the delivery date registered on all lines of the order will be changed accordingly, but if the delivery date on the current order line is changed to an earlier date, all reservations on the order will be renewed, and Maconomy will calculate a new delivery date for the order. If you then add a line for an item/BOM that can only be delivered after this date, all delivery dates on the order will be changed according to the delivery date registered on the new line.

Field	Description
	If the order is assigned to a consignment, the delivery date of the order and the assigned order lines will be changed to the packing date of the consignment. After this, you cannot add lines that cannot be delivered on the packing date of the consignment. If the order line concerns a BOM that is itemized upon creation of the order, you should consider special rules concerning calculation of delivery dates. This functionality is described in detail for the field “Deliv. date” in the table part of this window as well as described in Appendix C: Calculation of delivery dates for BOMs in the Sales Orders module.
Confirmed Delivery Date	This field shows the last date which has been communicated to the customer as the delivery date. In other words, this is the date which the customer has been informed as the day on which he can expect to receive the items on the line. By comparing the date in this field with the one in the field “Deliv. Date” on the line (or “Arrival Date” if a consignment has been specified on the line), you can determine whether the customer needs to be informed of any delivery date changes.

Price Island

Field	Description
Price Control	This field shows whether the item has price control. If the field is marked, Maconomy calculates the price from a price list or cost information, including discounts. All standard items have price control. Price control is optional for BOMs. Price control is assigned in the “Price Control” field in the BOM Information Card window in the Inventory module. You cannot change the value here. If the field is not marked, the price is calculated as the sum of the prices of the BOM parts. These are specified in the table part.
Unit Price	This is unit price effective on the order line. If the item is a standard item or BOM for which individual items are not itemized, the price is calculated as described in the field “Unit Price” in the window Sales Orders: If the item is an itemized BOM with price control, the unit price is first calculated in the same ways as for standard items. The price is then distributed to the BOM parts in the percentages given in the BOM information card in the Inventory module, after which the price for the highest level is recalculated as the sum of the prices of the BOM parts. If the item is an un-itemized BOM without price control, the unit price is the sum of the BOM parts. The highest level with price control determines the BOM price. The individual BOM part prices are calculated by multiplying the unit price by the quantity of the item in the BOM, which is given in the BOM information card, multiplied by the BOM header pricing unit and divided by the BOM part’s pricing unit. See also the description of the window BOM Information Card for a more detailed description of how BOMs are priced.

Field	Description
Pricing Unit	This is the quantity of item units included in the unit price, unit weight and unit volume of the item. The value is retrieved from the Item Information Card and cannot be changed here.
Extended Price	This is the extended price of the order line. The price is calculated by multiplying the quantity ordered by the unit price and dividing this sum by the pricing unit. Any line discount is then deducted. The extended price is shown in the “Item Sales” field in the Price island in the card part of this window. The value cannot be changed here.
Currency	This is the currency of the order line.

Discount Island

Field	Description
Quantity Disc.	This is the quantity discount on the order line. If the item is a BOM without price control, the quantity discount is calculated as the sum of the discounts on the individual BOM parts. If the item is a standard item or BOM with price control, Maconomy applies any quantity discount quoted by the item’s price list. Quantity discounts are calculated as the difference between the price at price step 1 and the unit price, multiplied by the quantity ordered, and divided by the pricing unit. The value is shown in the “Quantity Discount” field in the table part of the Quote, Sales Orders Credit Orders or Back Order Register window. The value cannot be changed here.
Discount %	This field shows the discount percentage on the order line, if applicable. The customer can be entitled to a discount from a discount table line in the Discount Table window in the Inventory module or from a customer or item discount agreement. The discount can also have been entered manually. It is retrieved from the “Discount %” field in the Quote, Sales Orders, Credit Orders or Back Order Register window the order is created in. You cannot change it here.
Discount	This field shows the discount amount on the order line, if applicable. The customer can be entitled to a discount from a discount table line in the Discount Table window in the Inventory module or from a customer or item discount agreement. The discount can also have been entered manually. It is retrieved from the “Discount” field in the Quote, Sales Orders, Credit Orders or Back Order Register window the order is created in. You cannot change it here.
Discount Desc.	This is the discount text from the “Discount Desc.” field in the table part of the Quote, Sales Orders, Credit Orders or Back Order Register window the order was created in. The discount text is printed on all external order papers next to the line discount it refers to.

General Island

Field	Description
Weight	This is the item's weight per pricing unit. The weight is given in the standard item's or BOM's information card in the Inventory module. If the item is a standard item or a BOM with inventory control, the value here will be included in the total order weight. If the item is a BOM without inventory control, the order weight is found from the weight of the BOM parts on the highest level with inventory control. The weight here will then not be used. It cannot be changed here.
Volume	This is the item volume per pricing unit. The volume is given in the standard item's or BOM's information card in the Inventory module. If the item is a standard item or a BOM with inventory control, the value here will be included in the total order volume. If the item is a BOM without inventory control, the order volume is found from the volume of the BOM parts on the highest level with inventory control. The volume here will then not be used. It cannot be changed here.
Tax Code	This field shows the tax code from the Item Information Card in the Inventory module. Tax codes are maintained in the Popup Fields window in the Set-Up module. The tax code has no significance to back order register lines. If multiple tax codes are enabled, the "Tax Code" field will be replaced by the following fields: "Tax Code 1," "Tax Code 2" and, if three tax levels are enabled, "Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes." Please note that if the "Tax" field in the Quote, Sales Orders or Credit Orders window is marked, Maconomy uses one of the two following principles to charge tax: 1. If there is a mark in the "Differentiated Tax" field in the "Tax" island in the System Information window, Maconomy calculates a tax amount from the tax code in this field. Please note that the tax on a BOM is calculated from the highest level with inventory control. Tax on a BOM without inventory control is calculated from the BOM part lines with inventory control and which are not part of a BOM with inventory control, using the tax code in the BOM part's information cart. Tax on a BOM with inventory control is found from the BOM header, using the tax code in the BOM header's item information card. 2. If the "Differentiated Tax" field is blank, Maconomy uses the standard tax code from the System Information window. Please note that the tax on a BOM is calculated from the highest level with inventory control. Tax on a BOM without inventory control is calculated from the BOM part lines with inventory control, using the standard tax code from the System Information window. Tax on a BOM with inventory control is calculated from the BOM header using the standard tax code.
Sales Price Costing	This field shows whether you are applying the Sales Price Costing to the item on the order line. If the field is marked, and if the item is a standard item or a BOM with inventory control, Maconomy calculates the cost as a fixed percentage of the extended price. The percentage rate is specified in the "GM % Sales Price" field in

Field	Description
	the Item Information Card window. If the field is not marked, Maconomy uses the item's cost in the warehouse in question. Cost and cost principle are specified in the Item Information Card. If the item is a BOM without inventory control, Maconomy calculates the cost as the sum of the costs of the BOM parts. If so, the information in this field is not used.

Item Note Island

Field	Description
Note	If an item note has been assigned to the current line, this field shows the number of the note in question. The note text can be viewed and edited in the window Notes in the Set-Up module. For more information, please see the description of the field "Note."

BOM Lines Sub-Tab

This section includes the fields and descriptions for the BOM Lines sub-tab.

Field	Description
Level	This shows which level of the BOM the BOM part is on. Level 1 consists of items or BOM headers which are assigned directly to the BOM on an order line in the BOM Information Card in the Inventory module. Items on level 2 are part of a BOM which itself is part of a BOM, and so on. When you create a BOM part, its level will always be "1." In the Sales Orders module, you cannot enter BOM parts levels lower than one and you cannot enter items to BOMs composed of more than one level.
Item No.	This is the item number of the BOM part. If you enter a BOM part, enter its item number here. If you cannot remember the number of an item, you can use the search functions in the Find menu. You can only enter standard items or BOMs not itemized on the order or order document.
Quantity	The quantity here shows how many BOM parts are in one unit of the BOM on the level higher than the BOM part. When you enter a BOM part line, which must be on level one, the quantity here denotes how many of the items are in one unit of the order line BOM.
Total	This is the total quantity of the BOM parts on the quote, sales order, credit order or back order line. It is found by multiplying the "Quantity" by the "No. BOMs" field and cannot be changed here.
Unit	Here you select the unit of the BOM part. Maconomy suggests the unit from the item information card in the Inventory module.
Description	Here you can enter an item text. Maconomy suggests the text from the "Description Lang. 1" field from the item's information card.
Extra Text	Here you can assign an extra text to the BOM part. The text is printed on various order documents. If the item appears more than once in a BOM, and

Field	Description
	has different functions, you can make the distinction here. Maconomy suggests the text from the BOM part line in the BOM Information Card window in the Inventory module.
Unit Price	This is the unit price on the quote, sales order, credit order or back order line. If the line is from the back order register, the unit price is transferred from the sales order. For quotes, sales orders and credit orders, this price is calculated as described below. If the item is part of a BOM with price control, the price is found by one of the following two methods: 1. The BOM part has price control: If the item is a standard item or BOM, which is not itemized on the order or order documents, the price is calculated by the following method: If there is a price list in the card part of the window, and if there is a price for the item in the price list, Maconomy will automatically suggest the unit price here. To set the price, Maconomy uses the delivery date on the order line to determine the price list edition which is valid at the time of delivery. If the quantity ordered justifies to a quantity discount, Maconomy includes the discount in the suggested price. If the price list does not have a price for the item, or if you have not selected a price list for the quote, sales order or credit order, Maconomy suggests the cost at the warehouse in question plus a GM %, both of which are retrieved from the item's information card in the Inventory module. If the item is a BOM with price control, which is being shown on the order or order documents, the price is calculated thus: First the unit price is calculated in the same way as for standard items. The price is then distributed to the BOM parts in proportion to the price percentages entered on the BOM information card in the Inventory module. Finally, the price at the highest level is recalculated as the sum of the prices of the BOM parts. 2. The BOM part does not have price control (it is in this case always a BOM): The price of a BOM without price control and which is being shown on the order or order documents is calculated as the sum of the prices of the BOM parts, the price at the highest level being determining. The prices of the individual BOM parts are included in the sum with an amount which is calculated by multiplying the unit price by the quantity of the item in the BOM, according to the BOM information card in the Inventory module, multiplied by the BOM header's pricing unit and divided by the BOM part's pricing unit. If the BOM part is part of a BOM with price control, the price is calculated as described above and distributed in accordance with the

Field	Description
	allocation percentages from the BOM information card in the Inventory module. The price of the item on the highest level with price control is taken from a price list or calculated from cost and GM% as described above. Please note that the unit price of BOMs can be reduced if the following scenario occurs: If the item is a BOM with inventory control that does not use price control, this means that the price in this field should be calculated from the unit prices of the BOM parts. If the unit price of one of these BOM parts is calculated from cost and the BOM part is not assigned to the warehouse on the current line (by means of a warehouse assignment line in the table part of the window Item Information Card), the unit price of that BOM part is set to zero, which affects the price in this field. It is only possible to change unit prices of BOM part lines which are at the lowest level. Maconomy alerts you if you have entered a new BOM part, which is not part of a BOM with price control, if you have entered a price list which does not have a price for the item and if cost is zero.
Discount %	Here you can enter a discount % if the BOM part is at the lowest level of the BOM. Maconomy suggests a discount % if the item has price control and if the customer is entitled to a discount from a discount table line in the Discount Table window or from a customer or item discount agreement. If the item is at the lowest level of the BOM, you can change the suggested discount %, but you cannot change both the percent and the discount amount in the “Discount” field, since these two are related. If you change the value — In this field, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change the discount %, is given to users in the window Actions in the Set-Up module. If the item is a BOM which is not being shown on the sales order, the discount % is calculated as described above for standard items, and you can change it here. If the item is a BOM which is to be shown in full, the discount % is the total discount on all the BOM parts in proportion to the total price of the BOM. The calculation is based on the item on the highest level with price control. A BOM part contributes to the total discount if it has price control and if it is not an item in a BOM with price control. This functionality applies to any number of levels in the BOM. If you change the discount % here, the new value is copied to all the BOM lines, after which the discount amount is recalculated as described for the “Discount” field.
Discount	Here you can enter a discount amount if the BOM part is at the lowest level of the BOM. Maconomy suggests a discount if the item has price control and if the customer is entitled to a discount from a discount table line in the Discount Table window or from a customer or item discount agreement. If the item is at the lowest level of the BOM, you can change the suggested discount, but you

Field	Description
	cannot change both the discount amount and the percent in the “Discount %” field, since these two are related. If you change the value — In this field, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change the discount, is given to users in the window Actions in the Set-Up module. If you have Maconomy Bill of Materials and if the item is a BOM which is not being shown in full, the discount is calculated in the same way as for standard items and you can change it afterwards. If the item is a BOM which is to be shown in full, you cannot change the discount here. The discount is the total discount on all the BOM parts in the BOM. The calculation is based on the item on the highest level with price control. A BOM part contributes to the total discount if it has price control and if it is not an item in a BOM with price control. This functionality applies to any number of levels in the BOM. If you change the discount, the discount % is recalculated from the calculated unit price and is copied to all the BOM lines. The discount amount is then recalculated for every BOM part and is summed up in this field. If the line is a text line, leave the field blank.
Extended price	This is the extended price. It is found by multiplying the total quantity by the unit price and dividing this figure by the pricing unit. Any line discount is then deducted. The extended price cannot be changed here.
Deliv. Date	This is the item’s delivery date. In this field, you can enter another preferred delivery date for the BOM item, if the upper level of the BOM has inventory control. If the BOM has inventory control, and if the BOM is itemized upon creation on the sales order, the BOM lines will be assigned the same delivery date as that of the order line in this window. If the BOM does not have inventory control, and the BOM is itemized upon creation on the quote/sales order, the suggested or preferred date in this field will be the basis for Maconomy’s calculation of an expected delivery date for each BOM line. These individual dates are only displayed in this field. On the order line in the window Sales Orders/Quote, the delivery date corresponds to the date on which the BOM can be delivered, that is, the delivery date of the BOM part that can be delivered last. For each BOM part the delivery date corresponds to the delivery date of the underlying BOM parts, and changes to the delivery dates of the BOM parts will therefore also be displayed in the field “Deliv. Date” on the BOM line. If none of the parts have inventory control, Maconomy will use the preferred delivery date of the order. The delivery date of a BOM can be changed if the item is provided with inventory control. If the delivery date is changed to an earlier date, Maconomy checks if the item can be delivered on this date. If this is not the case, the date will automatically be changed to the date on which the item can be delivered. For items on the highest level with inventory control, you can update the delivery date so that it reflects the latest developments in availability (for instance changes in the expected date of receipt of purchased

Field	Description
	items). This is done by deleting the date in the field and pressing Enter. Maconomy will then calculate the earliest possible delivery date based on delivery time, the current purchase, production and order volumes, and quantity in stock. However, whether you enter an earlier date or a blank value, the original date will be kept (that is, the date registered before the change was made) if the date found during the search is later than the original date. See “Appendix C: Calculation of delivery dates for BOMs” for further information on how delivery dates for BOMs on order lines are calculated. If the order line is assigned to a quote, the date in this field will be equal to the date in the field “Pref. Deliv. Date” in the card part of the window Quote.
Confirmed Delivery Date	In this field, you can enter the last date which has been communicated to the customer as the delivery date. In other words, this is the date which the customer has been informed as the day on which he can expect to receive the items on the line. By comparing the date in this field with the one in the field “Deliv. Date” on the line (or “Arrival Date” if a consignment has been specified on the line), you can determine whether the customer needs to be informed of any delivery date changes. You can enter a date manually, but when you print an order confirmation, Maconomy overwrites the value as follows: If the order line in the card part has not been assigned to a consignment, the field is assigned the line’s delivery date. If the order line has been assigned to a consignment, the field is assigned the arrival date of the consignment in question.
Deliv. Week	This field displays the number of the week in which the delivery date in the field “Deliv. Date” is placed. The value in this field cannot be changed here.
Stock Location No.	In this field, you can specify the location in the selected warehouse from which the items on the current line are to be shipped. If you leave this field blank, the location number specified in the card part of the window will apply to the line. For further information on the effects of the location number on an order line, please see the descriptions of the actions in the window Sales Orders. If the item in the card part is a BOM without inventory control, Maconomy attempts to derive a location for the items on the highest level with inventory control for the lines created automatically. To do this, Maconomy checks if a standard picking location has been specified in the table part of the item’s information card on a line pertaining to the warehouse specified in the card part. If a standard picking location has been specified and if this location is also marked as a shipping location in the window Warehouse Information Card, the item’s standard picking location is suggested — In this field, but the value can be changed manually. If no standard picking location has been specified for the item or if the item has a standard picking location for the warehouse but it is not a shipping location, Maconomy suggests a blank value in this field. This procedure is also used when manually creating lines. You cannot select any of the actions that result in the creation of a warehouse transaction or packing list until you have either entered a location in the card part or on the individual item lines. For itemized BOMs without inventory

Field	Description
	control, a warehouse transaction or packing list cannot be created until you have specified a location for the BOM part items on the highest level with inventory control.
For Packing	Here you enter how many of the items to pack from the warehouse, if the line is in a sales order and if the BOM part is not in a BOM with inventory control. This field is especially useful if the customer is having part of the order delivered now and the rest later. The field has no function if the BOM has inventory control. If your company applies the “By Packing” back order principle, Maconomy suggests that all the items are selected here. Maconomy verifies that the value does not exceed the difference between items ordered and items already delivered. If your company applies the “By Reservation” back order principle, Maconomy selects as many items as are available in the warehouse. Maconomy verifies that the value here does not exceed the difference between items ordered and items already delivered. Any unavailable items are put on back order. The field has no function if the order line is from a quote, credit order or back order register.
Discount Desc.	This is the discount description printed on all external order documents. If the description of the discount (be it item discount, customer discount or a discount from a discount table) granted on the line has been translated into the language specified in the card part of the quote or order to which the order line belongs, the translation in question is suggested here. If no such translation exists, Maconomy suggests the discount description specified for the discount in question in the window Item Discount Agreements, Customer Discount Agreement or Discount Tables, depending on the type of discount granted. However, you can change the text here. Translations are created in the window Language Texts in the Set-Up module. If you have entered a discount manually, you can enter a text to describe it. If the line is a back order register line, the text is transferred from the sales order.
Pricing Unit	This field shows how many item units are included in the unit price. The value is retrieved from the Item Information Card in the Inventory module. It cannot be changed here.
External Desc.	This is the item description printed on all external order documents. If a translation exists for the current item in the language specified in the card part of the quote, order or credit order from which the line originates (or from which it was transferred if it is a back order register line), the translation in question is shown here. If no such translation exists, the item text from the field “Item Description, Language 1” is suggested instead. You can change the text here. Translations are created in the window Language Texts in the Set-Up module.
Internal Desc.	This is the internal item text from the Item Information Card. You can change this text. It is printed on the packing list and is suitable for messages to

Field	Description
	warehouse employees. You can, for example, specify how the item should be handled and packed. The text is not printed on external order documents.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current item. In the first three fields, Maconomy suggests the value from the corresponding fields in the item information card. You can change the suggested texts and enter additional information in the remaining seven fields.
Popup 1-5	In these fields, you can enter further information about the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current order line. The pop-up options are created in the window Popup Fields in the Set-Up module.
Delivered	This shows how many units of the BOM part have already been delivered. If the BOM part is a BOM, which is being shown on the order or order documents, the field will show how many complete BOMs have been delivered. You cannot change the value. The field has no function, if the order line is from a quote, credit order or back order register.
Invoiced	This shows how many units of the BOM part have already been invoiced. If the BOM part is a BOM, which is being shown in full on the order or order documents, the field will show how many complete BOMs have been invoiced. You cannot change the value. The field has no function, if the order line is from a quote, credit order or back order register.
Back Orders	This shows how many items are in back order. It only applies if the item is not part of a BOM with inventory control. If the item is part of a BOM with inventory control, back orders are always zero. You cannot change it here. A back order is delivered by entering the remaining quantity in the “For Packing” field, after which you can print a packing list, packing slip or invoice in the Sales Orders window, or you can select “Release to Invoice.” If the line is a back order register line, the quantity will always be zero when you use the “By Packing” back order principle. If you use the “By Reservation” back order principle, the field will show how much of the item is not available. The field has no function, if the order line is from a quote or credit order.
Return	Here you can enter how many items are being returned in the crediting. It only applies to credit orders and if the BOM part is not part of a BOM with inventory control. It is always zero for items which are part of BOM with inventory control.
Originally Ordered	If the order line is a sales order line, which is transferred from the back order register, or if it is a back order register line, this field will show how much was ordered in the original sales order. The value cannot be changed. The field has no significance for quote and credit order lines.
Deliv. to Date	If the order line is a sales order line, which is transferred from the back order register, or if it is a back order register line, this field will show how many items have been delivered since the line was originally created.

Field	Description
	The value cannot be changed. The field has no significance for quote and credit order lines.
Bill of Materials	This shows whether the BOM part is a BOM itself. If the field is marked, the item was created in the Item Information Card window and marked in the “BOM” field. Its BOM parts are shown on the lines beneath it in this table. Prices, discounts, inventory figures, and so on, are for a nested BOM calculated from the BOM parts using the same principle as the BOM on the order line. You cannot change the value here.
Inventory Control	This field shows whether inventory control is applied to the BOM part. If the field is marked, Maconomy applies the inventory control at the BOM part level. If inventory control is applied to BOM which the item is part of or to a BOM at a higher level, the field will not be marked, regardless of whether the “Inventory Control” field is marked in the item information card. Inventory control is then applied to at the highest level with inventory control. You cannot change the value in the field.
Price Control	This field shows whether price control is applied to the BOM part. If the field is marked, Maconomy applies the price control at the BOM part level. If there is price control at a higher level, that is, if the BOM part is part of a BOM with price control, the field will not be marked, regardless of whether the BOM part is a standard item or a BOM with price control. Price control is then applied at the highest level with price control. You cannot change the value of this field.
Price List	This is the price list applied in the item line. Maconomy automatically inserts the value from the quote, sales order or credit order. You cannot change the value. If the item line is not assigned to price control, the field is blank.
Price Step	This field shows the price step in the price list applied in the item line. If the item is assigned price control, Maconomy automatically suggests the price step justified by the quantity in the “Total” field. If the quote, sales order or credit order is tied to a fixed price step (and the item is priced on this step) Maconomy automatically inserts this step. If the line is a back order register line, the value will be transferred from the sales order. You cannot change the price step. If the item line is not assigned to price control, the value is zero.
Price at Step 1	This is the price of one unit of the item if the quote, sales order or credit order is assigned to a price list, which includes this item, and if the item line is assigned price control. If the line is a back order register line, the value will be transferred from the sales order. The price cannot be changed here. If the item line is not assigned to price control, the value is zero.
Quantity Disc.	This field shows the quantity discount on the item line, if applicable. The item line must be marked in the “Price Control” field. Quantity Discount is defined as the difference between the price at price step 1 and the actual unit price,

Field	Description
	multiplied by the item quantity in the “Total” field. The value cannot be changed here.
Quote	If this field is marked, the BOM part is shown on the printed quote. The value is retrieved from the BOM information card for the BOM it is part of. The field is not marked if the item is part of a nested BOM which is not being printed on the quote. If the field is not marked, only the BOM header is shown on the quote. You cannot change the value.
Order Confirmation	If this field is marked, the BOM part is shown on the printed order confirmation. The value is retrieved from the BOM information card for the BOM it is part of. The field is not marked if the item is part of a nested BOM which is not being printed on the order confirmation. If the field is not marked, only the BOM header is shown on the order confirmation. You cannot change the value.
Packing Slip	If this field is marked, the BOM part is shown on the printed packing slip. The value is retrieved from the BOM information card for the BOM it is part of. The field is not marked if the item is part of a nested BOM which is not being printed on the packing slip. If the field is not marked, only the BOM header is shown on the packing slip. You cannot change the value.
Invoice	If this field is marked, the BOM part is shown on the printed invoice. The value is retrieved from the BOM information card for the BOM it is part of. The field is not marked if the item is part of a nested BOM which is not being printed on the invoice. If the field is not marked, only the BOM header is shown on the invoice. You cannot change the value.
No. BOMs	This field shows how many BOMs on the order line the BOM part is part of. If the BOM part is on level 1, this value here will be the same as in the “Ordered” field in the Quotes/Sales Orders island or the “Credited” field in the Credit Orders island in the card part of the island. If the BOM part is on level 2, the value here will take into account how many times the BOM on level 1 is included in the BOM on the order line, and so on. The value here is used to calculate the value in the “Total” field and cannot be changed.
Location	In this field, you can enter a value for the dimension Location. If the current line was created automatically from a sales order line, the value in this field is retrieved from the sales order line in question. If the line was created manually, and you do not enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.

Field	Description
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Order Information Workspace

Use this workspace to enter more detailed information about a quote, sales order, or credit order.

You can enter information in up to 20 text fields and 5 date fields.

Order Information Tab

This section includes the fields and descriptions for the Order Information tab.

Sales Orders Island

Field	Description
Order No.	This is the number of the quote or order.

Ship to Customer Island

Field	Description
Customer	This is the number of the customer the quote or order is for. You cannot change it. The lines following the customer number are the first two lines of the customer’s name and address.

Information Island

Here you can enter any information you wish about the quote or order. You can use Maconomy’s layout editing tools to create a layout for quotes, order confirmations, draft invoices, invoices, packing slips, draft credit memos, credit memos, returns lists and labels, so that the text entered in these fields can be included in your external, sales order related printouts.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter a number of dates related to the current order. You can use Maconomy's layout editing tools to change the layout of quotes, order confirmations, draft invoices, invoices, packing slips, draft credit memos, credit memos, returns lists and labels, so that the content entered in these fields can be included in your external, sales order related printouts.

Credit Orders Workspace

Use this workspace to create and change credit orders.

In the Credit Orders tab, you enter general and account information. When you press Return, Maconomy verifies the information and opens order lines and text lines in the Credit Order Lines sub-tab.

To create a credit order, first enter the number of the customer. Maconomy verifies that the customer exists. Maconomy then retrieves various information from the Customer Information Card in the Accounts Receivable module and suggests that information in the credit order. You can change most of it.

If you want to credit a customer for all or part of the items from one specific invoice, you can save time by using the Invoice to Credit Order workspace.

In the Invoice to Credit Order workspace, Maconomy automatically creates a credit order based on an invoice. Later, you can retrieve the credit order in this workspace. You can then deselect items or make other adjustments before approving the credit order.

As you enter order lines in a credit order, Maconomy applies price lists and discount agreements from the Accounts Receivable and Inventory modules.

You can also copy a credit order onto a credit order. You can specify that the prices in the original order are also to be used on the copy, but if you do not want to copy the prices, Maconomy recalculates the prices on each order line. Maconomy transfers the basic information about the customer from the customer information card, regardless of whether you specify the same customer as on the original order.

If you have Maconomy Bill of Materials, you can enter both standard items and bills of materials (BOM) in the Credit Order Lines sub-tab. Maconomy only displays the BOM header, not the parts. If the BOM is shown in full on the credit order, you can see the item parts in the Order Lines workspace, which automatically shows the item in the last item line you that you created.

Credit Orders Tab

This section includes the fields and descriptions for the Credit Orders tab.

Credit Order Island

Field	Description
Order No.	This number is the sole and absolute identification of the credit order. Maconomy automatically allocates the next available order number. The number cannot be changed manually, but you determine how sales and credit order

Field	Description
	numbers (which share the same number series) are allocated in the Numbers window.
Order Mode	Here you select the order mode, that is, how the quote is relayed to the customer, for example, “By telephone,” “By Fax.” You maintain order modes in the Popup Fields window in the Set-Up module.
Sales Person	Here you enter the number of the employee who is sales representative on the credit order. Maconomy automatically suggests the sales representative who normally sells to this customer, retrieving the number from the customer information card. You can change the number. If you cannot remember the number, you can use the search functions in the Find menu. This field also displays the sales person’s name. Maconomy retrieves it from the Employees window in the Set-Up module using the specified sales person number.
Received by	Here you enter the name of the employee who spoke with the customer about the credit order. Maconomy suggests the name of the user, but you can change it. You must enter a name.

Ship to Address Island

Field	Description
Customer	In this field, you enter the number of the customer who returns the items in connection with the crediting. Maconomy checks that the customer has been created in Maconomy and, if the system parameter “Aut. company specific customer creation” has not been marked in the Set-Up module, if the current customer has been created as a company specific customer for the company responsible for the contract. If this parameter has not been marked, the customer has to be created as a company specific customer in the window Company Specific Customer Information Card before orders can be created with the current combination of customer and company. Furthermore, Maconomy checks that the customer has not been blocked in the window Payment Information in the A/R module. When you press Return, Maconomy retrieves various information from the customer’s information card in the Accounts Receivable module and suggests the values in corresponding fields here. You can change most of it. The other lines in this field show the customer’s name and address. These are retrieved from the customer‘s information card. You can change the information on the current credit order. The customer number can be changed up until lines have been created in the credit order. If you change the customer number, Maconomy will update the credit order with various information from the customer information card and will derive the dimensions for the card part of the credit order again. If charges have been specified on the credit order, the ship-to customer can only be changed to a customer using the currency already specified on the credit order.

Field	Description
Attn.	This is the customer's attention person the person to whom shipping information is directed. It is retrieved from the customer's information card. The name can be changed here.
Country	This is the customer's country. It is retrieved from the customer's information card. It can be changed here.
Phone	This is the customer's telephone number, retrieved from the customer's information card. It can be changed here.
Fax	This is the customer's fax number, retrieved from the customer's information card. It can be changed here.
Telex	This is the customer's telex number, retrieved from the customer's information card. It can be changed here.
E-mail	This is the customer's e-mail address, retrieved from the customer's information card. It can be changed here.

Status Island

Field	Description
Approved	If this field is marked, the credit order is approved. To approve a credit order, select the action "Approve Credit Order." The credit order must be approved before you can print a returns list or a credit memo. You can only mark this field by selecting the action "Approve Credit Order."
Date Credited	This is the date the credit order is credited. The date cannot be changed here.

Credit Order Total Island

Field	Description
Price	This is the price total of the item lines on the credit order. The value cannot be changed here.
Weight	This is the total weight of the item lines on the credit order. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item on the line is a BOM without inventory control, Maconomy uses the weight of the BOM parts on the highest level with inventory control in the total credit order weight. Any weight entered for the BOM header on its item information card is not used.
Volume	This is the total volume of the item lines on the credit order. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item on the line is a BOM without inventory control, Maconomy uses the weight of the BOM parts on the highest level with inventory control in the total credit order weight. Any weight entered for the BOM header on its item information card is not used.

Price Island

Field	Description
Currency	Here you select the currency of the credit order. Maconomy suggests the value from the Customer Information Card, but you can change it. The currency can be changed for the current credit order up until the first item line is entered, or a charge is specified. You maintain currencies in the Popup Fields window in the Set-Up module.
Exchange Rate Date	In this field, you can specify the exchange rate date for the calculation of prices in currency on the credit order. The exchange rate date is also used in the calculation of charges. When a credit order is created, Maconomy automatically suggests today's date in this field if the system parameter "Fix exchange rate at order creation" has been marked. However, you can change or delete the exchange rate date at any time whether the field has been completed automatically or not. If this field contains a date, all prices on the current credit order will be calculated using the exchange rate valid on the specified date. This way, the same exchange rates and thereby the same currency prices are used throughout the order process, ensuring that, for example, the amount credited matches the amount on the original invoice. If you leave this field empty, prices will be calculated using the exchange rate valid at the time of the price calculation. Currency prices are calculated when lines are created, and recalculated when updating lines and when printing information such as credit memos. Changing or removing the currency may therefore result in variances between the credited amount and the amount invoiced or appearing on another printout.
Price List	Here you select a sales price list. Maconomy suggests the value from the Customer Information Card, but you can change it. The pop-up field only shows existing sales price lists, that is, sales prices lists created in the Price Lists window in the Inventory module. If you select "blank," Maconomy calculates prices from costs and gross margins. If you select another price list than the one suggested, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus price lists, is given to users in the window Actions in the Set-Up module. If you select a price list in a different currency from the credit order, Maconomy alerts you of the inconsistency. The prices from the price list you select here will be converted to the currency of the order, using the exchange rate table currently valid in the system. If you use a price list with a currency that is different from the currency used in connection with the credit order, Maconomy will give you a warning. In such cases, the prices stated in the price list will be recalculated to the currency of the quote using the exchange rate table for sale.
Price Step	Here you can select a price step in the price list at which to price the items in the credit order. Step "6" is the highest. Maconomy suggests the value from the customer's information card, but you can select another. This field only applies if you enter a value in the Price List field.

Field	Description
	If you select another price step than the one suggested, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus price step, is given to users in the window Actions in the Set-Up module. Note, that if the “Fixed Price Step” field in the System Information window is marked, and if you enter a value between 1 and 6, Maconomy will always suggest the price on the given price step, regardless of whether the quantity would normally justify a lower price because of a quantity discount. If the “Fixed Price Step” field is not marked, Maconomy applies the highest price step the order quantity justifies. If you select another invoice discount % than the one suggested, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus discounts, is given to users in the window Actions in the Set-Up module. Any invoice discount is deducted from the item sum. This is shown on the credit memo.
Keep Price	In this field, you can specify the value which Maconomy should suggest in the corresponding field on each line created in the table part. On the lines, the field determines whether a change in quantity should cause the current unit price or discount percentage to be recalculated. For further information, see the description of the field “Keep Price.” When you create a credit order, Maconomy suggests the value from the corresponding field in the customer information card, but you can change it for the current credit order.
Invoice Discount %	Here you can enter an invoice discount percentage. Maconomy suggests the value from the Bill To or Ship To Customer’s information card, depending on whether or not you have marked the “Inv. Disc. from Bill to Cust.” field in the System Information window. You can change the suggested value.

Charges Island

Field	Description
Charge 1	Here you can select a charge. Maconomy suggests the value from the “Charge Code 1” field in the Customer Information Card, but you can change it here. In the window Charges you can enter the charge codes which should be available in this pop-up field, and you can define the texts, percentages and/or amounts to be attached to each charge. If a charge is specified to be a one-time charge, the charge will be removed from the order when crediting is made later in the process. The charge amount can be calculated on the basis of the information in the selected charge code, or it can be entered manually. In the latter case, the field “Maintain” is automatically selected. The charges in the quote are not calculated, until you select the action “Calculate Charges.” You have to select this action if you want to see the charges expected on the subsequent invoice. You can select the action several times for the same quote. This may be necessary if lines are added to the quote, or the charge codes are changed. When the action is

Field	Description
	selected, the charges are calculated for the entire quote, including manually entered amounts. You may however maintain the amount of any charge by selecting the corresponding field “Maintain,” for example, if you have agreed on a fixed charge amount, which is not necessarily the same as the calculated amount. When you print external order papers, such as quotes, order confirmations, and invoices, only charges where the field “Maintain” is not marked are recalculated automatically. However, please note that the charges calculated as a result of a printout are only displayed on the printout, as the amounts are not updated on the quote. If you change the charge code or the fixed charge amount, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change charge codes and charges, is given in the window Actions in the Set-Up module.
Charge 2	This field applies to charge 2, and it functions in the same way as the “Charge 1” field described above.
Charge 3	This field applies to charge 3, and it functions in the same way as the “Charge 1” field described above.
Charge 4	This field applies to charge 4, and it functions in the same way as the “Charge 1” field described above.

Account Information Island

Field	Description
Changed	This field shows whether you have changed any of the information suggested by Maconomy in the above fields. Maconomy marks the field if you have changed information in any of the following fields: “Tax,” “Price List,” “Price Step,” “Invoice Discount %,” and all the fields in the Charges island. Maconomy also registers changes in the amount and discount fields in the table part. The value cannot be changed. If you have Maconomy Bill of Materials, Maconomy registers any changes to prices or discounts of BOM parts made in the window Order Lines.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the credit order in question. By assigning a document archive to a credit order you can keep track of the various documents related to the credit order. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives. This field also shows the description of the specified document archive.

Field	Description
Document Count	This field shows the total number of documents in the Document Archive.

Job Cost Island

Field	Description
Credit in Job Cost	You can mark this field to show that the order is to be credited in the Job Cost module. You can only mark the field if the order is assigned to a job. However, if a job has been closed, it is neither possible to assign a credit order nor create a credit order for the job unless the job is first reopened in the Job Cost module If you mark the field, it will not be possible to select “Print Credit Memo.” Instead you can use the action “Transfer to Job Cost.” When you post the credit memo, Maconomy creates the relevant job entries in the Job Cost module, which can then be invoiced and credited. Maconomy creates an entry for every order line. When you make external printouts, you can choose whether to print the job entries/ registrations on a line each or sum them up by activity. If the system parameter “Invoice Orders with Job Numbers in Job Cost” has been marked, this field is automatically marked if you specify a job number in the field “Job No.” below. Subsequently removing the job number will cause the field to be unmarked. Please note that this field must be marked, if you enter the number of a job using the invoicing method “Fixed-price” in the below field “Job No.,” as crediting concerning fixed-price jobs should always be credited on account. The invoicing method selected for a given job is displayed in the window Job Parameter Selection.
Job No.	Here you can enter the number of a job from the Job Cost module to assign the credit order to a job. Certain jobs might, for example, involve item returns to Maconomy’s Inventory module, in which case you can register the return in this window and assign the credit order to the relevant job here. If you enter a job number when creating a credit order, and you leave the field “Customer No.” blank in the island Ship to Address, the credit order is automatically assigned to the same customer as the job. If you do not mark the “Credit in Job Cost” field, the credit order is credited separately in the Sales Orders module, but the sales figures are transferred to the job. If you enter a job number here, and the system parameter “Invoice Orders with Job Numbers in Job Cost” has been marked, the field “Invoice in Job Cost” above is automatically marked, and subsequently removing the job number will cause the field to be unmarked. Maconomy verifies that the job is neither blocked nor closed. If the ship-to customer number is the same for the job and the credit order, Maconomy alerts you. If there are lines on the order before it is assigned to a job, you must also enter a value on the order lines.

Field	Description
	Please note that if you enter a job using the invoicing method “Fixed-price,” you must mark the field “Credit in Job Cost” as creditings concerning fixed-price jobs should always be credited on account.
Activity No.	In this field, you can enter the number of an activity from the Job Cost module if the order is assigned to a job. This activity number will be suggested on lines created in the table part. Maconomy verifies that the activity exists and that it is an amount activity. If you enter a value in the “Job No.” field, you must enter a value here.
Task	In this field, you can enter the name of a task, if the credit order is linked to a job. This task will be suggested on lines created in the table part.

Statistics to Tax Authorities Island

Field	Description
EU Sale	This field must be marked if the credit order is for an EU sale. If the “Sales List System Report” field in the System Information window is marked, Maconomy will mark this field if the bill-to customer is from another EU country and is not subject to paying tax, that is, the “Tax” field is not marked. If this field is marked, the credit order will be included in your quarterly report to the EU Sales List System.
Intrastat Reg.	Here you can specify whether to include the credit order in your monthly report to Intrastat. If the “Intrastat Export Report” field in the System Information window is marked, Maconomy suggests a mark here if the bill-to customer is from another EU country and is not subject to paying tax, that is, the “Tax” field is not marked.
EU Trade Type	Here you can enter either “Normal” or “Triangulation” to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in third EU country. Credit order amounts from triangulation are not included in the EU sales on your tax specification, but are reported separately to the Sales List System. The value is copied from the bill-to customer’s information card, but can be changed here.
Nature	Here you select which transaction to report to Intrastat. They are created in the Popup field window in the Set-Up module.
Customs Document	In this field, you can enter the number of any customs document which pertains to the current credit order. If the credit order was created on the basis of an invoice in the window Invoice to Credit Order, and the sales order which underlies the invoice in question is assigned to a customs document, the number of the customs document is displayed in this field. You can, however, change the number to assign the credit order to another existing customs document.

Order Linking Island

Field	Description
Main Order No.	This field displays a main order number if the current credit order is linked to a main order. If the credit order was created on the basis of an invoice in the window Invoice to Credit Order, and the sales order which underlies the invoice in question is linked to a main order, then that main order number will be displayed in this field. If the credit order was created in any other way, the value in this field is always 0.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can specify further information regarding the credit order and the current customer. You might, for example, specify a “hold” code or information about substitution items. Maconomy suggests the value of the corresponding fields in the customer’s information card, but you can change the values for the current credit order. The pop-up options are created in the window Popup Fields in the Set-Up module.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

Field	Description
Re. Invoice No.	This is the invoice number, if the credit order is created from an invoice in the Invoice to Credit Order window. The number cannot be changed here. Maconomy copies the invoice transferring all item lines to the credit order. You can adjust the item information in this window, before approving the credit order. If you have Maconomy Bill of Materials, and one of the items is a BOM, the BOM parts are handled in the window Order Lines.
Reference	Here you enter the customer contact with whom you spoke about the credit order. The name is printed on the returns list and the credit order.
Customer	Here you can enter an internal note about the customer. The note does not appear on any printouts. Maconomy suggests the note from the Customer Information Card, but you can change it.
Warehouse	Here you can enter an internal note to warehouse employees.
End User No.	Here you enter the number of the end customer the credit order is for. If you are dealing with an end customer sale, which is determined by order mode, you must complete the field. It is an end customer sale if the “End User Required” field is marked in the Popup Fields window in the Set-Up module for the order mode. It is only possible to enter the number of an end customer in the Accounts Receivable module to which the customer on the credit order is

Field	Description
	registered. You can use the search functions in the Find menu if you cannot remember the number. The field is used if your credit order is for a customer who deals with end customer. Information on your end customers is managed in the End Users window.

Billing Address Island

Field	Description
Bill to Customer	Here you can enter the number of a bill-to customer. Maconomy suggests the bill-to customer from the ship-to customer's Customer Information Card, but you can change it. Maconomy verifies that the customer exists in the Accounts Receivable module. The two customers are not the same, if items are being returned by one customer and credited to another. The other lines in this field show the customer's name and address. Maconomy retrieves the information from the Customer Information Card, and it cannot be changed here.
Attn.	This is the customer's attention person the person to whom payment information is directed. Maconomy retrieves the name from the Customer Information Card, and it cannot be changed here.
Country	This is the customer's country. It is retrieved from the customer information card. It cannot be changed here.

Settling Company Island

Field	Description
Settling Company	This field shows the number of the settling company that applies to the current credit memo. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany balances at the posting of the credit order. In the intercompany balance, the company in this field will be the intercompany company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is determined, please see the section Multiple Companies in the chapter "Introduction to the G/L Module." Intercompany balances are described in the window Intercompany Accounts in the G/L module. This field also shows the name of the specified settling company.

Company Island

Field	Description
Company	In this field, you can enter the number of the company responsible for the credit order. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. If the company in this field is different from the one shown in the island Settling Company, Maconomy will automatically create intercompany balances at the posting of the credit order. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the sections on dimension derivation and multiple companies in the chapter “Introduction to the G/L Module,” and the window Intercompany Accounts in the G/L module for a further description of the concepts of dimension derivation, responsible companies and intercompany balance. This field also shows the name of the specified company.

Delivery Island

Field	Description
Warehouse	Here you select the warehouse to which the items are being returned. Maconomy suggests the sales warehouse from the Customer Information Card, but you can change it. The pop-up field only shows existing warehouses, that is, warehouses created in the Warehouse Information Card window in the Inventory module. Note, you can only select one warehouse here.
Stock Location No.	In this field, you can specify the location in the current warehouse at which the returned items are to be received. This location will apply to those lines in the table part where the stock location field is left blank. If a stock location is specified on a given line, it overrules any location specified in this field. When you create an order or change the warehouse in the card part of the order, Maconomy suggests the standard receiving location specified for the selected warehouse, but you can specify another location. It is not possible to create a warehouse transaction for the order until you have either entered a location in the card part or on the individual item lines.
Carrier	Here you select how the items are to be returned. Maconomy suggests the carrier from the Customer Information Card, but you can change it. You maintain carriers in the Popup Fields window in the Set-Up module.
Delivery Mode	Here you select a delivery mode. Maconomy suggests the delivery mode from the Customer Information Card, but you can change it.

Field	Description
	You maintain delivery modes in the Popup Fields window in the Set-Up module.
Delivery Terms	Here you select the delivery terms. Maconomy suggests the delivery terms from the Customer Information Card, but you can change it. You maintain delivery terms in the Popup Fields window in the Set-Up module.
Consignment Type	In this field, you can select the consignment type applying to the current credit order. Maconomy will automatically retrieve the consignment type on the customer information card for the current customer, but the consignment type can be changed here. The field can be used for statistics, but has no significance for consignments and destination control, as a credit order cannot be assigned to a consignment. Consignment types are maintained in the window Popup Fields in the Set-Up module.
Destination No.	In this field, you can specify the number of a destination to which the current credit order is related. The field can be used for statistics, but has no significance for consignments and destination control, as a credit order cannot be assigned to a consignment.
Charge Table	In this field, you can select a charge table to be used for charge calculation. The field is transferred from the customer information card when the credit order is created.
Charge Table %	In this field, you can enter a charge discount percentage. A discount percentage entered in this field will be applied in addition to the one which can be specified in the charge table. The field is transferred from the customer information card when the credit order is created.

Crediting Island

Field	Description
Batch Credit	You can mark this field if you wish to credit the order in a batch in the Print Credit Memo window. Maconomy marks the field automatically, but you can remove the mark. In the Crediting Listing window you can change the mark for individual credit orders.
Pref. Credit Memo Date	Here you can enter a preferred credit memo date. If you leave the field blank, Maconomy suggests today's date. If you enter a date, it will be used for the credit memo. Maconomy verifies that the date is within the open posting interval, entered in the System Information window in the Set-Up module. You can change the date in the Crediting Listing window. The date is always determined this way, regardless of whether the credit order is credited directly in this window or whether it is credited in a batch in the Print Credit Memo

Customer Information Island

Field	Description
Department	Here you select the department that relates to the current sales order. Maconomy suggests the value from the Ship To or Bill To customer's information card, depending on whether or not you have marked the "Dept. from Bill to Cust." field in the System Information window. You can change the suggested department. You maintain departments in the window Posting References in the G/L module.
Customer Group	This is the customer group to which the customer is assigned. The value is retrieved from the customer information card. It cannot be changed here.
Language	Here you select the language code of the credit order. Maconomy suggests the value from the customer's information card, but you can change it. The language code allows you to print credit memos in different languages. See also the descriptions of the "Description Lang. 1," "Description Lang. 2," and "Description Lang. 3" fields in the Description island in the Item Information Card window in the Inventory module. You can use the language code to print credit memos in different languages. Maconomy's layout editing tools can be used to create different language layouts. You can select different language codes in the Print Credit Memo window. You define language codes in the Popup Fields window in the Set-Up module.
Tax	If this field is marked, the sales order is taxed. Maconomy suggests the value from the customer's information card in the Accounts Receivable module, but you can change it. If you change the value, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus the value here, is given to users in the window Actions in the Set-Up module.
Tax No.	Here you enter the customer's tax number. Maconomy suggests the value from the bill-to customer's information card in the Accounts Receivable module, but you can change it. If a validation rule is assigned to the tax number field in the window Rules of Validation in the Set-Up module, Maconomy will validate the tax number upon entry or change. If you enter a new bill-to customer, Maconomy retrieves the new tax number.
Cust. Payment Mode	In this field, you can specify a payment mode for the credit order. When you create collection orders in the Banking module, Maconomy will set off credit memos against invoices on which the same bill-to customer and customer payment mode have been specified. Maconomy suggests the customer payment mode specified on the bill-to customer's information card, but this can be changed. Customer payment modes are created in the window Customer Payment Modes in the Banking module.

Field	Description
Global Location No.	If the customer on the current credit order has requested that you use a specific global location number on the credit memo, you can specify the location number in question here. The number specified here will be transferred to the credit memo created from the current order. Maconomy suggests the global location number specified in the window Company Specific Payment Information for the customer in question, but you can change it here if the location number to be used in connection with the current credit order is not the same as the standard location number of the customer. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.
Enterprise	Here you can attach the credit order to an enterprise or group of companies. Maconomy automatically suggests the value from the customer information card, but you can choose another. The field is used for statistics.
Segment	In this field, you can assign the credit order to an industry segment. Maconomy automatically suggests the value from the customer information card, but you can choose another. The field is used for statistics.
Area	In this field, you can assign an area to the order. Maconomy automatically suggests the value from the customer information card, but it is possible to change that value.
Company Tax Code	In this field, you can specify a company tax code created in the window Popup Fields. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current credit order, as the reporting code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the responsible company of the credit order. This tax table is selected in the window Company Information. However, the tax code is only selected from a tax table, if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the credit order is assigned to a tax table. If no tax table has been specified for the responsible company or if you use differentiated tax, and you do not use tax tables, Maconomy uses the tax code specified for the individual item in the window Item Information Card in the Inventory module or, in the case of charges, the tax code specified for the individual charge in the window Charges. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. When posting credit memos, the reporting code is used for determining which tax report entries to create when crediting. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information. The value in this field is transferred from the customer information card, but can be changed here.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivations for a further description of dimension derivation. The dimension information is used on the customer entries created when the invoice journal is posted.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Subscription Order Island

Field	Description
Subscrip. Order No.	If the order was created automatically from the Subscription module, this field will contain a subscription order number. If the order originates from the Subscription module, the order cannot be edited in this window, but should be done in the Subscription module.

Contact Management Island

Field	Description
Campaign No.	In this field, you can enter the number of a campaign if the current credit order is connected to a certain campaign in the Contact Management module. If you enter a campaign number, Maconomy transfers the number to lines that are then created in the table part. The campaign number can be used for, for example, statistical purposes.

Copying Island

Field	Description
Customer No.	In this field, you can enter the customer number to be used on the copy of the current order. If you specify a number, Maconomy will get the latest customer information from the A/R module. If you do not complete the field, the customer number and the customer information on the current order is transferred to the new copy. If you specify a customer number, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island.
Warehouse	In this field, you can select a warehouse to be used on the copy. Maconomy suggests the warehouse specified on the current order, but if you enter another customer number in the field “Customer No.” in this island, Maconomy gets the warehouse specified on the customer information card of the customer in question.
Company No.	In this field, you can select a company to be responsible for the copy. If you do not enter a value, the company responsible for the current order is used on the copy.
Currency	In this field, you can select a currency to be used on the copy. If you select a currency, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. If the user does not have access to changing prices, the value in this field cannot be changed.
Price List	In this field, you can select a price list to be used on the copy. If you select a price list, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. Maconomy suggests the price list specified on the current order, but if you specify another customer number in the field “Customer No.” in this island, Maconomy gets the price list specified on the customer information card of the customer in question.
Price Step	In this field, you can specify a fixed price step to be used on the copy. If you specify a price step, Maconomy automatically recalculates the prices on the copy unless you complete the field “Maintain Prices” in this island. Maconomy suggests the price step specified on the current order, but if you specify another customer number in the field “Customer No.” in this island, Maconomy gets the price step specified on the customer information card of the customer in question.
Job No.	In this field, you can specify a job number to be used on the copy. Note that if a job has been closed, it is no longer possible to create an order for the job unless the job is first reopened in the window Jobs in the Job Cost module. If you complete this field, you must also complete the field “Activity No.” in this island.

Field	Description
Activity No.	In this field, you can specify an activity number to be used on the copy.
Task	In this field, you can specify a task to be used on the copy.
Maintain Prices	If you complete this field, the prices on the lines of the current order will also be used on the copy. If you do not complete the field, or if you have specified a customer, currency, price list or price step, Maconomy calculates the prices on the copy.

Credit Order Lines Sub-Tab

This section includes the fields and descriptions for the Credit Order Lines sub-tab.

Field	Description
Item No.	Here you enter the item to be credited. Maconomy verifies that the item exists in the Item Information Card window in the Accounts Receivable module. Maconomy verifies that the item belongs in the warehouse specified in the card part. To create a text line, you leave this field blank. You enter the text in the “Description” field, and leave all other fields blank.
Description	This is the item text, retrieved from the “Description Lang. 1” field in the Item Information Card. The text can be changed. If the line is a text line, you enter the text here.
Unit	Here you enter the unit the item is being returned in. Maconomy suggests the unit registered in the warehouse, retrieving it from the item information card, but you can change it.
Credited	Here you enter how many item units to credit. If the line is a text line, leave the field blank. If you have Maconomy Bill of Materials, and the item is a BOM which is not being shown on the credit memo, you cannot change the number here after the line has been created.
Return	Here you enter how many item units are being returned from the customer. This quantity is not necessarily the same as quantity credited, as some (or all) of the items may have been lost or damaged during transport. Maconomy automatically suggests the value from the “Credited” field, unless the system parameter “Set Quantity Returned to Zero” has been marked, in which case Maconomy suggests 0. If you enter values in the “Length” and “Width” fields, Maconomy calculates a quantity here by multiplying the length with the width. The facility is useful for entering column measurements for newspaper or magazine advertisements, for example. If you change the quantity found by Maconomy, the “Length” and “Width” fields will be reset.

Field	Description
	If the line is a text line, leave the field blank. If you have Maconomy Bill of Materials and the item is a BOM without inventory control, enter the quantity you expect the customer to return for the BOM part line at the highest level with inventory control in the “Returned” field in the window Order Lines.
Unit Price	In this field, you can enter the item’s unit price on the credit order line. If the credit order is assigned to a price list, and the item is included in the price list, Maconomy suggests the price from the price list. If the quantity justifies a quantity discount, or if a fixed price step has been specified on the credit order, the unit price suggested in this field will be the price on the price step in question as specified in the window Quantity Discounts in the Inventory module. However, the suggested price can be changed here if you and the customer have agreed on a special price. If the item is not included in the price list, or if you have not selected a price list for the order, Maconomy suggests the current cost of the item at the warehouse in question and adds the gross margin percentage, both of which are retrieved from the item’s information card. This functionality only applies if the field “Sales Price Costing” has not been marked on the item’s information card. If sales price costing is used for the item, the price is still retrieved from the price list, but in this case, the cost is determined by the sales price, using the gross margin percentage. The cost is not shown, but it is used when posting the cost of sales. If the item is not in the price list, Maconomy suggests the price 0. Please note that the unit price of BOMs can be reduced if the following scenario occurs: If the item is a BOM with inventory control that does not use price control, this means that the price in this field should be calculated from the unit prices of the BOM parts. If the unit price of one of these BOM parts is calculated from cost and the BOM part is not assigned to the warehouse on the current line (by means of a warehouse assignment line in the table part of the window Item Information Card), the unit price of that BOM part is set to zero, which affects the price in this field. To set the price, Maconomy uses the delivery date on the credit order line to determine which price list is valid at the time of delivery. A balancing, if any, will be placed on a rounding line, if this exists. See the description of the field “Rounding Off, Item No.” in the window System information in the chapter Set Up for further information on rounding lines. If the item is an itemized BOM with price control, the unit price is first calculated in the same way as for standard items. The price is then distributed to the BOM parts in the percentages given in the BOM information card in the Inventory module, after which the price for the highest level is recalculated as the sum of the prices of the BOM parts. If the item is an un-itemized BOM without price control, the unit price is the sum of the BOM parts. The highest level with price control determines the BOM price. The individual BOM part prices are calculated by multiplying the unit price by the quantity of the item in the BOM, which is given in the BOM

Field	Description
	information card, multiplied by the BOM header pricing unit and divided by the BOM part's pricing unit. This allocation and summation is repeated if you change the price here. The BOM part lines can be viewed in the window Order Lines in which you can change the price of the BOM part lines at the lowest level of the BOM. See also the description of the BOM Information Card for a more detailed description of BOM pricing. All descriptions regarding BOMs assume that you have Maconomy Bill of Materials. If the line is a text line, leave the field blank.
Discount %	This shows a discount % if the customer is entitled to a discount from the Discount Tables window in the Inventory module or from a customer or item discount agreement. You can change the suggested discount %, but you cannot change both the percent and the discount amount in the "Discount" field, since these two are related. The discount % is calculated from the discount amount. If you change the value — In this field, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change the discount %, is given to users in the window Actions in the Set-Up module. If the item is a BOM which is not being shown on the credit order, the discount % is calculated as described above for standard items, and you can change it here. If the item is a BOM which is to be shown in full, the discount % is the total discount on all the BOM parts in proportion to the total price of the BOM. The calculation is based on the item on the highest level with price control. A BOM part contributes to the total discount if it has price control and if it is not an item in a BOM with price control. This functionality applies to any number of levels in the BOM. If you change the discount % here, the new value is copied to all the BOM lines, after which the discount amount is recalculated as described for the "Discount" field. You can see the BOM part lines in the window Order Lines, where you can change the discount % on items on the lowest BOM level. If the line is a text line, leave the field blank.
Discount	This shows a discount if the customer is entitled to a discount from the Discount Tables window in the Inventory module or from a customer or item discount agreement. You can change the suggested discount, but you cannot change both the discount amount and the percent in the "Discount %" field, since these two are related. The discount % is calculated from the discount amount. If you change the value — In this field, Maconomy verifies that you have user access to doing so. Access to changing price information, and thus to change the discount, is given to users in the window Actions in the Set-Up module.

Field	Description
	If you have Maconomy Bill of Materials and if the item is a BOM which is not being shown in full on the credit order, the discount is calculated in the same way as for standard items and you can change it afterwards. If the item is a BOM which is to be shown in full, you cannot change the discount here. The discount is the total discount on all the BOM parts in the BOM. The calculation is based on the item on the highest level with price control. A BOM part contributes to the total discount if it has price control and if it is not an item in a BOM with price control. This functionality applies to any number of levels in the BOM. If you change the discount, the discount % is recalculated from the calculated unit price and is copied to all the BOM lines. The discount amount is then recalculated for every BOM part and is summed up in this field. You can see the BOM part lines in the window Order Lines, where you can change the discount on items on the lowest BOM level. If the line is a text line, leave the field blank.
Extended price	This is the extended price for the line. It is calculated by multiplying the item quantity by the unit price, dividing this sum by the pricing unit and deducting any discount. This extended price is transferred to the “Price” field in the Credit Order Sum island in the card part of the window. It cannot be changed here.
Discount Desc.	This is the discount description printed on all external order documents. If the description of the discount (be it item discount, customer discount or a discount from a discount table) granted on the line has been translated into the language specified in the card part of the credit order, the translation in question is shown here. If no such translation exists, Maconomy suggests the discount description specified for the discount in question in the window Item Discount Agreements, Customer Discount Agreement or Discount Tables, depending on the type of discount granted. However, you can change the text here. Translations are created in the window Language Texts in the Set-Up module. If the line is a text line, leave this field blank.
Stock Location No.	In this field, you can specify the location in the selected warehouse at which the items on the current line are to be received. When you create a line, Maconomy checks if a standard storage location has been specified in the table part of the item’s information card on a line pertaining to the warehouse specified on the current order line. If a standard storage location has been specified and if this location is also marked as a receipt location in the window Warehouse Information Card, the item’s standard storage location is suggested In this field, but the value can be changed manually. If no standard storage location has been specified for the item or if the item has a standard storage location for the warehouse but it is not a receipt location, Maconomy suggests a blank value in this field. If the item is a BOM without inventory control, Maconomy uses the same method to derive a location for the automatically created lines representing items on the highest level with inventory control in the window Order Lines.

Field	Description
	When this field is blank, the stock location number specified in the card part of the window will apply to the line.
Pricing Unit	This is quantity of units included in the item's unit price. The value is retrieved from the Item Information Card and cannot be changed here.
Note No.	In this field, you can specify the number of a note to be assigned to the current line for further specification. Notes are created and edited in the window Notes in the Set-Up module.
Note Description	This field shows a description of the note specified in the field "Note No." above.
External Desc.	This is the item description printed on all external order documents. If a translation exists for the current item in the language specified in the card part of the credit order, the translation in question is shown here. If no such translation exists, the item text from the field "Item Description, Language 1" is suggested instead. You can change the text here. Translations are created in the window Language Texts in the Set-Up module. If the line is a text line, you cannot enter a text here.
Internal Desc.	This is the internal item text from the Item Information Card. You can change this text. The text is printed on the returns list and is suitable for messages to warehouse employees. You can, for example, enter the date you expect the items to be returned. The text is not printed on external order documents. If the line is a text line, you cannot enter a text here.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current item. In the first three fields, Maconomy suggests the value from the corresponding fields in the item information card. You can change the suggested texts and enter additional information in the remaining seven fields.
Popup 1-5	In these fields, you can enter further information about the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current credit order line. The pop-up options are created in the window Popup Fields in the Set-Up module.
Orig. Quantity	In this field, you can specify how many units of the current item were originally registered for crediting. When creating a line, Maconomy will copy the value in the field "Credited" to this field, but you can change the value later.
Price List	This is the price list according to which the item line is priced. Maconomy suggests the price list from the card part of the window, unless the customer is tied to another price list by a discount agreement which is then suggested instead. The value cannot be changed manually. If you have Maconomy Bill of Materials, and the item is a BOM without price control, the field will be blank. The extended price is then calculated from the sum of the BOM parts, which are priced according to the price list in the card part.

Field	Description
Price Step	This is the price step in the price list according to which the item is priced. Maconomy suggests the value justified by the amount of items credited. But if the customer is tied to a fixed price step, this price step is applied instead. You cannot change the value of this field manually. If you have Maconomy Bill of Materials, and the item is a BOM without price control, the value will be “0.” The extended price is calculated from the sum of the prices of the BOM parts.
Keep Price	In this field, you can specify whether the unit price and discount percentage on the current line should be recalculated when changing the quantity. If you mark the field, a change in quantity will not cause the current unit price or discount percentage to be recalculated, even if the new quantity results in, for example, a different price step. However, you can change the unit price and discount percentage manually. Maconomy suggests the value from the corresponding field in the card part, but you can change it for the individual order lines.
Price at Step 1	This is the price of one pricing unit, if the credit order is assigned to a price list and if the item price is included in the price list. If not, the value here will correspond to the unit price. The value cannot be changed here.
Quantity Disc.	This is the discount amount. It is defined as the difference between the price at price step 1 and the actual unit price, multiplied by the item quantity. The value cannot be changed here. If you have Maconomy Bill of Materials, and the item is a BOM without price control, the value will be “0.”
Bill of Materials	This field shows whether the item is a standard item or a BOM. If the field is marked, the item is a BOM. The individual parts of the BOM can be changed in the window Order Lines if the BOM is being shown in full. The BOM information card shows whether the BOM parts are to be shown on the credit order.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation. If the line is a text line, leave the field blank.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Length	Here you can enter the length of the item. If you also enter a width below, Maconomy will calculate “Quantity” by multiplying length by width. If you complete the “Quantity” field, the length and width are reset. You can use this facility for entering column measurements for newspaper and magazine advertisements, for example. When the credit order is credited, the length and width are transferred to the credit memo line, except in the case of part deliveries.
Width	Here you can enter the width of the item. If you also enter a length above, Maconomy will calculate “Quantity” by multiplying length by width. If you complete the “Quantity” field, the length and width are reset. You can use this facility for entering column measurements for newspaper and magazine advertisements, for example. When the credit order is credited, the length and width are transferred to the credit memo line, except in the case of part deliveries.
Activity No.	In this field, you can enter an amount activity if the current line relates to an activity. If the corresponding field in the card part of the window contains a value, it will automatically be suggested in this field. However, the activity number suggested from the card part will be overwritten if an activity number is derived from the item specified on the line. An activity number is derived from the item if the item is assigned to an activity in the window Item Information Card and a job has been specified in the card part of the order.
Task	In this field, you can enter the name of a task, if the credit order is linked to a job. If the corresponding field in the card part of the window contains a value, the value entered in this field will be suggested in this field when you create a line.
Order Date	Here you can see which date the order was created.
Vendor	This field shows the vendor number from the item information card if a vendor has been stated for the item.
Vendor Name	This field shows the name of the selected vendor.
Campaign No.	In this field, you can enter the number of a campaign if the current credit order line is connected to a certain campaign in the Contact Management module. If you enter a campaign number in the card part, Maconomy transfers the number to this field when creating lines. The campaign number can be used for, for example, statistical purposes.

Invoice to Credit Order Workspace

Use this workspace to create a credit order from an invoice.

This saves time if you are crediting a customer for all or part of a specific invoice.

Maconomy automatically creates the credit order based on the invoice. Afterwards, you can retrieve the credit order in the Credit Orders workspace, where you can deselect items or make other adjustments.

Maconomy does not automatically credit a credit order that you create in this workspace. You must approve the credit order in the Credit Orders workspace. You can only create one credit order from an invoice to prevent double-crediting.

You cannot create a credit order from an invoice on account. If you copy an invoice from which items have previously been invoiced on account, Maconomy alerts you that the on-account items are not included in the credit order.

You cannot create a credit order from an invoice that has one or more bills of materials. You must create the credit order in the Credit Orders workspace.

In addition, you cannot create a credit order from an invoice that has one or more BOMs itemized on the sales order on which the invoice is based. You must create the credit order manually in the Credit Orders workspace.

When you create a credit order based on an invoice from this workspace, and the invoice originates from a periodically invoiced subscription order, the credit order is also accrued.

Invoice to Credit Order Tab

This section includes the fields and descriptions for the Invoice to Credit Order tab.

Invoice Island

Field	Description
Invoice No.	This is the number of the invoice. If you cannot remember the number of an invoice, you can use the search functions in the File menu. The number cannot be changed.
Order No.	This is the number of the sales order for which the invoice was created. The number cannot be changed.
Invoice Date	This is the invoice date. The date cannot be changed.
Due Date	This is the date the invoice is due for payment. The due date is calculated from the invoice date and the customer's payment terms. The date cannot be changed.
Amount	This is the total invoice amount. You can use it to check you have the right invoice. The field also shows the currency of the invoice. Neither value can be changed.

Credit Order Island

Field	Description
New Order No.	This is the number of the new credit order. It is allocated when you select the action “Generate Credit Order.” The number is the next available number from the Numbers window and cannot be changed.
New Warehouse	In this field, you can specify a warehouse if you would like the new credit order to be registered for another warehouse than the one originally specified on the current invoice. If you specify a warehouse In this field, the warehouse will be transferred to the credit order created when you select the action “Generate Credit Order.” If you do not specify a warehouse, the warehouse on the new credit order will be copied from the current invoice.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current invoice. The value is transferred from the island Company on the sales order on which the current invoice is based. The company in this field will automatically be responsible for the credit order created when the action “Create Credit Order” is selected. This field also shows the name of the specified company.

Customer Island

Field	Description
Bill to Customer	This is the number of the customer who received the invoice. You can use it to check you have the right invoice. The number cannot be changed. The other lines in this field show the name and address of the customer who received the invoice. You can use it to check you have the right invoice. The text cannot be changed here.
Attn.	This is the bill-to customer’s attention person the person to whom payment information is directed. The name cannot be changed here.
Country	This is the bill-to customer’s country code. It cannot be changed here.

Footers Workspace

Use this workspace to define the footers to be printed on a number of external order papers based on quotes, sales orders, and credit orders.

You can enter any text in a footer line, and you can use this feature for an additional description of the item lines in a sales order, for example, or for notifying your customers about opening hours or summer holiday closing.

In the Footers tab you select the quote, sales order, or credit order for which you want to define footer lines. In the Text Lines sub-tab, you enter the footer text, and you can select which external documents you want to print the footers on. For instance, if you want to print a certain footer on quotes and order confirmations, and another on invoices and packing slips, you can create a footer line for each of those document types. Footers are printed immediately below the item lines on the selected document types.

The Text Lines sub-tab also contains any footers created based on footer templates. When you create a sales order or a quote, Maconomy checks whether the quote or sales order matches the selection criteria in one or more footer templates. If this is the case, the footer lines from the templates in question are transferred to this workspace, where you can review and edit them. If footer templates are not used, or if a quote or a sales order does not match any selection criteria of existing footer templates, the Text Lines sub-tab is empty for the quote or order in question.

Footers Tab

This section includes the fields and descriptions for the Footers tab.

Sales Orders Island

Field	Description
Order No.	This field shows the number of the quote, sales order or credit order in the window. The value cannot be changed manually. If you cannot remember the number, you can use the search functions in the Find menu.
Order Type	This field shows whether the order is a quote, sales order or credit order. The value cannot be changed.
Created on	This is the date the quote, sales order or credit order was created. The date cannot be changed.
Reference	This is the note entered in the “Reference” field in the quote, sales order or credit order. The text cannot be changed here.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current order. The value is transferred from the island Company on the order in question. This field also shows the name of the specified company.

Ship to Address Island

Field	Description
Customer	This is the number of the customer receiving the quote, sales order or credit order. The number cannot be changed here. The other lines in this field show the customer’s name and address. The information is retrieved from the quote, sales order or credit order. It cannot be changed here.

Field	Description
Attn.	This is the customer's attention person the person to whom shipping information is directed. The information is retrieved from the quote, sales order or credit order. It cannot be changed here.

Text Lines Sub-Tab

This section includes the fields and descriptions for the Text Lines sub-tab.

Field	Description
Description	Here you enter the footer text. Footer texts can still be changed after the current quote/sales order has been printed. The new text will then be used in subsequent prints, including reprints. For invoices, credit memos, and packing slips, the footer in a reprint will however always be the same as on the original printout.
Template No.	If the current line was created on the basis of a footer template, this field displays the number of the template used. If the line was created manually, this field is blank.
Quote	If you mark this field, the current footer line is printed on any quote printed in connection with the order process. The field is only relevant if the card part of the window is displaying a quote.
Order Confirmation	If you mark this field, the current footer line is printed on any order confirmation printed in connection with the order process. On orders which are specified as main orders, the footer will be included when the order is printed from the window Print Main Order. The footer is, however, not included on the suborders assigned to the main order. The field is only relevant if the card part of the window is displaying a quote or a sales order.
Packing List	If you mark this field, the current footer line is printed on any packing list printed in connection with the order process. The field is only relevant if the card part of the window is displaying a quote or a sales order.
Packing Slip	If you mark this field, the current footer line is printed on the packing slip created on the basis of the displayed quote/sales order. The field is only relevant if the card part of the window is displaying a quote or a sales order.
Returns List	If you mark this field, the current footer line is printed on any returns list created on the basis of the displayed credit order. The field is only relevant if the card part of the window is displaying a credit order.
Invoice	If you mark this field, the current footer line is printed on any invoice printed in connection with the order process. On orders which are specified as main orders, the footer will be included when the order is printed from the window Print Main Order Invoice. The footer is, however, not included on the suborders assigned to the main order. The field is only relevant if the card part of the window is displaying a quote or a sales order.

Field	Description
Credit Memo	If you mark this field, the current footer line is printed on any credit memo printed in connection with the order process. The field is only relevant if the card part of the window is displaying a credit order.
Label	If you mark this field, the current footer line is printed on any label created based on the order or quote displayed.
Bill of Lading	If you mark this field, the current footer line is printed on any bill of lading created based on the order displayed.
Consignment	If you mark this field, the current footer line is included when you print information about a consignment, of which the current order is a part, from the window Consignments.
Consignment Slip	If you mark this field, the current footer line is printed on any consignment slip created based on the order displayed.

Order Status Workspace

Use this workspace to view a status report for individual sales orders.

Maconomy updates the print status on the order documents that a sales order generates: order confirmation, packing list, packing slip, and invoice. In this workspace, Maconomy shows whether the sales order has been fully delivered and invoiced.

You create sales orders in the Sales Orders workspace. In certain situations-for example, when reducing the quantity of items ordered and deleting order lines-a sales order can change status from "partly" to "fully" delivered and/or invoiced. This change is not reflected in the **Delivered** and **Invoiced** fields. In these cases, use the **Update Order Status** action to correct the status fields.

Order Status Tab

This section includes the fields and descriptions for the Order Status tab.

Sales Orders Island

Field	Description
Order No.	This is the number of the sales order. If you cannot remember the number of a sales order, you can use the search functions in the Find menu. The number cannot be changed.
Customer	This is the number of the customer on the sales order. The number cannot be changed here.
Created on	This is the date the sales order was created. The date cannot be changed manually.
Approved	If this field is marked, the sales order is approved. A sales order must be approved by selecting the action “Approve Sales Order” in the window Sales Orders before

Field	Description
	you can print any order documents regarding the sales order. It is, however, possible to print order confirmations for orders which are not yet approved.

Order Confirmation Island

Field	Description
Printed	If this field is marked, an order confirmation has been printed for the sales order. To print an order confirmation, you can either select the action “Print Order Confirmation” in the Sales Orders window or use the Print Order Confirmation window, where they are printed in batches. To mark this field, you must print the order confirmation using one of these two actions. To reprint an order confirmation, you must remove the mark here. You can then reprint it using one of the above two actions.
Date Printed	This is the date the order confirmation was last printed. The date cannot be changed manually.
Quantity	This field shows how many times the order confirmation has been printed. It does not include copies from in your computer’s standard print dialog. The value cannot be changed manually.

Delivery Island

Field	Description
Delivered	This field shows how many items have been delivered. The field shows “No,” “Partly” or “Yes” depending on whether none, some or all of the items on the sales order have been delivered. In Maconomy, items are regarded as delivered when a packing slip is printed. The packing slip is created when a packing list is approved by selecting the actions “Approve Packing List” or “Print Packing Slip” in the window Packing Lists. If the system parameter “Approve Packing List in Two Steps” is marked, no packing slip is created when you approve a packing list. Furthermore, items are delivered when you print a packing slip directly from the window Sales Orders using the action “Print Packing Slip,” and when selecting the action “Release to Invoice.” Finally, packing slips can be created in the window Print Packing Slip. The content of the field can only be changed by delivering items in one of the ways specified.
Date of Last Shipment	This is the date of the latest delivery of the sales order. The date cannot be changed manually.
No. of Packing Slips	This field shows how many packing slips have been printed, that is, how many deliveries have been made. The value cannot be changed manually.

Field	Description
No. of Copies	This field shows how many times the packing slip has been printed. Reprinted copies are included, but not copies from your computer's standard print dialog. The value cannot be changed manually.

Packing List Island

Field	Description
Printed	If this field is marked, a packing list has been printed for the sales order. To print a packing list, you can either use the action "Print Packing List" in the Sales Orders window or use the Print Packing List window, where they are printed in batches. To mark this field, you must print the packing list using one of these two actions. Note, you can only create one packing list per sales order at a time. To reprint an order confirmation, you must remove the mark here. You can then reprint it using one of the two above actions. The mark is automatically removed by Maconomy when an existing packing list is confirmed in the Packing Lists window. Maconomy deletes the packing list.
Ready for Delivery	This field is only significant if the system parameter "Approve Packing List in Two Steps" is marked. The field shows if the current sales order is ready for delivery, that is, the packing list for the current order is approved, but no packing slip has been created. The field determines whether the current order will be included in a printout of packing slips in the window Print Packing Slip, as such a printout will only include orders on which this field is marked. You can remove the mark manually, until a packing slip has been created for the order. This will, for example, be necessary if the packing report contained errors which need to be corrected, or if more order lines for the same packing slip are added after the packing list was approved.
Date Printed	This is the date the latest packing list was printed. The date cannot be changed manually.
Quantity	This field shows how many times you have printed a packing list for the sales order. It does not include copies selected in your computer's standard print dialog. The value cannot be changed manually.

Invoicing Island

Field	Description
Invoiced	This shows whether any part of the sales order has been invoiced. The field shows "No," "Partly" or "Yes" depending on whether none, some or all of the items on the sales order have been invoiced. There are several ways to generate an invoice in Maconomy: You can select the action "Print Invoice" in the Sales Orders, Packing or Invoicing On Account windows. Or you can invoice in batches in the Invoicing window. The value in the field is changed by one of the above methods.

Field	Description
Date of Last Invoice	This is the date an invoice was last created for the sales order. The date cannot be changed manually.
No. Invoices	This field shows how many invoices have been made for the sales order. The value cannot be changed manually.
No. of Copies	This field shows how many times invoices have been printed. Reprinted copies are included, but not copies from your computer's standard print dialog. The value cannot be changed manually.

Unblocking Workspace

Use this workspace to create a list of blocked sales orders and to unblock individual sales orders.

If a sales order is blocked because a customer's credit limit was exceeded when the order was approved, you must unblock it in this workspace, regardless of whether the customer's debit balance has since been reduced.

In the Unblocking tab you can define a target group to find the sales orders that you want to review. The Sales Orders sub-tab displays the sales orders in the target group. You can block and unblock orders individually.

When you open this workspace, the Sales Orders sub-tab displays all of the blocked sales orders for delivery on today's date. You can thus use the target group fields in the Unblocking tab to display other sales orders in the Sales Orders sub-tab.

If you select the **Credit Block** field in the System Information workspace, Maconomy automatically blocks a sales order after approval if the bill-to customer's credit limit is exceeded. The credit limit is exceeded when the customer's balance plus order volume exceed the credit limit. An approved sales order that is not blocked becomes blocked if you enter a line that causes the credit limit to be exceeded. When checking whether the customer's credit limit has been exceeded, Maconomy checks the current customer's credit limit at the enterprise level as well as at the company level. See the description of the fields in the Credit Limit island in the Payment Information and Company Specific Payment Information workspaces in the A/R module for more information about how Maconomy handles credit limits.

If the sales order is blocked, the only order document that you can print is the order confirmation.

Unblocking Tab

This section includes the fields and descriptions for the Unblocking tab.

Selection Criteria Island

Field	Description
No. Blocked Orders	This field shows how many blocked sales orders meet the target group specification. You cannot change the value. When you open the window, the number will be limited to sales orders with a preferred delivery date on today's date. You can enter a wider interval of dates to see more blocked orders in the table.

Field	Description
Customer No.	Here you can enter a range of ship-to customer numbers. The table will only show sales orders to be delivered to customers within this range.
Bill to Customer	Here you can enter a range of bill-to customer numbers. The table will only show sales orders to be paid by customers within this range.
Pref. Deliv. Date	Here you can enter an interval of dates. The table will only show sales orders whose preferred delivery date is within this interval.
Order No.	Here you can enter a range of order numbers. The table will only show sales orders numbered within this range.
Company No.	In this field, you can enter a range of company numbers. Only sales orders for which companies within the specified range are responsible are shown in the table part.
Show Blocked Orders Only	You can mark this field if you only wish to see blocked orders in the table. If the field is blank, the table will show both unblocked and blocked orders.

Sales Orders Sub-Tab

This section includes the fields and descriptions for the Sales Orders sub-tab.

Field	Description
Bill to Customer	This is the number of the bill-to customer who is being invoiced for the items on the sales order.
Pref. Delivery Date	This is the preferred delivery date of the items in the order.
Order No.	This is the number of the sales order.
Order Total, Base	This is the order total, that is, the sum of the extended prices on the sales order, in base currency.
Order Total, Currency	This is the order total, that is, the sum of the extended prices on the sales order, in the currency of the order.
Currency	This field shows the currency of the order.
Blocked	If you mark this field, the sales order is blocked. Maconomy automatically marks the field if the bill-to customer's credit limit is exceeded. If the sales order is blocked you cannot print any order documents except order confirmation. A customer's credit limit is exceeded if his balance plus his order volume exceeds his credit limit. An approved non-blocked sales order will be blocked if you enter a line resulting in an excess of the credit limit.

Field	Description
	When checking if the customer's credit limit has been exceeded, Maconomy checks the current customer's credit limit at enterprise level as well as at company level. See the description of the fields in the island Credit Limit in the windows Payment Information and Company Specific Payment information in the A/R module for further information about how credit limits are handled in Maconomy.
Customer No.	This is the number of the customer who is having the items on the sales order delivered.
Name	This is the first line of the ship-to customer’s name.
Warehouse	This is the name of the warehouse the items are being shipped from.
Company No.	This field shows the number of the company responsible for the sales order.

Consignments Workspace

Use this workspace to maintain information about the consignments to be shipped.

In the Consignments tab you can enter the destination, consignment mode, date, and several other pieces of information about the consignment. Maconomy maintains the Sales Orders sub-tab and displays information about amounts, quantities, and delivery status of the orders and any quotes that are assigned to the current consignment.

You assign orders and quotes to a consignment in the Quote and Sales Orders workspaces, where you can specify a consignment number manually or have Maconomy assign the quote or order to a consignment. You can also assign quote and order lines to consignments individually, but the Sales Orders sub-tab only displays quotes and orders where the header is assigned to the current consignment.

Maconomy can create consignments automatically on the dates when they are required. You do this by specifying a starting date and an interval on one or several lines in the sub-tab of the Destination Card workspace. When assigning quotes and orders automatically to a consignment, Maconomy checks whether it can create a consignment with a packing date before the packing dates of existing consignments. See "Appendix B: Assign Quote/Order to Consignment" for more information about assigning orders to a consignment. The functionality of starting dates and intervals is explained in the Destination Information Card workspace.

Consignments Tab

This section includes the fields and descriptions for the Consignments tab.

Consignment Island

Field	Description
Consignment No.	In this field, you can specify a number for the consignment. If you do not specify a number, Maconomy will retrieve the consignment number from the window Number Series in the Set-Up module.
Delivery Mode	In this field, you specify a delivery mode. The combination of the values in this field and the fields “Delivery Terms,” “Carrier,” and “Consignment Type” make up a consignment mode. The consignment mode must exist in the information card of the destination specified for the current consignment. When creating a consignment, Maconomy completes a number of the fields in this window based on the information from the window Destination Card for the selected consignment mode. You can, however, change the values later. Delivery modes are created in the window Popup Fields in the Set-Up module.
Delivery Terms	In this field, you specify a code for delivery terms. Otherwise, the functionality of this field is similar to that of the field “Delivery Mode” above.
Carrier	In this field, you specify a carrier. Otherwise, the functionality of this field is similar to that of the field “Delivery Mode” above.
Consignment Type	In this field, you specify a consignment type. Otherwise, the functionality of this field is similar to that of the field “Delivery Mode” above.
Destination No.	In this field, you specify the number of the destination to which the current consignment will be shipped. Below the destination number, the name of the selected destination is displayed. Destinations are created in the window Destination Card.

Dates Island

Field	Description
Packing Date	In this field, you can specify the date on which the packing of items for the current consignment should commence. When creating a consignment, Maconomy suggests the consignment date less the number of packing days specified for the consignment mode selected in the table part of the information card for the destination specified on the current consignment. The packing date is furthermore used for determining whether the current consignment can be used when Maconomy assigns a quote, an order or quote/order lines to a consignment. If you change the packing date after assigning quotes, orders or lines to the consignment, the delivery date on the assigned quotes, orders and lines will be updated accordingly, and the items affected will be reserved again according to the new date. See “Appendix B:

Field	Description
	Assign Quote/Order to Consignment" for further information about assigning orders to a consignment.
Consignment Date	In this field, you enter the date of shipping the consignment. The consignment date is used for determining whether the current consignment can be used when Maconomy assigns a quote, an order or quote/order lines to a consignment. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning orders to a consignment.
Arrival Date	If the line is assigned to a consignment, this field displays the expected date of arrival at the destination. The value is retrieved from the corresponding field in the window Consignments for the consignment in question.

Charges Island

Field	Description
Charge 1-4	In these fields, you can enter the charge codes to be transferred to quotes and orders assigned to the current consignment. Any existing charge codes on the individual quotes and orders will be overwritten when assigned to the consignment. Later changes in the charge codes on the consignment will, however, not be reflected on quotes and orders already assigned to the consignment. When creating a consignment, Maconomy suggests the charge codes from the line with the current consignment mode in the table part of the information card of the destination in question.

User Island

See the chapter "Getting Started" for a description of the fields in the island User.

Remarks Island

these fields, you can enter a number of remarks regarding the current consignment. When creating a consignment, Maconomy suggests the remarks from the consignment mode selected in the table part of the information card of the destination specified on the current consignment.

Weight/Volume Island

Field	Description
Weight Capacity	In this field, you can specify the total weight permitted for the current consignment. The weight capacity is used when evaluating which consignment Maconomy should choose when automatically assigning an order or a quote to a consignment. Maconomy will only assign an order to a consignment which has the necessary weight capacity available. You can, however, manually assign an order to a consignment, even if the weight capacity of the consignment is exceeded when doing so. When creating a consignment, Maconomy suggests the weight capacity specified on the selected consignment mode. See "Appendix B: Assign Quote/Order to Consignment" for further information about assigning orders to a consignment.

Field	Description
Volume Capacity	The functionality of this field is similar to that of the field “Weight Capacity” above.
Increase in Weight, %	In this field, you can specify a percentage increase in weight. The weight increase is used if the current consignment type requires that the items are shipped in special packaging, for example, wooden crates. The weight increase is used when evaluating which consignment Maconomy should choose when automatically assigning an order or a quote to a consignment. If charges are calculated by weight, the weight increase percentage is used when the expected charges are calculated using the action “Calculate Charges” in the windows Quote and Sales Orders, and when printing quotes and order confirmations. When creating a consignment, Maconomy suggests the weight increase specified on the Destination Card of the selected consignment mode.
Increase in Volume, %	The functionality of this field is similar to that of the field “Increase in Weight, %” above.

Order Total Island

Field	Description
No. Orders	This field displays the total number of sales orders assigned to the current consignment. The number does not include quotes assigned to the current consignment.
Gross Weight	This field displays the total gross weight of the current consignment, calculated as the sum of the values in the field “Weight” on the lines in the table part of the window.
Gross Volume	This field displays the total gross volume of the current consignment, calculated as the sum of the values in the field “Volume” on the lines in the table part of the window.
Total No. of Packages	This field displays the total number of packages of the current consignment, calculated as the sum of the values in the field “Package” on the lines in the table part of the window.
Order Total	This field displays the order total of the current consignment, calculated as the sum of the values in the field “Order Total” on the lines in the table part of the window. The total is displayed in the enterprise currency.

Consignment Information Island

Field	Description
Consignment Status	This field shows whether the current consignment is open or closed. It is only possible to assign orders to an open consignment. A consignment is open until packing slips have been printed for all of the orders assigned to the consignment in question. However, a closed

Field	Description
	consignment can be reopened manually — In this field, thus making it possible to assign additional orders.
Batch Invoice	This field shows if orders assigned to the current consignment should be batch invoiced. If the field is not selected, any mark in the corresponding field on orders assigned to the current consignment will be removed. If the field is selected in this window, the value in the field “Batch Invoice” will remain unchanged on the individual orders, whether or not it is selected. You can, for example, use this functionality if you usually batch invoice orders, but you want to manually evaluate the charges on orders assigned to a certain consignment mode for a given destination before invoicing.
Delivered	This field displays if the items on the assigned order have been delivered. The field shows “No,” “Partly” or “Yes,” depending on whether none, some or all of the items on the sales order have been delivered. If none of the orders assigned to the current consignment is delivered, the field displays “No.” If one or more, but not all, of the orders are delivered, the field displays “Partly,” and if all the assigned orders are delivered, the field displays “Yes.” The order status for each assigned order is shown in the field “Delivered” in the table part of this window. See the field “Delivered” in the window Order Status for further information concerning the delivery of an order in Maconomy.
Blocked	If you mark this field, quotes, orders, and lines will no longer be assigned to the current consignment when you select the action “Assign Quote to Consignment” in the window Quote or the action “Assign Order to Consignment” in the window Sales Orders.
Incl. Quotes	If you mark this field, the table part will display both quotes and sales orders assigned to the current consignment. If the field is not marked, the table part will only display sales orders. Please note that if the number of lines in the table part is changed because you mark or unmark this field, the figures in the island Order Total will be recalculated from the lines currently displayed in the table part.
Show only Ready f. Deliv.	If you mark this field, the table part will only display orders with the value “Yes” in the field “Ready for Delivery” or in the field “Delivered.” Please note that if the number of lines in the table part is changed because you mark or unmark this field, the figures in the island Order Total will be recalculated from the lines currently displayed in the table part. Please also note that the field “Number of Orders” always displays the total number of orders assigned to the current consignment regardless of whether these orders are shown in the table part.
Do not Itemize Suborders	If you mark this field, the table part will not display quotes and orders linked to a main order. Please note that if the number of lines in the table part is changed because you mark or unmark this field, the figures in the island Order Total will be recalculated from the lines currently displayed in the table part.

Sales Orders Sub-Tab

This section includes the fields and descriptions for the Sales Orders sub-tab.

Field	Description
Order No.	This field shows the number of the current quote or the current order.
Customer No.	This field shows the number of the current ship-to customer.
Name	This field shows the name of the current ship-to customer.
Reference	This field shows any reference entered in the field “Reference” on the current quote or order.
Order Total	This field shows the quote or order total for the current quote or order. If the line is displaying a quote, this field shows the value of the field “Total Quote” in the window Quote. The value is converted into enterprise currency. If the line is displaying a sales order, this field shows the value of the field “Order Total” in the window Sales Orders converted into enterprise currency.
Package	This field shows the total number of packages on the current quote or the current sales order.
Weight	This field shows the total weight of the items on the current quote or sales order. If the line is displaying a quote or a sales order which is not yet delivered, the field displays the value from the corresponding field in the card part of the quote or sales order in question, including the increase percentage which may be specified in this window in the field “Increase in Weight, %.” If a packing list has been approved for the order, but no packing slip has been created, the field will, however, display the weight entered via the packing reporting. If the order on the current line is delivered, Maconomy shows the weight as specified on the packing slip. This weight depends on whether the packing slip was created in the window Packing Lists, Sales Orders or Print Packing Slip, as Maconomy will calculate the weight in the following way when a packing slip is created: If the packing slip was created in the window Sales Orders, Maconomy uses the weight from the island “Order Total” in the window Sales Orders with the addition of the percentage specified in this window in the field “Increase in Weight, %.” If the packing slip was created in the window Packing Lists, the confirmed weight is used. If the packing slip was created in the window Print Packing Slip, the weight reported when selecting the action “Approve Packing List” in the window Packing Lists is used. However, if no approved packing list existed for the order when the packing slip was created, the weight specified on the packing slip will correspond to the total weight from the island Order Total in the

Field	Description
	window Sales Orders with the addition of the percentage specified in this window in the field “Increase in Weight, %.”
Volume	The functionality of this field is similar to that of the field “Weight” above.
Order Approved	If the current line is displaying an order, this field shows if the order in question is approved. Packing list printed If the current line is displaying an order, this field shows if a packing list has been printed for the order in question.
Ready for Delivery	If the current line is displaying an order, this field shows if the order in question is ready for delivery, that is, the packing list for the current order is approved, but no packing slip has yet been created. This field is only significant if the system parameter “Approve packing list in two steps” has been marked.
Delivered	If the current line is displaying an order, this field shows whether the order in question has been delivered, that is, a packing slip has been created for the order.

Print Quote Workspace

Use this workspace to print quotes in batches.

If you create many quotes on the same day, it is convenient to print them all in one operation. You can do that in this workspace, by defining a target group.

In the Quote workspace, you can print a quote immediately after you create or change it using the **Print Quote** action. This enables you to send it to the customer at once.

Print Quote Tab

This section includes the fields and descriptions for the Print Quote tab.

Selection Criteria Island

Field	Description
Quote No.	In these fields, you can enter a range of quote numbers. Maconomy will only print quotes within this range which have not been printed already, unless you have chosen to include printed quotes.
Customer No.	In these fields, you can enter a range of ship-to customer numbers. Maconomy will only print quotes for ship-to customers within this range.
Bill to Customer	In these fields, you can enter a range of bill-to customer numbers. Maconomy will only print quotes for bill-to customers within this range.
Pref. Deliv. Date	In this field, you can enter a range of dates. Maconomy will only print quotes with a preferred delivery date within this range.

Field	Description
Expiry Date	In this field, you can enter a range of expiry dates. Maconomy will only print quotes expiring within this range of dates.
Company No.	In these fields, you can enter a range of company numbers. Maconomy will only print quotes for responsible companies within the specified range.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only print quotes assigned to a consignment within the specified range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only print quotes with a destination within the specified range.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only print quotes assigned to a consignment with a consignment date within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only print quotes with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only print quotes with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only print quotes with the selected carrier.
Consignment Type	In this field, you can select a consignment type. Maconomy will only print quotes with the selected consignment type.
Order Mode	In this field, you can enter an order mode. Maconomy will only print quotes with the selected order mode.
Department	In this field, you can select a department. Maconomy will only print quotes from the selected department.
Language	In this field, you can select a language code. Maconomy will only print quotes with the selected language code. You can use the language code to print quotes in different languages. Using Maconomy's layout editing tools, you can create different language layouts. The combination of language code and layout allows you to print quotes in different languages.
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only print quotes linked to a main order whose order or quote number is within the specified range.

Print Control Island

Field	Description
Incl. Printed	If you mark this field, you will reprint quotes which meet the selection criteria and which have been printed before.

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Quote workspace.

Top Tab

Field	Description
Print	Use this action to print the selected quote.

Print Order Confirmation Workspace

Use this workspace to print order confirmations in batches.

Order confirmations are sent to customers to confirm that you received an order from them. If you need to print many order confirmations on the same day or in one period, it is convenient to print them all in one operation. You do that in this workspace, by entering a range of order numbers. The printout only includes orders for which a confirmation has not been printed, unless you are reprinting order confirmations.

In the Sales Orders workspace, you can print an order confirmation immediately after you create or change a sales order using the **Print Order Confirmation** action. This enables you to send it to the customer at once.

Print Order Confirmation Tab

This section includes the fields and descriptions for the Print Order Confirmation tab.

Selection Criteria Island

Field	Description
Order No.	In these fields, you can enter a range of order confirmation numbers. Maconomy will only create and print order confirmations within this range which have not been printed already, unless you have chosen to include printed order confirmations.
Customer No.	In these fields, you can enter a range of ship-to customer numbers. Maconomy will only create and print order confirmations for ship-to customers within this range.
Bill to Customer	In these fields, you can enter a range of bill-to customer numbers. Maconomy will only create and print order confirmations to bill-to customers within this range.

Field	Description
Pref. Deliv. Date	In this field, you can enter a range of dates. Maconomy will only create and print order confirmations for sales orders with a preferred delivery date within this range.
Company No.	In these fields, you can enter a range of company numbers. Maconomy will only create and print order confirmations for responsible companies within the specified range.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only create and print order confirmations for sales orders assigned to a consignment within the specified range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only create and print order confirmations for sales orders with a destination within the specified range.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only create and print order confirmations for sales orders assigned to consignments with a consignment date within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only create and print order confirmations for sales orders with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only create and print order confirmations for sales orders with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only create and print order confirmations for sales orders with the selected carrier.
Consignment Type	In this field, you can select a consignment type. Maconomy will only create and print order confirmations for sales orders with the selected consignment type.
Order Mode	In this field, you can enter an order mode. Maconomy will only create and print order confirmations for sales orders with the selected order mode.
Department	In this field, you can select a department. Maconomy will only create and print order confirmations for sales orders from the selected department.
Language	In this field, you can select a language code. Maconomy will only create and print order confirmations for sales orders with the selected language code. You can use the language code to print order confirmations in different languages. Using Maconomy's layout editing tools, you can create different language layouts. The combination of language code and layout allows you to print order confirmations in different languages.
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only create and print order confirmations for sales orders linked to a main order whose order number is within the specified range.

Print Control Island

Field	Description
Incl. Printed	If you select this field, you will reprint order confirmations which meet the selection criteria and which have been printed before.
Include Non-Approved	If you select this field, the printout will include order confirmations for sales orders which are not yet approved. If the field is not selected, only approved orders which match the selection criteria are included.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Order Confirmation workspace.

Top Tab

Field	Description
Print	Use this action to print the selected order confirmation.

Print Main Order Workspace

Use this workspace to print all of the information about main orders and the suborders that are linked to them.

You can use the printout as a kind of joint order confirmation for linked orders. The printout only includes orders that have linked suborders.

In the selection criteria you can specify the main orders whose information you want to print. Note that if a main order matches the selection criteria, all of the suborders that are linked to the main order in question are printed, regardless of whether the suborders match the criteria.

Print Main Order Tab

This section includes the fields and descriptions for the Print Main Order tab.

Selection Criteria Island

Field	Description
Order No.	In these fields, you can specify a range of sales order numbers. Maconomy will only print information about main orders within the specified range.
Main Order No.	In these fields, you can specify a range of sales order numbers. Maconomy will only print information about main orders within the specified range.

Field	Description
Order Type	In this field, you can select an order type. Maconomy will only print main orders with the selected order type. You can only choose between “Quote” and “Sales Order.”
Ship to Customer	In these fields, you can enter a range of ship-to customer numbers. Maconomy will only print main orders for ship-to customers within this range.
Bill to Customer	In these fields, you can enter a range of bill-to customer numbers. Maconomy will only print main orders for bill-to customers within this range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only print main orders for a destination within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only print main orders with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only print main orders with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only print main orders with the selected carrier.
Order Mode	In this field, you can enter an order mode. Maconomy will only print information on main orders with the selected order mode.
Consignment Type	In this field, you can select a consignment type. Maconomy will only print main orders with the selected consignment type.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only print main orders assigned to a consignment with a consignment date within the specified range.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only print main orders assigned to a consignment within the specified range.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option. This layout shows the items and charges associated with the main order and the suborders linked to it. For every item and every charge, the printout shows a line totaling the item or charge in question. The printed amounts are shown in the currency of the main order.

Actions

This section shows the Actions available in the Print Main Order workspace.

Top Tab

Field	Description
Print	Use this action to print all information about main orders and the suborders linked to them.

Delivery Section

This section includes the fields and descriptions for the Delivery section workspaces.

Packing Lists Workspace

Use this workspace to confirm packing lists that you print in the Sales Orders or Print Packing List workspaces.

The Packing Lists tab displays general and account information about the packing list. Maconomy retrieves some of the information from the sales order to which the packing list is assigned. In the Packing List Lines sub-tab, you can enter how many items were packed.

You print packing lists individually in the Sales Orders workspace or in batches in the Print Packing Lists workspace. You can only open the Packing Lists workspace if Maconomy has unconfirmed packing lists. A packing list is an internal message to the warehouse that a certain number of items are ready to be packed and delivered to a customer. Warehouse personnel use this workspace to confirm that the items have been packed.

The warehouse reports back how many of the items in the packing list have actually been packed. You can then print delivery documents such as a packing slip, an invoice, labels, and a bill of lading.

The item lines in the printed packing list are sorted by location, and the same applies here. This makes it easier for warehouse employees to compare the printed list to the information in this workspace.

When the packing list has been confirmed, it is automatically deleted. You can then print a new packing list for any undelivered items that remain from the sales order. You can only produce one packing list per order at any one time.

If you have Maconomy Bill of Materials, and the item in an order line is a BOM that does not have inventory control, Maconomy confirms the BOM parts that have inventory control individually. This happens in the Packing List Lines workspace. Maconomy shows any BOMs that do not have inventory control with zero items for packing. When you activate the line on which the BOM is specified in this workspace, its BOM parts that have inventory control appear in the Packing List Lines workspace.

Packing Lists Tab

This section includes the fields and descriptions for the Packing Lists tab.

Packing List Island

Field	Description
Order No.	This is the number of the sales order to which the packing list is assigned. The sales order number is shown on the printed packing list. The value in this field cannot be changed.
Packing List No.	This is the packing list number in the series of packing lists assigned to the current sales order. You can only produce one packing list per sales order at any one time. The number cannot be changed manually. It is important for the warehouse employee to check that this number corresponds to the printed packing list he is working with.
Date Printed	This is the date on which the packing list was printed. The date cannot be changed.
Pref. Deliv. Date	This is the customer's preferred delivery date for the items in the packing list. The date is retrieved from the sales order. It cannot be changed here.

Remarks Island

Field	Description
Warehouse	This field shows the warehouse from which the items are to be packed. Maconomy retrieves the value from the sales order. You cannot change it here. Below the warehouse name, Maconomy shows any internal note entered in the "Warehouse" field in the Notes island in the window Sales Orders.

Customer Island

Field	Description
Customer	This field shows the number of the customer to whom the items in the packing list will be delivered. The customer number cannot be changed here. The other lines in this field show the customer's name and address. The information is retrieved from the card part of the sales order. It can be changed here. Note, however, that if you change the name and address here, the field is also changed on the sales order.
Attn.	This is the customer's attention person the person to whom shipping information is directed. The information is retrieved from the sales order. It can be changed here, causing the corresponding field to be updated on the sales order.
Country	This is the customer's country code, which is retrieved from the sales order. You can change it, causing the corresponding field to be updated on the sales order.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the order to which the packing list is assigned. The value is transferred from the field “Company No.” in the island Company on the order. This field also shows the name of the specified company.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can specify further information regarding the packing list and the current customer. You might, for example, specify a “hold” code or information about substitution items. Maconomy suggests the value of the corresponding fields in the customer’s information card, but you can change the values for the current packing list, causing the corresponding fields to be updated on the sales order. The pop-up options are created in the window Popup Fields in the Set-Up module.

Delivery Island

Field	Description
Partial Delivery	This field shows whether it is possible to make a partial delivery. Unless there is a mark here, it is only possible to approve a packing list if all the items are reported packed. The value is retrieved from the sales order to which the packing list is assigned, and you cannot change it here.
Handled by	Here you enter the name of the warehouse employee who packed the items in the packing list. Maconomy automatically suggests the name of the user, but you can change it. The field must be completed.
Carrier	Here you select a carrier for the delivery. Maconomy automatically suggests the value from the sales order, but you can change it. Note, however, that if you change the carrier here, the field is also changed on the sales order. You maintain carriers in the window Popup Fields in the Set-Up module.
Delivery Mode	Here you select a delivery mode. Maconomy automatically suggests the value from the sales order, but you can change it. Note, however, that if you change the delivery mode here, the field is also changed on the sales order. You maintain delivery modes in the Popup Fields window in the Set-Up module.
Delivery Terms	Here you select the terms of delivery. Maconomy automatically suggests the value from the sales order, but you can change it. Note, however, that if you change the delivery terms here, the field is also changed on the sales order. You maintain delivery terms in the window Popup Fields in the Set-Up module.
Charge Table	This field shows the charge table used for charge calculation. The field is transferred from the sales order to which the packing list is assigned, but you can change it here. Note, however, that if you change the charge table here, the field is also changed on the sales order.

Field	Description
Charge Discount %	This field shows the charge discount percentage applied in addition to the one which can be specified in the charge table. The field is transferred from the sales order to which the packing list is assigned but you can change it here. Note, however, that if you change the charge discount percentage here, the field is also changed on the sales order.
Bill of Lading No.	This field shows a bill of lading number which will be included on packing slips related to the current sales order. The field is transferred from the sales order to which the packing list is assigned but you can change it here. Note, however, that if you change the bill of lading number here, the field is also changed on the sales order.

Packing List Total Island

Field	Description
Price	This field shows the total price of the item lines in the packing list. If the corresponding sales order is changed, for example, by adding order lines or changing unit prices, quantities or discounts, the value in this field is automatically updated. Furthermore, the value is recalculated as the sum of the prices of the packed items when the packing list is approved or when a packing slip is printed in the Action menu. You cannot change the price manually.
Weight	This field shows the total weight of the item lines in the packing list. The value is calculated from the weight of each individual item. If a line is assigned to a consignment, its weight will include the weight increase specified for the consignment in question. The weights are retrieved from the Item Information Cards in the Inventory module while weight increases are specified in the card part of the window Consignments. If a control weighing shows another weight, you can enter the actual weight here. The weight is printed on the bill of lading. Note that the weight is found from the item quantity in the packing list. If not all the items are actually packed, the weight will not be recalculated. If you have Maconomy Bill of Materials, and the packing list has BOMs with inventory control at part level, the value will include the sum of the weights of the BOM parts.
Volume	This field shows the total volume of the item lines in the packing list. The value is calculated from the volume of each individual item. If a line is assigned to a consignment, its volume will include the volume increase specified for the consignment in question. The volumes are retrieved from the Item Information Cards in the Inventory module while volume increases are specified in the card part of the window Consignments. You can change the value suggested. The value is printed on the bill of lading. Note that the volume is found from the item quantity in the packing list. If not all the items are actually packed, the volume will not be recalculated. If you have Maconomy Bill of Materials, and the packing list has BOMs with inventory control at part level, the value will include the sum of the volumes of the BOM parts.

Field	Description
Area	In this field, you enter how many area units are taken up by the delivery. The value is printed on the bill of lading.
Package	In this field, you enter how many packages the delivery includes. The value is printed on the bill of lading.

Charges Island

Field	Description
Charges	Here you can select a delivery charge. Maconomy suggests the value from the corresponding field on the sales order, but you can change it, causing the corresponding field to be updated on the sales order. You maintain charges in the window Charges. For every charge, you can define a text as well as a percentage rate or an amount. You can enter a fixed charge amount in the “Fixed Amount” field, which will always be used in invoicing, regardless of the size of the amount of the charge code. If you do so, the charge code is only used to retrieve a charge text.

Packing List Lines Sub-Tab

This section includes the fields and descriptions for the Packing List Lines sub-tab.

Field	Description
Line No.	This field shows the number of the line on the order to which the current packing line corresponds. The line number is printed on the packing list.
Stock Location	This field shows the location at which the item should be packed and from which it should be shipped. The item lines in the printed packing list are sorted by location, and the same applies here. This makes it easier for warehouse employees to compare the packing list to the information in this window. The value is retrieved from the sales order line on which the packing line is based, but you can specify another location here if the items are shipped from another location.
Item No.	This is the number of the item to be delivered. The number is retrieved from the corresponding line on the sales order. It cannot be changed here. If you have Maconomy Bill of Materials, and the item is a BOM without inventory control, you must confirm the BOM parts (with inventory control) in the window Packing List Lines. If you activate this line, the BOM parts will be shown in the window Packing List Lines.
Description	This is the item text. The text is retrieved from the corresponding item line on the sales order. You can change the text.
Deliv. Date	This is the item line’s delivery date. The date is retrieved from the corresponding item line on the sales order. You cannot change the date.

Field	Description
For Packing	This field shows how many item units are selected to be packed and delivered on the preferred delivery date. The value cannot be changed manually. If you have Maconomy Bill of Materials, and the item is a BOM without inventory control, the quantity for packing will always be zero. BOM parts with inventory control are handled in the Packing List Lines window.
Packed	Here you enter the quantity of items actually packed from the warehouse. Maconomy automatically suggests a value, based on the information on the sales order or any warehouse transaction information assigned to the order. For further information on how the suggested value is found, see the description of the action “Print Packing List.” You can change the suggested value if the physical inventory is short of items. Maconomy verifies that the amount you enter is divisible by the item’s minimum sales unit. If you enter a quantity lower than the quantity in the “For Packing” field, Maconomy automatically creates back orders for the remaining items when the packing list is approved. At the same time, Maconomy updates the field “Back Orders” in the windows Item Information Card and Item Information in the Inventory module. Please note that if the order does not have partial delivery and the value in this field is lower than the quantity in the field “For Packing,” the packing list cannot be approved. If you have Maconomy Bill of Materials, and the item is a BOM without inventory control, the BOM cannot be handled in this window. BOM parts with inventory control are handled in the window Packing List Lines. If you activate this line, the BOM parts appear in the window Packing List Lines.
Internal Desc.	This is the internal item description from the Item Information Card. It is suitable for messages to the warehouse, for example, to specify how an item should be handled and packed. The text can be changed. The warehouse can use the field to return messages to the sales department. The text appears in the Sales Orders window when the sales order is retrieved there again. The text is not printed on external order documents.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current item. In the first three fields, Maconomy suggests the value from the corresponding fields in the item information card. You can change the suggested texts and enter additional information in the remaining seven fields.
Popup 1-5	In these fields, you can enter further information about the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current packing list line. The pop-up options are created in the window Popup Fields in the Set-Up module.
Bill of Materials	If this field is marked, the item is a BOM. If the BOM header is not assigned inventory control, its BOM parts must be confirmed in the Packing List Lines window. If you activate this line, the BOM parts are shown in the window Packing List Lines.

Packing List Lines Workspace

Use this workspace to confirm packing list lines for BOM parts that have inventory control and are part of a BOM that does not have inventory control at a higher level.

The Packing List Lines tab displays general and account information about the BOM header. In the BOM Lines sub-tab, in each item line, you can enter how many items have been packed. This workspace is part of Maconomy Bill of Materials.

The packing list lines relate to a packing list, which you can print individually in the Sales Orders workspace after you create a sales order or in batches in the Print Packing List workspace. A packing list is an internal message to the warehouse that various items are ready to be packed and delivered to a customer.

This workspace is a supplement to the Packing Lists workspace. Warehouse employees confirm that BOM parts have been packed. This workspace shows the BOM parts from the active BOM part line in the Packing Lists workspace.

At confirmation of the packing list lines, the warehouse reports back how many of the ordered items have actually been packed. You can then print delivery documents such as a packing slip, invoice, labels, and bills of lading from the Print Confirmation workspace.

Packing List Lines Tab

This section includes the fields and descriptions for the Packing List Lines tab.

Order Line Island

Field	Description
Order No.	This is the number of the sales order to which the packing list applies. The sales order number is shown on the printed packing list. The number cannot be changed here.
Line No.	This is the packing list line number from the sales order. The line number is shown on the printed packing list. You can use the search functions in the Find menu to retrieve other lines. The order number and line number combine to form the sole and absolute identification of the packing list line. The number cannot be changed here.

Item Island

Field	Description
Item No.	This is the item number in the packing list line.
Unit	This is the item sales unit in the packing list line. The value is retrieved from the “Unit” field in the Sales Orders window. The unit cannot be changed here.
Description	This is the item text. The text is retrieved from the “Unit” field in the Sales Orders window. The text cannot be changed here.
Internal Desc.	This is the internal text. The text is retrieved from the “Unit” field in the Sales Orders window. The text cannot be changed here.

Field	Description
Extra Text 1-10	These are the extra text fields of the packing list line. The information is retrieved from the corresponding lines in the table part of the current sales order. The Extra Fields cannot be changed here.

Extra Fields Island

Field	Description
Popup 1-5	These fields show the values of the corresponding fields in the table part of the current sales order. The values cannot be changed here.

BOM Lines Sub-Tab

This section includes the fields and descriptions for the BOM Lines sub-tab.

Field	Description
Line No.	This is the item's line number in the BOM. This number is printed with the order line number (shown in the card part above) on the packing list. The number is used to identify the BOM part.
Stock Location No.	This field shows the location at which the BOM part should be packed and from which it should be shipped. The item lines and BOM parts in the printed packing list are sorted by location, and the same applies here. This makes it easier for warehouse employees to compare the packing list to the information in this window. The value is retrieved from the sales order line on which the packing line is based, but you can specify another location here if the items are shipped from another location. If the field is blank, the location number specified in the card part of the window will apply to the line.
Item No.	This is the number of the BOM part to be delivered. The value is retrieved from the corresponding item line on the sales order. The number cannot be changed here.
Description	This is the item text. The text is retrieved from the corresponding item line on the sales order. You can change the text here.
Deliv. Date	This is the item line's delivery date. The date is retrieved from the corresponding item line on the sales order. You cannot change the date here.
For Packing	This field shows how many item units are selected to be packed and delivered on the preferred delivery date. The value cannot be changed manually.
Packed	Here you enter the quantity of items actually packed. Maconomy automatically suggests the value from the "For Packing" field. You can change the suggested value, if the physical inventory is short of items. Maconomy verifies that the amount you enter is divisible by the item's minimum sales unit.

Field	Description
	If you enter a quantity lower than the quantity in the “For Packing” field, Maconomy automatically creates back orders on the remaining items. At the same time, Maconomy updates the “Back Orders” field in the Item Information Card and Item Information windows in the Inventory module.
Internal Desc.	This is the internal item text from the Item Information Card. It is suitable for messages to warehouse employees. You can, for example, specify how the item should be handled and packed. You can change the text.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current BOM part. In the first three fields, Maconomy suggests the value from the corresponding fields in the BOM item information card. In You can change the suggested texts and enter additional information in the remaining seven fields.
Popup 1-5	In these fields, you can enter further information about the current BOM item. Maconomy suggests the value from the corresponding fields in the BOM item information card, but you can change the value for the current packing list line. The pop-up options are created in the window Popup Fields in the Set-Up module.

Serial Number Entry Workspace

Use this workspace to enter serial numbers for items that have serial number control that are delivered or returned in connection with a sale or crediting in the Sales Orders or Credit Orders workspaces.

Serial number entry for sales orders in this workspace is mandatory for items that have the serial number control type **Full Ser. No. Reg.** or **Serial No. Reg. at Shipping** set up in the Item Information Card workspace. For credit orders, serial number entry is mandatory for items that have the serial number control type **Full Ser. No. Reg.** or **Serial No. Reg. at Receipt.**

The Serial Number Entry tab contains general information about the item line. In the Serial Numbers sub-tab you enter serial numbers and quantities for each serial number of the item on the item line. You can also specify where the items should be moved to for packing or where they are received, depending on whether you are working with a sales order or a credit order.

An item line that has one of these serial number control types cannot be delivered, invoiced, or credited before you enter a serial number for every single unit of the item in this workspace. If you are selling a serial number that has not yet been created-for example, because the item does not use the serial number control method **Ser. No. Reg. at Receipt**-you must enter the serial number in question in the **New Serial No.** field instead of in the **Serial No.** field.

You typically enter serial numbers that are related to sales orders in this workspace when the warehouse personnel reports back on packing lists, but it might already be done at the time of order receipt, if you are selling an item with a particular serial number. You can specify some of the serial number units at the time of order entry and let the rest be entered when the items are picked or packed. Serial numbers related to items in credit orders are entered when the items are received and before the credit memo is printed. However, to ensure consistency between the information in this workspace and on warehouse transactions/picking lists, the existence of a warehouse transaction or picking list prevents you from entering serial number information for

that order in this workspace until a packing list has been created, causing this workspace to be updated with any serial number information reported during the warehouse transaction/picking procedure.

Maconomy automatically creates serial number lines that display the relevant quantity for items that use standard serial numbers. This is only the case, however, if you select the **Extended Serial Number Control** system parameter. When creating an order line in the Sales Orders and Credit Orders workspaces, Maconomy checks whether a standard serial number for sales from the current warehouse has been entered in the item's information card. If this is the case, Maconomy creates a serial number line in this workspace with the standard serial number and the quantity to be packed or to be credited entered on the order line. This automatic line creation also occurs for quote lines when the quote is converted to a sales order. If one serial number entry line exists for the current order line, and the quantity in the **Quantity** field on the current serial number entry line corresponds to the quantity to be packed or credited on the order line, Maconomy automatically updates the quantity on the serial number entry line, if the quantity to be packed or credited is changed on the sales order or credit order. However, if a packing list has been created, Maconomy updates the serial number entry line with the quantity packed. Consequently, it is not necessary to enter serial number entries manually for items that use a standard serial number. If multiple serial number lines exist for the order line, or the quantities on the order line/packing list line and the serial number entry line do not correspond, Maconomy does not update the quantity, which you must therefore enter manually in this workspace.

When you create a packing list for the current order, some cases may cause the automatic creation of lines in this workspace. This procedure is described in the section "Print Packing List."

If the serial numbers are reported when the warehouse personnel reports back on the packing list, the warehouse staff uses this workspace as a supplement to the Packing Lists workspace, when they have packed items that have serial number control. The serial number is then recorded every time an item that has serial number control is packed.

After you approve the packing list, you can use the Packing Lists workspace to print documents related to the delivery of the packed items, such as a packing slip, invoice, labels, and/or bill of lading. The packing slip shows the number of every serial number delivered of an item that has serial number control.

Serial Number Entry Tab

This section includes the fields and descriptions for the Serial Number Entry tab.

Order Line Island

Field	Description
Order No.	This is the number of the sales order or credit order from which the item line originates. The combination of order number and line number identifies the item line. You cannot change an order number here.
Line No.	This is the item line’s line number on the sales order or credit order. The combination of order number and line number identifies the item line. You cannot change a line number here. Note, that you can also see item lines with items which do not have serial number control. However, you cannot assign the serial numbers in the table to an item line with an item which does not have serial number control.

Field	Description
Order Type	This is the order type. It is either a sales order or credit order.

Item Island

Field	Description
Item No.	This is the item line's item number.
Description	This is the item text.
External Desc.	This is the external item text.
Internal Desc.	This is the internal text.
Item Group	This is the item group to which the item belongs.
Item Type	This is the item type.
Unit	This is the unit in which the item is being sold.

Number, Sales Order Island

Field	Description
Ordered	If the item line is from a sales order, this field shows how many units of the item were ordered.
For Packing	If the item line is from a sales order, this field shows how many units of the item are to be packed in the next delivery.
Packed	If the item line is from a sales order, this field shows how many units have been packed.

Warehouse Island

Field	Description
Inventory Control	This field is marked if the item on the line has inventory control.
Warehouse	This is the warehouse entered on the order and which the item is delivered from or returned to.
Stock Location	This shows the location to which the items on the line should be moved to be packed, or, in the case of credit orders, the location at which the

Field	Description
	returned items are received. The value is automatically suggested on new lines in the table part.
Delivery Date	This is the delivery date for the item line.

Dimensions Island

Field	Description
Location	This is the location retrieved from the “Location” field on the item line in the Sales Orders or Credit Orders window. You cannot change it here.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Number, Credit Order Island

Field	Description
Credit Order	If the item line is from a credit order, this field shows how many units of the item are being credited.
Returned	If the item line is from a credit order, this field shows how many units of the item are being returned.

Price Island

Field	Description
Price Control	This field is marked if the item has price control.
Unit Price	This is the unit price of the item line.
Pricing Unit	This is the item’s pricing unit, that is, the number of units contained in one unit price of the item. This applies to sales prices, costs, weight and volume.

Field	Description
Extended Price	This is the extended price, which is found by multiplying the number of units on the line by the unit price and then dividing by the pricing unit. A line discount is then deducted, if applicable.

Price List Island

Field	Description
Price List	This is the name of the price list the item is priced by, if applicable. If the price is not from a price list, or if the item is a BOM without price control, the field is blank.
Price Step	This is the price list step the item is priced by.
Price at Step 1	This is the price of one pricing unit in the price list used on the sales or credit order.

Discount Island

Field	Description
Quantity Disc.	This discount is the difference between the price on step 1 of the price list and the actual unit price, multiplied by the number of units of the item and divided by the pricing unit.
Discount %	This is the discount % on the item line.
Discount	This is the discount amount on the item line.
Discount Desc.	This is the discount text entered on the order.

General Island

Field	Description
Weight	This is the item's weight per pricing unit.
Volume	This is the item's volume per pricing unit.
Tax Code	This is the tax code used for calculating sales tax on the item. If multiple tax codes are enabled, the "Tax Code" field will be replaced by the following fields: "Tax Code 1," "Tax Code 2" and, if three tax levels are enabled, "Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes."

Field	Description
Sales Price Costing	This field is marked if the item on the item line has sales price costing.

Serial Numbers Sub-Tab

This section includes the fields and descriptions for the Serial Numbers sub-tab.

Field	Description
Serial No.	In this field, you can enter the serial number of the units of the item, if the item has serial number control. You must give a serial number, which is assigned to this item number in the Serial Number Information window in the Inventory module. Maconomy alerts you if you enter a serial number which does not exist or is assigned to another item. If the serial number in question has not yet been registered in the system, for example, if the current line pertains to a sales order and the item in question uses serial number registration at shipping only, you must enter the serial number in the field “New Serial No.” instead. If the item is a BOM without inventory control, you can enter the serial number of an article of one of the BOM parts with serial number control. If the BOM has several levels, you must enter the serial number for the BOM part on the highest level with inventory control. The serial number is printed on the packing slip.
New Serial No.	In this field, you can enter a new serial number if the serial number in question has not yet been registered in the system. This can, for example, be the case if the current line pertains to a sales order and the item in question uses serial number registration at shipping only, as this means that serial numbers are not known until they are shipped. When you enter a new serial number In this field, Maconomy automatically creates a line with the specified serial number in the window Serial Number Information. Maconomy alerts you if the serial number already exists in the system, and you must then enter the number in the field “Serial No.” instead. If the item is a BOM without inventory control, you can enter the serial number of an article of one of the BOM parts with serial number control. If the BOM has several levels, you must enter the serial number for the BOM part on the highest level with inventory control. The serial number is printed on the packing slip.
Item No.	In this field, you can specify the item number whose serial number you wish to register on the current line. If the item in the card part has inventory control, you must enter the same number as shown in the field “Item No.” in the card part. If the item in the card part is a BOM without inventory control, you can specify the number of an item on the highest level with inventory control in the BOM list.
Quantity	In this field, you can enter the quantity to be delivered of the current serial number. If the system parameter “Extended Serial Number Control” is selected,

Field	Description
	Maconomy will automatically update this field when the following fields are changed: quantity to be packed in the window Sales Orders, quantity to be returned in the window Credit Orders, or the quantity packed in the window Packing Lists, as long as only one serial number entry line exists for the order line in question, and as long as the quantity in the field “Quantity” corresponds to the quantity packed or returned.
Delivered	This field shows the quantity of the current serial number delivered. If the serial number pertains to a sales order, Maconomy will update this field when a packing slip is created for the order. Maconomy updates the Serial Number Information window by deducting the approved quantity from the warehouse and transferring information about customer, order and packing slip. If the serial number was returned on a credit order, Maconomy will update the quantity when the credit memo is printed. Next, Maconomy adds the quantity to the warehouse and resets the customer, sales order and packing slip information.
Stock Location No.	This field shows the location to which the current serial number should be moved for packing and delivery, or, in the case of credit orders, the location at which the returned items are received. If the serial number entry is made for a sales order, Maconomy suggests the location shown in the card part of the window, but you can specify another location for each individual line.
Production Date	This field shows the production date for the current serial number. The production date is retrieved from the window Serial Number Information and cannot be changed here.
Sell-by Date	This field shows the sell-by date of the current serial number. The date is retrieved from the window Serial Number Information and cannot be changed here. Please note that the date is for information only and has no influence on the validity of the serial number.
Expiry Date	This field shows the expiry date of the current serial number. The date is retrieved from the window Serial Number Information and cannot be changed here. Please note that the date is for information only and has no influence on the validity of the serial number.
Serial No. Text 1-5	In these fields, you can enter a number of remarks regarding the current serial number entry line. Maconomy suggests the texts from the window Serial Number Information, but you can change the texts in these fields.
Cost	This field shows the cost of the current serial number. The cost is retrieved from the window Serial Number Information and cannot be changed here. If the serial number was created from an item receipt in the window Item Receipt, the cost in this field corresponds to the purchase price on the item receipt. If the serial number was created from an inventory change in the window Inventory Change, the cost in this field corresponds to the cost entered on the inventory change. The field enables you to keep statistics on losses and gains of individual serial numbers. The field does not, however, have any bookkeeping significance, as Maconomy is using the cost at the warehouse in question as

Field	Description
	specified in the table part of the item's information card for calculating cost of goods sold when the serial number is sold. The field is thus for information only.

Back Order Register Workspace

Use this workspace to view the order lines that Maconomy transferred from sales orders for which you selected **Transfer** in the **Back Order Handling** field.

The information is displayed by customer. The Back Order Register tab displays selected customer information, and the Order Lines sub-tab displays the transferred order lines.

Maconomy transfers backorders from a sales order to the backorder register when you make a delivery (that is, print a packing slip), and the quantity that was delivered is less than the quantity that was ordered. The quantity delivered is subtracted from the quantity ordered, and Maconomy creates a line in the backorder register that indicates how much remains to be delivered, how much was ordered, the quantity delivered up to now, the original sales order line, and the price calculation.

You can transfer order lines in the backorder register to a sales order by selecting the **Back Order Handling** field in the Sales Orders workspace. Then, when you use the **Print Picking List** action in the Sales Orders workspace, Maconomy transfers lines that are entered to the ship-to customer on the sales order. However, Maconomy only transfer lines that have the same currency and can be delivered on the sales order. Similar functionality applies if you use the **Create Packing List** action in the Sales Orders workspace without first creating a warehouse transaction or picking list. For more information on this process, see the **Print Picking List** and **Print Packing List** actions in the Sales Orders workspace.

You can also transfer backorder lines to sales orders from this workspace using the **Assign to Sales Orders** action, in which case Maconomy tries to find suitable orders for the items on backorder.

You can delete lines one at a time using the Index menu, but you can also delete several lines at a time by selecting them as blocked and using the **Delete Blocked Lines** action in the Action menu.

If the transferred order line is an itemized BOM, you can see the BOM lines in the Order Lines workspace.

Back Order Register Tab

This section includes the fields and descriptions for the Back Order Register tab.

Ship to Customer Island

Field	Description
Customer	This is the number of the customer who is receiving the items in the back order. It cannot be changed here. The remaining lines of this field show the name and address of the ship-to customer. The text is retrieved from the Customer Information Card window and cannot be changed here.

Field	Description
Attn.	This is the attention person with the ship-to customer. The name is retrieved from the Customer Information Card window and cannot be changed here.
Country	This is the country of the ship-to customer. It is retrieved from the Customer Information Card window and cannot be changed here.
Phone	This is the ship-to customer's telephone number. It is retrieved from the Customer Information Card window and cannot be changed here.
Fax	This is the ship-to customer's fax number. It is retrieved from the Customer Information Card window and cannot be changed here.
Telex	This is the ship-to customer's telex number. It is retrieved from the Customer Information Card window and cannot be changed here.
E-mail	This is the ship-to customer's e-mail address. It is retrieved from the Customer Information Card window and cannot be changed here.
Contact Person	This is the contact person with the ship-to customer. It is retrieved from the Customer Information Card window and cannot be changed here.
Language	This is the ship-to customer's language. The name is retrieved from the Customer Information Card window and cannot be changed here.
Currency	This is the currency normally used for the ship-to customer. It is retrieved from the Customer Information Card window and cannot be changed here.
Customer Group	This is the customer group that the ship-to customer belongs to. It is retrieved from the Customer Information Card window and cannot be changed here.
Department	This is the department that the ship-to customer is primarily assigned to. It is retrieved from the Customer Information Card window and cannot be changed here.

Bill to Customer Island

Field	Description
Bill to Customer	This is the number of the bill-to customer assigned to the ship-to customer. The number is retrieved from the bill- to customer's information card and cannot be changed here. The remaining lines of this field show the name and address of the bill-to customer. The text is retrieved from the Customer Information Card window and cannot be changed here.
Attn.	This is the attention person with the bill-to customer. The name is retrieved from the Customer Information Card window and cannot be changed here.
Country	This is the country of the bill-to customer. It is retrieved from the Customer Information Card window and cannot be changed here.

Delivery Island

Field	Description
Warehouse	This field shows from which warehouse the ship-to customer normally receives items. It is retrieved from the Customer Information Card window and cannot be changed here.
Delivery Terms	This field shows the delivery terms normally applied to this ship-to customer. It is retrieved from the Customer Information Card window and cannot be changed here.
Delivery Mode	This field shows the delivery mode normally used for sales to this ship-to customer. It is retrieved from the Customer Information Card window and cannot be changed here.
Carrier	This field shows which carrier is normally used for sales to this customer. It is retrieved from the Customer Information Card window and cannot be changed here.

Order Information Island

Field	Description
Back Order Handling	This field shows which method is normally used for handling back orders to the customer. It is retrieved from the Customer Information Card window and cannot be changed here.
Sales Rep.	This field shows the number of the sales person who is responsible for the customer. It is retrieved from the Customer Information Card window and cannot be changed here.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company specified on the information card of current customer. If no settling company has been specified for the customer, the field is blank.
Name	This field shows the name of the company shown in the field “Company No.” above.

Order Lines Sub-Tab

This section includes the fields and descriptions for the Order Lines sub-tab.

Field	Description
Orig. Order No.	This is the number of the sales order the line was transferred from first time.
Orig. Line No.	This is the number of the sales order line the line was transferred from first time.

Field	Description
Item No.	This is the number of the item.
Orig. Ordered	This is the quantity originally ordered before the sales order line was transferred to the back order register.
Deliv. to Date	This is the total quantity delivered since the sales order line was created.
Ordered	This is the quantity which was not delivered last time items were delivered to the customer. When the back order line is transferred to the sales order, the quantity here will be transferred to the sales order line. It can be changed.
Blocked	Mark this field to block the current back order line. When a back order line is blocked, it is ignored when running the actions “Assign to Sales Orders” and “Recalculate Delivery Dates.” You can also use the field in combination with the action “Delete Blocked Lines” which will delete all back order lines with a mark in this field.
Unit	This is the unit the item is sold in. It is transferred from the sales order and cannot be changed here.
Description	This is the item text. It is transferred from the sales order and cannot be changed here.
Note No.	In this field, you can specify the number of a note to be assigned to the current line for further specification. The note number is transferred from the sales order, but you can change it here. Notes are created and edited in the window Notes in the Set-Up module.
Note Description	This field shows a description of the note specified in the field “Note No.” above.
External Desc.	This is the external item text for the item. It is transferred from the sales order and cannot be changed here.
Internal Desc.	This is the internal item text for the item. It is transferred from the sales order and cannot be changed here.
Extra Text 1-10	These fields show the extra texts entered in the corresponding fields on the order line.
Popup 1-5	These fields show the values entered in the corresponding fields on the current order line.
Orig. Quantity	This field shows how many units of the current item were originally registered.
Unit Price	This is the unit price on the order line. It is transferred from the sales order and cannot be changed here. The unit price is not changed even though the quantity in the “Ordered” field is changed.
Discount %	This is the discount percent on the line, if applicable. It is transferred from the sales order and cannot be changed here.

Field	Description
Discount	This is the discount amount calculated from the above percentage.
Extended Price	This is the extended price, which is found by multiplying the quantity ordered by the unit price and then dividing it with the pricing unit. It also includes a possible line discount.
Currency	This is the currency used on the line. It is transferred from the sales order and cannot be changed here.
Order No.	This is the number of the sales order from which the line was transferred. It can be different from the number in the “Orig. Order No.” field, if it has been transferred back to the back order register.
Deliv. Date	This is the delivery date. The delivery date can be changed as you please. If the delivery date is changed to an earlier date, Maconomy checks if the item can be delivered on this date. If this is not the case, the date will automatically be changed to the date on which the item can be delivered. If you want to update the delivery date so that it reflects the latest developments in availability (for instance changes in the expected date of receipt of purchased items), you can delete the date in the field and press Enter. Maconomy will then calculate the earliest possible delivery date based on delivery time, the current purchase, production and order volumes, and quantity in stock. However, whether you enter an earlier date or a blank value, the original date will be kept (that is, the date registered before the change was made) if the date found during the search is later than the original date. You can also select the action “Update Delivery Dates” to recalculate the delivery date on all the lines in the back order register, or use the window Update Back Orders to update delivery dates on a range of back order lines. When delivery dates are changed in batch, the affected lines are re-reserved, and lines concerning the same item are prioritized based on their current delivery dates. In this case, however, Maconomy does not keep the original delivery date in case the search results in a later date.
Remarks	This field shows any remarks about the delivery. It is transferred from the sales order and cannot be changed here.
Discount Desc.	This is the discount text from the order line from which the current line was transferred. The text cannot be changed here.
Pricing Unit	This is the number of units of the item, which are included in the unit price. It is transferred from the sales order and cannot be changed here.
Price List	This is the price list which the item line on the sales order was priced from, before it was transferred to the back order register. It is transferred from the sales order and cannot be changed here.
Price Step	This is the price step the item line on the sales order was priced from, before it was transferred to the back order register. It is transferred from the sales order and cannot be changed here.

Field	Description
Price at Step 1	This is the price of one pricing unit of the item, if the line is assigned to a price list, and if the item is priced in this price list. If you are not using a price list, or if the item is not in the price list, the value here will be the same as the unit price. It cannot be changed here.
Quantity Disc.	This is the discount amount, which is the difference between the price at step 1 and the unit price, multiplied by the number of units and divided by the pricing unit. As a rule, this amount is the total quantity discount on the item line. It cannot be changed here.
Bill of Materials	This shows whether the item is a standard item or a bill of materials. If the field is marked, it is a BOM. You can see the individual items in the BOM in the window Order Lines, if the BOM was specified when the original sales order was created. You determine whether to specify BOMs in the BOM Information Card in the Inventory module.
Settling Company No.	This field shows the number of the settling company which applies to the order from which the back order line originates.
Company No.	This field shows the number of the company responsible for the sales order from which the back order line originates.
Location	In this field, you can enter a location created in the window Locations. The value is transferred from the window Sales Orders, but you can change it here.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Warehouse	This is the warehouse entered on the order and which the item is delivered from or returned to.
Stock Location No.	In this field, you can specify a stock location in the current warehouse from which the items are shipped. This location will apply to those lines in the table part where the stock location field is left blank. If a stock location is specified on a given line, it overrules any location specified in this field. When you create an invoice, Maconomy suggests the standard shipping location specified for the selected warehouse, but you can specify another location.

Field	Description
Last Deliv. Date	This is the date items were last delivered to the customer. It is transferred from the sales order and cannot be changed here.
Latest Promised Deliv. Date	Here you can enter the date you promised to deliver by. The value is transferred from the window Sales Orders, but you can change it here.
Confirmed Delivery Date	In this field, you can enter the last date which has been communicated to the customer as the delivery date. In other words, This is the date the customer has been informed is the delivery date of the items on the line. By comparing the date in this field with the one in the field “Deliv. Date” on the line, you can determine whether the customer needs to be informed of any delivery date changes.
Vendor	In this field you can enter a vendor number. The vendor is used when creating purchase orders in the window Sales Order to Item Purchase Orders. The default value is the vendor number from the item information card, if a vendor has been specified for the item.
Customer’s Item Purchase No.	This field shows the customer’s item purchase order number, if the original sales order was based on an item purchase order from the customer. It is transferred from the sales order and cannot be changed here.
Campaign No.	In this field, you can enter the number of a campaign if the current sales order is connected to a certain campaign in the Contact Management module. If you enter a campaign number, Maconomy transfers the number to lines that are then created in the table part. The campaign number can be used for, for example, statistical purposes.

Actions

This section shows the Actions available in the Back Order Register workspace.

Top Tab

Field	Description
Recalculate Delivery Dates	Using this action, you can update the delivery dates on the back order lines so that they reflect the latest developments in availability (for instance changes in the expected availability date of purchased items). For each line, Maconomy calculates the earliest possible deliver date based on delivery time, inventory profile, the current purchase, production and order volumes, and quantity in stock. Blocked lines are ignored in this process. Please note that for each line, this can result in a later delivery date, as the items on the order are re-reserved as if they were lines being created, while all other item reservations in the system keep their reservation and thereby have first priority. You can also use the window Update Back Order Register to update delivery dates on a range of back order lines. When delivery dates are changed in

Field	Description
	batch, the affected lines are reserved, and lines concerning the same item are prioritized based on their current delivery dates.
Assign Lines to Sales Orders	This action is used for assigning back order lines to suitable sales orders. The action only affects lines that are not blocked. When you select the action, Maconomy will try to assign each of the lines in the current customer's back order register to an order that meets the line's requirements with regards to, for example, delivery information. If there are lines whose information makes them incompatible with existing orders, Maconomy will create orders for these lines. For each line, Maconomy runs the following procedure to find a suitable sales order: Maconomy first recalculates the delivery date of the line using the method described for the action "Update Delivery Dates." Next, Maconomy checks if a destination has been specified for the company specific customer in question. If it has, Maconomy identifies the earliest consignment going to this destination which has a packing date on or after the updated delivery date on the line. The consignment can either be an existing one or one that can be created automatically. Next, Maconomy looks for an approved blanket order (an order with the field "Blanket Order" marked) which has been assigned to this consignment, has not had any items delivered, picked or packed, and is not ready for delivery. If such an order exists, Maconomy transfers the line to the order. If no such order exists, Maconomy creates an order, assigns it to the consignment, and transfers the line to it. If no destination has been specified for the company specific customer, Maconomy looks for an approved blanket order where no destination has been specified, and on which delivery has not yet taken place. If such an order exists, Maconomy transfers the line to the order. If no such order exists, Maconomy creates an order and transfers the line to it. For further information about how Maconomy assigns lines to consignments, see Appendix B: Assign to Consignment.
Delete Blocked Lines	When you select this action, Maconomy removes all lines in the table part where the field "Blocked" has been marked.

Update Back Order Register Workspace

Use this workspace to update selected backorder registers.

Update Back Order Register Tab

This section includes the fields and descriptions for the Update Back Order Register tab.

Selection Criteria Island

Field	Description
Customer No.	In this field, you can specify a range of customer numbers. The update will only include back order lines belonging to customers whose number is within the specified range.
Delivery Date	In this field, you can specify a range of delivery dates. The update will only include back order lines whose delivery date is within the specified range.
Item No.	In this field, you can specify a range of item numbers. The update will only include back order lines for items whose number is within the specified range.

Update Island

Field	Description
Update Item Reservations	Mark this field if you want to update the delivery dates on the back order lines matching the selection criteria. The delivery dates are updated as described for the action “Update Delivery Dates” in the window Back Order Register, but instead of just updating and re-reserving one line at a time causing each line to lose its current reservation priority, all affected lines are rereserved, and lines concerning the same item are prioritized based on their current delivery dates. This results in a fairer rereservation, as lines with earlier delivery dates are more likely to benefit from items received earlier than expected.
Assign to Sales Orders	Mark this field if you want Maconomy to assign back order lines to suitable sales orders. If you mark the field, Maconomy will try to find a suitable sales order for each back order line matching the selection criteria. To do this, Maconomy uses a process corresponding to the one described for the action “Assign to Sales Orders” in the window Back Order Register. However, instead of running the process on the lines belonging to a given customer, Maconomy runs the process on all lines matching the selection criteria.
Delete Blocked Lines	Mark this field if you want to delete all blocked back order lines matching the selection criteria.

Actions

This section shows the Actions available in the Update Back Order Register workspace.

Top Tab

Field	Description
OK	Click OK to execute the selected updates.

Item Allocation Workspace

Use this workspace to reallocate the number of items to pack on a number of order lines that are assigned to a specific item.

The Item Allocation tab displays the current item that is involved in the reallocation, as well as the selection criteria that determine the lines that the Order Lines sub-tab displays.

The Order Lines sub-tab displays all of the order lines that have the current item number that have not been fully delivered. However, if you select the **Only Include Back Orders** field, the sub-tab only shows order lines to which items on backorder are assigned. Thus, Maconomy does not include order lines from which no deliveries have been made in the list.

Item Allocation Tab

This section includes the fields and descriptions for the Item Allocation tab.

Item Island

Field	Description
Item No.	This field shows the number of the current item, as well as the description of the item. The value of this field cannot be changed here.
Unit	This field shows the unit which is applied to the current item. The value of this field cannot be changed here.
Pricing Unit	This field shows the number of units of the item included in the stated unit price. The value of this field cannot be changed here.
BOM	This field is marked if the current item is part of a BOM. The value of this field cannot be changed here.
Stock on Hand	This field shows the total quantity of the current item in the warehouse selected in the island Selection Criteria. The value of this field cannot be changed here.
Available	This field shows the available quantity of the current item in the warehouse selected in the island Selection Criteria. The value of this field cannot be changed here.

Field	Description
For Packing, Total	This field shows the total quantity of the current item set for packing, calculated as the sum of the quantities stated in the fields “For Packing” in the table part of the window.

Selection Criteria Island

Field	Description
Deliv. Date	In these fields, you can specify a range of delivery dates. The standard value of both fields is the current date. This means that by default, the table part will only show order lines that are to be delivered on the current date.
Warehouse	In this field, you can select the warehouse that is related to the reallocation. The field must be completed.
Customer No.	In this field, you can specify a range of customer numbers.
Company No.	In this field, you can enter a range of company numbers. Only lines from sales orders for which companies within the specified range are responsible are shown in the table part.
Only Include Back Orders	Mark this field if you only wish to see back order lines and order lines on which the number of undelivered items is greater than zero. The field is marked by default. If the field is not marked, the table part will show all order lines of the types Sales Order and Back Order that fall within the selection criteria and on which the number of ordered items is greater than the number of delivered items.

Order Lines Sub-Tab

This section includes the fields and descriptions for the Order Lines sub-tab.

Field	Description
Order No.	This field shows the number of the order on which the current item is registered.
Line No.	This field shows the number of the current line.
Customer No.	This field shows the number of the customer who placed the current order.
Name	This field shows the name of the customer.
Quantity	This field shows the quantity of items ordered. The value of this field cannot be changed.

Field	Description
For Packing	In this field, you can state the quantity of items set for packing.
Delivered	This field shows the quantity of items delivered.
Unit Price	This field shows the unit price of the item on the current line.
Discount %	If a discount percentage has been entered on the current order line, it is shown here.
Discount	This field shows the discount amount calculated for the item in the field “Item No.” in the island Item.
Deliv. Date	This field shows the delivery date of the current order line.
Deliv. Remarks	If a remark regarding the delivery has been entered, it is shown here.
Discount Desc.	This field shows a discount description if a discount has been granted.
External Desc.	This field shows the external description of the item. The description is only used on external printouts.
Internal Desc.	This field shows the internal description of the item.
Price List	This field shows the price list which is used on the current order line.
Price Step	This field shows the price step used on the current order line.
Location	This field shows the value specified for the dimension Location on the current order line.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Last Deliv. Date	This field shows the date of the last delivery.

Field	Description
	Latest Promised Deliv. Date This field shows the date by which delivery must take place.
Currency	This field shows the currency used in the order line.
Customer's Item Purchase No.	This field shows the purchase number of the customer.
Company No.	This field shows the number of the company responsible for the order to which the order line is assigned.

Actions

This section shows the Actions available in the Item Allocation workspace.

Top Tab

Field	Description
Reset for Pack	When you select this action, the quantity of items in the field "For Packing" in the table part will be reset on all shown table lines with the item number which is shown in the card part of the window.
Allocate for Pack	When you select this action, the stock in the warehouse of the current item will be allocated in the field "For Packing" on the related order lines. Stock is calculated as the actual stock minus the quantity of items already set for packing on the shown lines. The allocation of items for packing will be made according to the delivery date, the earliest delivery date preceding, until either the whole stock has been allocated or the total quantity of ordered items on all lines has been allocated. The maximum quantity of items set for packing is the difference between the quantity of items ordered in the field "Quantity" and the quantity of items stated in the field "Delivered."

Bar Code Entries Workspace

Use this workspace to import and process electronic entries of delivered and returned items.

You typically perform the entries using a bar code scanner that reads data as items are delivered and returned.

At regular intervals, Maconomy collects this data in a document that has a fixed format. You can import this data using the **Import Bar Codes** action. The bar code entry is imported regardless of whether the items, orders, or jobs already exist in Maconomy. In the System Information workspace you can specify whether to create a single bar code entry for each bar code that is read, or to create a bar code entry for each delivery or item return in an order or job.

After importing the data, you validate that the imported items, orders, and job numbers were created in Maconomy by using the **Validate Transaction** action. You can also edit the imported data, if an entry was imported incorrectly or omitted.

You approve a bar code entry using the **Approve Transaction** action, which transfers the lines from the entries to the specified orders or job orders. If you select the **New Ord. when Transf. to Sales** field in the System Information workspace, when you approve bar code entries that are linked to a job Maconomy creates an order. When you perform the approval, Maconomy sets the **For packing** field to zero for all related order lines. Then Maconomy prints out the returns lists and packing slips for the returned and delivered items. Finally, Maconomy selects the maximum quantity of the items that are not affected by the transferal for packing.

Bar Code Entries Tab

This section includes the fields and descriptions for the Bar Code Entries tab.

Declaration Island

Field	Description
Transaction No.	This field shows the number of the bar code entry. When you create a bar code entry, either by importing bar codes or manually in this window, it is given the next available number from the “Bar Code Entry” system number series. These are edited in the Numbers window in the Set-Up module.
Bar Code Scanner	Here you can enter the identification of the bar code scanner or the person who made the delivery or return.

Status Island

Field	Description
Validated	This shows whether the bar code entry is validated. When it is validated, Maconomy verifies that the item, job and order number is created in the system.
Approved	This shows whether the bar code entry is approved. When it is approved, Maconomy transfers the bar code lines to sales and credit orders and prints delivery and return notes.

Company Island

Field	Description
Company No.	In this field, you can enter the number of the company responsible for the bar code entry. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” for a further description of the concept of responsible companies. This field also shows the name of the specified company.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Lines Sub-Tab

This section includes the fields and descriptions for the Lines sub-tab.

Field	Description
Requisitioner	Here you identify the person to whom the item is delivered (or received).
Deliv./Return	Here you designate whether the line is a delivery or a return. When approved, deliveries are transferred to sales orders and returns are transferred to credit orders.
Order No.	Her you can enter the number of the sales order or credit order to which the bar code line is to be transferred. You can either enter the order number here or a job number in the “Job No.” field below. You can only complete one of these fields.
Job No.	Here you can enter the number of the job the bar code line relates to. You can either enter a job number here or an order number in the “Order No.” field above. You cannot complete both fields. If you enter a number here, you must also enter an activity number in the “Activity No.” field.
Activity No.	Here you must enter the number of an amount activity, if the bar code line relates to a job, whose number is entered in the “Job No.” field.
Task	In this field you can enter the name of a task, if the sales order is linked to a job.
Item No.	Here you must enter the number of the item which is being delivered or returned.
Description	This is the description of the item. It is retrieved from the “Description Lang. 1” field in the Item Information Card window, but it can be changed here.
Serial No.	Here you must enter the serial number of the delivered or returned item, if it has serial number control.
Quantity	Here you must enter the quantity delivered or returned.
Stock Location No.	In this field, you can specify a stock location for the current line. If the line is a delivery, this is the location from which the items on the current line are to be shipped. If the line is a return, this is the location at which the items on the current line are received. The value is transferred to the relevant order line when the entry is approved. If you leave this field blank, Maconomy transfers the blank value to the order line which is created or updated from the bar code entry and attempts to derive a location from the information card of the item on the line as described in the field “Stock

Field	Description
	Location No.” in the table part of the window Sales Orders or Credit Orders, depending on whether the line is a delivery or return.
Customer Name	This field shows the name of the customer the order or job is for.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Print Packing List Workspace

Use this workspace to print packing lists in batches.

A packing list is a list of items to be packed and delivered with an indication of the locations at which they can be found. A sales order must be approved before you can print a packing list for it. You must confirm any existing packing list for the same sales order in the Packing Lists workspace before you can print a new one.

If you create many sales orders every day and perform many deliveries, it is convenient to print the packing lists in one operation. You can do this by entering a range of order numbers in this workspace.

In the Sales Orders workspace, you can print a packing list immediately after you create or change a sales order by using the **Print Packing List** action. This enables you to deliver the items at short notice.

You can also print packing lists for sales orders that have item lines to be delivered within a range of delivery dates. This means that you can give notice to warehouse employees, who can then schedule work shifts accordingly.

Maconomy ignores packing lists for blocked sales orders and cannot print them until you revoke the blocking the Unblocking workspace. Similarly, Maconomy ignores orders that have blocked lines and orders for customers who have been blocked or blocked for delivery. In the case of orders that do not have partial delivery, Maconomy skips orders where not all of the items are set for packing.

Print Packing List Tab

This section includes the fields and descriptions for the Print Packing List tab.

Selection Criteria Island

Field	Description
Order No.	In this field, you can specify a range of order numbers. Maconomy will only create and print packing lists for sales orders within this range.
Company No.	In this field, you can specify a range of company numbers. Maconomy will only create and print packing lists assigned to sales orders for responsible companies within the specified range.
Packing Date	In this field, you can specify a range of packing dates. Maconomy will only create and print packing lists for sales orders assigned to a consignment with a packing date within this range.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only create and print packing lists for sales orders assigned to a consignment within the specified range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only create and print packing lists for sales orders with a destination number within the specified range.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only create and print packing lists assigned to sales orders assigned to consignments with a consignment date within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only create and print packing lists for sales orders with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only create and print packing lists for sales orders with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only create and print packing lists for sales orders with the selected carrier.
Order Mode	In this field, you can enter an order mode. Maconomy will only create and print packing lists for sales orders with the selected order mode.
Consignment Type	In this field, you can select a consignment type. Maconomy will only create and print packing lists for sales orders with the selected consignment type.

Field	Description
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only create and print packing lists for sales orders linked to a main order whose order number is within the specified range.
Warehouse	In this field, you can select a warehouse. Maconomy will only create and print packing lists for sales orders with items to be shipped from this warehouse. The pop-up field shows existing warehouses created in the window Warehouse Information Card.

Print Control Island

Field	Description
Incl. Printed	In this field, you can specify to reprint packing lists which have already been created and printed, if they match the selection criteria. If you do not mark this field, packing lists will only be printed for sales orders that match the selection criteria and do not have a mark in the field “Printed” in the island Packing List in the window Order Status.
Stock Location	In these fields, you can enter a range of warehouse locations. The printout will only include sales orders on which the stock location in the card part is within the specified range.
Pref. Delivery Date	In these fields, you enter a range of delivery dates. The printout will only include sales orders on which the preferred delivery date in the card part is within the specified range.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Packing List workspace.

Top Tab

Field	Description
Print	Use this action to print packing lists in batches.

Print Packing Slip Workspace

Use this workspace to print packing slips that meet certain selection criteria.

For example, you can limit the printout to certain customer numbers and/or packing slip numbers. You can also reprint packing slips in batches, for example if a number of packing slips are lost or discarded because of a defective printer. You can also print out packing slips that have been

created but have not yet been printed, or create and print packing slips for a batch of approved orders.

Because the function of a packing slip is to substantiate that items have been shipped, no new shipment is entered when you do a reprint of the packing slip. The new printout is just a copy of the original printout.

In the Sales Orders workspace, you can create and print a packing slip immediately after you create a sales order. In the Warehouse Transaction and Picking Lists workspaces in the Inventory module, you can create and print a packing slip as documentation of your item delivery. You can only print the initial packing slip in one of these three ways.

If you release an order for invoicing in the Sales Orders workspace, Maconomy creates the packing slip but does not print it. The same applies if you do not select the **Approve Packing List in Two Steps** system parameter and you choose to approve a packing list instead of printing a packing slip in the Packing Lists workspace. Finally, you can select the **Create Packing Slips** field in this workspace to create packing slips for all approved, non-blocked orders that have no blocked lines in the selection criteria. However, Maconomy ignores orders for which the bill-to customer or any assigned consignment is blocked or blocked for delivery. Maconomy also ignores orders that you assign to a warehouse that has been set up to disallow negative stock (see the introduction to the Warehouse Information Card workspace) if they contain lines where the quantity to pack would cause the item stock to become negative. If the order's delivery status in the Order Status workspace is **Ready for Delivery**, the packing slip assumes the quantity that has been packed and confirmed on approved packing lists assigned to the order. If not, the packing slip assumes the quantity specified to be packed in the Sales Orders workspace.

When you create packing slips, the printout only shows those lines where the quantity that was ordered is greater than zero. However, if you select the **Include zero amount lines on printouts** system parameter, the printout also includes lines that have an ordered quantity of zero.

Note that the printout always leaves out lines where the quantity for packing is zero, whether or not you select the system parameter. However, Maconomy always includes text lines (lines where no item number has been entered), even though the quantity ordered and for packing on text lines is zero.

Print Packing Slip Tab

This section includes the fields and descriptions for the Print Packing Slip tab.

Selection Criteria Island

Field	Description
Order No.	Here you can enter a range of order numbers. The printout will only include packing slips for sales orders within the specified range.
Packing Slip No.	Here you can enter a range of packing slip numbers. The printout will only include packing slips with numbers within the specified range.
Customer No.	Here you can enter a range of customer numbers. The printout will only include packing slips for sales orders with a customer within the specified range.
Delivery Date	Here you can enter a range of delivery dates. The printout will only reprint packing slips with a delivery date within the specified range. If you have

Field	Description
	marked the field “Create Packing Slips,” you will only include order lines from approved orders, for which the delivery date is within the specified range.
Company No.	In this field, you can enter a range of company numbers. The printout will only include packing slips assigned to orders for which companies within the specified range are responsible.
Subscrip. Order No.	In this field, you can specify a range of subscription order numbers. The printout will only include packing slips assigned to orders where the subscription order number is within the specified range.
Subscription No.	In this field, you can specify a range of subscription numbers. When creating packing slips, Maconomy will only create packing slips for orders for which the subscription number is within the specified range. The field is only taken into consideration when packing slips are being created, meaning that the field is ignored when printing packing slips that have already been created.
Subscription Group	In this field, you can select a subscription group. When creating packing slips, Maconomy will only create packing slips for orders assigned to the selected subscription group. The field is only taken into consideration when packing slips are being created, meaning that the field is ignored when printing packing slips that have already been created.
Department	Here, you can select a department. The printout will only include packing slips belonging to the selected department.
Warehouse	In this field, you can specify the warehouse that you wish to include on the printout. The field is blank by default. If a warehouse is selected, the printout will only include packing slips from the selected warehouse.
Language	Here you can select a language code. You will then only print packing slips with this code.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only create and print packing slips for sales orders assigned to a consignment within the specified range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only create and print packing slips for sales orders with a destination number within the specified range.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only create and print packing slips for sales orders assigned to consignments with a consignment date within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only create and print packing slips for sales orders with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only create and print packing slips for sales orders with the selected delivery terms.

Field	Description
Carrier	In this field, you can select a carrier. Maconomy will only create and print packing slips for sales orders with the selected carrier.
Consignment Type	In this field, you can select a consignment type. Maconomy will only create and print packing slips for sales orders with the selected consignment type.
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only create and print packing slips for sales orders linked to a main order whose order number is within the specified range.

Print Control Island

Field	Description
Create Packing Slips	If you mark this field, you will create packing slips for approved sales orders in the selection criteria for which packing slips have not yet been printed. This corresponds to selecting the action “Print Packing Slip” in the Sales Orders window for every one of the sales orders in the selection criteria. For further information on the exact effects of printing packing slips, you should therefore see the description of the action “Print Packing Slip
Do Not Print	If you mark this field, the packing slips will not be printed. This means you can create a batch of packing slips without printing them.
Incl. Printed	If you mark this field, you will print copies of packing slips which have already been printed and match the selection criteria. If you leave it blank, you will only print packing slips which are not marked in the “Printed” field. The “Printed” field is not marked if a packing slip has been created but not printed. This occurs when you use “Release to Invoice” or “Print Invoice” in the window Sales Orders, or “Approve Packing List” or “Print Invoice” in the window Packing Lists. It is also possible to remove the mark manually after the packing slip is approved. This allows you to reprint a number of packing slips which are not necessarily in any given range.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option. If you have Maconomy’s layout editing tools, you can add fields, such as price, recommended sales price, gross margin and price mark to the standard layout or any new layout. Recommended sales price is taken from the price list used for the sale, and the customer’s gross margin in the case of resale is calculated from the recommended sales price. You can also show whether the price of the item is lower or higher than last time it was sold. It is shown as a plus or minus, and is based on the price shown in the Item Assortment window. In the Customer Information Card, you can specify whether to show prices and price marks on packing slips.

Actions

This section shows the Actions available in the Print Packing Slip workspace.

Top Tab

Field	Description
Print	Use this action to print printing packing slips within the selection criteria.

Print Returns List Workspace

Use this window to print returns lists in batches.

A returns list is an internal message to the warehouse that certain items will be returned from a customer in the near future. The list displays how many units of which items you expect to be returned. You can only print returns lists that are based on an approved credit order.

In the Credit Orders workspace, you can print a returns list immediately after you create or change a credit order using the **Print Returns List** action. This means the warehouse is notified immediately.

If you are handling many credit orders in a specific period, you can select to print the returns lists in one operation. In this workspace, you enter a range of credit orders, and Maconomy automatically prints all of the returns lists in the target group.

Print Returns List Tab

This section includes the fields and descriptions for the Print Returns List tab.

Selection Criteria Island

Field	Description
Credit Order No.	Here you enter a range of credit order numbers. Maconomy prints returns lists for every approved credit order within in the range.
Company No.	In this field, you can enter a range of company numbers. The printout will only include return lists for approved credit orders for which companies within the specified range are responsible.
Warehouse	Here you can select a warehouse. Maconomy only prints returns lists for credit orders assigned to this warehouse.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Returns List workspace.

Top Tab

Field	Description
Print	Use this action to print returns lists in batches.

Print Bill of Lading Workspace

Use this workspace to print bills of lading in batches.

Bills of lading are assigned to deliveries. They display the order number, customer number, name, and address, as well as total weight and volume of the parcels in a delivery.

In the Packing Lists workspace you can print a bill of lading after you confirm a packing list. In this workspace you can enter a range of packing slip numbers, company numbers, and so on, and print several bills of lading in one operation.

Print Bill of Lading Tab

This section includes the fields and descriptions for the Print Bill of Lading tab.

Selection Criteria Island

Field	Description
Packing Slip No.	In these fields, you can enter a range of packing slip numbers. Maconomy will only print bills of lading for deliveries whose packing slip number is within the specified range.
Company No.	In these fields, you can enter a range of company numbers. Maconomy will only print bills of lading for deliveries based on packing slips on which the responsible company is within the specified range. The responsible company on the packing slip is transferred from the sales order from which the packing slip originates.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only print bills of lading for deliveries whose packing slip is assigned to a consignment within the specified range. The consignment number on the packing slip is transferred from the sales order from which the packing slip originates.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only print bills of lading for deliveries whose packing slip has a destination number within the specified range. The destination number on the packing slip is transferred from the sales order from which the packing slip originates.

Field	Description
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only print bills of lading for deliveries whose packing slip is assigned to a consignment with a consignment date within the specified range. The consignment date on the packing slip is transferred from the sales order from which the packing slip originates.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only print bills of lading for deliveries whose packing slip has the selected delivery mode. The delivery mode on the packing slip is transferred from the sales order from which the packing slip originates.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only print bills of lading for deliveries whose packing slip has the selected delivery terms. The delivery terms on the packing slip is transferred from the sales order from which the packing slip originates.
Carrier	In this field, you can select a carrier. Maconomy will only print bills of lading for deliveries whose packing slip has the selected carrier. The carrier on the packing slip is transferred from the sales order from which the packing slip originates.
Consignment Type	In this field, you can select a consignment type. Maconomy will only print bills of lading for deliveries whose packing slip has the selected consignment type. The consignment type on the packing slip is transferred from the sales order from which the packing slip originates.
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only print bills of lading for deliveries whose packing slip is linked to a main order whose order number is within the specified range.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Bill of Lading workspace.

Top Tab

Field	Description
Print	Use this action to print bills of lading in batches.

Print Label Workspace

Use this workspace to print labels in batches.

You assign labels to a quote, a sales order, or a credit order, and you usually print them in connection with a delivery. Each label supplies information about a quote or a sales order number, customer number, name, and address, and so on. Labels are attached to parcels for easy identification by the carrier.

In the Packing Lists workspace you can print labels immediately after you approve a packing list. In this workspace, you can print labels for several deliveries in one operation.

Print Label Tab

This section includes the fields and descriptions for the Print Label tab.

Selection Criteria Island

Field	Description
Order No.	In these fields, you can specify a range of sales order numbers. Maconomy will only print labels for quotes or orders within the specified range.
Company No.	In these fields, you can specify a range of company numbers. Maconomy will only print labels for quotes or orders whose responsible companies are within the specified range.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only print labels for quotes and sales orders assigned to a consignment within the specified range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only print labels for quotes and sales orders with a destination number within the specified range.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only print labels for quotes and sales orders assigned to consignments with a consignment date within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only print labels for quotes and sales orders with the selected delivery mode.

Field	Description
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only print labels for quotes and sales orders with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only print labels for quotes and sales orders with the selected carrier.
Order Mode	In this field, you can enter an order mode. Maconomy will only print labels for quotes and sales orders with the selected order mode.
Consignment Type	In this field, you can select a consignment type. Maconomy will only print labels for quotes and sales orders with the selected consignment type.
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only print labels for quotes and sales orders linked to a main order whose order number is within the specified range.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Label workspace.

Top Tab

Field	Description
Print	Use this action to print labels in batches.

Print Consignment Slip Workspace

Use this workspace to print consignment slips.

A consignment slip shows information about packing slips for orders that you assigned to a given consignment. You can use the consignment slip as a kind of combined packing slip for the orders that are delivered in a consignment, for example, as a loading list for a carrier.

Each consignment slip contains various information from the tab of the Consignments workspace and a line from each packing slip that you create based on an order that is assigned to the consignment in question.

Printing out consignment slips does not generate packing slips. This means that you must create the packing slip of a sales order as usual in the Packing, Sales Orders, or Print Packing Slip workspaces.

Print Consignment Slip Tab

This section includes the fields and descriptions for the Print Consignment Slip tab.

Selection Criteria Island

Field	Description
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only print consignment slips for consignments within the specified range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only print consignment slips for consignments going to a destination within the specified range.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only print consignment slips for consignments with a consignment date within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only print consignment slips with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only print consignment slips with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only print consignment slips with the selected carrier.
Consignment Type	In this field, you can select a consignment type. Maconomy will only print consignment slips with the selected consignment type.
Order No.	In these fields, you can specify a range of order numbers. The consignment slip will only be based on packing slips for sales orders within the specified range.
Main Order No.	In these fields, you can specify a range of order numbers. The consignment slip will only be based on sales orders linked to a main order whose order number is within the specified range.
Language	In this field, you can select a language code. The consignment slip will only be based on sales orders with the specified language code.
Include Main Orders	If this field is selected, Maconomy will include packing slips for main orders when printing each consignment slip. If the field is not marked, main orders are omitted from the printout. Packing slips for suborders are printed, however, if they match the other selection criteria.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option. The printout of each order will displays any

Field	Description
	defined footers if it has been specified that the footer should be included when printing consignments.

Actions

This section shows the Actions available in the Print Consignment Slip workspace.

Top Tab

Field	Description
Print	Use this action to print consignment slips.

Print Customs Document Workspace

Use this workspace to print customs documents.

Customs documents are used for documenting the items sent to or from an EU country. In the EU, a number of standard forms exist to simplify the process of shipping consignments between EU countries or to countries outside the EU. In this workspace, you can print customs documents based on the selected sales orders with relevant information about carrier, shipper, total weight, and number of orders in the consignment, for example.

Print Customs Document Tab

This section includes the fields and descriptions for the Print Customs Document tab.

Selection Criteria Island

Field	Description
Customs Document	In these fields, you can specify a range of customs document numbers if you want to reprint a range of customs documents. You can only complete these fields if the field “Create Customs Document” is not selected. If you are reprinting existing customs documents, the other fields and ranges of the selection criteria are ignored.
Order No.	In these fields, you can enter a range of quote and sales order numbers. Maconomy will only print customs documents for quotes or orders within the specified range.
Company No.	In these fields, you can enter a range of company numbers. Maconomy will only print customs documents for quotes or orders whose responsible companies are within the specified range.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only print customs documents for quotes and sales orders assigned to a consignment within the specified range.

Field	Description
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only print customs documents for quotes and sales orders with a destination number within the specified range.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only print customs documents for quotes and sales orders assigned to consignments with a consignment date within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only print customs documents for quotes and sales orders with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only print customs documents for quotes and sales orders with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only print customs documents for quotes and sales orders with the selected carrier.
Order Mode	In this field, you can enter an order mode. Maconomy will only print customs documents for quotes and sales orders with the selected order mode.
Consignment Type	In this field, you can select a consignment type. Maconomy will only print customs documents for quotes and sales orders with the selected consignment type.
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only print customs documents for quotes and sales orders linked to a main order whose order number is within the specified range.
Include Partially Delivered Orders	In this field, you can specify if the printout is also to include partially delivered orders. If you mark this field, the printout will, in addition to the fully delivered orders found within the selection criteria, also include partially delivered orders. An order is partially delivered when some of the items on the order have been delivered, but where some items still remain to be delivered. For each order, the field “Delivered” in the window “Order Status” shows whether or not delivery has started and if so, if the order is fully or partially delivered.

Texts Island

Field	Description
Text1-10	In these fields, you can enter a number of remarks regarding the customs document to be printed. Using Maconomy’s layout editing tools, you can add the text fields to the print layout.

Print Control Island

Field	Description
Create Customs Document	In this field, you can specify whether you want to create a customs document or to reprint existing customs documents. If you mark the field, a customs document is created with the information from the quotes and sales orders matching the selection criteria. When a customs document is created, Maconomy will automatically select the field “Customs Document” on the sales orders which are identified by the printout. Only sales orders with a blank “Customs Document” field are included in the printout.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Specification with loading list” is the only option.

Actions

This section shows the Actions available in the Print Customs Document workspace.

Top Tab

Field	Description
Print	Use this action to print customs documents.

Invoicing Section

This section includes the fields and descriptions for the Invoicing section workspaces.

Invoices Workspace

Use this workspace to create and print out invoices to your customers

The Invoices tab displays general and account information. After you specify customer and invoice information in the tab, you enter items and text lines to the invoice in the Invoice Lines sub-tab.

When you enter the customer number, Maconomy retrieves information from the Customer Information Card. Maconomy then inserts this information into the corresponding fields in the invoice. You can change most of this information.

When you create an invoice, you first enter the number of the customer that the delivery involves. Maconomy checks that the customer exists in the Accounts Receivable module, and that the customer is not blocked for invoicing. Maconomy then checks that the customer's credit limit is not exceeded. If it is, Maconomy alerts you. You can then choose not to create the invoice before the customer has paid overdue bills. Any earlier invoices to the customer must be posted to be included in Maconomy's credit limit evaluation. Similarly, sales and credit orders must be approved or posted before they are included in the credit maximum evaluation. Maconomy also alerts you if the customer's credit limit is exceeded while you add item lines to an invoice. When checking whether the customer's credit limit has been exceeded, Maconomy checks the current

customer's credit limit at the enterprise level as well as at the company level. See the description of the fields in the Credit Limit island in the Payment Information and Company Specific Payment Information workspaces in the A/R module for more information about how Maconomy handles credit limits.

When you create an invoice, Maconomy uses information from other Maconomy workspaces-for example, price lists and quantity discounts-that you maintain in the Inventory module. When pricing items, Maconomy uses the reservation date on the separate order line as a reference to the issue of the price list that is valid at the time of delivery.

Invoices Tab

This section includes the fields and descriptions for the Invoices tab.

Billing Address Island

Field	Description
Bill to Customer	Here you enter the number of the bill-to customer. Maconomy retrieves the bill-to customer from the bill-to customer's information card, but you can select another. Maconomy checks that the customer exists. If you cannot remember the bill-to customer number, you can use the search functions in the Find menu. Bill-to Customer and Ship-to Customer are not the same if the shipment of items is sent to one customer and the invoice to another. Maconomy automatically retrieves the bill-to Customer's name, address, country, standard currency, and payment terms from the Customer Information Card. The other lines show the bill-to customer's name and address. The information is retrieved from the Customer Information Card. You can change the information.
Attn.	This is the attention person of the bill-to customer the person to whom payment information is directed. The name is retrieved from the Customer Information Card. You can change the name.
Ctry	This is the country of the bill-to customer. It is retrieved from the customer's information card. It can be changed here.
Phone	This is the telephone number of the bill-to customer, retrieved from the customer's information card. It can be changed here.
Fax	This is the fax number of the bill-to customer, retrieved from the customer's information card. It can be changed here.
Telex	This is the telex number of the bill-to customer, retrieved from the customer's information card. It can be changed here.
E-mail	This is the e-mail address of the bill-to customer, retrieved from the customer's information card. It can be changed here.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company that applies to the current invoice. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany balances at the posting of the invoice. In the intercompany balance, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is determined, please see the section Multiple Companies in the chapter “Introduction to the G/L Module.” Intercompany balances are described in the window Intercompany Accounts in the G/L module.
Name	This field shows the name of the company shown in the field “Company No.” above.

Price Island

Field	Description
Currency	Here you select the currency of the invoice. Maconomy automatically retrieves the value from the Customer Information Card. You can change the currency until you enter the first item line in the table part or you specify a charge.
Sales	This is the sum of all the extended prices in the table part, expressed in the invoice currency. The amount includes line and quantity discounts. It does not include invoice discounts, tax or charges.
Invoice Discount %	Here you can enter an invoice discount percentage. Maconomy suggests the value from the Customer Information Card, but you can change it. The invoice discount is automatically deducted from the item sales amount.
Invoice Discount	This is the invoice discount amount, calculated by Maconomy and shown in the invoice currency.
Tax on Sales	This is the calculated tax amount(s) in the currency of the invoice. Maconomy only calculates tax if you mark the “Tax” field in the Price island. If multiple tax codes are enabled, the “Tax on Sales” field will be replaced by the following fields: “Tax 1 on Sales,” “Tax 2 on Sales” and, if three tax levels are enabled, “Tax 3 on Sales.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Total (incl. charges)	This is the total invoice amount expressed in the invoice currency. It is the sum of “Sales,” “Tax on Sales” and charges including tax deducted from the “Invoice Discount” field.

Field	Description
	If the currency of the invoice is the same as the base currency of the company responsible for the invoice, Maconomy rounds the total invoice amount. However, this is only done if a rounding unit has been specified for the current currency in the field “External Rounding Unit” in the window Currency Rounding in the Set-Up module. If this is the case, invoice amount totals will be rounded to the specified unit. The printout of an invoice will thus show the total invoice amount as well as the amount that constitutes the rounding. When posting the invoice the rounding will be posted as follows: The customer (and thus the A/R Control Account) is debited the invoice total after the rounding, while a rounded amount, if any, is credited or debited the account for amount rounding depending on whether the amount has been rounded up or down. The amount rounding account is specified by means of a dimension combination in the window Posting References in the G/L module. The other entries to which the invoice might give rise are posted as normal.
Std. Currency	This is the bill-to customer’s standard currency. It is retrieved from the Customer Information Card.
Total In Standard	This is the total invoice amount in the bill-to customer’s standard currency. Maconomy calculates the amount using the current exchange rate table, which is maintained in the window Exchange Rate Tables in the Set-Up module. If this amount added to the customer’s balance and order sum exceeds the customer’s credit limit, Maconomy issues an alert. Earlier invoices must be posted before they are included in the credit limit evaluation. When checking if the customer's credit limit has been exceeded, Maconomy checks the current customer's credit limit at enterprise level as well as at company level. See the description of the fields in the island Credit Limit in the windows Payment Information and Company Specific Payment information in the A/R module for further information about how credit limits are handled in Maconomy.
Price List	Here you select which price list to use for item lines in the invoice. Maconomy automatically retrieves the price list from the Customer Information Card, but you can select another. You select from existing price lists, that is, sales price lists created in the window Price Lists in the Inventory module. If you select “blank,” prices are calculated from item cost price at the current warehouse and gross margin. Cost price and gross margin are specified in the Item Information Card in the Inventory module. If you select a price list in a currency different from the invoice currency, Maconomy converts the prices into the invoice currency using the exchange rate table currently in force.
Price Step	Here you specify whether to take prices from a fixed price step in the price list. The highest level is “6.” Maconomy suggests the value from the customer information card, but you can choose another. Any other value than “0” will only have effect if you also choose a price list in the field above. If the field “Fix Price Step” in the window System Information is marked, and if you enter a value here, Maconomy will always suggest the price from the given

Field	Description
	price step, regardless of whether the quantity the customer is buying would normally justify a lower price due to a quantity discount. If the “Fix Price Step” field is not marked, Maconomy will suggest the highest price step justified by the quantity ordered.
Tax	Here you mark whether to add tax to the invoice. Maconomy suggests the value in the Customer Information Card, but you can change it.

Job Cost Island

Field	Description
Job No.	Here you can enter the number of a job from the Job Cost module, to assign the invoice to a job. Certain jobs can involve item sales from Maconomy’s Inventory module. To register such a sale, you create an invoice in this window and assign it to the appropriate job. The invoice is printed here, and the sales figures are transferred to the Job Cost module. When the job is finished, you can calculate the whole job, including any item sales. Maconomy checks that the job exists, and that you have specified the same ship-to customer number on the invoice and the job. Maconomy also checks that the job is not blocked or ended. If you enter a value In this field, you must also enter the number of an amount activity in the “Activity” field.
Activity No.	In this field, you can enter the number of an amount activity from the Job Cost module if the invoice is assigned to a job. This activity number will be suggested on lines created in the table part.
Task	In this field you can enter the name of a task if the invoice is linked to a job.

Charges Island

Field	Description
Description	Here you can enter an optional charge text. It is printed on the invoice in front of the actual charge amount. If you wish to add charges to the invoice, you must enter a text here, describing the charge. You can add up to four charges to an invoice. Every one of the four lines in the Charges island, consisting of the “Description,” “Amount,” “Tax Code,” “Tax,” “Rep. Code” and “Group” fields, defines one charge. Note, Maconomy does not retrieve the charge codes from the Customer Information Card.
Amount	Here you enter the charge amount to be added to the invoice. The amount must be in the currency of the invoice.
Tax Code	Here you can specify the tax rate(s) to be applied to the charge. If multiple tax codes are enabled, the “Tax on Sales” field will be replaced by the following fields: “Tax 1 on Sales,” “Tax 2 on Sales” and, if three tax levels are enabled, “Tax 3 on

Field	Description
	Sales." For further information on multiple tax codes, please see the description in "Tax Codes."
Tax	This is the tax amount of the charge. Maconomy calculates this figure automatically from the charge entered and the tax code(s) selected. The amount is subsequently added to the invoice if the invoice is subject to tax. The amount in this field cannot be changed.
Rep. Code	In this field, you can enter an item tax code, which is created in the window Popup Fields. Maconomy uses the field to determine which tax code to use for calculating tax for the current charge, as the reporting code is part of the criteria to select a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the responsible company assigned to the current invoice. This tax table is selected in the window Company Information. However, the tax code is only selected from a tax table, if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the current invoice is assigned to a tax table. If no tax table has been specified for the responsible company or if you are using differentiated tax, and you are not using tax tables, Maconomy will use the tax code specified for the individual charge in the window Charges. If neither tax tables nor differentiated tax has been selected, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. When posting invoices, the reporting code is used for determining which tax report entries are to be created when invoicing the charge. On the basis of the tax report entries, it is possible to create tax reports which show tax and tax basis entries assigned to a given tax report field. This kind of reporting is only possible if extended tax reporting has been selected in the window System Information. The value in this field is transferred from the charge code, but can be changed here.
Group	Here you can enter a code to define the group to which the charge will later be posted. Through a dimension combination in the window Posting References, the group points out the G/L account and other dimension values to which the charge should be posted when you post the invoice. Group 1 charges are posted to the account (and any other dimension values) to which the dimension combination in the posting reference "Order Charge 1" refers for the department the invoice involves. Group 2 charges are posted to the account (and any other dimension values) to which the dimension combination in the posting reference "Order Charge 2" refers, and so on. If you change the group suggested by Maconomy, Maconomy checks that the value is between "1" and "4." You can assign more than one charge to the same group.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module.

Field	Description
	If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivation for a further description of dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Ship to Address Island

Field	Description
Ship to Customer	In this field, you enter the number of the customer receiving the items. Maconomy checks that the customer has been created in Maconomy and, if the system parameter “Aut. company specific customer creation” has not been marked in the Set-Up module, whether the current customer has been created as a company-specific customer for the company responsible for the contract. If this parameter has not been marked, the customer must be created as a company-specific customer in the window Company Specific Customer Information Card before orders can be created with the current combination of customer and company. Furthermore, Maconomy checks that the customer has not been blocked in the window Payment Information in the A/R module. If the customer’s credit limit is exceeded, Maconomy alerts you. You can then choose not to create the invoice before the customer has paid overdue bills. Please note that previous invoices must be posted before Maconomy includes them in the credit limit evaluation. When checking if the customer's credit limit has been exceeded, Maconomy checks the current customer's credit limit at enterprise level as well as at company level. See the description of the fields in the island Credit Limit in the windows Payment Information and Company Specific Payment information in the A/R module for further information about how credit limits are handled in Maconomy. When you press Return, Maconomy automatically retrieves various information from the Customer Information Card. You can change most of the information. After creating the invoice, you can change the ship-to customer by entering a new customer number in this field. Maconomy then retrieves the information on the new ship-to customer (including bill-to customer) when you press Return. However, the invoice currency will not change if you have entered

Field	Description
	item lines in the table part. Calculated fields, such as “Tax, Sales” and “Due Date,” are calculated again. If charges have been specified on the invoice, the ship-to customer can only be changed to a customer using the currency already specified on the invoice. The other lines show the ship-to customer’s name and address. The information is retrieved from the Customer Information Card. You can change the information.
Attn.	This is the customer’s attention person the person to whom shipping information is directed. The name is retrieved from the customer’s information card, but can be changed here.
Ctry	This is the customer’s country code. It is retrieved from the customer’s information card, but can be changed here.
Phone	This is the customer’s telephone number. It is retrieved from the customer’s information card, but can be changed here.
Fax	This is the customer’s telefax number. It is retrieved from the customer’s information card, but can be changed here.
Telex	This is the customer’s telex number. It is retrieved from the customer’s information card, but can be changed here.
E-mail	This is the customer’s e-mail address. It is retrieved from the customer’s information card, but can be changed here.

Company Island

Field	Description
Company	In this field, you can enter the number of the company responsible for the invoice. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. If the company in this field is different from the one shown in the island Settling Company, Maconomy will automatically create intercompany balances at the posting of the invoice. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances. This field also shows the name of the specified company.

Invoice Island

Field	Description
Invoice No.	This is the invoice number the sole and absolute identification of the invoice. Maconomy allocates the next available invoice number, after you enter a customer number.
Invoice Date	This is the date of the invoice. Maconomy automatically suggests today's date. If you change the date, Maconomy checks that it is within the open-posting interval.
Due Date	This is the date the invoice is due for payment. The due date is calculated automatically from the invoice date and payment terms. If you have marked the field "Due Date from Printing Date" in the window System Information, the due date is calculated from the printing date.

Customer Information Island

Field	Description
Reference	Here you enter an optional text. You can, for example, enter the name of the customer contact you spoke to about the order. The text is printed on the invoice.
Received by	Here you can enter the name of the employee who created the invoice. Maconomy suggests the name of the user, but you can change it. You must enter a name.
Sales Rep. No.	Here you can enter the number of the employee who is registered as sales representative on the invoice. Maconomy suggests the employee who normally sells to the customer, but you can change it. The number is retrieved from the Customer Information Card. If you cannot remember the number of the sales representative, you can use the search functions in the Find menu.
Sales Rep.	This is the name of the sales representative.
Department	Here you can select the department which the invoice involves. Maconomy suggests the department from the Customer Information Card of the ship-to customer, but you can select another. You maintain departments (with G/L accounts) in the window Posting References in the G/L module.
Warehouse	Here, you select the warehouse from which the invoiced items are delivered. Maconomy suggests the warehouse from the window Customer Information Card, but you can select another. You select from existing warehouses, that is, warehouses created in the Warehouse Information Card in the Inventory module. Note that you can only select one warehouse from which to deliver the invoiced items. If you specify a warehouse assigned to another company than the one responsible for the current invoice, Maconomy will create intercompany

Field	Description
	balances when you post the item journal created as a result of the invoice. In the intercompany balance, the company to which the warehouse is assigned will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. If you have Maconomy Basic, this field has no function.
Stock Location No.	In this field, you can specify the location in the current warehouse from which the items are shipped. This location will apply to those lines in the table part where the stock location field is left blank. If a stock location is specified on a given line, it overrules any location specified in this field. When you create an invoice, Maconomy suggests the standard shipping location specified for the selected warehouse, but you can specify another location.
Language	Here you can select which language the invoice is printed in. Maconomy suggests the customer’s language from the Customer Information Card in the Accounts Receivable module, but you can select another. The language code refers to one of the item descriptions in the Item Information Card “Description Language 1,” “Description Language 2” and “Description Language 3.” Maconomy uses the code to determine the text in the “Description ” field in the table part of the window. You can maintain the language codes in the window Popup Fields in the Set-Up module.
Pmt. Terms	Here you select the payment terms of the invoice. Maconomy automatically suggests the bill-to customer’s payment terms from the window Payment Information, but you can change the value. If you do, the invoice due date is calculated again. You maintain payment terms in the window Popup Fields in the Set-Up module.
Cust. Payment Mode	In this field, you can specify how the customer is to pay the invoice. Maconomy suggests the customer payment mode specified on the bill-to customer’s information card, but you can change it. Customer payment modes are created in the window Customer Payment Modes in the Banking module.
Global Location No.	If the customer has requested that you use a specific global location number on the invoice, you can specify the location number in question here. Maconomy suggests the global location number specified in the window Company Specific Payment Information for the customer in question, but you can change it here if the location number to be used in connection with the current invoice is not the same as the standard location number of the customer. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.

Field	Description
Company Tax Code	In this field, you can enter a company tax code, which is created in the window Popup Fields. Maconomy uses the field to determine which tax code to use for calculating tax for the current invoice, as the reporting code is part of the criteria to select a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the responsible company assigned to the current invoice. This tax table is selected in the window Company Information. However, the tax code is only selected from a tax table, if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the current invoice is assigned to a tax table. If no tax table has been specified for the responsible company or if you are using differentiated tax, and you are not using tax tables, Maconomy will use the tax code specified for the individual item in the window Item Information Card in the Inventory module or, in the case of charges, the tax code specified for the individual charge in the window Charges. If neither tax tables nor differentiated tax has been selected, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. When posting invoices, the reporting code is used for determining which tax report entries are to be created when invoicing. On the basis of the tax report entries, it is possible to create tax reports which show tax and tax basis entries assigned to a given tax report field. This kind of reporting is only possible if extended tax reporting has been selected in the window System Information. The value in this field is transferred from the customer information card, but can be changed here.
Tax No.	Here you enter the customer's tax number. Maconomy suggests the value for the bill-to customer, but you can change it. If a validation rule is assigned to the tax number field in the window Rules of Validation in the Set-Up module, Maconomy will validate the tax number upon entry or change. If the invoice's bill-to customer is changed, Maconomy retrieves the new tax number.

Statistics to Tax Authorities Island

Field	Description
EU Sale	This field must be marked if the invoice is for an EU sale. If the "Sales List System Report" field in the window System Information is marked, Maconomy will mark this field if the bill-to customer is from another EU country and is not subject to paying tax, that is, the "Tax" field is not marked. If this field is marked, the invoice will be included in your quarterly report to the EU Sales List System.
Intrastat Reg.	Here you can specify whether to include the invoice in your monthly report to Intrastat. If the "Intrastat Export Report" field in the window system information is marked, Maconomy suggests a mark here if the bill-to customer is from another EU country and is not subject to paying tax, that is, the "Tax" field is not marked.
EU Trade Type	Here you can enter either "Normal" or "Triangulation" to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in third EU country. Invoice amounts from triangulation are not

Field	Description
	included in the EU sales on your tax specification, but are reported separately to the EU Sales List System. The value is copied from the information card of the bill-to customer, but can be changed here.
Nature	Here you select which transaction to report to Intrastat. They are created in the Popup field window in the Set-Up module.

Contact Management Island

Field	Description
Campaign No.	In this field, you can enter the number of a campaign if the current invoice is connected to a certain campaign in the Contact Management module. If you enter a campaign number, Maconomy transfers the number to lines that are then created in the table part. The campaign number can be used for, for example, statistical purposes.

Account Information Island

Field	Description
Changed	This field shows whether any of the information suggested by Maconomy in various fields on the invoice was changed while you created the invoice. Maconomy marks the field automatically if one or more of the following fields in the card part have been changed: “Payment Terms,” “Tax,” “Price List,” “Price Step,” “Invoice Discount %.” It also marks the field if you enter any charges in the Charges island, or if you change the value in one or more of the amount and discount fields in the table part of the window. The mark cannot be removed.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can specify further information regarding the invoice and the current customer. You might, for example, specify a “hold” code or information about substitution items. Maconomy suggests the value of the corresponding fields in the customer’s information card, but you can change the values for the current invoice. The pop-up options are created in the window Popup Fields in the Set-Up module.

Invoice Lines Sub-Tab

This section includes the fields and descriptions for the Invoice Lines sub-tab.

Field	Description
Item No.	Here you enter the number of the item the customer has ordered. Maconomy verifies that the item has not been discontinued, and that it is assigned to the

Field	Description
	warehouse selected in the card part of the window. If you cannot remember the number of an item, you can use the search functions in the Find menu. If you are creating a text line in the invoice, leave the field blank. You enter the text in the “Description ” field and press Return. Item and text lines are printed on the invoice in the order they appear in the table part.
Quantity	Here you enter the quantity of items to invoice to the customer. If the item is under inventory control, and if you have Maconomy Trade, the “Sales Orders” and “Available” fields in the table parts of the windows Item Information Card and Item Information are updated when you enter a quantity here. When the invoice is printed, Maconomy updates the “Sales Orders” and “Stock on Hand” fields in the above two windows. If the item has inventory control, and if you have Maconomy Trade, Maconomy also checks that the quantity entered here is available. If the quantity ordered by the customer is not fully available, Maconomy alerts you. If your company uses the back order principle “By Reservation,” you can only enter as much of the item as is available in the warehouse. If you use the “By Packing” principle, you can invoice the complete customer order, knowing that the item’s stock will become negative as a consequence. However, if the warehouse in question does not allow negative stock and you specify a quantity greater than what is in stock, Maconomy displays an error message when you attempt to print the invoice. If the line is a text line, leave this field blank.
Unit	Here you select the item’s unit. Maconomy suggests the value from the item’s information card, but it can be changed. If the line is a text line, leave the field blank.
Description	Here you can enter an item description that will be printed on the invoice. Maconomy automatically suggests the description from the Item Information Card in the Inventory module. If this text exists in several languages, Maconomy selects the language of the Ship To Customer, specified on the Customer Information Card. You can change the description. If the line is a text line, enter the text here.
Unit Price	In this field, you can enter the item’s unit price on the invoice. If the invoice is assigned to a price list, and the item is included in the price list, Maconomy suggests the price from the price list. If the quantity justifies a quantity discount, or if a fixed price step has been specified on the invoice, the unit price suggested in this field will be the price on the price step in question as specified in the window Quantity Discounts in the Inventory module. However, the suggested price can be changed here if you and the customer have agreed on a special price. If the item is not included in the price list, or if you have not selected a price list for the invoice, Maconomy suggests the current cost of the item at the warehouse in question and adds the gross margin percent, both of which are retrieved from the item’s information card. This functionality only applies if the field “Sales Price Costing” has not been marked on the item’s information card.

Field	Description
	If sales price costing is used for the item, the price is still retrieved from the price list, but in this case, the cost is determined by the sales price, using the gross margin percentage. The cost is not shown, but it is used when posting the cost of sales. If the item is not in the price list, Maconomy suggests the price 0. Please note that the unit price of BOMs can be reduced if the following scenario occurs: If the item is a BOM with inventory control that does not use price control, this means that the price in this field should be calculated from the unit prices of the BOM parts. If the unit price of one of these BOM parts is calculated from cost and the BOM part is not assigned to the warehouse on the current line (by means of a warehouse assignment line in the table part of the window Item Information Card), the unit price of that BOM part is set to zero, which affects the price in this field. To set the price, Maconomy uses the delivery date on the invoice line to determine which price list is valid at the time of delivery. See also the description of the window BOM Information Card in the Inventory module for a more detailed description of BOM pricing. If the line is a text line, leave the field blank.
Discount %	Here you can enter a discount percentage for the item. If, instead, you enter an amount in the “Discount” field, Maconomy calculates the discount percentage from the amount and shows it here. If you have Maconomy Trade, Maconomy suggests a discount percentage from a valid discount table, an item discount agreement or a customer discount agreement. If the line is a text line, leave the field blank.
Discount	Here you enter a discount amount. The discount is deducted from the extended price. If you specify a discount percentage in the “Discount %” field, Maconomy calculates the amount from the percentage and shows it here. If you have Maconomy Trade, Maconomy suggests a discount percentage from a valid discount table, an item discount agreement or a customer discount agreement. You can change the values in the “Discount %” and “Discount” fields. If you change one of the values and press Return, Maconomy recalculates the other value, based on the new information. If you change or enter values in both fields, Maconomy uses the discount amount to calculate a discount percentage. If the line is a text line, leave the field blank.
Extended Price	This is the extended price calculated by multiplying the quantity ordered by the unit price and dividing this amount by the pricing unit. The pricing unit is retrieved from the Item Information Card in the Inventory module. Any line discount is then deducted. The extended price is added to the “Sales” field in the Price island in the card part of the window. The amount cannot be changed here.

Field	Description
Pricing Unit	This is quantity of units included in the item's unit price. The value is retrieved from the Item Information Card and cannot be changed here.
Discount Desc.	This is the discount description printed on the invoice. If the description of the discount (be it item discount, customer discount or a discount from a discount table) granted on the line has been translated into the language specified in the card part of the invoice, the translation in question is shown here. If no such translation exists, Maconomy suggests the discount description specified for the discount in question in the window Item Discount Agreements, Customer Discount Agreement or Discount Tables, depending on the type of discount granted. However, you can change the text here. Translations are created in the window Language Texts in the Set-Up module. If you leave this field blank, Maconomy inserts the text "Line Discount" on the discount line. If the line is a text line, leave the field blank.
Reservation Date	This is the date the items are reserved in the warehouse. If the items are to be reserved for another date, you can change the date in this field.
Stock Location No.	In this field, you can specify the location in the selected warehouse from which the items on the current line are shipped. When you create a line, Maconomy checks if a standard picking location has been specified in the table part of the item's information card on a line pertaining to the warehouse specified on the current invoice line. If a standard picking location has been specified and if this location is also marked as a shipping location in the window Warehouse Information Card, the item's standard picking location is suggested In this field, but the value can be changed manually. If no standard picking location has been specified for the item or if the item has a standard picking location for the warehouse but it is not a shipping location, Maconomy suggests a blank value in this field. When this field is blank, the stock location number specified in the card part of the window will apply to the line.
Price List	This is the price list according to which the item line is priced. Maconomy suggests the price list from the card part of the window. If you have Maconomy Trade, the customer can be tied to another price list by a discount agreement. This price list will automatically be transferred to this field instead of the price list originally suggested, and the extended price will be calculated accordingly. The value in this field cannot be changed.
Price Step	This is the price step in the price list, which is used to price the item line. Maconomy suggests the price step justified by the amount of items ordered by the customer. If you specified a fixed price step in the "Price Step" field in the card part (and if there is a price on this level), Maconomy transfers the fixed level to this field. You cannot change it here.
Price at Step 1	This is the price of one pricing unit if the invoice is assigned to a price list which includes the item. You cannot change this price.

Field	Description
Quantity Disc.	This is the discount amount. The discount is the difference between “Price at Level 1” and the actual unit price in the invoice, multiplied by the quantity of items ordered, and divided by the pricing unit.
Internal Descr.	Here you can enter an internal description. Maconomy automatically suggests the internal description from the item’s information card in the Inventory module, but you can change it. The text is not printed on the invoice. It is only for reference. If the line is a text line, you can write a text here, but it will not be printed on the invoice.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current invoice line.
Popup 1-5	In these fields, you can enter further information about the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current invoice line. The pop-up options are created in the window Popup Fields in the Set-Up module.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Campaign No.	In this field, you can enter the number of a campaign if the current invoice line is connected to a certain campaign in the Contact Management module. If you enter a campaign number in the card part, Maconomy transfers the number to

Field	Description
	this field when creating lines. The campaign number can be used for, for example, statistical purposes.
Activity No.	In this field, you can enter an amount activity if the current line relates to an activity and the invoice is assigned to a job. When you create a line on an invoice on which a job number has been specified, Maconomy attempts to derive an activity number using the following procedure: 1. If the user manually enters an activity number, this number is used. 2. If no value is entered manually, Maconomy checks the information card of the item specified on the line to see if an activity number has been specified there (see the window 3. “Activity No.” in the card part of the window Item Information Card). If so, the activity number in question is transferred to this field. 4. If no activity number was found in step 2, the activity number specified in the corresponding field in the card part of the invoice is used. 5. If no activity was found in step 3, the activity number to be derived from the standard task of the task list assigned to the job on the invoice is used. If no job has been specified on the invoice, any manually entered value is changed to a blank value, as you cannot specify an activity to a line which does not pertain to a job.
Task	In this field, you can enter the name of a task if the invoice is linked to a job. If the corresponding field in the card part of the window contains a value, it will automatically be suggested in this field.

Credit Memos Workspace

Use this workspace to create and print out credit memos for your customers.

The Credit Memos tab displays general and account information. After you enter customer and credit memo information in the tab, you can assign items and text lines in the Credit Memo Lines sub-tab.

When you create a credit memo, you first enter the number of the customer that the crediting involves. Maconomy checks that the customer exists in the Accounts Receivable module.

When you enter the customer number, Maconomy retrieves information from the Customer Information Card. Maconomy then inserts this information into the corresponding fields in the credit memo. You can change most of this information.

When you create a credit memo, Maconomy uses information from other Maconomy workspaces-such as price lists and quantity discounts-that you maintain in the Inventory module. When pricing items, Maconomy uses the delivery date on the order line as a reference to the issue of the price list that is valid at the time of delivery.

Credit Memos Tab

This section includes the fields and descriptions for the Credit Memos tab.

Billing Address Island

Field	Description
Bill to Customer	Here you enter the number of the bill-to customer. Maconomy retrieves the bill-to customer from the bill-to customer's information card, but you can select another. Maconomy checks that the customer exists. If you cannot remember the bill-to customer number, you can use the search functions in the Find menu. Bill to Customer and Ship to Customer are not the same if items are returned from one customer and the credit memo is sent to another. Maconomy automatically retrieves the bill-to customer's name, address, country, and standard currency from the Customer Information Card. The other lines show the bill-to customer's name and address. The information is retrieved from the Customer Information Card. You can change the information.
Attn.	This is the customer's attention person the person to whom payment information is directed. The name is retrieved from the Customer Information Card. You can change the name.
Country	This is the country code of the bill-to customer. It is retrieved from the customer's information card, but can be changed here.
Phone	This is the telephone number of the bill-to customer. It is retrieved from the customer's information card, but can be changed here.
Fax	This is the telefax number of the bill-to customer. It is retrieved from the customer's information card, but can be changed here.
Telex	This is the telex number of the bill-to customer. It is retrieved from the customer's information card, but can be changed here.
E-mail	This is the e-mail address of the bill-to customer. It is retrieved from the customer's information card, but can be changed here.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company that applies to the current credit memo. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany balances at the posting of the credit memo. In the intercompany balance, the company in this field will be the intercompany company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not

Field	Description
	marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is determined, please see the section Multiple Companies in the chapter “Introduction to the G/L Module.” Intercompany balances are described in the window Intercompany Accounts in the G/L module.
Name	This field shows the name of the company shown in the field “Company No.” above.

Price Island

Field	Description
Currency	Here you select the currency of the credit memo. Maconomy automatically retrieves the value from the Customer Information Card. You can change the currency until you enter the first item line in the table part or you specify a charge.
Sales	This is the sum of all the extended prices in the table part, expressed in the credit memo currency. The amount includes line and quantity discounts. It does not include invoice discounts, tax or charges.
Invoice Discount %	Here you can enter an invoice discount percentage. Maconomy suggests the value from the Customer Information Card, but you can change it. The discount is automatically deducted from the item sales amount.
Invoice Discount	This field shows the invoice discount amount, calculated by Maconomy and displayed in the credit memo currency.
Tax on Sales	This is the calculated tax amount(s) in the currency of the credit memo. Maconomy only calculates tax if you mark the “Tax” field in the Price island. If multiple tax codes are enabled, the “Tax on Sales” field will be replaced by the following fields: “Tax 1 on Sales,” “Tax 2 on Sales” and, if three tax levels are enabled, “Tax 3 on Sales.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Total (incl. charges)	This is the total credit memo amount expressed in the credit memo currency. It is the sum of “Sales,” “Tax on Sales” and charges including tax deducted from the “Invoice Discount” field.
Std. Currency	This is the bill-to customer’s standard currency. It is retrieved from the Customer Information Card. If the currency of the credit memo is the same as the base currency of the company responsible for the credit memo, Maconomy rounds the total invoice amount. However, this is only done if a rounding unit has been specified for the current currency in the field “External Rounding Unit” in the window Currency Rounding in the Set-Up module. If this is the case, credit memo totals will be rounded to the specified unit. The printout of a credit memo will thus show the total credit memo amount as well as the amount that constitutes the rounding.

Field	Description
	When posting the credit memo the rounding will be posted as follows: The customer (and thus the A/R Control Account) is debited the credit memo total after the rounding, while a rounded amount, if any, is debited or credited the account for amount rounding depending on whether the amount has been rounded up or down. The other entries to which the credit memo might give rise are posted as normal.
Total In Standard	This is the total credit memo amount in the bill-to customer's standard currency. The calculation of this currency is based on the exchange rate table for sales selected in the window System Information. The exchange rate, which is valid on the invoice date, is used.
Price List	Here you select which price list to use for item lines in the credit memo. Maconomy automatically retrieves the price list from the Customer Information Card, but you can select another. You select from existing price lists, that is, sales price lists created in the window Price Lists in the Inventory module. If you select "blank," prices are calculated from item cost price and gross margin. Cost price and gross margin are specified in the Item Information Card in the Inventory module. If you select a price list in a currency different from the credit memo currency, Maconomy converts the prices into the credit memo currency using the exchange rate table for sales.
Price Step	Here you specify whether to take prices from a fixed price step in the price list. The highest level is "6." Maconomy suggests the value from the customer information card, but you can choose another. Any other value than "0" will only have effect if you also choose a price list in the field above. Note, that if the "Fix Price Step" field in the window System Information is marked, and if you enter a value here, Maconomy will always suggest the price from the given price step, regardless of whether the quantity the customer is buying would normally justify a lower price due to a quantity discount. If the "Fix Price Step" field is not marked, Maconomy will suggest the highest price step justified by the quantity ordered.
Tax	Here you mark whether to add tax to the credit memo. Maconomy suggests the value in the Customer Information Card, but you can change it.

Account Information Island

Field	Description
Changed	This field shows whether any of the information suggested by Maconomy in various fields on the credit memo was changed while you created the credit memo. Maconomy marks the field automatically if one or more of the following fields in the card part have been changed: "Tax," "Price List," "Price Step," "Invoice Discount %." It also marks the field if you enter any charges in the Charges island, or if you change the value in one or more of the amount and discount fields in the table part of the window. The mark cannot be removed.

Charges Island

Field	Description
Description	Here you can enter an optional charge text. It is printed on the credit memo in front of the actual charge amount. If you wish to add charges to the credit memo, you must enter a text here, describing the charge. You can add up to four charges to credit memo. Every one of the four lines in the Charges island, consisting of the “Text,” “Amount,” “Tax Code” (Tax Code 1-3), “Tax,” “Rep. Code” and “Group” fields, defines one charge. Note, Maconomy does not retrieve the charge codes from the Customer Information Card.
Amount	Here you enter the charge amount to be added to the credit memo. The amount must be in the currency of the credit memo.
Tax Code	Here you can specify the tax rate(s) to be applied to the charge. If multiple tax codes are enabled, the “Tax on Sales” field will be replaced by the following fields: “Tax 1 on Sales,” “Tax 2 on Sales” and, if three tax levels are enabled, “Tax 3 on Sales.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax	This is the tax amount of the charge. Maconomy calculates this figure automatically from the charge and tax code(s) entered. The amount is then added to the credit memo if the credit memo is subject to tax. The amount in this field cannot be changed.
Rep. Code	In this field, you can enter an item tax code, which is created in the window Popup Fields. Maconomy uses the field to determine which tax code to use for calculating tax for the current charge, as the reporting code is part of the criteria to specify a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the responsible company assigned to the current credit memo. This tax table is selected in the window Company Information. However, the tax code is only selected from a tax table, if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the current credit memo is assigned to a tax table. If no tax table has been specified for the responsible company or if you are using differentiated tax, and you are not using tax tables, Maconomy will use the tax code specified for the individual charge in the window Charges. If neither tax tables nor differentiated tax has been selected, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. When posting credit memos, the reporting code is used for determining which tax report entries are to be created when crediting the charge. On the basis of the tax report entries, it is possible to create tax reports which show tax and tax basis entries assigned to a given tax report field. This kind of reporting is only possible if extended tax reporting has been selected in the window System Information. The value in this field is transferred from the charge code, but can be changed here.
Group	Here you can enter a code to define the group to which the charge will later be posted. Through a dimension combination in the window Posting References, the group points out the G/L account and other dimension values to which the charge

Field	Description
	should be posted when you post the invoice. Group 1 charges are posted to the account (and any other dimension values) to which the dimension combination in the posting reference “Order Charge 1” refers for the department the invoice involves. Group 2 charges are posted to the account (and any other dimension values) to which the dimension combination in the posting reference “Order Charge 2” refers, and so on. If you change the group suggested by Maconomy, Maconomy checks that the value is between “1” and “4.” You can assign more than one charge to the same group.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivation for a further description of dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can specify further information regarding the credit memo and the current customer. You might, for example, specify a “hold” code or information about substitution items. Maconomy suggests the value of the corresponding fields in the customer’s information card, but you can change the values for the current credit memo. The pop-up options are created in the window Popup Fields in the Set-Up module.

Ship to Address Island

Field	Description
Ship to Customer	In this field, you enter the number of the ship-to customer that the crediting involves. Maconomy checks that the customer has been created in Maconomy and, if the system parameter “Aut. company specific customer creation” has not been marked in the Set-Up module, whether the current customer has been created as a company-specific customer for the company responsible for the contract. If this parameter has not been marked, the customer must be created as a company-specific customer in the window Company Specific Customer Information Card before orders can be created with the current combination of customer and company. Furthermore, Maconomy checks that the customer has not been blocked in the window Payment Information in the A/R module. When you press Return, Maconomy automatically retrieves various information from the Customer Information Card. You can change most of the information. After creating the credit memo, you can change the ship-to customer by entering a new customer number in this field. Maconomy then retrieves the information on the new ship-to customer (including bill-to customer) when you press Return. However, the credit memo currency will not change if you have entered item lines in the table part. Calculated fields, such as “Tax, Sales,” are calculated again. If charges have been specified on the credit memo, the ship-to customer can only be changed to a customer using the currency already specified on the credit memo. The other lines show the ship-to customer’s name and address. The information is retrieved from the Customer Information Card. You can change the information.
Attn.	This is the customer’s attention person the person to whom shipping information is directed. The name is retrieved from the Customer Information Card. You can change the name.
Country	This is the customer’s country code. It is retrieved from the customer’s information card, but can be changed here.
Phone	This is the customer’s telephone number. It is retrieved from the customer’s information card, but can be changed here.
Fax	This is the customer’s telefax number. It is retrieved from the customer’s information card, but can be changed here.
Telex	This is the customer’s telex number. It is retrieved from the customer’s information card, but can be changed here.
E-mail	This is the customer’s e-mail address. It is retrieved from the customer’s information card, but can be changed here.

Company Island

Field	Description
Company	In this field, you can enter the number of the company responsible for the invoice. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. If the company in this field is different from the one shown in the island Settling Company, Maconomy will automatically create intercompany balances at the posting of the credit memo. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances. This field also shows the name of the specified company.

Credit Memo Island

Field	Description
Credit Memo No.	This is the credit memo number the sole and absolute identification of the credit memo. Maconomy allocates the next available credit memo number, after you enter a customer number.
Date	Here you can enter the date of the credit memo. Maconomy automatically suggests today’s date. If you change the date, Maconomy checks that it is within the open-posting interval.
Invoice Supplement Name	Enter the invoice supplement name to use in the credit memo.

Customer Information Island

Field	Description
Reference	Here you enter an optional text. You can, for example, enter the name of the customer contact you spoke to about the credit memo. The text is printed on the credit memo.
Received by	Here you can enter the name of the employee who received the customer’s request for the credit memo. Maconomy suggests the name of the user, but you can change it. You must enter a name.
Sales Rep. No.	Here you can enter the number of the employee who is registered as sales representative on the credit memo. Maconomy suggests the employee who

Field	Description
	normally sells to the customer, but you can change it. The number is retrieved from the Customer Information Card. If you cannot remember the number of the sales representative, you can use the search functions in the Find menu.
Sales Rep.	This is the name of the sales representative.
Department	Here you can select the department which the credit memo involves. Maconomy suggests the department from the Customer Information Card of the ship-to customer, but you can select another. You maintain departments (with G/L accounts) in the window Posting References in the G/L module.
Warehouse	Here you can select which warehouse the credited items are returned to. Maconomy suggests the warehouse from the Customer Information Card, but you can select another. You select from existing warehouses, that is, warehouses created in the Warehouse Information Card in the Inventory module. Note, that you can only select one warehouse to which to return the credited items. If you specify a warehouse assigned to another company than the one responsible for the current credit memo, Maconomy will create intercompany balances when you post the item journal created as a result of the credit memo. In the intercompany balance, the company to which the warehouse is assigned will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. If you have Maconomy Basic, this field has no function.
Stock Location No.	In this field, you can specify the location in the current warehouse at which the returned items are received. This location will apply to those lines in the table part where the stock location field is left blank. If a stock location is specified on a given line, it overrules any location specified in this field. When you create a credit memo, Maconomy suggests the standard receiving location specified for the selected warehouse, but you can specify another location.
Language	Here you can select which language the credit memo is printed in. Maconomy suggests the customer’s language from the Customer Information Card in the Accounts Receivable module, but you can select another. The language code refers to one of the item descriptions in the Item Information Card “Description Language 1,” “Description Language 2” and “Description Language 3.” Maconomy uses the code to determine the text in the “Description ” field in the table part of the window. You can maintain the language codes in the window Popup Fields in the Set-Up module.

Field	Description
Company Tax Code	In this field, you can enter a company tax code, which is created in the window Popup Fields. Maconomy uses the field to determine which tax code to use for calculating tax for the current credit memo, as the reporting code is part of the criteria to select a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the responsible company assigned to the current credit memo. This tax table is selected in the window Company Information. However, the tax code is only selected from a tax table, if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the current credit memo is assigned to a tax table. If no tax table has been specified for the responsible company or if you are using differentiated tax, and you are not using tax tables, Maconomy will use the tax code specified for the individual item in the window Item Information Card in the Inventory module or, in the case of charges, the tax code specified for the individual charge in the window Charges. If neither tax tables nor differentiated tax has been selected, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. When posting credit memos, the reporting code is used for determining which tax report entries are to be created when crediting. On the basis of the tax report entries, it is possible to create tax reports which show tax and tax basis entries assigned to a given tax report field. This kind of reporting is only possible if extended tax reporting has been selected in the window System Information. The value in this field is transferred from the customer information card, but can be changed here.
Tax No.	Here you enter the customer's tax number. Maconomy suggests the value for the bill-to customer, but you can change it. If a validation rule is assigned to the tax number field in the window Rules of Validation in the Set-Up module, Maconomy will validate the tax number upon entry or change. If the invoice's bill-to customer is changed, Maconomy retrieves the new tax number.
Cust. Payment Mode	In this field, you can specify the customer payment mode to be used in the settlement of the credit memo. When you create collection selections in the Banking module, Maconomy will reconcile the credit memo against any invoices on which the same bill-to customer and customer payment mode have been specified. Maconomy suggests the customer payment mode specified on the bill-to customer's information card, but you can change it. Customer payment modes are created in the window Customer Payment Modes in the Banking module.
Global Location No.	If the customer has requested that you use a specific global location number on the credit memo, you can specify the location number in question here. Maconomy suggests the global location number specified in the window Company Specific Payment Information for the customer in question, but you can change it here if the location number to be used in connection with the current credit memo is not the same as the standard location number of the customer.

Field	Description
	For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.

Job Cost Island

Field	Description
Job No.	Here you can enter the number of a job from the Job Cost module, to assign the credit memo to a job. Certain jobs can involve crediting items registered in Maconomy's Inventory module. To register the crediting, you create a credit memo in this window and assign it to the appropriate job. The credit memo is printed here, and the sales figures are transferred to the Job Cost module. When the job is finished, you can calculate the whole job, including any item sales. Maconomy checks that the job exists, and that you have specified the same ship-to customer number on the credit memo and the job. Maconomy also checks that the job is not blocked or ended. If you enter a value in this field, you must also enter the number of an amount activity in the "Activity" field.
Activity	In this field, you can enter the number of an amount activity from the Job Cost module if the credit memo is assigned to a job. This activity number will be suggested on lines created in the table part.
Task	In this field you can enter the name of a task if the credit memo is linked to a job.

Statistics to Tax Authorities Island

Field	Description
EU Sale	This field must be marked if the invoice is for an EU sale. If the "Sales List System Report" field in the window System Information is marked, Maconomy will mark this field if the bill-to customer is from another EU country and is not subject to paying tax, that is, the "Tax" field is not marked. If this field is marked, the invoice will be included in your quarterly report to the EU Sales List System.
Intrastat Reg.	Here you can specify whether to include the invoice in your monthly report to Intrastat. If the "Intrastat Export Report" field in the window System Information is marked, Maconomy suggests a mark here if the bill-to customer is from another EU country and is not subject to paying tax, that is, the "Tax" field is not marked.
EU Trade Type	Here you can enter either "Normal" or "Triangulation" to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in third EU country. Invoice amounts from triangulation are not included in the EU sales on your tax specification, but are reported separately to the Sales List System. The value is copied from the information card of the bill-to customer, but can be changed here.
Nature	Here you select which transaction to report to Intrastat. They are created in the Popup field window in the Set-Up module.

Contact Management Island

Field	Description
Campaign No.	In this field, you can enter the number of a campaign if the current credit memo is connected to a certain campaign in the Contact Management module. If you enter a campaign number, Maconomy transfers the number to lines that are then created in the table part. The campaign number can be used for, for example, statistical purposes.

Credit Memo Lines Sub-Tab

This section includes the fields and descriptions for the Credit Memo Lines sub-tab.

Field	Description
Item No.	Here you enter the number of the item you are crediting the customer. Maconomy checks that the number exists, that is, that it has been created in the Item Information Card in the Inventory module. Maconomy then checks that the item is assigned to the warehouse selected in the card part of the window. If you cannot remember the number of an item, you can use the search functions in the Find menu. If you are creating a text line in the credit memo, leave the field blank. You enter the text in the “Description ” field and press Return. Item and text lines are printed on the credit memo in the order they appear in the table part.
Credited	Here you enter the quantity of items to credit the customer. If the line is a text line, leave this field blank.
Return	Here you enter how many units of the item you are receiving in return. This quantity is not necessarily the same as quantity credited. Some (or all) of the items may have been lost or damaged during transport. Maconomy automatically suggests the value from the “Credited” field, unless the system parameter “Set Quantity Returned to Zero” has been marked, in which case Maconomy suggests 0. If the item is not under inventory control, the credit memo will not cause any inventory movement. But because the cost of sales account is credited the value of returned items (when posted), it is important to enter the correct quantity here. If the line is a text line, leave this field blank.
Unit	Here you select the item’s unit. Maconomy suggests the value from the item’s information card, but it can be changed. If the line is a text line, leave the field blank.
Description	Here you enter an item text. This text is printed on the credit memo. Maconomy automatically suggests the text from the item’s information card in the Inventory module. If this text exists in several languages, Maconomy selects the language of the ship-to customer, which is specified on the Customer Information Card. You can change the item text. If the line is a text line, enter the text here.

Field	Description
Unit Price	In this field, you can enter the item's unit price on the credit memo. If the invoice is assigned to a price list, and the item is included in the price list, Maconomy suggests the price from the price list. If the quantity justifies a quantity discount, or if a fixed price step has been specified on the credit memo, the unit price suggested in this field will be the price on the price step in question as specified in the window Quantity Discounts in the Inventory module. However, the suggested price can be changed here if you and the customer have agreed on a special price. If the item is not included in the price list, or if you have not selected a price list for the credit memo, Maconomy suggests the current cost of the item at the warehouse in question and adds the gross margin percent, both of which are retrieved from the item's information card. This functionality only applies if the field "Sales Price Costing" has not been marked on the item's information card. If sales price costing is used for the item, the price is still retrieved from the price list, but in this case, the cost is determined by the sales price, using the gross margin percentage. The cost is not shown, but it is used when posting the cost of sales. If the item is not in the price list, Maconomy suggests the price 0. Please note that the unit price of BOMs can be reduced if the following scenario occurs: If the item is a BOM with inventory control that does not use price control, this means that the price in this field should be calculated from the unit prices of the BOM parts. If the unit price of one of these BOM parts is calculated from cost and the BOM part is not assigned to the warehouse on the current line (by means of a warehouse assignment line in the table part of the window Item Information Card), the unit price of that BOM part is set to zero, which affects the price in this field. To set the price, Maconomy uses the delivery date on the credit memo line to point out the price list which is valid at the time of delivery. See also the description of the window BOM Information Card in the Inventory module for a more detailed description of BOM pricing. If the line is a text line, leave the field blank.
Discount %	Here you can enter a discount percentage for the item. If, instead, you enter an amount in the "Discount" field, Maconomy calculates the discount percentage from the amount and shows it here. If you have Maconomy Trade, Maconomy suggests a discount percentage from a valid discount table, an item discount agreement or a customer discount agreement. If the line is a text line, leave the field blank.
Discount	Here you enter a discount amount. The discount is deducted from the extended price. If you specify a discount percentage in the "Discount %" field, Maconomy calculates the amount from the percentage and shows it here. If you have Maconomy Trade, Maconomy suggests a discount percentage from a valid discount table, an item discount agreement or a customer discount agreement.

Field	Description
	You can change the values in the “Discount %” and “Discount” fields. If you change one of the values and press Return, Maconomy recalculates the other value, based on the new information. If you change or enter values in both fields, Maconomy uses the discount amount to calculate a discount percentage. If the line is a text line, leave the field blank.
Extended Price	This is the extended price calculated by multiplying the quantity ordered by the unit price and dividing this amount by the pricing unit. The pricing unit is retrieved from the Item Information Card in the Inventory module. Any line discount is then deducted. The extended price is added to the “Sales” field in the Price island in the card part of the window. The amount cannot be changed here.
Pricing Unit	This is quantity of units included in the item’s unit price. The value is retrieved from the Item Information Card and cannot be changed here.
Discount Desc.	This is the discount description printed on the credit memo. If the description of the discount (be it item discount, customer discount or a discount from a discount table) granted on the line has been translated into the language specified in the card part of the credit memo, the translation in question is shown here. If no such translation exists, Maconomy suggests the discount description specified for the discount in question in the window Item Discount Agreements, Customer Discount Agreement or Discount Tables, depending on the type of discount granted. However, you can change the text here. Translations are created in the window Language Texts in the Set-Up module. If you leave this field blank, Maconomy inserts the text “Line Discount” on the discount line. If the line is a text line, leave the field blank.
Stock Location No.	In this field, you can specify the location in the selected warehouse at which the items returned on the current line are received. When you create a line, Maconomy checks if a standard storage location has been specified in the table part of the item’s information card on a line pertaining to the warehouse specified on the current credit memo line. If a standard storage location has been specified and if this location is also marked as a receipt location in the window Warehouse Information Card, the item’s standard storage location is suggested In this field, but the value can be changed manually. If no standard storage location has been specified for the item or if the item has a standard storage location for the warehouse but it is not a receipt location, Maconomy suggests a blank value in this field. When this field is blank, the stock location number specified in the card part of the window will apply to the line.
Price List	This is the price list according to which the item line is priced. Maconomy suggests the price list from the card part of the window. If you have Maconomy Trade, the customer can be tied to another price list by a discount agreement. This price list will automatically be transferred to this field instead of the price list originally suggested, and the extended price will be calculated accordingly. The value in this field cannot be changed.

Field	Description
Price Step	This is the price step in the price list, which is used to price the item line. Maconomy suggests the price step justified by the amount of items ordered by the customer. If you specified a fixed price step in the “Price Step” field in the card part (and if there is a price on this level), Maconomy transfers the fixed level to this field. You cannot change it here.
Price at Step 1	This is the price of one pricing unit if the credit memo is assigned to a price list which includes the item. You cannot change this price.
Quantity Disc.	This is the discount amount. The discount is the difference between “Price at Level 1” and the actual unit price in the credit memo, multiplied by the quantity of items ordered, and divided by the pricing unit.
Internal Desc.	Here you can enter an internal description. Maconomy automatically suggests the internal description from the item’s information card in the Inventory module, but you can change it. The text is not printed on the credit memo. It is only for reference. If the line is a text line, you can write a text here, but it will not be printed on the credit memo.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current credit memo line.
Popup 1-5	In these fields, you can enter further information about the current item. Maconomy suggests the value from the corresponding fields in the item information card, but you can change the value for the current credit memo line. The pop-up options are created in the window Popup Fields in the Set-Up module.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Campaign No.	In this field, you can enter the number of a campaign if the current credit memo line is connected to a certain campaign in the Contact Management module. If you enter a campaign number in the card part, Maconomy transfers the number to this field when creating lines. The campaign number can be used for, for example, statistical purposes.
Activity No.	In this field, you can enter an amount activity if the current line relates to an activity and the credit memo is assigned to a job. When you create a line on a credit memo on which a job number has been specified, Maconomy attempts to derive an activity number using the following procedure: 1. If the user manually enters an activity number, this number is used. 2. If no value is entered manually, Maconomy checks the information card of the item specified on the line to see if an activity number has been specified there (see the window “Activity No.” in the card part of the window Item Information Card). If so, the activity number in question is transferred to this field. 3. If no activity number was found in step 2, the activity number specified in the corresponding field in the card part of the credit memo is used. 4. If no activity was found in step 3, the activity number to be derived from the standard task of the task list assigned to the job on the credit memo is used. If no job has been specified on the credit memo, any manually entered value is changed to a blank value, as you cannot specify an activity to a line which does not pertain to a job.
Task	In this field, you can enter the name of a task if the credit memo is linked to a job. If the corresponding field in the card part of the window contains a value, it will automatically be suggested in this field.

Invoicing Listing Workspace

Use this workspace to view a list of sales orders that are ready to be invoiced but have not yet been invoiced.

In the Invoicing Listing tab you specify the target group of orders, customers, and departments. The Sales Orders sub-tab displays the sales orders that are ready to be invoiced. You can determine the invoice date for each delivery.

When you open this workspace, the Sales Orders sub-tab displays all of the noninvoiced sales orders for which there have been deliveries. If you limit the target group in the Invoicing Listing tab, the Sales Orders sub-tab displays only the target group sales orders. Sales orders for which

you have printed a packing slip after you open this workspace are not displayed here; however, Maconomy includes them in the invoicing if you select the **Batch Invoice** field in the Sales Orders workspace.

In the Sales Orders workspace, you can create and print an invoice immediately after you create a sales order, using the **Print Invoice** action. This enables you to give quick service, if the customer collects the items personally and requires an invoice.

If you create many sales orders daily and perform as many deliveries, it is convenient to invoice all of the sales orders in one operation, once a day. Use the Print Invoice workspace to do this. Before you begin a batch invoicing, it is useful to go through the sales orders to make sure that you do not invoice any by mistake. You do that in this workspace, where you can select the sales orders to invoice in the Print Invoice workspace.

If you are invoicing the sales order in the Job Cost module, it does not appear in this workspace.

Invoice Listing Tab

This section includes the fields and descriptions for the Invoice Listing tab.

Selection Criteria Island

Field	Description
No. Orders	This field shows how many sales orders are ready to be invoiced. You can limit the quantity in the target group fields. You might, for example, have a large batch of sales orders to invoice, which you wish to split into smaller portions. You cannot change the value manually.
Order No.	Here you can enter a range of sales order numbers. The table will only show orders within this range.
Bill to Customer	Here you can enter a range of customer numbers. The table will only show sales orders to be paid by customers within this range.
Company No.	In this field, you can enter a range of company numbers. Only sales orders assigned to a company within the specified range are shown in the table part.
Department	Here you can select a department. The table will only show sales orders from this department.

Sales Orders Sub-Tab

This section includes the fields and descriptions for the Sales Orders sub-tab.

Field	Description
Order No.	This column shows the numbers of the sales orders ready to be invoiced. Maconomy only shows the sales orders specified in the target group fields in the card part. A sales order is ready to be invoiced when items have been delivered. The order numbers cannot be changed here.
Customer No.	This is the number of the customer to whom items were delivered. The number cannot be changed here.

Field	Description
Name	This is the first line of the customer's name. It cannot be changed here.
Bill to Customer Cust. No.	This is the number of the customer who will be invoiced for the sales order. The number cannot be changed here.
Invoice Date	Here you can enter the invoice date. If you leave the field blank, Maconomy inserts today's date. Maconomy verifies that the date is within the open posting interval. The open posting interval is specified in the System Information window in the Set-Up module.
Invoice	You mark this field for the sales order to be invoiced in a batch in the Print Invoice window. As described above, you can use the Selection Criteria to define which group of sales orders you wish to see in the table. You can always deselect individual orders here after defining the target group. If a sales order is marked for invoicing, and you do not wish it to be invoiced, you must remove the mark here by clicking the field. Maconomy marks the field if the "Batch Invoice" field in the Sales Orders window is marked.
Company No.	This field shows the number of the company responsible for the current order.
Department	This is the department to which the sales order is assigned. You cannot change it here.
Reference	This field shows any note entered in the Reference field in the Sales Orders window. The text cannot be changed here.

Crediting Listing Workspace

Use this workspace to view a list of credit orders that are ready to be credited-that is, credit orders that have been approved, but have not yet been credited.

In the Crediting Listing tab you specify the target group of credit orders, customers, and departments. The Credit Orders sub-tab displays the credit orders that are ready to be credited.

When you open this workspace, the Credit Orders sub-tab displays all of the uncredited credit orders. If you limit the target group in the Crediting Listing tab, the sub-tab displays only the target group credit orders. Credit orders that you approved after you open this workspace are not displayed here; however, Maconomy includes them in the crediting if you select the **Batch Credit** field in the Credit Orders workspace.

When you credit a credit order, Maconomy automatically creates a warehouse receipt based on the items that your customer is returning.

In the Credit Orders workspace, you can create and print a credit memo immediately after you create a credit order, using the **Print Credit Memo** action. This enables you to give quick service, if the customer returns the items personally and requires a credit memo.

If you create many credit orders daily, it is convenient to credit all of them in one operation, once a day. Use the Print Credit Memo workspace to do this. Before you start a batch crediting, it is

useful to go through the credit orders to make sure that you do not credit any by mistake. You do that in this workspace, where you can select the credit orders to credit in the Print Credit Memo workspace.

Crediting Listing Tab

This section includes the fields and descriptions for the Crediting Listing tab.

Selection Criteria Island

Field	Description
No. Orders	This field show how many credit orders are ready to be credited. You can limit the quantity in the target group fields. You might, for example, have a large batch of credit orders to credit, which you wish to split into smaller portions. You cannot change the value manually.
Order No.	Here you can enter a range of credit order numbers. The table will only show orders within this range.
Bill to Customer	Here you can enter a range of customer numbers. The table will only show credit orders to customers within this range.
Company No.	In this field, you can enter a range of company numbers. Only credit orders assigned to a company within the specified range are shown in the table part.
Department	Here you can select a department. The table will only show credit orders from this department.

Credit Orders Sub-Tab

This section includes the fields and descriptions for the Credit Orders sub-tab.

Field	Description
Order No.	This column shows the numbers of the credit orders ready to be credited. Maconomy only shows the credit orders specified in the target group fields in the card part. The order numbers cannot be changed here.
Customer No.	This is the number of the customer who returned the items. The number cannot be changed here.
Name	This is the first line of the customer's name. It cannot be changed here.
Bill to Customer Cust. No.	This is the number of the customer who will be credited. The number cannot be changed here.
Credit Memo Date	Here you can enter the credit memo date. If you leave the field blank, Maconomy inserts today's date.
Credit	You mark this field for the credit order to be credited in a batch in the Print Credit Memo window. As described above, you can use the Selection

Field	Description
	Criteria to define which group of credit orders you wish to see in the table. You can always deselect individual orders here after defining the target group. If a credit order is marked for crediting, and you do not wish it to be credited, you must remove the mark here by clicking the field. Maconomy marks the field if the “Batch Credit” field in the Credit Orders window is marked.
Re. Invoice No.	This is the invoice number, if the credit order is created from an invoice in the Invoice to Credit Order window. The number cannot be changed here.
Company No.	This field shows the number of the company responsible for the credit order in question.
Department	This is the department to which the credit order is assigned. You cannot change it here.
Reference	This field shows any note entered in the Reference field in the Credit Orders window. The text cannot be changed here.

Invoicing on Account Workspace

Use this workspace to invoice a sales order on account; that is, you can apportion a sales order to several invoices.

This division is independent of any deliveries made for the sales order.

You can also invoice part of the order total before making the first delivery. Maconomy deducts the on-account amount the next time that the sales order is invoiced. You must approve the sales order before you can invoice it on account.

When you invoice a sales order on account, Maconomy creates an invoice journal in the G/L module. Maconomy updates all of the relevant G/L and customer accounts when you post the journal. If you have assigned the sales order to a job in the **Job No.** field, Maconomy transfers the sales figures to the job in the Job Cost module.

Note: You cannot invoice subscription orders on account in this workspace. You can do that in the Subscription Orders workspace in the Subscription module.

Invoicing on Account Tab

This section includes the fields and descriptions for the Invoicing on Account tab.

Sales Orders Island

Field	Description
Order No.	This is the number of the sales order. If you cannot remember the number of a sales order, you can use the search functions in the Find menu. The number cannot be changed.

Field	Description
Created on	This is the date the sales order was created. The date cannot be changed manually.
Order Total	This is the sum of the item lines on the sales order. The value cannot be changed here.
Currency	This is the currency of the sales order. The currency cannot be changed here.

Ship to Address Island

Field	Description
Customer	This is the number of the customer receiving the items on the sales order. The number cannot be changed here. The remaining lines of this field show the name and address of the ship-to customer. The text is retrieved from the sales order and cannot be changed here.
Attn.	This is the ship-to customer's attention person the person to whom shipping information is directed. The name is retrieved from the sales order and cannot be changed here.
Country	This is the ship-to customer's country. It is retrieved from the sales order and cannot be changed here.

Customer Information Island

Field	Description
Pmt. Terms	Here you can enter the payment terms of the sales order. Maconomy suggests the value from the sales order, but you can change it. If the payment terms of the sales order are changed when you invoice on account, the new payment terms will apply to later invoices, unless the payment terms are changed back again, either in the Invoicing on Account or Sales Orders window. If you change the payment terms, Maconomy verifies that you have permission to do so. Permission to change information about prices, and thus payment terms, is given to users individually in the window Actions in the Set-Up module. The payment terms appearing in this pop-up are defined in the Popup Fields window in the Set-Up module.

Print Control Island

Field	Description
Layout	In this field, you choose the layout of the invoice when it is printed by selecting "Print Invoice." Unless you have added layouts in the window Print Layouts in the Set-Up module, "Standard" is the only option.

Invoice on Account Island

Field	Description
%	Here you enter how large a percentage of the order total you wish to invoice on account. Maconomy issues a warning if this figure is higher than 100% of the order total. However, this warning is not issued if the order total is exceeded as a result of invoicing the sales order on account more than once. If you enter both a percentage here and an amount in the “Amount” field, Maconomy calculates a percentage from the amount.
Amount	Here you enter how large an amount of the order total you wish to invoice on account. Maconomy verifies that this figure does not exceed the order total but if you invoice the sales order on account more than once, the figure is not cross checked.
Description	Here you enter a text to describe the invoice. Maconomy suggests “Invoice on Account,” but you can change it. You must enter a text.
Invoice Date	Here you enter an invoice date. If you leave the field blank, Maconomy inserts today’s date. Maconomy verifies that the date is within the open posting interval. The open posting interval is maintained in the System Information window in the Set-Up module.

Billing Address Island

Field	Description
Bill to Customer	This is the number of the customer receiving the invoice. The number cannot be changed here. The other lines in this field show the name and address of the bill-to customer. The text is retrieved from the sales order and cannot be changed here.
Attn.	This is the bill-to customer’s attention person the person to whom payment information is directed. The name is retrieved from the sales order and cannot be changed here.
Country	This is the bill-to customer’s country. It is retrieved from the sales order and cannot be changed here.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current order. The value is transferred from the island Company on the order in question.
Name	This field shows the name of the company shown in the field “Company No.” above.

Print Invoice Workspace

Use this workspace to invoice a range of sales or subscription order numbers in one operation.

You can also use this workspace for blanket invoicing. Blanket invoicing means that you create one invoice that includes deliveries from different sales or subscription orders. You can also reprint invoices in this workspace. You can limit the printout to include only part of the sales or subscription orders that are ready for invoicing or a range of existing invoices.

You can print sales orders out directly in the Sales Orders workspace after you create and/or edit them, by using the **Print Invoice** action-for example if the customer is collecting the items in person and wants an invoice on the spot.

If you create many sales or subscription orders daily and perform an equal number of deliveries, it can be convenient to invoice all of the sales orders in one operation, once a day. You do this in this workspace, but before you start, it can be useful to go through the list of sales or subscription orders in the Invoicing Listing workspace, where you can deselect individual sales orders.

If you want to create invoices, Maconomy prints out an invoice for all sales or subscription orders that match the selection criteria. You can create a sales order invoice only if:

- You have not selected the **Invoice in Job Cost** field.
- The order is ready to be invoiced, that is, items have been delivered but have not been invoiced.
- You have selected the **Batch Invoice** field in the Sales Orders workspace or the **Invoice** field in the Invoicing Listing workspace.

To invoice a subscription order, you must first approve the subscription order by using the **Approve Order** action in the Subscription Orders workspace in the Subscription module. Maconomy ignores invoices that are based on blocked sales orders; you cannot print them out until you revoke the block in the Unblocking workspace. Similarly, Maconomy ignores invoices for customers who have been blocked or blocked for delivery.

When you invoice in this workspace, Maconomy automatically creates an invoice journal in the G/L module. The sales are posted to the relevant G/L accounts when the invoice journal is posted. If the sales involve a job, entered in the **Job No.** field in the Sales Orders workspace, Maconomy updates the job cards in the Job Cost module when the invoice journal is posted.

If the currency of the invoice is the same as the base currency of the company that is responsible for the invoice, Maconomy rounds the total invoice amount. However, Maconomy only does this if you specified a rounding unit for the current currency in the field **External Rounding Unit** in the Currency Rounding workspace in the Set-Up module. If this is the case, Maconomy rounds invoice amount totals to the specified unit. The printout of an invoice thus shows the total invoice amount as well as the amount that constitutes the rounding. When posting the invoice, Maconomy posts the rounding as follows: The customer (and thus the A/R Control Account) is debited the invoice total after the rounding, while a rounded amount, if any, is credited to or debited from the account for amount rounding, depending on whether the amount has been rounded up or down. The other entries that the invoice might cause are posted normally.

When you invoice a customer, Maconomy updates the customer's item range, which you can see in the Item Assortment workspace in the Inventory module. Maconomy copies the pricing combination group, quantity, price, and invoice date for each order line to the item's line in the customer's item range. If the item does not already exist in the customer's item range, Maconomy

creates it there. For bills of materials, it is the BOM itself, and not the item parts, that are Maconomy creates in the item range.

When you print new invoices, the printout only shows those lines where the quantity ordered is greater than zero. However, if you select the **Include zero amount lines on printouts** system parameter, the printout also includes lines that have an ordered quantity of zero.

You can reprint invoices that have already been printed. If you choose to reprint invoices, Maconomy prints an invoice for every existing invoice in the selection criteria. An existing invoice is only reprinted in this workspace if you deselect the **Printed** field in the Show Invoice workspace for the invoice in question or if you select the **Reprint** field in this workspace. Maconomy does not perform invoicing when reprinting, because the new printout should be considered a copy of the original one.

Note that the printout always leaves out lines where the quantity for packing is zero, whether you selected the system parameter or not. However, text lines (lines where no item number has been specified) are always included, even though the quantity ordered and for packing on text lines is zero.

If a customer payment mode on an order uses electronic collection, Maconomy creates the invoice journal without printing out the invoice unless you select the **Print Invoice** field for the customer payment mode in question in the Customer Payment Modes workspace in the Banking module. The invoice is, however, included on reprints.

Print Invoice Tab

This section includes the fields and descriptions for the Print Invoice tab.

Selection Criteria Island

Field	Description
Invoice No.	Here you can enter a range of invoice numbers of existing invoices. Maconomy will only reprint invoices numbered within this range.
Order No.	Here you enter a range of order numbers. Invoices will only be made and printed for sales orders within this range.
Delivery Date	In this field, you can specify a range of delivery dates. Only orders on which the latest date in the field “Last Delivery Date” occurring on the lines in the table part is within the specified range are created and printed out.
Company No.	In this field, you can enter a range of company numbers. The printout will only include invoices based on orders for which companies within the specified range are responsible.
Bill to Customer	Here you can enter a range of bill-to customer numbers. Invoices will only be made and printed for sales orders to be paid by customers within this range.
Customer No.	Here you can enter a range of ship-to customer numbers. Invoices will only be made and printed for sales orders for items to be delivered to customers within this range.

Field	Description
Customer Group	In this field, you can specify which customer group to include in the printout.
Subscrip. Order No.	In this field, you can specify a range of subscription order numbers. Maconomy will only create and print invoices with subscription order numbers within the specified range. The field only applies if the field “Create Subscription Invoices” is marked.
Subscription No.	In this field, you can specify a range of subscription numbers. Maconomy will only create and print invoices with subscription numbers within the specified range. The field only applies if the field “Create Subscription Invoices” is selected.
Subscription Group	In this field, you can select a subscription group. Maconomy will only create and print invoices to customers within the specified subscription group. The field only applies if the field “Create Subscription Invoices” is marked.
Order Mode	In this field, you can choose an order mode Maconomy will only create and print invoices with the specified order mode. This field only applies when creating invoices. It has no effect when reprinting invoices.
Department	Here you can select a department. Maconomy will only create and print invoices for sales orders from this department.
Language	In this field, you can select a language code. Maconomy will only create and print invoices for sales orders with the selected language code. You can use the language code to print invoices in different languages. Using Maconomy’s layout editing tools, you can create different language layouts. The combination of language code and layout allows you to print invoices in different languages.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only create and print invoices for sales orders assigned to a consignment within the specified range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only create and print invoices for sales orders with a destination number within the specified range.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only create and print invoices for sales orders assigned to consignments with a consignment date within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only create and print invoices for sales orders with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only create and print invoices for sales orders with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only create and print invoices for sales orders with the selected carrier.

Field	Description
Consignment Type	In this field, you can select a consignment type. Maconomy will only create and print invoices for sales orders with the selected consignment type.
Main Order No.	In these fields, you can specify a range of order numbers. Maconomy will only create and print invoices for sales orders linked to a main order whose order number is within the specified range.
Include Blanket Invoices	If marked, orders that are blanket invoiced are included. The default is marked.

Print Control Island

Field	Description
Create Sales Order Invoices	Here you choose whether Maconomy is to create invoices for the sales orders in the target group, which are ready to be invoiced. If the field is marked, Maconomy will print an invoice for every sales order that matches the selection criteria and which is not marked in the field “Invoice in Job Cost,” is ready to be invoiced, that is, items have been delivered but have not been invoiced, and marked in the field “Batch Invoice” in the window Sales Orders or in the field “Invoice” in the window Invoicing Listing.
Create Subscription Invoices	Mark this field if you wish to create subscription invoices for subscriptions that match the selection criteria and are ready for invoicing. However, only subscriptions belonging to subscription orders where the field “Batch Invoice” has been marked are included in the batch invoicing. If you do not mark this field, the fields “Subscrip. Order No.,” “Subscrip. Number,” and “Subscription Group” will be ignored.
Incl. Printed	If you mark this field, Maconomy will print invoices which have already been created and which meet the target group specifications. If you do not mark the field, Maconomy will only reprint invoices for which the “Printed” field in the Show Invoice window in the Accounts Receivable module is blank.
Preferred Inv. Date	In this field, you can state a preferred invoice date. If a date is stated, this date will be used as invoice date on the invoices that are created.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Invoice workspace.

Top Tab

Field	Description
Print	Use this action to print invoices.

Print Credit Memo Workspace

Use this workspace to print a range of credit orders in one operation and to reprint credit memos.

You can limit the printout to only include some of the credit orders that are ready to be credited, or a specific range of existing credit memos to be reprinted.

You can print credit orders directly in the Credit Orders workspace after you create and/or edit them. Use the **Print Credit Memo** action, for example if a customer is returning the items in person and wants a credit memo on the spot.

If you create many sales orders daily, it is convenient to credit them all in one operation, once a day. You do that in this workspace, but before you start, it can be useful to go through the list of orders. You can do this in the Crediting Listing workspace, where you can deselect individual credit orders.

If you want to create credit memos, Maconomy prints a credit memo for every credit order in the target group for which the **Credit in Job Cost** field is not selected or is ready to be credited, that is, it is approved and selected for batch crediting in the Credit Orders workspace or in the Crediting Listing workspace. If the credit memo date of a credit memo is outside the open posting period, the current credit memo is not included on the printout.

When you create an invoice in this workspace, Maconomy automatically creates an item and an invoice journal in the G/L module. The item journal contains G/L entries for the increased inventory value of the returned items, and the invoice journal contains G/L entries for the amounts credited to the customer. Maconomy updates the relevant G/L accounts when you post the two journals. If you select the **Automatic posting of invoices** system parameter, Maconomy posts the invoice journal automatically when you print the invoice. If do not select that system parameter, you must post the invoice journal in the Posting workspace in the G/L module.

If the currency of the credit memo is the same as the base currency of the company that is responsible for the credit memo, Maconomy rounds the total credit memo amount in the **Total, (incl. charges)** field. However, this is only done if you enter a rounding unit for the current currency in the **External Rounding Unit** field in the Currency Rounding workspace in the Set-Up module. If this is the case, Maconomy rounds credit memo totals to the specified unit. The printout of a credit memo thus shows the total credit memo amount as well as the amount that constitutes the rounding. When you post the credit memo Maconomy posts the rounding as follows: The customer (and thus the A/R Control Account) is credited with the credit memo total after the rounding, while a rounded amount, if any, is debited from or credited to the account for amount rounding, depending on whether the amount has been rounded up or down. The other entries that might result from the credit memo are posted normally. You specify the amount rounding account by using a dimension combination in the Posting References workspace in the G/L module.

When you print credit memos, the printout only shows those lines where the quantity credited is greater than zero. However, if you select the **Include zero amount lines on printouts** system parameter, the printout also includes lines that have a credited quantity of zero.

You can reprint credit memos that you have already printed. If you choose to reprint credit memos, Maconomy prints a memo for every existing credit memo that matches the selection criteria. Maconomy only reprints an existing credit memo in this workspace if you deselect the **Printed** field in the Show Credit Memo workspace for the credit memo in question, or if you select the **Reprint** field in this workspace. Maconomy does not create any crediting when it reprints the credit memo, because the new printout is considered a copy of the original one.

Note that the printout always includes text lines (lines where no item number has been specified), even though the quantity credited on text lines is zero.

If the customer payment mode on a credit order uses electronic collection, Maconomy creates the relevant entries in the invoice journal without printing out the credit memo, unless you select the **Print Invoice** field for the customer payment mode in question in the Customer Payment Modes workspace in the Banking module. The credit memo is, however, included on reprints.

Maconomy uses the company name and address of the responsible company on the printout. However, using Maconomy's layout editing tools, you can change this to the name and address of the settling company.

Print Credit Memo Tab

This section includes the fields and descriptions for the Print Credit Memo tab.

Selection Criteria Island

Field	Description
Credit Memo No.	Here you can enter a range of credit memo numbers of existing credit memos. Maconomy will only reprint credit memos numbered within this range.
Cred. Order No.	Here you enter a range of order numbers. Credit notes will only be made and printed for credit orders within this range.
Bill to Customer	Here you can enter a range of bill -to customer numbers. Credit notes will only be made and printed for credit orders to bill-to customers within this range.
Company No.	In this field, you can enter a range of company numbers. The printout will only include credit memos based on credit orders for which companies within the specified range are responsible.
Customer No.	Here you can enter a range of ship-to customer numbers. Credit notes will only be made and printed for credit orders to ship-to customers within this range.
Department	Here you can select a department. Credit notes will only be made and printed for credit orders from this department.
Language	Here you can select a language code. Credit notes will only be made and printed for credit orders with this language code.

Field	Description
	You can use the language code to print credit memos in different languages. You can use Maconomy's layout editing tools to create different language layouts. The combination of language code and layout allows you to print credit memos in different languages.

Print Control Island

Field	Description
Create Credit Memos	Here you choose whether Maconomy is to create credit memos for those credit orders in the target group which are ready to be credited and do not refer to subscription orders. If the field is marked, Maconomy automatically creates an item and an invoice journal in the G/L module. The item journal has G/L entries for the increased inventory value of the returned items, and the invoice journal has G/L entries for the amounts credited to the customer. The relevant G/L accounts are updated when the two journals are posted.
Crate Subs. Credit Orders	In this field, you can specify whether Maconomy should create credit memos for those credit orders that refer to subscription orders that match the selection criteria and marked for crediting. However, credit memos are not printed for those credit orders where the field "Credit in Job Cost" is marked. Furthermore, only subscriptions belonging to subscription orders where the field "Batch Credit" has been marked are included in the batch invoicing.
Incl. Printed	If you mark this field, Maconomy will print credit memos which have already been created and which meet the target group specifications. If you do not mark the field, Maconomy will only reprint credit memos for which the "Printed" field in the Show Credit Memo window is blank.
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, "Standard" is the only option.

Actions

This section shows the Actions available in the Print Credit Memo workspace.

Top Tab

Field	Description
Print	Use this action to print range of credit orders in one operation.

Print Main Order Invoice Workspace

Use this workspace to print combined invoice information about main orders and the suborders that are linked to them.

The printout only includes invoiced orders to which suborders are linked. The printout sums information from invoices that you already created; printing a main order invoice does not cause any invoicing to occur. You invoice main orders and the individual suborders separately or in the Print Invoice workspace before you include them in printouts from this workspace.

You can use selection criteria to choose the main orders for which you want to print information. Note that if a main order matches the selection criteria, all suborders that are linked to the main order in question are printed, regardless of whether the suborders match the criteria.

Print Main Order Invoice Tab

This section includes the fields and descriptions for the Print Main Order Invoice tab.

Selection Criteria Island

Field	Description
Order No.	In these fields, you can specify a range of sales order numbers. Maconomy will only print main order invoices for main orders within the specified range.
Main Order No.	In these fields, you can specify a range of sales order numbers. Maconomy will only print main order invoices for main orders within the specified range.
Ship to Customer	In these fields, you can enter a range of ship-to customer numbers. Maconomy will only print main order invoices for main orders for ship-to customers within this range.
Bill to Customer	In these fields, you can enter a range of bill-to customer numbers. Maconomy will only print main order invoices for main orders for bill-to customers within this range.
Destination No.	In these fields, you can specify a range of destination numbers. Maconomy will only print main order invoices for main orders going to a destination within the specified range.
Delivery Mode	In this field, you can select a delivery mode. Maconomy will only print main order invoices for main orders with the selected delivery mode.
Delivery Terms	In this field, you can select a code for delivery terms. Maconomy will only print main order invoices for main orders with the selected delivery terms.
Carrier	In this field, you can select a carrier. Maconomy will only print main order invoices for main orders with the selected carrier.
Order Mode	In this field, you can select the order mode with which the potential order would be placed. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The

Field	Description
	results of this calculation are shown in the island Results. If an order mode has been specified on the current customer's information card, Maconomy suggests this order mode, but you can select another order mode here.
Consignment Type	In this field, you can select a consignment type. Maconomy will only print main order invoices for main orders with the selected consignment type.
Consignment Date	In these fields, you can specify a range of consignment dates. Maconomy will only print main order invoices for main orders assigned to a consignment with a consignment date within the specified range.
Consignment No.	In these fields, you can specify a range of consignment numbers. Maconomy will only print main order invoices for main orders assigned to a consignment within the specified range.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, "Standard" is the only option. This layout shows the items and charges invoiced for the main order and its suborders. For each item and charge, a line with totals for the item or charge in question is printed. The printed amounts are displayed in the currency of the main order.

Actions

This section shows the Actions available in the Print Main Order Invoice workspace.

Top Tab

Field	Description
Print	Use this action to print combined invoice information about main orders and the suborders linked to them.

Lookup Section

This section includes the fields and descriptions for the Lookup section workspaces.

Sales Calculation Workspace

Use this workspace to calculate prices and delivery dates for potential orders without actually creating the orders.

The functionality of this workspace is useful when, for example, a customer wants to place an order, provided that the goods can be delivered within a certain time frame. In the Quote and Sales Orders workspaces, you can only determine the delivery dates by actually creating a quote

or an order and a number of item lines, but in this workspace, you can have Maconomy provide the necessary price and delivery information without creating a quote or an order.

You can browse through the existing customers. If a given customer wants an estimate of the price of a certain quantity of a given item, or a guarantee that the items can be delivered before a certain date, you can enter the item number while the customer in question is shown in the workspace. After you have also entered the quantity, preferred delivery date, and other details that can influence the price and delivery time, Maconomy calculates the item's price, delivery date, discounts, and so on. Maconomy performs the calculations using the same methods as when normally entering item lines on, for example, sales orders.

If the customer decides to place the order based on the information in the workspace, you must create the order independently as a quote or sales order in the one of the Quote or Sales Orders workspaces.

Sales Calculation Tab

This section includes the fields and descriptions for the Sales Calculation tab.

Customer Information Island

Field	Description
Customer	This field shows the number of the current customer. The other lines show the customer's name and address from the customer information card. The information cannot be changed here.
Blocked for Delivery	This field shows whether the current customer has been blocked for delivery. The information cannot be changed here.
Customer Type	This field shows the customer type of the current customer. The information is retrieved from the customer information card and cannot be changed here.
Customer Group	This field shows the customer group of the current customer. The information is retrieved from the customer information card and cannot be changed here.
Language	This field shows the language of the current customer. The information is retrieved from the customer information card and cannot be changed here.
Enterprise	This field shows the enterprise to which the current customer is assigned. The information is retrieved from the customer information card and cannot be changed here.
Segment	This field shows the segment to which the current customer belongs. The information is retrieved from the customer information card and cannot be changed here.
Area	This field shows the area to which the current customer belongs. The information is retrieved from the customer information card and cannot be changed here.

Field	Description
Currency	This field shows the currency used by the current customer. The information is retrieved from the customer information card and cannot be changed here.
Price List	This field shows the price list used in connection with the current customer. The information is retrieved from the customer information card and cannot be changed here.
Price Step	This field shows the price step to which the current customer belongs. The information is retrieved from the customer information card and cannot be changed here.
Destination No.	This field shows the destination number used in connection with the current customer. The information is retrieved from the customer information card and cannot be changed here.

Calculation Basis Island

Field	Description
Quantity	In this field, enter the requested quantity of the current item. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, and any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results.
Pref. Deliv. Date	In this field, you can enter a preferred delivery date. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, and any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. The calculation of a delivery date is based on the information registered for the item's main warehouse in the table part of the item information card. Maconomy suggests today's date in this field, but you can enter another date.
Price List	In this field, you can select a price list. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. If a price list has been specified on the current customer's information card, Maconomy suggests this price list, but you can select another price list here.
Price Step	In this field, you can enter a price step. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. If a price step has been specified on the current customer's information card, Maconomy suggests this price step, but you can select another price step here.
Currency	In this field, you can select the currency in which the calculated prices should be shown. Based on the value in this field and the other information specified in

Field	Description
	this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. If a currency has been specified on the current customer's information card, Maconomy suggests this currency, but you can select another currency here.
Order Mode	In this field, you can select the order mode with which the potential order would be placed. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. If an order mode has been specified on the current customer's information card, Maconomy suggests this order mode, but you can select another order mode here.
Enterprise	In this field, you can select the enterprise on which the calculation should be based. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. If an enterprise has been specified on the current customer's information card, Maconomy suggests this enterprise, but you can select another enterprise here.
Segment	In this field, you can select the segment on which the calculation should be based. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. If a segment has been specified on the current customer's information card, Maconomy suggests this segment, but you can select another segment here.
Area	In this field, you can select the area on which the calculation should be based. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. If an area has been specified on the current customer's information card, Maconomy suggests this area, but you can select another area here.
Warehouse	In this field, you can select the warehouse on which the calculation should be based. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are shown in the island Results. If a warehouse has been specified on the current customer's information card, Maconomy suggests this warehouse, but you can select another warehouse here.
Destination No.	In this field, you can specify the destination to which the items in the potential order should be delivered, and on which the calculation should therefore be based. Based on the value in this field and the other information specified in this island, Maconomy calculates a price and delivery date, any discounts that the potential purchase would trigger, and so on. The results of this calculation are

Field	Description
	shown in the island Results. If a destination has been specified on the current customer's information card, Maconomy suggests this destination, but you can select another destination here.

Profit Island

Field	Description
Base Currency	This field shows the currency in which the profit amounts are shown.
Cost	This field shows the cost price of the current calculation.
Gross Ratio	This field shows the gross ratio of the current calculation.
Profit Margin	This field shows the profit margin of the current calculation.

Company Island

Field	Description
Company No.	In this field, you can enter a company number. If the customer shown in the window is not assigned to a settling company, the price calculation will be made as if the company in this field were the settling company of the customer. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module.
Name	This field shows the name of the company entered in the field "Company No." above.

Item Information Island

Field	Description
Item No.	In this field, enter the number of the item whose price and delivery date you want to calculate. If you enter an item number in this field, and other information which may influence the price and delivery date in the island Calculation Basis, Maconomy will calculate the price and delivery date and show the result in the island Results. In order for any results to be shown, you must enter an item number in this field and a quantity different from 0 in the field "Quantity" in the island Calculation Basis.
Description 1-3	These fields show the descriptions entered in the three item description fields on the item information card of the current item. The information cannot be changed here.

Field	Description
External Desc.	This field shows the description entered in the field “External Desc.” On the item information card of the current item. The information cannot be changed here.
Internal Desc.	This field shows the description entered in the field “Internal Desc.” on the item information card of the current item. The information cannot be changed here.
Extra Text 1-10	This field shows the description entered in the fields “Extra Text 1-10” on the item information card of the current item. The information cannot be changed here.
Item Group	This field shows the item group to which the current item is assigned on the item information card of the current item. The information cannot be changed here.
Item Type	This field shows the item type to which the current item belongs. The information is retrieved from the item information card of the current item and cannot be changed here.
Minimum Sales Unit	This field shows the minimum sales unit of the current item. The information is retrieved from the item information card of the current item and cannot be changed here.
Purchase/Sales Unit	This field shows the purchase/sales unit of the current item. The information is retrieved from the item information card of the current item and cannot be changed here.
Warehouse	This field shows the main warehouse of the item. The information is retrieved from the card part of the information card of the current item, and cannot be changed here.
Popup 1-5	These fields show the values selected in the fields “Popup 1-5” for the current item. The information is retrieved from the item information card of the current item and cannot be changed here.

Results Island

Field	Description
Unit Price	This field shows the unit price which Maconomy calculated for the item in the field “Item No.” in the island Item Information. The price was calculated on the basis of the information specified in the island Calculation Basis. If a price list was selected for the current calculation, and a price exists for the current item in this price list, Maconomy will suggest the unit price from the price list in this field. If the requested quantity justifies a quantity discount, or if a fixed price step has been specified on the quote, the unit price suggested in this field will be the price on the price step in question as specified in the window Quantity Discounts in the Inventory module. However, the suggested price can be changed here, causing Maconomy to recalculate the other price related fields in this island accordingly.

Field	Description
	If the item is not included in the price list, or if you have not selected a price list for in the island Calculation Basis, Maconomy suggests the current cost of the item at the warehouse in question and adds the gross margin percentage, both of which are retrieved from the item's information card.
Discount %	This field shows the discount percentage calculated for the item in the field "Item No." in the island Item Information. The discount percentage was calculated on the basis of the information specified in the island Calculation Basis. However, the suggested discount percentage can be changed here, causing Maconomy to recalculate the other price related fields in this island accordingly. However, if you enter both a discount percentage in this field and a discount amount in the field "Discount," Maconomy will automatically adjust the discount percentage according to the specified unit price and the discount amount.
Discount	This field shows the discount amount calculated for the item in the field "Item No." in the island Item Information. The discount amount was calculated on the basis of the information specified in the island Calculation Basis. However, the suggested discount amount can be changed here, causing Maconomy to recalculate the other price related fields in this island accordingly. However, if you enter both a discount percentage in this field and a discount percentage in the field "Discount %," Maconomy will automatically adjust the discount percentage according to the specified unit price and the discount amount specified in this field.
Quantity Disc.	This field shows the quantity discount calculated for the item in the field "Item No." in the island Item Information. The discount amount was calculated on the basis of the information specified in the island Calculation Basis. The quantity discount is a discount amount representing the difference between the price of the item on the first price step in the price list in question and the unit price in the field "Unit Price" multiplied by the quantity and divided by the price unit.
Total Price	This field shows the total price calculated for the item in the field "Item No." in the island Item Information. The amount was calculated on the basis of the information specified in the islands Item Information and Calculation Basis.
Price List	This field shows the price list calculated for the item in the field "Item No." in the island Item Information. The price list was found on the basis of the information specified in the islands Calculation Basis and Item Information.
Price Step	This field shows the price step reached in the calculation The price step was calculated on the basis of the information specified in the islands Calculation Basis and Item Information.
Price at Step 1	This field shows the price at step 1 calculated for the item in the field "Item No." in the island Item Information. The price list was found on the basis of the information specified in the islands Calculation Basis and Item Information.
Delivery Date	This field shows the delivery date calculated for the item in the field "Item No." in the island Item Information. The date was calculated on the basis of the information specified in the islands Calculation Basis and Item Information.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company of the current customer.
Name	This field shows the name of the company shown in the field “Company No.” above.

Show Packing Slip Workspace

Use this workspace to view information about packing slips.

A packing slip is a confirmation that items have been delivered to a customer.

You can split a sales order into different deliveries, if partial delivery has been permitted in the Sales Orders workspace. The Sales Orders workspace shows how many items in each item line have been delivered, but not a specification of each delivery, that is, which items were delivered when.

Using the search functions in the Find menu, you can retrieve a packing slip in this workspace and see relevant (partial) delivery information. It is often easier to retrieve the information in Maconomy than to look for a printout in your files.

You can also print packing slips in batches. This saves time if you must reprint old packing slips because of a faulty printer or because they are lost. To reprint packing slips, you must deselect the **Printed** field in the Packing Slip island. You cannot change any information in the workspace; it is purely for reference.

Show Packing Slip Tab

This section includes the fields and descriptions for the Show Packing Slip tab.

Ship to Address Island

Field	Description
Customer	This is the number of the customer who received the delivery. The other lines in this field show the customer’s name and address. The information is retrieved from the sales order.
Attn.	This is the customer’s attention person the person to whom shipping information is directed. The information is retrieved from the sales order.
Country	This is the customer’s country. It is retrieved from the sales order.
Reference	This field shows any note entered in the Reference field on the sales order.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current packing slip. The value is transferred from the island Company on the order to which the packing slip is assigned. This field also shows the name of the specified company.

Extra Fields Island

Field	Description
Popup 1-5	These fields show the values of the corresponding fields in the sales order which is the basis for this packing slip.

Packing Slip Island

Field	Description
Packing Slip No.	This is the number of the packing slip. If you cannot remember the number of a packing slip, you can use the search functions in the Find menu. You determine the packing slip numbers series in the Numbers window in the Set-Up module.
Printed	This field shows whether the packing slip has been printed. If you wish to reprint it, you must remove the mark. You can then reprint it using the “Print…” function in the File menu. The reprint does not cause any inventory movement. It is merely a copy of the original print.
Order No.	This is the number of the sales order.
Invoice No.	If the delivery is invoiced, this field shows the invoice number.
Job No.	If the order is assigned to a job, this field shows the job number in question.
Version	This is the sales order version effective when the packing slip was created. The value cannot be changed here.
Delivery Date	This is the date the items were delivered.
Weight	This is the total weight of the delivery. Delivery weights are registered by Maconomy automatically.
Volume	This is the total volume of the delivery. Delivery volumes are registered by Maconomy automatically.
Area	This is the total area of the delivery.

Field	Description
Package	This is the number of packages in the delivery. This quantity is specified in the window Packing Lists.
Warehouse	This is the warehouse the items were delivered from. The information is retrieved from the sales order.
Handled by	This is the name of the warehouse employee who packed and delivered the items. The name can be entered in the window Packing Lists.
Bill of Lading No.	If a bill of lading number has been specified on the current sales order, it is shown in this field.

Sales Orders Island

Field	Description
Main Order No.	If the packing slip has been created from a sales order which is linked to a main order, the number of the main order is displayed in this field. If the packing slip is created from the main order itself, the number of the current main order is displayed.

Delivery Note Lines Sub-Tab

This section includes the fields and descriptions for the Delivery Note Lines sub-tab.

Field	Description
Item No.	This is the number of the item in the item line. The number is retrieved from the corresponding field on the sales order.
Ordered	This is the quantity of item units ordered on the sales order.
Delivered	This is the quantity of item units delivered.
Back Orders	This is the volume of back orders generated by the sales order and the delivery.
Unit	This is the item unit registered in the warehouse. The unit value is retrieved from the sales order.
Description	This is the item text from the “Description Lang. 1” field in the Item Information Card in the Inventory module.
Extra Text 1-10	These fields show the extra texts entered in the corresponding fields on the order line which forms the basis of the current packing slip line.
Popup 1-5	These fields show the pop-up values entered in the corresponding fields on the order line which forms the basis of the current packing slip line.

Show Invoice Workspace

Use this workspace to see information about an invoice.

You can invoice item lines of a sales order on several different invoices.

In the Sales Orders workspace, you can see how many units in every item line are invoiced, but you cannot see the invoices on which the items are invoiced.

By using the search functions in the Find menu, you can retrieve a specific invoice in this workspace, giving you quick access to all of the relevant information about the invoice. It is often easier to retrieve the information in Maconomy than to look for a printout in your files. This workspace displays charges and taxes that Maconomy calculated for the sales order in the Sales Orders workspace or for the invoice in the Invoices workspace.

You can reprint invoices in batches. This is useful if you need to discard old copies because of a faulty printer, or if they are lost. To reprint an invoice, you deselect the **Printed** field in the Invoice island. You cannot change any other information in the workspace. It is purely for reference. Alternatively, you can reprint invoices.

You can also create and print invoices for sales orders that have been released for invoicing and are being invoiced in batches.

Note that if you have Maconomy Bill of Materials, and if an invoice has bills of materials, this workspace does not show the individual item parts.

Note also that the Show Invoice workspace does not display job invoices that you created in the Job Cost module. You can view these invoices in the Show Job Invoice workspace in the Job Cost module.

Show Invoice Tab

This section includes the fields and descriptions for the Show Invoice tab.

Billing Address Island

Field	Description
Bill to Customer	This is the number of the customer to whom the invoice was sent. The other lines in this field show the bill-to customer's name and address. The text is retrieved from the invoice in the window Invoices or from the sales order in the window Sales Orders.
Attn.	This is the bill-to customer's attention person the person to whom payment information is directed. The name is retrieved from the invoice in the window Invoices or from the sales order in the window Sales Orders.
Ctry	This is the customer's country code. It is retrieved from the relevant invoice in the window Invoices or sales order in the window Sales Orders.

Settling Company Island

Field	Description
Settling Company	This field shows the number of the settling company that applies to the currently displayed invoice. For further information about the influence of a settling company and how such a company is determined, please see the section Multiple Companies in the chapter “Introduction to the G/L Module.” This field also displays the name of the specified settling company.

Price Island

Field	Description
Currency	This is the currency of the invoice. The currency is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Exchange Rate Date	This field shows the exchange rate date for the calculation of prices on the invoice. If no exchange rate date was specified on the sales order on which the invoice is based, or if the invoice was created in the window Invoices, this field is blank.
Sales	This is the sum of the prices in the item lines of the invoice. All line and quantity discounts have been deducted.
Invoice Discount %	This is the percentage rate used to calculate the invoice discount on the invoice. The percentage rate is retrieved from the invoice in the window Invoices or on the sales order in the window Sales Orders.
Invoice Discount	This is the calculated invoice discount amount deducted from the invoice. The discount is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Tax on Sales	This is the tax calculated by Maconomy. The amount is automatically added to the invoice. If multiple tax codes are enabled, the “Tax on Sales” field will be replaced by the following fields: “Total Tax on Sales,” “Tax on Sales 1,” “Tax on Sales 2” and, if enabled, “Tax on Sales 3.” The “Total Tax on Sales” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax on Charges	This is the tax calculated by Maconomy from the charges in the above field. The amount is automatically added to the invoice. If multiple tax codes are enabled, the “Tax on Charges” field will be replaced by the following fields: “Total Tax on Charges,” “Tax on Charges 1,” “Tax on Charges 2” and, if enabled, “Tax on Charges 3.” The “Total Tax on Charges” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Items on Account	This field shows how much of the item sum of the sales order was invoiced on account before this invoice was created. It is deducted from the item sum on

Field	Description
	the invoice. If the invoice is an on account invoice, the value is “0.00.” The field is only used by Maconomy Trade.
Tax on Account	This field shows the tax amount added to any on account invoices before this invoice was created. The amount is deducted from the total tax amount on the invoice. If the invoice is an on account invoice, the value is “0.00.” The field is only used by Maconomy Trade. If multiple tax codes are enabled, the “Tax on Account” field will be replaced by the following fields: “Total Tax on Account,” “Tax on Account 1,” “Tax on Account 2,” and, if enabled, “Tax on Account 3. The “Total Tax on Account” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Balance Due	This is the total amount due from the bill-to customer. The amount is calculated from the sales amount, less any invoice discount, plus charges and tax.
Std. Currency	This is the bill-to customer’s standard currency. The currency is retrieved from the Customer Information Card.
Total in Standard	This field the “Total Amount Due” converted into the standard currency of the bill-to customer.

Remarks Island

Here you can enter comments about the invoice. Your comments can only be edited and seen in this window.

Extra Fields Island

Field	Description
Popup 1-5	These fields show the pop-up values selected in the corresponding fields in the invoice or sales order which is the basis of the current invoice.

Ship to Address Island

Field	Description
Customer	This is the number of the customer to whom the items were delivered. It is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders. The other lines in this field show the ship-to customer’s name and address. The text is retrieved from the invoice in the window Invoices or from the sales order in the window Sales Orders.
Attn.	This is the ship-to customer’s attention person the person to whom shipping information is directed. The name is retrieved from the invoice in the window Invoices or from the sales order in the window Sales Orders.

Field	Description
Country	This is the customer's country code. It is retrieved from the relevant invoice in the window Invoices or sales order in the window Sales Orders.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current invoice. The number is transferred from the island Company on the invoice or the sales order on which the invoice is based. This field also shows the name of the specified company.

Invoice Island

Field	Description
Invoice No.	This is the number of the invoice. If you cannot remember the number of an invoice, you can use the search functions in the Find menu. You determine how invoice numbers are allocated in the window Numbers in the Set-Up module.
Printed	This field shows whether the invoice has been printed or not. If you wish to reprint it, select "Print..." in the File menu. If you remove the mark here first, the invoice will be treated as if it has not been printed. Alternatively, you can mark that you wish to reprint invoices, which means that the invoice in the window will be included although the mark is not removed. When you reprint the invoice, Maconomy does not invoice the amount again. The printout is merely registered as a copy of the original invoice.
Order No.	This is the number of the sales order in the window Sales Orders which generated the invoice. If it is a blanket invoice, the field will show the lowest sales order number in the invoice. If the invoice was created in the window Invoices, the value is "0."
Packing Slip No.	This is the number of the packing slip for the invoice. If you have made more than one packing slip, the field shows the last one.
Version	This is the version number of the sales order which generated the invoice. The value cannot be changed here.
Invoice Date	This is the invoice date.
Due Date	This is the due date which is assigned to the invoice shown. The due date is automatically calculated from the invoice date and the customer's payment terms. If the field "Due Date from Printing Date" in the window System Information has been marked, the due date will be calculated from the printing date.
Printed by	Here, the name of the employee, who printed the invoice, is shown. The value does not change at reprinting.

Field	Description
Printing Date	Here, the date of invoice printing is shown. The value does not change at reprinting.
Invoice Supplement Name	Enter the invoice supplement name to use in the invoice. Currently, this is the only option for adding Supplements to Sales Orders and Subscription Orders. Thus, you cannot add the supplement from a draft.

Dimensions Island

Field	Description
Location	This is the location specified in the invoice in the window Invoices or the sales order in the window Sales Orders.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Customer Information Island

Field	Description
Department	This is the department assigned to the invoice in the window Invoices or the sales order in the window Sales Orders.
Warehouse	This is the warehouse from which the invoiced items were delivered. The information is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Reference	This field shows the note entered in the field “Reference” in the invoice in the window Invoices or the sales order in the window Sales Orders.
Tax No.	This is the customer’s tax number. It is retrieved from the relevant invoice in the window Invoices or sales order in the window Sales Orders.

Sales Orders Island

Field	Description
Main Order No.	If the invoice has been created from a sales order which is linked to a main order, the number of the main order is displayed in this field. If the invoice is created from the main order itself, the number of the current main order is displayed.

Credit Card Island

Field	Description
Credit Card No.	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the number of the credit card which will be used for payment of the current invoice. The value is retrieved from the field “Credit Card No.” on the current sales order.
Expiry Date	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the expiry date entered for the credit card specified in the field “Credit Card No.” above. The value in this field is retrieved from the field “Expiry Date” on the current sales order.
Amount Authorized	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the amount which the credit card issuer has accepted to pay for the current sales order. The value in this field is retrieved from the field “Amount Authorized” on the current sales order.
Authorization Code	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the authorization code which the credit card issuer has specified in connection with the payment of the amount in the field “Amount Authorized” above. The value in this field is retrieved from the field “Authorization Code” on the current sales order.
Authorization Date	If the displayed invoice was created on the basis of a sales order to be paid by credit card, this field shows the date on which the credit card issuer authorized payment of the amount in the field “Amount Authorized” above. The value in this field is retrieved from the field “Authorization Date” on the current sales order.

Invoice Lines Sub-Tab

This section includes the fields and descriptions for the Invoice Lines sub-tab.

Field	Description
Item No.	This is the number of the item invoiced on the item line. The value is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Quantity	This is the quantity of items invoiced.

Field	Description
Unit	This is the unit in which the item is registered in the warehouse. The value is retrieved from the item's information card in the Inventory module.
Description	This is the item text specified in the field "Description" on the invoice or in the "External Description " field on the sales order.
Unit Price	This is the unit price of the item. The unit price is calculated when the invoice or sales order is created. Any quantity discount has been deducted.
Discount %	This is the discount percentage rate from the item line in the invoice in the window Invoices or the sales order in the window Sales Orders.
Discount	This is the discount amount from the item line in the invoice in the window Invoices or the sales order in the window Sales Orders.
Extended Price	This is the extended price calculated by multiplying the invoiced quantity by the unit price and dividing this sum by the pricing unit. Any line discount is then deducted. The extended price is added to the field "Sales" in the Price island in the card part of the window.
Pricing Unit	This is quantity of units included in the item's unit price. The value is retrieved from the item's information card in the Inventory module.
Discount Desc.	This is the discount description on the item line in the invoice in the window Invoices or the sales order in the window Sales Orders.
Ordered	This is the quantity of items ordered in the invoice in the window Invoices or the sales order in the window Sales Orders.
Back Orders	This is the volume of back orders at the time the invoice was created.
Price at Step 1	This is the price of one pricing unit. It is retrieved from the invoice in the window Invoices or the sales order in the window Sales Orders.
Quantity Disc.	This is the quantity discount justified by the quantity of items on the invoice line.
Order No.	This is the number of the sales order in which the invoice line originates. If the invoice is created in the window Invoices, it is given an internal order number from the Sales Orders system numbers in the Set-Up module. This number is shown here.
Line No.	This is the number of the invoice line or order line, in which the invoice line originates.
Location	This is the location specified on the invoice or sales order line from which the invoice line originates. The information is used when the invoice is posted.
Entity	The functionality of this field is similar to the functionality of the field "Location" above.
Project	The functionality of this field is similar to the functionality of the field "Location" above.

Field	Description
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Extra Text 1-10	These fields show the extra texts entered in the corresponding fields on the invoice or order line which forms the basis of the current invoice line.
Popup 1-5	These fields show the pop-up values entered in the corresponding fields on the invoice or order line which forms the basis of the current invoice line.

Show Credit Memo Workspace

Use this workspace to view information about a credit memo.

This workspace displays charges and taxes that Maconomy calculated for the credit memo or the credit order in the Credit Orders workspace, which generated the credit memo.

By using the search functions in the Find menu, you can retrieve a specific credit memo in this workspace, giving you quick access to all of the relevant information about the credit memo. It is often easier to retrieve the information in Maconomy than to look for a printout in your files.

You can reprint credit memos in batches. This is useful if you need to discard old copies because of a faulty printer, or if they are lost. To reprint a credit memo, you deselect the **Printed** field in the Credit Memo island. You cannot change any other information in this workspace; it is purely for reference. Alternatively, you can reprint invoices.

Note that if you have Maconomy Bill of Materials, and if a credit memo has bills of materials, this workspace does not show the individual item parts.

Note also that the Show Credit Memo workspace does not display job credit memos that you created in the Job Cost module. You can view these credit memos in the Show Job Credit Memo workspace in the Job Cost module.

Show Credit Memo Tab

This section includes the fields and descriptions for the Show Credit Memo tab.

Billing Address Island

Field	Description
Bill to Customer	This is the number of the customer to whom the credit memo was sent. The other lines in this field show the bill-to customer’s name and address. The text is retrieved from the credit memo in the window Credit Memos or from the credit order in the window Credit Orders.

Field	Description
Attn.	This is the bill-to customer's attention person the person to whom payment information is directed. The name is retrieved from the credit memo in the window Credit Memos or from the credit order in the window Credit Orders.
Ctry	This is the customer's country code. It is retrieved from the relevant credit memo in the window Credit Memos or credit order in the window Credit Orders.

Settling Company Island

Field	Description
Settling Company	This field shows the number of the settling company that applies to the currently displayed credit memo. For further information about the influence of a settling company and how such a company is determined, please see the section Multiple Companies in the chapter "Introduction to the G/L Module." This field also shows the name of the specified company

Price Island

Field	Description
Currency	This is the currency of the credit memo. The currency is retrieved from the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Exchange Rate Date	This field shows the exchange rate date for the calculation of prices on the credit memo. If no exchange rate date was specified on the credit order on which the credit memo is based, or if the credit memo was created in the window Credit Memos, this field is blank.
Sales	This is the sum of the prices in the item lines of the credit memo. All line and quantity discounts have been deducted.
Invoice Discount %	This is the percentage rate used to calculate the invoice discount on the credit memo. The percentage rate is retrieved from the credit memo in the window Credit Memos or on the credit order in the window Credit Orders.
Invoice Discount	This is the calculated invoice discount amount deducted from the credit memo. The discount is retrieved from the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Tax on Sales	This is the tax calculated by Maconomy. The amount is automatically added to the credit memo. If multiple tax codes are enabled, the "Tax on Sales" field will be replaced by the following fields: "Total Tax on Sales," "Tax on Sales 1," "Tax on Sales 2" and, if enabled, "Tax on Sales 3." The "Total Tax on Sales" field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in "Tax Codes."

Field	Description
Tax on Charges	This is the tax calculated by Maconomy from the charges in the above field. The amount is automatically added to the credit memo. If multiple tax codes are enabled, the “Tax on Charges” field will be replaced by the following fields: “Total Tax on Charges,” “Tax on Charges 1,” “Tax on Charges 2” and, if enabled, “Tax on Charges 3.” The “Total Tax on Charges” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Balance Due	This is the total amount due to the bill-to customer. The amount is calculated as the sales amount less any invoice discount, plus charges and tax.
Std. Currency	This is the bill-to customer’s standard currency. The currency is retrieved from the Customer Information Card.
Total in Standard	This is the “Total Amount Due” converted into the standard currency of the bill-to customer.

Extra Fields Island

Field	Description
Popup 1-5	These fields show the pop-up values selected in the corresponding fields in the credit memo or credit order which is the basis of the current credit memo.

Remarks Island

Here you can enter comments about the credit memo. Your comments can only be edited and seen in this window.

Ship to Address Island

Field	Description
Customer	This is the number of the customer who returned the items in credit memo in the window Credit Memos or the credit order in the window Credit Orders. The other lines in this field will show the ship-to customer’s name and address. The text is retrieved from the credit memo in the window Credit Memos or from the credit order in the window Credit Orders, which generated the credit memo shown.
Attn.	This is the ship-to customer’s attention person the person to whom shipping information is directed. The name is retrieved from the credit memo in the window Credit Memos or from the credit order in the window Credit Orders.
Ctry	This is the customer’s country code. It is retrieved from the relevant credit memo in the window Credit Memos or credit order in the window Credit Orders.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current invoice. The number is transferred from the island Company on the invoice or the sales order on which the invoice is based. This field also shows the name of the specified company.

Credit Memo Island

Field	Description
Credit Memo No.	This is the number of the credit memo. If you cannot remember the number of a credit memo, you can use the search functions in the Find menu. You determine how credit memo numbers are allocated in the Numbers window in the Set-Up module.
Printed	This field shows whether the credit memo has been printed or not. If you wish to reprint it, select “Print...” in the File menu. If you remove the mark here first, the credit memo will be treated as if it has not been printed. Alternatively, you can mark that you wish to reprint credit memos, which means that the credit memo in the window will be included although the mark is not removed. When you reprint the invoice, Maconomy does not invoice the amount again. The printout is merely registered as a copy of the original invoice.
Re. Invoice No.	This is the invoice number the credit order was created from and on which the credit memo is based. If the field shows “0,” the credit order was created from scratch in the window Credit Orders.
Order No.	This is the number of the credit order in the window Credit Orders, which generated the credit memo.
Invoice Date	This is the date of the credit memo.
Due Date	This is the due date assigned to the credit memo. The due date is calculated from the credit memo date and the customer’s payment terms.
Printed by	Here, the name of the employee, who printed the credit memo, is shown. The value does not change at reprinting.
Printing Date	Here, the date of credit memo printing is shown. The value does not change at reprinting.
Invoice Supplement Name	Enter the invoice supplement name to use in the credit memo.

Dimensions Island

Field	Description
Company No.	This field shows the number of the company responsible for the current credit memo. The number is transferred from the island Company on the credit memo or the credit order on which the credit memo is based.
Location	This is the location specified in the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Customer Information Island

Field	Description
Department	This is the department assigned to the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Warehouse	This is the warehouse to which the credited items were returned. The information is retrieved from the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Reference	This field shows the note entered in the “Reference” field in the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Tax No.	This is the customer’s tax number. It is retrieved from the relevant credit memo in the window Credit Memos or credit order in the window Credit Orders.

Credit Memo Lines Sub-Tab

This section includes the fields and descriptions for the Credit Memo Lines sub-tab.

Field	Description
Item No.	This is the number of the item credited on the item line. The value is retrieved from the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Credited	This is the quantity items credited.

Field	Description
Returned	This is the quantity of items returned.
Unit	This is the unit in which the item is registered in the warehouse. The value is retrieved from the item's information card in the Inventory module.
Description	This is the item text specified in the "Description Language 1" field in the item's information card.
Unit Price	This is the unit price of the item. The unit price is calculated when the credit order is created. Any quantity discount has been deducted.
Discount %	This is the discount percentage rate from the item line in the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Discount	This is the discount amount from the item line in the credit memo in the window Credit Memos or the credit order in the window Credit Orders.
Extended Price	This is the extended price calculated by multiplying the credited quantity by the unit price and dividing this sum by the pricing unit. Any line discount is then deducted. The extended price is added to the "Sales" field in the Price island in the card part of the window.
Pricing Unit	This is the quantity of units included in the unit price of the item. The value is retrieved from the item's information card in the Inventory module.
Location	This is the location specified on the credit memo or credit order line from which the credit memo line originates. The information is used when the credit memo is posted.
Entity	The functionality of this field is similar to the functionality of the field "Location" above.
Project	The functionality of this field is similar to the functionality of the field "Location" above.
Purpose	The functionality of this field is similar to the functionality of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Location" above.
Extra Text 1-10	These fields show the extra texts entered in the corresponding fields on the credit memo or credit order line which forms the basis of the current credit memo line.
Popup 1-5	These fields show the pop-up values entered in the corresponding fields on the credit memo or credit order line which forms the basis of the current credit memo line.

Reporting Section

This section includes the fields and descriptions for the Reporting section workspaces.

Print Order Volume Workspace

Use this workspace to print a list of your current volume of sales orders.

You can limit the list using the target group fields.

For every sales order line that meets the target group specification, Maconomy displays how much has been ordered but not yet invoiced or transferred to invoicing in the Job Cost module. By default, amounts are displayed in enterprise currency.

The order book is a list of items that customers ordered that have not been invoiced. If all of the items in an order line have been invoiced, the order line is thus not included in the list. Order lines from the backorder register are not included, either.

If you have Maconomy Bill of Materials, note that the list only displays the BOM header, regardless of which level has inventory and price control.

Print Order Volume Tab

This section includes the fields and descriptions for the Print Order Volume tab.

Selection Criteria Island

Field	Description
Cust. No.	Here you can enter a range of customer numbers. The order volume will only include sales order lines to ship-to customers within this range.
Deliv. Date	Here you enter a range of dates. The order volume will only include order lines for items to be delivered within this range and which have not been invoiced.
Item No.	Here you can enter a range of item numbers. The order volume will only include sales order lines to with items within this range, which have been ordered but not invoiced. If you have Maconomy Bill of Materials, note that the list only shows the BOM header regardless of which level has inventory and price control.
Company No.	In this field, you can enter a range of company numbers. A sales order line is only included on the list if it is assigned to a sales order for which a company within the specified range is responsible.

Print Control Island

Field	Description
Sort by	Here you select how to sort the order volume. The pop-up field has three options: “Customer” (customer number), “Item” (item number) and “Sales Rep.”

Actions

This section shows the Actions available in the Print Order Volume workspace.

Top Tab

Field	Description
Print	Use this action to print a list of your current volume of sales orders.

Print Order Listing Workspace

Use this workspace to print a list of your current volume of quotes, sales orders, and credit orders.

You can limit the list in the target group fields.

In contrast to the order book, which is a list of non-invoiced sales order lines, the orders list includes all of the current item lines in quotes, sales orders, and credit orders in Maconomy. Orders that you transferred to the backorder register are not included.

For every item line in the target group, Maconomy displays the order number, customer number, item number, delivery date, units, and more. By default, amounts are displayed in enterprise currency. Maconomy uses the letters **Q**, **S**, and **C** to indicate whether an item line is from a quote, sales order, or credit order.

If you have Maconomy Bill of Materials, note that the list only displays the BOM header, regardless of which level has inventory and price control.

Print Order Listing Tab

This section includes the fields and descriptions for the Print Order Listing tab.

Selection Criteria Island

Field	Description
Customer No.	Here you can enter a range of customer numbers. Maconomy only prints order lines for ship-to customers within this range.
Company No.	In this field, you can enter a range of company numbers. An item line is only included on the list if it is assigned to a quote, a sales order or a credit order for which a company within the specified range is responsible.
Statistics 1-4	In these fields, you can enter statistics codes referring to the corresponding values in the island Print Control on the customer information card. Only item lines with statistics codes within the specified range will be included in the order listing.
Deliv. Date	Here you specify a range of dates. Maconomy only prints order lines with items to be delivered within this interval.

Field	Description
Order Date	In this field, you can specify a range of order dates. Only item lines where the order date is within the specified range are included in the order listing.
Item No.	Here you can enter a range of item numbers. Maconomy only prints order lines with items within this range. If you have Maconomy Bill of Materials, note that the list only shows the BOM header regardless of which level has inventory and price control.

Print Control Island

Field	Description
Incl. Sales Orders	If you mark this field, the order listing will include items from sales orders. Maconomy automatically marks the field, but you can remove it.
Incl. Credit Orders	If you mark this field, the order listing will include items from credit orders. Maconomy does not mark the field automatically.
Incl. Quotes	If you mark this field, the order listing will include items from quotes. Maconomy does not mark the field automatically.
Sort by	Here you select how to sort the order listing. The pop-up field has three options: “Customer” (customer number), “Item” (item number) and “Sales Rep.”

Actions

This section shows the Actions available in the Print Order Listing workspace.

Top Tab

Field	Description
Print	Use this action to print a list of your current volume of quotes, sales orders, and credit orders.

Print Back Order Listing Workspace

Use this workspace to print a list of your current volume of backorders.

You can limit the list in the target group fields.

For every sales order line in the target group, Maconomy displays which items are on backorder. By default, amounts are displayed in enterprise currency. If all of the items in an order line are available in the warehouse, Maconomy does not include the order line in the list.

If you have Maconomy Bill of Materials, the backorder listing displays individual BOM parts on backorder. However, the list only shows BOM headers for which there is inventory control.

Maconomy does not include order lines from the backorder register in the list.

Print Back Order Listing Tab

This section includes the fields and descriptions for the Print Back Order Listing tab.

Selection Criteria Island

Field	Description
Customer No.	Here you can enter a range of customer numbers. Maconomy only prints back orders for items to ship-to customers within this range.
Company No.	In this field, you can enter a range of company numbers. A sales order line is only included on the list if it is assigned to a sales order for which a company within the specified range is responsible.
Statistics 1-4	In these fields, you can enter statistics codes referring to the corresponding values in the island Print Control on the customer information card. Only item lines with statistics codes within the specified range will be included in the order listing.
Deliv. Date	Here you enter an interval of dates. Maconomy only prints back orders for items to be delivered within this interval.
Item No.	Here you can enter a range of item numbers. Maconomy only prints order lines with back order items within this range. If you have Maconomy Bill of Materials, the list will include BOM parts in the range.
Trans No.	Here you can enter a range of transaction numbers. The back order listing will only include lines with transactions with numbers within this range.
Warehouse	Here you can select a warehouse. The back order listing will only include sales order lines with items from this warehouse. The pop-up field shows existing warehouses created in the Warehouse Information Card window.

Print Control Island

Field	Description
Sort by	Here you select how to sort the back order listing. The pop-up field has three options: “Customer” (customer number), “Item” (item number) and “Sales Rep.” If you have Maconomy Bill of Materials, and the list is sorted by customers or items, Maconomy shows any BOM parts at the bottom of the list. Lists sorted by sales representative shows both standard items and BOM parts per sales representative. BOMs with inventory control at highest level are included in the same way as standard items.

Actions

This section shows the Actions available in the Print Back Order Listing workspace.

Top Tab

Field	Description
Print	Use this action to print list of your current volume of back orders.

Print Invoice Statistics Workspace

Use this workspace to print invoice statistics that display sales per item group per sales representative.

The statistics are based on the ship-to customer number. If you want statistics for bill-to customers, use the Print Customer Statistics or Print Customer Group Statistics workspaces.

The statistics can show up to seven columns of sales figures. You design the printout by selecting the content of each column from the following options, including "blank":

- Net Sales
- Gross Sales
- Gross Margin
- Discount
- Quantity
- Variance
- Ratio

You can apply each set of sales figures several times in the same set of statistics. For example, you can design your printout to show sales for January, February, and March in the first three columns, and gross margin in the last three.

You can create detailed statistics that show individual item sales.

Print Invoice Statistics Tab

This section includes the fields and descriptions for the Print Invoice Statistics tab.

Selection Criteria Island

Field	Description
Cust. No.	Here you specify a range of customer numbers. The statistics will only include invoices to customers within this range.
Item No.	Here you specify a range of item numbers. The statistics will only include invoice lines for items within this range.

Field	Description
Customer Group	Here you select a customer group. The statistics will only include invoices to customers in this group.
Sales Rep.	Here you can specify a range of sales representatives. The field is alphanumeric AB comes before CB, and BB is in between, and so on. The statistics will only include sales representatives within the range.
Warehouse	Here you select a warehouse. The statistics will only include invoices from this warehouse.
Company No.	In this field, you can specify a range of company numbers. Only invoices for which companies within the specified range are responsible are included in the statistics.
Cust. Group	Here you select a customer group. The statistics will only include invoices to customers in this group.
Item Group	Here you select an item group. The statistics will only include invoice lines for items in this group.
Item Type	Here you select an item type. The statistics will only include invoice lines for items of this type.
Department	Here you select a department. The statistics will only include invoices from this department.

Columns Island

Field	Description
Column	This field shows a column number, corresponding to the columns in the statistics printout. You also use the numbers to specify which sets of figures to compare, by selecting “Variance” or “Ratio.” You type the number in the “Calculation” field.
Contents	Here you select the content of the column in the statistics printout. You can select from the following values: ▪ Net Sales — The column shows sales less any line and invoice discount for the period given in the “Period” fields. ▪ Gross Sales — The column shows sales including any line and invoice discount for the period given in the “Period” fields. ▪ Gross Margin — The column shows the gross margin (net sales less cost of sales) for the period given in the “Period” fields. ▪ Discount — The column shows the sum of line and invoice discount for the period given in the “Period” fields. ▪ Quantity — The column shows the quantity sold in the period given in the “Period” fields.

Field	Description
	▪ Variance — The column shows the variance in the two columns given in the “Calculation” fields. ▪ Ratio — The column shows the ratio between the two columns given in the “Calculation” fields. If you select Sales, Gross Margin or Quantity, you must specify a period in the “Period” field next to the column. If you select Variance or Ratio, you must enter two column numbers in the Calculation field.
Period	Here you specify an interval of dates. They define the statistics period (Sales, Gross Margin or Quantity). You can select any period. You can, for example compare January 1998 with January 1999. You then enter 01.01.98 01.31.98 next to column 1 and 01.01.99 01.31.99 next to column 2.
Calculation	Here you enter two column numbers, if you select either Variance or Ratio in the “Contents” field. Maconomy will then compare the statistics from the two columns. If, for example, column 1 and 2 have the values from the above example in the “Period” field, and you wish to see the ratio between these columns in column 3, you select “Ratio” in column three and write “2” “1” in this field.
Percent	Here you select whether to show the statistics as an amount/quantity or as a percentage.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, the only options are “Sales Rep. Item Group” and “Customer.” The first shows invoice lines per sales representative, item group and item, and the second shows invoice lines per customer group, customer and item.
Show Items	Here you select whether to show only one sum per item group per sales representative, or whether to also specify the statistics per item. If you mark the field, the printout will specify the statistics per item, showing one line per item in every item group.
Show Invoice Lines	Here you specify whether to show only one sum per item group per sales representative, or whether to show individual invoice lines as well. If you mark the field, the statistics will be detailed, showing one line per invoice line per item in every item group.

Actions

This section shows the Actions available in the Print Invoice Statistics workspace.

Top Tab

Field	Description
Print	Use this action to print invoice statistics that show sales per item group per sales representative.

Print COGS Suspense Overview Workspace

Use this workspace to print out a COGS suspense overview for a range of customers.

The COGS suspense overview displays a list of unallocated customer entries posted to the COGS suspense account, that is, non-invoiced entries that result from item shipments.

The entries are grouped by company-specific customer.

Print COGS Suspense Overview Tab

This section includes the fields and descriptions for the Print COGS Suspense Overview tab.

Selection Criteria Island

Field	Description
Customer No.	In these fields, you can specify a range of customer numbers. The report will only include customers with numbers within the specified range.
Company No.	In these fields, you can specify a range of company numbers. The report will only be based on customer entries with settling companies within the specified range.
Statement Date	In this field, you enter the date whose balance you wish to see. Maconomy calculates the balance of the COGS suspense account on this date. If you do not specify a date, the report will include entries for all dates including future dates.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify in which currency the report should be displayed. Amounts in the vendor report will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, Maconomy uses the exchange rates for purchases valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table

Field	Description
	for sales selected in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified — In this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify an exchange rate date. When converting amounts into the reporting currency, Maconomy uses the exchange rates valid on this date according to the exchange rate table for sales selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, Overview is the only option.

Actions

This section shows the Actions available in the Print COGS Suspense Overview workspace.

Top Tab

Field	Description
Print	Use this action to print a COGS suspense overview for a range of customers.

Commission Section

This section includes the fields and descriptions for the Commission section workspaces.

Commission Agreements Workspace

Use this workspace to manage commission agreements.

These agreements are used for calculating commissions that are payable to your company's employees.

The **Sales Representative** field in the Employees workspace identifies an employee as a sales representative. You can then use the employee in the **Sales Rep. No.** field in various places in Maconomy, and you can create commission agreements for the employee.

You can assign a commission agreement to more than one employee. When you create a commission agreement for an employee, you define its period of validity. Use the Employee Commission Agreements workspace to identify which commission agreements apply to which employees.

Maconomy calculates commission from either sales or gross profit margin. Maconomy calculates "Sales" from invoiced line (or extended) prices in invoices and credit memos. Maconomy finds the line price by multiplying unit price by quantity, dividing by price unit, and deducting line discount. Maconomy also deducts invoice discount, distributing it proportionately to the invoice and credit memo lines. Maconomy finds the profit margin by subtracting the cost of sales from sales. The cost of sales is the cost multiplied by quantity, divided by price unit.

You can enter various commission rates to apply to your target combinations of customer group, item group, and activity number, and also on various amount limits. If you include an item group in a target for a commission rate, Maconomy never uses this commission rate for sales and profit margins from invoices and credit memos in the Job Cost module because these do not include items, and hence not item groups. If you include an activity in a target for a commission rate, Maconomy never uses the commission rate for sales and profit margins from invoices and credit memos from the Sales Orders module because these do not reflect activities.

When Maconomy calculates a commission for an employee, the commission basis is converted into enterprise currency, making it possible to measure the basis against the amount limits that you enter in this workspace. After this, Maconomy runs through the lines in the commission agreement, starting at the top. This means that Maconomy uses the first commission rate that applies to the target. If there is more than one line that fits the target, Maconomy calculates the commission separately for every amount limit.

Maconomy always calculates commission on a monthly basis; that is, the amount limit refers to the sales or profit margin in a calendar month.

For auditing purposes, it is recommended that you print and file the Commission Agreements workspace every time that you change it. Use the **Print This** function in the File menu.

Commission Agreements Tab

This section includes the fields and descriptions for the Commission Agreements tab.

Commission Agreement Island

Field	Description
Name	Enter the name of the commission agreement. You cannot use the same name for two different agreements. The name is used in the “Commission Agreement” in the window Commission Agreement to assign it to a sales representative for a given period.
Description	Enter a detailed description of the commission agreement. This field is for reference only.
Calculation mode	Here you can select the basis of the commission agreement. You can choose between “Sales” and “Profit Margin.” “Sales” is calculated from invoiced line prices in invoices and credit memos. Line price is found from multiplying unit price by quantity, dividing by price unit and deducting line discount. Maconomy also deducts invoice discount, distributing it proportionately to the invoice and credit memo lines. Profit margin is found subtracting cost of sales from sales. Cost of sales is the cost multiplied by quantity divided by price unit. Cost price is retrieved from current

Field	Description
	warehouse's line in the table part of the item information card when the item is shipped from the warehouse.

User Island

See the chapter "Getting Started" for a description of the fields in the island User.

Commission Agreement Lines Sub-Tab

This section includes the fields and descriptions for the Commission Agreement Lines sub-tab.

Field	Description
Customer Group	Here you can select a customer group. This will, together with the "Item Group" and "Activity No." fields, define the target group that, with the amount limit, will point to a commission rate. The commission rate will only be used for sales or profit margin involving customers within this customer group.
Item Group	Here you can select an item group. This will, together with the "Customer Group" and "Activity No." fields, define the target group that, with the amount limit, will point to a commission rate. The commission rate will only be used for sales or profit margin involving items within this item group.
Activity No.	Here you can enter an activity number. This will, together with the "Customer Group" and "Item Group" fields, define the target group that, with the amount limit, will point to a commission rate. The commission rate will only be used for sales or profit margin from invoice and credit memo lines from the Job Cost module with this activity number.
Limit	Here you can enter an amount limit in enterprise currency. The commission rate will only be used for amounts, converted into enterprise currency, exceeding this limit. It is applied to sales or profit margin, according to which method you have chosen in the Calculation Mode field in the card part of the window.
Commission Rate	Enter the percentage rate to be used in the commission calculation. Commission is calculated from either sales or profit margin and only for the target group defined and from amounts greater than the limit. If the "Calculation Mode" shows:

Commission Calculation Workspace

Use this workspace to calculate commission that is based on the commission agreements that you create in the Commission Agreements workspace.

You can calculate commission for employees who are assigned to commission agreements in the given month.

The invoices and credit memos that are dated within the commission period are the basis of the commission agreements. Maconomy calculates commission for employees who are assigned to the agreements. Maconomy divides the sales or profit margin into the target groups and amount

limits that you enter for the commission agreements assigned to the employee in the calculation period. Maconomy recalculates the commission basis and then calculates the total commission by calculating the commission from every group based on the commission rate for the target group and the amount limit.

After calculating commission, Maconomy prints a commission listing that displays amounts in enterprise currency, showing the commission and the sales or profit margin from which it was calculated. Maconomy also creates a commission journal with an entry for every commission amount to an employee. The commission is entered to the accounts and any other dimension values to which the dimension combinations in the **Commission** and **Commission Offset** fields in the Employee Commission Agreements workspace refer. If you select one or more of the **Transfer Location**, **Transfer Entity**, and similar fields in the Commission Calculation island in the Employee Commission Agreements workspace, Maconomy divides the entries by the specified dimensions.

See the Commission Agreements workspace for more information about how Maconomy calculates commissions.

Commission Calculation Tab

This section includes the fields and descriptions for the Commission Calculation tab.

Run Mode Island

Field	Description
Calculate Commission	You mark this field if you wish to calculate commission. If you remove the mark, Maconomy will reprint the commission calculated and given the journal number you enter in the field “Journal No.”

Selection Criteria Island

Field	Description
Sales Rep No.	Enter a range of sales representative numbers. Commission will only be calculated for sales reps. within this range. If you leave the fields blank, you will include all sales reps. in the commission calculation.
Company No.	In this field, you can specify a range of company numbers. The commission calculation will only include invoices and credit memos for which companies within this range are responsible.
Month/Yr.	Enter the calendar month and the year for which you wish to calculate commission. Enter the month as a number from 1 to 12, where 1 is January and 12 is December.

Reprint Island

Field	Description
Journal No.	Enter a journal number if you have not marked the field “Calculate Commission.” Maconomy will reprint the calculation that was given this journal number. You

Field	Description
	cannot enter a journal number if you are calculating commission. Maconomy retrieves the next available journal number from the window Numbers.

Posting Island

Field	Description
Entry Date	Enter the entry date for entries to the commission journal that will be created as result of the commission calculation. The entry date must be within the G/L open posting period of the companies involved in the commission calculation. These periods can be found in the "Posting Period Setup" window. The transaction type to look for is either in the field "Trans. Type" (if set) or it is the default transaction type of the Commission journal.
Trans. Type	In this field you can enter the transaction type to be used for the entries to the general journal made from the commission calculation. If you enter nothing, a transaction type will be derived.
Number Series	Here you can select a transaction number series, created in the window Popup Fields. If you select a number series, it will automatically be retrieved and used for entries to the journal that is created as a result of the commission calculation.
Trans. No.	Enter the transaction number to be used for the entries to the journal made from the commission calculation. If you do not enter a Trans. No. and a Number Series, the system will try to derive a Number Series.
Entry Description	Enter the text for the entries to the journal made from the commission calculation.

Print Control Island

Field	Description
Layout	Here you can choose the layout of the printout. The “Standard” layout shows one line per employee, showing commission amount in enterprise currency and what it was calculated from. The “Detailed” layout also shows the invoices and credit memos on which commission was based.
Show Commission by Invoice Line	If you mark this field, the commission is specified at line level. The commission list will show the invoice and credit memo lines on which the commission was based. You can only use this field if you have selected “Detailed” in the field “Layout.”

Actions

This section shows the Actions available in the Commission Calculation workspace.

Top Tab

Field	Description
Print	Use this action to print a commission listing with amounts displayed in enterprise currency showing the commission and the sales or profit margin from which it was calculated.

Print Commission Statistics Workspace

Use this workspace to print commission statistics that specify the amount of commission paid to your company's sales representatives.

A sales representative is an employee for whom you select the **Sales Rep.** field in the Employee Information card in the Set-Up module.

These statistics can be detailed or summarized. You can view monthly figures for each sales representative and itemization of the commission agreements that Maconomy used to calculate the commission

Print Commission Statistics Tab

This section includes the fields and descriptions for the Print Commission Statistics tab.

Selection Criteria Island

Field	Description
Sales Rep. No.	Here you can enter a range of sales representative numbers. The statistics will only include sales reps. within this interval.
Company No.	In this field, you can specify a range of company numbers. Only sales reps. assigned to companies within the specified range are included in the statistics. Sales reps. are assigned to companies in the window Employees.
Year	Here you enter the year of the commission figures.

Print Control Island

Field	Description
Layout	Here you choose whether to make a detailed or standard statistics printout. ▪ The detailed printout shows how the commission is calculated for each commission agreement per sales rep. ▪ The standard printout shows the total amount from which commission was calculated and the total commission per sales rep.

Field	Description
Include Blocked Sales Reps.	If you mark this field, the statistics will include commission to sales reps. which have been blocked. A sales rep. is blocked when the “Blocked” field in the Employees window in the Set-Up module is marked.

Actions

This section shows the Actions available in the Print Commission Statistics workspace.

Top Tab

Field	Description
Print	Use this action to print commission statistics that specify the amount of commission paid to your company’s sales representatives.

Set-Up Section

This section includes the fields and descriptions for the Set-Up section workspaces.

Charges Workspace

Use this workspace to maintain charge codes for sales orders.

Charges can include handling charges, postage, and so forth.

A charge can be a fixed amount or Maconomy can calculate it from a charge table in the Charge Tables workspace. When Maconomy calculates from a charge table, the charge amount depends on the information in the sales order, for example, how much does the total sales order weigh, which destination is the order assigned to, and so on. You specify the calculation basis of the charge amount on the individual line in the charge table. See the Charge Tables workspace for a description of charge tables and charge calculation.

If Maconomy is to calculate the current charge from a charge table, you can use the Charge Table island to indicate whether Maconomy should always calculate the charge from the same charge table or whether Maconomy should use the charge table specified on the individual order. A fixed charge table can, for example, be used for general freight charges, and charges calculated from the charge table on the individual sales order can be used in cases where you want the freight charges to depend on the customer.

This workspace displays all of the amounts in enterprise currency. When you transfer a charge to a quote or an order, Maconomy converts the amount into the currency that you assigned to the current quote or order.

For auditing purposes, it is recommended that you print and file the Charges workspace every time that you change it. Use the **Print this** function in the File menu.

Charges Tab

This section includes the fields and descriptions for the Charges tab.

Charge Island

Field	Description
Name	Enter a unique name for the charge. You can change the name of an existing charge. This field must be completed.
Charge Description	Enter the charge description. This is printed on order documents next to the charge amount. The text you enter is furthermore created as an entry in the window Language Texts in the Set-Up module. It is then possible to assign translations of the charge description in the languages used in Maconomy. This makes it possible, for example, to send an invoice to a German company with the charge descriptions in German. In those cases where no translation of the charge description has been made in the language used in a given context for instance on the printout of an order confirmation, Maconomy uses the description in this field instead. For more information about charge descriptions in other languages, please see the description of the window Language Texts in the Set-Up module.

Charge Table Island

Field	Description
From Charge Table	If this field is selected, the current charge amount will be calculated from a charge table in Maconomy when the charge is selected on a sales order. The charge amount will be calculated from the charge table specified on the current sales order plus any charge discount percentage specified on the order. If no charge table has been specified on the order, the charge amount is 0. The charge can also be entered as a fixed price, a percentage of the invoice amount, or on the basis of a fixed charge table. However, you can only enter one of these methods for each charge code. Charge tables are created and maintained in the window Charge Tables.
Charge Table	In this field, you can enter the name of a charge table. If you specify a charge table in this field, the charge amount will always be calculated from this charge table when the charge is specified on an order. This means that the charge table in this field is used regardless of any other charge table selected on the sales order in question. The charge can also be entered as a fixed price, a percentage of the invoice amount, or on the basis of a customer specific charge table. However, you can only enter one of these methods for each charge code.
Charge Discount %	In this field, you can enter a discount percentage, if you have entered a charge table in the field “Charge Table” above. The discount will be subtracted from the charge amount calculated from the charge table.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Sales Order Island

Field	Description
Fixed Amount	In this field, you can enter a fixed amount in enterprise currency. You can also enter the charge as a percentage of the invoice amount or it can be calculated on the basis of a fixed or a customer dependent charge table. However, you can only enter one of these methods for each charge code.
Percentage	In this field, you can enter a percentage. The percentage is taken from the item total of the invoice after invoice discount has been deducted. The charge can also be entered as a fixed amount, or it can be calculated the calculated on the basis of a fixed or a customer dependent charge table. However, you can only enter one of these methods for each charge code.
Limit	In this field, you can specify an upper order limit amount in enterprise currency. This means that the charge only applies if the invoice amount (or the total for the items delivered on the packing slip in question if the field “Calculate per Delivery” has been marked for the charge), converted to enterprise currency, is smaller than the amount in this field. If the limit is “0,” the charge will always be added.
One-time Charge	If a charge is marked as a once-time charge, it will be removed from a sales order after the order is invoiced the first time. In this way, an order that is partially delivered and invoiced more than once can be assigned charges that are not repeated with additional deliveries. For sales orders that are blanket orders, the charge is only applied once.
Calculate per Delivery	In this field, you can specify if the charge should be calculated separately for the individual packing slip or from a summation of the information on the packing slips, if an invoice is based on multiple packing slips. If you mark this field, Maconomy will calculate separate charges for each packing slip created. This means that if a sales order is split into three deliveries, the charge will be calculated separately for the three packing slips. The three calculated charges will be summed at the time of invoicing. Consider, for instance, the following scenario: three packing slips are created for a sales order. The packing slips have an item total of USD 100, USD 120, and USD 150, respectively, and a charge to be calculated from the item total has been assigned to the order. If this field is selected, three charge amounts will be calculated, and the charges will be summed when invoicing the sales order. You can, for example, use this functionality when calculating freight charges which are to be calculated per delivery. If you do not select this field, Maconomy will calculate the charge at the time of invoicing, and the calculation will be performed by summing up the information of the packing slips identified by the invoice. Consider, for instance, the following scenario: three packing slips are created for a sales order. The packing slips have an item total of USD 100, USD 120, and USD 150, respectively, and a charge to be calculated from the item total is assigned to the

Field	Description
	order. If this field is not selected, a single charge amount will be calculated when invoicing the order, based on the sum total, USD 370.
Tax Code	In this field, you can specify a tax code (that is, a tax percentage). You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.” Please note that tax is only added to the relevant amount if the customer is subject to paying tax.
Min. Charge	In this field, you can enter the minimum amount to be collected if the charge is normally calculated as a percentage. The amount is specified in enterprise currency. This minimum charge will be used as the charge amount in cases where the amount calculated on the basis of a percentage, converted into the enterprise currency, is less than the minimum charge. The minimum charge is not collected, however, if the amount used as a basis for the current charge calculation exceeds the amount in the field “Limit.”
Max. Charge	In this field, you can enter the maximum amount to be collected if the charge is normally calculated as a percentage. The amount is specified in enterprise currency. This maximum charge will be used as the charge amount in cases where the amount calculated on the basis of a percentage, converted into the enterprise currency, exceeds the maximum charge. The maximum charge is not collected, however, if the amount used as a basis for the current charge calculation exceeds the amount in the field “Limit.”

Posting Island

Field	Description
Posting Group	You must enter a reference here so that the charge will be assigned to a G/L account. The reference is written as 1, 2, 3 or 4 and refers to one of the four order charge posting references in the window Posting References (see below). By entering “1,” the charge will be posted to the account and any other dimensions referred to by means of a dimension combination in the posting reference type “Order Charge 1,” and so on.
Item Tax Code	In this field, you can enter an item tax code, which is created in the window Popup Fields. Maconomy uses the field to determine which tax code to use for calculating tax for the current charge, as the reporting code is part of the criteria to select a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the responsible company assigned to the current order, invoice, and so on. However, the tax code is only selected from a tax table, if you have specified in the window System Information that tax tables are to be used, and only if the company responsible for the current transaction is assigned to a tax table. If no tax table has been specified for the responsible company or if you are using differentiated tax, and you are not using tax tables, Maconomy will use the tax

Field	Description
	code specified for the individual charge in the window Charges. If neither tax tables nor differentiated tax has been selected, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. When posting invoices and credit memos on which the current charge is specified, the reporting code is used for determining which tax report entries are to be created for the charge. On the basis of the tax report entries, it is possible to create tax reports which show tax and tax basis entries assigned to a given tax report field. This kind of reporting is only possible if extended tax reporting has been selected in the window System Information.

Charge Tables Workspace

Use this workspace to create and maintain charge tables.

Maconomy uses charge tables to calculate charges based on the information on the sales order, such as weight, volume, or delivery address, instead of just entering a fixed charge on the order.

A charge table consists of a number of lines, each of which contains selection criteria, a calculation basis, and a rate for calculating the charge amount. In the selection criteria on a line, you can enter ranges of zip codes, weight, or volume, and so forth, and combinations of delivery mode, carrier, and country, and so on. Maconomy only takes a line into account when calculating a charge if the information on the current sales order matches all of the selection criteria on the line. The calculation basis and the rate on a line indicate how to calculate the charge amount if the current line is used. The calculation basis specifies the factor by which Maconomy should calculate the charge, for example, if the charge should be a percentage of the total price of the sales order or an amount that depends on the total weight of the items. The rate can be either a fixed rate or a percentage used when converting the calculation basis to an amount. For instance, the rate could be 50 cents per unit. If multiple lines in the charge table match the information on the current sales order, Maconomy uses the line that yields the lowest price.

You assign charge tables to charge codes in the Charges workspace, in which you can specify to use a fixed charge table for calculating the charge, or to use the charge table specified in the card part of the sales order. In this way, the charge codes that are specified on the individual order determine the charge tables to be used.

You must enter all of the amounts in this workspace in enterprise currency. When you transfer a charge to a quote or an order, Maconomy converts the amount into the currency assigned to the current quote or order.

Charge Tables Tab

This section includes the fields and descriptions for the Charge Tables tab.

Charge Table Island

Field	Description
Name	In this field, you can enter the name of the charge table. The field must be completed when creating a charge table. It cannot be changed upon creation.

Field	Description
Description	In this field, you can enter a description of the charge table. Using Maconomy's layout editing tools, you can add the description to the packing slip.
Charge Agreement	In this field, you can enter an agreement number for the charge table. Using Maconomy's layout editing tools, you can add the agreement number to the packing slip.
Issue	This field shows the issue of the current charge table. The first table created is assigned the number 1, while subsequent issues are assigned consecutive issue numbers.
Period	This field shows the period in which the current charge table is valid. No two issues can have overlapping periods, and thus, a date can only have one issue assigned to it.

Selection Criteria Island

Field	Description
Destination No.	In this field, you can enter a destination number if you want to limit the number of lines displayed in the table part of this window. The table part will show the lines where the destination number entered here is included in the range of destination numbers specified on the line. If you do not specify a destination number, destination numbers have no influence on the selection of lines shown in the table part.
Delivery Mode	The functionality of this field is similar to that of the field "Destination No." above.
Delivery Terms	The functionality of this field is similar to that of the field "Destination No." above.
Carrier	The functionality of this field is similar to that of the field "Destination No." above.
Consignment Type	The functionality of this field is similar to that of the field "Destination No." above.
Payment Terms	The functionality of this field is similar to that of the field "Destination No." above.
Country	The functionality of this field is similar to that of the field "Destination No." above.
Show Lines	If you mark this field, the table part of the window will show the lines that match the selection criteria above.

Conversion Island

Field	Description
Volume to Weight	In this field, you can specify the conversion factor for items. You can only enter conversion factors in one or two fields, and conversion must be made into the same unit type. For example, you can complete the fields “Volume to Weight” and “Area Unit to Weight” whereas completing the fields “Volume to Weight” and “Volume to Area Unit” is not allowed. The conversion factors are usually defined by the carrier(s), and they usually depend on the type of item being shipped. Thus, this field is used if the carrier states all of his prices in, for example, weight but charges extra for very big but light shipments. In this example, Maconomy therefore uses the highest amount of weight, the volume of the order converted to weight, and the area unit of the order converted to weight to determine the cost of charge.
Area to Weight	In this field, you can specify the conversion factor for area units into weight.
Weight to Volume	In this field, you can specify the conversion factor for weight into volume.
Area to Volume	In this field, you can specify the conversion factor for area units into volume.
Weight to Area	In this field, you can specify the conversion factor for weight into area units.
Volume to Area	In this field, you can specify the conversion factor for volume into area units.

New Issue Island

Field	Description
Start Date	In this field, you can enter the starting date of a new issue of the charge table. The periods specified by the dates in this field could, for example, look as follows: Issue 1 [31/6-98] Issue 2 [1/7-98 10/9-98] Issue 3 [11/9-98 -] As shown in the example, the last issue runs indefinitely. When a new issue of the charge table is added, the starting date is entered in this field, and the new Issue 4 will start on the specified date, thus automatically closing the period of Issue 3. For example: If the starting date of the new issue, Issue 4, is specified as 25/9-98, the period of Issue 3 is reduced to [11/9-98 24/9-98], while the period of Issue 4 will be [25/9-98]. You can also enter a starting date which precedes the starting date of an earlier issue. For example, the starting date of Issue 4 could be 7/7-98, that is, within the period of Issue 2. In this example, the ending period of Issue 2 will automatically be changed to 6/7/98, while the ending date of Issue 4 will automatically be set at 10/9/98. This functionality is used when one of the carriers in a charge table changes his prices in a given period.

Field	Description
	The example above would result in the following order of issues: Issue 1, Issue 2, Issue 4, Issue 3, and so on. Note, however, that the delivery date on the packing slip is the factor which determines which issue is used. The issue number itself is irrelevant. The issue is created by using the action “New Issue.”

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Charge Table Lines Sub-Tab

This section includes the fields and descriptions for the Charge Table Lines sub-tab.

Field	Description
From Destination No.	In this field, you can enter a destination number. The destination numbers specified in this field and the field “To Destination No.” identify a range of destination numbers. The current charge table line will only be used on orders on which the destination number specified for the order is within the specified range.
To Destination No.	In this field, you can enter a destination number. The destination numbers specified in this field and the field “From Destination No.” identify a range of destination numbers. The current charge table line will only be used on orders on which the destination number specified for the order is within the specified range.
Country	In this field, you can select a country. The current charge table line will only be used on orders on which this country has been selected. Countries are created in the window Popup Fields.
Delivery Mode	In this field, you can select a delivery mode. The current charge table line will only be used on orders on which this delivery mode has been selected. Delivery modes are created in the window Popup Fields.
Delivery Terms	In this field, you can select a code for delivery terms. The current charge table line will only be used on orders on which these delivery terms have been selected. Delivery terms are created in the window Popup Fields.
Carrier	In this field, you can select a carrier. The current charge table line will only be used on orders on which this carrier has been selected. Carriers are created in the window Popup Fields.
Consignment Type	In this field, you can select a consignment type. The current charge table line will only be used on orders on which this consignment type has been selected.
Payment Terms	In this field, you can select a code for payment terms. The current charge table line will only be used on orders on which these payment terms have been selected. Payment terms are created in the window Popup Fields.

Field	Description
Enterprise	In this field, you can select an enterprise. The current charge table line will only be used on orders on which this enterprise has been selected. Enterprises are created in the window Popup Fields.
Segment	In this field, you can select a segment. The current charge table line will only be used on orders on which this segment has been selected. Segments are created in the window Popup Fields.
Area	In this field, you can select an area. The current charge table line will only be used on orders on which this area has been selected. Areas are created in the window Popup Fields.
From Zip Code	In this field, you can enter a zip code. The zip codes specified in this field and the field “To Zip Code” identify a range of zip codes. The current charge table line will only be used on orders on which the zip code specified for the ship-to customer is within the specified range.
To Zip Code	In this field, you can enter a zip code. The zip codes specified in this field and the field “From Zip Code” identify a range of zip codes. The current charge table line will only be used on orders on which the zip code specified for the ship-to customer is within the specified range.
From Weight	In this field, you can specify the lower weight limit. The weight specifications in this field and the field “To Weight” identify a range of weight specifications. The current charge table line will only be used if the total weight of the items on the sales order, including any weight increase for the consignment to which the order is assigned, is within the specified range.
To Weight	In this field, you can specify the upper weight limit. The weight specifications in this field and the field “From Weight” identify a range of weight specifications. The current charge table line will only be used if the total weight of the items on the sales order, including any weight increase for the consignment to which the order is assigned, is within the specified range.
From Volume	In this field, you can specify the lower volume limit. The volume specifications in this field and the field “To Volume” identify a range of volume specifications. The current charge table line will only be used if the total volume of the items on the sales order, including any volume increase for the consignment to which the order is assigned, is within the specified range.
To Volume	In this field, you can specify the upper volume limit. The volume specifications in this field and the field “From Volume” identify a range of volume specifications. The current charge table line will only be used if the total volume of the items on the sales order, including any volume increase for the consignment to which the order is assigned, is within the specified range.
From Area	In this field, you can specify the lower area limit. The area specifications in this field and the field “To Area” identify a range of area specifications. The current charge table line will only be used if the total area of the items on the sales order is within the specified range.
To Area	In this field, you can specify the upper area limit. The area specifications in this field and the field “From Area” identify a range of area specifications. The

Field	Description
	current charge table line will only be used if the total area of the items on the sales order is within the specified range.
From No. of Packages	In this field, you can specify the lower limit for number of packages. The number in this field and the field “To No. of Packages” identify a range of package numbers. The current charge table line will only be used if the total number of packages on the sales order is within the specified range.
To No. of Packages	In this field, you can specify the upper limit for number of packages. The number in this field and the field “From No. of Packages” identify a range of package numbers. The current charge table line will only be used if the total number of packages on the sales order is within the specified range.
Base Rate	In this field, you can enter a base rate to be added to the charge calculation, regardless of weight, volume, area units and the number of packages.
Unit Rate	In this field, you enter the rate per unit. The unit rate is used in the calculation of the charge amount if the calculation basis is either “Volume Unit,” “Area Unit,” or “Packages.” The charge will be calculated as follows: No. of units of the selected unit type x Unit Rate. The calculation basis is selected in the field “Calculation Basis.” Please note that the charge amount is calculated on the basis of the number of units reported in the window Packing Lists.
Calculation Basis	In this field, select the calculation basis for the charge amount. If you select “Volume Unit,” “Area Unit,” or “Packages,” the charge will be calculated as the number of the selected unit type multiplied by the unit rate plus any base rate. If you select “Item Total,” the charge will be calculated on the basis of the percentage in the field “Percentage” and the item total of the current order. The item total is shown in the field “Price” in the Order Total island on the sales order. If you select “Order Total,” the charge will be calculated on the basis of the percentage in the field “Percentage” and the order total of the current order, that is, the total sales price of the items plus any charges.
Percentage	In this field, you can enter a percentage. The percentage is used when calculating the charge amount, provided that the calculation basis is either “Item Total” or “Order Total.” In this case, the charge amount will be calculated as follows: $\frac{\text{Item Total or Order Total x } \textit{Percentage}}{100}$ The calculation basis is selected in the field “Calculation Basis” above.
From Amount	In this field, you can specify the lower amount limit. The amount is entered in enterprise currency. The amounts in this field and the field “To Amount” identify a range of amounts. The current charge table line will only be used if the calculation basis (Item or Order Total) of the current line converted into enterprise currency constitutes an amount within the specified range.

Field	Description
To Amount	In this field, you can specify the upper amount limit. The amounts in this field and the field “From Amount” identify a range of amounts. The amount is entered in enterprise currency. The current charge table line will only be used if the calculation basis (Item or Order Total) of the current line converted into enterprise currency constitutes an amount within the specified range.
Min. Charge	In this field, you can enter the minimum amount to be collected. The amount is entered in enterprise currency. This minimum charge will be used as the charge amount in cases where the amount calculated is less than the minimum charge. The minimum charge is not collected, however, if the amount used as a basis for the current charge calculation exceeds the charge limit for the current charge. The charge limit is specified in the window Charges.
Max. Charge	In this field, you can enter the maximum amount to be collected. The amount is entered in enterprise currency. This maximum charge will be used as the charge amount in cases where the amount calculated is less than the maximum charge. The maximum charge is not collected, however, if the amount used as a basis for the current charge calculation exceeds the charge limit for the current charge. The charge limit is specified in the window Charges.

Destination Information Card Workspace

Use this workspace to maintain information about the destinations to which your company ships consignments, for example, an airport or a city.

In the Destination Information Card tab you enter information about the name and address of the destination. In the Consignment Modes sub-tab you create a number of consignment modes, each of which represents a means of shipping goods to the current destination.

Each consignment mode is a combination of a delivery mode, a consignment type, a carrier, and delivery terms. In this way, a consignment mode can be a shipment of furniture by truck from Freight & Sons, CPT. You can only create consignments to a given destination with the consignment modes specified in this workspace for the destination in question. Consequently you must create a line for every combination of delivery mode, carrier, delivery terms, and consignment type that can occur for shipments to the destination in question.

For each consignment mode, you can enter a number of charges and maximum volume and weight capacities. You can also specify how long it usually takes to pack items for the current consignment mode, and how long the items will be in transit. Maconomy suggests this information in the Consignments workspace when you create consignments based on the consignment mode in question.

For each consignment mode, you can indicate that Maconomy should automatically create consignments on the dates when they are needed. In this way, you can, for example, specify that a given consignment mode can be used once a month, but you only want consignments for that consignment mode to be created if it results in a consignment with an earlier packing date than the ones on the existing consignments. The automatic creation of consignments then occurs when Maconomy is to assign a quote or an order to a consignment automatically, and Maconomy

cannot find an existing consignment that matches the quote's or sales order's requirements for consignment mode, delivery date, weight, and volume.

Destination Information Card Tab

This section includes the fields and descriptions for the Destination Information Card tab.

Destination Island

Field	Description
Destination No.	In this field, you can enter a number for the destination. Furthermore, you can enter the name and address of the destination. The information is used when looking up the destination and for printouts, such as consignment papers. The fourth line contains two fields – the zip code and city of the destination.
Country	In this field, you can specify the country of the current destination.

Remarks Island

Here, you can enter a number of notes to further specify the current destination.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Consignment Modes Sub-Tab

This section includes the fields and descriptions for the Consignment Modes sub-tab.

Field	Description
Delivery Mode	In this field, you must enter a delivery mode. The combination of the values in this field and the fields “Delivery Terms,” “Carrier,” and “Consignment Type” constitute a consignment mode for which you can create consignments. When you create consignments for the current consignment mode, Maconomy suggests the values in the remaining fields of the current line on the new consignment.
Carrier	In this field, you must enter a carrier. Apart from this, the functionality of this field is similar to that of the field “Delivery Mode” above.
Deliv. Terms	In this field, you must enter a code for delivery terms. Apart from this, the functionality of this field is similar to that of the field “Delivery Mode” above.
Consignment Type	In this field, you must enter a consignment type. Apart from this, the functionality of this field is similar to that of the field “Delivery Mode” above.
Charge 1-4	In these fields, you can specify a number of charge codes to be suggested on new consignments created for the current consignment mode in the window Consignments.

Field	Description
Weight Capac.	In this field, you can specify the normal capacity of consignments using the current consignment mode in terms of weight. The weight capacity is suggested on new consignments created for the current consignment mode in the window Consignments. The weight capacity on the individual consignment is used when Maconomy evaluates which consignment to choose in the automatic assignment of a quote or a sales order to a consignment.
Volume Capac.	In this field, you can specify the normal capacity of consignments using the current consignment mode in terms of volume. The volume capacity is suggested on new consignments created for the current consignment mode in the window Consignments. The volume capacity on the individual consignment is used when Maconomy evaluates which consignment to choose in the automatic assignment of a quote or a sales order to a consignment.
Increase in Weight	In this field, you can enter a percentage increase in weight. The weight increase is suggested on new consignments created for the current consignment mode in the window Consignments. The weight increase is used if the current consignment mode requires that the items are packaged in special packaging, for example, wooden crates. The weight increase on the individual consignment is used when Maconomy evaluates which consignment to choose in the automatic assignment of a quote or a sales order to a consignment. Charges which are calculated on the basis of weight take the weight increase into account when you calculate the expected charge amounts using the action “Calculate Charges” in the windows Quote and Sales Orders when printing quotes and order confirmations. The weight increase is also used on packing lists where the increase is added to the weight calculated from the regular weight of the individual items and the quantities for packing.
Increase in Volume	In this field, you can enter a percentage increase in volume. The volume increase is suggested on new consignments created for the current consignment mode in the window Consignments. The volume increase is used if the current consignment mode requires that the items are packaged in special packaging, for example, wooden crates. The volume increase on the individual consignment is used when Maconomy evaluates which consignment to choose in the automatic assignment of a quote or a sales order to a consignment. Charges which are calculated on the basis of volume take the volume increase into account when you calculate the expected charge amounts using the action “Calculate Charges” in the windows Quote and Sales Orders when printing quotes and order confirmations. The volume increase is also used on packing lists where the increase is added to the volume calculated from the regular volumes of the individual items and the quantities for packing.

Field	Description
Packing Days	In this field, you can specify how many days it usually takes to pack items for consignments using the current consignment mode for this destination. When creating consignments using the current consignment mode, this number of days is used for calculating the date for commencing the packing of items in the consignment. The date is calculated as the consignment date less the number of packing days, but the date can be changed on the individual consignment.
Transportation Days	In this field, you can specify how many days it usually takes to ship consignment using the current consignment mode for this destination. When creating consignments using the current consignment mode, this number of days is used for calculating the expected date of arrival of the consignment. The date is calculated as the consignment date plus the number of transportation days, but the date can be changed on the individual consignment.
Background Inv.	In this field, you can specify that orders assigned to consignments using the current consignment mode should be batch invoiced. The field is transferred to all consignment using the current consignment mode and cannot be changed on the individual consignment. When an order where the corresponding field is selected is assigned to a consignment where this field is not selected, the selection will be removed from the order. If the field is selected on the consignment, the value in the field “Batch Invoice” on the individual sales order will remain unchanged, whether it is selected or not. You can, for example, use this functionality if you usually batch invoice your sales orders, but you want to manually evaluate the charges on orders assigned to a certain consignment mode for a given destination before invoicing.
Start Date	In this field, you can specify if Maconomy is to automatically create consignments with the current consignment mode on the dates when they are required. If you do not enter a date in this field, Maconomy will not automatically create consignments to the current destination with the current consignment mode. If you specify a date in this field, the current consignment mode is considered available for automatic creation of consignments. Automatic creation can, for example, be used for consignment modes which can be used at intervals of a given number of days, for instance a flight taking place once per week. Automatic creation is used when Maconomy assigns quotes and orders to consignments with the current consignment mode, as Maconomy will attempt to automatically create a consignment with the earliest possible packing date. For further information about how Maconomy assigns quotes and orders to consignments, please see Appendix B: Assign Order to Consignment. This field also determines the days on which automatic creation of consignments with this consignment mode can take place. The date in this field represents the earliest consignment date with which a consignment can be created automatically. After this date, Maconomy can only create consignments at the interval specified in the pop-up field “Time Unit” on the

Field	Description
	current line. If, for instance, the date in this field is 01/06/99 and the time unit on the line is “Weekly,” Maconomy will only be able to create consignments with the current consignment mode with the dates 01/06/99, 08/06/99, 15/06/99, and so on, as the consignment date. Any week calendar specified on the line also influences the dates allowed, as Maconomy skips the dates where the number of hours in the calendar is zero. The next day available for automatic creation is thus one interval later. The calculation of each date for automatic creation is made from the start date and the time unit. This calculation method causes the calculation to take more and more time as you move away from the start date. You should therefore regularly change the date to a more recent date that is in line with the original start date and the time unit. Please note that the start date, the time unit, and the week calendar do not determine whether a consignment can be created manually on any given date, as you can manually create a consignment with any consignment date.
Time Unit	In this field, you can specify a time unit created in the window Popup Fields in the Set-Up module. The time unit determines how often Maconomy should be able to automatically create consignments with the current consignment mode, and the field can only be completed if you have specified a start date on the current line. The functionality of the field is described in the field “Start Date” above.
Week Calendar No.	In this field, you can specify the number of a week calendar created in the window Week Calendars in the Set-Up module. The week calendar determines the dates which cannot be used as the consignment date on automatically created consignments, as Maconomy will not create consignments on holidays (or weekends), that is, days in the calendar where the number of hours is zero. The next day available for automatic creation after a holiday is thus one interval later. If you have specified a starting date on the line, but you do not specify a week calendar, Maconomy can create consignments on all dates in line with the start date and time unit as described in the field “Start Date.”
Remarks 1-10	In these fields, you enter a number of remarks about the current consignment mode. When a consignment is created with the current consignment mode, the remarks are transferred to the new consignment.

Destination Properties Workspace

Use this workspace to set up a number of criteria for the properties of the items to be delivered to each destination

A property can, for instance, be specifications about the frequency or voltage of an item.

You assign properties to items in the Item Properties workspace; in the Destination Properties workspace you can specify that items delivered to the current destination should or should not have particular properties. Maconomy issues a warning if you create quote or order lines that

include items that do not comply with the property criteria of the destination to which the quote or order in question is to be delivered. Using destination properties, you can thus specify that electrical items delivered to a given destination should use 220 volts, or that chilled goods should not be sent to a given destination because the proper storage facilities are not available there. Note that Maconomy only uses the destination properties as a warning in those cases where you create quote or order lines that do not comply with the property criteria of a destination. You can still assign an order to a consignment to a given destination, even if the items on the order do not have the correct properties.

Destination Properties Tab

This section includes the fields and descriptions for the Destination Properties tab.

Destination Island

Field	Description
Destination No.	This field shows the number of the current destination. Furthermore, Maconomy shows various information about the name, address, and country of the destination.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Destination Properties Sub-Tab

This section includes the fields and descriptions for the Destination Properties sub-tab.

Field	Description
Property Name	In this field, you can specify the name of the property which you want to create as a destination property.
Property Type	This field shows the property type to which the property is assigned.
Requirement	In this field, you can specify whether items to be sent to the current destination should or should not have the property specified on the current line. If you mark the field, Maconomy will issue a warning if you create an order line on an order assigned to the current destination, and the item on the order line has one or more properties of the current property type, but does not possess the current property. If you mark this field on several lines for the same destination, using properties of the same property type and the item has one or more properties of the current property type, an item only has to possess one of the properties in question to be in compliance with the requirements. Maconomy does not issue a warning if you enter an item not having any properties of the current type. If you do not mark this field, Maconomy will issue a warning if you create an order line on an order assigned to the current destination, and the item on the order line does possess the current property. Please note that although

Field	Description
	several destination property lines exist with properties of the same type and this field unmarked, Maconomy will issue a warning if you create an order line on an order assigned to the current destination, and the item on the order line possesses but one of the properties in question. Items are assigned properties in the window Item Properties in the Inventory module.
Remarks 1-5	In these fields, you enter a number of remarks about the current destination property. Maconomy suggests the remarks from the property information card, but you can change the remarks here.

Footer Templates Workspace

Use this workspace to create and maintain footer templates.

You use footer templates to define general footers that you want to display in a certain selection of order-related documents, such as quotes, order confirmations, packing lists, packing slips, and credit memos. This enables you to enter footers for automatic printing on all quotes and order confirmations in a certain period of time or for customers within a specific segment, for example.

In the Footer Templates tab, you define selection criteria. In the Footer Template Lines sub-tab, you enter the footers that are to be transferred to the quotes, order confirmations, and so on, that match the tab's selection criteria. If you do not enter a value for specific selection criteria fields, Maconomy disregards those fields.

When you create a quote or sales order, Maconomy checks whether the quote or sales order matches the selection criteria of a footer template. If it does, Maconomy transfers the footers from the footer template in question to the quote or sales order. You can, however, review and edit the footer of the individual order in the Footers workspace. If a quote or a sales order does not match the selection criteria in any template, the footer is blank for that quote or sales order, but you can specify a footer in the Footers workspace.

You can create several lines in a footer template. For each line you can indicate on which kind of printouts Maconomy should include that footer line. For instance, if for a certain group you want to transfer a certain footer to quotes and order confirmations and another footer to invoices and packing slips, you can create a footer template that has a line for each of these document types.

If a quote or an order matches the selection criteria of several footer templates, Maconomy transfers the footer lines from all of those templates. Maconomy determines the sequence of footer lines on the quote or sales order by the number of the footer template; that is, the footer that has the lowest template number is at the top, and so on.

Footer Templates Tab

This section includes the fields and descriptions for the Footer Templates tab.

Template Island

Field	Description
Template No.	In this field, you can enter the number of the current template. The template number determines the sequence in which footer lines are transferred when a quote or an order matches multiple footer templates. If that is the case, the lines from all the matching footer templates will be transferred, and the footer template with the lowest number will be placed at the top, and so on.
Name	In this field, you can enter the name of the current footer template.

Selection Criteria Island

Field	Description
Ship to Customer	In these fields, you can enter a range of customer numbers. If the ship-to customer number of an order or a quote matches this range, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order. If you do not enter a range, this field is disregarded.
Bill to Customer	In these fields, you enter a range of customer numbers. If the bill-to customer number of an order or a quote matches this range, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order. If you do not enter a range, this field is disregarded.
Customer Group	In this field, you can select a customer group. If the bill-to customer number of an order or a quote belongs to this group, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Order Mode	In this field, you can select an order mode. If this order mode is specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Sales Rep.	In these fields, you enter a range of sales representatives. If the sales rep. specified on an order or a quote matches this range, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order. If you do not enter a range, this field is disregarded.
Language	In this field, you can select a language code. If this language code is specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.

Field	Description
Enterprise	In this field, you can select an enterprise. If this enterprise is specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Segment	In this field, you can select a segment. If this segment is specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Area	In this field, you can select an area. If this area is specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Destination No.	In these fields, you enter a range of destination numbers. If the destination number specified on an order or a quote matches this range, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order. If you do not enter a range, this field is disregarded.
Delivery Mode	In this field, you can select a delivery mode. If this delivery mode is specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Delivery Terms	In this field, you can select delivery terms. If these delivery terms are specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Carrier	In this field, you can select a carrier. If this carrier is specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Consignment Type	In this field, you can select a consignment mode. If this consignment mode is specified when the quote or order is created, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Company No.	In these fields, you enter a range of company numbers. If the number of the responsible company specified on an order or a quote matches this range, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.
Created on	In these fields, you enter a range of dates. If the creation date of an order or a quote matches this range, and the quote or order matches the other criteria in this island, the footer lines from the table part of this window will be transferred to the quote or order.

Remarks Island

In these fields, you can enter comments regarding the current footer template.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Footer Template Lines Sub-Tab

This section includes the fields and descriptions for the Footer Template Lines sub-tab.

Field	Description
Description	In this field, you can enter the footer text.
Quote	In this field, you can specify whether the current footer should be printed on quotes.
Order Confirmation	In this field, you can specify whether the current footer should be printed on order confirmations. For orders specified as main orders, the footer will also be included on printouts from the window Print Main Order. However, the footer is not included on printouts of the suborders assigned to the main order.
Packing List	In this field, you can specify whether the current footer should be printed on packing lists.
Packing Slip	In this field, you can specify whether the current footer should be printed on packing slips.
Returns List	In this field, you can specify whether the current footer should be printed on returns lists.
Invoice	In this field, you can specify whether the current footer should be printed on invoices.
Credit Memo	In this field, you can specify whether the current footer should be printed on credit memos.
Label	In this field, you can specify whether the current footer should be printed on labels.
Bill of Lading	In this field, you can specify whether the current footer should be printed on bills of lading.
Consignment	In this field, you can specify whether the current footer should be printed on consignment printouts. Consignment Slip In this field, you can specify whether the current footer should be printed on consignment slips.

Item Purchase Overview

The Item Purchase module in Maconomy allows you to create and maintain item purchase orders to your vendors.

Item Purchase Orders Tab

This section includes the fields and descriptions for the Item Purchase Orders tab.

Item Purchase Order Island

Field	Description
Order No.	This is the number of the item purchase order and is unique. Maconomy automatically allocates the next available order number. The number cannot be changed manually, but you determine how item purchase order numbers are allocated in the System Numbers window.
Our Ref.	Here you enter the name of the person who created the item purchase order. The name is printed on the item purchase order for future reference for the vendor. Maconomy suggests the name from the Vendor Information Card. If the field there is blank, Maconomy suggests the name of the user. You can change it, but you must enter a name.
Buyer	Here you enter the person normally responsible for purchases from the vendor. Maconomy suggests the name from the Vendor Information Card, but you can change it.

Dispatching Address Island

Field	Description
Vendor	Here you enter the vendor number. Maconomy verifies that the vendor exists in the Accounts Payable module. Maconomy retrieves various information from the Vendor Information Card in the Accounts Payable module. The information is suggested in corresponding fields here, but you can change most of it. You cannot change the vendor number on an existing item purchase order, and you cannot enter the number of a blocked vendor. The other lines in this field show the vendor's name and address. Maconomy retrieves the information from the Vendor Information Card in the Accounts Payable module, but you can change it.
Attn.	This is the vendor's attention person the person to whom shipping information is directed. The name is retrieved from the Vendor Information Card. You can change it.
Country	This is the vendor's country code. The value is retrieved from the Vendor Information Card. You can change it here.
Phone	This is the vendor's phone number, retrieved from the Vendor Information Card. It can be changed.

Field	Description
Fax	This is the vendor's fax number, retrieved from the Vendor Information Card. It can be changed.
Telex	This is the vendor's telex number, retrieved from the Vendor Information Card. It can be changed.
E-mail	This is the vendor's e-mail address.

Price Island

Field	Description
Currency	Here you select the currency of the item purchase order. Maconomy suggests the value from the Vendor Information Card, but you can change it. You maintain currencies in the Popup Fields window in the Set- Up module.
Price List	Here you select the price list from which to suggest prices for the items in the table part of the item purchase order. Maconomy retrieves the price list from the Vendor Information Card in the Accounts Payable module, but you can select another. The pop-up field only shows existing price lists, that is, those created in the Price Lists window in the Inventory module. If you leave the field blank, Maconomy suggests the current warehouse's latest cost of each item in the table part.
Keep Price	In this field, you can specify the value which Maconomy should suggest in the corresponding field on each line created in the table part. On the lines, the field determines whether a change in quantity should cause the current unit price or discount percentage to be recalculated. For further information, see the description of the field "Keep Price." When you create an order Maconomy suggests the value from the corresponding field in the customer information card, but you can change it for the current order.
Goods	This is the sum of the prices from the item lines (in the "Extended Price" field). The value cannot be changed manually.
Invoice Discount %	Here you specify an invoice discount percentage. Maconomy suggests the value from the Vendor Information Card in the Accounts Payable module. You can change it. The invoice discount is deducted from the item sum. This is shown on the printed item purchase order, making it clear to the vendor, how much you expect to be invoiced for. The invoice discount percentage is deducted from the prices of the items, before these are shipped to the warehouse. This ensures costs are correct. If your company does not use purchase price lists, that is, if there are no purchase price lists in the system, Maconomy suggests the latest cost in the current warehouse as unit price on every item line. This price includes any invoice discount received when you last bought the item. This means, that if you enter a figure in this field, Maconomy will calculate the invoice discount twice.

Field	Description
Invoice Discount	Here you can enter an invoice discount amount, if applicable. You cannot enter a value both in this field and in the “Invoice Discount %” field.
Expense %	Here you can specify an expense percentage, for example, for a handling charge. You can enter an estimated expense percentage, based on previous charges. Maconomy suggests the value from the Vendor Information Card, but you can change it. Expenses are added to the item sum and apportioned to individual items, when these are placed in the warehouse. This ensures costs are correct. If your company does not use purchase price lists, that is, if there are no purchase price lists in the system, Maconomy suggests the current warehouse’s last cost of the relevant item as unit price on every item line, and this price includes any expense incurred when you last bought the item. This means, that if you enter a figure in this field, Maconomy will calculate both expenses.
Expenses	Here you can specify an expense amount. You cannot enter a value both in this field and in the “Expense %” field. The costs are apportioned to the individual items when item deliveries are registered. If you receive several deliveries for the same item purchase order, the costs will be apportioned each time.

Status Island

Field	Description
Approved	This field is marked once the item purchase order has been approved. To approve an item purchase order, you must select “Approve Item Purchase Order” in the Action menu. After approving the order, you can print it and enter item receipts.
Date Printed	This is the date the item purchase order was last printed. The date cannot be changed manually.
Quantity	This field shows how many times the item purchase order has been printed. This does not include copies from your computer’s standard print dialogue. The value cannot be changed manually.
Currently Received	This field shows how many items have been delivered to you. The field shows “No,” “Partly,” or “Yes” depending on whether none, some or all of the items in the item purchase order have been received. Item receipt is entered in the Item Receipt window. The value in this field is retrieved from the Item Receipt window.
Last Received On	This is the date you last received items in the item purchase order. The date cannot be changed manually.

Field	Description
Quantity	This field shows how many deliveries the vendor has made for the item purchase order. The value cannot be changed manually.
Closed	This field shows whether the item purchase order has been closed. When you have received all the items in an item purchase order, you should close the order by selecting the action “Close Item Purchase Order.” After closing the item purchase order, you cannot any longer add new item lines or enter backorder arrivals. Maconomy does not automatically close an item purchase order when all items have been received. You can only mark this field by selecting “Close Item Purchase Order.” Only closed orders can be deleted in the window Delete Item Purchase Orders.
Date Closed	This field shows the date the item purchase order was closed. The date cannot be changed.

Payment Island

Field	Description
Pmt. Terms	Here you select the payment terms of the item purchase order. Maconomy suggests the value from the Vendor Information Card, but you can select another. Payment terms are defined in the Popup Fields window in the Set Up module.

Document Archive Island

Field	Description
Document Archive	In these fields, you can assign a document archive to the item purchase order. By assigning a document archive to an item purchase order, you can keep track of the various documents related to the order. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field displays the number of documents in the Document Archive.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can enter various information about the item purchase order and the current vendor. Maconomy suggests the values selected in the corresponding fields on the Vendor Information Card, but you can change the values for the current item purchase order in this window. The options are created in the window Popup Fields in the Set-Up module.

Remarks Island

Field	Description
Remarks 1-10	Here you can enter remarks about the item purchase order.

Vendor's Order Island

Field	Description
Order No.	Here you can enter the number of the vendor's sales order, which corresponds to your item purchase order. If you contact the vendor before making the order to ask about expected delivery time, and so on, you are occasionally given a sales order number to which to refer to in your item purchase order. The number is printed on the item purchase order.
Your Reference	Here you can enter the name of the vendor contact you spoke to about the order. The name is printed on the item purchase order. Maconomy automatically suggests the name from the Vendor Information Card in the Accounts Payable module, but you can change it.
Our Cust. No.	Here you enter your company's customer number with the vendor. Maconomy automatically suggests the value from the Vendor Information Card in the Accounts Payable module, but you can change it. It is printed on the item purchase order.

Billing Address Island

Field	Description
Payment Vendor	These fields display the name and number of the vendor you are paying for the delivery. Maconomy retrieves the number from the Vendor Information Card, but you can change it. If you do, Maconomy verifies that the number exists in the Accounts Payable module. The two vendor numbers are not the same, if one vendor delivers the items, while another receives payment for them. The other lines show the bill-to vendor's name and address. Maconomy retrieves the information from the Vendor Information Card in the Accounts Payable module. It cannot be changed here.
Attn.	This is the vendor's attention person the person to whom payment information is directed. Maconomy retrieves the name from the Vendor Information Card. It cannot be changed here.
Country	This is the country of the vendor who is receiving payment for the purchase. It is retrieved from the Vendor Information card and cannot be changed here.

Settling Company Island

Field	Description
Settling Company	these fields show the name and number of the settling company that applies to the current item purchase order. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L module.”

Company Island

Field	Description
Company	In these fields, you can specify the name and number of the company responsible for the item purchase order. If you do not enter values manually, Maconomy will attempt to derive the values, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard values are transferred from the window System Information in the set-up module. If the company in these fields is different from the one shown in the island Settling Company, Maconomy will automatically create intercompany balances at the posting of the item journal created as a result of the item receipt. In the intercompany balance, the company in these fields will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances.

Delivery Island

Field	Description
Pref. Deliv. Date	Here you can enter the date you wish to receive the delivery, or a date agreed on with the vendor. When you create an item purchase order, Maconomy suggests a blank value. If you specify a date and create a line, Maconomy will suggest this date in the field “Deliv. Date” on the new line. If you do not specify a value in this field, Maconomy will calculate a delivery date for the line, unless manually specify a delivery date on the line. For a description of the calculation of the delivery dates on individual item purchase order lines, see the field “Deliv. Date” in the table part. The delivery dates on the lines of the item purchase order are not updated if you change the value in this field. However, if you select the action “Copy Delivery Date,” the delivery date on all lines in the table part will be changed to the date in this field. Please note that this can result in an update of the expected availability date, as described in the field “Deliv. Date” in the table part.

Field	Description
Warehouse	Here you select the warehouse to which the items are to be shipped. Maconomy suggests the warehouse from the vendor information card, but you can change it. You can only order items for one warehouse in one item purchase order. If you wish to order items for several warehouses from this vendor, you can direct them to the main warehouse and transfer them to your other warehouses after delivery using the window Inventory Change. Alternately, you can create one item purchase order per warehouse. If you select a warehouse which is assigned to another company than the one specified in the island “Company,” Maconomy will create intercompany balances when you post the item journal created as a result of the item receipt. In the intercompany balance, the company to which the warehouse is assigned will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances.
Stock Location No.	In this field, you can specify the location in the selected warehouse at which you expect to receive the items. This location will apply to those lines in the table part where the warehouse location field is left blank. If a warehouse location is specified on a given line, it overrules any location specified in this field. Maconomy suggests the standard receiving location specified for the current warehouse in the window Warehouse Information Card, but you can specify another location. It is not mandatory to enter location numbers in this window. However, the location information is also used in the window Item Receipt where the receipt of the items cannot be approved until you have either entered a location in the card part or on the individual item lines.
Delivery Mode	Here you select a delivery mode. Maconomy suggests the value from the Vendor Information Card, but you can change it. You maintain delivery modes in the Popup Fields window in the Set-Up module.
Delivery Terms	Here you select the delivery terms of the item purchase order. Maconomy suggests the value from the Vendor Information Card, but you can change it. You maintain delivery terms in the Popup Fields window in the Set Up module.
Bill of Lading	Here you can enter a text or number (for example, the way bill number) to later identify the delivery. Delivery information is normally given in the Item Receipt window. If this text or number is changed in the Item Receipt window, it is copied to this window next time the window is opened, but it can be changed.

Vendor Information Island

Field	Description
Department	Here you can select the department the purchase involves. Maconomy suggests the department from the Vendor Information Card in the Inventory module, but you can change it. You maintain your company's departments in the window Posting References in the G/L module.
Vendor Group	This is the vendor group to which the vendor is assigned. It is retrieved from the Vendor Information Card. You cannot change it here.
Language	Here you select the language code of the item purchase order. Maconomy suggests the language code from the Vendor Information Card, but you can change it. You can use the language code to print item purchase orders in different languages. Using Maconomy's layout editing tools, you can create item purchase order layouts in different languages. Language codes are defined in the Popup Fields window in the Set-Up module. The extra item texts on the item information card are sales-related and have no effect in this window. Instead, you can enter the vendor's item text in the field "Vendor Item Desc." in the table part of the window.
Tax	You can mark this field if the item purchase order is subject to tax. Maconomy suggests the value from the vendor information card, but it is possible to change it.
Tax No.	Here you can enter the vendor's tax number. Maconomy suggests the value from the vendor information card, but it is possible to change it. The number is printed out on the item purchase order.

Sales Order Island

Field	Description
Sales Order No.	If the item purchase order is created from a sales order in the Sales Order to Item Purchase Orders window, and if all the item purchase order lines are attached to the same sales order, the sales order number is shown here. This will always be the case if you have entered a common item purchase order number in the Sales Order to Item Purchase Orders window. The number cannot be changed here.
Drop Shipment	If the item purchase order is attached to a single sales order – that is, there is a number in the "Sales Order No." field – you can mark this field to show that the items in the item purchase order should be delivered directly to the customer the sales order is for. If the field is marked, Maconomy uses the delivery address of the sales order instead of the address of your inventory. You can change the value in the field, but you can only mark the field if the item purchase order is linked to a sales order. The "For Packing" quantity will be zero on the related sales order lines as long as this field is marked. Items for drop shipment will thus not be included on a

Field	Description
	packing list or packing slip. If the mark is removed, the whole undelivered quantity will be set for packing.
Customer	This is the customer in the above sales order, if applicable. The next two lines show the name and address of the customer.

Statistics to Tax Authorities Island

Field	Description
Intrastat Reg.	This field should be marked if the items delivered from the item purchase order are to be included in the monthly report to Intrastat. If the “Intrastat Export Report” field in the System Information window is marked, Maconomy marks this field automatically if the vendor comes from another EU country and does not have a mark in the “Tax” field in the Payment Control window.
Nature	Here you select which transaction to report to Intrastat. They are created in the Popup Fields window in the Set-Up module.
EU Trade Type	Here you select the trade type, which can be either “Normal” or “Triangulation.” Triangulation implies that you are agent for a vendor in another EU country and an end customer in a third EU country. In this type of trade the invoice amount is not included in the EU purchases in your tax specification.

User Island

See the “Getting Started” topic for a description of the fields in the island User.

Registration Section

This section includes the fields and descriptions for the Registration Section workspaces.

Item Purchase Orders Workspace

Use this workspace to create and maintain item purchase orders for your vendors. In the Item Purchase Orders tab you enter general and account information about the order. When this is complete, press Return. Maconomy then verifies the information and opens for item entry in the Item Purchase Lines sub-tab.

To create an order, you first enter the number of the vendor. Maconomy verifies that the vendor exists, then retrieves information from the Vendor Information Card in the Accounts Payable module. Maconomy suggests this information in the corresponding fields in the item purchase order. You can change most of it.

In the Item Purchase Selection workspace, Maconomy can make an item purchase selection based on current stock, reorder level, and maximum stock for individual items. Maconomy automatically prepares an item purchase order that you can adjust and approve in this workspace.

You can use the Sales Order to Item Purchase Orders workspace to automatically create an item purchase order from a sales order. In that process, Maconomy converts sales units to purchase units. When you receive serial numbers for articles that have serial number control, Maconomy

automatically transfers them to the Serial Number Entry workspace in the Sales Orders module. Any items that are on backorder are reserved for packing so that you are ready to print a packing slip for the sales order.

Item Purchase Lines Sub-Tab

This section includes the fields and descriptions for the Item Purchase Lines sub-tab.

Field	Description
Item No.	In this field, you can enter the item number of the item you wish to purchase. Maconomy verifies that the item number exists in the Item Information Card window. For items with inventory control, Maconomy will alert you if the vendor on the item purchase order has not been registered as a vendor of the current item in the window Suppliers.
Ordered	In this field, you can specify how many item units to order. The quantity must be either zero or divisible by the item's minimum purchase unit.
Description	This is the item text. Maconomy retrieves the text from the Item Information Card in the Inventory module, but you can change it here.
Unit Price	This is the item's unit price suggested for the item purchase order line. If the item purchase order is assigned to a price list, and the item is included in the price list, Maconomy suggests the price from the price list. When setting the price of an item, the estimated delivery date is used as a reference to the price list issue which is valid at the time of delivery. Maconomy includes any quantity discount justified by the quantity ordered. You can change the suggested price. If the item is not included in the price list, or the item purchase order is not assigned to a price list, Maconomy suggests the latest cost at the current warehouse from the item information card, converted to purchase units from sales units. This cost includes any invoice discount/charges incurred when you last bought the item you could distort the price by entering new discounts or charges in the "Invoice Discount %" or "Expense %" fields.
Pricing Unit	This is the quantity of item units included in the unit price. The value is retrieved from the field "Unit, Purchase" on the Item Information Card and cannot be changed here.
Discount %	This field shows a discount percentage, if the conditions for getting a discount via an item discount agreement have been fulfilled on the current item line. You can change the suggested discount percentage in this field, but you cannot enter a percentage in this field as well as a discount amount in the field "Discount," as these two fields follow each other in such a way that the discount percentage is calculated on the basis of the discount amount. If the current line is a text line, no value can be entered in this field.
Discount	This field shows a discount amount, if the conditions for getting a discount via an item discount agreement have been fulfilled on the current item line. You can change the suggested discount percentage in this field, but you cannot

Field	Description
	enter an amount in this field as well as a discount percentage in the field “Discount %,” as these two fields follow each other in such a way that the discount percentage is calculated on the basis of the discount amount. If the current line is a text line, no value can be entered in this field.
Extended Price	This is the extended price calculated by multiplying the quantity ordered by the unit price and dividing this sum by the pricing unit. The extended price is included in the “Goods” field in the Price island in the card part of the window. The value cannot be changed manually.
Deliv. Date	Here you enter the date on which you would like the supplier to deliver the items. If a preferred delivery date has been specified in the card part, Maconomy suggests this preferred delivery date from the card part, but you can specify another delivery date. If no date is specified in the card part, and you have not manually entered a delivery date, Maconomy calculates a delivery date by checking the supplier’s delivery time for the item to the current warehouse in the window Suppliers and adds it to today’s date. If a week calendar has been specified in the vendor information card of the supplier, Maconomy also adds the number of days within the delivery time on which the vendor’s business is closed, thus compensating for, for example, weekends and holidays. Please note that the date in this field indicates the requested delivery date not the date you expect the items to arrive. However, you can specify an expected arrival date in the field “Expected Delivery Date,” a confirmed delivery date in the field “Confirmed Delivery Date” or an expected availability date in the field “Expected Availability Date.”
Expected Delivery Date	In this field, you can specify the date on which you expect the supplier to deliver the items on the line. Maconomy suggests the delivery date on the line plus any number of delivery days (either specified for the vendor if the vendor is created as a supplier of the item in question in the window Suppliers, or in the window Item Information Card if the vendor is not a supplier of the item). However, if you specify a delivery date which corresponds to today’s date plus the number of delivery days, or more, the expected delivery date is set to the same date as the delivery date. The expected delivery date can be changed to another date manually. However, it cannot be set to a date earlier than the preferred delivery date on the item purchase order.
Confirmed Deliv. Date	In this field, you can enter the date which the supplier has confirmed as the day the items will be delivered. When you do so, the specified date plus any number of preparation days specified for the vendor if the vendor is created as a supplier of the item in question in the window Suppliers is copied to the field “Expected Availability Date.” If you change the confirmed delivery date later, the new confirmed delivery date will cause the expected availability date to be changed accordingly.

Field	Description
	However, if you have changed the expected delivery date first, and the new confirmed delivery date plus any number of preparation days is earlier than or equal to the expected delivery date, the expected delivery date is not changed. If you manually specified an expected availability date at the same time as entering a new confirmed delivery date, the manually entered expected delivery date is not overwritten.
Expected Availability Date	In this field, you can enter the date on which you expect the items on the current line to be available for sale. If the item uses inventory profile, this date is used as the date on which the purchase volume represented by the current line will be added to the stock. Maconomy suggests the expected delivery date plus any number of preparation days specified for the vendor if the vendor is created as a supplier of the item in question in the window Suppliers. However, if a confirmed delivery date is specified, the expected availability date is changed to the confirmed delivery date plus any number of preparation days. Changing the confirmed delivery date (or the expected delivery date if no confirmed delivery date has been specified) causes the expected availability date to be updated accordingly, as long as the confirmed/expected delivery date (before the change) plus any number of preparation days corresponds to the expected availability date. This means that if you change the expected availability date manually, it is no longer updated when the expected/confirmed delivery date is changed. However, you can re-establish the synchronization by first deleting the confirmed delivery date and then entering a new one, or by changing the expected/confirmed delivery date to the date corresponding to the expected availability date less any number of preparation days. If you manually specified an expected availability date at the same time as entering a new confirmed or expected delivery date, the manually entered expected availability date is not overwritten.
Stock Location No.	In this field, you can specify the location in the selected warehouse at which you expect to receive the items on the current line. If you leave this field blank, the location number specified in the card part of the window will apply to the line. It is not mandatory to enter location numbers in this window. However, the location information is also used in the window Item Receipt where the receipt of the items cannot be approved until you have either entered a location in the card part or on the individual item lines.
Remarks	Here you can make a note about the order line.
Internal Desc.	This is the internal description from the Item Information Card. You can change it here.
Discount Desc.	This field shows the discount description from a discount agreement, if an item discount agreement justifying a discount on the current item line on the order has been created. You can change the suggested text in this field.

Field	Description
	If you have manually entered a discount on the item line, you can enter a description of the discount in this field. The description is included on the printout of the item purchase order. If the current line is a text line, no value can be entered in this field.
Note No.	In this field, you can specify the number of a note to be assigned to the current line for further specification. Notes are created and edited in the window Notes in the Set-Up module.
Note Description	This field shows a description of the note specified in the field “Note No.” above.
Item Note No.	If the item specified on the line is a template item, that is, an item for which a template note has been specified in the window Item Information Card, this field is automatically completed. A template item is an item where the generic item information is not specific enough, as certain details may change from order to order. An example of a template item is a business card where the basic information about the card such as the paper type and background color is static, but each time a batch of cards is ordered, the title, name and address to be printed on the card are different. It is therefore important that a number of additional fields are made available so that a user ordering a business card is allowed to enter this information. Once the order line has been created and this field has automatically been completed, you can enter the additional information required for the template item by opening the window Notes in the Set-Up module, selecting the template note in this field, and specifying the relevant data in the table part. The procedure for the automatic completion of the field depends on whether the purchase order line is created on the basis of a sales order line or not. If the line is not based on a sales order line, Maconomy creates a copy of the template note from the item information card, assigns the copy to the current purchase order line by means of this field. If the line is based on a sales order line, Maconomy creates a copy of the template note from the order line in question, and assigns the copy to the current purchase order line. For further information on the use and set-up of template items, see the description of the field “Template Note No.” in the window Item Information Card. The information entered in the note is also printed on external order documents.
Item Note Description	This field shows a description of the note specified in the field “Item Note No.” above.
Extra Text 1-10	In these fields, you can enter supplementary text for a further description of the current item. In the first three fields, Maconomy suggests the value from the corresponding fields in the item information card. You can change the suggested texts and enter additional information in the remaining seven fields.

Field	Description
Popup 1-5	In these fields, you can enter various information about the current item. Maconomy suggests the values selected in the corresponding fields on the current item's information card, but you can change the values for the current item purchase order line in these fields. The options are created in the window Popup Fields the Set-Up module.
Date 1-5	In these fields, you can enter various dates related to the current item purchase order line.
Orig. Quantity	In this field, you can enter the number of units of the current item that were ordered originally. When item purchase order lines are created, the value entered in the field "Ordered" is automatically copied to this field. The value can, however, be changed if this is required.
Currently Received	This field shows how many items in the item line have already been received. The value cannot be changed here. The field is updated when you enter item receipt in the Item Receipt window.
Vendor Item No.	This is the vendor's item number. For items with inventory control, the value is automatically retrieved from the current combination of warehouse and vendor in the window Suppliers, but the number can be changed in this field. If you specify a value here, it is printed on the item purchase order instead of your own item number. This makes it easier for the vendor to identify the item.
Vendor Item Desc.	This is the vendor's item text. For items with inventory control, text is retrieved from the current combination of warehouse and vendor in the window Suppliers, but the text can be changed in this field. If you specify a text here, it is printed on the item purchase order instead of your own item text.
Price at Step 1	This is the price of one unit of the item, if the order is assigned to a price list and the item is included in the price list. The value cannot be changed manually.
Keep Price	This field shows whether the unit price and discount percentage on the current line should be recalculated when changing the quantity. If this field is marked, a change in quantity will not cause the current unit price or discount percentage to be recalculated, even if the new quantity results in, for example, a different price step.
Quantity Disc.	This is the quantity discount, if the price list quotes a quantity discount and if the quantity ordered justifies the discount.
Sales Order No.	If the item purchase order line is created from a sales order line, in either the Sales Order to Item Purchase Orders or the Item Purchase Selection window, this field shows the number of the sales order. It cannot be changed manually.
Duty Code	This field shows a code for the duty to be calculated if the vendor is from a foreign country. The duty code is transferred from the item information card in connection with the creation of an item purchase order. The duty code in this field cannot be changed.

Actions

This section shows the Actions available in the Item Purchase Orders workspace.

Top Tab

Field	Description
Approve item purchase order	Select this action to approve the item purchase order in the window. After having completed an order in the Item Purchase Orders window, you must approve it to be able to print it and process it through the system. When the order is approved, the items are registered as ordered, that is, Maconomy updates the “Item Purchase Orders” field in the Item Information Card and Item Information windows in the Inventory module. If you have selected an inventory profile, the purchase line will also be shown in the Inventory Profiles window.
Print Item Purchase Order	Select this action to print the item purchase order in the window. An item purchase order must be approved before it can be printed. If you wish to print several item purchase orders at the same time, you can use the “Print Item Purchase Orders” window. In the “Print Item Purchase Orders” window, you can define selection criteria by specifying a range of item purchase order numbers and/or an interval of delivery dates.
Close Item Purchase Order	Select this action to close the item purchase order in the window. Closing an item purchase order means you cannot any longer add item lines or enter backorder receipts. If the Item Receipt window is open, and shows the item purchase order from this window, you must close the Item Receipt window before being able to close the item purchase order here. You may find that the vendor is unable to deliver an item on backorder, because it is discontinued. If so, and the item purchase order is closed, Maconomy cancels the order by resetting the value in the “Item Purchase Orders” field in the Item Information Card and Item Information windows in the Inventory module.
Sort by Item No.	When you select this action, item purchase order lines will be sorted by item number. Lines with identical item numbers and description will keep their original sorting order.
Copy Delivery Date	When you select this action, the date from the field “Pref. Deliv. Date” in the card part of this window is copied to the field “Deliv. Date” on all lines in the table part of the item purchase order.
Update Item Reservations	Using this action, you can update the delivery dates on sales order lines regarding the items specified on the current item purchase order, so that they reflect the latest information on expected delivery (for instance changes in the expected availability date of purchased items). The action only includes lines where the item has inventory profile, and the action ignores sales order lines belonging to sales orders where the field “Urgent” is marked.

Field	Description
	For each line on the item purchase order, Maconomy checks which order lines in the Sales Orders module pertain to the same item. Only lines for which no picking or packing list exists are considered in this process. For each of these sales order lines, starting with the one with the earliest delivery date, Maconomy re-reserves the items, and calculates the earliest possible deliver date based on delivery time, the current purchase volume, production volume, order volume, and quantity in stock. This process also includes information on other item purchase orders. If a later date is calculated for a sales order line and the field “Split Order Lines” is marked on the order in question, Maconomy runs the action “Split Line” on the line to see if any of the units can be delivered at an earlier time. If the delivery date on one of the affected sales order lines is changed to a later one which conflicts with the remaining delivery information on the sales order, Maconomy blocks the line after updating the delivery date. The following situations cause Maconomy to block the line: ▪ The sales order has not been approved, a consignment is specified on the line, and the updated delivery date is not the same as the packing date of the consignment ▪ The sales order has been approved and does not have partial delivery, and the updated delivery date on the line is later than the one in the card part You can also use the window Update Item Reservations to update delivery dates on a range of order lines.
Attach Document	This action allows you to attach a document to the item purchase order.

Item Purchase Order Lines Workspace

Use this workspace to look up information about item purchase order lines.

Using the Find functionality in this workspace, you can find, for example, the number of the item purchase order on which certain items were ordered.

Item Purchase Order Lines Tab

This section includes the fields and descriptions for the Item Purchase Order Lines tab.

Item Purchase Order Line Island

Field	Description
Order No.	This field shows the number of the item purchase order to which the line has been assigned.

Field	Description
Line No.	This field shows the number of the item purchase order line on the item purchase order.
Vendor No.	This field shows the number of the vendor to whom the item purchase order has been assigned.

Item Island

Field	Description
Item No.	This field shows the number of the item to be purchased.
Description	This field shows the description of the current item.
Internal Desc.	This field shows the internal description of the current item.
Extra Text 1-10	These fields show the supplementary text entered for the current item purchase order line in the window Item Purchase Orders.
Deliv. Item No.	This field shows the vendor's item number of the current item. The item number is printed on item purchase orders in the Item Purchase module instead of the company's own item number. This facilitates the identification of items to be ordered.
Deliv. Item Text	This field shows the item text used by the vendor for the current item. This item text is printed on item purchase orders in the Item Purchase module instead of the company's own reference to the same item.
Item Group	This field shows the item group to which the current item has been assigned.
Item Type	This field shows the item type to which the item has been assigned.
Unit	This field shows the unit in which the current item is purchased (for instance pieces, pounds, and so on).
Serial No. Control	This field indicates whether the current item is under serial control, which means that you have entered a serial number in connection with purchases and sales. In this way, an individual item can be trailed from vendor via warehouse to customer. This is referred to as the item's life cycle. The item can only be under inventory control if it is under serial number control also.

Quantity Island

Field	Description
Ordered	This field shows the number of purchase units, which have been ordered of the current item.

Field	Description
Currently Received	This field shows the number of items already registered as being received.
Sales/Purchase Unit	This field shows the number of sales units being equivalent to a purchase unit. If for instance you have purchased a case of 12 units from the vendor and you wish to stock and sell these units by the piece, the number 12 will be displayed in this field.
Min. Purchase Unit	This field shows the smallest purchase unit of the item.

Price Island

Field	Description
Pricing Unit	This field shows a number of the current item included in the unit price of the item.
Unit Price	This field shows the unit price used on the item line in question.
Extended Price	This field shows the current line price as the number of ordered units multiplied by the unit price on the line, divided by the pricing unit and finally deducted a discount amount entered in the field “Discount.”
Currency	This field displays the currency used on the order line.

General Island

Field	Description
Tax Code	This field shows the tax code for the item purchase order line. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Duty Code	This field shows the duty code for the item purchase order line if the vendor’s country is different from the company’s country.
Sales Order No.	If the item purchase order line has been created from a sales order line in one of the windows Sales Orders, Item Purchase Orders or Item Purchase Selection, the number of the assigned sales order will be shown here.

Item Note Island

Field	Description
Note	If a template note has been assigned to the current line, this field shows the note number and description of the note in question. The note text can be viewed and edited in the window Notes in the Set-Up module.

Warehouse Island

Field	Description
Warehouse	This field shows the warehouse to which the current item has been assigned.
Stock Location No.	This field shows the stock location specified on the order line.
Inventory Control	This field indicates whether the current item is under inventory control.
Delivery Date	This field shows the requested delivery date of the item.
Expected Delivery Date	This field shows the expected delivery date of the item.
Confirmed Deliv. Date	This field shows the date on which the supplier has confirmed that delivery will take place.
Expected Availability Date	This field shows the date on which the items are expected to be available for sale. For a description of the difference between this field and the field “Confirmed Deliv. Date,” see the description of the relevant fields in the table part of the window Item Purchase Orders.
Deliv. Remarks	This field shows the remarks assigned to the delivery date for the item purchase order line.

Discount Island

Field	Description
Discount %	This field shows any discount percentage entered on the item purchase order line.
Discount	This field shows any discount amount entered on the item purchase order line.
Discount Desc.	This field shows any discount description entered on the item purchase order line.
Quantity Disc.	This field shows the quantity discount amount if a quantity discount has been selected for the item and if the number of ordered units on the item line justifies a quantity discount.

Note Island

Field	Description
Note	If a note has been assigned to the current line, this field shows the note number and description of the note in question. The note text can be viewed and edited in the window Notes in the Set-Up module.

Extra Fields Island

Field	Description
Popup 1-5	These fields show the selected pop-up values for the item purchase order line.
Date 1-5	In these fields, you can enter various dates related to the current item purchase order line.

Item Purchase Selection Workspace

Use this workspace to create an item purchase selection based on stocking information from the Item Information Card or on non-delivered sales orders.

Use the fields in the Selection Criteria island to select which items, vendors, sales orders, and customers to include in the purchase selection. When you click "OK," Maconomy runs through the selected criteria and creates item purchase orders and item purchase order lines using the information in the Item Purchase Control island. Maconomy creates one item purchase order for every vendor that is included in the item purchase selection. Using the **One Order per Buyer** field, you can split the selection up into one order per combination of vendor and buyer specified on the item information cards (or item groups; see the **Buyer** field) of the included items.

Maconomy automatically specifies the company to which the selected warehouse is assigned as being responsible for the item purchase orders that are created. See "Multiple Companies" in "Introduction to the G/L Module" for more information about the concept of responsible companies and the company specification on warehouses.

When setting the price of the items, Maconomy uses the delivery date on the order line as a reference to the issue of the price list that is valid at the time of delivery.

An item purchase order that you create as part of the item purchase selection can contain a maximum of 100 lines. If more lines are required, Maconomy creates an additional number of item purchase orders with the same vendor.

Purchase Based on Stock

When you create an item purchase selection from inventory balances, Maconomy calculates the quantity, using the reorder level and the maximum inventory specified on the Item Information Card and the regulations in percentages from a possible seasonal model in the Seasonal Models workspace to which the current item is assigned. First Maconomy calculates the expected available inventory at the delivery horizon, that is, the current date plus the delivery time. If you use the Inventory Profile for the current item and inventory, Maconomy calculates the available stock from the current inventory plus the entered receipts, less the entered shipments in the period up to the horizon date. Otherwise, Maconomy calculates the available stock as the current stock plus existing item purchase order volume, less sales order and backorder volumes. By using an Inventory Profile, you avoid purchasing items for sales orders that are to be delivered later than the item's delivery horizon.

If the calculated future stock is less than or equal to the reorder level of the item, Maconomy suggests a purchase that brings the stock level up to the maximum level of the item. For items that you assigned to a seasonal model for the warehouse to which items are bought, Maconomy regulates the reorder level and the maximum inventory with the percentages that you specified on the line in the seasonal model that is valid on the day on which the item is to be delivered at the

earliest, that is, today's date plus the item's delivery time. If the reorder level for an item is 8 pieces, and the item stock on hand is 10 pieces, Maconomy does not create an item purchase order line for the item in the current warehouse. However, if the item in the current warehouse is assigned to a seasonal model in which it is specified that the reorder level is to be regulated with 50% in the current period, Maconomy regulates the reorder level to 12 pieces so that the item stock is smaller than the reorder level. This regulation then results in the creation of an item purchase order line for the item.

If you specify the recommended purchase quantity in the Item Information Card workspace as being larger than 0 in the **Recommended Purchase Quantity** field, one of the following situations occurs when you create an item purchase selection:

- If you need a larger quantity of items than the one specified as the recommended purchase quantity, Maconomy suggests a whole number multiplied by the recommended purchase quantity. Maconomy never suggests a purchase quantity that exceeds the one allowed by the maximum stock level.

  Example:

  - Maximum stock level = 34
  - Available quantity = 10
  - Difference between maximum and avail. = 24
  - Recommended purchase quantity = 5

  Because Maconomy suggests a whole number multiplied by the recommended purchase quantity, you can order 4 times 5, that is, 20 items, and still be within the maximum stock level of the item. If you ordered 5 times 5 items, the maximum level would be exceeded.
- If the difference between the maximum stock and the available quantity is smaller than the recommended purchase quantity, Maconomy still suggests the same purchase quantity, even though the maximum stock level is exceeded. If you want to change that, you must manually specify another recommended quantity in the Item Purchase Orders workspace for each item involved.

If one of the vendors that is affected by the item purchase selection is blocked, or if you do not have access to the vendor, Maconomy does not create any item purchase orders. You can remove the blocking of a vendor by deselecting the **Blocked** field on the information card of the vendor in question.

Purchase Based on Sales Orders

When you create an item purchase selection from sales orders, you can either enter the purchase quantity manually in the Sales Order to Item Purchase Orders workspace, or Maconomy can add it automatically to the backorder quantity or the as-yet-undelivered quantity. In the Sales Order to Item Purchase Orders workspace you can also specify precisely which order lines are to be selected for purchasing, as well as which vendors you are buying the items from. You can also create item purchase orders directly from this workspace, but then you can only create an item purchase order for one sales order at a time, which means that you cannot create joint item purchase orders for items in different sales orders.

Maconomy converts the suggested purchases from sales units, which are used to calculate inventories, to purchase units. Maconomy does this using the **Sales/Purchase Unit** conversion factor in the Item Information Card. If this results in a quantity that is lower than the minimum

purchase unit of the item in question, Maconomy sets the quantity to zero on the resulting purchase order line.

In practice, an item purchase selection consists of a number of item purchase orders. Maconomy creates one item purchase order for every vendor in the selection. You can edit the item purchase orders in the Item Purchase Orders workspace, where you can add and delete item lines.

If one of the vendors affected by the item purchase selection is blocked, if you do not have access to the vendor, or if you do not have access to every sales order for which item purchase orders are being created, Maconomy does not create any item purchase orders. You can remove the blocking of a vendor by deselecting the **Blocked** field on the information card of the vendor in question.

Item Purchase Selection Tab

This section includes the fields and descriptions for the Item Purchase Selection tab.

Selection Criteria Island

Field	Description
Warehouse	Here, you can select a warehouse for which you are purchasing items. If you select a warehouse, Maconomy only verifies items assigned to this warehouse in the window Item Information Card in the Inventory module. The company to which the warehouse is assigned will automatically be responsible for the item purchase orders created as a result of the item purchase selection. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” for a detailed description of the concept of the company specification on warehouses.
Vendor	Here you enter a range of vendor numbers. Maconomy only verifies items from vendors within this range.
Buyer	This field is only used when creating an item purchase selection from stock. Here you can enter a range of buyers. The item purchase selection will only include items assigned to buyers within the specified range. Buyers can be assigned to items in three places: ▪ In the table part of the window Item Information Card, thus indicating a warehouse specific buyer of the item in question. ▪ In the card part of the window Item Information Card, indicating an item specific buyer. ▪ In the window Item Group Information Card, indicating a group specific buyer. It is possible to assign buyers in both the card and table parts of the same item, as well as on the item group to which the item is assigned. When determining whether to include a given item in the item purchase selection, Maconomy uses the following procedure, thus prioritizing the individual places in which a buyer can be specified:

Field	Description
	1. If the item information card of the item contains a line for the warehouse selected in the field “Warehouse” above, and a buyer has been specified on that line, the item is included if the buyer is within the specified range, and Maconomy skips the remaining steps in the procedure. If a buyer has been specified for the warehouse in question but the buyer is not within the specified range, the item is not included, and Maconomy skips the remaining steps in the procedure. If the item information card does not contain a line for the ware house or if the field “Buyer” is blank for the warehouse line in question, Maconomy proceeds to step 2. 2. If a buyer has been specified in the card part of the item information card of the item, the item is included if the buyer is within the specified range, and Maconomy skips the remaining steps in this procedure. If a buyer has been specified but the buyer is not within the specified range, the item is not included, and Maconomy skips the remaining steps in the procedure. If no buyer has been specified in the card part of the item information card, Maconomy proceeds to step 3. 3. If a buyer has been specified for the item group to which the item is assigned, the item is included if the buyer is within the specified range, and Maconomy skips the remaining steps in the procedure. If a buyer has been specified but the buyer is not within the specified range, the item is not included. If no buyer has been specified in the item group, Maconomy proceeds to step 4. 4. If no buyer has been found in any of the previous steps, the item is not included in the item purchase selection. Please note that if you do not specify a range of buyers, Maconomy disregards buyer information when determining whether to include an item in the item purchase selection. This means that a blank range of buyers does not mean that Maconomy will only include items to which no buyer is assigned. Instead, the selection will include all items matching the remaining selection criteria entered in the window.
One Order per Buyer	By default, the purchase selection will be split up into one order per vendor to supply the items included in the selection. However, by marking this field, you can specify that the purchase selection should be split up into one order per combination of supplier and buyer assigned to the items included in the selection criteria. For further information about Maconomy’s method for finding the buyer assigned to a given item, see the description of the field “Buyer” above.
Item Group	Here you can select an item group. Maconomy only verifies items assigned to this group in the Item Information Card window.
Item Type	Here you can select an item type. Maconomy only verifies item numbers assigned to this type in the Item Information Card window.

Field	Description
Item No.	Here you can specify a range of item numbers. Maconomy only verifies items within this range. If you do not enter a range, the other selection criteria fields will determine which item numbers will be included in the item purchase selection.
Item Statistics 1-4	In these fields, you can specify ranges for the statistics fields on the item information card. The item purchase selection will only include items whose values in the four statistics fields are within the specified range.
Order No.	Here you can enter a range of order numbers. It is only possible if you have chosen “From Sales Orders” in the “Create Item Purchase Selection” field. If you enter a range, Maconomy will only create item purchase orders from the sales orders in the range.
Created on	Here you can enter an interval of dates. Maconomy automatically enters the current date, but you can change it. If you enter an interval, and if you have chosen “From Sales Orders” in the “Create Item Purchase Selection” field, Maconomy will only create item purchase orders for the sales orders which are created in the given period. The field cannot be used if you have chosen “From Stock.”
Packing Date	In this field, you can specify a range of packing dates. The field can only be used if you select “From Sales Orders” in the “Create Item Purchase Selection” field. If you enter a range, Maconomy will create item purchase orders for the sales orders assigned to consignments whose packing dates are within the specified range. Furthermore, purchase orders will be created from orders that are not assigned to a consignment.
Consignment Date	Here you can enter a range of consignment dates. Maconomy will only create item purchase orders assigned to consignments with a consignment date within the specified range.
Customer No.	Here you can enter a range of customer numbers. It can only be used if you have chosen “From Sales Orders” in the “Create Item Purchase Selection” field. If you enter a range, Maconomy will only create item purchase orders for sales orders whose ship-to customers are in the range.
Department	Here you can select a department. The field can only be used if you select “From Sales Orders” in the “Create Item Purchase Selection” field. If you select a department, Maconomy will only create item purchase orders for sales orders assigned to that department.

Item Purchase Control Island

Field	Description
Create Item Purchase Selection	Here you choose whether to base the item purchase selection on inventory balances or non-delivered sales order lines. If you select “From Stock,” Maconomy verifies the items which meet the selection criteria specifications, and creates purchase lines for items whose

Field	Description
	expected inventories will be on or under the reorder level at the delivery horizon. If you select “From Sales Orders,” Maconomy verifies the sales orders in the selection criteria and creates purchase lines for the order lines for which there is a quantity in the “Purchase” field. The quantity can also be set automatically by marking the “Purchase All” or “Purchase Remainder” fields.
Auto. Approval	Here you choose whether to automatically approve the item purchase orders. If you mark the field, the item purchase orders will be approved in the same way as if you for each item purchase order selected “Approve Item Purchase Order” in the Item Purchase Orders window. When item purchase orders are approved, the items are registered as having been ordered, that is, the value in the “Item Purchase Orders” field is updated in the Item Information Card and Item Information windows.
Item Purchase, Total	If you mark this field, Maconomy will automatically suggest you purchase items that have not yet been delivered in the sales orders that meet the selection criteria. The quantity will only be set for order lines for which there is a vendor in the “Vendor No.” field in the window Sales Order to Item Purchase Orders. The field can only be used if you have chosen “From Sales Orders” in the “Create Item Purchase Selection” field.
Item Purchase, Remainder	If you mark this field, Maconomy will automatically suggest you purchase items which are in backorder on the sales orders which meet the selection criteria specifications. The quantity will only be set for order lines for which there is a vendor in the “Vendor No.” field in the window Sales Order to Item Purchase Orders. The field can only be used if you have chosen “From Sales Orders” in the “Create Item Purchase Selection” field.
Include Expected Raw Material Requirement	In this field, you can specify whether the item purchase selection is to consider raw material requirements in planned productions. When determining the quantity of items to purchase, Maconomy assumes that items with production control are produced by the company itself. Thus, if the stock of raw materials is insufficient compared to the size of planned productions, Maconomy will create item purchase orders for the raw materials. The expected raw material requirements are calculated from the number of orders registered, productions, current stock, and existing item purchase orders. If the finished item has inventory profile, the raw material requirement analysis is limited to the delivery time of the raw material in question. Thus, sales orders, item purchase orders, and productions beyond the time limit are ignored. For example, a company using a certain type of screw in the production of office furniture may need to analyze the need for screws in all sales orders for BOM items, that is, tables, chairs, and so on, to get a full perspective of the raw material requirements. In other words, the raw material requirement for screws is determined by the need for screws on the lowest production level of the finished item.

Field	Description
	Considering the number of registered sales orders, production transactions, and item purchase orders for a given raw material, the requirement analysis can thus show whether the available stock is smaller than required for a given production, and you will be warned of the need for producing more units of the raw material in question. An item is only included in the raw material requirement analysis if it has purchase control and is registered on the BOM of an item with inventory control.
Drop Shipment	If you mark this field, the item purchase orders will be delivered directly from the vendor to the bill-to customer in the sales order. Marking this field has the same effect as marking the “Direct Deliv.” field on all of the item lines in the window Sales Order to Item Purchase Orders. It can only be used if you have selected “From Sales Orders” in the “Create Item Purchase Selection” field. Even if you do not mark the field, it is still possible to make item purchase orders to be drop shipped. This is done by manually marking the “Direct Deliv.” field on the item lines in the window Sales Order to Item Purchase Orders.
Include Orders with Consignments	This field is only relevant if you have marked the field “Drop Shipment.” If you mark the field “Drop Shipment,” orders with consignments are only taken into consideration in the item purchase selection if you mark this field. On the sales orders in question, the fields “Consignment No.” and “Blanket Order” are automatically blanked, and the orders are marked for partial delivery.
Incl. non-inventoried	If you mark this field, Maconomy will make purchase lines for items both with and without inventory control. If you do not mark the field, Maconomy will only create purchase lines for items with inventory control. The field can only be used if you have selected “From Sales Orders” in the “Create Item Purchase Selection” field.
Reorder Factor	In this field, you can enter a factor to be used for regulation of the reorder level for the items on the item purchase selection. When Maconomy determines whether or not to purchase an item, it uses the reorder level from the Item Information Card. If you wish to adjust your stock of an item temporarily, you can enter a reorder factor here, which Maconomy then multiplies with the reorder level when making the item purchase selection. Note that if a regulation of the reorder level for an item is made on the basis of a seasonal model, the reorder factor is multiplied with the regulated reorder level and not on the basis of the reorder level stated on the item’s information card. The field can only be used if you select “From Stock” in the “Create Item Purchase Selection” field.
Pref. Delivery Date	Here you must specify an interval of preferred delivery dates. Maconomy prints item purchase orders with preferred delivery dates (from the card part of the Item purchase orders window) within this interval.

Actions

This section shows the Actions available in the Item Purchase Selection workspace.

Top Tab

Field	Description
OK	When you click “OK,” Maconomy runs through the selected criteria and creates item purchase orders and item purchase order lines using the information in the “Item Purchase Control” island. Maconomy creates one item purchase order for every vendor included in the item purchase selection. Using the field “One Order per Buyer,” you can split the selection up into one order per combination of vendor and buyer specified on the item information cards (or item groups; see the field “Buyer”) of the items included.

Sales Order to Item Purchase Orders Workspace

Use this workspace to automatically create one or more item purchase orders from a sales order. You assign each item line in the item purchase orders to only one of the sales order's item lines. This workspace enables you to browse through all of the sales orders, but you can only create item purchase orders from a sales order if it is approved and not yet fully delivered.

You can enter a vendor number on each item line, after which you can create an item purchase order for each separate vendor.

From the Item Purchase Selection workspace you can also create item purchase orders from several sales orders in one operation. This feature also enables you to create one item purchase order for each vendor from the chosen sales order item lines. This means that you can take lines from different sales orders and put them in the same item purchase order. However, Maconomy always creates a separate item purchase order line for each sales order line.

When you receive the items from an item purchase order that you create in this workspace, Maconomy automatically transfers serial numbers that have serial number control to the Serial Number Entry workspace in the Sales Orders module, shown for the relevant sales order. Maconomy selects any backorder items for packing so that you can print a packing slip for the sales orders.

You can specify on each line whether the items are to be drop shipped, so that the vendor sends the items directly to your customer. The delivery address on the item purchase order is therefore that of the customer, instead of your inventory. Maconomy creates a separate item purchase order for lines to the same vendor to the same customer.

You can edit and approve the item purchase order for further processing in the Item Purchase Orders workspace.

Orders that you create in the subscription module cannot be displayed in this workspace.

Sales Order to Item Purchase Orders Tab

This section includes the fields and descriptions for the Sales Order to Item Purchase Orders tab.

Sales Orders Island

Field	Description
Order No.	This is the number of the sales order on which the item purchase orders will be based. You can use the search functions in the Find menu to find the right sales order.
Warehouse	This is the warehouse the items in the sales order are to be delivered from.
Department	This is the department the sales order is assigned to. In the Item Purchase Selection window you can choose to include sales orders from a specific department and/or warehouse.
Approved	This field shows whether or not the sales order is approved. A sales order must be approved using the action “Approve Order” in the Sales Orders window before you can create item purchase orders from its item lines.
Delivered	This field shows whether all or any items from the sales order have already been delivered. It shows “No,” “Partly,” or “Yes.” You can only create item purchase orders if it is not yet fully delivered.

Customer Island

Field	Description
Customer	These fields display the name and number of the ship-to customer in the sales order. They will appear on any item purchase orders to be drop shipped. The other lines in These fields show the address of the customer in the sales order. It is printed on delivery notes and invoices for the sales order, as well as on any item purchase orders to be drop shipped. The text can be changed here, but the changes only have effect in the sales order and the item purchase orders shown and created here.
Attn.	This field displays the customer’s attention person.
Phone	This field displays the customer’s telephone number.

Item Purchase Island

Field	Description
Auto. Approval	In this field, you can specify whether the item purchase orders should be approved automatically. If you mark this field, the item purchase orders will be approved in the same way as if you for each item purchase order chose the action “Approve Item Purchase Order” in the Item purchase orders

Field	Description
	window. When item purchase orders are approved, the items are registered as being ordered, that is, the value in the “Item Purchase Orders” field is updated in the windows Item Information Card and Item Information in the Inventory module.
Incl. non-inventoried	If you mark this field, you will include items without inventory control in the item purchase order.
Item Purchase Order Sum	This field displays the order sum of the assigned item purchase order lines. The amount is displayed in the base currency of the company responsible for the sales order.
Base Currency	This field shows the base currency of the company responsible for the current sales order. For further information about the concepts of enterprise currency and base currencies, see the description of the field “Base Currency” in the window Company Information in the G/L module.
Last Receipt	This field displays the date of the last item receipt for the item purchase orders in the window. The date is updated when you choose “Approve Receipt” in the Item Receipt window.
Last Delivery	This field displays the date of the last delivery for the order.

Joint Item Purchase Order Island

Field	Description
Vendor	In this field, you can enter the number of a vendor to be used for all the item lines in the sales order. It is used if you want to match sales orders and item purchase orders one-to-one. If you enter a value, the action “Create Item Purchase Orders” will create one item purchase order with the same item lines as in the sales order. You can only use it if you have not already created item purchase orders for any of the item lines in the sales order. When you press Return, the vendor number is copied to all the item lines.
Drop Shipment	You can mark this field if you wish your vendor to deliver the items directly to your ship-to customer. You can only change the field if you have not already created item purchase orders for any of the item lines in the sales order.
Incl. Text Lines	You can mark this field if you wish to include any text lines from the sales order.
Item Purchase Order No.	This field displays the number given to the item purchase order by Maconomy after you select “Create Item Purchase Order” in the Action menu. It cannot be changed.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Company Island

Field	Description
Company	This field displays the name and number of the company responsible for the current sales order. The company in this field will also be responsible for the item purchase orders created from the sales order. See the section “Several Companies” in the chapter “Introduction to the G/L Module” for a further description of the concept of responsible companies.

Order Lines Sub-Tab

This section includes the fields and descriptions for the Order Lines sub-tab.

Field	Description
Item No.	This is the line’s item number. All the sales orders item lines are shown, but Maconomy does not create item purchase orders for BOMs which are being shown in full on the sales orders.
Quantity	This is the quantity of units entered in the Sales Orders window. It cannot be changed here.
Unit	This is the unit the item is sold in.
Balance	This is the backorder quantity of the item line. It cannot be changed here. When you choose the action “Purchase Back Orders,” Maconomy copies this quantity to the “Item Purchase Orders” field, where it is rounded down to a whole number of the item’s minimum purchase units. If your company uses the “By Reservation” backorder principle, the quantity shown here will be the same as the quantity which was not available when the sales order was registered.
Delivered	This is the quantity already delivered to the customer from the item line. It cannot be changed here. When you choose “Purchase All” in the Action menu, Maconomy copies the undelivered quantity – that is, the difference between the “Quantity” and “Delivered” fields – to the “Item Purchase Orders” field, where it is rounded down to the nearest whole quantity of the item’s minimum purchase unit.
Description	This is the item description. The “Quantity,” “Unit,” and “Description” fields can always be changed in the Sales Orders window.
Item Purchase	Here you enter how many units to purchase. The actions “Purchase All” and “Purchase Back Orders” determine the value here, but you can change it manually. When you choose “Create Item Purchase Orders,” Maconomy creates item purchase order lines for the item lines with a positive quantity in this field. The quantity is given in sales units, but the system verifies that it can be divided by

Field	Description
	the minimum purchase unit. Maconomy gives a warning if the quantity exceeds the as yet undelivered quantity. You can only enter a quantity if the “Vendor” field is completed. After having created a purchase line for the sales order line, you cannot change the quantity.
Currently Received	This is the quantity already received on the purchase line. It is updated when you choose “Approve Receipt” in the Item Receipt window. This also updates the “Last Receipt” field in the card part of the window. In the “Order Lines” window in the Sales Orders module you can search for the lines for which you have received items.
Drop Ship	You can mark this field to show that the items in the item purchase order must be delivered directly from the vendor to the customer. If this field is marked, Maconomy uses the delivery address for the sales order when printing the item purchase order. After having created a purchase line, you cannot change the field. For order lines to be drop shipped, the “For Packing” field is reset, so that they will not be included in any packing lists and packing slips.
Vendor	Here, you can enter the number of the vendor who is delivering the items. For items with inventory control, Maconomy completes the field automatically when the line is created. The item is suggested purchased from the vendor who is registered on the information card of the item. The action “Create Item Purchase Orders” only includes lines with a vendor that has not been blocked. After creating a purchase line, you cannot change the field.
Vendor Name	This is the name of the vendor shown in the “Vendor No.” field.
Remarks	In this field, you can make notes related to the delivery.
Item Purchase Order No.	This is the number of the item purchase order. It can only be manually changed to zero, whereby the association between the sales order line and the item purchase order line is broken. This means, for example, that items received from the item purchase order will not affect the sales order.
Transfer Cost	In this field, you can specify that you wish to transfer the cost and the description from the sales order line on which the item purchase order line is based. The description from the sales order line will be shown in the field “Description.”
Cost	If you have marked the field “Transfer Cost,” the cost from the sales order will be copied to this field and replace the regular calculation of the purchase price, which is based on the item’s price and possibly a purchase price list.

Print Item Purchase Order Workspace

Use this workspace to print open item purchase orders in batches.

If you create many item purchase orders in a day or in a certain period, you can save time by printing them from this workspace in one operation. You define selection criteria by specifying a range of item purchase order numbers and/or an interval of delivery dates. You can only print an item purchase order if it is approved and not yet closed. In the Item Purchase Orders workspace, you can print item purchase orders individually after you create them.

Print Item Purchase Order Tab

This section includes the fields and descriptions for the Print Item Purchase Order tab.

Selection Criteria Island

Field	Description
Item Purchase Order No.	Here you can specify a range of item purchase order numbers. Maconomy prints item purchase orders numbered within this range. If you leave the fields blank, they have no influence on the selection criteria.
Company No.	In this field, you can specify a range of company numbers. The printout will only include item purchase orders on which the responsible company is within the specified range.
Pref. Delivery Date	Here you must specify an interval of preferred delivery dates. Maconomy prints item purchase orders with preferred delivery dates (from the card part of the Item purchase orders window) within this interval.
Vendor	Here you enter a range of vendor numbers. Maconomy will only print item purchase orders to vendors within the range. You can leave the field blank, in which case vendor number will not have influence on the selection criteria.
Department	Here you can select a department. Maconomy will only print item purchase orders from this department. If you leave the pop-up field blank, department will not influence the selection criteria. The pop-up field shows the departments created in the window Posting References in the G/L module.
Language	Here you can select a language code. The printout will only include item purchase orders with this language code. If you leave the pop-up field blank, language will not influence the selection criteria. The pop-up field shows the languages created in the Popup Fields window in the Set-Up module. If you have created different language layouts, you can select language code here and the particular layout in the Print Control island.
Include Non-Approved	In this field, you can specify if non-approved item purchase orders are to be included on the printout. If you do not mark this field, only approved item purchase orders are included on the printout.

Field	Description
Include Orders with No Preferred Del. Date	If you mark this field, the printout will include orders on which no preferred delivery date has been specified. If you do not mark the field, only orders for which a preferred delivery date has been specified are included.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Receipt Section

This section includes the fields and descriptions for the Receipt Section workspaces.

Item Receipt Workspace

Use this workspace to enter item receipts from item purchase orders that you create in the Item Purchase Orders workspace.

The Item Receipt tab displays general and account information about the item purchase order. The Item Purchase Lines sub-tab displays the items that have been ordered. You must approve an item purchase order in the Item Purchase Orders workspace before you can enter the item receipt here.

To record an item receipt, you first retrieve the relevant item purchase order in the Item Purchase Order tab in this workspace. If you cannot remember the number of an item purchase order, you can use the search functions in the Find menu to locate it. Next, specify how many items you have received for each item line. You cannot change any prices here; you set prices in the Item Purchase Orders workspace.

If the item purchase order has items that have serial number control, you must enter these serial numbers in the Serial Number Entry workspace before you can approve the item receipt. If you select the **Extended Serial Number Control** system parameter, Maconomy automatically creates serial number receipt lines for items with a standard serial number for purchase to the current warehouse.

When you create an item purchase order, the automatically created serial number receipt lines already exist; Maconomy automatically updates them with the ordered and received numbers if you do not manually create additional serial number receipt lines for the current item purchase order line, and if the numbers on the automatically created serial number line correspond to the numbers that have been ordered and received in the Item Purchase Orders and Item Receipt workspaces.

Thus, you do not need to manually enter the receipt of serial numbers for items that have a standard serial number for purchase. You specify the standard serial number for purchase of an item in the Item Information Card workspace.

If the item purchase order is linked to a sales order, Maconomy automatically copies the serial numbers to the sales order when you approve the item receipt. Any items that are on backorder are reserved for packing so that you are ready to print a packing slip.

If you select the **Warning of Receipt without Price** system parameter, Maconomy warns you if the price is missing on either of the item purchase order lines on which the current item receipt is based. Thus you can avoid the problem of stocking items with a cost of 0. If a cost of 0 has been specified, you can go back to the item purchase order and correct the cost in accordance with the packing slip or vendor invoice received along with the items.

When you approve a receipt, automatic backorder allocation only happens if you selected the **Automatic Back Order Receipt** field in the System Information workspace, and you use the backorder method **By Reservation**. Backorder allocation happens upon item receipt. Maconomy sets the quantity for packing on order and BOM lines at the number of items on backorder, and the new items thus do not count as available stock.

If you change the price, item description, unit, or quantity on a purchase line that is created from a sales order in the Sales Order to Item Purchase Orders workspace, these changes also affect the sales order in question when you approve the item receipt. However, the sales order is only affected if the item has sales price costing and you selected the **Transfer Cost** field in the Sales Order to Item Purchase Orders workspace. You define sales price costing for an item group in the Item Group Information Card workspace in the Inventory module.

You can enter item receipts that are not related to any item purchase order in the Inventory Change workspace in the Inventory module.

Item Receipt Tab

This section includes the fields and descriptions for the Item Receipt tab.

Item Purchase Order Island

Field	Description
Order No.	This is the number of the item purchase order. If you cannot remember the number of an item purchase order, you can use the search functions in the Find menu. The value cannot be changed here.
Our Ref.	This is the text from the item purchase order. It could be the name of the person who created the item purchase order. You can change it here.
Buyer	This is the buyer specified in the item purchase order. The name cannot be changed here.
Handled by	This is the name of the person who received the items or entered the item receipt. Maconomy suggests the name of the user. You must enter a name.

Dispatching Address Island

Field	Description
Vendor	These fields display the name and number of the vendor delivering the items in the item purchase order. The value cannot be changed.

Field	Description
	The other lines in this field show the vendor's name and address. The text cannot be changed here.
Attn.	This is the vendor's attention person the person to whom shipping information is directed. The name cannot be changed here.
Country	This is the country the vendor is from. It cannot be changed here.

Company Island

Field	Description
Company	These fields show the name and number of the company responsible for the item purchase order. If the warehouse on the item purchase order is assigned to another company than the one shown in these fields, Maconomy will automatically create intercompany balances at the posting of the item journal created as a result of the item receipt. In the intercompany balancing, the company in these fields will be the responsible company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section "Multiple Companies" in the chapter "Introduction to the G/L Module" and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances.

Receipt Island

Field	Description
Date Received	In this field, you can enter a date provided that you want the received items to be registered under a different date than today's date. At the creation of the item receipt, Maconomy suggests today's date and the field can then be adjusted to an earlier but not a future date. The field can only be adjusted if you have selected "Allow Back Dating" in the window System Information. For rules regarding back dating, see the description of the mentioned check box. The date is validated against the G/L open posting period of the company mentioned in the Company island and the Item journal's default transaction type.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can enter various information about the item purchase order and the current vendor. Maconomy suggests the values selected in the corresponding fields on the Vendor Information Card, but you can change the values for the current item purchase order in this window. The options are created in the window Popup Fields the Set-Up module.

Vendor's Order Island

Field	Description
Order No.	This is the number of the vendor's sales order. It is retrieved from the Item purchase orders window. You can change it.
Packing Slip No.	Here you enter the number of the delivery note which accompanied the item delivery. You must enter a value for reference. The delivery note number is printed on the item transaction created when you select the action "Approve Receipt."
Your Reference	This is the reference entered in the Item purchase orders window, when the order was created, for example, the name of the person the purchaser spoke to about the order. You can change it.
Our Cust. No.	This is your customer number with the vendor. It is retrieved from the item purchase order. You can change it.

Delivery Island

Field	Description
Warehouse	This is the warehouse to which the items are shipped. The warehouse is specified in the item purchase order. You can only order items for one warehouse in one item purchase order. If you wish to buy items for several warehouses from this vendor, you can direct them to the main warehouse and transfer them to your other warehouses after delivery. You do this in the Inventory Change window. If you select a warehouse assigned to another company than the one shown in the field "Company No." in the island Company, Maconomy will automatically create intercompany balances when you post the item journal created as a result of the item receipt. In the intercompany balances, the company to which the warehouse is assigned will be the intercompany company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section "Multiple Companies" in the chapter "Introduction to the G/L Module" and the window Intercompany Accounts in the G/L module for a further description of the company specification on warehouses and intercompany balances.
Stock Location No.	In this field, you can specify the location in the current warehouse at which the items are received. This location will apply to those lines in the table part where the warehouse location field is left blank. If a warehouse location is specified on a given line, it overrules any location specified in this field. Maconomy suggests the receiving location specified on the item purchase order, but you can specify another location. The receipt of the items cannot be approved until you have either entered a location in the card part or on the individual item lines.

Field	Description
Delivery Mode	This is the delivery mode specified in the item purchase order. You can change it.
Delivery Terms	These are the delivery terms specified in the item purchase order. You can change the value.
Bill of Lading	Here you can enter a text or number, for example, the bill of lading number, to later identify the delivery. Delivery information is normally given in the Item Receipt window. If this text or number is changed in the Item Receipt window, it is copied to this window next time the window is opened, but it can be changed.

Price Island

Field	Description
Currency	This is the currency of the item purchase order.
Goods	This is the price total of the item lines in the item purchase order. The value cannot be changed manually.
Invoice Discount %	This is the invoice discount percentage specified in the item purchase order. The value cannot be changed here. Any invoice discount is deducted from the prices for the individual item lines, before the items are placed in the warehouse. This ensures that costs are correct.
Invoice Discount	This is the invoice discount amount specified in the item purchase order. The value cannot be changed here. Any invoice discount is deducted from prices for the individual item lines, before the items are placed in the warehouse. This ensures that costs are correct.
Expense %	This is the expense percentage specified in the item purchase order. The value cannot be changed here. Any expenses are apportioned to individual item lines before the items are placed in the warehouse. This ensures costs are correct.
Expenses	This is the expense amount specified in the item purchase order. The value cannot be changed here. Any costs are apportioned to the individual items when item deliveries are registered, before the items are placed in the warehouse. If you receive several deliveries for the same item purchase order, the costs will be apportioned each time.

Document Archive Island

Field	Description
Document Archive	In these fields, you can assign a document archive to the item purchase order. By assigning a document archive to an item purchase order, you can keep track of the various documents related to the order. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field displays the number of documents in the Document Archive.

Item Purchase Lines Sub-Tab

This section includes the fields and descriptions for the Item Purchase Lines sub-tab.

Field	Description
Item No.	This is the number of the item ordered in the item purchase order. The value cannot be changed here.
Vendor Item No.	This is the vendor's item number from the item purchase order. The number probably also appears on the vendor's delivery note and invoice for which you are entering the item receipt. Maconomy suggests the value from the corresponding field on the item purchase order, but the value can be changed here.
Ordered	This is the quantity ordered in the item purchase order. The value cannot be changed here.
Balance	This field shows how many of the items ordered have not yet been delivered. Maconomy updates the balance when you select the action "Approve Receipt" after entering item receipt. When you close the item purchase order (with the action "Close Item Purchase Order" in the Item purchase orders window), Maconomy clears any balance occurring here, and resets the value in the "Purchase" field in the Item Information Card and Item Information windows in the Inventory module. This only applies to orders which have been approved.
Currently Received	Here you can specify how many item units in the item line you have received from the vendor. If you receive all, or almost all, of the items in an item purchase order, you can use the action "Receive All." Maconomy then inserts the value from the "Balance" field in this field in all the item lines. You can then adjust the values, if not all the items were delivered. If the item has serial number control, you must enter the serial numbers in the window Serial Number Entry before approving the receipt.

Field	Description
Unit	In this field, you can enter the unit in which the current item is purchased. Maconomy suggests the value from the corresponding field on the item purchase order, but you can change the value here.
Stock Location No.	In this field, you can specify the location in the selected warehouse at which the items on the current line are received. If you leave this field blank, the location number specified in the card part of the window will apply to the line. The receipt of the items cannot be approved until you have either entered a location in the card part or on the individual item lines.
Description	In this field, you can enter an item description for the item on the current item line. Maconomy suggests the value from the corresponding field on the item purchase order, but you can change the value here.
Vendor Item Desc.	In this field, you can enter the vendor's item text from the item purchase order. The text probably also appears on the delivery note and invoice for which you are entering the item receipt. Maconomy suggests the value from the corresponding field on the item purchase order, but you can change the value here.
Remarks	In this field, you can enter a note related to the current line. Maconomy suggests the value from the corresponding field on the associated item purchase order, but you can change the note here.
Internal Desc.	In this field, you can enter an internal description related to the item entered on the Item Information Card in the Inventory module. Maconomy suggests the value from the corresponding field on the item purchase order, but you can change the value here.
Note No.	In this field, you can specify the number of a note to be assigned to the current line for further specification. Notes are created and edited in the window Notes in the Set-Up module.
Note Description	This field shows a description of the note specified in the field "Note No." above.
Popup 1-5	In these fields, you can enter various information about the item. Maconomy suggests the values entered in the corresponding fields on the assigned item purchase order, but you can change the values here.
Deliv. Date	This is the preferred delivery date specified on the item line on the item purchase order. The date cannot be changed here. Maconomy automatically inserts the date from the field "Date Received."
Pricing Unit	This field shows how many units of the item are included in the unit price. The value is determined in the Item Information Card and cannot be changed here.
Unit Price	This is the unit price specified in the item purchase order. The price cannot be changed while entering item receipt.

Field	Description
Extended Price	This is the extended price calculated by multiplying the quantity ordered by the unit price and dividing this sum by the pricing unit. The extended price is included in the “Goods” field in the Price island in the card part of the window. The value cannot be changed manually.
Duty Code	In this field, you can enter a code for the duty to be calculated if the vendor’s country is different from the company’s country. The duty code is transferred from the Item Information Card in connection with the creation of an item purchase order and can be changed in this field.

Serial Number Receipt Workspace

Use this workspace with the Item Receipt workspace to enter articles that have serial numbers.

The Serial Number Receipt tab displays information about the item receipt, and the Serial Numbers sub-tab contains the serial numbers.

You can enter the serial numbers directly in this workspace, or you can import them in the Import Serial Numbers workspace in the Inventory module. When you import serial numbers, Maconomy automatically updates the **Received** field for item lines for which you are importing serial numbers. Serial number entry in this workspace is mandatory for items that have the serial number control type **Full Serial No. Registration** or **Serial No. Reg. at Receipt** set up in the Item Information Card workspace. You cannot approve the receipt of an item purchase order that contains an item line that contains one of these serial number control types until you have entered a serial number for every single unit of the item in this workspace.

For items that use standard serial numbers Maconomy automatically creates serial number lines with the ordered quantity. However, this only happens if you select the **Extended Serial Number Control** system parameter. When you create an item purchase order line in the Item Purchase Orders workspace, Maconomy checks whether a standard serial number for purchase has been specified for the current warehouse in the sub-tab of the item's information card. If this is the case, Maconomy automatically creates a serial number line with the standard serial number and the ordered quantity in this workspace. When you enter the receipt of the items in the Item Receipt workspace, Maconomy checks whether there is exactly one serial number line for the current receipt line and whether the numbers in the **Ordered** and **Received** fields on this serial number line correspond to the numbers in the corresponding fields on the current receipt line. If this is the case, Maconomy automatically updates the serial number line with the number entered as received in the Item Receipt workspace. Therefore, you do not need to manually enter serial number receipt for items that use a standard serial number. If there is more than one serial number line for the receipt line, or if the numbers on the receipt line and the serial number line, respectively, are not the same, Maconomy does not update the number, so you must enter it manually in this workspace.

When you approve the item receipt, Maconomy automatically enters the serial numbers in the Serial Number Information workspace in the Inventory module. They are entered at the individual item purchase order lines' receipt locations in the warehouse of the item purchase order. The serial number is given a reference to the item purchase order. If the item purchase order is linked to a sales order, Maconomy automatically transfers the serial numbers to the sales order when you approve the item receipt.

Serial Number Receipt Tab

This section includes the fields and descriptions for the Serial Number Receipt tab.

Item Purchase Line Island

Field	Description
Item Purchase Order No.	This is the number of the item purchase order for which you are entering serial numbers. You cannot change it.
Line No.	This is the line number to which you are entering serial numbers. It cannot be changed.

Item Island

Field	Description
Item No.	This is the item number on the purchase line to which you are entering serial numbers. It cannot be changed.
Description	This is the item text to the purchase line to which you are entering serial numbers. It can only be changed in the Item purchase orders window.
Vendor Item No.	This is the vendor's item number for the purchase line to which you are entering serial numbers. It can only be changed in the Item purchase orders window.
Vendor Item Desc.	This is the vendor's item text for the purchase line to which you are entering serial numbers. It can only be changed in the Item purchase orders window.
Internal Desc.	This is the internal item text for the purchase line to which you are entering serial numbers. It can only be changed in the Item purchase orders window.

Quantity Island

Field	Description
Ordered	This field shows how many units have been ordered on the purchase line to which you are entering serial numbers. It can only be changed in the Item purchase orders window.
Balance	This shows how many units which have yet to be registered to the purchase line to which you are entering serial numbers. The value is automatically updated by Maconomy when you register items using the action "Approve Receipt" in the Item Receipt window.
Currently Received	This shows how many units are entered for receipt on the item purchase order line to which you are entering serial numbers. It can only be changed in the Item Receipt window.

Field	Description
No. of Serial Nos. Received	This field shows how many serial number units are entered in the table part of the window. Serial number entry in this window is mandatory for items which have the serial number control type “Full Serial No. Registration” or “Serial No. Reg. at Receipt” set up in the window Item Information Card. Therefore, if an item purchase order line contains an item with one of these serial number control types, receipt of the current item purchase order cannot be approved before you have entered as many serial numbers as shown in the field “Received.”

Warehouse Island

Field	Description
Serial No. Control	This field shows whether the item has serial number control. You can only enter items with serial number control. The value is retrieved from the item information card in the Inventory module and it cannot be changed here.
Warehouse	This is the warehouse the purchased items will be placed in. The warehouse is selected when the item purchase order is created.
Stock Location No.	This shows the location at which the items on the item purchase order line are to be received. The value is automatically transferred to each line in the table part.
Delivery Date	This is the preferred delivery date. It can only be changed in the Item purchase orders window.

Price Island

Field	Description
Unit Price	This is the unit price of the purchase line. It can only be changed in the Item purchase orders window.
Pricing Unit	This shows how many units are included in the unit price. It is retrieved from the item information card and cannot be changed here.
Extended Price	This is the current extended price, which is the quantity of units ordered multiplied by the unit price and divided by the pricing unit. It cannot be changed manually.
Price at Step 1	This is the price of one pricing unit of the item, if the item purchase order is attached to a price list and if there is a price for the item in the price list. It cannot be changed manually.
Quantity Disc.	This is the quantity discount, if there is a quantity discount on the item in the price list applied to the purchase, and if the quantity ordered justifies a discount.

Information Island

Field	Description
Item Group	This field shows the item group for the purchase line to which you are entering serial numbers.
Item Type	This field shows the item type for the purchase line to which you are entering serial numbers.
Unit	This field shows the unit for the purchase line to which you are entering serial numbers.
Tax Code	This field shows the tax code for the purchase line to which you are entering serial numbers. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if three tax levels are enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”

Serial Numbers Sub-Tab

This section includes the fields and descriptions for the Serial Numbers sub-tab.

Field	Description
Serial No.	In this field, you enter the serial number of the item you have received. Maconomy verifies that the serial number does not already exist, that is, that it is not already registered as being on stock in the Serial Number Information window in the Inventory module. Maconomy also verifies that the serial number has not been entered in another unapproved item receipt. However, if you have marked the system parameter “Extended Serial Number Control,” this verification is not made as the user is then allowed to register the receipt of the same serial number over several different item receipts.
Stock Location	This field shows the location at which the current serial number is received. The value is transferred from the card part, but you can specify another location for the current line.
Ordered	In this field, you can specify the number of ordered units of the current serial number. If you have marked the system parameter “Extended Serial Number Control,” Maconomy automatically updates the field when the ordered number of units is changed in the window Item Receipt as long as there is only one serial number receipt line for the current receipt line and as long as the numbers in the fields “Ordered” and “Received” match the corresponding fields in the windows Item Purchase Orders and Item Receipt.
Balance	This field shows how many of the serial number ordered have not yet been delivered. Maconomy updates the balance when you select the action “Approve Receipt” in the window Item Receipt.

Field	Description
Currently Received	In this field, you can specify the number of received units of the current serial number. If you have marked the system parameter “Extended Serial Number Control,” Maconomy automatically updates the field when the ordered number of units is changed in the window Item Purchase Orders as long as there is only one serial number receipt line for the current receipt line and as long as the numbers in the fields “Ordered” and “Received” match the corresponding fields in the windows Item Purchase Orders and Item Receipt.
Production Date	In this field, you can enter a production date for the current serial number. The date is for information only.
Sell-by Date	In this field, you can enter an expiry date for the current serial number. The date is for information only.
Expiry Date	In this field, you can enter a sell-by date for the current serial number. The date is for information only.
Serial No. Text 1-5	In these fields, you can enter various information related to the current serial number. The text is for information only.

Reporting Section

This section includes the fields and descriptions for the Reporting Section workspaces.

Print Item Receipt Workspace

Use this workspace to print one or more item receipts.

This receipt is an internal message to the warehouse that an item delivery is expected shortly. The receipt shows how many units of which items will be delivered from which vendors. You also specify when the delivery is expected. You can limit the printout to a range of item purchase orders using the selection criteria fields.

Print Item Receipt Tab

This section includes the fields and descriptions for the Print Item Receipt tab.

Selection Criteria Island

Field	Description
Item Purchase Order No.	Here you can specify a range of item purchase order numbers. The item receipt will only include item purchase orders within this range. If you leave the fields blank, they have no influence on the selection criteria.
Company No.	In this field, you can specify a range of company numbers. The printout will only include item purchase orders on which the responsible company is within the specified range.

Field	Description
Vendor	Here you can specify a range of vendor numbers. The item receipt will only include item purchase orders to vendors within this range. If you leave the fields blank, they have no influence on the selection criteria.
Item No.	Here you can specify a range of item numbers. The item receipt will only include item purchase order lines with items within this range. If you leave the fields blank, they have no influence on the selection criteria.
Date Available	Here you must specify an interval of availability dates. The item receipt will only include item purchase order lines for which the expected availability date is within this interval.
Warehouse	Here you can select a warehouse. The item receipt will only include item purchase orders to this warehouse. If you select “blank,” the item receipt will include item purchase orders to all existing warehouses. Warehouses are created in the Warehouse Information Card in the Inventory module.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the item purchase order amounts should be displayed. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. For the purpose of converting the chosen currency into another currency, Maconomy uses the valid exchange rates specified in the exchange rate table for purchases on the date entered in the field “Exchange Rate Date” below. The exchange rate table to be used for purchases is specified in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may cause discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify the date which should be used when converting amounts into the chosen reporting currency. Maconomy uses the valid exchange rates specified in the exchange rate table for purchases selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Layout Island

Field	Description
Sort by	Here you select how to sort the item receipt. You can choose between having the information sorted by date, item number, vendor number or item purchase order number.

Print Receipt Listing Workspace

Use this workspace to print a receipt listing that can function as a reference when you place items in the warehouse.

Maconomy prints a list out for every receipt and gives it the same number as the item transaction.

You can also print out a receipt list when you approve an item receipt in the Item Receipt workspace.

For each item receipt, Maconomy sorts the items by the location at which the items were received. The receipt lists the items that are received at the same location in the same order as in the item purchase order. The receipt also shows the quantity next to each item. You can define the printout in the Selection Criteria island.

Print Receipt Listing Tab

This section includes the fields and descriptions for the Print Receipt Listing tab.

Selection Criteria Island

Field	Description
Trans. No.	Here you can enter a range of transaction numbers.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Print Item Purchase Order Overview Workspace

Use this workspace to print a list of your item purchase orders. You can limit the list of orders in the Selection Criteria island. The list displays various information about the order lines.

Print Item Purchase Order Overview Tab

This section includes the fields and descriptions for the Print Item Purchase Order Overview tab.

Selection Criteria Island

Field	Description
Item Purchase Order No.	Here you can specify a range of item purchase order numbers. The item purchase order list will only include item purchase orders within this range. If you leave the fields blank, they have no influence on the selection criteria.

Field	Description
Company No.	In this field, you can specify a range of company numbers. The printout will only include item purchase orders on which the responsible company is within the specified range.
Vendor	Here you can specify a range of vendor numbers. The item purchase order list will only include item purchase orders to vendors within this range. If you leave the fields blank, they have no influence on the selection criteria.
Item No.	Here you can specify a range of item numbers. The printout will only include item purchase order lines for items within this range. If you leave the fields blank, they have no influence on the selection criteria.
Date Available	Here you must specify a range of availability dates. The printout will only include item purchase order lines for which the expected availability date is within this range.
Buyer	In this field, you can enter a range of buyers. The printout will only include item purchase order lines placed within this range.
Warehouse	Here you can select a warehouse. The item purchase order list will include item purchase orders to this warehouse. If you select “blank,” the list will include item purchase orders to all existing warehouses. Warehouses are created in the Warehouse Information Card in the Inventory module.
Show Fully Delivered Lines	Here you specify whether to include fully delivered item lines. By default, these lines are not included, because the list might otherwise be very extensive. To include fully delivered lines, mark the field.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the item purchase order amounts should be displayed. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. For the purpose of converting the chosen currency into another currency, Maconomy uses the valid exchange rates specified in the exchange rate table for purchases on the date entered in the field “Exchange Rate Date” below. The exchange rate table to be used for purchases is specified in the window System Information in the Set-Up module. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may cause discrepancies between the registered amounts and the amounts shown in this window.
Exchange Rate Date	In this field, you can specify the date which should be used when converting amounts into the chosen reporting currency. Maconomy uses the valid exchange rates specified in the exchange rate table for purchases selected in the window

Field	Description
	System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Layouts Island

Field	Description
Sort by	Here you select how to sort the item receipt. You can choose between having the information sorted by vendor number, item number or warehouse.

Set-Up Section

This section includes the fields and descriptions for the Set-Up Section workspaces.

Suppliers Workspace

Use this workspace to create vendors as suppliers.

A supplier is a vendor that delivers a specific item to one or more warehouses. The Supplies tab displays an item. In the Suppliers sub-tab, you can enter the vendors that deliver the current item to the current warehouse.

You can assign several vendors to a specific item in a specific warehouse. You can also indicate that a vendor delivers a specific item to all warehouses. For each supplier you can enter the item number and the text used by the supplier for the current item. Maconomy transfers this information to item purchase order lines with the current item when purchasing from the current vendor to the current warehouse. This information is also included on printouts of item purchase orders.

For each supplier of a given item, you can also enter a delivery time for delivering items to the warehouse in question. This can, for example, be a time limit within which the supplier is contractually obliged to deliver the items, or just an agreed-on or estimated time.

You do not need to create a vendor in this workspace to use the vendor on item purchase order lines, but Maconomy issues a warning if you create an item purchase order line with an item for which the selected combination of warehouse and vendor was not created in this workspace.

In the sub-tab of the Item Information Card workspace, you can specify the primary vendor of the item to the current warehouse. Maconomy uses the primary vendor when you create item purchase selections where the current item is to be purchased to the current warehouse.

Suppliers Tab

This section includes the fields and descriptions for the Suppliers tab.

Item Island

Field	Description
Item No.	This field displays the item number of the current item.

Field	Description
Description	This field displays the description of the current item.
Item Group	This field displays the name of the item group of which the current item is part.
Unit, Purchase	This field displays the unit used when the current item is purchased.

Suppliers Sub-Tab

This section includes the fields and descriptions for the Suppliers sub-tab.

Field	Description
Vendor	In this field, you can enter a vendor number thus creating the current vendor as supplier of the current item to the current warehouse.
Name	This field displays the name of the vendor specified in the field “Vendor No.” above.
Warehouse	In this field, you can enter a warehouse thus creating the vendor specified in the field “Vendor No.” as vendor of the current item to the current warehouse. If you do not specify a warehouse in this field, the vendor will be considered a supplier of the item to all warehouses.
Delivery Time	In this field, you can specify the number of days’ delivery time to be expected when purchasing from the current supplier to the warehouse in question. This can, for example, be a time limit within which the supplier is contractually obliged to deliver the items, or just an agreed or estimated time. This information is used for calculating a delivery date on item purchase order lines regarding the current item and supplier.
Preparation Time	In this field you can enter the number of days needed after the items has been delivered by the supplier until they are ready to be shipped to a customer. Maconomy will use the value to calculate the field “Expected Availability Date” from “Delivery Date”/”Confirmed Delivery Date” on an item purchase order line.
Vendor Item No.	In this field, you can enter the vendor’s item number for the current item. This item number is transferred to item purchase orders where purchase of the current item is made to the current warehouse. The item number is used on printouts of item purchase orders instead of your own item number. This feature makes it easier for the vendor to identify the items ordered.
Vendor Item Desc.	In this field, you can enter the vendor’s item description for the current item. This description is transferred to item purchase orders where purchase of the current item to the current warehouse is made from the current vendor. The item description is used on printouts of item purchase orders instead of your own item number. This feature makes it easier for the vendor to identify the items ordered.

Field	Description
Remarks 1-5	In these fields, you can specify a number of remarks for additional information on the current supplier. The fields are for information only.

Seasonal Models Workspace

Use this workspace to create and maintain seasonal models for the regulation of purchase requirements in specific periods. You use seasonal models for percentage regulation of the reorder level and the maximum stock of items assigned to a seasonal model when creating item purchase selections.

You use seasonal models for percentage regulation of the reorder level and the maximum stock of items assigned to a seasonal model when creating item purchase selections.

For each seasonal model, you create a line for each period in which the reorder level and the maximum stock are to vary from the norm. For example, if you sell a large number of items in the period of June to August, you can create a seasonal model that has a line in which you specify that the reorder level for items that are assigned to this seasonal model must be 40% larger in this period, and that you must order 60% more of these units when purchasing items in this period.

You can assign each item to a seasonal model in the sub-tab of the Item Information Card workspace, where you can specify a seasonal model for each warehouse. When you create item purchase selections, Maconomy controls for which items there is a regular need to make purchases-that is, which items' volumes might be below the reorder level in the warehouse to which the purchase is made. During this process, Maconomy controls whether the items are assigned to a seasonal model. If they are, Maconomy regulates the reorder level for the current item with the percentage that you specify on the line in the seasonal model that is valid on the day on which the item is to be delivered at the earliest-that is, today's date plus the item's delivery time. If the reorder level for an item is 8 pieces, and the item quantity is 10 pieces, Maconomy does not create an item purchase order line for the item in the current warehouse. However, if the item in the current warehouse is assigned to a seasonal model in which you specified that the reorder level is to be regulated with 50% in the current period, the reorder level is regulated to 12 pieces so that the item quantity is smaller than the reorder level. This regulation results in the creation of an item purchase order line for the item. If units of the item are to be purchased, Maconomy also regulates the maximum stock in accordance with the seasonal model.

If there is no line where the period covers the current date, Maconomy uses the order level and the maximum stock provided on the item's information card. In this way, you only need to create lines for periods where the order level and the maximum stock are to vary from the norm in the Item Information Card workspace.

Seasonal Models Tab

This section includes the fields and descriptions for the Seasonal Models tab.

Seasonal Model Island

Field	Description
Seasonal Model No.	In this field, you can enter the number of the current seasonal model.
Name	In this field, you can enter the name of the current seasonal model.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

Field	Description
Remarks	In these fields, you can enter various remarks to the current seasonal model.

Seasonal Model Lines Sub-Tab

This section includes the fields and descriptions for the Seasonal Model Lines sub-tab.

Field	Description
From Date	With the field “To Date” this field constitutes a range of dates. When creating item purchase selections for items assigned to the current seasonal model, the regulation percentages on the current line will be used if the item purchase selection’s creation date plus the item’s delivery time are both placed at a date within this range. If you leave this field blank, the start date of the range is considered as being open. If you leave this field as well as the field “To Date” blank, the current line will always be used when items assigned to the current seasonal model are purchased.
To Date	With the field “From Date” this field constitutes a range of dates. When creating item purchase selections for items assigned to the current seasonal model, the regulation percentages on the current line will be used if the item purchase selection’s creation date plus the item’s delivery time are both placed at a date within this range. If you leave this field blank, the end date of the range is considered as being open, meaning that the period comprises all dates on or after the start date. If you leave this field as well as the field “From Date” blank, the current line will always be used when items assigned to the current seasonal model are purchased.

Field	Description
% Change in Reorder Lvl.	In this field, you can enter a regulation percentage for the reorder level. When creating item purchase selections this percentage will be used to regulate the reorder level for items assigned to the current seasonal model. If, for example, the reorder level for an item is 8 pieces while the item quantity is 10 pieces, then no item purchase order line for the item in the current warehouse will usually be created. But if the item in the current warehouse is assigned to a seasonal model in which it is specified that the reorder level is to be regulated with 50% in the current period, the reorder level will be regulated to 12 pieces in such a way that the item quantity is smaller than the reorder level. This regulation will then result in a creation of an item purchase order line for the item.
% Change in Max. Stock	In this field, you can enter a regulation percentage for the maximum stock. When purchase lines for items assigned to the current seasonal model are created via an item purchase selection, this percentage will be used to regulate the maximum stock for the item which can result in a change of the purchased number of items.

Remove Section

This section includes the fields and descriptions for the Remove Section workspace.

Remove Item Purchase Orders Workspace

Use this workspace to remove closed item purchase orders up to a given date. It is critical that you enter the correct date to prevent removing too many orders. Removing item purchase orders only affects the Item Purchase Orders module.

It is recommended that you make a backup copy before you remove any orders. Maconomy prints out a list of the removed orders.

When you remove an item purchase order, all of the information disappears. You can no longer view or print the removed order. Before you approve the removal, Maconomy warns you that you must print all of the item purchase orders for auditing purposes.

You cannot remove an item purchase order while it is being used in any workspace in the Item Purchase Orders module.

Remove Item Purchase Orders Tab

This section includes the fields and descriptions for the Remove Item Purchase Orders tab.

Selection Criteria Island

Field	Description
Company No.	In this field, you can enter a range of company numbers. Only item purchase orders assigned to a company within the specified range are removed.
Closed Before	Here you enter a date. Maconomy will only remove item purchase orders closed before this date. You must enter a date.

Job Cost Overview

Maconomy's Job Cost module enables you to manage and account for jobs and project-oriented work.

Use this module to create budgets; record usage of time, and other job costs; and invoice customers based on these records. You also use the Job Cost module to generate reports on jobs, employees, and profitability.

Creation Section

This section includes the fields and descriptions for the Creation section workspaces.

Jobs Single Dialogs Workspace

Use this workspace to create jobs and maintain master data about jobs.

A job is a unit of business with your customers. You can budget and enter the usage of time, external purchases, and other costs on individual jobs. You use job entries for invoicing and reporting through time and expense or vendor invoice allocations.

The data in this workspace is core information that you must enter to create a job. Maconomy maintains master data about jobs in a number of additional workspaces, including:

- Job Information workspace — Use to maintain customer-related information, such as payment and delivery addresses.
- Job Price Information workspace — Use to maintain pricing information, such as selecting general price lists and/or overwriting with job-specific prices.
- A number of other workspaces contain job-specific information, such as Job Descriptions, Employee Control, and Job Phases.

Job Tab

This section includes the fields and descriptions for the Job tab.

Approval Status Island

Field	Description
Approval Status	This field shows the current approval status of the selected job, for example, who and when it was submitted and approved. Note that this field only has relevance when jobs are set up to be approved through approval hierarchies.

Current Job State Island

Field	Description
Current Job State	This field shows the current state of the job. This field is relevant only if approval hierarchies are set up to use multiple stage approvals.

Field	Description
	Note: This field only appears if the Job State functionality is used.

Customer Island

Field	Description
Customer	This is the number of the customer associated with the job. The customer number is entered in the window Jobs when the job is created. You cannot change it in this window. This field also shows the customer's name as entered in the Customer Information Card in the A/R module. The name cannot be changed here, but you can change it in the Job Information window.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current job. You cannot change the value here. This field also shows the name of the company responsible for the current job.
Base Currency	This field shows the base currency of the company responsible for the current job.

Job Island

Field	Description
Job	This field shows the job number, which is the unique identification of the job. You can either enter the number yourself or let Maconomy allocate the next available number from the job number series in the window System Numbers in the Set-Up module. If you enter a number manually, the system number series is not affected. The number can consist of both numbers and letters. It is not possible to enter a job number of an existing job. You can change the job number as long as no registrations have been made on the job. The job number is closed when registrations have been made on the job, for example, in the windows Time Sheets, Expense Sheets, Job Journal, Job Reallocation, Vendor Invoices, Requisitions, General Journal, Sales Orders, and Advertising Orders. When registrations have been made on the job, you cannot change its number. However, you can make references to the job in budgeting windows such as Job Budgets and Detailed Planning. If the job number is subsequently changed, the job number is changed in those windows also. If you need to be able to change the job number after creating the job, for example, if the job number must be approved by someone else, you should mark the fields "Blocked for Reg." and "Blocked for Inv." in this island when creating the job, and remove the marks when the job number has been verified. There are two ways to automate this process: you can use a template

Field	Description
	job where these fields are preselected for job creation, or you can mark the system parameter “Block new entries for reg. and inv.” to specify that all new jobs are blocked for registration and invoicing when created. The user who changes a job number must have been given access to doing so in the window Actions in the Set-Up module, where the field “Change Job No. on Job” must be marked. This field also shows the job name, which is entered in the Jobs window. You cannot change the name here, but you can change it in the Jobs window.
Job Group	In this field, you assign the job to a job group. All jobs must be assigned to a job group. The pop-up shows the job groups created in the window Job Groups and you can only assign jobs to existing groups. For all jobs in a job group, it applies that expenses are either capitalized or posted to Profit & Loss. You can change the job group as long as you have not made any entries to the job. After having registered entries on a job, it is only possible to change the job group from a job group without capitalization to another group without capitalization. If the system parameter “Manual completion of job groups” has been selected, it is mandatory to select a job group manually when creating a job. If a standard budget is assigned to the selected job group, this budget is transferred to the job and is recalculated when the job is created. Similarly, the job phase list is transferred to the job from which the standard budget is copied to the new job. For more information, please see the description of the window Job Groups.
Time Unit	Use this field to specify the time unit for the job. This is the unit for quantities for time-related activities in the form of budgeted quantities, registered quantities, open quantities, invoiced quantities, write up/down on the quantity, and estimate-to-complete. The unit prices for time also follow this unit, as prices per hour or per day depending on the time unit.
Department	In this field, you choose the department to which the job belongs. Maconomy suggests the value from the customer’s information card in the A/R module, but you can change it. Departments are defined in the window Posting References in the G/L module.
Project Manager	In this field, you can enter the number of an employee created in the window Employees in the Set-Up module. Maconomy suggests the number of the user creating the job if this user has an employee number assigned to him. The project manager in this field is the one who can approve time and expense sheet lines if the fields in the island Approval indicate that the project leader can or must approve time and expense sheets. If so, this field must be completed. Furthermore, the project manager of a job can initiate the first job phase and end phases if job phases are used on the job. This field also shows the name of the specified project manager.
Sales Person	In this field, you enter the number of the employee who is registered as sales person in the window Employees in the Set-Up module. If you do not specify a

Field	Description
	sales person number at creation of the job, Maconomy will copy this information from the customer assigned to the current job. Sales in connection with this job will be included in any commission calculation for the sales person. This field also displays the name of the specified sales person.
Account Manager	This is the name and number of the account manager of the job.
Responsible	This is the name of the person responsible for the job. Maconomy suggests the name of the user. The name appears in various other windows and on printouts from the Job Cost module.
Template Job	If you mark this field, the job currently displayed in the window will get the status of being a template job. You cannot mark this field on jobs on which registrations have already been made. When a job is marked as being a template job, it is neither possible to register entries nor to perform invoicing from it. However, you can assign job parameters, job budgets, job descriptions, task lists, and so on, to a template job. Note that on a template job you can blank some of the fields, which are mandatory on normal jobs. This allows you to enter only those values on a template job that you want to be transferred to new jobs created on the basis of the template job in question. See the description of the island Creation for further information about the use of template jobs.
Reference Job No.	In this field, you can enter a reference job number. If the current job has been copied from another job by means of the action “Copy Job,” this field shows the number of the job from which the new job was copied. If the job has been created on the basis of a template job, this field shows the job number of the relevant template job. However, you can change the value in this field at any time.
Include in Forecast	In this field, you can specify whether the current forecast should be included in forecast reports created using the Periodic Forecasting component in the Portal.
Task Group Status	This field indicates whether the job entries associated with the present job are assigned to the correct task groups. This functionality is relevant if the invoice layout rule of the job specifies that invoice selections or invoices should be grouped by task groups. For more information on task group status, see the description of the “Task Group Status” fiend in the Invoice Selection window. For further information on work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Transfer to People Planner	If this field is marked, the job will be included in the scheduled import to People Planner. If this field is set on a template job, jobs created from this template will also be included. Setting the Transfer To People Planner filed will

Field	Description
	only have an effect if the field is included in the relevant queries in the .l files on the web server.

Invoicing Island

Field	Description
Invoice Layout	In this field, you can select the invoice layout rule to be used when creating quotes, invoice selections, job invoices, invoicing methods, and a number of set-up parameters to apply to a job. The field must be completed. If you change invoice layout rules at a later point in time, any invoice selections are recalculated. If the invoice selection was approved, it must be reapproved. However, you can only change the rule in this field if the selected rule has the same selections regarding invoicing subjobs as part of main jobs. That is, the field “Main Job Invoicing” must have the same value as the initially used invoice layout rule. For more information, please see the description of the window Invoice Layout Rules.
Detailed Invoice Specification	Use this field to select a detailed invoice specification.
Invoiceable	In this field, you define the job as invoiceable or non-invoiceable. If you mark the field, the job is non-invoiceable. If job entries are posted to the job, these will be closed, regardless of whether they originate from invoiceable or non-invoiceable activities. Non-invoiceable jobs are used partly to register customer-related but not job-related hours (you create one non-invoiceable job per customer), and partly to register internal time (you create one or more non-invoiceable jobs for a particular ‘internal’ customer). An invoiceable job cannot be changed to non-invoiceable if there are open entries on the job in question. If a quote price exists for the job, this quote price can only be changed to 0 if the job is made non-invoiceable. A non-invoiceable job can be changed to invoiceable, if it is not an internal job. Any existing entries will continue to be treated as non-invoiceable, that is, they will continue to be closed after this field is changed.
Allow PM Invoice Proposals	This field enables the user to select whether project managers are allowed to propose changes to invoiceable hours and amounts from employees’ time sheet and expense sheet registrations. If the field is marked, the project manager can propose a number of invoiceable hours as well as invoiceable amounts in the window Approve Time Sheet Lines and propose invoiceable amounts in the window Approve Expense Sheet Lines. Project managers can thus provide input on invoiceable hours and amounts to the invoicing department at an early stage. The field can only be marked if the job parameter Allow Write-Up/Down at Transfer of Billing Price Only Method is set to No and the job parameter Invoicing Method is set to Time and Material for the current job.

Field	Description
Allow Employee Invoice Proposals	This field enables the user to select whether employees are allowed to propose changes to invoiceable hours on their time sheet registrations. If the field is marked, employees can propose a number of invoiceable hours when filling in time sheet lines in the windows Time Sheets, Daily Time Sheet and Speed-Sheet. This allows employees to provide input on invoiceable hours to the project manager and the invoicing department while entering their time sheets. The field can only be marked if the job parameter Allow Write-Up/ Down at Transfer of Billing Price Only Method is set to No and the job parameter Invoicing Method is set to Time and Material for the current job.
Close at End Inv.	In this field, you can specify whether the job is to be closed at end invoicing. If you mark this field, and the field “End Invoice” has been marked in the window Invoice Selection, the job is automatically closed when the invoice is printed. However, the job is only closed if the job has no open entries, no open purchase orders, no open requisitions, no open invoices on account, and no unapproved time sheets. The default value of this field is set up in the system parameter “Close at End Invoicing.”
End Invoiced	You can mark this field if the job has been end invoiced.
Standard Invoice Text List	Enter the name of a standard invoicing text list to make these standard texts available in Invoice Editing. The name of the list can be derived from the template job.

Status Island

Field	Description
Status	This is the current job status. When the job is created, it has “Quote” status, unless you have marked the “Created as Order” field in the window System Information. It is then only possible to make quotes from it, not invoices. This is done in the window Quote Editing. The job status can be changed to “Order” by selecting “Convert to Order” in the Action menu. The field can only have one of the two values mentioned. If the field “Created as Order” in the window System Information is marked, new jobs are created with “Order” status but only if the current user has been given access to convert jobs to orders in the window Actions in the Set-Up module.
Converted by	This field shows the name of the employee who converted the job from “Quote” to “Order.” If you have marked “Created as Order” in the window System Information, the name of the employee who created the order will be shown in this field.
Date of Conversion	This field shows the date the job was converted from “Quote” to “Order.” If you have marked “Created as Order” in the window System Information, the creation date will be shown in this field.

Field	Description
Blocked for	These fields show whether the job is blocked. ▪ Time Registrations — This field shows whether the job is blocked for registration. If you mark the field, it is no longer possible to register information on the job in, for example, the windows Time Sheets, Expense Sheets, Job Reallocation, and Job Journal. However, you can still create invoices for the job. ▪ Amount Registrations — This field shows whether the job is blocked for amount registration. If this field is marked, it is not possible to register amount information on the job in, for example, the windows Time Sheets, Expense Sheets, Job Reallocation, and Job Journal. However, you can still create job budget lines and invoices for the job. ▪ Invoicing — This field shows whether the job is blocked for invoicing. If you mark the field, it is no longer possible to create invoices and credit memos regarding the current job in, for example, the windows Invoice Selection and Job Invoicing, and these windows will not show jobs which are blocked for invoicing. However, you can still register time and expenses as well as other information on the job. ▪ Budgeting — This field shows whether the job is blocked for budgeting. If this field has been marked, you cannot register information on the budgets of the job in, for example, the windows Job Budgets and Periodic Job Budgets. However, you can still make various kinds of other registrations on the job.
Work Completed On	In this field you can enter a date after which it will not be possible to enter time and expense entries on a given job unless you are assigned project manager of the job in question. Specifying a date in this field is useful in situations where all work on a job has been completed, but where all vendor invoices for the job have not yet been registered in the system. By specifying a date in this field, users with access to the job in question can thus not enter time and expense entries after the date specified whereas the project manager can make final registrations before actually closing the job. If you enter a date in the field, Maconomy will issue an error message if users attempt to register time and expense entries after the date specified on the job in question in the windows Time Sheets, Daily Time Sheets and Expense Sheets. Any other registrations are still possible until the job is closed.
Closed	If this field is marked, the job has been closed. The fields “Changed By” and “Date” in the island User shows the name of the person who closed the job and the date on which the job was closed. To close a job, select the action “Close Job.” As long as a job is closed, you cannot post entries to it, and you cannot enter or change information on its budget in the window Job Budgets. However, you can always reopen a closed job by selecting the action “Reopen Job.”
Date	This is the date the job was closed, using the action “Close Job.” If the job is later reopened, using the action “Reopen Job,” the closing date is removed and deleted from the system.

User Island

See the chapter “Getting Started” for a description of the fields in the island User. Note, however, that until a quote, an order confirmation, an invoice, or a credit note has been printed for the current job, the field “Version No.” will always show the value 1.

Dimension Combination Island

Field	Description
Dimension Combination	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation,” created in the window Dimension Combinations. If a description has been assigned to the dimension combination, the text is displayed in the field “Description.” If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current job. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the job. The functionality on period specific sets of derived dimension values in the window Derived Dimensions, which is described in the field “Location” below, also applies to this field. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the windows Dimension Derivation and Dimension Combinations in the G/L module for further information about dimension derivation.

Derived Company Island

Field	Description
Company	This field shows the number of the responsible company as specified in the island Company. The name of the company is displayed in the field “Description.” The company number cannot be changed, but the field “Overwrite” can be changed. The information in the field will only be used in the cases when a company number in the table part of a window can be derived from the job specified. In these cases, the current company will only overwrite any manually specified value for the dimension if you have marked the field “Overwrite” on the current job. If you do not select to overwrite, the dimension value will only be transferred to a table line at creation if the dimension field “Company No.” is not manually completed. Even if you have specified a dimension combination in the field “Dimension Combination” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. As date-dependent dimension derivation is not possible for company numbers, the functionality on period specific sets of derived dimension values in the window Derived Dimensions, which is described in the field “Location” below, does not apply to this field.

Field	Description
	See the section on dimension derivation in “Introduction to the G/L Module” as well as the description of the windows Dimension Derivation and Dimension Combinations in the G/L module for further information about dimension derivation.

Derived Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location if you want a value to be derived from the current job. If a description has been assigned to the location, the text is displayed in the field “Description.” For further information, please refer to the field “Location” in the window Activities. The information is suggested when posting all job entries concerning the job in question, if the relevant G/L accounts allow splitting up in dimensions. In this way, the specified location is assigned to these job entries. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. In the window Derived Dimensions, you can create period specific sets of derived dimensions if the dimension values to be derived from the current job should vary, depending on the entry date of the registrations to which dimension values are derived from the current job. In this context, the value in this field is always reflected in the corresponding field on the dimension derivation line that has a blank ending date, and changing the dimension values in this field will cause the corresponding information on that dimension derivation line to be updated accordingly, and vice versa. When you create a job, Maconomy automatically creates a line in the window Derived Dimensions with the information specified in this island, and a blank starting and ending date, indicating that this line applies on all registrations regardless of entry date. In effect, as long as you do not need the dimension values derived from the job to change on a given date, you only need to enter dimension derivation information in this island and not in the window Derived Dimensions. Please note, however, that if you have added period specific set of derived dimensions in the window Derived Dimensions, the dimension derivation line that has a blank ending date is not necessarily the dimension derivation line valid on today’s date. You should therefore be aware that if period specific sets

Field	Description
	of derived dimensions have been created for the job, the dimension values derived from the current job are not necessarily those appearing in this island. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the windows Dimension Derivation and Dimension Combinations in the G/L module for further information about dimension derivation. For information on period specific sets of derived dimensions, see the window Derived Dimensions in the G/L module.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Employees Island

Field	Description
Employee 1-10	In these fields, you can assign up to ten employees to the current cob. When you enter an employee number in the “Employee No.” field, the name of the employee is displayed. These fields are for information only, but may be used in the automatic creation of teams using the action “Create Teams” in the Timing Plans window. Using Maconomy’s layout editing tools, the fields can be placed on various printouts.

Extra Fields Island

Field	Description
Text 1-25	In these fields, you can enter various information about the job. If you want to put restrictions to some or all the texts entered in these fields, the contents can be delimited by applying an option list to each of the 20 text fields. Option lists are created in the window Option Lists in the Set-Up module and are subsequently specified in the relevant attributes in the job parameter type “Job Text Option Lists” for the job in question. If you have, for example, specified an option list in the attribute “Text 1 Option List,” only values belonging to that option list can be entered in the first text field in this island. If no values have been defined in the attributes of the job parameter type “Job Text Option Lists,” you can enter any text you like in the fields in this island.

Field	Description
	Using Maconomy's layout editing tools, it is possible to change the position of the fields and to include them in various printouts connected to the job. The information is primarily used for internal use, for example, the work description. It can also be shown on printouts of job budget, job report, quote and order confirmation, but not on invoices.
Boolean 1-5	In these Boolean fields you can assign attributes to your job.
Date 1-10	In these fields, you can enter dates connected to the job. These are date fields. Using Maconomy's layout editing tools, it is possible to change the position of the fields and to include them in various printouts connected to the job. The information is primarily used for internal use, for example, the work description. It can also be shown on printouts of job budget, job report, quote and order confirmation, but not on invoices.
Amount 1-5	In these fields, you can enter amounts connected to the job. These are amount fields.
Popup 1-10	In these fields, you can select various information about the job. These are pop-up fields, which means you can choose from the options created for each field. They are created in the window Popup Fields. Using Maconomy's layout editing tools, it is possible to change the position of the fields and to include them in various printouts connected to the job. The information is primarily used for internal use, for example, the work description. It can also be shown on printouts of job budget, job report, quote and order confirmation, but not on invoices.
Customer Popup 1-5	In these five fields, you can select various information about the customer. These are pop-up fields, which means that you can choose from the options created for each field. They are created as Customer Popup 1 Customer Popup 5 in the window Popup Fields. When the job is created, or when a different customer is selected on the job, the values from the customer's information card are copied to these fields, but you can change the selections later.

Description Island

Field	Description
Internal	In these fields, you can enter a description of the job for internal use. The fields are purely for reference and are used in other windows and on various printouts in the Job Cost module.
Customer	In this field, you can enter a comment about the customer for internal use. Maconomy automatically suggests the order comment from the Customer Information Card, but you can change it. The field is purely for reference.
Ref.	In this field, you can enter the name of the customer representative dealing with the order. The field is purely for reference, and the name appears on various printouts and in other windows in the Job Cost module. The test in the field is printed on all external documents about the job.

Field	Description
End User No.	This field shows a unique end customer number, which you can set up in the End Users workspace. The end customer is a customer who buys from one or more of your direct customers.
Blanket invoice Ref.	In this field, you can enter a text as a reference for the job. The text will be displayed on the invoice if you use blanket invoicing (that is, invoice lines from multiple jobs are combined on one invoice, if the bill-to customer, company, department, company tax code, and currency code are identical), and if the invoice layout rule applied to the job indicates that the text should be shown. Blanket invoicing is selected in the Job Information window. For more information, please see the description of the Invoice Layout Rules window.
Year	This field defaults to the current year when creating a job, but you can change the year.
Start Date	In this field, you can enter the date on which the job is scheduled to start. It is purely for reference.
Estimated Ending Date	In this field, you can enter the date on which the job is expected to be finished. The date is for information only.
Recurring Annually	Select this field to indicate that the job should recur annually. If the field is marked, the job can be rolled forward in the window.
Rolled Forward to Job	If the job has been rolled forward, this field displays the number of the new job.

Price Island

Field	Description
Max. Billing Price	In this field, you can enter the maximum amount, in the job's currency, at which the job is to be billed. This amount is shown in the window Job Budgets, where Maconomy alerts you if the total budgeted billing price exceeds the amount stated here. Maconomy also shows the job's currency code in this field.
Effective Quote Price	For jobs billed using the invoicing principle "Time and Material," you can enter a price that you have calculated or agreed upon with the customer in this field. The price should be entered in the currency of the job. However, you cannot enter an effective quote price once the quote has been approved in the window Quote Editing. Once a quote has been approved, it can only be edited in the window Quote Editing. For fixed-price jobs, the effective quote price can only be entered or changed in the window Quote Editing. For further information, please see the description of the window Quote Editing. Maconomy also shows the currency of the job in this field.

Field	Description
	The amount can be printed on a quote or order confirmation to the customer from the window Quote Editing. The amount can also be changed in the windows Job Budgets and Job Price Information if the job is invoiced based on time and materials. If you create a quote from a budget, or if a quote is changed in the window Quote Editing, the amount in this field will automatically be corrected to the sum of the quote lines. It will then no longer possible to change the amount here. When you create an invoice selection in the window Invoice Selection, you can retrieve the effective quote price from this field and apply it as the total invoice amount.
Fixed Price	This field shows the fixed price of the job. The value displayed in this field is determined by the set-up of the job parameter attribute “Fixed Price Basis” in the job parameter type “Pricing Method” which can have one of the values “Quote” and “Budget.” If the job in question is a fixed price job and is assigned the job parameter attribute “Fixed Price Basis” with the value “Quote,” the value displayed in this field is identical to the value displayed in the field “Effective Quote Price” in this island. The value in this field is calculated on the basis of the quote price approved for the job in the one of the windows Quote Editing and Approve Quote. If you need to change the fixed price, that is, the approved quote price of such a job, this can be done in one of the windows Quote Editing or Approve Quote. If the fixed price job in question is assigned the job parameter attribute “Fixed Price Basis” with the value “Budget,” the value displayed in this field will be identical to the value of the latest approved budget of the job. Note that the value displayed in this field is the sum of the sales prices displayed in the table part of the window Job Budgets for those lines on which the field “Not incl. in fixed price” has not been marked, that is, the fixed price is the sum of the lines included in the fixed price of the job. See also the introduction of the window Invoice Selection for a description of how Maconomy determines whether or not entries are to be included in the fixed price of a job. You can inspect the pricing method selected for the job in question in the window Job Parameter Selection.
Contracted Billing Price for Time	This field shows the price that was agreed on with the customer for time, usually reflected in a job price list.

Creation Island

Field	Description
Create from Template	This field shows whether the job under creation should be based on a template job. If the system parameter “Create jobs from templates” is marked, this field is automatically marked when you create a job. However, the mark in this field can be removed if you do not want the new job to be based on a template job.

Field	Description
	If you want to create a job on the basis of a template job, you can use one of the following methods: At creation of a job, you can enter values in a number of the fields in this window. If you have marked this field and if the values entered on the new job uniquely identify a certain template job, that is, if the combination of certain fields uniquely identifies one template job, all remaining values in this window and other values, such as job budget lines, job parameters, job price information, and so on, will be copied from this template to the new job when you press Return. If no unique template can be found, Maconomy issues a message informing you that no template could be found. The other method for using a template job for the creation of a job is to enter the job number of a template job in the field “Template Job No.” in this island and have the job created on the basis of this template when pressing Return. Note that if the system parameter “Create job from template” is marked and you remove the mark in this field in order not to base your new job on a template job, this field will be marked by Maconomy when you have created the job, even though the new job was not based on a template job. In such situations the field “Template Job No.” will be blank, thus indicating that no template formed the basis of the new job. When creating a job from a template, you can choose whether you want to re-derive all customer information based on the customer number. If the system parameter “Overwrite customer fields when creating job from template” is unmarked, Maconomy will re-derive information about the job’s customer when the job is created. Information such as the customer name, address, payment terms, and tax code is updated to reflect that which is currently specified on the customer’s information card. If the parameter is marked, any information already specified in the template used for creating the job will not be rederived but be transferred unchanged to the job. For instance, if the customer’s information card specifies that the customer belongs to the “Advertising” market segment (in the pop-up field “Segment”), you can overwrite this for the current job by specifying another segment in the job template, provided the system parameter “Overwrite customer fields when creating job from template” is marked.
Job	In this field, you can enter a number of a template job if you want to create a new job on the basis of a template job. When the job has been created, you can no longer change the value in this field. This field always shows the number or name of the template job, if any, on the basis of which the current job was created. See the description of the above field “Create from Template” for further information about the use of template jobs.
Opportunity No.	In this field, you can specify the number of an opportunity to which the event should be assigned. Once an event has been assigned to an opportunity, the opportunity number can no longer be changed. If you create a job from an opportunity, the job is created with the same time unit as the opportunity budget.

Copying Island

In this island, you can specify settings for copying the current job to a new job. When you have specified the correct settings, select the “Copy Job” action to copy the job.

Field	Description
New Job No.	If you do not want the new job number to be taken from the number series, you can manually enter the desired number here. When you select the “Copy Job” action, the new job is created as a copy of the current job. See the description of the “Copy Job” action for further information.
Include Budget Texts	Mark this field if you want to include the budget texts associated with the current job in the job that will be created when you select the “Copy Job” action.
Include Item Lines	If you mark this field, item lines attached to the budget lines of the current job will be included when the job is copied.

Approval Island

In the fields in this island, you can specify the approval procedures applying to time and expense sheet lines pertaining to the current job. For each job, you can specify whether the supervisor of an employee, the project manager of the job, both, or none of them are to approve time registrations, expense registrations, or both. The default values in these fields are transferred from the corresponding fields in the window System Information in the Set-Up module.

Note that if you want separate approval routines for time vs. expense registrations, the system parameter “Allow separate approval requirements for time and expenses” must be marked in the window System Parameters in the Set-Up module. If the parameter is not marked, the fields are mutually dependent—that is, changing the value for the Supervisor or Project Manager for time registrations changes the corresponding value for expenses, and vice versa. It is possible to change the approval principle of a job, even though time sheets or expense sheets with entries on the job have already been created. However, if any such time and expense sheets have been submitted, they must be transferred before the approval principle can be changed.

The supervisor of each employee is specified in the window Employees. A supervisor approves time and expense sheets in the windows Time Sheets and Expense Sheets, respectively.

If approval of expense sheets is performed through an approval hierarchy, this approval overrules the supervisor’s approval. This means that if it has been specified on a job that the supervisor must approve expense sheets, an expense sheet can only be posted (and thereby settled) when it has been fully approved through an approval hierarchy. If the project manager’s approval of a job is also required, the individual expense sheet lines must also be approved by the project manager before the sheet can be posted. The project manager’s approval is carried out without using approval hierarchies.

Field	Description
Supervisor, Time	The following options are available for the supervisors of the employees registering time entries on the current job: ▪ None — The supervisor cannot approve time sheet lines concerning the current job.

Field	Description
	▪ Optional — The supervisor can approve time sheet lines concerning the job, but he does not have to. This means that the registrations of the employees can be transferred for posting without being approved by the supervisor. However, you should note that time sheets will only have the status of being fully approved once they have been approved by all relevant parties. ▪ Mandatory — The supervisor must approve time sheet lines concerning the current job before they can be transferred for posting.
Project Manager, Time	The project manager of each job is specified in the field “Project Manager No.” in this window. If the project manager is to approve time sheet lines, it is done in the windows Approve Time Sheet Lines and Approve Job Registrations. The following options are available: ▪ None — The project manager cannot approve time sheet lines concerning the current job. ▪ Optional — The project manager can approve time sheet lines concerning the job, but he does not have to. This means that the registrations of the employees can be transferred for posting without being approved by the project manager. However, you should note that time sheets will only have the status of being fully approved once they have been approved by all relevant parties. ▪ Mandatory — The project manager must approve time sheet lines concerning the current job before they can be transferred for posting.
Supervisor, Exp.	The functionality of this field is similar to that of the field “Supervisor, Time” above, but concerns the approval of expense sheets in the window Expense Sheets.
Project Manager, Exp.	The functionality of this field is similar to that of the field “Project Manager, Time” above, but concerns the approval of expense sheet lines in the windows Approve Expense Sheet Lines and Approve Job Registrations. Please note that the option of approving time sheets is not only available to the supervisor and the project manager of the job. Users who in the window Actions have been granted access to seeing and changing all time sheets can also see registrations and approve them in the windows Time Sheets, Expense Sheets, Approve Time Sheet Lines, Approve Expense Sheet Lines, and Approve Job Registrations. In the same way, the secretary of the time sheet user can approve time sheets if the system parameter “Secretary can Approve Time Sheets” has been marked. However, if you use approval hierarchies, the hierarchy in question determines who can carry out approvals corresponding to the supervisor. The following table illustrates the approval steps necessary in order for time and expense sheet lines to be transferred for posting. Only time sheets are mentioned in the table, but the principles are identical for both time and expense sheets. However, if approval hierarchies are used for expense sheets, approval through these hierarchies will overrule the supervisor’s approval, and

Field	Description
	therefore the approval must be carried out in the window Approvals in the Set-Up module.

Approval Principle — Time

Supervisor	Project Manager	Approval Required for Transfer
None/Optional	None/Optional	None — The user only has to submit or temporarily submit the time sheet.
Mandatory	None/Optional	The supervisor has to release or approve the time sheet in the window Time Sheets, thus transferring all of the lines on the time sheet. The time sheet is only released if the field “Transf. Non-Appr. Time Sheets” has been marked in the window System Information.
None/Optional	Mandatory	The project manager has to release or approve a time sheet line in the window Time Sheets, thus transferring the line in question. The time sheet line is only released if the field “Transf. Non-Appr. Time Sheets” has been marked in the window System Information. A time sheet is not marked as transferred until all of its lines have been transferred.
Mandatory	Mandatory	A time sheet line is transferred when it has either been released or approved by both the supervisor and the project manager. The approval or release by the project manager is done line-by-line, while the approval by the supervisor is done for a whole time sheet at a time. The time sheet lines are only released if the field “Transf. Non-Appr. Time Sheets” has been marked in the window System Information.

A time sheet line is not fully approved until it has been approved by the people indicated by the approval principles of the job. If it has been approved by one but only released by the other, it is still only partially approved.

Link Jobs Island

Field	Description
No. of Subjobs	This field shows the number of underlying jobs assigned to the job. The value cannot be changed here.
Main Job	In this field, you enter the number on an existing job in the Job Cost module. Maconomy only allows one level of subjobs which means that the current subjob must not have its own subjobs and that the specified primary job must not be a subjob. If you wish to change the current job into a subjob for another job, you enter in this field the number on the job you wish to assign as the primary job. In the window Distribute to Subjobs you can specify an allocation percentage for each subjob. Printouts of information about primary jobs and subjobs can also be retrieved by using the layouts “Summary” and “Customer Summary” in the window Print Jobs or by printing out job reports in the window Print Job Report. When you print out a job report on a primary job, you can choose to

Access Level Island

Field	Description
Access Level	In this field, you enter the access level to be assigned to the job. If you do not enter an access level, all users with access to the window Jobs will have access to the job. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to jobs may depend on other factors. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the Set-Up module. It is only possible to enter an access level if you have access to the level in question. You can assign access levels to a user in the window User Access Levels in the Set-Up module. This field also shows a description of the specified access level.

Registration Island

Field	Description
Job Allocation	In this field, you can specify which allocation rule you wish to use in connection with job reporting. Allocation rules can be created in the window Job Allocation Combinations.
Employee Control	In this field, you can specify the way in which you want to check which employees can be used in entries on the job. This is useful to avoid accidental, incorrect entries.

Field	Description
	The check is performed in all windows in which you can enter, reallocate, or import job entries or purchase orders. Maconomy will default to the control type specified for the current job group, but you can change the control type for each job in this field. There are the following options: ▪ None — Job entries can be registered for all employees. ▪ Budget — If the system parameter “Use Fixed Budget Type for Employee Control” has not been marked, job entries can be registered for all employees found in the latest revision of the job’s planning budget. If the system parameter has been marked, job entries can be registered for all employees found in the latest revision of the job’s budget of the type specified in the system parameter “Budget Type No. for Employee Control.” If, for instance, the system parameter “Use Fixed Budget Type for Employee Control” has been marked and the system parameter “Budget Type No. for Employee Control” indicates the budget type “Standard,” a job registration for a given employee is only allowed if the employee in question appears in the latest revision of the job’s budget of the type “Standard.” For enabling entries to be made on a job for an employee, the employee just has to appear in the budget in question. Maconomy does not check which activities the employee is assigned to in the budget. For more information about budgets and budget types, please see the description of the windows Job Budgets and Job Planning. ▪ Approved Budget — The budget type against which employee control should be carried out when you select this option is determined in the same way as described for the option “Budget” above. However, when you select this option, employee control is carried out on the latest approved revision of the budget of the type in question, rather than just the latest revision of the budget. ▪ Employee List — Employee control is enabled. Only employees assigned to the job’s employee list in the window Employee Control can register job entries. Of these methods for employee control, the “Employee List” method is recommended over the “Budget” method, as the planning budget is likely to be needed for other purposes, such as for resource planning where specific employee assignments are discouraged. For more information, please see the description of the window Employee Control.
Task List	In this field, you enter the task list assigned to the job.

Budgeting Island

Field	Description
Hours Per Man Day	In this field, you can specify how many hours are in a man day. In the table part, quantities for time activities can be specified either as a number of hours or a number of days. There are separate fields for specifying hours and days. When you specify a number of days, the corresponding number of hours is automatically calculated by multiplying the number of days by the value in this field. Similarly, when you specify a number of hours, the corresponding number of days is calculated by dividing the number of hours by the value in this field. This field is also used for calculating prices per day from hour-based prices. This field is also used when converting quantities of time from hours to days or vice-versa. When transferring time from a time sheet in days, the quantity is multiplied with this field to get the number of hours (if time on the job is measured in hours).
Time Budget In Days	Select this check box to show quantities in the Time Budget workspace in days. The default value is not selected, which shows quantities in hours. Maconomy updates this field when you change the value of the **Time Unit** field; the **Time Budget In Days** field is selected if you choose Day for the time unit, and deselected if you choose Hour for the time unit.

Customer Job Option Lists Island

Copy to come.

Budget Status Island

Field	Description
Current Budget	For information about budgets, refer to the Job Budgets single dialogs workspace.
Exists	This field specifies whether the current budget already exists for the current job.
Planning Budget	For information about budgets, refer to the Job Budgets single dialogs workspace.
Exists	This field specifies whether the planning budget already exists for the current job.
Forecast Budget	For information about budgets, refer to the Job Budgets single dialogs workspace.
Exists	This field specifies whether the forecast budget already exists for the current job.
Baseline Budget	This field shows the budget type of the baseline budget on the job. For more information about how this job parameter is utilized with jobs, refer to the Job Parameters single dialogs workspace.

Field	Description
Exists	This field specifies whether the baseline budget already exists for the current job.
Fixed Price Budget	This field shows the budget type of the fixed price budget on the job. For more information about how this job parameter is utilized with jobs, refer to the Job Parameters single dialogs workspace.
Exists	This field specifies whether the fixed price budget already exists for the current job.
Completion Percentage Budget	This field shows the budget type to use when calculating the completion percentage of the job. For more information about how this job parameter is utilized with jobs, refer to the Job Parameters single dialogs workspace.
Exists	This field specifies whether the completion percentage budget already exists for the current job.
Baseline Comparison Enabled	This field shows whether baseline comparison is enabled on the job for assessing job progress. For more information about how this job parameter is utilized with jobs, refer to the Job Parameters single dialogs workspace.
Fixed-Price Basis	This field determines whether the fixed price of a job is transferred from the latest approved job budget type or from the job's quote. For more information about how this job parameter is utilized with jobs, refer to the Job Parameters single dialogs workspace.
Rec. Rev. By Compl. Percentage	This field shows whether revenue on a job should be recognized according to completion percentage. For more information about how this job parameter is utilized with jobs, refer to the Job Parameters single dialog workspace.
Handling of Overruns	This field shows whether the specified job should handle overruns. For more information about how this job parameter is utilized with jobs, refer to the Job Parameters single dialog workspace.

Actions

This section shows the Actions available in the Jobs workspace

Top Tab

Field	Description
Submit	Use this action to submit the job for approval.
Approve	Use this action to approve a submitted job.
Reject	Use this action to reject a submitted job.

Field	Description
Undo Approval/ Reject	Use this action to undo the approval or rejection of a submitted job.
Convert to Order	When you select this action, Maconomy changes the job status to “Order” from “Quote.” You can only select this action, if the job in the window has “Quote” status, and only if the current user has been given access to this action by selecting the field “Convert Job to Order” in the Set-Up module. The change is shown in the fields “Status,” “Converted by,” and “Date of Conversion” in the island Job. Upon conversion, Maconomy enters the value 100 in the field “Probability %” in each budget created for the job in the window Job Budgets.
Convert to Quote	When you select this action, Maconomy changes the job status to “Quote” from “Order.” You can only select this action, if the job in the window has “Order” status, and only if the current user has been given access to this action by selecting the field “Convert Job to Order” in the Set-Up module. You can only convert a job from “Order” to “Quote” if no invoicing has been made on the job, if no approved invoice selection exists for the job, and if no order lines are assigned to the job. If the job is a main job, it can be converted to “Quote” even if any subjobs have been invoiced. The change is shown in the fields “Status,” “Converted by,” and “Date of Conversion” in the island Job. The conversion does not affect the value in the field “Probability %” for the budgets created for the job in the window Job Budgets.
Close Job	When you select this action, you close the job in the window. Maconomy marks the field “Closed” and inserts today’s date in the field “Date” in the Job island. You can only select this action if the job has no open entries and is not already closed. You cannot close a job that has open purchase orders, open requisitions, open invoices on account, accruals, open job events or event flows, unapproved time or expense sheets, sales orders which have not been fully delivered or invoiced, unposted reallocation journals or unposted job revenue journals. Maconomy will issue a warning if an entry is marked for reallocation to or from the job in question or referenced on an unposted vendor invoice journal. As long as a job is marked as closed, you cannot register entries to it. A closed job can always be reopened with the action “Reopen Job.” However, you can close a job to which non-invoiced sales orders are assigned if the orders in question are so-called 0 orders, that is, orders without order lines or orders where all order lines contain a quantity and delivered quantity of zero. If a job has quote status, you can always close the job. However, if the job is a fixed-price job with order status, Maconomy checks that the job’s fixed price less any invoiced amounts equals the sum of previously printed invoices on account. If this is not the case, the job cannot be closed. If a job is assigned a job allocation combination rule that allows non-fixed-price entries, such non-fixed price entries are not registered as part of the ‘fixed price’ of either a fixed price job or a time and material job. This means that the amount invoiced for such non-

Field	Description
	fixed price entries is not included in the total invoiced amount on the basis of which the above-mentioned comparison is made. If the job parameter “Create Invoice Upon Job Closing” in the job parameter type “Fixed Price Set-Up” is assigned the value “Yes,” closing a fixed price job assigned to this parameter will automatically create an invoice for the quote price less amounts invoiced on account, that is, a zero invoice. Any difference between the fixed price and the sales price of registered job entries will be posted on the activity entered in the job parameter attribute “Activity for Job Closing” assigned to the job in question. The sales price of registered job entries does thus not include non-fixed price entries when using the functionality regarding invoicing non-fixed price entries separately on a fixed price job. See the description of the window Job Allocation Combinations for further information on non-fixed price entries on fixed price jobs and time and material jobs. The job cannot be closed if the amount credited on account is greater than the amount invoiced on account. If the system parameter “Extended use of 0-invoice system numbers” is selected, the invoice number of the zero invoice printed is taken from the system number series “0-Invoice” defined in the window System Numbers in the Set-Up module. Note that if the last invoice created on such a job gives rise to the creation of a credit memo, the system number assigned to the credit memo will be derived from the system number series “Credit Memo.” If the job is a fixed price job with overrun handling, and the job parameter attribute “Create Invoice Upon Job Closing” is assigned the value “Yes,” Maconomy will close all job entries created as a result of any overrun. If the activity for overrun registration and the activity for job closing are not the same, the amount from the overrun activity will be moved to the activity for job closing. These activities are specified in the window Job Parameters in the job parameter type “Fixed Price Job Set-Up.” Entries not included in the fixed price of the job (outlays, if the job parameter attribute “Include Outlays in Fixed Price” is assigned the value “No,” and other entries not included in the fixed price using job allocation combinations) must be invoiced to the customer and closed before the job can be closed. Any job profit entries and overrun entries created when closing a fixed price job on which an invoice is automatically created upon job closing are also provided with the journal number of the invoice journal. Moreover, if a job uses detailed revenue recognition, any profit entries created at closing of the job will be split into the detail levels that apply to the relevant job; that is, a profit entry is automatically created for each detail level of the job. When closing a time and material job using revenue recognition by completion percentage and/or overrun handling or a job using WIP evaluation, Maconomy creates a revenue recognition journal which when posted ensures that the revenue recognized on the T&M job is equal to the amount invoiced on the job. Thereby any revenue adjustment entries made during the life of the job are reversed. If the job uses detailed revenue recognition, Maconomy automatically creates a journal for each of the relevant detail levels applying to the job. See the description of the job parameter type “Revenue Recognition” for further

Field	Description
	information about the possibility of setting up jobs with overrun handling, revenue recognition by completion percentage, and WIP evaluation For each team assigned to the job, Maconomy checks if the field “Block Team when Unused” is marked for the team in question. If it is, and if all other jobs to which the team in question is assigned have also been closed, the team is blocked. However, the team is automatically reopened if the job is reopened. Maconomy will set all estimates to completion to 0 and evaluate the progress of the job to bring the planning budget up to date with actuals. You may turn off this feature of job closing by unmarking the system parameter “Calculate Progress at Job Closure.” Once a job has been closed, it is no longer possible to create entries for the job. However, a closed job can be reopened at any time using the action “Reopen Job.”
Reopen Job	When you select this action, you reopen the closed job in the window. Maconomy removes the mark in the “Closed” field and the date in the “Date Closed” field. You can only select this action if the job in the window is closed, that is, if there is a mark in the “Closed” field. Maconomy checks that the user has permission to reopen jobs, that is, that the field “Can Reopen Jobs” in the window Actions in the Set-Up module is marked for the user. Any blocked teams assigned to the current job are automatically reopened when reopening the job.
Roll Forward	This action will roll the job forward by copying the job and updating the name and year on the new job. A job can only be rolled forward once and only if it is not closed.
Copy Job	When you select this action, you copy the job shown in the window, including its budget and the job parameters assigned to it. If you have entered a number in the Copying island, this number will be assigned to the new job. Otherwise Maconomy will allocate a number automatically. The status of the new job will be “Order” if this has been specified in the “System Information” window. Otherwise it will be “Quote.” It will not be assigned to any other job as a subjob, and it will have no subjobs assigned to it. If a quote price has been specified on the job that is copied, this amount is reset to zero on the new job. If you want to assign the job to another customer, change the customer number. If a standard budget is assigned to the selected job group, this budget is transferred to the new job and recalculated when the job is created by copying the current job. If the “Include Budget Texts” and “Include Item Lines” fields are marked, budget texts or item lines will be transferred from the standard budget. However, job budget lines containing blocked activities, tasks, dimensions, and so on, are not copied to the new job budget. Maconomy will issue a message stating which lines, if any, could not be copied to the new job. When copying a job, Maconomy attempts to include the job parameters from the existing job in the new job. However, if some of the job parameters on the

Field	Description
	existing job do not match the new job, Maconomy makes a derivation of job parameters from other job parameter selection rules created in the system. The job parameters that are derived to any job can be viewed and changed in the Job Parameter Selection window. Note that some very job-specific fields are blanked when copying. This includes the field “Estimated Ending Date.” If a job phase list has been assigned to the existing job, it is copied to the new job. In this process, the planned duration of each phase is maintained, but the phases are moved so that the starting date of the first phase is set to today’s date. The employee responsible for each phase is not copied, which means these employees must be specified for the new job in the Job Phases window. Note that new jobs can also be created from a template job. See the description of the island Creation in this window for further information about the use of template jobs.
Send Job to People Planner	This action will send the job, including budget, to People Planner. System parameters affecting this functionality are: ▪ Always Allow Send Action — If this is False, and Integration Status Notes are used, you can only push the job from Maconomy to People Planner once. After that, it will only be possible to import it from People Planner. ▪ Include Subjobs When Sending Job to People Planner — Allows including subjobs when sending jobs to People Planner. ▪ Default Job Budget Type — If a value is entered, this will be the budget type sent. If a value is not entered, the budget type currently shown in Job Budgets will be sent. There is an exception if the job has been sent to People Planner previously using another budget type. In that case, this budget type will be used again. The action is only available if add-ons for People Planner and Custom Actions are installed and the Enable Custom People Planner Actions system parameter is set to True.

Job Information Single Dialogs Workspace

Use this workspace to maintain information about the jobs that you manage in the Job Cost module.

The Job Information tab contains general and account information, and the Order Assignments sub-tab displays a list of the job quotes and sales orders from Maconomy's Sales Orders module.

This workspace supplements the Jobs workspace, which also contains job information. While you use the Jobs workspace to create jobs, you use the Job Information workspace for more customer-related information such as payment and delivery address, invoice discounts, and payment terms.

When you create a job in the Jobs workspace, Maconomy retrieves information from other parts of the system, such as customer information from Accounts Receivable and system information from the Set-Up module. The Job Information workspace also displays status information about

printouts of quotes, order confirmations, invoices, and credit memos connected to the particular jobs.

Note: On typical jobs, a number of the fields are mandatory. However, if the job is a template job, those fields are not mandatory, so that you can leave fields empty as needed. See the Jobs workspace for information about template jobs.

You do not need to use this workspace to manage jobs if you use the terms of contract, delivery and payment address, and so on, which are described in the Accounts Receivable module.

Job Information Tab

This section includes the fields and descriptions for the Job Information tab.

Job Island

Field	Description
Job	This is the job's number. It is the sole and absolute identification of the job. You cannot change it here. This field also shows the job name, which is entered in the Jobs window. You cannot change the name here, but you can change it in the Jobs window.
Job Group	This is the job group to which the job is assigned. You cannot change it here. Job group can only be changed in the window Jobs, and only as long as the job has "Quote" status.
Status	This is the job's current status. A job is either "Quote" or "Order." You cannot change its status here. When a job is created, it is automatically in "Quote," unless you have marked the field "Created as Order" in the window System Information. In the window Jobs, you can convert jobs in quote to "Order" and vice versa. As long as a job is on quote, you can only assign it to quotes (not sales orders) in the Sales Orders module. If there are quotes or sales orders for the job, these will be shown in the table part of the window.
Template	This field shows whether the job is a template job or a 'normal' job. See the description of the island Creation in the window Jobs for information about the use of template jobs.
Blocked for Budg.	This field shows whether the job is blocked for budgeting. If this field is marked, it is not possible to register budget lines on the job in the windows Job Budgets and Periodic Job Budgets.
Blocked for Time Reg.	This field shows whether the job is blocked for registration. If this field is marked, it is not possible to register information on the job in, for example, the windows Time Sheets, Expense Sheets, Job Reallocation, and Job Journal. However, you can still create job budget lines and invoices for the job.

Field	Description
Blocked for Amount Reg.	This field shows whether the job is blocked for amount registration. If this field is marked, it is not possible to register amount information on the job in, for example, the windows Time Sheets, Expense Sheets, Job Reallocation, and Job Journal. However, you can still create job budget lines and invoices for the job.
Blocked for Inv.	This field shows whether the job is blocked for invoicing. If this field is marked, it is not possible to create invoices and credit memos regarding the current job in, for example, the windows Invoice Selection and Job Invoicing, and these windows will not show jobs which are blocked for invoicing. However, you can still register time and expenses as well as other information on the job.
Blocked for Purchasing	This field specifies whether the creation of purchase orders is blocked on the job.
Closed	This field is marked if the job is closed. You cannot change the field's value here. Jobs are closed using the action "Close Job" in the window Jobs, and they are reopened by choosing "Reopen Job" in the same menu. As long as a job is marked as closed, you cannot register entries to it. And you cannot make or revise budgets for it in the window Job Budgets. But you can always reopen a closed job.

Ship to Address Island

Field	Description
Customer	This is the number of the customer associated with the job. The customer number is entered in the window Jobs when the job is created. You cannot change it in this window. The rest of the lines will show name and address of the customer. The information is retrieved from the window Customer Information Card in the Accounts Receivable module, when the job is created in the window Jobs. The information can be changed freely, regardless of whether the system parameter "Allow Job Specific Billing Addresses" is marked.
Attn.	This is the customer's attention person. The name is retrieved from the window Customer Information Card in the Accounts Receivable module, when the job is created in the window Jobs. The name can be changed freely, regardless of whether the system parameter "Allow Job Specific Bill To Customer Attention Persons" is marked.
Country	This is the customer's country code. It is retrieved from the Customer Information Card, when the job is created in the window Jobs. You can choose another country in the pop-up field. The codes shown here are created in the Country pop-up field in the Set-Up module.

Field	Description
Phone	The functionality of this field is similar to that of the field “Country” above.
Fax	The functionality of this field is similar to that of the field “Country” above.
Telex	The functionality of this field is similar to that of the field “Country” above.
E-mail	The functionality of this field is similar to that of the field “Country” above.

Customer Hierarchy Island

Field	Description
Level 1-5	These fields show the numbers and names of customers in the hierarchy levels above the customer in question. These fields are only available if Customer Levels are set up using the designated System Parameters.

Settling Company Island

Field	Description
Settling Company	This field shows the number of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module. This field also shows the name of the specified settling company.

Payment Island

Field	Description
Pmt. Terms	In this field, you can choose which payment terms to apply to the invoices for the job. Maconomy automatically suggests the payment terms normally applied to the customer, retrieving the information from the window Payment Information in the Accounts Receivable module. You can change the payment terms here. Please note that if the current job is set up for split billing (that is, there is more than one bill-to customer on the job), the payment terms can only be changed for the bill-

Field	Description
	to customer shown in this window. You can change the payment terms for all customers on the job in the window Bill to Customer Distribution. For more information, please see the description of the window Bill to Customer Distribution. Payment terms are defined in the window Popup Fields in the Set-Up module.
Blanket Invoice	In this field, you can specify whether the job is to be included in a blanket invoice or blanket credit note to the customer. Maconomy supports blanket invoicing and crediting for both regular invoices and credit memos and for invoices and credit memos on account. Maconomy suggests the value from the field “Blanket Invoice” in the customer’s information card in the A/R module, but you can change it here. Blanket invoicing means that all non-invoiced but approved invoice selections to the customer are invoiced together in one invoice, provided that the jobs have the same bill-to customer and are assigned to the same company, the same department, the same company tax code, and the same currency code. Similar principles apply to blanket crediting; all crediting to the same customer can be joined in one credit memo. However, a credit memo selection will not be included in a blanket crediting if it was created from an invoice. If the system parameter “Blanket invoicing per main job” is marked, only main jobs and their subjobs are joined in the blanket invoice or credit memo. For more information about main job invoicing and crediting, please see the description of the window Invoice Layout Rules.

Customer Information Island

Field	Description
Department	In this field, you select the department associated with the job. Maconomy suggests the value from the customer’s information card in the Accounts Receivable module, but you can change it here. Departments are defined in the window Posting References in the G/L module.
Customer Group	This is the customer group to which the customer is assigned. Maconomy automatically suggests the value from the customer’s information card. It is possible to change the value in this field until the first invoice has been printed on the job.
Language	In this field, you select the language code for the job. Maconomy suggests the value from the customer’s information card in the Accounts Receivable module, but you can change it here. Language codes are created in the window Popup Fields in the Set-Up module.
Tax	Mark this field if invoices for the job are subject to tax. Maconomy suggests the value from the customer’s information card in the Accounts Receivable module, but you can change it here. Please note that if the current job is set up for split billing (that is, there are more than one bill-to customer on the job), and the mark in this field is removed, the mark is removed for all bill-to customers on the job. You can

Field	Description
	change the tax setting for individual customers on the job in the window Bill to Customer Distribution. For more information, please see the description of the window Bill to Customer Distribution.
Tax No.	In this field, you can write the customer's tax number. Maconomy suggests the value from the bill-to customer's information card in the Accounts Receivable module, but you can change it here. If a validation rule is assigned to the tax number field in the window Rules of Validation in the Set-Up module, Maconomy will validate the tax number upon entry or change. If you change the bill-to customer, Maconomy retrieves the new tax number.
Company Tax Code	In this field, you can select a company tax code created in the window Popup Fields. Maconomy uses the field to determine which tax code to use for calculation of tax on the current job, as the reporting code is one of the tax code selection criteria in the window Tax Tables in the G/L module. Maconomy uses the tax table specified in the window Company Information for the job's responsible company. The tax code, however, is only transferred from a tax table, if the use of tax tables has been selected in the window System Information, and only if a tax table has been assigned to the current job's responsible company. If no tax table has been specified for the responsible company, or if differentiated tax has been selected but not the use of tax tables, Maconomy transfers the tax code specified for each activity in the window Activities. If neither the use of tax tables nor differentiated tax has been selected, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. If you use tax tables, and the system parameter "Get on account tax code from tax table" is marked, the tax code to be transferred to on account invoices is found in a tax table. But instead of using the item tax code specified on an activity, item or account, Maconomy uses the on account tax code in the field "On Account Tax Code" in the window System Information in the Set-Up module (along with various other information) to point out the relevant tax table line. If the system parameter "Get on account tax code from tax table" is not marked, the standard tax code specified in the window System Information is always used as the tax code on invoices on account. For further information about the information used to point out the correct tax code, please see the description of the window Tax Tables in the G/L module. The reporting code is used in connection with posting of job entries to determine which tax report entries to create when posting on the current job. Based on the tax report entries, it is possible to create tax reports showing tax and tax basis postings associated with a given tax report field. However, this type of reporting can only be done, if extended tax reporting has been selected in the window System Information. The value is transferred from the customer's information card at the creation of a job. It is possible to change the value here. It is only possible to blanket invoice jobs with the same reporting code.

Field	Description
Cust. Payment Mode	In this field, you can select the customer payment mode to be used on the current job. Maconomy suggests the value from the customer's information card, but you can select another customer payment mode for the current job. Please note that if the current job is set up for split billing (that is, there is more than one bill-to customer on the job), the customer payment mode can only be changed for the bill-to customer shown in this window. You can change the customer payment mode for all customers on the job in the window Bill to Customer Distribution. For more information, please see the description of the window Bill to Customer Distribution.
Global Location No.	If the customer has requested that you use a specific global location number on invoices pertaining to the current job, you can specify the location number in question here. The number specified here will be transferred to invoices for the current job. Maconomy suggests the global location number specified in the window Company Specific Payment Information for the customer in question, but you can change it here if the location number to be used on the current job is not the same as the standard location number of the customer. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.
Enterprise	This field is used to assign the job to an enterprise. Maconomy automatically suggests the value from the customer's information card. It is possible to change the value.
Segment	This field is used to assign the job to a segment. Maconomy automatically suggests the value from the customer's information card. It is possible to change the value.
Area	This field is used to assign the job to an area. Maconomy automatically suggests the value from the customer's information card. It is possible to change the value.
Post Vendor Exch. Rate Variances on Job	Use this field to specify how to post exchange rate variances that occur when you register vendor payments. If you select this check box, the exchange rate variances are posted to the jobs to which the paid vendor invoices were allocated. If you do not select this check box, the exchange rage variances are posted to the Vendor Exchange Rate Gain or Vendor Exchange Rate Loss account. The default value is that the check box is not selected. When you create a job, this field is initialized to the value of the Post Vendor Exch. Rate Variances on Job field on the company-specific customer for the job. You can change the field in this window. You can change the value of the field as many times as needed, such as when approving invoice selection, when printing an invoice, and so on. What is important is its value when you post.

Credit Memo Island

Field	Description
Last Credit Memo Date	This is the date of the last job credit memo. It cannot be changed here.
No. Credit Memos	This field shows how many credit memos have been made for the job. The value cannot be changed here.
No. of Copies	This field shows how many times credit memos have been printed for the job, including reprints. It does not include the number of copies chosen in your computer's standard print dialog. The value cannot be changed.

Dimension Combination Island

Field	Description
Dimension Combination	In this field, you can enter the number of a dimension combination of the type "Dimension Derivation" created in the window Dimension Combinations. If a description has been assigned to the dimension combination, the text is displayed in the field "Description." If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current job. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the job. The functionality on period specific sets of derived dimension values in the window Derived Dimensions, which is described in the field "Location" below, also applies to this field. This field also shows the number of the responsible company as specified in the island Company. The name of the company is displayed in the field "Description." The company number cannot be changed, but the field "Overwrite" can be changed. The information in the field will only be used in the cases when a company number in the table part of a window can be derived from the job specified. In these cases, the current company will only overwrite any manually specified value for the dimension if you have marked the field "Overwrite" on the current job. If you do not select to overwrite, the dimension value will only be transferred to a table line at creation if the dimension field "Company No." is not manually completed. Even if you have specified a dimension combination in the field "Dimension Combination," a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. The functionality on period specific sets of derived dimension values in the window Derived Dimensions, which is described in the field "Location" below, also applies to this field.

Field	Description
	For a further description of derived dimensions, refer to “Introduction to the G/L Module” and the description of the fields and functions for the windows Dimension Derivations and Dimension Combinations in the G/L module.

Derived Company Island

Field	Description
Company	This field shows the number of the responsible company as specified in the island Company. The name of the company is displayed in the field “Description.” The company number cannot be changed, but the field “Overwrite” can be changed. The information in the field will only be used in the cases when a company number in the table part of a window can be derived from the job specified. In these cases, the current company will only overwrite any manually specified value for the dimension if you have marked the field “Overwrite” on the current job. If you do not select to overwrite, the dimension value will only be transferred to a table line at creation if the dimension field “Company No.” is not manually completed. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. The functionality on period specific sets of derived dimension values in the window Derived Dimensions, which is described in the field “Location” below, also applies to this field. For a further description of derived dimensions, refer to “Introduction to the G/L Module” and the description of the fields and functions for the windows Dimension Derivations and Dimension Combinations in the G/L module.

Derived Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If a description has been assigned to the location, the text is displayed in the field “Description.” If you do not enter a value manually, Maconomy will try to derive a value on the basis of the order of priority specified in the window Dimension Derivations in the G/L module. If a value cannot be derived, Maconomy will transfer the standard value from the window System Parameters in the Set-Up module. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as

Field	Description
	dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. In the window Derived Dimensions, you can create period specific sets of derived dimensions if the dimension values to be derived from the current job should vary, depending on the entry date of the registrations to which dimension values are derived from the current job. In this context, the value in this field is always reflected in the corresponding field on the dimension derivation line that has a blank ending date, and changing the dimension values in this field will cause the corresponding information on that dimension derivation line to be updated accordingly, and vice versa. When you create a job, Maconomy automatically creates a line in the window Derived Dimensions with the information specified in this island, and a blank starting and ending date, indicating that this line applies on all registrations regardless of entry date. In effect, as long as you do not need the dimension values derived from the job to change on a given date, you only need to enter dimension derivation information in this island, and not in the window Derived Dimensions. Please note, however, that if you have added a period-specific set of derived dimensions in the window Derived Dimensions, the dimension derivation line that has a blank ending date is not necessarily the dimension derivation line valid on today's date. You should therefore be aware that if period specific sets of derived dimensions have been created for the job, the dimension values derived from the current job are not necessarily those appearing in this island. See the section on dimension derivation in the chapter "Introduction to the G/L Module" as well as the description of the windows Dimension Derivation and Dimension Combinations in the G/L module for further information about dimension derivation. For information on period specific sets of derived dimensions, see the window Derived Dimensions in the G/L module.
Entity	This field shows the name of the company shown in the field "Location" above.
Project	This field shows the name of the company shown in the field "Location" above.
Purpose	This field shows the name of the company shown in the field "Location" above.
Spec. 1-3	This field shows the name of the company shown in the field "Location" above.
Local Spec. 1-3	This field shows the name of the company shown in the field "Location" above.

Billing Address Island

Field	Description
Bill to Customer	In this field, you enter the number of the customer receiving the invoice. Maconomy retrieves the value from the ship-to customer's customer information card in the module Accounts Receivable, but you can change it here. Maconomy verifies that the customer exists in the module Accounts Receivable. The two customer numbers can, for example, be different if one customer has commissioned the job and another is paying for it. The other lines in this field show the name and address of the bill-to customer. The information is retrieved from the window Customer Information Card in the module Accounts Receivable. If the system parameter "Allow Job Specific Billing Addresses" is marked, and you mark the field "Job Specific Address" in this island, you can specify a different address for the bill-to customer from the one that is specified in the Customer Information Card. The changed address is reflected on the current job throughout the Job Cost system (for example, on printouts such as invoices and credit memos), including the window Bill to Customer Distribution. If you use main job invoicing and change the bill-to customer on a main job, the bill-to customer is changed on all subjobs in the main job/subjob hierarchy. You cannot change the bill-to customer on individual subjobs if you use main job invoicing. If the current job is set up for split billing (that is, there are more than one bill-to customer on the job), changing the bill-to customer in this window adds the new customer to a line in the table part of the window Bill to Customer Distribution with a setup percentage of zero. Merely changing the address does not add a new line to the table part. For more information, please see the description of the window Bill to Customer Distribution.
Appropriation	In this field you must specify the bill-to customer appropriation. If the bill-to customer with the given appropriation does not exist, you will receive an error message.
Invoice Currency	This field shows the invoice currency for the line. If a bill-to customer is specified on the line, then the invoice currency of this bill-to customer is shown. If no bill-to customer is specified, then the field shows the invoice currency of the job.
Attn.	This field shows the bill-to customer's attention person. The name is retrieved from the window Customer Information Card in the Accounts Receivable module, when the job is created in the window Jobs. If either the system parameter "Allow Job Specific Billing Addresses" or "Allow Job Specific Bill To Customer Attention Persons" is marked, you are able to change the attention person independently of the information in the customer information card. See also the description of the field "Bill to Customer" above and the field "Job Specific Address" below.

Field	Description
Country	This field shows the bill-to customer's country code. It is retrieved from the Customer Information Card in the Accounts Receivable module, when the job is created in the window Jobs.
Phone	The functionality of this field is similar to that of the field "Country" above.
Fax	The functionality of this field is similar to that of the field "Country" above.
Telex	The functionality of this field is similar to that of the field "Country" above.
E-mail	The functionality of this field is similar to that of the field "Country" above.
Job Specific Address	If the system parameter "Allow Job Specific Billing Addresses" is marked, you can mark this field to allow the bill-to customer's address to be changed in this window and in the table part of the window Bill to Customer Distribution. Otherwise, the address from the customer card of the bill-to customer will be used on invoices, and so on. Similar functionality exists in the window Bill to Customer Distribution. In that window, you can change the bill-to address for each combination of customer and appropriation. If you do this, you cannot change the bill-to customer address in this window, but you must continue to maintain addresses in the window Bill to Customer Distribution. For more information, please see the description of the window Bill to Customer Distribution. You cannot change the bill-to customer's address on a template job.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current job. You cannot change the value here. This field also shows the name of the specified company.

Quote Island

Field	Description
Date Printed	This is the date a quote was last printed for the job. The date cannot be changed here.
No. of Copies	This shows how many times you have printed a quote for the job. It does not include the number of copies chosen in your computer's standard print dialog. The value cannot be changed.

Order Confirmation Island

Field	Description
Date Printed	This is the date an order confirmation was last printed for the job. The date cannot be changed here.
No. of Copies	This shows how many times you have printed an order confirmation for the job. It does not include the number of copies chosen in your computer's standard print dialog. The value cannot be changed.

Invoice Island

Field	Description
Date of Last Invoice	This is the date of the last invoice made for the job. It cannot be changed here.
No. Invoices	This field shows how many times an invoice has been made for the job. It cannot be changed here.
No. of Copies	This field shows how many times an invoice for the job has been printed, including reprints. It does not include the number of copies chosen in your computer's standard print dialog. The value cannot be changed.

User Island

See the chapter "Getting Started" for a description of the fields in the island User. Note, however, that until a quote, an order confirmation, an invoice or a credit note has been printed for the current job, the field "Version No." will always show the value 1. The information in the island applies to the current job, and therefore a change in this window will also be reflected in the island User in the windows Jobs, Job Descriptions and Job Budgets.

Budget Texts Island

Field	Description
Text Lines for Purchase	In this field, you can mark that texts entered in the window Job Budget Texts should be transferred to purchase orders created from the job budget lines. When you create a new job, Maconomy suggests the value entered in the window System Information.

Order Assignments Sub-Tab

This section includes the fields and descriptions for the Order Assignments sub-tab.

Field	Description
Order No.	This field shows the numbers of the quotes and/or sales orders that have been made for the job in the windows Quotes and Sales Orders in the Sales Orders module. The value cannot be changed here.

Field	Description
	If you sell any items from Maconomy's inventory system, the job is assigned to one or several sales orders. However, if the status of the job is "Quote," the job is assigned to quotes instead. The item sale is invoiced separately in the Orders module, but the sales figures are transferred to the job. This makes it possible to cost the job afterwards. The job is attached to a sale by specifying job number and activity number in the window Quotes or Sales Orders.
Activity No.	This is the number of the activity to which the quote or sales order is registered in the Job Cost system. The value is transferred from the island Job Cost on the quote or sales order in question. The value cannot be changed here.
Activity Name	This field displays the activity name. The activity name is retrieved from the window Activities for the activity in question.
Task	These fields show the task, if any, to which the sales of the current quote or sales order is to be registered in the Job Cost module. The value of this field is transferred from the corresponding field on the quote or sales order in question, and as a result, it cannot be altered here.
Task Description	This field displays the task description. The task description is retrieved from the window Job Tasks for the task in question.
Location	This field shows the dimensions to which the sales of the current quote or sales order is to be registered in the Job Cost module. The value is transferred from the corresponding field on the quote or sales order and as a result, it cannot be altered here.
Entity	The functionality of this field is similar to the functionality of the field "Location" above.
Project	The functionality of this field is similar to the functionality of the field "Location" above.
Purpose	The functionality of this field is similar to the functionality of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Location" above.
Description	In this field, you enter an entry text which will be used for the quote or sales order, when it is entered in the Job Cost module. Maconomy suggests the text attached to the activity in the "Activity No." field for the quote or sales order on the line. However, you can change the text here.

Actions

This section shows the Actions available in the Job Information workspace.

Top Tab

Field	Description
Print	Use this action to print the details of a job. If the job is blocked for purchasing, the print layout displays the value of this field.

Job Descriptions Workspace

Use this workspace to assign descriptive texts to jobs to document a job flow.

The Job Descriptions tab displays information about the current job. The Note Lines sub-tab displays the contents of any note that you assigned to the current job, allowing you to describe the job in detail.

To enter or edit text in the sub-tab, you must assign a note to a job. You can do this manually or use the **Create Note** action. See the description of the **Note No.** field for details.

Text that you enter in the sub-tab automatically wraps when you click **Enter** or use the **Wrap lines** action.

You can assign a heading to each group of text lines. You select headings from the options in the note type that you select in the **Job Description** job parameter type for each job. Define the headings in the Note Types workspace in the Set-Up module.

You can use the heading as an internal code to indicate this portion of the job flow. For example, if the job is related to customer service around a returned product, the first heading might be *Received*. You could then include the customer's explanation of what is wrong with the product. The next heading might be *Transferred*, with the description naming the department to which the job was transferred. You can also specify the values and texts that you enter in this workspace on template jobs.

Use the Job Search workspace to search for all descriptions and headings. For example, you might search for jobs of a certain status.

Job Descriptions Tab

This section includes the fields and descriptions for the Job Descriptions tab.

Customer Island

Field	Description
Customer	This is the number of the customer associated with the job. The customer number is entered in the window Jobs when the job is created. You cannot change it in this window. This field also shows the customer’s name as entered in the Customer Information Card in the A/R module. The name cannot be changed here, but you can change it in the Job Information window.

Job Island

Field	Description
Job No.	This is the job's number. It is the sole and absolute identification of the job. You cannot change it here. This field also shows the job name, which is entered in the Jobs window. You cannot change the name here, but you can change it in the Jobs window.
Job Group	This is the job group to which the job is assigned. You cannot change it here. Job group can only be changed in the window Jobs, and only as long as the job has "Quote" status.
Department	In this field, you choose the department to which the job belongs. Maconomy suggests the value from the customer's information card in the A/R module, but you can change it. Departments are defined in the window Posting References in the G/L module.
Status	This is the job's current status. A job is either "Quote" or "Order." You cannot change its status here. When a job is created, it is automatically in "Quote," unless you have marked the field "Created as Order" in the window System Information. In the window Jobs, you can convert jobs in quote to "Order" and vice versa. As long as a job is on quote, you can only assign it to quotes (not sales orders) in the Sales Orders module. If there are quotes or sales orders for the job, these will be shown in the table part of the window.
Template	This field shows whether the job is a template job or a 'normal' job. See the description of the island Creation in the window Jobs for information about the use of template jobs.
Current Phase	This field displays the name of the current job phase, if a job phase list has been assigned to the job in the window Job Phases, and a phase has been commenced.
Job Proc. Status	This field displays the current job processing status. This status is specified if events have been assigned to the job in the window Events or in the window Job Events in the Contact Management module, and will be transferred to this window when the event is closed. For further information see the description of the windows Events and Job Events in the Contact Management module.
Project Manager	In this field, you can enter the number of an employee created in the window Employees in the Set-Up module. Maconomy suggests the number of the user creating the job if this user has an employee number assigned to him. The project manager in this field is the one who can approve time and expense sheet lines if the fields in the island Approval indicate that the project leader can or must approve time and expense sheets. If so, this field must be completed. Furthermore, the project manager of a job can initiate the first job phase and end phases if job phases are used on the job. This field also shows the name of the specified project manager.

Field	Description
Sales Person	In this field, you enter the number of the employee who is registered as sales person in the window Employees in the Set-Up module. If you do not specify a sales person number at creation of the job, Maconomy will copy this information from the customer assigned to the current job. Sales in connection with this job will be included in any commission calculation for the sales person. This field also displays the name of the specified sales person.
Account manager	This field shows the name and number of the account manager of the company-specific customer (the bill-to customer).
Responsible	This is the name of the person responsible for the job. Maconomy suggests the name of the user. The name appears in various other windows and on printouts from the Job Cost module.
Closed	This field is marked if the job is closed. You cannot change the field's value here. Jobs are closed using the action "Close Job" in the window Jobs, and they are reopened by choosing "Reopen Job" in the same menu. As long as a job is marked as closed, you cannot register entries to it. And you cannot make or revise budgets for it in the window Job Budgets. But you can always reopen a closed job.

User Island

See the chapter "Getting Started" for a description of the fields in the island User. Note, however, that until a quote, an order confirmation, an invoice, or a credit note has been printed for the current job, the field "Version No." will always show the value 1. The information in the island applies to the current job, and therefore a change in this window will also be reflected in the island User in the windows Jobs, Job Information and Job Budgets.

Employees Island

Field	Description
Employee 1-10	In these fields, you can assign up to ten employees to the current cob. When you enter an employee number in the "Employee No." field, the name of the employee is displayed. These fields are for information only, but may be used in the automatic creation of teams using the action "Create Teams" in the Timing Plans window. Using Maconomy's layout editing tools, the fields can be placed on various printouts.

Extra Fields Island

Field	Description
Text 1-25	In these fields, you can enter various information about the job.

Field	Description
	If you want to put restrictions to some or all the texts entered in these fields, the contents can be delimited by applying an option list to each of the 20 text fields. Option lists are created in the window Option Lists in the Set-Up module and are subsequently specified in the relevant attributes in the job parameter type “Job Text Option Lists” for the job in question. If you have, for example, specified an option list in the attribute “Text 1 Option List,” only values belonging to that option list can be entered in the first text field in this island. If no values have been defined in the attributes of the job parameter type “Job Text Option Lists,” you can enter any text you like in the fields in this island. Using Maconomy’s layout editing tools, it is possible to change the position of the fields and to include them in various printouts connected to the job. The information is primarily used for internal use, for example, the work description. It can also be shown on printouts of job budget, job report, quote and order confirmation, but not on invoices.
Boolean 1-5	In these Boolean fields you can assign attributes to your job.
Date 1-10	In these fields, you can enter dates connected to the job. These are date fields. Using Maconomy’s layout editing tools, it is possible to change the position of the fields and to include them in various printouts connected to the job. The information is primarily used for internal use, for example, the work description. It can also be shown on printouts of job budget, job report, quote and order confirmation, but not on invoices.
Amount 1-5	In these fields, you can enter amounts connected to the job. These are amount fields.
Popup 1-10	In these fields, you can select various information about the job. These are pop-up fields, which means you can choose from the options created for each field. They are created in the window Popup Fields. Using Maconomy’s layout editing tools, it is possible to change the position of the fields and to include them in various printouts connected to the job. The information is primarily used for internal use, for example, the work description. It can also be shown on printouts of job budget, job report, quote and order confirmation, but not on invoices.
Customer Popup 1-5	In these five fields, you can select various information about the customer. These are pop-up fields, which means that you can choose from the options created for each field. They are created as Customer Popup 1 Customer Popup 5 in the window Popup Fields. When the job is created, or when a different customer is selected on the job, the values from the customer’s information card are copied to these fields, but you can change the selections later.

Description Island

Field	Description
Job Name	This shows the job name, which is entered in the window Jobs. You cannot change the name here, but you can change it in the window Jobs.
Internal	In these fields, you can enter a description of the job for internal use. The fields are purely for reference and are used in other windows and on various printouts in the Job Cost module.
Customer	In this field, you can enter a comment about the customer for internal use. Maconomy automatically suggests the order comment from the Customer Information Card, but you can change it. The field is purely for reference.
Ref.	In this field, you can enter the name of the customer representative dealing with the order. The field is purely for reference, and the name appears on various printouts and in other windows in the Job Cost module. The test in the field is printed on all external documents about the job.
Blanket invoice Ref.	In this field, you can enter a text as a reference for the job. The text will be displayed on the invoice if you use blanket invoicing (that is, invoice lines from multiple jobs are combined on one invoice, if the bill-to customer, company, department, company tax code, and currency code are identical), and if the invoice layout rule applied to the job indicates that the text should be shown. Blanket invoicing is selected in the Job Information window. For more information, please see the description of the Invoice Layout Rules window.
Start Date	In this field, you can enter the date on which the job is scheduled to start. It is purely for reference.
Estimated Ending Date	In this field, you can enter the date on which the job is expected to be finished. The date is for information only.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current job. You cannot change the value here. This field also shows the name of the company responsible for the current job.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the job description in question. By assigning a document archive to a job description, you can keep track of the various documents related to the job description. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives. This field also shows a description of the specified document archive.

Field	Description
Document Count	This field shows the total number of documents in the Document Archive.

Note Island

Field	Description
Note	In this field, you can specify the number of a note relating to the current job. The contents of this note are shown in the table part of the window, and you can change the text freely. It is only possible to enter information in the table part if a note has been specified in this field. You can specify the number of an existing note manually, but by using the action “Create Note” you can have Maconomy automatically create a new note and assign it to the current job in this field. Notes can also be created manually in the window Notes in the Set-Up module where you can also edit the text and description. This field also shows a description of the specified note.

Note Lines Sub-Tab

This section includes the fields and descriptions for the Note Lines sub-tab.

Field	Description
Heading	In this field, you can enter a heading for the description of the job specified in the field “Value” on the line. A heading can only appear once in a job description and must be one of the heading options in the note type assigned to the current job’s job parameter of the type Job Description. You can see the possible options by selecting the action “Find Note Type Specification” in the Find menu. Assigned to the heading is a section of text fields in the column “Description” from the row that contains the heading to the row that contains the next heading. The format of the heading determines what type of information may be entered in the field “Value” on the lines in this section. The format of each heading is specified in the window Note Types in the Set-Up module, and can, for example, indicate that the “Value” fields under the heading in question can only contain figures or amounts. For further information on the use of heading formats, see the description of the window Notes.
Value	In this field, you can write a description of the job at the level specified in the field “Heading” to the right of this field. You can write 255 characters in the field. When you press “Enter,” Maconomy automatically wraps the text, moving the text exceeding the standard width of the field down to the necessary number of lines. If you create a text line right under another text line, and if these two lines belong to the same heading, the new line will be wrapped with the above line. That is, the lines are pulled together. The text can be split into sections by inserting one or more blank lines between the respective sections. Note that you cannot use the Enter key to split the text into sections as this key as usually in Maconomy is used for executing new changes.

Field	Description
	If a heading is specified on the current line or a line above it, the value in this field must comply with the format specified for the heading on the current line or, if no heading is specified on the current line, the nearest above line where a heading has been specified. Similarly, if an option list has been specified for the heading in question in the note type, you can only select an option within the option list in question. For further information on the use of heading formats, see the fields “Format” and “Option List” in the window Note Types.
Format	This field shows the format of the value, as defined for the note type heading in the Note Types window’s table part

Actions

This section shows the Actions available in the Job Descriptions workspace.

Top Tab

Field	Description
Create Note	When you select this action, Maconomy creates a note in the window Notes and assigns it to the current job. The note created is assigned the note type which is assigned to the current job’s job parameter of the type Job Description. You cannot enter information in the table part until a note has been assigned to the job either manually or by using this action.
Wrap lines	When you select this action, Maconomy wraps the text entered in the table part as described in the field “Description.” When you enter information in this window, Maconomy automatically wraps the text entered, but lines created using the import program Import Jobs are not wrapped unless you use this action.
Attach Document	This action allows you to attach a document to the job.

Job Price Information Single Dialogs Workspace

Use this workspace to gather all of the information about how prices and currency information are determined for a job.

This workspace also enables you to create a job price list that is specific for the current job. You also use this workspace to select a date to freeze exchange rates for the job, as well as select an exchange rate table.

The Price island displays pricing information for the current job, including job price lists assigned to the job, if any. You can also specify a separate job price list that contains cost, intercompany price, and sales price. Use this if you want to derive a cost price based on a combination of employee and activity, but a sales price based on a different combination, such as the dimensions Location and Specification 1. Or, you can specify the same job price list for all three price types.

Currencies

Different currencies might be used in a job process. For example, you use one currency, and your customer uses another. If so, you can use a fixed exchange rate by selecting a date to freeze the exchange rates.

At times, the customer's native currency and your job currency may evolve differently. This may make it more expensive than exchange rates at budgeting time suggested to purchase the external services to deliver to the customer, while the value of the customer's currency has deteriorated compared to your company's currency. When you settle and close the job, the profitability calculations might thus show a lower gross ratio than expected.

Since exchange rates are beyond the control of the budget holder, you can limit their influence over job profitability by choosing to use fixed exchange rates. After you fix the job's exchange rates, then invoices on account sent to the customer remain stable. Thus you take the exchange rate fluctuation risks as real exchange of the sums received that may deviate from the job budget.

Setup

In the Set-Up module, System Parameters workspace, select the **Fixed exchange rates in budgets only** system parameter to limit the use of fixed exchange rates on the job budget.

If you select this parameter, Maconomy converts all of the currency transactions that you enter on the job, from budget to posting, according to the exchange rate that is in effect on that date. For more information, see the description of the **Fixed exchange rates in budgets only** system parameter.

> **Note:** The fixed exchange rate does not influence prices in the Job Cost module that are calculated by item price lists.

Job-Specific Price List

In the Job Price List Lines sub-tab, you can create a job-specific price list. Instead of creating many job price lists with minor differences, such as price variations, you can use a few general job price lists and then add exceptions to these price lists in a job-specific price list. The job-specific price list has a higher priority than the general price lists.

> **Note:** If you set the job up to control prices from the budget, maintain the lines in the Job Price List Lines sub-tab in this workspace from the Job Budgets workspace. You cannot edit them in this workspace.

Job Price Information Tab

This section includes the fields and descriptions for the Job Price Information tab.

Job Island

Field	Description
Job	This field shows the number and name of the current job.
Job Group	This field shows the job group to which the current job is assigned.

Field	Description
Time Unit	Use this field to specify the default time unit for prices on time activities. You must fill in this field in both the tab and sub-tab. When you create a line in the sub-tab, the field is auto-populated with the default value from this field. Price calculation relies on the time unit specified on the line.
Template	This field shows whether the job is a template job or a normal job. If the job is a template job, a number of the fields which are mandatory on a normal job will not be mandatory on the template job. This means that you can fill in only those fields you wish to be transferred to new jobs created on the basis of the template job. However, you should note that if you want to enter prices in the table part of this window on a template job, you must first specify a currency in the “Currency” field in the Price island.

Price Island

Field	Description
Currency	In this field, you can choose the currency of the job. Maconomy automatically suggests the value normally applied to the customer, retrieving it from the Customer Information Card workspace. You cannot change the currency if you have made entries on the job. If you change the currency, any budget figures for the job are recalculated to match the selected currency. The same applies to prices in job specific price lists in this workspace.
Job Price List, Cost	In this field, you can select a job price list to be used for calculating cost prices. The suggested value in the field is transferred from the delivery customer’s information card. If you want to use a job price list that is different from the one suggested, you can change the value here. For more information about job price lists, see the Job Price Lists workspace and “Appendix A: Price Calculation in the Job Cost Module.” This field also shows the description of the specified job price list. The description derives from the Job Price Lists workspace.
Job Price List, Intercomp.	In this field, you can select a job price list to be used for calculating intercompany prices. The functionality of this field is similar to that of the “Job Price List, Cost” field This field also shows the description of the specified job price list. The description derives from the Job Price Lists workspace.
Job Price List, Sales	In this field, you can choose a job price list to be used for calculating the prices of the activities used for the job. If you have selected the “Check Price List Currency” system parameter in the System Parameters workspace in the Set-Up module, Maconomy issues a warning if you choose a price list in a currency different from the base currency of the job. The current exchange rate table for sales is applied for the conversion of currencies. The functionality of this field is similar to that of the “Job Price List, Cost” field. This field also shows the description of the specified job price list. The description derives from the Job Price Lists workspace.

Field	Description
Job Price List, Standard Sales	In this field, you can choose a job price list to be used for calculating the standard billing prices of the activities used for the job. The functionality of this field is similar to that of the “Job Price List, Sales” field. This field also shows the description of the specified job price list. The description derives from the Job Price Lists workspace.
Item Price List, Intercomp.	In this field, you can select an intercompany price list to be used in the pricing of work carried out on the job by employees assigned to other companies. This means that if the company specified in the “Executing Company” field in the Job Journal workspace is different from the one responsible for the job journal, the intercompany price list is used to determine the price of the work performed. The price lists from which you can choose are of the type “Sales Price List,” and they are created and maintained in the Price Lists workspace in the Inventory module. If you have selected the “Check Price List Currency” system parameter in the System Parameters workspace in the Set-Up module, Maconomy issues a warning if you choose a price list in a currency different from the base currency of the job. In this case, Maconomy converts the prices on the price list to the base currency of the job according to the current exchange rate table for sales.
Price Step	In this field, you can enter a price step from 1 to 6, which means that the prices suggested for the items used for the job are from a fixed-price step in the selected price list, as defined in the Quantity Discounts workspace in the Inventory module. This field is only functional if you select a value in the “Item Price List, Intercomp” field. Note that if you specify a price step, Maconomy uses this price step, regardless of whether the quantity entered on a job budget line or job entry would normally justify a lower price because of a quantity discount.
Item Price List, Sales	In this field, you can select a price list to be used in the pricing of items used in connection with the current job. The item numbers for these items are entered into the “Item No.” field in the Employees or Activities workspace, if the company uses central control of the hourly price per employee or per activity. Maconomy automatically transfers the value from the Order island on the customer’s information card, but you may choose to select a different price list to be used for the current job. You can, however, only choose an existing sales price list, that is, price lists of the type sales price list that have been created in the Price Lists workspace in the Inventory module. You can also select the value “Blank” in this pop-up field, meaning that the suggested prices are calculated based on the current cost prices and markup percentages. If you have selected the “Check Price List Currency” system parameter in the System Parameters workspace in the Set-Up module, Maconomy issues a warning if you choose a price list in a currency different from the base currency of the job. In this case, Maconomy converts the prices on the price list to the base currency of the job according to the current exchange rate table for sales.
Price Step	The functionality of this field is similar to that of the “Price Step” field. However, in this field, Maconomy automatically transfers the value from the field “Price Step” on the Customer Information Card in the Accounts Receivable module.

Field	Description
Fixed Mark-up (Amts.)	You can mark this field if you want to calculate billing prices based on a fixed markup percentage for all sales prices when calculating the gross margin of the current job. A billing price is calculated when you register entries and make budgets. You can always change the billing price calculated by Maconomy during budgeting or before invoicing a job. If this field is selected, the billing price of all invoiceable amount activities is calculated from the current cost of the amount activity and the percentage rate in the “Markup %” field. If this field is not selected, the price and GM information are applied to the individual activities. However, Maconomy always checks whether a sales price or a gross margin percentage can be derived from an assigned sales price list, and if it can, this is used. The principles of price calculation are described in detail in “Appendix A: Price Calculation in the Job Cost Module.”
Markup %	In this field, you can enter the markup percentage to be used when calculating the billing price of all amount activities related to the job. The billing price calculation is performed for all invoiceable amount activities using the current cost of the amount activity and the percentage rate in this field. You must also select the “Fixed Markup (Amts.)” field. However, Maconomy always checks whether a sales price or a gross margin percentage can be derived from an assigned sales price list, and if it can, this is used. The principles of price calculation are described in detail in “Appendix A: Price Calculation in the Job Cost Module.” If a markup percentage has been entered in the delivery customer’s information card, the markup percentage is transferred to this field when a job is created in the Jobs workspace. The billing price is calculated when you make job entries and budgets. You can always change the billing price during budgeting or before the job is invoiced.
Invoice Discount %	In this field, you can enter an invoice discount percentage. Maconomy suggests the value normally given to the customer, retrieving the figure from the Customer Information Card. You can change the suggested value if you have agreed on another rate. The invoice discount is automatically deducted from the item total on any invoices you create for the job. Invoice discounts, however, are not deducted from invoices on account. Invoice discount cannot be granted on fixed-price jobs. If the “Invoicing Method” job parameter type for the current job specifies that the job is a fixed-price job, this field must be zero. If the current job is set up for split billing (that is, there are more than one bill-to customer on the job), you cannot change the invoice discount percentage in this workspace. However, you can do this in the Bill to Customer Distribution workspace. For more information, see the description of the Bill to Customer Distribution workspace.

Field	Description
Job Surcharge Rule	In this field, you can enter the name of a job surcharge rule to be used for the current job. Maconomy automatically suggests the value from the Customer Information Card workspace in the Accounts Receivable module, but you can select another one here or in the Job Budgets workspace. Job surcharge rules are created in the Job Surcharge Rules workspace. Note that the selected surcharge rule may contain references to tasks. This can cause the creation of surcharges for tasks that are not available in the tasks assigned to the current job. If this happens, the Job Budgets workspace displays an error message if you use the “Calculate Job Surcharge” action. The error message is also displayed when you attempt to post entries.
Quote Price, Currency	If a quote price has been agreed upon in cooperation with the customer and it has been specified for the current job in the Jobs workspace, the price is shown in this field. You can correct the quote price here. For a more detailed description of this field, see the description of the Jobs workspace.

Selection Criteria Island

Field	Description
Act. No.	In these fields, you can limit the number of price list lines shown in the sub-tab by specifying a range of activity numbers. The sub-tab only shows the price list lines that have an activity within the selection criteria, or if the activity number is blank. If you do not enter a range of activity numbers, the activity on the line has no influence on whether the line is shown in the sub-tab.
Price Group, Act.	The functionality of these fields is similar to that of the “Activity No.” field.
Activity Type	The functionality of these fields is similar to that of the “Activity No.” field.
Employee No.	The functionality of these fields is similar to that of the “Activity No.” field.
Empl. Category	The functionality of these fields is similar to that of the “Activity No.” field.
Employee Type	The functionality of these fields is similar to that of the “Activity No.” field. If a job budget line in the Job Budgets workspace is assigned to an employee category but not an employee, Maconomy compares the employee type specified as a membership criterion on the employee category with the value in this field. The line is only used if either the employee type of the category is blank, if this field is blank, or if the two fields have the same value.
Price Group, Empl.	The functionality of this field relates to employees in job price groups and is similar to that of the “Activity No.” field. If a job budget line in the Job Budgets workspace is assigned to an employee category but not an employee, Maconomy compares the job price group specified on the

Field	Description
	employee category with the value “Price Group, Empl.” in this workspace when calculating the price on the basis of a job-specific price list.
Task	The functionality of these fields is similar to that of the “Activity No.” field.
Price Group, Task	The functionality of these fields is similar to that of the “Activity No.” field.
Overtime Spec.	The functionality of these fields is similar to that of the “Activity No.” field.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current job. The value cannot be changed here. For more information, see the description of the “Company No.” field in the Jobs workspace. This field also shows the name of the specified company.
Base Currency	This field displays the currency used as base currency in the company specified in the “Company No.” field. See the “Base Currency” field in the Company Information workspace in the G/L module for a detailed description of company base currency and enterprise currency.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the “Activity No.” field.
Entity	The functionality of these fields is similar to that of the “Activity No.” field.
Project	The functionality of these fields is similar to that of the “Activity No.” field.
Purpose	The functionality of these fields is similar to that of the “Activity No.” field.
Specification 1-3	The functionality of these fields is similar to that of the “Activity No.” field.
Local Spec. 1-3	The functionality of these fields is similar to that of the “Activity No.” field.

Job Price List Lines Sub-Tab

This section includes the fields and descriptions for the Job Price List Lines sub-tab.

Field	Description
Activity No.	In this field, you can specify the number of an activity for which you wish to calculate a price or a markup. If you leave the field blank, the activity number is not included in the combination of factors which cause the line to be used on a registration in, for example, a job journal. Please note that in order for a job price list line to be activated when you register job entries, all completed fields on the price list line must match the job entry.
Activity Name	This field displays the name of the activity entered in the field “Activity No.”
Activity Type	In this field, you can specify the type of an activity for which you wish to calculate a price or a markup. You can choose one of the predefined values “Time” and “Amount.” If you leave this field blank, and if you have specified an activity number in the field “Act. No.” on the line, Maconomy automatically derives the type of the activity specified.
Price Group, Act.	The functionality of this field concerns activities in job price groups, and is similar to that of the field “Activity No.”
Employee No.	The functionality of this field is similar to that of the field “Activity No.”
Employee Name	This field displays the name of the employee entered in the field “Employee Information.”
Employee Category No.	The functionality of this field is similar to that of the field “Activity No.” above.
Employee Type	This field displays the name of the employee entered in the field “Employee Information.”
Price Group, Empl.	The functionality of this field concerns employees in job price groups, and is similar to that of the field “Activity No.”
Task	The functionality of this field is similar to that of the field “Activity No.”
Task Description	This field displays the description of the task entered in the field “Task.”
Price Group, Task	The functionality of this field concerns tasks in job price groups, and is similar to that of the field “Activity No.”
Location	The functionality of this field is similar to that of the field “Activity No.”
Entity	The functionality of this field is similar to that of the field “Activity No.”

Field	Description
Project	The functionality of this field is similar to that of the field “Activity No.”
Purpose	The functionality of this field is similar to that of the field “Activity No.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.”
Cost	In this field, you can enter a cost to be used for the current combination of activity, employee, job price group, and dimension values on job registrations in windows such as Job Budgets. If you do not enter a value here, Maconomy will find the cost using the order of priorities described in “Appendix A: Price Calculation in the Job Cost module,” even if another line with a higher line number matches the job registration. The value specified in this field is the cost per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Cost, Per Day	This field only applies to time activities. The field shows the cost per day for the current combination of activity, employee, job price group, and dimension values on job registrations in windows such as Job Budgets. The value is based on the cost per hour specified in the field “Cost” above, and the number of hours per day specified in the field “Hours per Man Day” in the window Jobs. Note that if the time unit is "Day," this field displays the same price as the **Cost** field.
Base Salary Rate	A nonzero base salary rate in the price list will override a base salary rate on employees and employee categories. The base salary rate is only used for time activities. If no base salary rate and no overhead rate have been specified, then the cost price on the line will be interpreted as the base salary rate. The value specified in this field is the base salary rate per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Overhead Rate	A nonzero overhead rate in the price list will override an overhead cost rate on employees and employee categories. The overhead rate is only used for time activities.

Field	Description
	The value specified in this field is the overhead rate per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Intercompany Price	In this field, you can enter an intercompany price to be used for the current combination of activity, employee, job price group, and dimension values on job registrations in windows such as, for example, Job Journal. If you do not enter a value here, and you do not enter an intercompany price percentage on the line, Maconomy will find the intercompany price using the order of priorities described in “Appendix A: Price Calculation in the Job Cost module,” even if another line with a higher line number matches the job registration. You cannot enter both an intercompany price percentage and an intercompany price on the same line. If you specify an intercompany price on a line on which an intercompany price percentage has already been specified, the intercompany price is set to 0 (and vice versa). The value specified in this field is the intercompany price per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Intercompany Price, Per Day	This field only applies to time activities. The field shows the intercompany price per day for the current combination of activity, employee, job price group, and dimension values on job registrations in windows such as Job Budgets. The value is based on the intercompany price per hour specified in the field “Intercompany Price” above, and the number of hours per day specified in the field “Hours per Man Day” in the window Jobs. Note that if the time unit is "Day," this field displays the same price as the **Cost** field.
Intercompany Price %	In this field, you can enter an intercompany price percentage to be used for the current combination of activity, employee, job price group, and dimension values on job registrations in windows such as, for example, Job Journal. If you specify an intercompany price percentage, the intercompany price on each job registration will be calculated as the specified percentage of the billing price on the registration in question. If you do not enter a value here, and you do not enter an intercompany price on the line, Maconomy will find the intercompany price using the order of priorities described in “Appendix A: Price Calculation in the Job Cost module,” even if another line with a higher line number matches the job registration.

Field	Description
	You cannot enter both an intercompany price percentage and an intercompany price on the same line. If you specify a percentage on a line on which an intercompany price has already been specified, the intercompany price is set to 0 (and vice versa).
Billing Price	In this field, you can enter a cost to be used for the current combination of activity, employee, job price group, and dimension values on job registrations in windows such as Job Budgets. If you do not enter a value here, Maconomy will find the cost using the order of priorities described in “Appendix A: Price Calculation in the Job Cost module,” even if another line with a higher line number matches the job registration. The value specified in this field is the billing price per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Billing Price, Per Day	This field only applies to time activities. The field shows the billing price per day for the current combination of activity, employee, job price group, and dimension values on job registrations in windows such as Job Budgets. The value is based on the billing price per hour specified in the field “Billing Price” above, and the number of hours per day specified in the field “Hours per Man Day” in the window Jobs. Note that if the time unit is "Day," this field displays the same price as the **Cost** field.
Markup %	In this field, you can enter a markup percentage to be used for the current combination of activity, employee, job price group, and dimension values on job registrations in windows such as, for example, Job Budgets. If you do not enter a value here, Maconomy will find the markup percentage using the order of priorities described in “Appendix A: Price Calculation in the Job Cost Module,” even if another line with a higher line number matches the job registration. Note that there is no connection between the fields “Billing Price” and “Markup %” in this window. This means that the billing price on a line is not calculated from the cost when you enter a markup percentage on the same line.
Base Salary Markup %	If the system parameter 'Use markup % for time activities' is selected, then markup percentages in price lists are also applied to time registrations. In this field, you can specify a markup percentage relative to the base salary rate.
Adjustment %	In this field, you can specify an adjustment percentage to be used for the adjustment of the billing price for the current combination of activity, employee, and dimension values on job registrations in windows such as Job Budgets. The matching billing price will be adjusted according to the percentage in this field, unless the billing price or the markup percentage

Field	Description
	has been entered directly on the line. The percentage can either be positive or negative to ensure the necessary upward or downward adjustment of the billing price. This functionality is useful in connection with customers that have been promised a specific discount percentage or a surcharge on all activities of a certain type. Note that if the billing price is set on the basis of a markup percentage, the gross margin after adjustment will no longer correspond to the markup percentage originally stated. For a more detailed description of price calculation, please refer to “Appendix A: Price Calculation in the Job Cost Module.”
Overtime Spec.	In this pop-up field, you can select an overtime specification for the current line. Overtime specifications are defined in the window Popup Fields in the Set-Up module. When entering time, for example, in a time sheet, a user can specify that the work was performed using overtime, for instance during the weekend. The price for that registration is then found in the following way: The basic price is found for the current combination of activity, employee, task, and so on, on the time sheet line. If a matching overtime specification (for example, “Weekend”) is entered on the price list line on which Maconomy found the price, then the amounts or percentages entered in the “Overtime Charge” fields below are added to the price. If no matching overtime specification is found on the line, Maconomy will scan the price list for a line with the overtime specification in question, which does not contradict the allocation combination from the time sheet line. For instance, the job price list may contain a line which is blank apart from the overtime specification “Weekend” and some percentage specifications in the “Overtime Charge %” fields below. On the basis of this, the final price is calculated and used in subsequent billings. If no matching overtime specification is found in the price list, the price list specified for the job is searched in a similar way. You can choose to enter the addition to the price as an amount or as a percentage of the original price. Additions to cost, intercompany price, and billing price can be entered separately.
Overtime Charge %, Overhead	Enter a value to determine the percentage of the overhead rate before it is added to the cost of the job entry as calculated by the current price list. This applies only if you have specified an overtime specification in the **Overtime Spec.** field. You can enter a value that is greater than or equal to -100%. Note that if you enter zero as a value, this indicates that the field should be left as is, and no calculations will occur.

Field	Description
Overtime Charge %, Base Salary	Enter a value to determine the percentage of the base salary rate should be added to the cost of the job entry as calculated by the current price list. This applies only if you have specified an overtime specification in the **Overtime Spec.** field. You can enter a value that is greater than or equal to -100%. Note that if you enter zero as a value, this indicates that the field should be left as is, and no calculations will occur.
Overtime Charge, Cost	If an overtime specification has been selected in the **Overtime Spec.** pop-up field above, you can enter an amount which should be added to the cost of a job entry as calculated by the current price list in this field. The value specified in this field is the cost per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line) For more information about overtime specifications, please see the description of the **Overtime Spec.** pop-up field above.
Overtime Charge %, Intercompany	The functionality of this field is similar to that of the **Overtime Charge %, Cost** field above, but specifies the addition to the intercompany price.
Overtime Charge, Intercompany	The functionality of this field is similar to that of the **Overtime Charge, Cost** field above, but specifies the addition to the intercompany price. The value specified in this field is the intercompany overtime charge per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Overtime Charge %, Billing	The functionality of this field is similar to that of the **Overtime Charge %, Cost** field above, but specifies the addition to the billing price.
Overtime Charge, Billing	The functionality of this field is similar to that of the **Overtime Charge, Cost** field above, but specifies the addition to the billing price. The value specified in this field is the billing overtime charge per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Time Unit	In this field, you can specify the time unit for prices on time activities. You must fill in this field in both the tab and sub-tab. When you create a line

Field	Description
	here, the field is auto-populated with the default value from the tab. Price calculation relies on the time unit specified on the line.
Currency, Cost	In this field, you can specify the currency of the cost price. If blank, the cost is in the currency specified in the card part.
Currency, Intercomp.	Similar to “Currency, Cost” but for intercompany price.
Currency, Sales	Similar to “Currency, Cost” but for the sales price.

Actions

This section shows the Actions available in the Job Price Information workspace.

Top Tab

Field	Description
Print Price Overview	This action is available if the current job uses price control from budgets (see “Price control from budgets.” When you select this action, Maconomy creates a printout providing an overview of employee category prices. Selecting this action is a shortcut to choosing “Print.” and printing the baseline budget for the current job using the layout “Price Overview.” Therefore, for further information about the contents of the printout, see the description of the window Print Job Budget. Note that this action is available in the window Job Budgets as well.

Fixed Exchange Rate Information Single Dialogs Workspace

Use this workspace to manage jobs for which you budget and enter purchases from vendors in foreign currencies.

The billing of the customer can happen in a currency that is different from the local currency. Maconomy converts the budgeted amounts into local currency using the exchange rates that are in effect at the time of budgeting. Maconomy converts the actual amounts at the rates that are valid on the transaction date of each entry or invoice. This means that any exchange rate variations that occur between the time of budgeting the job and the time of receiving invoices from vendors or billing customers have an impact on the profitability of the job as calculated by Maconomy.

While you manage the fixed exchange rate tables through the Set-Up module (typically maintained by the finance department in companies) this workspace enables project managers to manage job-specific exchange rates from the Job Cost module, without allowing them to change any of the standard exchange rates.

There are three ways of choosing which exchange rates to use on a job:

- Use fixed exchange rate tables specific for purchases and/or sales.

- If no exchange rate table is selected, use the default exchange rate table entered in System Information.
- Create job-specific fixed exchange rate tables. You create and manage them from the Job Cost module; they are not available from the Exchange Rate Tables workspace or from drop-down lists of global exchange rate tables.

Project managers can fix exchange rates of jobs in two ways:

- Assign a fixed exchange rate date to the job. This way the standard exchange rate functionality of Maconomy is used with the currency conversion date fixed to this date.
- Assign a fixed exchange rate for each currency used on the job. These exchange rates are then used for all transactions on the job.

You can change the fixed exchange rates of a job and then recalculate the current job budget using the new exchange rates. Maconomy uses the new exchange rates for all transactions that occur after the change. If you select the **Fixed exchange rates in budgets only** system parameter, Maconomy only uses the fixed rates for budgeting, not for entries on the job.

If you create a job-specific fixed exchange rate table, it has the same effect on budgets, entries, invoicing, and printing as if you created it as a fixed exchange rate table for both purchases and sales on the job.

Note: You must use either system rates or job-specific rates. If you choose to use job-specific rates by selecting the **Use Fixed Exchange Rate from Job** field, Maconomy disables all of the fields in the Fixed System Exchange Rates island.

Create and Manage Job-Specific Fixed Exchange Rate Tables

The following sections describe how you create and manage job-specific fixed exchange rate tables.

Assign Fixed Exchange Rates to Jobs

To create a job-specific table, do one of the following:

- Enter exchange rates manually, one currency at a time.
- Copy all currencies and initial values, either from another job, or from a selected standard exchange rate table for a given date. You can then add, remove, or change exchange rate lines manually.

The following conditions apply to managing fixed exchange rates on jobs:

- The reference currency for the exchange rate table is the enterprise currency that you specify in the System Information workspace.
- When you create job-specific exchange rates, they can be:
  - Copied from another job.
  - Copied from an existing standard exchange rate table from a specified date.
  - Entered manually, one at a time.
  - Imported using an import program.

- If you select a standard table from which to copy the exchange, Maconomy uses the exchange rate value from this table for calculations if you use a currency with no job-specific entry. If you do not enter a standard table, or if the table that you enter has no entry for this currency, it causes an error.
- Using the **Margin for job exchange rate variance, %** system parameter enables you to set a maximum deviation from the enterprise exchange rate of a currency at the time of creation. If you set the value of this parameter to 0.0, Maconomy accepts any deviation. This parameter is available at both the company level and the system level. Maconomy uses the system level if you do not enter a value for the company.
- The **Fixed exchange rates in budgets only** system parameter is also available at both the system and company level.
- All changes to fixed exchange rate information are effective as soon as you enter them. When you complete changes to fixed exchange rate information, you can update existing budgets using an action. If you need to edit exchange rates, you can block further entries, such as block time and expense entries on the job for a period of time.
- If you create a job from a template or copy it from another job, Maconomy copies the selected values of the fixed exchange rate tables, but does not copy the exchange rate date or exchange rate table entries. If the job uses job-specific fixed exchange rates, you must enter the exchange rate date and/or exchange rate entries in the sub-tab subsequently.
- There is no restriction on the combinations of fixed exchange rate settings for main jobs and subjobs.

Assign Fixed Exchange Rates to Opportunity Budgets

You can manage fixed exchange rates for opportunity budgets as you do for jobs.

When you create an opportunity budget, Maconomy creates a job with the same name as the opportunity, but prefixed with an underscore (_). This job is available for editing fixed exchange rate information in the Job Cost module. The initial values are copied from the template job that was entered when you created the opportunity budget.

When an opportunity is won, you create a regular job based on the opportunity number. Maconomy then copies the initial exchange rate information for this job from the now closed job for the opportunity budget. Maconomy does not copy the individual rates. If you want to transfer these, use the **Copy Job Exchange Rates to Job** action with the job number _OpportunityNumber that you entered for the opportunity budget.

Fixed Exchange Rate Information Tab

This section includes the fields and descriptions for the Fixed Exchange Rate Information tab.

Job Island

Field	Description
Job	This field shows the number of the current job. This field also shows the name of the job.

Field	Description
Job Group	This field shows the job group to which the current job is assigned.
Template	This field shows whether the job is a template job or a normal job. If the job is a template job, a number of the fields which are mandatory on a normal job will not be mandatory on the template job. This means that you can fill in only the fields you want to be transferred to new jobs created on the basis of the template job.
Currency	This field shows the currency specified for the job.
Invoice Currency	This field shows the currency specified for the invoice.
Blocked for Time Reg.	This field shows whether the job is blocked for time registration. If this field is marked, it is not possible to register time information on the job in, for example, the windows Time Sheets, Expense Sheets, Job Reallocation, and Job Journal. However, you can still create job budget lines and invoices for the job.
Blocked for Amount Reg.	This field shows whether the job is blocked for amount registration. If this field is marked, it is not possible to register amount information on the job in, for example, the windows Time Sheets, Expense Sheets, Job Reallocation, and Job Journal. However, you can still create job budget lines and invoices for the job.
Blocked for Invoicing	This field shows whether the job is blocked for invoicing. If this field is marked, it is not possible to create invoices and credit memos regarding the current job in, for example, the windows Invoice Selection and Job Invoicing, and these windows will not show jobs which are blocked for invoicing. However, you can still register time and expenses as well as other information on the job.
Blocked for Purchase Orders	Select this check box to block the creation of purchase orders on the job. If this check box is selected, you cannot create purchase orders on the job. You can still view existing purchase orders, but you cannot modify them.
Blocked for Budgeting	This field shows whether the job is blocked for budgeting. If this field is marked, it is not possible to register budget lines on the job in the windows Job Budgets and Periodic Job Budgets.

Fixed System Exchange Rates Island

If you have marked the field “Use Fixed Exchange Rates from Job” in the island Job Specific Fixed Exchange Rates, all the fields in this island will be disabled, and you cannot enter any data here.

Field	Description
Fixed Exchange Rate Date	In this field, you can specify the date for selecting exchange rate table entries from the system tables. If you do not enter a date in this field, Maconomy will use today's date.
Fixed Exch. Rate Tbl., Purch.	In this field, you can specify which exchange rate table to use for purchase-related currency calculations. This exchange rate table is used in connection with purchase orders and vendor invoices relating to the job. If you do not specify an exchange rate table in this field, Maconomy will use the exchange rate table specified in the window System Information in the Set-Up module. When you copy or create jobs to which job price lists have been assigned, Maconomy will recalculate the prices on the job price lists according to the fixed price information of the job. In connection with the conversion of intercompany prices, Maconomy will use the exchange rate table for purchases.
Fixed Exch. Rate Tbl., Sales	In this field, you can specify which exchange rate table to use for job-related currency calculations. This exchange rate table is used in connection with calculation of sales prices on the basis of budgeted or registered expenses on the job, for example, in the windows Job Budgets and Job Journal. If you do not specify an exchange rate table in this field, Maconomy will use the exchange rate table specified in the window System Information in the Set-Up module.

Job Specific Fixed Exchange Rates Island

Field	Description
Use Fixed Exchange Rates from Job	This field must be marked to create job specific exchange rates. Use the Standard Exchange Rate Date for selecting exchange rate table entries to copy from or to use as default. If none is entered the current date will be used. If you place a check mark in this field, all the fields in this island Fixed System Exchange Rates will be disabled and you cannot enter any data there.
Job No	This field shows the job number from which you copy exchange rates when you run the action "Copy Job Exchange Rates to Job."
Standard Exchange Rate Date	In this field, you enter the date when Maconomy should select exchange rate table entries from system tables. If you do not specify a date, the current date will be used.
Standard Exchange Rate Table	In this field, you specify from which exchange rate table you want to copy initial job-specific exchange rates. The reference currency of the selected table must be the same as the enterprise currency. If no exchange rate line for a currency is entered on the job, and "Use Fixed Exchange Rates from Job" is marked, the table you select here will be used to look up exchange rate values on the job.

Field	Description
Job/Base Currency Fixed Exchange Rate is Hedged	Select this check box to indicate that the sales currency has been financially hedged against exchange rate risks in the bank. When this check box is selected, the Print Currency Report does not report unrealized exchange rate gain or loss for work in progress and invoices on account for this job. When this check box is not selected, the Print Currency Report reports unrealized exchange rate gain or loss for work in progress and invoices on account according to the standard Sales exchange rate table selected in the System Setup workspace. By default, this check box is not selected when a new job is created.
Reference Currency	This field shows the reference currency of the job-specific exchange rate table.
Created	This is the name of the user who created the exchange rate table and the date when the exchange rate table was created.
Changed	This is the name of the user who last updated the exchange rate table and the date on which the exchange rate table was last updated.
Version	This is the version number of the job information shown in the window. The number increases incrementally every time an exchange rate on the job is updated. You can neither change the value here nor see previous versions.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the current job. The value cannot be changed here. For more information, please see the description of the field “Company No.” in the window Jobs. This field also shows the name of the specified company.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Status Island

This field displays the current status. The status can be one of the following:

- Budgets not updated
- Budgets Updates: [date] by [employee name]

Exchange Rates Sub-Tab

This section includes the fields and descriptions for the Exchange Rates sub-tab.

Field	Description
Date	Here, you enter the starting date of the exchange rate to be used for the job. The exchange rate is valid from the specified date until the next date with an exchange rate for the current currency. The date in this field cannot be changed.
Currency	Here you select from existing currency codes (for example, GBP, SEK). Currency codes are maintained in the window Popup Fields.
Exchange Rate	Here you enter the exchange rate between the currency on the line and the reference currency of the exchange rate table. You can enter it as the price of the foreign currency in base or the other way round, depending on whether the field “Exchange Rate in Reference Currency” in the window System Information has been marked. You use the unit entered in the field “Standard Unit” in the window System Information.

Actions

This section shows the Actions available in the Fixed Exchange Rate Information workspace.

Top Tab

Field	Description
Copy Standard Exchange Rates to Job	Use this action to create exchange rate table entries on the job with the current date as the start date and values copied from the selected standard exchange rate table using the standard exchange rate date. If you do not enter a date, the current date is used. Notice that this action is only enabled if the field "Use Fixed Exchange Rates from Job" is check marked. If exchange rates for the job already exist, a warning is issued before overwriting the existing rates.
Copy Job Exchange Rates to Job	Use this action to create exchange rate table entries on the job with the current date as the start date and values copied from the selected job entered. Notice that this action is only enabled if the field "Use Fixed Exchange Rates from Job" is check marked. If exchange rates for the job already exist, a warning is issued before overwriting the existing rates.
Update Exchange Rates in Job Budgets	Use this action to recalculate job budgets with the new exchange rates. If a budget is submitted, it must be resubmitted after the update. If a budget is approved, it will not be updated until it is reopened.

Job Parameter Selection Single Dialogs Workspace

Use this workspace to specify which job parameter attribute values to apply to a given job.

The Job Parameter Selection tab displays information about the job in question, and the Job Parameters sub-tab displays one line for each job parameter type that is available. Each of these lines specifies which job parameter—that is, which attributes and assigned values—Maconomy should apply to the job.

When you create a job, Maconomy derives job parameters for the job in question based on the setup in the Job Parameter Selection Rules workspace. This applies to the assigned selection criteria specifications and the specified priorities of the relevant job parameter selection rules. However, you can manually change the job parameters that Maconomy displays in the **New Parameter Name** field in the Job Parameters sub-tab of this workspace. If you change one or more parameter names, use the **Change Job Parameters** action in the Action menu to make the new parameters effective for that job.

When you change a job information field (such as the job name), Maconomy automatically rederives the job parameters according to the setup in the Job Parameter Selection Rules workspace. However, in the Job Parameter Derivation Fields workspace, you can specify that Maconomy should only rederive job parameters when certain fields are changed, such as the job name or a job pop-up. Or, for performance reasons, you can specify that Maconomy should never rederive job parameters. In this case, you would rederive the job parameters manually, if needed, using the **Rederive Job Parameters** action in this workspace.

Job Parameter Selection Tab

This section includes the fields and descriptions for the Job Parameter Selection tab.

Job Island

Field	Description
Job	This field shows the number and name of the job.
Template	This field shows whether the job is a template job or a normal job.
Project Manager	This field shows the employee number and name of a project manager assigned to the job, if any.

Customer Island

Field	Description
Customer	This field shows the number and name of the customer assigned to the job in question.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Job Parameters Sub-Tab

This section includes the fields and descriptions for the Job Parameters sub-tab.

Field	Description
Parameter Type	This field shows the parameter type of the line.
New Parameter Name	In this field, you enter the name of a new job parameter to apply to the job parameter type in question. When a job is created, Maconomy automatically derives the value in this field in accordance with the set-up of the job parameter selection rules specified in the window Job Parameter Selection Rules. If you want to change the value of this field, enter the name of the job parameter you wish to be the new effective job parameter for the job parameter type in question. The values available are found by using the action “Find Job Parameter” in the Find menu. You can only select among job parameters to which you have been granted access. Moreover, you can only enter a job parameter which is considered valid for the job in question. The validity of job parameters is specified in the window Job Parameter Selection Rules. In order for the new parameter to be effective, you must select the action “Change Job Parameters” in the Action menu. See the description of this action for further information.
Description, New Parameter	This field shows the description of the currently selected job parameter. The description of each job parameter is entered in the card part of the window Job Parameters and cannot be changed here.
Current Parameter Name	This field shows the name of the job parameter currently selected for the job parameter type in question. If you change the value in the field “New Parameter Name” for a certain job parameter type, this field is only updated with the new value when you have selected the action “Change Job Parameters.”
Description, Current Parameter	This field shows a description of the job parameter currently specified as effective on the line. The field is updated when you select the action “Change Job Parameters” in the Action menu.
Derivation Rule No.	This field shows the number of the derivation rule applied during derivation of the job parameter type.
Derivation Rule Description	This field shows the description of the derivation rule applied during derivation of the job parameter type.
Remarks 1-5	These fields show any remarks entered on the new job parameter. The remarks, if any, are specified in the card part of the job parameter in question and cannot be changed here.

Actions

This section shows the Actions available in the Job Parameter Selection workspace.

Top Tab

Field	Description
Change Job Parameters	When you select this action, the job parameters specified as new job parameters in the field “New Job Parameter” in the table part of the window are changed to be the effective job parameters of the job in question. Whether or not a new job parameter is accepted as valid for the job in question depends on the set-up of the relevant job parameter selection rules. See the description of the window Job Parameter Selection Rules for further information on job parameter validity.
Rederive Job Parameters	When you select this action, job parameters are rederived for the job. In the window Job Parameter Derivation Fields, you can specify that job parameters should not be rederived automatically whenever a change to the job information occurs, for example, if the job name or a job pop-up field changes. If you specify that job parameters should not be rederived automatically, but you find that you need to rederive the job parameters, you can do so by selecting this action. For more information, please see the description of the window Job Parameter Derivation Fields.

Bottom Tab

Field	Description
Change Job Parameters	When you select this action, the job parameters specified as new job parameters in the field “New Job Parameter” in the table part of the window are changed to be the effective job parameters of the job in question. Whether or not a new job parameter is accepted as valid for the job in question depends on the set-up of the relevant job parameter selection rules. See the description of the window Job Parameter Selection Rules for further information on job parameter validity.
Rederive Job Parameters	When you select this action, job parameters are rederived for the job. In the window Job Parameter Derivation Fields, you can specify that job parameters should not be rederived automatically whenever a change to the job information occurs, for example, if the job name or a job pop-up field changes. If you specify that job parameters should not be rederived automatically, but you find that you need to rederive the job parameters, you can do so by selecting this action. For more information, please see the description of the window Job Parameter Derivation Fields.

Job Employees Single Dialog Workspace

Use this workspace to create and distribute favorites for a selection of employees.

A favorite is a link between a descriptive text (the favorite name) and an entry combination. You can use favorites for quick time entry in the time entry workspaces (SpeedSheet, Time Sheets, Daily Time Sheets, and so on).

In the Job Employees tab, you can browse the jobs to which you have access. In the Job Employee Specifications sub-tab, you can define the content of favorites and select the employees to whom the favorites should be available.

Access to this workspace requires add-on number 122.

Enter Favorites

You can enter favorites in this workspace to streamline workflow for your group. For example, if you are the project manager of a job, you might want to help your project team by distributing the entry combinations that apply to the current job. To do this, enter a number of favorite definitions with the activity and task in the Job Employee Specifications sub-tab, select the members of your team, and use the **Update** action. The next time that your team members open their SpeedSheet or Time Sheet, the favorites are available in the workspace, and they can easily enter time on the job without having to ask for details. Or, if you work in the finance department, you might want to distribute favorites to all employees for entering vacation, furlough, and illness.

Employee Control

You also use this workspace to specify which employees can enter time on the job. This functionality is the same as in the Employee Control workspace, and Maconomy enters the employees that you select here into the sub-tab of the Employee Control workspace. Use this workspace for simple employee control operations, and the other workspace for more detailed needs.

Use the **Distribute to Employees** action to apply the settings in the Job Employees tab and Job Employee Specifications sub-tab to the selection of employees.

The **Create from Tasks** action creates a list of favorites from the tasks selected in the Job Tasks workspace.

Job Employees Tab

This section includes the fields and descriptions for the Job Employees tab.

Job Island

Field	Description
Job	This field shows the number of the job to which the favorites in the table part of the window apply. This field also shows the name of the job.
Job Group	This field shows the name of the job group of the current job.

Field	Description
Project Manager No.	This field shows the employee number of the project manager of the current job. The project manager is specified in the window Jobs.
Name	This field shows the name of the project manager of the job.
Blocked for Time Reg.	If you mark this field, nobody can register time or expenses on the current job. Any favorites already distributed for the job will be unavailable in the employees' time registration windows. If you remove the mark from the field, the favorites will be available again. This field can also be marked in the window Jobs.
Blocked for Amount Reg.	This field shows whether the job is blocked for amount registration. If this field is marked, it is not possible to register amount information on the job in, for example, the windows Time Sheets, Expense Sheets, Job Reallocation, and Job Journal. However, you can still create job budget lines and invoices for the job.

Distribution of Favorites Island

Field	Description
Distribute favorites to employees	If this field is marked, when you select the action "Distribute to Employees," Maconomy will distribute the registration combinations in the table part as favorites to the employees selected in the table part. For more information, see the description of the action "Distribute to Employees."
Only specified employees can register on the job	If this field is marked when you select the action "Distribute to Employees," only the employees selected in the table part can register time and expenses on the job. This way, employee control is automatically enabled. For more information, see the description of the action "Distribute to Employees."
Delete employees' own favorites on the job	If this field is marked, when you select the action "Distribute to Employees," Maconomy will delete all favorites on which the current job is specified. Note that this applies to all employees. For more information, see the description of the action "Distribute to Employees."

Employees Island

Field	Description
Project Manager	This field shows the employee number and name of the project manager of the current job. The project manager is specified in the window Jobs.
Sales Person	This field shows the employee number and name of the sales person of the current job.
Account Manager	This field shows the employee number and name of the account manager of the current job.

Field	Description
Employee No. 1-10	The functionality of these fields is similar to that of the field “Project Manager.”

Job Employee Specifications Sub-Tab

This section includes the fields and descriptions for the Job Employee Specifications sub-tab.

Field	Description
Active	This field controls which of the lines are included by the Distribute to Employees action.
Favorite Name	In this field, you can enter the name of a new favorite or edit an existing name. This is the name that the employees to whom the favorites are distributed will see in their time registration windows.
Task	In this field, you can enter the name of a task from the job’s task list. If you enter a task, this task will be used as part of the favorite definition which is transferred to the selected employees. If dimensions are specified on the current line, they will only be used if the field “Overwrite” is not marked for the dimension in question on the task in the window Job Tasks. The same applies to the activity.
Task Description	This field shows the task description as entered in the window Job Tasks or Task Lists.
Activity No.	In this field, you can enter an activity. If you enter an activity, this activity will be used as part of the favorite definition which is transferred to the selected employees. The activity entered here overwrites any activity derived from the task, unless the field “Overwrite” is marked for the activity on the task.
Location	In this field, you can enter a value for the dimension Location. If you enter a location, this location will be used as part of the favorite definition which is transferred to the selected employees. If you do not enter a location, the standard rules of dimension derivation apply as described in the section “Deriving Dimensions” in the G/L module.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Valid From	In this field, you can enter a date from which the current favorite should be valid. For instance, if a certain favorite only applies to a series of seminars taking place during a week in May, you can enter the starting date of that week in this field, and the ending date in the field “Valid To” below. The favorite will then only be available in time registration windows for the week to which the registrations apply.
Valid To	In this field, you can enter a date until which the current favorite should be valid. See the field “Valid From” above.
Employee No.	In this field, you can enter the employee number of an employee. Depending on the settings in the island Updating in the card part, the action “Update” applies the current favorite to this employee and/or permits this employee to register on the current job. Note that to be included in the selection of employees on the current line, an employee must fulfill all criteria specified on the line.
Employee Name	This is the name of the employee whose number you entered in the Employee No. field.
Company No. (empl.)	In this field, you can enter a company number. To be included in the selection, an employee must belong to this company. The functionality of this field is similar to that of the field “Employee No..”
Location (empl.)	In this field, you can enter a location. For an employee to be included in the selection, this location must be specified for the employee.
Entity (empl.)	The functionality of this field is similar to that of the field “Location (empl.).”
Project (empl.)	The functionality of this field is similar to that of the field “Location (empl.).”
Purpose (empl.)	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3 (empl.)	The functionality of these fields is similar to that of the field “Location (empl.).”
Local Spec. 1-3 (empl.)	The functionality of these fields is similar to that of the field “Location (empl.).”
Supervisor Employee No.	In this field you can enter the employee number of an employee. Maconomy selects all employees who have the specified employee as supervisor.
Department	In this field you can select a department. Maconomy selects all employees who belong to the specified department.
Primary Employee Category No.	In this field you can enter the number of an employee category. Maconomy selects all employees where the specified employee category is the primary category.

Field	Description
Team No.	In this field you can enter the number of a team. Maconomy selects all employees who belong to the specified team (as defined in the window Teams in the Set-Up module).
Employee Type	In this field you can select an employee type. Maconomy selects all employees of the specified type.
Position	In this field you can enter a position. Maconomy selects all employees with the specified position (as specified in the window Position Information Card in the Human Resources module).
Created by	This field shows the name of the user who created the job favorite on the current line.
Created on	This field shows the date on which the current favorite was created.
Changed by	This field shows the name of the user who made the latest change to the current line.
Changed on	This field shows the date on which the latest change to the line in question was made.
Version	This field shows the version number of the favorite on the line in question. The number is incremented by one each time a change is made to the favorite.
Distributed by	This field shows the name of the user who distributed the favorite on the current line.
Distributed on	This field shows the date on which the favorite on the line was distributed.

Actions

This section shows the Actions available in the Job Employees workspace.

By choosing the action “Distribute to Employees,” you apply the settings in the card and table parts to the selection of employees.

Another action, “Create from Tasks,” is a shortcut to creating a list of favorites from the tasks specified in the window Job Tasks.

Access to this window requires add-on number 122.

Top Tab

Field	Description
Create from Tasks	When you select this action, Maconomy will copy any existing tasks associated with the current job to this window. Each task from the window Job Tasks is copied as a favorite in this window, unless a favorite using the task already exists. The new favorites are given a name according to the pattern “Job name,

Field	Description
	Task name," for example "Absence, Vacation" or "XYZ Corp Campaign, Client Meeting."
Distribute to Employees	When you select this action, a number of scenarios are possible, depending on the setting of the following three fields in the island Distributing in the card part: ▪ "Only specified employees can register on the job" — If this field is marked in the card part, when you select this action, only the employees selected in the table part of the window are allowed to make registrations on the current job. This corresponds to enabling employee control in the window Employee Control and adding the selected employees in that window. If the field is not marked, all employees with access to the job may register on it. ▪ "Favorites should be available for specified employees" — If this field is marked in the card part, when you select this action, each favorite in the table will be "pushed" to those employees who are selected to receive it. This means that the employees will be able to select the favorites in time registration windows, and to view "their" favorites in the window Favorites. ▪ "Delete the employees' own favorites on the job" — If this field is marked in the card part, when you select this action, Maconomy cleans out all favorites where the current job is specified, from all employees, before the new favorites are distributed to the specified employees. If no new favorites are specified, choosing this action simply removes all favorites for the current job. If the "Only Add to Employee Control from Job Employees" company-specific system parameter has been selected, this action will add employees to the Employee Control as needed, but not delete employees from this list. In this way, you can use both windows and maintain a larger list of employees in Employee Control. This can be useful if you have the integration from People Planner, which pushes employees from the plan into Job Employees, but you also have some employees who should be allowed to enter time on jobs without being in the plan.

Job Tasks Single Dialogs Workspace

Use this workspace to create and maintain a job-specific task list.

When you make entries on a job, for example in a time sheet, you usually make the entries on both tasks and activities. Thus, you must assign a list of available tasks for each job so that you can create entries for the job.

For more information about the general purpose of tasks, see the description of the Task Lists workspace.

In Maconomy, there are two ways of assigning task lists to jobs.

1. **Assign a standard task list to the job**

. Multiple jobs can share task lists. Use this approach for simple task lists that do not require editing on a job-to-job basis. Create and maintain standard task lists in the Task Lists workspace. When you create or edit a task there, Maconomy makes the change for all of the jobs that share that task list.

2. **Assign a separate task list to each job**

   . If you select a standard task list and then make it private to the job, Maconomy automatically creates a copy of the standard task list, as well as any changes that you make to the copied job task list in this workspace. Use this approach for complex jobs and long task lists, or if you are using work breakdown structures in your job budgets.

You can mix these two approaches, but be careful not to accidentally change tasks.

Note: This workspace describes the job-specific task list approach only. For more information about shared tasks lists, see the Task Lists workspace.

When you create a job using a template, and if the template job has job-specific tasks, Maconomy creates a copy of those tasks and assigns them to the new job. The task list is now private to the job, meaning that it is not shared with any other job.

This workspace always displays the current task list for the job, regardless of whether the task list is job-specific or shared. However, if you change anything in the task list in this workspace (or elsewhere, for example by creating a task in the Job Budgets workspace), Maconomy checks whether the task list is shared with other jobs. If it is, Maconomy makes a copy of the task list and makes it private to the current job before it applies the change to the task list. Subsequent changes that you make to the original task list in the Task Lists workspace no longer apply to the job tasks. You can also view and edit the job-specific tasks in the Task Lists workspace.

On the lines in the Job Employee Specifications sub-tab, the **Task Group 1-6** fields display the work breakdown structure of a job. You can create and edit this structure in the Job Budgets workspace, but you cannot edit it in this workspace. Creating a work breakdown structure on a job by assigning the related tasks to task groups gives you a better overview of the job, particularly on jobs that have several stages and task levels.

Here is a sample work breakdown structure for a job.

Analysis Stage		
	Initial Analysis	
		Pre-project analysis
		Feasibility study
	Project Analysis	
		Business model review
		Project planning
Design Stage		
	Design development	
	Testing	

In this table, task groups are highlighted in bold, while the tasks that belong to the job appear in regular font. This particular table contains two task group levels: The first task group level consists of an Analysis Stage and a Design Stage, and the second task group level—which is subordinate to Analysis Stage—contains the entries Initial Analysis and Project Analysis. In Maconomy, the first task group level is identified as Task Group 1, the second task group level is Task Group 2, and so on.

Note that a task group path (for example, Analysis Stage » Initial Analysis » Feasibility study) must always end with a task against which job entries can be posted. The work breakdown structure functionality merely allows you to assign task groups to tasks, thus helping you to structure your tasks in a logical way on a particular job.

Thus, in the context of this example, the Tasks sub-tab of the Job Tasks workspace would show six lines, equaling the number of tasks in the preceding table. Six task lines would be listed in the Job Tasks tab: Pre-project analysis, Feasibility study, Business model review, Project planning, Design development, and Testing. The Task Group 1 field would show a value of Analysis Stage on the first four lines and Design Stage on the last two lines. In addition, in the Task Group 2 field, the first two lines would show a value of Initial Analysis, while the third and fourth lines would show Project Analysis. No value would be shown in the Task Group 2 field on the fifth and sixth lines because only one task group has been assigned to these tasks.

Note that the grouping information is taken from the planning budget. If a task is not present in the planning budget, similar information is taken from the baseline budget. Thus, in case of inconsistency between the baseline budget and the planning budget, the planning budget overrides the baseline budget.

For more information on work breakdown structures and task groups, see the description of Job Budgets.

Actions in this Workspace

A number of actions in this workspace enable you to:

- Specify that users must enter tasks on all entries, or specify that they must not enter tasks.
- Copy the task list from another job and use it as a template for a new task list. Any existing tasks are preserved.
- Specify that daily task descriptions are required or optional for all tasks.

Task Approval

All users can create and edit tasks. However, if you set up the task to derive an amount or time activity, you must be granted permission to change amount and time activities in the Actions workspace in the Set-Up module. Also, tasks may require approval. If you have access to approve tasks in the Actions workspace, tasks that you created or changed are automatically approved. Otherwise, approval by another user is required, either in this workspace or the Approve Tasks workspace.

Job Tasks Tab

This section includes the fields and descriptions for the Job Tasks tab.

Job Island

Field	Description
Job	This field shows the number of the job to which the job task list in the table part of the window applies. If the table part is empty, no job task list has been assigned to or created for the job. This field also shows the name of the current job.

Daily Descriptions Island

Field	Description
Use Daily Descriptions	A daily description is a descriptive text that you can add to any combination of task, activity, and day in a time sheet. For example: Without using daily descriptions, you register time on a task called “Client Meetings” two times in a given week: Tuesday and Friday. In the “Description” field you enter a description of these two meetings. Using daily descriptions, you could enter a description of each meeting separately, thus adding clarity to your registrations. This text can be used as a help to the person approving time sheets, or it can be included in invoice texts for the customer to see. If the invoice layout for the job specifies “Registration” at either level of the invoice text, any daily descriptions entered in the time sheet will be printed on the invoice. The project manager can edit the daily descriptions in the window Approve Time Sheet Lines before approving the time sheet line in question. If you mark this field, daily descriptions are turned on by default for all tasks registered on the job. However, the setting can be turned off or on for individual tasks in the table part. A number of factors come into play when changing the setting of this field: If you change the setting of this field, and the task list assigned to the job is shared with other jobs (that is, not yet made job specific), then you will receive an error message. The task list must be made job specific, or the change should be made in the window Task Lists, in which case the change will affect all jobs sharing the task list in question. If the field is marked, and there are no tasks for the job, daily descriptions will be required on all time sheet registrations on the job. Similarly, if the field is not marked, and there are no tasks for the job, then daily descriptions will not be required. To enable daily descriptions on job entries, Maconomy must be set up such that a time sheet line will give rise to a job entry for each day with a registration. This is done by setting the popup field “Allocation Method” in the island Job Cost to “One Entry per Day” in the window System Information in the Set-Up module.

Tasks Island

This island is usually called User. In this window it is called Tasks to clarify that the version information applies to the task list in the table part of the window, and not the job in the card part. See the “Getting Started” topic for a description of the fields in this island.

Customer Island

Field	Description
Customer	This field shows the number and name of the bill-to customer assigned to the current job.

Standard Tasks Island

Field	Description
Time Budgeting	In this field, you can enter a task to be used by default when time-related budget lines on jobs.
Amount Budgeting	In this field, you can enter a task to be used by default when creating amount-related budget lines on jobs.
Registration	In this field, you can enter a task to be used by default when making registrations on jobs. When you make registrations and you do not enter a task on the job in question, the task from this field is automatically copied to the registration.
Revenue Recognition	In this field, you can enter a task to be used by default at the creation of a revenue recognition adjustment. At overrun adjustment or revenue adjustment on the basis of completion percentage on jobs to which a task list is assigned, the task from this field is automatically copied to the adjustment entry. Maconomy will also use the task specified in this field on revenue recognition entries in connection with the closing of fixed-price jobs for which the system has been set up to automatically create an invoice upon job closing. The value of the job parameter attribute is specified in the job parameter type “Fixed-Price Job Set-Up” in the window Job Parameters. If you enter a derived activity on the task in question, you can register the revenue adjustment on another activity than the one specified in the job parameter attribute “Activity for Job Revenue Adjustment” in the job parameter type “Fixed-Price Set-Up.” However, you should not enter other derived dimensions on the task in question, as this could lead to wrong postings in the G/L module.
Mileage	This field shows the total mileage (in km or miles) for the lines in the table part.
Invoicing Plan	This field shows the invoicing plan specified for the task.

Field	Description
Invoicing On Account 1	In this field you can indicate the standard task that will be used for invoicing on account in the Invoice Selection window if the user does not actively select another task in the On Account Invoice Selection window. See also job parameter type “Invoicing on Account” attribute “Activity required for Invoicing on Account.”
Invoicing On Account 2	In this field you can indicate the standard task that will be used for invoicing on account in the Invoice Selection window if the user does not actively select another task in the On Account Invoice Selection window. See also job parameter type “Invoicing on Account” attribute “Activity required for Invoicing on Account.
Write Up/Down, Invoice Selection	In this field you can indicate the standard task used for write-up/down registrations upon write-up/down in Invoice Selection. See also the job parameter type “Write-Up/Down” attribute “Transfer Write-Up/Down to Fixed Allocation Combination.”
Write Up/Down, Job Inv. Allocation	In this field you can indicate the standard task used for write-up/down registrations upon write-up/down in Invoice Allocation. See also the job parameter type “Write-Up/Down” attribute “Transfer Write-Up/Down to Fixed Allocation Combination.”
Special Tax	In this field, you can specify a tax rate which often represents public charges. The tax is charged to the invoicing party, not the customer being invoiced. Therefore it is not added to the invoice or credit memo amounts. The charge will only be used in connection with invoice and credit memo postings. If you specify a tax rate here, the calculated charge amount will be posted on the account specified in the dimension combination in the field “Tax” in this window with an offset entry posted on the account specified in the dimension combination in the field “Offset Account” in the island Posting References.
Employee Revenue Distribution	Use this field to specify a standard task for the revenue adjustment entries created from Employee Revenue Distribution window.
Subcontractor Variance	In this field, you can define where Maconomy should post the margin/ difference between the time registered and the total for subcontractor reconciliation. This is an amount task.
Surcharge	Use this field to specify a task for the job surcharge.

Tasks Sub-Tab

This section includes the fields and descriptions for the Tasks sub-tab.

Field	Description
Task	Enter the name of a new task in this field. Maconomy checks that the specified task does not already exist for the current job. Specifying tasks from task lists of other jobs is allowed. Once created, you cannot change the name of the task.
Note No.	Enter the template note on each task that requires justification.
Task Description	In this field, you can enter a short description of the task. Depending on the setup of your invoice layouts, this text may appear on invoices.
Blocked	In this field, you can specify if the current task is blocked. If it is blocked, no entries can be registered on the task. Blocking or unblocking a task does not affect the approval status of the task.
Derived Act. No.	In this field, you can enter an activity number for the current task. If you enter the number of an activity, this activity will be selected and applied when using the current task in connection with a registration, provided that no activity number is entered by the user. If no number is entered in this field, the activity number entered in the card part of the window Task Lists for the current task list, if any, will be used. For more information, please see the description of the window Task Lists. If a task is created from the budget line (see the description of the field “Task” in the window Job Budgets), and the system parameter “Mark ‘Overwrite Activity’ On Tasks” is marked, the activity from the job budget line is entered in this field when the task is created, and the field “Overwrite Activity” below is marked. Note that to enter, change or remove an amount or time activity in this field, you need permission in the window Actions in the Set-Up module to change amount or time activities.
Overwrite Activity	In this field, you can specify if the activity shown in the field “Derived Act. No.” should overwrite any manually entered activity. This field will be marked automatically if the current task is created from a job budget, and the system parameter “Mark ‘Overwrite Activity’ On Tasks” is marked.
Activity Name	This field shows the activity text entered for the activity in the window Activities.
Activity Type	This field displays the type of the current activity.
Job Price Group No.	In this field, you enter the number of a job price group. The current activity is assigned to the specified job price group. When a reference is made to a job price group on a line in a job price list, all activities assigned to the job price group in question will determine the price on the current job price list line.

Field	Description
	For a more detailed description of job price groups, please refer to the description of the window Job Price Groups.
Included in Fixed Price	A check mark in this field indicates that the entry is included in the fixed price of a fixed price job. When you create a new line, Maconomy automatically marks this field, if the current entry is not to be included in the fixed price of the relevant job. The check mark in this field cannot be removed manually.
Allow Time Registration	Select this field to make the task available for time-related windows such as Time Sheets and SpeedSheet. If you created a task with the Overwrite Activity field selected, the Allow Time Registration field is derived from the activity. You cannot allow time registration for Amount activities if the “Disallow reg. on amount act. in time sheets” field is selected in the Systems Parameter window. You cannot allow time registration for Summary activities.
Allow Expense Registration	Select this field to make the task available for the registration of expenses. If you created a task with the Overwrite Activity field selected, the Allow Expense Registration field is derived from the activity. You cannot allow expense registration for Time activities.
Allow Mileage Registration	Select this field to make the task available for mileage registrations. If you created a task with the Overwrite Activity field selected, the Allow Mileage Registration field is derived from the activity. You cannot allow mileage registration for Time activities.
Allow Purchasing	Select this field to make the task available in purchasing-related windows. If you created a task with the Overwrite Activity field selected, the Allow Purchasing field is derived from the activity. You cannot allow purchasing for Time activities.
Allow Invoicing On Account	Select this field to make the task available in invoicing on account-related windows. If you created a task with the Overwrite Activity field selected, the Allow Invoicing on Account field is derived from the activity.
Allow Invoicing Plan	Select this field to make the task available in invoicing plan-related windows. If you created a task with the Overwrite Activity field selected, the Allow Invoicing Plan field is derived from the activity.
Requisition Type	Select the type of requisition: Taxi, Car, or Courier.
Access Level	In this field, you can specify the name of an access level. A user only has access to the current job price group if he or she is granted access to this level or a higher level in the window User Access Levels in the Set-Up module. Only users with access to the current job price group can see and edit the price group in this window. In other windows, for example, the windows Activities and Employees, it is only possible to assign an

Field	Description
	employee, activity or task to job price groups to which the user has access. In addition, the selection of job price groups in the window Job Price Lists will be limited to the job price groups to which the user has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current job price group.
Budget Update Access Level	In this field, you can enter an access level on the task in question to restrict its use in the Job Budgets window. A user only has access to the current task in the job budget if he has been assigned to this level or a level above this in the User Access Levels window. This access control ensures that when working on the budget, you can only enter a task to which you have access, and in this window you can only edit the tasks to which you have access. If you do not have the specified access level, you can still see the budget lines with that task, but you will not be able to change (or create) budget lines with the given task.
Use Daily Descriptions	If you select this field, making registrations on the current task in the Time Sheets window will require that you complete the “Daily Description” field also. Selecting or deselecting this field overrules the setting of the corresponding field in the card part. See the related field in the card part of this window for more details.
Approved	If you mark this field, the current task is approved. If you remove the mark, approval of the current task is revoked. Only users who have been allowed to approve tasks in the window Actions in the Set-Up module can mark or unmark this field. If you can approve tasks, this field is automatically marked when you create or change a task. Tasks can be approved in the window Approve Tasks as well. You can define whether tasks need to be approved or not, and whether approval is needed for activities of the type Amount, Time, or both types. This is determined on a system-wide level in the window System Information in the Set-Up module.
Approved by	This field shows the name of the user who last approved the current task. If the task is not approved, the field is blank.
Approval Date	This field shows the date of the latest approval of the current task. If the task is not approved, the field is blank.
Standard Note No.	In this field, you can specify the number of a note created in the window Notes in the Set-Up module. The field is used for adding a number of extra fields in which the user can enter information about the task on purchase lines (lines in the table part of the windows Requisitions, Requests for Quote and Purchase Orders) where the current note is used. This could, for example, be useful if the task information is too generic and therefore does

Field	Description
	not provide sufficiently specific information. For instance, if the task is for consultancy services, the basic information about the task is static, but each time a consultancy service is ordered, you may wish to also register such information as the type of work in question, the skill level required, and so on. It is therefore useful to add a number of fields so that a user ordering a consultancy service is allowed to enter this information. Once the line has been created and a note has automatically been assigned to it, you can enter the additional information by opening the window Notes in the Set-Up module, selecting the note assigned to the purchase line, and specifying the relevant data in the table part. You may have many types of generic tasks in your system, and most likely they do not all require the same additional information. Therefore Maconomy allows you to extend any task by any number of additional fields. Fields are added assigning the task to a note where the headings in the table part represent the additional fields in which the user should enter specific information about the specific task specified on a given purchase line. Whenever the task is entered on a purchase line, a copy of the note specified on the task is automatically created and assigned to the purchase line in question. However, if the system parameter “Standard note is derived from Activity before Task” is marked, and a standard note has been specified for the activity specified on the purchase line, the note assigned to the purchase line will be a copy of the one specified on the activity in question. In the window Notes, the user can then enter the required information in the table part of the note assigned to the purchase line. The information entered in the note will also appear on external printouts. For a description on how to set up standard notes for activities and tasks, see the description of the system parameter “Standard note is derived from Activity before Task” in the Set-Up module.
Note Description	This field shows a description of the note specified in the field “Standard Note No.” above.
Task Group 1-6	These fields retrieve their values from the budget of the current job, and only if the current task is job-specific. The fields show the text from the “Description” field on the top-level sum line of the group of budget lines in which the current task is selected. If the task is selected in more than one group, this field is blank. The grouping information is taken from the planning budget. If a task is not present in the planning budget, similar information will be taken from the baseline budget. Thus, in case of inconsistency between the baseline budget and the planning budget, the planning budget will override the baseline budget. The information will always be taken from the latest revision of the budget, regardless of whether that revision is approved or not. For further information on work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations.

Field	Description
	If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current task. However, any dimension derivation values specified on the current line will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the line. If Maconomy is deriving dimension values from the task, and a value can be found neither in the dimension combination nor on the line itself, Maconomy will attempt to find a value for the dimension in the card part in the window Task Lists. In the card part, the dimension value can also be specified in a dimension field or through a dimension combination. For a detailed description of the procedure used when Maconomy derives dimension values from tasks, please see the description of the fields “Dim. Comb. No.” and “Location” in the card part of the window Task Lists, and the description of the field “Derived Location” in the table part.
Derived Location	In this field, you can enter the name of a location. This location will be used when deriving dimension values from the current task. Even if you have specified a dimension combination in the field “Dim. Comb. No.,” a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. When deriving values from a task as a result of a registration being made, Maconomy uses the following list of priorities to find a dimension value to be derived for the dimension Location: If a location has been specified on the task, this location is used along with the line’s specification of whether to overwrite. If no location had been specified on the task, Maconomy will attempt to find a value for the dimension in the dimension combination specified on the task line (if any). If a dimension combination has been specified on the task, the following list of priorities is used for finding a location in the dimension combination: If a location has been specified on the topmost line comprising the company to which the registration pertains, this location is used along with the line’s specification of whether to overwrite. If no location was found in the table part of the dimension combination, Maconomy uses the location specified in the card part of the dimension combination, along with the card part’s specification of whether to overwrite. If no location could be found in the dimension combination of the task line—or if no dimension combination has been specified on the task line—Maconomy uses the location (if any) specified in the card part of the task list in the window Task Lists, along with the card part’s specification of whether to overwrite. If no location has been specified in the card part of the task list, either, Maconomy will attempt to find a location in the dimension combination specified in the card part of the task list (if any) in the window Task Lists.

Field	Description
	The method used for finding a location here is similar to the one described in item 2. If no location could be found in the dimension combination in the card part of the task list in the window Task Lists—or if no dimension combination has been specified in the card part of the task list—no location is derived from the task. See the section on dimension derivation in “Introduction to the G/L Module” as well as the description of the windows Dimension Derivation and Dimension Combinations for further information about dimension derivation.
Overwrite Location	In this field, you can specify if the location shown in the field “Derived Location” should overwrite any manually entered location.
Derived Entity	The functionality of this field is similar to that of the field “Derived Location” above.
Overwrite Entity	The functionality of this field is similar to that of the field “Overwrite Location” above.
Derived Project	The functionality of this field is similar to that of the field “Derived Location” above.
Overwrite Project	The functionality of this field is similar to that of the field “Overwrite Location” above.
Derived Purpose	The functionality of this field is similar to that of the field “Derived Location” above.
Overwrite Purpose	The functionality of this field is similar to that of the field “Overwrite Location” above.
Derived Spec. 1-3	The functionality of this field is similar to that of the field “Derived Location” above.
Overwrite Spec. 1–3	The functionality of this field is similar to that of the field “Overwrite Location” above.
Derived Local Spec. 1-3	The functionality of this field is similar to that of the field “Derived Location” above.
Overwrite Local Spec. 1–3	The functionality of this field is similar to that of the field “Overwrite Location” above.

Actions

This section shows the Actions available in the Job Tasks workspace.

Top Tab

Field	Description
Require Tasks	Select this action if you want the job to require a task list. By selecting this action, you connect the current list of job tasks to the job. If you had previously disallowed tasks (see the action below), tasks which were removed from the table part then will reappear.
Disallow Tasks	Select this action if you do not want to use tasks in registrations on this job. Any existing registrations will keep their tasks, however. Note that if you have already made registrations on the job, for instance in the job budget, when you select this action, inconsistencies may occur now that you can no longer use tasks in the budget. Any tasks in the table part will disappear from view, but are brought back to view if you select the action “Require Tasks” above.
Copy Job Tasks	When you select this action, Maconomy copies the contents of the task list associated with the job specified in the island Copy Job Tasks in the card part of the window into the current task list. If the field “Overwrite when duplicated” in the card part is marked, a task in the current task list will be overwritten if a task with an identical name exists in the copied list; otherwise, the task is left out from the copied list. If the field “Overwrite Derived Dimensions” is marked, the dimension derivations specified per task in the table part of this window will be overwritten by the corresponding dimension derivations from the copied task list. The copied tasks do not replace the current list, but are added to the list.
Mark All for Daily Descriptions	When you select this action, the field “Use Daily Descriptions” in the card part is marked, and all tasks in the table part are marked in the field “Use Daily Descriptions.” For more information about daily descriptions, see the description of the island Daily Descriptions in the card part of this window.
Unmark All for Daily Descriptions	When you select this action, the field “Use Daily Descriptions” in the card part is unmarked, and all tasks in the table part are unmarked in the field “Use Daily Descriptions.” For more information about daily descriptions, see the description of the island Daily Descriptions in the card part of this window.

Employee Control Single Dialogs Workspace

Use this workspace to specify a list of employees who are permitted to create entries on a job. By only permitting certain employees to make entries on a job, you can avoid accidental or incorrect entries. You can create an employee list for each job.

You can also enable employee control in this workspace by selecting an action. In the Jobs workspace, you can choose a different method for employee control, where only employees who

appear in the job's planning budget are permitted to make entries on the job. However, the recommended employee control method is to use employee lists that you define in this workspace.

You can add employees individually, or you can copy a list from another job and then edit it, or import the employees who are members of a certain employee category.

Use the Employees sub-tab to add employees to the job (if the job is open) and view information about the employees. You can also enter a range of dates to indicate when the employee can make entries on the job.

Any addition of an employee to any employee list must be approved. The approval can be done in this workspace or in the Employee Control Lines workspace. Alternatively, if you select the **Automatically approve employee control lines at creation** job parameter, employees are approved automatically when you add them to the control list.

Employee Control Tab

This section includes the fields and descriptions for the Employee Control tab.

Job Island

Field	Description
Job	This field shows the number of the job. The current employee control list applies to this job only. This field also shows the name of the job.
Project Manager	This field shows the employee number and name of a project manager assigned to the job, if any.

Job Description Island

Copy to come

Customer Island

Field	Description
Customer	This field shows the number of the customer assigned to the job in question. This field also shows the name of the customer.

Employee Control Island

Field	Description
Enabled	If this field is marked, employee control using this employee list has been enabled for the current job. You can enable employee control in the window Jobs or by selecting the action “Enable Employee Control” in this window. Note that this field is not marked if employee control has been enabled by specifying the planning budget.

Hours Island

Field	Description
Budgeted	This field shows the budgeted number of hours for the job from the latest approved revision of the current budget.
Assigned	This field shows the assigned number of hours for the job from the latest approved revision of the current budget.

Employees Sub-Tab

This section includes the fields and descriptions for the Employees sub-tab.

Field	Description
Employee No.	In this field you can enter the employee number of an employee. If employee control is enabled for the current job, this employee may register entries on the job.
Employee Name	This field shows the name of the current employee.
Hours Expected	When adding an employee to Employee Control you can specify the number of hours that you expect the employee to register on the job. This field shows this number of expected hours.
Job Description	This field shows the description of the job.
Completed	You can mark this field to show that the task is completed.
Standard Task	In this field you can specify a task name from the task list of the current job. If you specify a task, the task will be used as the standard task for registration whenever the current employee makes registrations on the job. This way you can overrule the standard task for registration specified for the task list for the current job, on a per-employee basis. If you do not specify a task in this field, the task specified as standard task for registration in the task list will be used as standard task. Note that the task specified here will be considered the standard task for the employee, even if the employee control list is not enabled. If the task entered in this field is deleted in the window Task Lists, or if the task list for the job is changed to one which does not include the task entered in this field, then this field is cleared. Maconomy shows a message first.
Task Description	This field shows the description of the selected standard task.
Valid From	In this field, you can enter a date from which the current employee may register on the job. For instance, if a certain task only applies to a series of seminars taking place during a week in May, you can enter the starting

Field	Description
	date of that week in this field, and the ending date in the field “Valid To” below. The employee may then only register time during the week to which the registrations apply. If this field is blank, the employee may register time on the current task immediately.
Valid To	In this field, you can enter a date to which the current employee may register time on the current task. See the field “Valid From” above. If this field is blank, the employee may register time on the current task indefinitely.
Approved	This field shows if the insertion of the current employee into the employee control list has been approved. An employee must be approved to be able to register on a job. You can manually change the approval status of an employee. This way, it is easier to copy an employee control list from another job and adapt it for the current job by removing the approval status of individual employees. Furthermore, it is possible to remove or grant approval as the job progresses. The approval functionality in this window is also intended for use by other Maconomy processes. For instance, the information and the approval action in this window can be used to build custom workflows in the Maconomy Portal using M-Script. Note that if you do not wish to use the approval functionality, you can assign the value “Yes” to the job parameter attribute “Automatically approve employee control lines at creation“ of the type “Registration” in the window Job Parameters. This way, any employee added to the job employee control list is automatically approved. The window Employee Control Lines also shows details about the approval.
Approved by	This field shows the name of the user who approved the current employee in the list, if the field “Approved” above is marked.
Approval Date	This field shows the date on which the current employee was approved in the list, if the field “Approved” above is marked.
Primary Empl Cat. No.	This field shows the employee category assigned as primary employee category for the current employee.
Primary Empl. Cat. Name	This field shows the name of the primary employee category.
Company No.	This field shows the company number to which the current employee is assigned in the card part of the window Employees.
Company Name	This field shows the name of the company to which the current employee is assigned.
Location	This field shows the location to which the current employee is assigned in the card part of the window Employees.

Field	Description
Location Description	This field shows the description of the location to which the current employee is assigned.
Entity	The functionality of this field is similar to that of the field “Location” above.
Entity Description	The functionality of this field is similar to that of the field “Location Description” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Project Description	The functionality of this field is similar to that of the field “Location Description” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Purpose Description	The functionality of this field is similar to that of the field “Location Description” above.
Specification 1-3	The functionality of these fields is similar to that of the field “Location” above. Specification 1-3 Description The functionality of these fields is similar to that of the field “Location Description” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3 Description	The functionality of these fields is similar to that of the field “Location Description” above.

Actions

This section shows the Actions available in the Employee Control workspace.

Top Tab

Field	Description
Enable Employee Control	When you select this action, the employee list in this window will be used as employee control list for the current job. This corresponds to opening the window Jobs for the current job and selecting “Employee List” in the field “Employee Control.”
Disable Employee Control	When you select this action, employee control will be disabled for the current job. This corresponds to opening the window Jobs for the current job and selecting the blank value in the field “Employee Control.”

Field	Description
Copy Employee List	When you select this action, the employee list assigned to the job entered in the field “Copy from Job No.” in the card part is appended to the employee list of the current job. Any existing employees are not overwritten (that is, any standard task already specified will be preserved).
Copy Employees from Time Budget Resources	Employees may have been selected as resources during job budgeting in the Time Budget Resources window. This action will add those employees to the employee control list of employees.
Add Employees	When you select this action, all employees for whom the employee category specified in the field “Primary Empl Cat. No.” in the card part is the primary category are appended to the employee list of the current job. Any existing employees are not overwritten (that is, any standard task already specified will be preserved).
Remove Employees	When you select this action, all employees in the table part are removed from the list.

Job Collections Single Dialogs Workspace

Use this workspace group jobs together into collections.

For example, you can specify on a job in a job collection that it shares its invoices on account with all of the other jobs in the collection. This means that the invoices on account on the job are available for reconciliation against invoices on other jobs in the collection.

When you invoice a job that belongs to a job collection where some of the jobs share their invoices on account, you can regard the invoices on account from these other jobs and from the job itself as one big pool from which to reconcile. However, you can still instead select specific invoices on account for reconciliation.

This enables you to use job collections as retainers by invoicing the retainer as invoices on account from one job in the collection (set up to share its invoices on account) and then set up the collection with the jobs that should be covered by the retainer.

The setup of job collections is flexible so that you can add and subtract jobs from a collection at any time.

In addition, you can set up the jobs in a job collection as fixed-price jobs, and for these jobs the on-account reconciliation among the jobs in the collection works as it does for time-and-material jobs. The job collection can contain a mix of fixed-price jobs and time-and-material jobs.

You can set up a job to allow on-account reconciliation across different bill-to customers.

Jobs in the same collection must share some characteristics, such as the same company number, department, and currency.

You can specify on a job collection that the jobs in the collection should be blanket invoiced separately. This means that they should not be blanket invoiced together with jobs that do not belong to that job collection. This enables you to blanket invoice the jobs that are covered by a retainer.

If you set up a job in a job collection with job invoice allocation, you can allocate the job entries on that job against the invoices on account that are shared from other jobs in the job collection.

For jobs that you have not set up for invoice allocation, you can only reconcile invoices on account that are included in the fixed price against other jobs that are also set up for job invoice allocation.

Job Collections Tab

This section includes the fields and descriptions for the Job Collections tab.

Job Collection Island

Field	Description
Job Collection	This field shows the number of the job collection. This field will also be displayed in the windows Jobs and Invoice Selection for jobs that belong to a job collection. You can also enter a description of the job collection in this field.
Access Level	Here you can specify an access level for a job collection. To view and edit a job collection, you must have the access to the given job collection. It does not affect access to the individual jobs or on account reduction across the jobs in the collection.
Blanket Invoice Separately	A check mark in this field indicates that jobs in the job collection will be invoiced separately and therefore not be mixed with jobs that do not belong to the collection.
Share Invoices On Account	If there is a check mark in this field, the invoices on account on the job will be shared with all other jobs in the collection. This means that the invoices on account on this job are available for reconciliation against invoices on other jobs in the collection. This also applies to job invoice allocation. By default, this field is not marked.
Closed	You can place a check mark in this field to indicate that a job collection must be marked as closed when all the jobs in the collection are closed. If you close all of the jobs in a job collection, that collection will be marked as closed. This allows you to narrow down a search for job collections to include only open job collections. Note that if you reopen a job that belongs to a closed job collection, then the collection will be marked as not being closed.

Job Collection Criteria Island

Field	Description
Company	This field shows the company number of the job collection. Only jobs belonging to this company can be added to the collection.
Bill to Customer	This field shows the bill-to customer number. Jobs in a job collection must have the same bill-to customer as the job collection. In particular, you

Field	Description
	cannot change the bill-to customer on a job that is assigned to a job collection. To ease this, in the special case where you wish to change the bill-to customer on all jobs in a job collection, you can change the bill-to customer directly on the job collection. This then also changes the bill-to customer on all the jobs in the job collection.
Department	This field shows the department of the job collection. Only jobs in this department can be added to the collection.
Currency	This field shows the currency of the job collection. Only jobs using this currency can be added to the collection.
Tax	A check mark in this field indicates that tax is applied in the job collection. Only jobs with the same value (compare the field Tax in the window Job Information) can be added to the collection.
Company Tax Code	This is the company tax code of the job collection. Only jobs using this company tax code can be added to the job collection.

Remarks Island

Enter any additional information as remarks.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Job Collection Members Sub-Tab

This section includes the fields and descriptions for the Job Collection Members sub-tab.

Field	Description
Job No.	This is the number of a job in the collection. Jobs in the same job collection must be set up with the same company, department, bill-to customer, currency, VAT and company VAT code as specified in the island Job Collection Criteria in the card part of the window.
Job Name	This is the name of the job in the job collection.
Share Invoices On Account	If there is a check mark in this field, the invoices on account on the job will be shared with all other jobs in the collection. This means that the invoices on account on this job are available for reconciliation against invoices on other jobs in the collection. This also applies to job invoice allocation. By default, this field is not marked.

Field	Description
Closed	A check mark in this field indicates that the job is closed.
Net On Account	This field shows the amount net on account.
Approved for Reconciliation	This field shows the amount currently approved for reconciliation.
Available for Reconciliation	This field shows the amount currently available for reconciliation. This is the amount net on account less the amount approved for reconciliation.
For Reconciliation	This field shows the amount currently for reconciliation. You can control the amount for reconciliation by changing the value in this field. Note that you can also specify the details of the on-account reconciliation in the window Job Invoices On Account.
Tax On Account	This field shows the tax net on account.

Job Phases Workspace

Use this workspace to split a job into phases and enter milestones.

This enables you to divide the progress of a job into sections, each of which has a starting and an ending date. The dates cannot overlap. To each phase, you assign an employee to be responsible for approving or completing the phase or milestone in question. You can create one job phase plan for each job.

A milestone is a measuring point for whether a subsidiary goal in a job flow has been met. As a point in a flow, not a period, it has no duration. Milestones are continuously approved and some must be customer approved. A milestone in the flow does not have to be approved (accepted) to begin or complete subsequent job phases.

Using an Analyzer report or report template for the report component, you can print relevant information about jobs, deadlines, responsible employees, and dates.

If you have created an invoicing plan for the job, you can assign a job phase or a milestone to a line on it. This way, the completion of one job phase or approval of a milestone can trigger an invoicing of the customer. See the Invoicing Plans workspace for details.

You can also create phases and milestones for a template job. If you do this, the lines that you create in this workspace also apply to the additional jobs that you create based on the template job.

Job Phases Tab

This section includes the fields and descriptions for the Job Phases tab.

Job Island

Field	Description
Job	This field shows the number of the job to which the job phases and the milestones in the table part of the window are assigned. If the table part is empty, no job phases have been created for the job. This field also shows the name of the current job.
Template	This field shows whether the job is a template job or a normal job.
Project Manager	This field shows the employee number and name of the project manager of the current job. The project manager is specified in the window Jobs.

Current Phase Island

Field	Description
Phase	This field shows the name of the current phase of the job. The field is blank until the first phase is initiated by using the action “Initiate First Phase.” Once this action has been selected, this field will always show the earliest phase which has not been ended.
Start Date	This field shows the actual starting date of the current phase. The date is transferred from the field “Actual Starting Date” in the table part.
Planned Ending Date	This field shows the planned ending date of the current phase. The date is transferred from the field “Planned Ending Date” in the table part.
Due	This field is automatically marked by Maconomy if today’s date is later than the date in the field “Planned Ending Date” in this island. The field thus shows whether the ending date of the current phase has been exceeded. The field cannot be changed manually.

Customer Island

Field	Description
Customer	This field shows the number and name of the customer which the current job concerns. Neither the name nor number of the customer can be changed in this window.

Phases Sub-Tab

This section includes the fields and descriptions for the Phases sub-tab.

Field	Description
Phase	In this field, you can enter the name of a new job phase or a milestone. The name cannot be changed, once the phase has been created. You can specify the name of a job phase or a milestone in the window Invoicing Plans if you want the completion of a job phase or a milestone to trigger an invoicing.
Type	In this field, you can select whether the new line in the table part is to concern a job phase or a milestone. The type cannot be changed, once it has been selected.
Description	In this field, you can enter a description of the current job phase or milestone. The description is included on job phase printouts.
Responsible Employee No.	In this field, enter the number of the employee responsible for the completion of the current job phase or approval of the current milestone. Maconomy suggests the employee specified as the job's project manager. A job phase cannot be the current phase until a responsible employee has been specified in this field, and the field must also be filled in for milestones before a subsequent phase can be made current.
Employee Name	This field shows the name of the employee specified in the field "Responsible Employee No." above.
Current Phase	This field is automatically marked by Maconomy if the job phase on the line in question is the current phase. The name of the current phase is also shown in the island Current Phase in the card part. There is no current phase until the first phase is initiated using the action "Initiate First Phase." Once this action has been selected, the table part will always contain one line with a mark in this field. This field cannot be marked for lines concerning milestones.
Planned Starting Date	In this field, you can enter the date upon which the job phase on the current line should be initiated according to plan or the date upon which the milestone on the current line should be approved. If the current phase or milestone is the first line in the table part, Maconomy suggests today's date. When you change the dates in the table part, the job phases adjust themselves according to the following principles: Closed job phases cannot be changed. When you change a job phase which has not been ended, the duration on future phases are maintained while the planned starting and ending dates are changed. For phases before the changed phase, the duration of the phases are adjusted, so that the starting dates remain the same if possible, while the ending dates (and thereby also the durations) are changed. Generally, there cannot be gaps or overlaps between the phases. However, you can change the starting date of the current phase, causing a gap

Field	Description
	between the ending date of the previous phase and the starting date of the current phase, or an overlap of these dates. This can, for example, be due to the fact that a time schedule could not be kept, and you therefore wish to adjust the plan. If the previous phase is reopened, Maconomy will adjust its planned ending date to the day before the date in this field. For milestones it applies that they have no duration. This means that the date in the fields “Planned Staring Date” and “Planned Ending Date” must be the same date, and the value in the field “Planned Duration” must be zero.
Planned Duration	In this field, you can enter the planned duration of the job phase. The duration is entered as a number of days. The principles for specifying dates are described in the field “Planned Starting Date.” Instead of entering a planned duration in this field, you can enter a planned ending date in the field “Planned Ending Date.” If you do so, Maconomy will calculate a duration in this field, based on the planned starting and ending dates. For milestones, the date in this field must be zero.
Planned Ending Date	In this field, you can enter the planned ending date of the job phase. The principles for specifying dates are described in the field “Planned Starting Date.” Instead of entering a planned ending date in this field, you can enter a planned duration in the field “Planned Duration.” If you do so, Maconomy will calculate an ending date in this field, based on the planned starting and the duration.
First Starting Date	This field shows the date on which the job phase on the current line became the current phase for the first time. If the job phase is ended and then reopened, this field shows the date on which the phase originally became the current phase.
Actual Starting Date	This field shows the date on which the phase on the line in question was initiated. The date of the first phase corresponds to the date on which the action “Initiate First Phase” was selected. For other phases, the date corresponds to the date on which the previous phase was ended. If the job phase is ended and reopened, this field shows the date of the latest initiation of the phase. If the line concerns a milestone, this field shows the date on which it became possible to approve the milestone (that is, the date on which the previous job phase was ended).
Actual Duration	This field shows the actual duration of the job phase of the current line, that is, the difference between the actual starting and ending dates. If the phase has been reopened and ended several times, Maconomy calculates the total number of days in which the phase was current. However, Maconomy only calculates whole days, meaning that if the phase has been current for a number of hours on a given day, these hours are not included in the calculation. Therefore, the dates in the fields “Actual Starting Date,” “Actual Duration” and “Actual Ending Date” do not necessarily correspond to each other.

Field	Description
	If the line concerns a milestone, this field shows the time it took to approve the milestone, that is, the difference between the dates in the fields “Actual Starting Date” and “Actual Ending Date.”
Actual Ending Date	This field shows the date on which the job phase on the current line was actually ended using the action “End Phase.” If the line concerns a milestone, this field shows the date on which the milestone was approved using the action “Approve Milestones.”
Reopened	This field is automatically marked by Maconomy. The marking of this field depends on whether the current line concerns a phase or a milestone. If the line concerns a phase, this field is marked if the phase has been ended and then reopened using the actions “End Phase” and “Reopen Previous Phase.” Note that the field is not marked if the reopening is made ahead in time that is if “Phase B” is the current phase and “Phase A” is reopened (and thereby becomes the current phase), “Phase B” will not be marked as reopened when “Phase A” is ended and “Phase B” becomes the current phase again. If the line concerns a milestone, the field is marked if the action “Cancel Approval of Milestone” is selected.
Approve	If you mark this field, you specify that the employee responsible for the next phase or the project manager of the job should approve the phase transition when you use the action “End Phase.” For further information, please see the description of the action “Approve Phase Completion” in this window.
Cancel Approval	If the line concerns a milestone, you can mark this field to point out the milestones to be approved using the action “Approve Milestones.” Only milestones placed within the time period of the current phase can be marked.
Ended By	This field shows the name of the user who ended the line using the action “End Phase.” A phase can be ended by the project manager of the job in question or by the employee responsible for the job phase. The employee responsible for a given phase is specified in the field “Responsible Employee No.”
Approved	This field is marked if the current phase or milestone is approved using the action “Approve Phase Completion,” “End Phase” or “Approve Milestones.” See the description of these actions for further information.
Approved By	This field shows the name of the employee who approved the phase or milestone in question.
Reference	In this field, you can enter a reference to a customer, a contract, and so on. For example, you can enter the name of the customer’s employee who accepted the approval of a milestone.
Remarks 1-5	In these fields, you can enter various remarks about the phase or the milestone on the current line.
Created by	This field shows the name of the user who created the job phase or the milestone on the current line.

Field	Description
Created on	This field shows the date on which the current line was created.
Changed by	This field shows the name of the user who made the latest change to the current line. In this connection, ending a phase or approving a milestone is not considered a change to a job phase line.
Changed on	This field shows the date on which the latest change to the line in question was made.
Version No.	This field shows the version number of the job phase or milestone on the line in question. The number is incremented by one each time a change is made to the job phase.

Actions

This section shows the Actions available in the Job Phases workspace.

Top Tab

Field	Description
Delete Phase List	When you select this action, all phases on the current phase list are deleted. If the phase list was created as a result of copying jobs in the window Jobs, you may need to delete all the phases on the list. The action cannot be selected, once the first phase has been initiated.
Initiate First Phase	When you select this action, the first phase is initiated. This means that the first phase in the list is marked as the current phase, and the field “Actual Starting Date” is set to today’s date for the first phase. The action can only be selected if a responsible employee has been specified for the first phase.
End Phase	When you select this action, you mark the completion of the current phase and a phase transition is carried out. Only the employee responsible for the current phase or the project manager of the job can end a phase. If the field “Approve” is marked on the current phase’s line, the phase transition will not happen before the completion of the phase is approved. At a phase transition, the field “Actual Ending Date” is set to today’s date on the current phase, and the following phase (if it exists) is marked as the new current phase. Furthermore, the field “Actual Starting Date” for the new current phase is set to today’s date. If an invoicing plan has been assigned to the job, and this plan indicates that the completion of the current phase should trigger an invoicing, you can now transfer the invoicing plan for invoicing in the windows Invoice Selection and Approve Invoice Selection.
Approve Phase Completion	This action can be selected if the current phase has a mark in the field “Approve.” The action can only be selected by the employee responsible for the next phase or by the job’s project manager. At approval, a phase transition will take place as described above for the action “End Phase.”

Field	Description
	If the employee responsible for the next phase is the same as for the current phase, you do not have to select both this action and the action “End Phase”; when you select one of these actions the other is automatically carried out as well as a phase transition. However, the job’s project manager must carry out both actions to initiate a phase transition, if he or she is not explicitly specified as responsible for the current and the next phase.
Reopen Previous Phase	When you select this action, a backwards phase transition is carried out. This means that the phase that was current when the action was selected is no longer open, while the previous phase is made the current phase. At the same time, the field “Reopened” is marked for the previous phase. If all phases are ended, the last phase is reopened when this action is used. If the current phase is the first phase when this action is used, the phase will no longer be open. This corresponds to the first phase not being initiated. In this way, you can start all over on the job phase list. If there are approved milestones between the phase being current when selecting this action and the reopened phase, the approval of these will be cancelled when this action is selected. The action can only be selected by the employee responsible for the current phase, or for the previous phase or by the project manager of the job.
Approve Milestones	When you select this action, the milestones placed ahead in time of the current phase are approved if the field “Approve” is marked and if the current employee is project manager or specified as responsible for the phase. After approval, the mark in the field “Approve” is removed.
Cancel Milestone Approval	When you select this action, the approval of previously approved milestones is cancelled, if the field “Cancel Approval” is marked, and if the current employee is project manager or specified as responsible for the milestone. After the cancellation, the mark in the field “Cancel Approval” is removed and the field “Reopened” is marked instead.

Main Jobs Single Dialogs Workspace

Use this workspace to see an overview of the relationship between main jobs and subjobs.

In Maconomy, you can link jobs to each other in a hierarchical main job/subjob relationship.

The Main Jobs tab displays information about all open jobs except for jobs that are subjobs. A job becomes a main job when it has subjobs attached to it. The Subjobs sub-tab displays information about the subjobs that are associated with the main job that you select in the Main Jobs tab.

You can associate a subjob with a main job by creating a line in the Subjobs sub-tab that contains the job number of that subjob. Similarly, you can remove a subjob from a main job by removing the relevant line from the Subjobs sub-tab.

Main Jobs Tab

This section includes the fields and descriptions for the Main Jobs tab.

Job Island

Field	Description
Job	This is the job number of the main job in the window. You cannot change it here. This field also shows the name of the main job as specified in the Jobs window. You can change the name here, or in the Jobs window.
Job Group	This is the job group to which the job is assigned. You can assign the job to a new job group. The pop-up shows the job groups created in the window Job Groups and you can only assign jobs to existing job groups.
Status	This is the current job status. The status will always be “Order,” and it cannot be changed here; it can only be changed in the window Jobs.
Responsible	This is the name of the person responsible for the job. The name is derived when a job is created. It can be changed here as well as in the window Jobs.
Project Manager	This is the name and number of the project manager of the main job. If you specify a different project manager number, the project manager name will be updated as well.
Department	In this field, you choose the department to which the job belongs. Maconomy suggests the value from the customer’s information card in the A/R module, but you can change it. Departments are defined in the window Posting References in the G/L module.
Closed	If this field is marked, the job has been closed. You cannot make changes to a closed job.
Invoice Layout	This field shows the invoice layout rule to be used when creating invoices for the main job. The invoice layout rule can also be changed from this window in accordance with the criteria specified in the description of the field in the Jobs window.
Detailed Invoice Specification	This field is similar to Invoice Layout, but it updates the field Detailed invoice Specification in the table.

Job Status Island

Field	Description
Submitted	This field shows whether the job is submitted. Note that this field and the **Approved** field only have relevance when jobs are set up to be approved through approval hierarchies.

Field	Description
Approved	This field shows whether the job is approved. Before a job is approved, it has Quote status and is blocked for budgeting, registration, and invoicing.

Invoicing Status Island

Field	Description
Approved for Editing	If the job parameter of the type Invoice Approval for the current job specifies that invoice editing is required, this field is marked by Maconomy when the invoice selection is approved using the approval functions in the Action menu. If invoice editing is not required according to the job parameter type “Invoice Selection,” the functionality of this field is similar to that of the field “Approved for Invoicing” below.
Submitted Draft	This field indicates whether at least one invoice draft was submitted.
Submitted by	This field shows the name of user who submitted this draft.
Submitted Date	This field shows the date when the draft was submitted.
Approved for Invoicing	This field shows whether or not the job is approved for invoicing using the approval functions in the window Approve Invoice Selection. However, the job parameter of the type Invoice Approval for the current job may require that the invoice is edited in the window Invoice Editing before this field is marked. For more information, please see the description of the field “Approved for Editing” above and the job parameter type “Invoice Approval.”
Approved by	This field displays the name of the user who approved the job for invoicing. The name of the approver is automatically saved when the job is approved using one of the actions “Approve Invoice Selection” and “Approve for Invoicing on Account.” The field will be cleared if the invoice is reopened for editing.
Approval Date	This field displays the date on which the job was approved for invoicing. The approval date is automatically saved when the job is approved using one of the actions “Approve Invoice Selection” and “Approve for Invoicing on Account.” The field will be cleared if the invoice is reopened for editing.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the current job. You cannot change the value here.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Settling Company Island

Field	Description
Settling Company	This field shows the number of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not check marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module. This field also shows the name of the specified settling company.

Main Job Invoicing Island

Field	Description
Includes Subjobs	This field is maintained by Maconomy. If the field is marked, it means the following: ▪ The current job is a main job. ▪ The current job is marked for blanket invoicing in the window Job Information. ▪ Some or all of the subjobs of the current main job are marked for blanket invoicing. ▪ The invoice layout rule for the current job specifies that subjobs should be invoiced as part of the main job (the field “Main Job Invoicing” is selected on the invoice layout rule). If the field is marked, Maconomy will treat the main job and its associated subjobs as one job with regard to invoicing. When you approve the invoice selection of the main job, entries from the subjobs are approved also, and when you print an invoice from the main job, the subjobs are also printed. If this field is not marked, one or more of the criteria listed above are not fulfilled.
Main Job Invoice Selection	A check mark in this field indicates that the current job is part of a blanket invoicing that uses main job invoice selection.
Combine Invoice	A check mark in this field indicates that the current job is part of a blanket invoicing where lines on the invoice printout combines registrations from all

Field	Description
Printout Lines	subjobs. This means that each job does not have its own separate section on the invoice.
Invoicing Group	Maconomy can produce an invoice for each invoicing group when using main job invoicing. In this field you can assign an invoicing group to the job.

Price Island

Field	Description
Pricing Principle	In this field, you select the pricing principle to be used for this main job. For more details of the parameters you can use, see the help for the window Job Parameters.
Fixed Price on Main Job	This field shows the fixed price of the main job. The value displayed in this field is determined by the setup of the job parameter attribute “Fixed Price Basis” in the job parameter type “Pricing Method” which can have one of the values “Quote” and “Budget.” If the job in question is a fixed price job and is assigned the job parameter attribute “Fixed Price Basis” with the value “Quote,” the value displayed in this field is identical to the value displayed in the field “Effective Quote Price” in this island. The value in this field is calculated on the basis of the quote price approved for the job in the one of the windows Quote Editing and Approve Quote. If you need to change the fixed price, that is, the approved quote price of such a job, this can be done in one of the windows Quote Editing or Approve Quote. If the fixed price job in question is assigned the job parameter attribute “Fixed Price Basis” with the value “Budget,” the value displayed in this field will be identical to the value of the latest approved budget of the job. Note that the value displayed in this field is the sum of the sales prices displayed in the table part of the window Job Budgets for those lines on which the field “Not incl. in fixed price” has not been marked, that is, the fixed price is the sum of the lines included in the fixed price of the job. See also the introduction of the window Invoice Selection for a description of how Maconomy determines whether or not entries are to be included in the fixed price of a job. You can inspect the pricing method selected for the job in question in the window Job Parameter Selection.
Fixed Price incl. Subjobs	This field shows the fixed price for the main job including the fixed price for each of the subjobs belonging to the main job.
Fixed Price for Main Job Inv.	This field shows the fixed price for all the jobs among the main job and its subjobs that are included in main job invoicing.

Customer Island

Field	Description
Customer	This is the number of the customer the job is for. Below the number is the first line of the customer's name. The customer number can be changed here and the name will automatically be updated.
Bill to Customer	This is the number of the customer who is paying for the job. Below the number is the first line of the customer's name. If the customer number is changed, the name will automatically be updated.

Payment Island

Field	Description
Pmt. Terms	In this field, you can choose which payment terms to apply to the invoices for the job. Maconomy automatically suggests the payment terms normally applied to the customer. This information is retrieved from the window Payment Information in the Accounts Receivable module. You can change the payment terms here.
Blanket Invoice	In this field, you can specify whether the job is to be included in a blanket invoice or blanket credit note to the customer. Maconomy supports blanket invoicing and crediting for both regular invoices and credit memos and for invoices and credit memos on account. Maconomy suggests the value from the field "Blanket Invoice" in the customer's information card in the A/R module, but you can change it here. Blanket invoicing means that all non-invoiced but approved invoice selections to the customer are invoiced together in one invoice. The jobs must have the same bill-to customer and be assigned to the same company, the same department, the same company tax code and the same currency code. Similar principles apply to blanket crediting all crediting to the same customer, and so on, can be joined in one credit memo. However, a credit memo selection will not be included in a blanket crediting if it was created from an invoice. If the system parameter "Blanket invoicing per main job" is check marked, only main jobs and their subjobs are joined in the blanket invoice or credit memo. For more information about main job invoicing and crediting, please see the description of the window Invoice Layout Rules.
Tax	Place a check mark in this field if invoices for the job are subject to tax. Maconomy suggests the value from the customer's information card in the Accounts Receivable module, but you can change it here.
Company Tax Code	This is the tax code of the company whose jobs belong to this main job. The subjobs in a main job must have the same tax code.
Currency	In this field, you can choose the currency of the job. Maconomy automatically suggests the value normally applied to the customer, retrieving it from the window Customer Information Card. You cannot change the currency if you have made entries on the job. If you change the currency, any budget figures for

Field	Description
	the job will be recalculated to match the selected currency. The same applies to prices in job specific price lists in this window.
Allocation %	This field shows the allocation percentage assigned to the main job. You cannot change the percentage here but it is updated when you specify allocation percentages for each of the assigned subjobs in the table part.

Subjobs Sub-Tab

This section includes the fields and descriptions for the Subjobs sub-tab.

Field	Description
Sub Job No.	This field shows the number of the job which was created as a subjob to the current main job. When attaching a new subjob to the main job in the card part, by creating a new line in the table you specify a job number in this field. The link between main job and subjobs can also be established in the window Jobs. The value cannot be changed in this window.
Sub Job Name	This field displays the name of the current subjob. The name can be changed here.
Allocation Percentage	In this field, you can specify the allocation percentage to be assigned to the subjob. In the window Preferences in the Edit menu, you can specify the number of decimals to be shown in other number fields than amount fields, which always show two decimals. The number of decimals shown can be relevant when specifying precise allocation percentages. However, you should note that if you have specified a percentage in this field on a subjob assigned to a main job which is a template job, and a new job is created on the basis of this template job, the lines copied to the new job will not contain any specification of percentages, but will show the value “0” even though an allocation percentage has been specified on the lines assigned to the template job.
Customer No.	In this field, you enter the number of the customer for whom the job is being performed. The field is mandatory unless the subjob is created based on a template.
Customer Name	This field shows the name of the customer shown in the field “Customer No.”
Payment Customer No.	This field shows the number of the customer who must pay the invoice.
Payment Customer Name	This field shows the name of the customer who must pay the invoice.

Field	Description
Main Job Invoicing	This field shows if the subjob is being invoiced together with its main job. The field cannot be changed in this window. For more information about main job invoicing, see the description of the window “Invoice Layout Rules.”
Main Job Inv. Selection	A check mark in this field indicates that invoice selection is performed from the main job only. For more information about main job invoicing, see the description of the window “Invoice Layout Rules.”
Combine Printout Lines	A check mark in this field indicates that the current subjob is part of a blanket invoicing where lines on the invoice printout combines and summarizes registrations from all subjobs. This means that each job does not have its own separate section on the invoice.
Invoicing Group	Maconomy can produce an invoice for each invoicing group when using main job invoicing. In this field shows the invoicing group that is assigned to the job.
Pricing Principle	This field shows the pricing principle used for this subjob.
Fixed Price	This field shows the fixed price of the subjob. The value displayed in this field is determined by the setup of the job parameter attribute “Fixed Price Basis” in the job parameter type “Pricing Method” which can have one of the values “Quote” and “Budget.”
Approved for Invoice Editing	If the job parameter of the type Invoice Approval for the current job specifies that invoice editing is required, this field is marked by Maconomy when the invoice selection is approved. If invoice editing is not required according to the job parameter type “Invoice Selection,” the functionality of this field is similar to that of the field “Approved for Invoicing” below.
Submitted Draft	This field indicates whether at least one invoice draft was submitted.
Submitted Draft by	This field shows the name of user who submitted this draft.
Submitted Draft Date	This field shows the date when the draft was submitted.
Approved for Invoicing	This field shows whether or not the job is approved for invoicing using the approval functions in the window Approve Invoice Selection. However, the job parameter of the type Invoice Approval for the current job may require that the invoice is edited in the window Invoice Editing before this field is marked.
Approved for Invoicing on Main Job	This field shows whether or not the job is approved for invoicing on the main job using the approval functions in the window Approve Invoice Selection. However, the job parameter of the type Invoice Approval for the current job may require that the invoice is edited in the window Invoice Editing before this field is marked.

Field	Description
Approved for Invoicing by	This field shows the name of the user who approved the job for invoicing.
Approved for Invoicing Date	This field shows the date on which the job was approved for invoicing.
Blanket Invoice	A check mark in this field indicates that the invoices or credit memos created for the job are ready for blanket invoicing.
Job Group	In this field you enter the name of the job group to which the current subjob is assigned.
Department No.	In this field you enter the name of the department to which the current subjob is assigned.
Payment Terms	This field shows the payment terms that apply to the invoices for this job.
Tax	This field shows whether the invoices for this job are liable to tax.
Currency	This field shows the currency used for the invoice.
Status	This field shows the status of the subjob. The job can either be “On Order” or “On Quote.” The value cannot be changed in this window.
Project Manager No.	In this field you can enter the number of the project manager for the job.
Project Manager Name	This field shows the name of the project manager.
Responsible	This field shows the name of the person who is responsible for the job.
Blocked for Budgeting	This field shows whether the job is blocked for budgeting. If you place a check mark in the field, you cannot register any information on the budgets for the job.
Blocked for Time Registrations	This field shows whether the job is blocked for time registration. If you place a check mark in the field, it is no longer possible to register time on the job.
Blocked for Amount Registrations	This field shows whether the job is blocked for amount registration. If you place a check mark in the field, it is no longer possible to register amounts on the job.
Blocked for Invoicing	This field shows whether the job is blocked for invoicing. If you place a check mark in the field, it is no longer possible to create invoices or credit memos for this job.

Field	Description
Blocked for Purchase Orders	This field indicates whether the job is blocked for purchasing.
Closed	This field shows whether or not the current subjob has been closed.
Submitted	This field shows whether the job is submitted. Note that this field and the **Approved** field only have relevance when jobs are set up to be approved through approval hierarchies.
Approved	This field shows whether the job is approved. Before a job is approved, it has Quote status and is blocked for budgeting, registration, and invoicing.

Actions

This section shows the Actions available in the Main Jobs workspace.

Top Tab

Field	Description
Allocate Evenly	When you choose this action, Maconomy calculates a distribution percentage for all subjobs, so that all linked subjobs are allocated the same percentage share of registrations on the main job, making the allocation percentage equal to 100. You can correct the distribution figures. Each time the action is used, the distribution percentages are recalculated.

Distribute to Subjobs Single Dialogs Workspace

Use this workspace in situations in which you want to have the entries on a main job automatically distributed to a number of subjobs.

This enables you to manage the hours spent on a job when they are invoiced according to usage, and when the invoice is sent to a number of different customers according to an agreed-on distribution scale.

> **Note:** Before you can use this workspace, you must establish a link between the main job and the subjobs. Use the Jobs workspace to create that link.

The following criteria must be met before you can specify a distribution percentage between a main job and its subjobs:

1. The main job and subjob must belong to the same job group.
2. The main job and subjob must belong to the same company. Specify the responsible company in the Jobs workspace when you create a job. You cannot change this setting.

3. The main job and subjob must have the same setting in the **Non-Invoiceable** field in the Jobs workspace. This prevents activities from being distributed from an invoiceable job to a non-invoiceable subjob.

When you create a job as a main job, the Distribute to Subjobs tab of this workspace contains information about the main job, whereas the Subjobs sub-tab contains information about assigned subjobs. You can enter the distribution percentage of the different subjobs in the sub-tab. If you assign distribution percentages to subjobs that add up to less than 100 percent, Maconomy uses the remaining percentage as the distribution percentage for main jobs. Thus Maconomy enters part of the hours spent on the job with that percentage.

Use the **Allocate Evenly** action to specify that entries on the main job are distributed evenly on all subjobs, using the same distribution percentage.

If the subjobs have a currency that is different from the currency of the main job, Maconomy performs a number of currency conversions at allocation. If the main job uses fixed exchange rate information at entry (see the description of the Job Price Information workspace), Maconomy uses the same fixed exchange rate information for allocation to subjobs, regardless of whether you selected fixed exchange rate information for these jobs.

Distribute to Subjobs Tab

This section includes the fields and descriptions for the Distribute to Subjobs tab.

Main Job Island

Field	Description
Job	This field shows the number and name of the current main job. The value cannot be changed in this window.
Job Group	This field shows the job group assigned to the main job. The main and subjob must have identical job groups. The value cannot be changed in this window.
Status	This field shows the status of the main job. The job can either be “On Order” or “On Quote.” The value in cannot be changed in this window.
Template	This field shows whether the job is a template job or a normal job.
Responsible	This field shows the name of the person who created the main job. The value in this field cannot be changed here.
Closed	This field shows whether the main job has been closed. If the main job has been closed, it is no longer possible to post to it. A closed job can be reopened by choosing the action “Reopen Job” in the window Jobs. The value cannot be changed in this window.

Customer Island

Field	Description
Customer	This field shows the number of the customer to whom the current main job has been assigned. The value cannot be changed in this window.

Field	Description
	The name of the customer is shown below. The value cannot be changed in this window.

Price Island

Field	Description
Currency	This field shows the currency, which is valid for the current main job. The value of this field cannot be changed in this window.
Allocation %	This field shows the allocation percentage assigned to the main job. The percentage is fixed and changed once you specify allocation percentages for each of the assigned subjobs in the table part.

Subjobs Sub-Tab

This section includes the fields and descriptions for the Subjobs sub-tab.

Field	Description
Subjob	This field shows the job number of the job that has been created as a subjob to the current main job. The link between main and subjobs can be established in the window Jobs. The value cannot be changed in this window.
Status	This field shows the status of the subjob. The job can either be “On Order” or “On Quote.” The value cannot be changed in this window.
Job Group	This field shows the name of the job group, to which the current subjob has been assigned. The value cannot be changed in this window.
Customer No.	This field shows the number of the customer, to whom the current subjob has been assigned. The value cannot be changed in this window.
Name	This field shows the name of the customer shown in the field “Cust. No.”
Currency	This field shows the currency, which is valid for the current main job. The value cannot be changed in this window.
Allocation %	In this field, you can specify the allocation percentage to be assigned to the subjob. In the window Preferences in the Edit menu, you can specify the number of decimals to be shown in other number fields than amount fields, which always show 2 decimals. The number of decimals shown can be relevant when specifying precise allocation percentages. However, you should note that if you have specified a percentage in this field on a subjob assigned to a main job which is a template job, and a new job is created on the basis of this template job, the lines copied to the new job will not contain any specification of percentages, but will show the value “0” even though an allocation percentage had been specified on the lines assigned to the template job.

Field	Description
Subjob Name	This field displays the name of the current subjob.
Subjob Closed	This field shows whether or not the current subjob has been closed.

Actions

This section shows the Actions available in the Distribute to Subjobs workspace.

Top Tab

Field	Description
Allocate Evenly	When you choose this action, Maconomy calculates a distribution percentage for all subjobs, so that all linked subjobs are allocated the same percentage share of registrations on the main job, making the allocation percentage equal 100. You can correct the distribution figures. Each time the action is used, the distribution percentages are recalculated.

Roll Forward Jobs Single Dialogs Workspace

This workspace includes information about jobs to be rolled forward.

Jobs marked as recurring can be rolled forward in this workspace. Rolling a job forward means that it is copied, and on the new job, the year is increased and the job name is updated to include the year. You can also optionally close the old job from this workspace.

A job can only be rolled forward once, but the new job can be rolled forward next year.

Roll Forward Jobs Tab

This section includes the fields and descriptions for the Roll Forward Jobs tab.

Selection Criteria Island

Field	Description
Show Lines	Select this field to show the jobs that match the selection criteria.
Company No.	Use these fields to enter a range of company numbers.
Customer No.	Use these fields to enter a range of customer numbers.
Job No.	Use these fields to enter a range of job numbers.

Field	Description
Project Manager	Use these fields to select a project manager.
Account Manager	Use the fields to select an account manager.
Expected Ending Date	Use this field to enter a range of expected ending dates.
Year	Use this field to enter a year.
Only Jobs Recurring Annually	Select this option to only see jobs marked as recurring.
Show Closed Jobs	Select this option to include jobs that are already closed.
Show Rolled Forward Jobs	Select this option to include jobs that have already been rolled forward.

Selection Criteria, Dimensions Island

Field	Description
Location	Use these fields to enter an interval of location names.
Entity	Use these fields to enter an interval of entity names.
Project	Use these fields to enter an interval of project names.
Purpose	Use these fields to enter an interval of purpose names.
Specification 1-3	Use these fields to enter an interval of specification 1 – specification 3 names.
Local Spec. 1-3	Use these fields to enter an interval of local specification 1 – local specification 3 names.

Jobs Sub-Tab

This section includes the fields and descriptions for the Jobs sub-tab.

Field	Description
Roll Forward	Use this field to specify that the job should be rolled forward. You can only select this if the job is marked as recurring, if it is not closed, and if it has not been rolled forward already.

Field	Description
Close	Use this field to specify that the job should be rolled forward. You can only select the action if the job is not already closed.
Job No.	This field displays the job number.
Job Name	This field displays the name of the job.
Customer No.	This field displays the customer number.
Customer Name	This field displays the customer name.
Project Manager No.	This field displays the project manager employee number.
Project Manager	This field displays the project manager name.
Account Manager No.	This field displays the account manager employee number.
Account Manager	This field displays the account manager name.
Recurring Annually	This field displays whether or not the job is marked as recurring.
Rolled Forward To Job No.	If the job has been rolled forward, this field displays the number of the new job.
Rolled Forward to Job Name	If the job has been rolled forward, this field displays the name of the new job.
Closed	This field displays whether or not the job is closed.
No. of Pending Job Actions	This field displays the number of pending job actions that prevent the job from being closed. The number is calculated when you try to close the job or by running the action “Calculate Pending Job Actions.”
Pending Job Actions Updated	This field shows the date when the pending job actions were last updated.

Actions

This section shows the Actions available in the Roll Forward Jobs workspace.

Top Tab

Field	Description
Mark All for Close	Use this action to select close on all lines that are not already closed.
Unmark All for Close	Use this action to deselect close on all lines.
Mark All for Roll Forward	Use this action to select all jobs that are marked as recurring, are not closed, and are not already rolled forward, for roll forward.
Unmark All for Roll Forward	Use this action to deselect roll forward on all lines.
Roll Forward and Close	Use this action to execute the selected close and roll forward actions that have been selected.
Refresh Pending Job Actions	Use this action to calculate pending job actions.

Postponed Job Budget Copying Single Dialogs Workspace

Use this workspace to review job budgets that are scheduled for copying and those that had copying problems. You can only use this workspace if you are a system administrator.

This workspace also acts as an API dialog for the scheduled task. You can execute the copying of a queued budget, try to copy a budget that has failed to copy before, or remove pending or failed budgets from the list.

Postponed Job Budget Copying Tab

This section includes the fields and descriptions for the Postponed Job Budget Copying tab.

Selection Criteria Island

Field	Description
Job No.	In these fields, you can enter a range of job numbers to specify which jobs you wish to see in the table part.
Company No.	In these fields, you can enter a range of job company numbers to specify which jobs you wish to see in the table part.
Customer No.	In these fields, you can enter a range of customer numbers to specify which jobs you wish to see in the table part.

Field	Description
Project Manager No.	In these fields, you can enter a range of project manager numbers to specify which jobs you wish to see in the table part.
Date	In these fields, you can enter a date interval for the date that the job was added to the queue to specify which jobs you wish to see in the table part.
Budget Type	In these fields, you can enter a budget type to specify which jobs you wish to see in the table part.
Status	Here you can restrict the table part to only show lines with a given status.

Summary Island

Field	Description
Number of budgets matching criteria	This field shows the number lines that are currently displayed in the table part.

Job Budget Copying Element Sub-Tab

This section includes the fields and descriptions for the Job Budget Copying Element sub-tab.

Field	Description
Job No.	This is the number of the job.
Budget Type	This is the budget type to be copied.
Company No.	This is the company number of the job.
Customer No.	This is the customer number of the job.
Project Manager No.	This is the project manager number of the job.
Status	This field can show: “Pending,” which means that the job budget has not been copied yet, or it could show the type of message that was encountered when copying the budget (notification, warning, error or system error).
Message	For pending lines, this field is empty. Otherwise it shows the text of the message encountered when copying the budget.
Date	For pending lines, this is the date when the job budget was added to the queue. For processed lines, this is the date when the copy attempt was made.

Actions

This section shows the Actions available in the Postponed Job Budget Copying workspace.

Top Tab

Field	Description
Copy All Budgets	Copies all pending budgets that match the selection criteria. This action will run through the queue and try to copy all pending job budgets. If an error is encountered during copying, it will be recorded on the table line. This action is intended to be primarily used by the scheduled task.
Remove All Lines	Deletes all lines that are currently shown in the table part. See “Delete Job Budget Copying Element” action above for a detailed explanation of the consequences of removing a line. Both pending and copied lines can be removed. If a pending line is removed, then no attempt to copy it from the template will be made and instead an empty budget will be created. The template budget can still be copied using the existing Copy Budget action in Job Budgets window.

Bottom Tab

Field	Description
Copy Budget	Copies a single budget that is currently selected in the table part. This action can be invoked both on pending budgets and on those for which the copy attempt has already been made, but possibly failed.

Customer Tax Returns Single Dialogs Workspace

Use this workspace to enter the customer tax returns related to a specific job. See also the Tax Return Types workspace for more details.

Job Tab

This section includes the fields and descriptions for the Job tab.

Job Island

Field	Description
Job No.	This field displays the job number.
Job Name	This field displays the job name.
Year	This field displays the job year.

Field	Description
Customer No.	This field displays the customer number.
Name 1	This field displays the customer name.
Fiscal Year End Month	This field displays the customers year end month.

Tax Return Sub-Tab

This section includes the fields and descriptions for the Tax Return sub-tab.

Field	Description
Tax Return Type Name	Use this field to enter a tax return type. You can only select customer tax return types specified for the job year.
Description	This field displays the description of the tax return type.
Original Due Date	This field displays the due date. The due date is calculated by adding a number of months according to the customers fiscal year month to the due date from the tax return type. If the fiscal year month is December, then no months are added. If it is January, one month is added, and so on, until November when 11 months are added.
Extension Due Date	This field displays the extension date. The extension date is calculated similar to due date but using the extension day from the tax return type.
Current Due Date	This field display the current due date. The current due date equals the original due date as long as the status is not extended. If the status is extended then this field displays the extension date.
Completed Date	Use this field to enter a completed date for the tax return.
Extension Filed Date	Use this field to enter an extension filed date for the tax return.
Committed Date	Use this field to enter a committed date for the tax return.
Received Date	Use this field to enter a received date.
Received By, Empl No.	Use this field to enter an employee number.
Received By	This field displays the name of the receiver.

Field	Description
Assigned Preparer, Empl No.	Use this field to enter the employee number of the assigned preparer.
Assigned Preparer	This field displays the name of the assigned preparer.
Assigned Reviewer, Empl No.	Use this field to enter the employee number for the assigned reviewer.
Assigned Reviewer	Use this field to enter the name of the assigned reviewer.
Actual Preparer, Empl No.	Use this field to enter the employee number for the actual preparer.
Actual Preparer	This field displays the name of the actual preparer.
Actual Reviewer, Empl No.	Use this field to enter an employee number for the actual reviewer.
Actual Reviewer	This field displays the name of the actual reviewer.
Tax Return Status	Use this field to select the tax return status. Possible values are: ▪ Completed ▪ Extended ▪ Received ▪ Final
Disposition	Use this field to select a disposition.
Filing Status	Use this field to select a filing status.
E-Filed Date	Use this field to enter an e-file date.
Tax Processing Code	Use this field to select a tax processing code.
Engagement Letter Received	Use this field to specify whether or not the engagement letter has been received.
Client Status	Use this field to select a client status.

Field	Description
Created by	This field shows the name of the user who created the customer tax return.
Created on	This field shows the date the customer tax return was created.
Changed by	This field shows the name of the last user who changed the customer tax return.
Changed on	This field shows the date when the customer tax return was last changed.
Version	This field displays the tax return version.

Budgeting Section

This section includes the fields and descriptions for the Budgeting section workspaces.

Job Budgets Single Dialogs Workspace

Use this workspace to enter and revise budgets for the jobs that you work with in the Job Cost module.

You define jobs in the Jobs and Job Information workspaces, where you can enter general and account information. In this workspace, you can create job budgets by entering a number of budget lines, specifying activity, task, employee (if applicable), and amount. Use the tab for general and account information and budget limits, which you can later use for comparing actual activities. Maconomy calculates budgeted gross margin and percentage gross margin. You enter the actual budget in the Job Budget Lines sub-tab.

You can work with several budgets for the same job. Create additional job budget types in the Popup Fields workspace. For each job, select a current budget from the types of job budgets. Maconomy regards the selected budget as the job's budget. As long as you have not created purchase orders or requisitions from the current budget, you can change the selection of budget. When you open this workspace, it displays the budget of the type you looked at last.

When you create a planning budget for a job, you can keep track of the progress of the work performed on the job in the Job Progress workspace.

When working with a planning budget, you can use the Resource Planning module to refine it.

Resource planning enables you to define which employee should perform tasks of the planning budget, for how long, and on which dates. In the Resource Planning module, enter employee skill information to the planning budget lines to require that the tasks be performed by employees with specific skills.

You can also plan a job process without having decided which employees should work on the job in question. You can do this by assigning an employee category to the job instead of assigning specific employees.

Revision Control

You might want to control that the budget is only edited in the quote stage. To do this, in the Popup Fields workspace in the Set-Up module, select the **Change only for quotes** field for a job budget type.

Audit Trail

A job budget can exist in many different revisions. This enables you to preserve a complete audit trail to track the changes in a budget throughout the lifetime of a job. Just as for time sheets, job budgets support a process of submission and approval. Use this workspace to submit, approve, and reopen a job budget to a new revision.

If needed, perform these actions on multiple job budgets at the same time in the Approve Job Budgets workspace. You can view all of the revisions of the budgets for the jobs to which you have access in the Job Budget Revisions workspace.

When you make changes to a submitted job budget, a warning is displayed. If you continue, the budget status changes to Not Submitted.

You can copy a budget with assigned budget lines to another budget that belongs to the same job. This enables you to save your current budget and edit it later. The Job Budgets tab displays the budget sums of the current budget. If you have not created a budget for a job, you can also copy the current budget to another job.

However, you cannot copy the lines of a budget to a planning budget under these conditions:

- If two lines with the same combination of activity and task are created on the planning budget.
- If one or both of these parameters has a value of No for the job:
  - **Duplicate lines (amount) on planning budget**
    t
  - **Duplicate lines (time) on planning budget**

In addition, you cannot create two identical planning budget lines for amount or time activities in the same revision of the planning budget. You can only change the budget type of a planning budget if the selected type does not contain more than one line with the same combination of activity and task. If you change the budget type, Maconomy issues a warning and deletes all job progress entries and task progress entries.

For amount activities, you can enter a vendor, which you can use later to automatically create requisitions or purchase orders based on the information in the budget lines.

If you want to assign items to budget lines, in the Job Budget Item Lines workspace ensure that the line refers to an amount activity, and the value of **Quantity** is 1.

Actions

Select **Print This** from the File menu to print job budgets. Use the **Print Quote** action if the job has Quote status, and use the **Print Order Confirmation** action if the job has Order status.

Editing Quotes

Transfer job budget information to the Quote Editing workspace to edit the information before printing the quote or order confirmation.

Use the Job Budget Texts workspace to assign text lines to each job budget line. You can transfer these lines to purchase orders and quotes.

You can also enter text lines and summary lines to create a better-organized layout. Text lines have blank activity number and task fields, and summary lines show * in the activity number field. When you print the budget in the standard layout, a summary line shows an amount total for the budget lines above it, up to the next summary line.

You can only enter changes to a job budget if the **Change Job Budgets** field in the Actions workspace in the Set-Up module is enabled. If not, you can only change fields and use functions that pertain to purchase orders.

Price Control from Budgets

When you enter tasks and employees on the lines in your budget, Maconomy derives the prices on the lines in various ways. However, the Price control from budgets feature enables you to set up your jobs so that the person(s) in charge of budgeting can establish pricing.

This process allows the project manager to:

- Adjust the billing prices for employees.
- Adjust the markup percentage for amount activities in the budget.
- Ensure that prices do not change.

When you add a line to the budget, you base it on an employee category. Maconomy shows an initial billing price that it derives from the employee category, but you can change it. When you click **Return**, Maconomy adds a line in the Job Price Information workspace with the same combination of task, activity, and employee category. You cannot edit the price in the Job Price Information workspace; you can only change it by changing the billing price or markup percentage in the Job Budgets workspace.

To use price control from budgets, you must set up the job to use a **Budgeting** type job parameter, and set the **Price Control from Budgets** attribute to Yes. In addition, you must meet the following conditions to enable this feature:

- You cannot use the same combination of task and activity more than once in the budget.
- When budgeting on an amount activity, adjust the price by adjusting the markup percentage.

The budget prices are controlled from the job budget of the type **Baseline**. You select the baseline job budget type for the job in the **Planning** job parameter type in the **Baseline, Budget Type** attribute value.

Work Breakdown Structure

You can arrange your job budget lines in a work breakdown structure using task groups, thus gaining a better overview of jobs. Lines are arranged in a hierarchical structure. The structural setup of the budget is reflected in all workspaces that display budget information, for instance, Job Budget Revisions and Job Progress.

You can indent budget lines to the number of levels allowed by the **Max. Depth for Job Budget Hierarchy** system parameter. However, printouts of budget information and reports only include up to seven levels, including the top level.

Note that you cannot set up a work breakdown structure if the budget contains any manual sum lines created by entering * in the **Act. No.** field. You must delete any such budget lines before you can set up a work breakdown structure. In addition, you can only assign lines of the **Sum/Text** line type as task group headers. Note that work breakdown structures that consist of task groups can have a maximum of six levels. This structure is referred to as Task Group 1-6 in the workspaces that display budget information. Task Group 1 is the top level of the hierarchy.

Maconomy does not fully transfer the work breakdown structure to quotes when you select the **Transfer to Quote** action. When you transfer to a quote, Maconomy only transfers the top-level group header lines. For more information, see the description of the **Transfer to Quote** action.

Note that the task group values can vary depending on the selected budget type. The planning budget controls task lists, while the current budget controls invoicing that pertains to the work breakdown structure. This is only relevant if you set up different work breakdown structures for these two budget types, causing different task groups to be assigned to the same task. In such cases, the task groups that the planning budget shows and the task groups that the actual invoice for the job shows might not be identical.

If you set up a work breakdown structure in which a task appears more than once on different task group paths, the task groups for this task do not appear in the Job Tasks workspace. Because every task in a job budget is unique, Maconomy has ambiguous data when multiple instances of a task exist in a work breakdown structure, causing all task groups for the particular task to be eliminated.

In this workspace unindenting a line causes it to become the group header to the lines below it in the group from which the line is unindented.

For more information about work breakdown structures and task groups, see the description for Job Tasks.

Job Budgets Tab

This section includes the fields and descriptions for the Job Budgets tab.

Job Island

Field	Description
Job	This is the number and name of the job to which the budget applies. The value cannot be changed manually, but you can retrieve other jobs using the search functions in the Find menu. The name is entered and can be changed in the window Jobs.
Job Group	This is the job group to which the job is assigned. It can be changed in the window Jobs as long as there is a quote for the job.
Status	This is the job status. A job either has the status “Quote” or “Order.” You cannot change it here. When a job is created, this field automatically shows “Quote,” unless you have marked the “Created as Order” field in the window System Information. It can be converted to “Order” in the window Jobs. As long as a job has quotes, you can print the quotes in this window using the action “Print Quote.” When the job has orders, you can print order confirmations using the action “Print Order Confirmation.”

Field	Description
Template	This field shows whether the job is a template job or a normal job. If the job is a template job, a number of the fields which are mandatory on a normal job will not be mandatory on the template job. This means that you only have to complete those fields that you want transferred to new jobs created on the basis of a template job. See the introduction of the window Jobs for information about the use of template jobs.
Responsible	This is the name of the employee responsible for the job. The name is retrieved from the window Jobs and cannot be changed here.
Closed	If this field is marked, the job has been closed. You cannot change this field in this window. This field is marked by selecting “Close Job” in the Action menu in the window Jobs. It is removed by selecting “Reopen Job” in the Action menu in the window Jobs. As long as a job is closed, you cannot enter new budget lines, change existing budget lines, or make job entries. You can reopen a closed job.

Employee Category Prices Island

Field	Description
Employee Category No.	In this field, Maconomy shows the number of an employee category, or you can select one.
Name	This field shows the name of the current employee category.
Billing Price (Per Hour or Per Day)	This column shows the billing price per hour or per day depending on the time unit on the job.
Cost Price (Per Hour or Per Day)	This column shows the cost price per hour or per day depending on the time unit on the job
Price Control Budget Type	Only the baseline budget is used for controlling budget prices. This field shows the type of the baseline budget, as selected in the job parameter attribute “Baseline, Budget Type” of the type “Planning.”
Price Control from Budgets	Maconomy marks this field if the current job is set up to control prices from the budget, that is, the job parameter attribute “Price Control from Budgets” of the type “Budgeting” is true for the current job.

Budget, Base Island

The values in this island display the job budget in the base currency of the responsible company. You cannot change the values in this island.

Field	Description
Time	The values in the fields under this column are in hours or days depending on the time on unit on the job.
Hours	This field shows the amount of employee hours you estimate will be spent on the job. The “Time” field shows the total of the budgeted hours, which have been entered for time activities in the “Quantity” field in the table part. Since the budget figure for amount activities cannot be estimated in hours, there is no figure in the “Amount” and “Total” fields. The “Total per” field shows the unit given in the Unit Analysis island. The field “Limit” displays the total number of employee hours you expect to use on the job. You can have a value displayed in this field by entering the value in the field “Hours” in the island Limit. See the description of this island for further information. Only users for whom the field “Can Change Job Budget” in the window Actions in the Set-Up module is marked may change this field.
Cost	In these fields the budgeted cost of the job in the base currency of the job’s responsible company. The “Time,” “Amount” and “Total” fields show three totals of costs from the budget lines entered in the table part of the window. They are the cost totals of time activities, amount activities and a total for all budget lines. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to “Time” and “Total” will be zero. The “Total per” field shows the quantity in the “Total” field immediately above it, divided by the quantity given in the Unit Analysis island. The field “Limit” displays the estimated or agreed billing price of the job. You can have a value displayed in this field by entering the value in the field “Hours” in the island Limit. See the description of this island for further information.
Billing Price	These fields show the budgeted cost of the job in the base currency of the job’s responsible company. The “Time,” “Amount” and “Total” fields show three totals of billing prices from the budget lines entered in the table part of the window. They are the billing price totals of time activities, amount activities and a total for all budget lines. The “Total as of” field shows the quantity in the “Total” field immediately above it, divided by the quantity given in the Unit Analysis island. The field “Limit” displays the estimated or agreed billing price of the job. You can have a value displayed in this field by entering the value in the field “Billing Price, Currency” in the island Limit. See the description of this island for further information. The budget Limit can either be compared to the total of budgeted costs in the “Total” field, or you can use it in a subsequent budget control calculation, in which you compare budget with actual figures.

Field	Description
	If you create a quote from a job budget, by choosing “Transfer to Quote” in the Action menu, or if you change quotes in the window Quote Editing, the billing price in this field will automatically be changed to the total of the quote lines. It is then not possible to change it here. When you create invoice selections in the window Invoice Selection, you can transfer the quote price from this field to the total amount of the invoice.
GM	These three fields show the job’s budgeted gross margin (GM) in the base currency. Gross margin is calculated by subtracting the cost in the “Cost” field from the billing price in the “Billing Price” field. Gross margin is calculated for the job’s time activities, amount activities and total. The “Time” field shows the budgeted gross margin total for all time activities. The “Amount” field shows the budgeted gross margin total for all amount activities. The “Total” field shows the budgeted gross margin for the whole job. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to “Time” and “Total” will be zero. The “Total as of” field shows the quantity in the Total field immediately above it, divided by the quantity given in the Unit Analysis island.
GM %	These three fields show the job’s budgeted gross margin percent (GM %). Gross margin percent is calculated as the gross margin percentage of the billing price in the “Billing Price” field. Gross margin is shown in the “GM” field. Gross margin percent is calculated for the job’s time activities, amount activities and total. The “Time” field shows the average budgeted gross margin percentage for all time activities. The “Amount” field shows the average budgeted gross margin percentage for all amount activities. The “Total” field shows the average gross margin percent for the whole job budget. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to “Time” and “Total” will be zero.
Time	This is the total of the budgeted hours, costs, billing prices and gross margin, which have been entered in the table part for time activities. It also shows the average gross margin percent for the budget’s time activities.
Amount	This field displays the total of the budgeted costs and billing prices which were entered for amount activities in the table part at the time when the revision was created.
Total	This is the total of all the budgeted costs and billing prices entered in the table part of the window. Since it is not possible to enter hour estimates for amount activities, the “Hours” field is empty. The total of budgeted hours is shown in the “Time” field.

Field	Description
Hereof Outlays	These fields show the budgeted costs for all amount activities, for which the cost type has been set to “Outlays.” This means that the field only shows the cost part of the relevant outlays, whereas the below field “Excluding Outlays” also includes the gross margin from the outlay. For more information about outlay activities, please see the description of the window Activities.
Excluding Outlays	These fields show the sum of the budgeted prices for all activities in the table part of this window, less the cost price for any amount activities for which the cost type has been set to “Outlays.” Furthermore, the resulting gross margin and GM % are shown excluding outlays.
Total Per	This field displays the unit given in the window Unit Analysis, as well as the values in the “Total” row, divided by the quantity given in the Unit Analysis island at the time when the revision was created.
Limit	This field displays a budget limit for the job which was entered at the time when the revision was created.
Quote Price	This field displays a quote for the entire job as it looked at the time when the revision was created.

Budget, Currency Island

The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job. For further information about currency conversions, see “Appendix A: Price Calculation in the Job Cost Module.”

Job Revenue Recognition Island

Field	Description
Revenue Recognition Date	In this field, you can enter a date. The date specified is used as the basis for calculating revenue recognition forecasts on the basis of the budget currently shown in the window. As default, the date in this field is the last date of the previous month, but the date can be changed manually. See the description of the field “Calculate” below for further information about the possibility of calculating revenue recognition in this window.
Calculate	If you mark this field, Maconomy will calculate the revenue to be recognized on the current job on the basis of the job’s latest approved budget revision as well as the revenue to be recognized on the job on the basis of the current revision of the budget as of the date specified in the above field “Revenue Recognition Date.” If you mark this field, you can hence make a forecast that displays the revenue implications for the job in question, if you approve the edited budget as it looks at the moment. The calculations are not transferred to any of the windows related to job revenue recognition and are for information only. Note that this field can only be marked if the job for which a budget is displayed uses revenue recognition by completion percentage, and if the current budget is of the same type as the budget type selected for the job in

Field	Description
	the job parameter attribute “Fixed Price Budget Type” in the job parameter Pricing Principle.
Revenue Recognized	This field shows the amount revenue recognized on the job as of the date specified in the field “Revenue Recognition Date” above. The amount only includes revenue recognition of job entries which are included in the fixed price of the job.
New Revenue Recognition	If you mark the field “Calculate,” this column will show the amounts to be revenue recognized on the basis of the date specified in the field “Revenue Recognition Date,” if the new budget is approved. The amounts are displayed for the two fields “Current Budget” and “New Budget,” and only include revenue recognition of job entries which are included in the fixed price of the job.
Adjustment	This column shows any adjustments between the revenue recognition of the new budget and the revenue recognition of the current budget, that is, the latest approved revision of the job budget.

Remarks Island

In these fields, you can assign remarks to the current job budget line. The remarks are for information only and can, for example, be used in reports.

User Island

See “Getting Started” for a description of the fields in the island User. Note, however, that until a quote, an order confirmation, an invoice, or a credit note has been printed for the current job, the field “Version No.” will always show the value “1.” The information in the island applies to the current job, and therefore a change in this window will also be reflected in the island User in the windows Jobs, Job Descriptions, and Job Information.

Budget Type Island

Field	Description
Show Budget	In this field, you choose the budget you wish to see. The budget lines are shown in the table, and the sums are displayed in the Budget island. When you open the window Job Budgets, or browse through the different jobs in this window, you will see the budget of the type you looked at last. Each budget type has its own audit trail. This can be seen by the number in the field “Revision No.,” which will often be different for the different budget types. Previous revisions of each budget type can be viewed in the window Job Budget Revisions.
Current Budget	In this field, you choose which budget you are currently using for the job. You can change it as long as you have not made any purchase orders. The budget chosen here is regarded as the job budget elsewhere in Maconomy. Budget types are created in the window Popup Fields in the Set-Up module.

Field	Description
Forecast Budget	In this field, you choose the budget to be used as the current job's forecast budget. In the forecast budget you can enter, for example, activities, cost and billing prices, and dates, and use these to evaluate potential jobs. Forecast budgets can be analyzed using the Analyzer report/report template Job Forecasts.
Planning Budget	In this field, you choose the budget to be used as the current job's planning budget. The planning budget is used to register dates, employees, and items to give an overview of the expected use of these resources. Planning budgets can be analyzed using the Analyzer report/report template Planning Budgets. If the value in this field is changed, Maconomy checks the existence of any planning lines in the window Detailed Planning in the Resource Planning module which have been created on the basis of the previous planning budget. If there are no such lines, the planning budget for the job in question will be changed. If such planning lines exist, however, Maconomy will issue a warning indicating that all planning lines assigned to the current budget will be removed from the detailed planning. If the current planning budget belongs to a job for which one or both of the job parameter attributes "Duplicate lines (amount) on planning budget" or "Duplicate lines (time) on planning budget" have the value "No," you can only change the budget type if the selected type does not contain more than one line with the same combination of activity and task. If you change the budget type, Maconomy will issue a warning and any job progress entries and task progress entries are deleted for the job. The table part of the window Job Planning shows budget lines from the planning budget of the current job.

Customer Island

Field	Description
Customer	This is the number and name of the customer associated with the job (the ship-to customer). The number cannot be changed.

Quote Price, Curr. Island

Field	Description
Effective Quote Price	This field displays the job's quote price in the currency used on the current job. The amount derives from the field "Effective Quote Price" in the window Jobs, but can be edited in this field if the job status is "Quote" and the quote has not been approved in the window Quote Editing. Otherwise, the price can be changed in the table part of the window Quote Editing. Furthermore, the amount is shown in the island Budget, Currency and in base currency in the island Budget, Base. The amount can be printed on a quote or an order confirmation to the customer from the window Quote Editing. For fixed-price jobs, the effective quote price can only be entered or changed in the window Quote Editing. For further information, please see the description of the window Quote Editing.

Limit Island

Field	Description
Hours	In this field, you enter the amount of employee hours you estimate will be spent on the job. This figure can either be compared to the total budgeted hours in the field “Time” in the islands Budget, Base and Budget, Currency where the figure is also shown, or you can use it in a subsequent budget control calculation, in which you compare the customer budget with the job’s actual figures.
Cost, Base	In this field, you enter the budgeted cost of the job in the job’s base currency. The figure is shown in the islands Budget, Base and Budget, Currency. In the latter island, the amount is converted to the job’s currency by means of the sales currency table. If fixed exchange rate information has been specified for the job, Maconomy uses the exchange rate table specified in the window Job Price Information. Otherwise, Maconomy uses the exchange rate table from the window System Information in the Set-Up module. The limit amount can either be compared to the total of budgeted costs in the field “Total” in the island Budget, Base and Budget, Currency, or you can use it in a subsequent budget control calculation, in which you compare the costs with the job’s actual figures.
Billing Price, Curr.	In these fields you enter the budgeted cost of the job in the job’s currency. The amount here is the same as the amount given in the field “Max. Billing Price” in the window Jobs. The figure is shown in the island Budget, Base (converted to base currency by means of the sales currency table according to the same principles as specified above for the field “Cost, Base”) and in the island Budget, Currency. The limit amount can either be compared to the total of the budgeted billing prices in the field “Total” in the islands Budget, Base and Budget, Currency, or you can use it in a subsequent budget control calculation, in which you compare the billing price with the job’s actual figures.

Budgeted Realization Island

Field	Description
Contracted Billing Price, Base	Use this field to enter the contracted billing price for time activities for the job.
Billing Price, Base	This field shows the total budgeted billing prices in the company’s base currency.
Budgeted Up/Down	This field shows the difference between the budgeted billing price and the standard billing price. The amount in this field is the write-up or write-down of the budgeted billing price compared to the standard billing price. For more information about standard billing price, please see “Appendix A: Price Calculation in the Job Cost Module.”

Forecast Island

Field	Description
Probability %	In this field, you can enter the probability percentage rating for whether the current job, which is on quote, will result in an order. When the job is converted to an order, Maconomy will automatically change the value of this field to “100.” The value in this field is used in the Analyzer report/report template Job Forecasts to determine, for example, the expected profit on current jobs on quote.

Billing Price Deviations Island

The fields in this island show any differences between the registered billing price, the standard billing price, and the invoiced billing price. Based on these figures, you can analyze the performance of for instance a department by comparing the standard billing price (the performance target) with the invoiced billing price (the sum actually invoiced to the clients). For more information, please see “Appendix A: Price Calculation in the Job Cost Module.”

Field	Description
Standard Billing Price, Base	This field shows the total budgeted standard billing prices in the company’s base currency.
Billing Price, Base	This field shows the total budgeted billing prices in the company’s base currency.
Budgeted Up/Down	This field shows the difference between the budgeted billing price and the standard billing price. The amount in this field is the write-up or write-down of the budgeted billing price compared to the standard billing price. For more information about standard billing price, please see “Appendix A: Price Calculation in the Job Cost Module.”

Unit Analysis Island

Field	Description
Quantity	If the job is for several similar units, for example, two advertisements, three houses, or ten meters of cable, the quantity of these units can be given here. You can then use the Budget island in this window and the Summary island in the window Job Card to see the “Total” values per unit.
Unit	If there is a value in the “Quantity” field, you can enter the unit here.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the current job. The value is transferred from the island Company in the window Jobs and cannot be changed here.

Field	Description
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Settling Company Island

Field	Description
Settling Company	This field shows the name and number of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see “Multiple Companies” in “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Line Creation Island

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in the table part of the window. Every time you create a new line, the value selected here will be selected on the new line, and you may then change it to something else. Please see the description of the field “Line Type” in the table part for a description of the options in this field.

Transfer Job Dates Island

Field	Description
Activity Type	This field displays the type of the current activity.
Overwrite Existing Dates	With this check box, you can decide whether the “Transfer Job Dates” action should overwrite any dates already entered by the user in the job budget line “Planned Starting Date” and “Planned Ending Date” fields.

Daily Descriptions Island

Field	Description
Use Daily Descriptions	A daily description is a descriptive text that you can add to any combination of task, activity, and day in a time sheet. For example: Without using daily descriptions, you register time on a task called “Client Meetings” two times in a given week, Tuesday and Friday. In the “Description” field you enter a description of these two meetings. Using daily descriptions, you could enter a description of each meeting separately, thus adding clarity to your registrations. This text can be used as a help to the person approving time sheets, or it can be included in invoice texts for the customer to see. If the invoice layout for the job specifies “Registration” at either level of the invoice text, any daily descriptions entered in the time sheet will be printed on the invoice. The project manager can edit the daily descriptions in the window Approve Time Sheet Lines before approving the time sheet line in question. If you mark this field, daily descriptions are turned on by default for all tasks registered on the job. However, the setting can be turned off or on for individual tasks in the table part. A number of factors come into play when changing the setting of this field: If you change the setting of this field, and the task list assigned to the job is shared with other jobs (that is, not yet made job-specific), you will receive an error message. The task list must be made job-specific, or the change should be made in the window Task Lists, in which case the change will affect all jobs sharing the task list in question. If the field is marked, and there are no tasks for the job, daily descriptions will be required on all time sheet registrations on the job. Similarly, if the field is not marked, and there are no tasks for the job, daily descriptions will not be required. To enable daily descriptions on job entries, Maconomy must be set up such that a time sheet line will result in a job entry for each day with a registration. This is done by setting the pop-up field “Allocation Method” in the island Job Cost to “One Entry per Day” in the window System Information in the Set-Up module.

Job Budget Resource Allocation island

Field	Description
Resource Allocation Complete	Select this check box to update the budgeted number of hours in the latest revision of the planning budget to the sum of the allocated hours sent from People Planner. For budget lines on amount activities, the total cost price is similarly updated to the sum of the allocated cost sent from People Planner. However, if you have performed job progress evaluation on the latest budget revision when selecting this check box, the budgeted number of hours is updated to the sum of the actual hours registered as of the progress evaluation date and the hours allocated to future periods.

Field	Description
	For budget lines on amount activities, the budgeted cost is updated to the actual cost plus the cost of hours allocated to future periods. When you select this check box, the **Update Job Budget** action in the Update Job Budget Resource Allocations single dialog workspace updates budget quantity and budgeted cost as described above. If you select this check box when you perform a progress evaluation, the estimated hours/cost to completion is found as the hours/cost from resource allocations after the estimate date. With this setup, any estimated hours to completion on time sheets are ignored during progress evaluation.
Copy Resource Allocations	When you select this check box, the **Copy Budget** action also copies any resource allocations assigned to the job budget.

Description Island

Field	Description
Internal	These three fields show the internal description of the job, which is entered in the window Jobs. The information cannot be changed here, but you can change it in the window Jobs.
Ref.	This is the reference from the “Ref.” field in the window Jobs. You cannot change it here.

Status Island

Field	Description
Submitted	This field displays if the job budget has been submitted. The field is completed automatically, when the action “Submit Budget” is selected.
Submitted by	This field displays the name of the user who submitted the job budget.
Date	This field displays the date on which the job budget was submitted.
Approved	This field displays if the job budget has been approved. The field is completed automatically, when the action “Approve Budget” is selected, and the mark is removed if the budget is reopened.
Approved by	This field displays the name of the user who approved the job budget.
Date	This field displays the date on which the job budget was approved.
Reopened	This field displays if the job budget has been reopened. The field is completed automatically when the budget is reopened.

Field	Description
Reopened by	This field displays the name of the user who reopened the job budget.
Date	This field displays the date on which the job budget was reopened.
Last Budget Recalculation	This field displays the time and date on which the job budget was last recalculated.
Sent to People Planner	If the People Planner integration add-on is enabled and the 'Integration Status Note Type' system parameter is set this field will show when the Job was last sent to People Planner.

Revision Island

Field	Description
Revision No.	This field displays the number of the current revision of the job budget.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	In this field, you enter a text, which is attached to the activity on quotes and order confirmations. If you enter an activity, Maconomy suggests either the activity text from the **Description** field in the Activities workspace or the description of the entered task (if any) in the Job Tasks workspace, but you can change it on the budget line. In the Activities workspace, you can set up which text to derive as budget line description for each activity. The original activity text is displayed in the **Activity Name** field.
External Description	This field shows the text to be transferred to job quotes and is used instead of the internal description on the time budget line. If you enable the company-specific "External Description in Job Budgets defaults to Description" system parameter, when you add a new line in the Job Budget Lines sub-tab, this field automatically displays the value of the Description field. If you do not enable the parameter, this field is blank by default in any new lines added.
Line Type	In this pop-up field, you select the type of the current job budget line. Selecting a value is mandatory. In the Job Budgets tab, the **Default Line Type** field in the Line Creation island defines the default value of this field; that is the value that is automatically suggested when you create the line. You can then select something else. You can choose from the following values:

Field	Description
	▪ Sum/Text — If you select this value, the current line can be used as a text line, simply adding a line of text to the budget, or as a sum line. A sum line is used as a grouping level when you use work breakdown structure as described in “Getting Started with the Java™ Client.” In both cases, no reference to activity or task may be specified on the line, and the line cannot be marked as a milestone. ▪ Time — If you select this value, the current line is used for specifying a time activity. The activity number will change to the activity specified in the **Default Time Activity** job parameter attribute of the Budgeting type. ▪ Outlay — If you select this value, the current line is used for specifying an outlay activity. The activity number will change to the activity specified in the **Default Outlay Activity** job parameter attribute of the Budgeting type. ▪ Amount — If you select this value, the current line is used for specifying an amount activity. The activity number will change to the activity specified in the **Default Amount Activity** job parameter attribute of the Budgeting type. ▪ Milestone — If you select this value, the current line is used for specifying a milestone. Any existing activity number will be removed, and the **Milestone** field will be selected (this field is not shown in the standard layout of the Job Budgets workspace). Note that by changing the line type, you change the activity number. See the description of the **Act. No.** field for considerations with regard to changing the activity number. If you specify an activity in the **Act. No.** field, this field will change to reflect the type of activity you entered, that is either “Time,” “Amount,” or “Outlay.”
Task	In this field, you can specify the task to which the job budget line is to be assigned. Specifying a task list is mandatory, if a task list has been specified for the job, typically via the template based on which the job was created, or if the **Require Tasks** action has been used in the Job Tasks workspace. If neither the **Create Tasks from Job Budgets** nor the **Extended Task Creation from Budgets** (see below) system parameters has been selected, you must enter a task that exists in the task list in question. If both this field and the **Act. No.** field are left blank, the line can be used as a text line for a more detailed budget description or as a grouping level in a work breakdown structure. If either the **Create Tasks from Job Budgets** or **Extended Task Creation from Budgets** system parameters has been selected, you can enter a task that does not already exist in the job’s task list. When you do, Maconomy will create the task in the job’s private task list, using the activity entered on the line as derived activity. If a job-specific task list does not already exist, the

Field	Description
	shared task list assigned to the job will be copied and made job-specific. For more information, see the description of the Job Tasks workspace. If the **Mark 'Overwrite Activity' On Tasks** system parameter is selected, the **Overwrite Activity** field is selected in the new task. The description entered in the **Description** field is transferred to the new task and used as task description according to the rules outlined in the description of the two system parameters that concern task creation. Be aware that the specified activity can be set up to derive either the activity text or the task description in the **Description** field. The way in which the new task is named is defined by and described in the **Number of Trailing Characters for Task Names** and **Extended Task Creation from Budgets** system parameters. Tasks may need to be approved (see the Approve Tasks workspace). If this is the case, you cannot use the **Submit Budget** or **Transfer to Sales Order** actions until all tasks in the budget have been approved. If dimension values have been specified for the task, these dimensions are automatically suggested on new budget lines unless other values have been entered manually. If the Job Tasks or Task Lists workspace specifies that derived dimension values should overwrite existing dimensions values, any manually entered dimensions will be overwritten.
Empl. Cat. No.	In this field, you can assign a certain employee category to the job budget. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany or billing price for the specified employee category for price calculations, if the **Hourly Rate** field in the System Information workspace in the Set-Up module has been set to "By Employee" or "Employee Priority." If the current job is set up for price control from budgets (see "Price control from budgets"), the employee category is added to the isand Employee category Prices island in the tab when you add or change the employee category, if it is not already present in that island. If you specify or change an employee category on an existing line, prices are only recalculated if the **Update prices upon dimension change** system parameter has been selected. For further information about price calculations, see "Appendix A: Price Calculation in the Job Cost Module" and the **Update prices upon dimension change** system parameter in the Set-Up module. If the **Empl. cat. on job budgets required** system parameter is selected, you cannot leave out an employee category number in this field, unless the **Empl.** field is also blank.
Quantity	In this field, you enter the budgeted quantity for the line. For time activities, this field is in hours or days, depending on the time unit on the job. If the activity is a time activity, the quantity is interpreted as number of hours. It is therefore totaled in the **Hours** field by the **Time** field in the tab. Maconomy alerts you if the sum of hours exceeds the hours limit. If you enter a number of hours, it is automatically converted into a number of days, which is inserted into the **Quantity, Days** field. The number of days is calculated by

Field	Description
	dividing the number of hours by the value in the **Hours per Man Day** field in the tab of the Jobs workspade. If you want to assign items to the job budget line in the Job Budget Item Lines workspace, the value here must be 1. You can then enter the relevant item quantity on the individual job budget item line. The quantity is used to calculate the budget lines' total in the **Total Cost, Base** and **Billing Price Total, Base** fields. It is multiplied by the amounts in the **Cost, Base** and **Billing Price, Base** fields on the budget line. This applies to both time and amount activities. Note that if you change the quantity specified in this field on a planning budget, and work has been entered on the current planning budget line since the quantity was specified, the reestimated quantity cannot be lower than the work that was entered if a new estimated time to completion is currently being specified for the job.
Quantity, Days	This field only applies to time activities. The field shows the number of days budgeted for the current job budget line.
Act. No.	In this field, you enter the number of the activity for which you want to create a budget estimate. If both this field and the **Task** field are blank, the line is a text line. If this field shows "*," the line is a summary line that creates a subtotal when the budget is printed using the "Standard" layout. You cannot budget on summary activities. Note that you cannot enter a "*" if you use work breakdown structure. Instead use the **Line Type** field to specify that the current line is a line of the type "Sum/Text" and indent the relevant lines below it. You can enter more than one line for the same activity, but note that every job entry is entered to an activity, not to a budget line. If a job budget text from the Activities workspace has been assigned to one of the activities used in this workspace, the standard text will be transferred to the Job Budget Texts workspace. You can subsequently edit the text so that it fits each job budget line in the Job Budget Texts workspace. You can change the activity on a line if the line does not have sales orders, requisitions, or purchase orders assigned to it, and the budget is not closed. You can change the activity directly or by changing the line type in the **Line Type** field. If tasks are required for the current job, the activity may be derived from the task. If you change the activity, you will be asked to confirm the change, and the task will be updated in the job-specific task list to derive the new activity—provided that tasks can be created from budgets (see the preceding description of the **Task** field). In addition, the task may need to be approved again, if task approval is required. Note that if price control from budget is enabled, changing the activity to an activity of another type (for example from a time activity to an amount activity) will cause the price on the current line to be recalculated, even if the **Update prices upon dimension change** system parameter is not set.
Cost, Base	In this field, you enter the budgeted cost in the base currency for one unit of the activity on the budget line. For a more information about how Maconomy

Field	Description
	calculates these prices, refer to “Appendix A: Price Calculation in the Job Cost Module.” Maconomy calculates the cost based on information from job price lists, item price lists, and employee or activity information cards. If the executing company behind the activity is different from the company that is responsible for the job, Maconomy suggests the intercompany price of that company. For a more information about how Maconomy calculates these prices, see “Appendix A: Price Calculation in the Job Cost module.” If the current job is set up for price control from budgets (see “Price control from budgets”), changing the cost in this field in such a way that the billing price is also changed, the corresponding job-specific price list line is updated with the new billing price in currency. The corresponding job-specific price list line is the price list line that has the same task and activity number as on the job budget line. If you have entered a tax code that includes an investment tax rate, the investment tax rate will be included in the cost. Investment tax rates are described in more detail in the **Tax Code** field. You can change the suggested cost for amount activities and sometimes for time activities. If you change it, Maconomy will recalculate the budget line billing price based on the new cost and the markup percentage in the **Markup %** field. However, if you have selected a tax code, you can only change the net cost. If the **Keep Billing Price when Changing Cost Price** system parameter is set, the billing price on the line will not be changed if the cost is changed manually. However, the value in the **Markup %** field will change to reflect the new ratio between cost and billing price. If the billing price or cost is subsequently changed manually, Maconomy will calculate the prices as outlined in “Appendix A: Price Calculation in the Job Cost Module.” If the **Update prices upon dimension change** system parameter has been selected, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee, or dimension values. For more information about this and for a complete list of the fields that cause the price to be updated, see the description of the **Update prices upon dimension change** system parameter. If that system parameter is not selected, and you want to ensure that all prices reflect the current set-up of the budget lines, use the **Recalculate Job Budget** action. You can change the costs in this field for time activities if the **Change Costs for Time** field is selected in the Actions workspace in the Set-Up module. In addition, you can only see the cost for time activities if the **See Time Cost** field is selected in the Actions workspace. If neither field is selected, the value here will be zero, and you cannot change it. Maconomy multiplies the cost from this field with the number in the **Quantity** field. The total cost of the line is calculated in the **Total Cost, Base** field. If purchase order lines have been created from the current line, and you decrease the amount in this field, Maconomy checks whether the new

Field	Description
	amount causes budget violations according to the rules set up in the **Limit Purchase Amount to Budget**, **Limit Purchase on Sum or Line Level**, **Limit Purchase, Currency Margin**, and **Limit Purchase, Percentage Margin** job parameter attributes for the job. If the change causes a budget violation, an error message is displayed.
Cost Per Day, Base	If you have access to cost information, this field shows the cost price per day in base currency. Otherwise, it shows 0. You can edit this value if the budget is open, and your access privileges allow you to change cost prices.
Billing Price, Curr.	In this field, you enter the budgeted billing price in the job's currency of one unit of the activity on the budget line. If the activity is non-invoiceable, you cannot enter a price here, and the value must be "0.00." In the Activities workspace you can mark the activity as invoiceable in the **Invoice** field. If you want to enter the billing price in another currency than the job's currency, use the **Billing Price, Purchase Currency** field. Maconomy calculates the billing price based on information from job price lists, item price lists, adjustment percentage, the employee or activity information card, and information in the System Information workspace in the Set-Up module. For more information about how Maconomy calculates these prices, refer to "Appendix A: Price Calculation in the Job Cost Module." If the current job is set up for price control from budgets (see "Price control from budgets"), changing the billing price causes the corresponding job-specific price list line to be updated with the new billing price in currency. The corresponding job-specific price list line is the price list line that has the same task and activity number as on the job budget line. In addition, the **Line Specific** field is selected on the current line. If you change the billing price in this field, the markup percentage is changed proportionally in the **Markup %** field, and the billing price is hereafter interpreted as "Entered" when calculating the price. Maconomy multiplies the billing price in this field with the number in the **Quantity** field. The line's total billing price is shown in the **Billing Price Total, Currency** field. The billing price in this field and the billing price total are converted to the base currency in the **Billing Price, Base** and **Billing Price Total, Base** fields according to the principles described in "Appendix A: Price Calculation in the Job Cost Module." If the **Update prices upon dimension change** system parameter has been selected, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee, or dimension values. For more information about this and for a complete list of the fields that cause the price to be updated, see the description of the **Update prices upon dimension change** system parameter. If the system parameter is not selected, and you want to ensure that all prices reflect the current setup of the budget lines, use the **Recalculate Job Budget** action.

Field	Description
	If purchase order lines have been created from the current line, and you decrease the amount in this field, Maconomy checks whether the new amount causes budget violations according to the rules set up in the **Limit Purchase Amount to Budget**, **Limit Purchase on Sum or Line Level**, **Limit Purchase, Currency Margin**, and **Limit Purchase, Percentage Margin** job parameter attributes for the job. If the change causes a budget violation, an error message is displayed. **Field** / **Description** **Billing Price Per Day, Curr.** — This field only applies to time activities. This field displays the billing price per day that is budgeted for the current job budget line. This value is based on the value in the preceding **Billing Price, Currency** field and the number of hours per man day specified for the job in the **Hours per Man Day** field in the Jobs workspace.
Markup %	If you have access to cost information, this field shows the markup percentage. Otherwise, it shows 0.
Line Specific Billing Price	If the current job is set up for price control from budgets, this field indicates whether the billing price differs from the price originally derived from the employee category on the current line. If the line is not selected, the price is the original price.
Total Cost, Base	This field shows the total estimated cost in base currency for the budget line. The total cost is found by multiplying the number in the **Quantity** field by the cost per piece in the **Cost** field. Cost prices are totaled in the tab, and Maconomy alerts you if the grand total exceeds the budget limit, which is entered in the **Limit** field in the Budget island. You can also choose to enter a total in this field. Maconomy will then calculate the unit price in the **Cost, Base** field as the total cost price divided by the figure in the **Quantity** field. If you do not have access to see cost for time, as specified in the Actions workspace in the Set-Up module, the value here will be zero, and you cannot change it.
Total Billing Price, Currency	This shows the budget lines total budgeted billing price in the job currency. The total billing price is calculated by multiplying the number in the **Quantity** field by the billing price per piece in the **Billing Price, Currency** field. Billing prices are totaled in the tab of the workspace, and Maconomy alerts you if the grand total exceeds the billing price budget limit, which is entered in the **Limit** field in the Budget island. If the **Billing Price Based on Actuals and ETC** job parameter is enabled on the job , the total billing price is updated based on the registered billing price plus any write up/down when you create a new progress evaluation or subsequently change the quantity. For more details, see the description of the **Billing Price Based on Actuals and ETC** job parameter.

Field	Description
Purchase Currency	This field displays the selected currency code.
Cost, Purchase Currency	This field displays the cost in the currency selected in the **Purchase Currency** field.
Cost Per Day, Purchase Currency	This field only applies to time activities. The field shows the value in the **Cost, Purchase Currency** field converted into a cost per day. The value is calculated by multiplying the value in the **Cost, Purchase Currency** field by the value specified in the **Hours per Man Day** field for the current job in the Jobs workspace.
Total Cost, Purchase Currency	This field displays the total budgeted cost in the current job's currency. Maconomy calculates the total cost price by multiplying the value of the **Quantity** field by the cost per unit in the **Cost, Purchase Currency** field. If you do not have access to see cost information, as specified in the Actions workspace in the Set-Up module, this field displays 0.
Billing Price, Purchase Currency	This field displays the billing price in another currency than the job's currency. Maconomy uses the currency specified in the **Purchase Currency** field for converting the amount to the job currency, using the current exchange rate table for purchase at the time of entry. If you change the currency later, Maconomy recalculates the value of this field.
Billing Price Per Day, Purchase Currency	This field only applies to time activities. The field shows the value in the **Billing Price, Purchase Currency** field converted into a billing price per day. The value is calculated by multiplying the value in the **Billing Price, Purchase Currency** field by the value specified in the **Hours per Man Day** field for the current job in the Jobs workspace.
Billing Price Total, Purchase Currency	This field displays the total sales price in purchase currency, that is, the **Billing Price, Purchase Currency** field multiplied by the number in the **Quantity** field.
Cost Type	This field displays the cost type selected for the current amount activity in the Activities workspace: Turnover or Outlays. The sum of activities of the type Outlays is deducted from the calculation of the gross margin percentage of a job. For more information about outlay activities, see the description of the Activities workspace.
Incl. in Fixed Price	This check box is selected if the entry that applies to the line is to be included in the fixed price of a job. If a fixed-price job or a time-and-material job is assigned the **Fixed Price Basis** job parameter attribute with the value "Budget," the value of this field determines which budget lines are included in the fixed quote price of a job and which entries are not included in the fixed quote price of a job.

Field	Description
Planned Starting Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the **Recalculate Job Budget** action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Duration	In this field, you can enter a planned duration of the activity. This duration will always be the number of days from the planned starting date to the planned ending date. If a week calendar has been selected in the **Standard Week Calendar** job parameter attribute of the Planning type, the date calculation adjusts for weekends and holidays as specified in the week calendar. Otherwise, calendar days are used. If the value of the field is changed, the **Planned Ending Date** field will automatically be adjusted correspondingly. If the **Planned Starting Date** or **Planned Ending Date** field is empty, the value of this field will be 0.
Planned Ending Date	Enter the date you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the P**Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace.

Field	Description
	When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Deliv. Remarks	In this field, you can enter delivery remarks to be used in connection with the delivery of the items.
Billing Price, Base	This field shows the amount from the **Billing Price, Currency** field on the current budget line converted into the base currency. For more information about how Maconomy calculates these prices, refer to “Appendix A: Price Calculation in the Job Cost Module.”
Billing Price Per Day, Base	This field only applies to time activities. The field shows the value in the **Billing Price, Base** field converted into a billing price per day. The value is calculated by multiplying the value in the **Billing Price, Base** field by the value specified in the **Hours per Man Day** field for the current job in the Jobs workspace.
Billing Price Total, Base	This field shows the amount from the **Billing Price Total, Currency** field on the current budget line converted into the base currency. For more information about how Maconomy calculates these prices, refer to “Appendix A: Price Calculation in the Job Cost Module.”
Standard Billing Price, Base	This field shows the standard billing price per unit in the base currency of the company. If you change the value in the **Billing Price, Purchase Currency** or **Billing Price, Currency** field, this number can only change if the standard billing price is calculated as a standard markup percentage.
Total Standard Billing Price, Base	This field shows the total standard billing price of the current budget entry in the base currency of the company.
Vendor	In this field, you can enter the number of a vendor, if the activity on the budget line is an amount activity. Maconomy verifies that the vendor exists in the Accounts Payable module.

Field	Description
	This field is used to select which vendor is going to do any external work for you in connection with the job. If you enter a number, Maconomy automatically selects the **Selected** field, and when you remove the number, the selection is removed, too. When you use the **Create Requisitions** or **Create Purchase Order** action, Maconomy will automatically create a requisition or purchase order to correspond to the budget line. You can edit the requisition or purchase order in the Requisition and Purchase Orders workspaces, respectively, in the Accounts Payable module. When a purchase order is created from a budget line, the purchase order number is shown in the **Last Purchase Order No.** field on the budget line. If you assign items to a job budget line in the Job Budget Item Lines workspace on which this field has a value, Maconomy will retrieve the item's budgeted cost from the vendor's purchase price list. This requires that there is a purchase price list for the vendor and that the item is in it. However, prices are only retrieved when creating purchase orders, not requisitions.
Vendor Name	This is the first line of the name of the vendor whose number is entered in the **Vendor** field. You cannot change the name here.
Your Reference	In this field, you enter the reference person used on purchase orders that are created from the current budget line. You can only enter a reference person if the **Cust. No.** field has a value. When the **Cust. No.** field has a value, or you have changed it, the value is transferred from the corresponding field on the vendor information card with the current vendor number. The field can subsequently be altered manually, and the contact person is transferred to the corresponding field on purchase orders created when using the **Create Purchase Orders** action.
Create Sales Order	If you select this field, Maconomy will create sales order lines for items and text lines assigned to the budget line in the Job Budget Item Lines workspace, when you use the **Transfer to Sales Order** action. This field can only be selected if the activity is an amount activity. The sales order lines can be edited and processed in the Sales Orders workspace in the Sales Orders module.
Selected	If you select this field, Maconomy will create a requisition or purchase order line for the budget line when you use the **Create Requisitions** or **Create Purchase Orders** actions. For more information about the creation of requisitions and purchase orders, see the description of the **Create Requisitions** and **Create Purchase Orders** actions. The field can only be selected if the activity is an amount activity and if you have entered a vendor number on the line. Requisitions and purchase orders created here can be edited and processed in the Requisitions and Purchase Orders workspaces, respectively, in the Accounts Payable module.
Currency, Purchase Creation	In this field, you can select a currency. Depending on whether you have entered the cost in base currency or in another currency, the value is calculated in the **Cost, Base** field or in the **Cost, Purchase Currency** field by means of this currency. If another currency is subsequently selected, the

Field	Description
	value in the **Cost, Purchase Currency** field is then recalculated. For more information about how Maconomy calculates these prices, refer to “Appendix A: Price Calculation in the Job Cost Module.” If the job budget is structured hierarchically, selecting a purchase currency on a group header line makes it possible to see the total purchase amount for the subordinate lines in a specific currency.
Number of Purchase Orders	This field shows how many purchase orders have been created based on this budget line. Purchase orders can be created based on a budget line by using the **Create Purchase Order** action when the **Selected** field is selected on the line in question. This can be repeated any number of times to create multiple purchase orders. Purchase orders can also be created by creating a purchase order from a requisition created based on the line or by converting a request to quote assigned to a requisition based on the budget line to a purchase order. The field shows the total number of purchase orders created, regardless of the method. For more information about creating purchase orders from requisitions and requests for quote, see the description of the Purchase Orders workspace in the Accounts Payable module.
Number of Requisitions	This field shows how many requisitions have been created based on this budget line. Requisitions can be created based on a budget line by using the **Create Requisition** action when the **Selected** field is selected on the line in question. This can be repeated any number of times to create multiple requisitions. For more information about creating purchase orders from requisitions and requests for quote, see the description of the Purchase Orders workspace in the Accounts Payable module.
Last Purchase Order No.	This field shows the number of the last purchase order created based on the current line. Purchase orders can be created based on a budget line by using the **Create Purchase Order** action when the **Selected** field is selected on the line in question, or by creating a purchase order from a requisition created based on the line. Purchase orders can also be created by converting a request to quote assigned to a requisition based on the budget line to a purchase order. The field shows the number of the last purchase orders created, regardless of the method. For more information about creating purchase orders from requisitions and requests for quote, see the description of the Purchase Orders workspace in the Accounts Payable module. Note that purchase orders created in the Purchase Orders workspace in the Accounts Payable module and manually assigned to a job there will not be shown in this field. If the last purchase order is deleted, this field is blank.
Purchase Order Total	This field shows the sum of the purchase order lines created based on the budget line. When a purchase order is created based on the current budget line, the sum of this purchase order line is calculated as the total budgeted cost on the budget line sum less the sum of previously created purchase order lines. If this is a negative amount, the amount on the purchase order line is set at 0.

Field	Description
Exec. Company No.	This field shows the name of the company that performs the specified activity. You cannot change this field.
Name	This field shows the name of the executing company.
Empl.	In this field, you can enter the number of the employee to be associated with the given activity. If you enter a value and the activity is a time activity, Maconomy will suggest a cost based on the employee. Similarly, if you have specified in the **Hourly Rate** field in the System Information workspace that hourly rates are determined by employees, Maconomy will suggest a billing price based on the employee. However, if you specify or change an employee on an existing line, prices are only recalculated if the **Update prices upon dimension change** system parameter has been selected. For more information about how Maconomy calculates these prices, refer to “Appendix A: Price Calculation in the Job Cost Module.” If an employee category has been specified in the **Empl. Cat. No.** field, this field must either be blank, or the employee specified must be a member of the employee category. If an employee is specified in this field, you cannot specify that other employees than the one specified in this field should work on the job in the Detailed Planning workspace in the Resource Planning module. If, on the other hand, the field is blank, you can plan for one or more employees belonging to the specified category (or all employees if no category has been specified). If the system parameter **Empl. cat. on job budgets required** system parameter is selected, you cannot specify an employee unless an employee category is also specified. If the current job uses Traffic Control, and one or more teams have been selected for the job in the Timing Plans or Job Traffic Status window, the employee specified here must be member of that team. For more information, see the those workspaces and the Teams workspace in the Set-Up module. Note that if employee control of the Employee List type has been selected for the job, the employee must exist in the job’s employee control list. For more information, see the description of the **Employee Control** field in the Jobs workspace.
Location	In this field, you can enter a value for the Location dimension. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the Dimension Derivation workspace in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the System Parameters workspace in the Set-Up module. If the **Update prices upon dimension change** system parameter has been selected, changing the location on a line will cause the prices on the line to

Field	Description
	be recalculated according to the method described in “Appendix A: Price Calculation in the Job Cost Module.” If the current job is set up for price control from budgets (see “Price control from budgets”), and the **Line Specific Billing Price** field is selected for the current line, the billing price is not changed upon recalculation. If the budget controls prices, the function of the **Update prices upon dimension change** system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines related to a time activity will cause a recalculation of the price, and the line will be considered line-specific. To recalculate the price after changing dimensions, use the **Recalculate Job Budget** action. See the section on dimension derivation in “Introduction to the G/L Module” and the description of the Dimension Derivation workspace for more information about dimension derivation.
Entity	The functionality of this field is similar to that of the **Location** field.
Project	The functionality of this field is similar to that of the **Location** field.
Purpose	The functionality of this field is similar to that of the **Location** field.
Spec. 1-3	The functionality of this field is similar to that of the **Location** field.
Local Spec. 1-3	The functionality of this field is similar to that of the **Location** field.
Net Cost, Base	This field is only used in Norwegian systems. This field shows a net cost for amount activities.
Net Cost Per Day, Base	This field only applies to time activities. The field shows the net cost per day budgeted for the current job budget line. The value is based on the value in the **Net Cost, Base** field and the number of hours per man day specified for the job in the **Hours per Man Day** field in the Jobs workspace.
Tax Code	This field is only used in Norwegian systems. This field shows a G/L tax receivable code if the activity on the line is an amount activity.
Activity Name	This field displays the text defined for the current activity. This text is suggested by Maconomy as entry text when a line is created in this window. The entry text can be changed, and this is then displayed in the **Description** field in this workspace's sub-tab.
Task Description	This field shows the text defined for the current task, if a description has been entered in the **Task** field.

Field	Description
Empl. Cat. Name	This field shows the name of the employee category specified in the **Empl. Cat. No.** field.
Employee Name	This field shows the name of the employee entered in the **Empl.** field.
Job Budget Text	In the Job Budget Texts workspace, you can assign text lines to a job budget line. This field, which you cannot change, displays whether such text lines are assigned to the current line.
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job. If the **Update prices upon dimension change** system parameter has been selected, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee, or dimension values. For more information about this and for a complete list of the fields that cause the price to be updated, see the description of the **Update prices upon dimension change** system parameter. If the system parameter is not selected, and you want to ensure that all prices reflect the current setup of the budget lines, use the **Recalculate Job Budget** action.
Standard Billing Price Per Day, Currency	This field only applies to time activities. The field shows the value in the **Standard Billing Price, Currency** field converted into a standard billing price per day. The value is calculated by multiplying the value in the **Billing Price, Currency** field by the value specified in the **Hours per Man Day** field for the current job in the Jobs workspace.
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current budget entry in the currency of the job. If the **Update prices upon dimension change** system parameter has been selected, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee, or dimension values. For more information about this and for a complete list of the fields that cause the price to be updated, see the description of the **Update prices upon dimension change** system parameter. If the system parameter is not selected, and you want to ensure that all prices reflect the current setup of the budget lines, use the **Recalculate Job Budget** action.
Remarks 1-10	In these fields, you can assign remarks to the current job budget line. The remarks are for information only and can, for example, be used in reports.
Quantity Planned	This field shows how many hours have so far been planned for the job budget line in question in the Detailed Planning wrokspace in the Resource Planning module.
Changed in Revision No.	This field shows the number of the job budget revision in which the current line was last changed.
Unit	In this field, you can specify the unit associated with the quantity on the line. Select a value from the drop-down list.

Field	Description
	When you create a new time line, the value for this field is derived automatically from the **Time Unit** field of the job. When you create new amount and outlay lines, you can select any non-time unit. The field is blank by default. For other line types, the field is blank and cannot be edited. Note: This field is not displayed by default, but the view can be customized to display it.

Actions

This section shows the Actions available in the Job Budgets workspace.

Top Tab

Field	Description
Calculate Job Surcharge	When you select this action, Maconomy will calculate surcharges for those lines in the table part that match the criteria for surcharge calculation. The surcharges are calculated from the job surcharge rule specified in the filed “Job Surcharge Rule” in the Price island. If no job surcharge rule has been specified for the job, you cannot select this action. Existing surcharge lines are deleted, and other surcharge lines are created. If the calculation of job surcharges results in the creation of several lines with the same combination of activity, employee, and dimensions, the lines will be summarized on one line. The functionality of job surcharge rules is described in further detail in the Job Surcharge Rules window.
Transfer from Budget	Use this action to create a quote or order confirmation selection, depending on whether the job status is quote or order. Both types can be edited, approved, and printed in the Quote Editing window. If a previous selection is available, Maconomy displays a warning message that the new selection will replace the previous one. If the **Automatic creation of quote revisions** system parameter is enabled, another revision of the quote is automatically created when you select this action. If the parameter is disabled, any existing quote is overwritten with the new quote. If the existing quote was already approved, it is automatically reopened first. You can only choose this action if the budget shown in the window is the current one. Selections are made according to your specifications in the Quote island in the Invoice Layout Rules window. If you only want the printout to show a total, the suggestion will not show lines, and the total price will be the one shown in the **Quote Price** field in the Budget island. If the job is a fixed-price job or if the quote was previously approved in the Quote Editing window, Maconomy shows a warning, and the **Effective Quote Price** field is not updated until the quote has once again been approved in the Quote Editing window. For further information, please see the description of the Quote Editing window.

Field	Description
	Quotes are created in accordance with the invoice layout rule specified for the job in the Jobs workspace. If the **Show Markup Separately** field is marked for the invoice layout rule in question, the use of this action leads to the creation of a quote in which the costs of all amount activities are shown in the table part with an extra line showing the markup. If different activities have different tax codes, a separate markup line for each tax code is created. If printouts are to be shown with a total only, the quote does not include individual lines, and the total price is thus equal to the price in the **Quote Price** field in the Budget, Currency and Budget, Base islands. If you have entered dimensions in the **Transfer from Budget** field on an invoice layout rule, Maconomy transfers the selected dimensions from budget lines to the quote. If printouts are to show more than the total, and if they are to show time and amount activities by entry, one budget line in this window will create one quote line in the table part of the Quote Editing window, provided that the budget line has a billing price. If time and amount activities are shown by activity, all budget lines with the same activity number will create one quote line. If time and amount activities are shown by summary activity, all budget lines for the same summary activity will create one quote line. Quote lines are sorted by activity number. Note that in the latter case, the quote lines will carry the same tax as the tax rate chosen for the sum activity. If you apply differentiated taxes or activities both subject and not subject to tax, the activities for the same summary activity should have the same tax code as the summary activity. The quote lines will have the same prices as those entered for the budget lines, provided that it is specified on the invoice layout rule that amounts are to be shown on lines. If amounts are not to be shown on lines, the field will show “0.00.” When budgets are transferred to quotes, Maconomy changes the amount in the filed “Effective Quote Price” in the card part of this window to the sum of the budget lines, if printouts are to show more than the total. Maconomy alerts you if the quote price is changed. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if “Include Text Lines” is marked on the invoice layout rule, the texts will be transferred to the quote. However, they will not be transferred if the printout is only showing totals, or if the level of detail is By Summary Activity or By Activity. If the quote layout is set to be created directly from the budget, and the budget is arranged hierarchically, that is, you have applied a work breakdown structure, the only group headers that are transferred to the quote are the ones at the top level. However, non-header lines in groups at lower levels in the structure are transferred to the quote as if they belonged to the header at the top level. Furthermore, instead of appearing as headers above the individual lines within their group, top level group headers appear below their subordinate lines. If the last line or lines in a group at level 3 or lower are text lines, these

Field	Description
	lines are not transferred to the quote, as they would otherwise appear to concern the header at the top level, instead of their actual group header (which is not transferred). As a result if the job budget looks as follows: **Analysis** Initiation Site Inspection **Analysis Report** Information Gathering Layout <text line> Transferring the quote to the budget will result in the following lines in the Quote Editing window: Description | Sum Line Initiation | No Site Inspection | No Information Gathering | No Layout | No Analysis | Yes In the preceding example, amounts have been disregarded. However, the sum lines that are created in the quote will sum up amounts from the relevant quote lines. If a job surcharge rule has been specified for the job, and a line in the table part of this window activates the surcharge rule in question, Maconomy will warn you that job surcharges should be calculated before you transfer the budget to a quote. A user can only carry out this action if the fields “Change Job Budgets” and “Transfer to Quote” in the Actions window in the Set-Up module are marked for the user in question. Also, if the transfer results in the reopening of a quote because the previous quote was already approved, the field “Reopen Job Quotes” must also be marked for the user in the Actions window. When you transfer a job budget to a quote, the value of the **Unit** field is also transferred. The invoice layout rule specified for the job controls how job budget lines are transferred to quote lines. If **Create Quote Directly From Budget** is selected on the invoice layout rule, or Level 1 specification is set to "Registration", then each leaf job budget line

Field	Description
	is copied to one quote line. In this case, the unit is transferred directly from the job budget line to the quote line. If Level 1 specification is set to "Activity", then job budget lines with the same activity are combined to form one job quote line. In this case, the unit is transferred only if the job budget lines with the same activity specify the same unit. Otherwise, the **Unit** field on the quote line is left blank.
Print Quote	When you select this action, you print a job quote to the customer. You can only choose this action if there is a quote for the job, that is, if the job status is **Quote**. A job quote must be approved before the quote can be printed. The exception to this is if the **Approval of Quote Required** job parameter attribute of the Budgeting type has the value set to **No**. If that is the case, a quote can be printed before approval, but only from this window. If you have not yet created a quote revision, this action transfers budget lines to the quote in the same way as the**Transfer from Budget** action, and prints the quote. If you have not previously edited or created the job quote in the Quote Editing window, Maconomy will create and print a job quote on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the **Quote Price** field in the tab of this workspace to the sum of the budget lines. If there is an existing quote selection that is either entered directly in the Quote Editing window or created using the **Transfer from Budget** action in this window, Maconomy prints the existing quote. Note that you can also print a quote for a job that has been closed. However, if you do so, you cannot make and changes to the quote related to the job. You can also print job quotes in the Quote Editing window. You can print quotes in batches in the Print Job Quote window. Only users for whom the **Can Change Job Budget** field in the Actions window in the Set-Up module is selected may perform this action.
Print Order Confirmation	Use this action to print a job order confirmation based on the existing quote revision. This action is available only when the job status is **Order**. A job quote must be approved before the order confirmation can be printed. The exception to this is if the **Approval of Quote Required** job parameter attribute of the Budgeting type has the value set to **No**. If that is the case, an order confirmation can be printed before approval, but only from this window. If you have not yet created a quote revision and the **Approval of Quote Required** job parameter attribute is disabled, this action transfers budget lines to the quote in the same way as the **Transfer from Budget** action, and prints the quote as an order confirmation. If you have not previously edited or created a job quote or a job order confirmation in the Quote Editing window, Maconomy creates and prints a job order confirmation on the basis of the budget lines in this window and in

Field	Description
	accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the **Quote Price** field in the tab of this workspace to the sum of the order confirmation lines. If there are existing quote or order confirmation selections that are either entered directly in the Quote Editing workspace or created in this workspace using the **Transfer to Quote** action, Maconomy prints the existing selection. Note that you can also print an order confirmation for a job that has been closed. You can also print job order confirmations in the Quote Editing window. You can print order confirmations in batches in the Print Job Order Confirmation window. Only users for whom the **Can Change Job Budget** field in the Actions window in the Set-Up module is selected may perform this action.
Create Requisitions	When you select this action, Maconomy automatically creates requisitions for those amount activities in the job budget that have a vendor number and a mark in the field “Selected.” A requisition is an internal request for the approval of purchase of services. This means that you can use this action to crate requisitions that the person or department responsible for approving purchases can evaluate and approve, and this person or department can then, based on the input from the requisition, place the necessary orders with the relevant suppliers by means of a purchase order. You can only use this action if the budget shown in the window is the current one, and if the job in question has not been blocked. Maconomy creates a requisition for each combination of vendor and purchase order currency specified on the marked lines, and each of the requisitions is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the field “Planned Starting Date” on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting requisition. If there is no planned date, Maconomy uses today’s date. Requisitions can be edited in the Requisitions window in the Accounts Payable module. When you create requisitions, Maconomy updates the filed “Number of Requisitions” on the budget lines. Information such as payment terms and delivery mode are retrieved form the vendor information card in the A/P module. The currency of each requisition is taken from the “Currency, Purchase Creation” field on the budget lines resulting in the requisition in question. If this field is blank, the currency is taken from the vendor’ s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the filed “Text Lines for Purchase” in the Job Information

Field	Description
	window is marked, the texts will be transferred to the relevant purchase orders.
Create Purchase Orders	Use this action to allow Maconomy to automatically create purchase orders for those amount activities in the job budget that have a vendor number and have selected the **Selected** check box. A purchase order is an order for the vendor service described by the budget line's amount activity. The amount on the purchase order line is the cost sum on the budget line less the sum of previously created purchase order lines. If this amount is negative, the amount on the purchase order line is zero. You can only use this action if the budget shown in the window is the current one, and if the job in question has not been blocked for purchasing. Maconomy checks that none of the lines selected for purchase order creation will cause budget violations according to the rules set up in the job parameter attributes "Limit Purchase Amount to Budget," "Limit Purchase on Sum or Line Level," "Limit Purchase, Currency Margin," and "Limit Purchase, Percentage Margin" for the job. If even only line causes a budget violation, the action is cancelled for all lines, including lines that do not cause any budget violations. Budget violations can, for example, take place if purchase orders already exist for the lines, and the new purchases combined with existing purchases will cause the budgeted about to be exceeded. For further information, see the descriptions of these attributes in the job parameter "Budgeting." Maconomy creates a purchase order for each combination of vendor and purchase order currency specified on the marked lines, and each of the purchase orders is assigned to a separate, new purchase process (see "Purchase Processes" in the A/P module). The earliest date in the field "Planned Starting Date" on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting purchase order. If there is no planned date, Maconomy uses today's date. Purchase orders can be edited in the Purchase Order window in the Accounts Payable module. When you create purchase orders, Maconomy updates the "Number of Purchase Orders" and "Purchase Order Total" fields on the budget lines. The purchase order number is then shown in the filed "Last Purchase Order No." on every budget line. Information such as payment terms and delivery mode are retrieved form the vendor information card in the A/P module. The currency of each purchase order is taken form the "Currency, Purchase Creation" field on the budget lines resulting in the purchase order in question. If this field is blank, the currency is taken from the vendor's information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter "Fixed exchange rates in budgets only" has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the field "Text Lines for Purchase" in the Job Information

Field	Description
	window is marked, the texts will be transferred to the relevant purchase orders.
Transfer to Sales Order	When you select this action, Maconomy automatically creates sales order lines for job budget items lines, which are assigned to job budget lines marked in the “Create Sales Order” field. Text lines created in the Job Budget Item Lines window are also transferred. If you have previously created a sales order line for a job budget item line, it will not be processed again. The order lines are added to a sales order for the job. If such an order does not exist, Maconomy automatically creates a sales order for the job with a mark in the “Invoice in Job Cost” field. If there is more than one order assigned to the job, Maconomy chooses the order with the highest order number. If the field “New Order when Transf. to Sales’ in the System Information window in the Set-Up module has been marked, an order will always be created when the action “Transfer to Sales Order” is selected. When you create sales order lines on the basis of job budget item lines, Maconomy copies the budgeted billing price to the order line. If you wish this price to be recalculated before it is transferred, use the “Recalculate Prices” action in the Job Budget Item Lines window. You cannot select this action if the current job has been closed. However, you can reopen a job using the “Reopen Job” action in the Jobs window.
Transfer Job Dates	When you select this action, Maconomy transfers the starting date and the expected ending date of the job to the fields “Planned Starting Date” and “Planned Ending Date” in the job budget lines. The dates are transferred from the fields “Start Date” and “Estimated Ending Date” in the Jobs window.
Delete Budget	Use this action to delete the selected budget. If you have set up the job to use imported resource allocations, this also deletes any resource allocations that have been imported to the budget. Approved budgets and the budget for a closed job cannot be deleted.
Remove Zero Lines	Use this action to remove any lines in the current budget that have a total cost and billing price of zero. Generally, Sum/Text and Milestone lines are not deleted. However, depending on the structure of the budget in question, some lines may be deleted if they are included in the same level as zero lines. For example, if you have a number of text lines together with regular lines in a subtree, and all of the regular lines are zero, all of the text lines in that subtree are also deleted. If you have set up a job to use imported resource allocations, this action also deletes resources allocated to the budget lines. Maconomy displays a warning message to confirm the deletion of budget lines.
Copy Budget	When you select this action, Maconomy copies the budget shown in the Copy Budget island, meaning that an existing budget with a certain revision number

Field	Description
	is either copied from another job or from the job currently shown in the window. If the system parameter “Recalculate Job Budget when Copying” in the System Parameters window in the Set-Up module is not marked, a simple line-by-line copying of the budget is made. However, currency amounts will be recalculated to the new job’s currency. If “Recalculate Job Budget when Copying” is marked, Maconomy will recalculate the budget when it is copied. This means that the price fields (costs, billing prices, and standard billing prices in base and currency, plus “Net Cost, Base”), the field “Markup %,” and the fields concerning purchase orders and requisitions are not copied, but recalculated on the basis of information of the job concerning the customer, the employees, and the job price list. That is why the new budget does not necessarily show the same amounts as the budget that it was copied from. If fixed exchange rate information has been specified in the Job Price Information window for the job to which information is copied, Maconomy recalculates currency amounts in the budget on the basis of the specified fixed exchange rate information. If a periodic job budget has been created for the job that is being copied, the periods of that budget are also copied to the new budget. The periodic job budget can be seen and edited in the Periodic Job Budgets window. If lines exist in the budget that is to be overwritten, it is not possible to copy. Furthermore, you can only copy from one budget to another if both budgets are created in advance. In addition, you cannot copy the lines of another budget to a planning budget if this implies that two identical lines are created on the planning budget, and one or both of the job parameter attributes “Duplicate lines (amount) on planning budget” or “Duplicate lines (time) on planning budget” has the value “No” for the job in question. If the task on a budget line to be copied does not exist in the task list for the current job, the line will not be copied, unless the system parameter “Extended Task Creation from Budgets” is marked. If it is marked, the task will be created in the job-specific task list of the current job. . When you copy a job budget from another revision or type on the same job, or from another job, the value of the **Unit** field is also copied. If you copy a budget between jobs that use different time units, Maconomy converts quantities on time lines between hours and days (by multiplying or dividing by the configured number of hours in a day). For time lines, the **Unit** field is rederived to match the value specified in the **Time Unit** field of the target job.
Recalculate Budget	When you select this action, Maconomy recalculates prices on the job budget lines currently displayed. Maconomy uses the price lists valid per the date specified in the filed “Planned Starting Date” on each job budget line, or, if no such date has been specified, today’s date. If the recalculated price is 0, any price specified on a budget line will not be overwritten.

Field	Description
	You should be aware that Maconomy will also recalculate prices on lines where the field “Line Specific Billing Price” is marked, and update the job-specific prices list lines underlying the budget lines. This applies when you are recalculating the baseline budget, and the job uses price control from budgets (see “Price control from budgets”). When recalculating, prices are looked up much in the same way as if a line was created. If a price list determines a price different from the price specified for the relevant employee category, that price will be applied (and the line will be marked as having a line-specific billing price.) Moreover, you should note that the filed “Job Budget Follows Periodic Job Budget” has been marked on the budget in question in the Periodic Job Budgets window, the figures specified in the periods on the relevant budget lines will also be recalculated when using this action. However, if the field “Job Budget Follows Periodic Job Budgets” has not been marked, regular figures and periodic figures are also recalculated, but the recalculation of the periodic figures carried out independently of the recalculation of the regular budget figures. The job parameter attributes “Keep Purchase Billing Price Upon Recalculation” and “Keep Purchase Cost Price Upon Recalculation” control how Maconomy should act when you recalculate the budget and the purchase currency differs from the base currency. For more information, see the description of the job parameter attribute type “Budgeting.”
Rederive Tax Codes on Job Budget	This action will rederive tax codes on all job budget lines according to the tax code setup, thus reverting any user settings on this job budget.
New Revision	Use this action to create another revision of the current job budget and the assigned periodic job budget, if any. If you have set up a job to use imported resource allocations, data regarding them is also saved in the revision. You cannot create another revision of an approved budget; it must be reopened first. The previous revision is locked, and except for revision remarks and revision code, it can no longer be changed. All previous revisions of the job budgets to which you have access can be viewed in the Job Budget Revisions workspace.
Submit Budget	When you select this action, the job budget currently displayed changes status to “Submitted.” This is a way of indicating that the budget is ready for approval. A job budget cannot be approved until it has been submitted. For more information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the filed “Can Change Job Budget” in the Actions window in the Set-Up module is marked may submit budgets.

Field	Description
Approve Budget	When you select this action, the job budget currently displayed is approved. You can only approve a budget if it has been submitted. On approval, Maconomy takes a “snapshot” of the budget, which can then be viewed in the Job Budget Revisions window. The job budget can then no longer be changed, except for the following fields: “Planned Starting Date,” “Planned Ending Date,” “Deliv. Remarks,” “Vendor,” “Your Reference,” “Create Sales Order,” “Selected,” “Purchase Order Currency,” and “Remarks 1-10.” These fields all have in common that they are of no financial consequence for the job. If you want to change any other fields, you must first reopen the budget and edit the revision that is created as a result of the reopening. For further information about approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the filed “Approve Job Budget” in the Actions window in the Set-Up module is marked may approve budgets. If the budget contains lines with tasks that are not included in the job’s task list, you must correct the error before approving the budget. If approval of tasks is mandatory, all tasks on which budgeting has been made must be approved to be able to approve the budget. If the budget is of the type specified as the job’s planning budget, all new/changed skill requirements specified for the job budget line in question, a warning will be issued for each violation. In addition, the booking type specified on the lines of the planning budget will be copied to the detailed plan upon approval, so that the booking type of each budget line will be transferred to its relating detailed planning line. If the current job is a fixed-price job with overrun handling, and if “Budget” is selected as the basis for the fixed price on the job parameter attribute “Fixed-Price Budget, a new fixed price can result in the creation, reduction, or increase of an overrun on the job when the budget is approved. This happens if already registered postings on the job before or after the approval of the budget have exceeded the fixed price. In this case, a job revenue recognition journal is created to be posted in the G/L module. For more information, see the description of the job parameter attribute “Handling of Overruns” of the job parameter type “Revenue Recognition” in the Job Parameters window.
Reopen Budget	When you select this action, the job budget currently displayed is reopened. At the same time, Maconomy creates another revision. A “snapshot” of the budget as it looked in the previous revision can be seen in the Job Budget Revisions window. Only users for whom the field “Reopen Job Budget” in the Actions window in the Set-Up module is marked may reopen budgets.
Reopen Budget	Use this action to reopen the selected budget. When you reopen an approved budget, Maconomy creates a new revision, which also provides a new revision of the resource allocations that have been imported to the budget. If fixed exchange rate information has been specified for the job in the Job Price Information window, and the information has changed since the budget

Field	Description
	was last submitted, Maconomy will recalculate the budget on the basis of the new currency information when the budget is reopened. The job budget must then be submitted before it can be approved again. For further information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Reopening budgets is limited to users who have the authorization to do so. The **Reopen Job Budget** check box must be selected in the Actions tab in the Set-Up module to enable the user to reopen budgets.
Print Price Overview	This action is available if the current job uses price control from budgets (see “Price control from budgets”). When you select this action, Maconomy creates a printout providing an overview of employee category prices. Selecting this action is a shortcut to choosing Print, and printing the baseline budget for the current job using the layout “Price Overview.” Therefore, for further information about the contents of the printout, see the description of the Print Job Budget window. Note that this action is available in the Job Price Information window as well, even though the layout “Price Overview” is not available in the Print Jobs window.
Copy Budget From Template	This action copies the budget from the template job.
Update Prices to Realization Rate	This action adjusts the billing prices on all budget lines with time activities so that the calculated realization rate will equal the realization rate entered in the Budgeted Realization Rate field.
Import Working Budget from People Planner	This action will connect to People Planner and import the changes that have been made to the working budget since the action Send Job to People Planner was carried out. See also the Send Job to People Planner action below.
Send Job to People Planner	This action will send the job, including budget, to People Planner. System parameters affecting this functionality are: ▪ Always Allow Send Action — If this is False, and Integration Status Notes are used, you can only push the job from Maconomy to People Planner once. After that, it will only be possible to import it from People Planner. ▪ Include Subjobs When Sending Job to People Planner — Allows including subjobs when sending jobs to People Planner. ▪ Default Job Budget Type — If a value is entered, this will be the budget type sent. If a value is not entered, the budget type currently shown in Job Budgets will be sent. There is an exception if the job has been sent to People Planner previously using another budget type. In that case, this budget type will be used again.

Field	Description
	The action is only available if add-ons for People Planner and Custom Actions are installed and the Enable Custom People Planner Actions system parameter is set to True.

Job Budgets Card by Type API Single Dialogs Workspace

Use this workspace in the workspace-authoring of more complex work spaces. This workspace includes only the tab part of job budgets, and thus omits the job budget lines.

This single-tab workspace is not intended for the user as is, but a workspace composed of this tab and other sub-tabs (including Job Budgets Table by Type API) allows users to select a job budget type from a filter, rather than the usual Show Job Budget Type drop-down in the standard Job Budgets workspace.

Job Budget Tab

This section includes the fields and descriptions for the Job Budget tab.

Job Island

Field	Description
Job No.	This field shows the job number.
Job Group	This is shows the job group of the job.
Template	This check box is selected if the job is a template job.
Closed	This check box is selected if the current job is closed.

Employee Category Prices Island

Field	Description
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this window.
Name	This field shows the employee category name that is associated with this employee category number.
Billing Price Hour	This field shows the billing price per hour in job currency.
Billing Price Day	This field shows the billing price per day in job currency.
Cost Price Hour	copy to come

Field	Description
Cost Price Day	copy to come
Price Control Budget Type	Only the baseline budget is used for controlling budget prices. This field shows the type of the baseline budget, as selected in the job parameter attribute “Baseline, Budget Type” of the type “Planning.”
Price Control from Budgets	Maconomy marks this field if the current job is set up to control prices from the budget, that is, the job parameter attribute “Price Control from Budgets” of the type “Budgeting” is true for the current job.

Budget, Base Island

Field	Description
Hours	This field shows the total of the budgeted hours, costs, billing prices and gross margin, which have been entered in the table part for time activities. It also shows the average gross margin percent for the budget’s time activities.
Cost	In these fields the budgeted cost of the job in the base currency of the job’s responsible company. The “Time,” “Amount” and “Total” fields show three totals of costs from the budget lines entered in the table part of the window. They are the cost totals of time activities, amount activities and a total for all budget lines. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to “Time” and “Total” will be zero. The “Total per” field shows the quantity in the “Total” field immediately above it, divided by the quantity given in the Unit Analysis island. The field “Limit” displays the estimated or agreed billing price of the job. You can have a value displayed in this field by entering the value in the field “Hours” in the island Limit. See the description of this island for further information.
Billing Price	These fields show the budgeted cost of the job in the base currency of the job’s responsible company. The “Time,” “Amount” and “Total” fields show three totals of billing prices from the budget lines entered in the table part of the window. They are the billing price totals of time activities, amount activities and a total for all budget lines. The “Total as of” field shows the quantity in the “Total” field immediately above it, divided by the quantity given in the Unit Analysis island. The field “Limit” displays the estimated or agreed billing price of the job. You can have a value displayed in this field by entering the value in the field “Billing Price, Currency” in the island Limit. See the description of this island for further information. The budget Limit can either be compared to the total of budgeted costs in the “Total” field, or you can use it in a subsequent budget control calculation, in which you compare budget with actual figures. If you create a quote from a job budget, by choosing “Transfer to Quote” in the Action menu, or if you change quotes in the window Quote Editing, the billing price in this

Field	Description
	field will automatically be changed to the total of the quote lines. It is then not possible to change it here. When you create invoice selections in the window Invoice Selection, you can transfer the quote price from this field to the total amount of the invoice.
GM	These three fields show the job's budgeted gross margin (GM) in the base currency. Gross margin is calculated by subtracting the cost in the "Cost" field from the billing price in the "Billing Price" field. Gross margin is calculated for the job's time activities, amount activities and total. The "Time" field shows the budgeted gross margin total for all time activities. The "Amount" field shows the budgeted gross margin total for all amount activities. The "Total" field shows the budgeted gross margin for the whole job. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to "Time" and "Total" will be zero. The "Total as of" field shows the quantity in the Total field immediately above it, divided by the quantity given in the Unit Analysis island.
GM %	These three fields show the job's budgeted gross margin percent (GM %). Gross margin percent is calculated as the gross margin percentage of the billing price in the "Billing Price" field. Gross margin is shown in the "GM" field. Gross margin percent is calculated for the job's time activities, amount activities and total. The "Time" field shows the average budgeted gross margin percentage for all time activities. The "Amount" field shows the average budgeted gross margin percentage for all amount activities. The "Total" field shows the average gross margin percent for the whole job budget. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to "Time" and "Total" will be zero.

Budget, Currency Island

The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job. For further information about currency conversions, see "Appendix A: Price Calculation in the Job Cost Module."

Job Revenue Recognition Island

revenue recognition forecasts on the basis of the budget currently shown in the window. As default, the date in this field is the last date of the previous month, but the date can be changed manually. See the description of the field "Calculate" below for further information about the possibility of calculating revenue recognition in this window.

Field	Description
Calculate	If you select this field, Maconomy will calculate the revenue to be recognized on the current job on the basis of the job's latest approved budget revision as well as the revenue to be recognized on the job on the basis of the current revision of the budget as of the date specified in the above field "Revenue

Field	Description
	Recognition Date." If you mark this field, you can hence make a forecast that displays the revenue implications for the job in question, if you approve the edited budget as it looks at the moment. The calculations are not transferred to any of the windows related to job revenue recognition and are for information only.
Revenue Recognized	This field shows the amount revenue recognized on the job as of the date specified in the "Revenue Recognition Date" above. The amount only includes revenue recognition of job entries that are included in the fixed price of the job.
Current Budget	If the field "Calculate" is selected, this field shows the revenue recognized on the job as of the date specified in the field "Revenue Recognition Date."
This budget	If the field "Calculate" is selected, this field shows the calculated revenue to be recognized on the basis of the new budget as of the date specified in the field "Revenue Recognition Date." The revenue recognition amount shown in this field is thus based on the job budget entries which are currently being edited, and which are included in the fixed price of the job. The column "Adjustment" shows any difference between the new and the "current" figures, that is, the figures from the latest approved revision of the budget.
Change	This field shows any revenue recognition change in the amounts of the latest approved revision of the job budget and the new budget, that is, the budget which is currently being edited.

Remarks Island

In these fields, you can assign remarks to the current job budget line. The remarks are for information only and can, for example, be used in reports.

User Island

Field	Description
Created by	This field shows the user name of the user who created the job budget.
Date	This field shows the date when the job budget was created.
Changed by	This field shows the user name of the user who changed the job budget.
Date	This field shows the date when the job budget was changed.
Version	This field shows the job budget's version number. This is not the same as the Revision No. The version number is updated every time that a user makes a change to the job budget.

Job Budget Island

Field	Description
Budget Type	This field shows the budget type of the job budget currently showing. Current Budget This field shows the Current Budget for the job.
Forecast Budget	This field shows the Forecast Budget for the job.
Planning Budget	This field shows the Planning Budget for the job.
Fixed Price Budget	This check box shows whether the job budget currently showing is selected as the Fixed Price Budget for the job.

Customer Island

Field	Description
Customer No.	This field shows the customer number.

Quote Price, Curr. Island

Field	Description
Effective Quote Price	This field shows the effective quote price of the job.

Limit Island

Field	Description
Hours	This field shows the amount of employee hours you estimate will be spent on the job. This figure can either be compared to the total budgeted hours in the field “Time” in the islands Budget, Base and Budget, Currency where the figure is also shown, or you can use it in a subsequent budget control calculation, in which you compare the customer budget with the job’s actual figures.
Cost, Base	This field shows the budgeted cost of the job you estimate will be spent on the job. The limit amount can either be compared to the total of budgeted costs in the field “Total” in the island Budget, Base and Budget, Currency, or you can use it in a subsequent budget control calculation, in which you compare the costs with the job’s actual figures.
Billing Price, Curr.	This field shows the budgeted billing price of the job you estimate. The amount here is the same as the amount given in the field “Max. Billing Price” in the window Jobs. The limit amount can either be compared to the total of the budgeted billing prices in the field “Total” in the islands Budget, Base and Budget, Currency, or you can use it in a subsequent budget control calculation, in which you compare the billing price with the job’s actual figures.

Forecast Island

Field	Description
Probability %	This field shows the probability percentage rating for whether the current job, which is on quote, will result in an order. When the job is converted to an order, Maconomy will automatically change the value of this field to “100.” The value in this field is used in the Analyzer report/report template Job Forecasts to determine, for example, the expected profit on current jobs on quote.

Billing Price Deviations Island

Field	Description
Standard Billing Price, Base	This field shows the standard billing price per unit in the base currency of the company.
Billing Price, Base	This field shows the amount from the field “Billing Price, Currency” on the current budget line converted into the base currency.
Budgeted Up/ Down	This field shows the difference between the budgeted billing price and the standard billing price. The amount in this field is the write-up or write-down of the budgeted billing price compared to the standard billing price. For more information about standard billing price, please see “Appendix A: Price Calculation in the Job Cost Module.”

Unit Analysis Island

Field	Description
Quantity	If the job is for several similar units, for example, 2 advertisements, 3 houses or 10 meters of cable, the quantity of these units can be given here. You can then use the Budget island in this window and the Summary island in the window Job Card to see the “Total” values per unit.
Unit	If there is a value in the “Quantity” field, this field shows the unit.

Company Island

Field	Description
Company No.	This field shows the company number for the job.
Company Name	This field shows the name of the company shown in the field “Company No.” above.
Base Currency	This field shows the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Settling Company Island

Field	Description
Settling Company No.	This field shows the settling company for the job.
Settling Company Name	This field shows the name of the company shown in the field above.

Line Creation Island

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in new job budget lines added to the job budget.

Status Island

Field	Description
Submitted	This field displays if the job budget has been submitted. The field is automatically marked when the action “Submit Budget” is selected. Note that as this window and the window Job Budgets are linked, this field will be selected if the current job budget has been submitted in the window Job Budgets, and vice versa.
Submitted by	This field shows the name of the user who submitted the job budget.
Submitted Date	This field shows the date on which the job budget was submitted.
Approved	This field shows if the job budget has been approved. The field is automatically marked when the action “Approve Budget” is selected, and the mark is removed when the budget is reopened to a new revision.
Approved by	This field shows the name of the user who approved the job budget.
Approved Date	This field shows the date on which the job budget was approved.
Reopened	This field shows if the job budget has been reopened. The field is automatically marked when the action “Reopen Budget” is selected
Reopened by	This field shows the name of the user who reopened the job budget.
Date Reopened	If the job budget has been reopened, this field shows the date that it was reopened.
Sent to People Planner	This field shows the date and time stamp for when the budget type was last sent to People Planner.

Revision Island

Field	Description
Revision No.	This field shows the job budget revision number.

Actions

This section shows the Actions available in the Job Budgets Card by Type API workspace.

Top Tab

Field	Description
Calculate Job Surcharge	When you select this action, Maconomy will calculate surcharges for those lines in the table part that match the criteria for surcharge calculation. The surcharges are calculated form the job surcharge rule specified in the “Job Surcharge Rule” field in the Price island. If no job surcharge rule has been specified for the job, you cannot select this action. Existing surcharge lines are deleted, and additional surcharge lines are created. If the calculation of job surcharges results in the creation of several lines with the same combination of activity, employee, and dimensions, the lines will be summarized on one line. The functionality of job surcharge rules is described in further detail in the Job Surcharge Rules window.
Transfer from Budget	Use this action to create a quote or order confirmation selection, depending on whether the job status is quote or order. Both types can be edited, approved, and printed in the Quote Editing window. If a previous selection is available, Maconomy displays a warning message that the new selection will replace the previous one. If the **Automatic creation of quote revisions** system parameter is enabled, another revision of the quote is automatically created when you select this action. If the parameter is disabled, any existing quote is overwritten with the new quote. If the existing quote was already approved, it is automatically reopened first. You can only choose this action if the budget shown in the window is the current one. Selections are made according to your specifications in the Quote island in the Invoice Layout Rules window. If you only want the printout to show a total, the suggestion will not show lines, and the total price will be the one shown in the **Quote Price** field in the Budget island. If the job is a fixed-price job or if the quote was previously approved in the Quote Editing window, Maconomy shows a warning, and the **Effective Quote Price** field is not updated until the quote has once again been approved in the Quote Editing window. For further information, please see the description of the Quote Editing window. Quotes are created in accordance with the invoice layout rule specified for the job in the Jobs workspace. If the **Show Markup Separately** field is marked for the invoice layout rule in question, the use of this action leads to the creation of a quote in which the costs of all amount activities are shown in the

Field	Description
	table part with an extra line showing the markup. If different activities have different tax codes, a separate markup line for each tax code is created. If printouts are to be shown with a total only, the quote does not include individual lines, and the total price is thus equal to the price in the **Quote Price** field in the Budget, Currency and Budget, Base islands. If you have entered dimensions in the **Transfer from Budget** field on an invoice layout rule, Maconomy transfers the selected dimensions from budget lines to the quote. If printouts are to show more than the total, and if they are to show time and amount activities by entry, one budget line in this window will create one quote line in the table part of the Quote Editing window, provided that the budget line has a billing price. If time and amount activities are shown by activity, all budget lines with the same activity number will create one quote line. If time and amount activities are shown by summary activity, all budget lines for the same summary activity will create one quote line. Quote lines are sorted by activity number. Note that in the latter case, the quote lines will carry the same tax as the tax rate chosen for the sum activity. If you apply differentiated taxes or activities both subject and not subject to tax, the activities for the same summary activity should have the same tax code as the summary activity. The quote lines will have the same prices as those entered for the budget lines, provided that it is specified on the invoice layout rule that amounts are to be shown on lines. If amounts are not to be shown on lines, the field will show “0.00.” When budgets are transferred to quotes, Maconomy changes the amount in the filed “Effective Quote Price” in the card part of this window to the sum of the budget lines, if printouts are to show more than the total. Maconomy alerts you if the quote price is changed. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if “Include Text Lines” is marked on the invoice layout rule, the texts will be transferred to the quote. However, they will not be transferred if the printout is only showing totals, or if the level of detail is By Summary Activity or By Activity. If the quote layout is set to be created directly from the budget, and the budget is arranged hierarchically, that is, you have applied a work breakdown structure, the only group headers that are transferred to the quote are the ones at the top level. However, non-header lines in groups at lower levels in the structure are transferred to the quote as if they belonged to the header at the top level. Furthermore, instead of appearing as headers above the individual lines within their group, top level group headers appear below their subordinate lines. If the last line or lines in a group at level 3 or lower are text lines, these lines are not transferred to the quote, as they would otherwise appear to concern the header at the top level, instead of their actual group header (which is not transferred). As a result if the job budget looks as follows:

Field	Description
	Analysis Initiation Site Inspection **Analysis Report** Information Gathering Layout <text line> Transferring the quote to the budget will result in the following lines in the Quote Editing window: Description: Initiation — Sum Line: No Description: Site Inspection — Sum Line: No Description: Information Gathering — Sum Line: No Description: Layout — Sum Line: No Description: Analysis — Sum Line: Yes In the preceding example, amounts have been disregarded. However, the sum lines that are created in the quote will sum up amounts from the relevant quote lines. If a job surcharge rule has been specified for the job, and a line in the table part of this window activates the surcharge rule in question, Maconomy will warn you that job surcharges should be calculated before you transfer the budget to a quote. A user can only carry out this action if the fields “Change Job Budgets” and “Transfer to Quote” in the Actions window in the Set-Up module are marked for the user in question. Also, if the transfer results in the reopening of a quote because the previous quote was already approved, the field “Reopen Job Quotes” must also be marked for the user in the Actions window. When you transfer a job budget to a quote, the value of the **Unit** field is also transferred. The invoice layout rule specified for the job controls how job budget lines are transferred to quote lines. If **Create Quote Directly From Budget** is selected on the invoice layout rule, or Level 1 specification is set to "Registration", then each leaf job budget line is copied to one quote line. In this case, the unit is transferred directly from the job budget line to the quote line. If Level 1 specification is set to "Activity", then job budget lines with the same activity are combined to form one job quote line. In this case, the unit is

Field	Description
	transferred only if the job budget lines with the same activity specify the same unit. Otherwise, the **Unit** field on the quote line is left blank.
Print Quote	When you select this action, you print a job quote to the customer. You can only choose this action if there is a quote for the job, that is, if the job status is **Quote**. A job quote must be approved before the quote can be printed. The exception to this is if the **Approval of Quote Required** job parameter attribute of the Budgeting type has the value set to **No**. If that is the case, a quote can be printed before approval, but only from this window. If you have not yet created a quote revision, this action transfers budget lines to the quote in the same way as the**Transfer from Budget** action, and prints the quote. If you have not previously edited or created the job quote in the Quote Editing window, Maconomy will create and print a job quote on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the **Quote Price** field in the tab of this workspace to the sum of the budget lines. If there is an existing quote selection that is either entered directly in the Quote Editing window or created using the **Transfer to Quote** action in this window, Maconomy prints the existing quote. Note that you can also print a quote for a job that has been closed. However, if you do so, you cannot make and changes to the quote related to the job. You can also print job quotes in the Quote Editing window. You can print quotes in batches in the Print Job Quote window. Only users for whom the **Can Change Job Budget** field in the Actions window in the Set-Up module is selected may perform this action.
Print Order Confirmation	Use this action to print a job order confirmation based on the existing quote revision. This action is available only when the job status is **Order**. A job quote must be approved before the order confirmation can be printed. The exception to this is if the **Approval of Quote Required** job parameter attribute of the Budgeting type has the value set to **No**. If that is the case, an order confirmation can be printed before approval, but only from this window. If you have not yet created a quote revision and the **Approval of Quote Required** job parameter attribute is disabled, this action transfers budget lines to the quote in the same way as the **Transfer from Budget** action, and prints the quote as an order confirmation. If you have not previously edited or created a job quote or a job order confirmation in the Quote Editing window, Maconomy creates and prints a job order confirmation on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the **Quote Price** field in the tab of this workspace to the sum of the order confirmation lines.

Field	Description
	If there are existing quote or order confirmation selections that are either entered directly in the Quote Editing workspace or created in this workspace using the **Transfer from Budget** action, Maconomy prints the existing selection. Note that you can also print an order confirmation for a job that has been closed. You can also print job order confirmations in the Quote Editing window. You can print order confirmations in batches in the Print Job Order Confirmation window. Only users for whom the **Can Change Job Budget** field in the Actions window in the Set-Up module is selected may perform this action.
Transfer Job Dates	When you select this action, Maconomy transfers the starting date and the expected ending date of the job to the “Planned Starting Date” and “Planned Ending Date” fields in the job budget lines. The dates are transferred from the “Start Date” and “Estimated Ending Date” fields in the Jobs window.
Delete Budget	When you select this action, Maconomy deletes the budget in the window. Approved budgets and the budget for a closed job cannot be deleted.
Remove Zero Lines	When you select this action, Maconomy removes any lines in the current budget that have a total cost and billing price of zero. Generally, “Sum/Text” and “Milestone” lines will not be deleted. However, depending on the structure of the budget in question, some lines may be deleted if they are included in the same level as zero lines. For example, if you have a number of text lines together with regular lines in a subtree, and all of the regular lines are zero, all of the text lines in that subtree will also be deleted. Maconomy will issue a warning before deleting any budget lines.
Copy Budget	When you select this action, Maconomy copies the budget shown in the Copy Budget island, meaning that an existing budget with a certain revision number is either copied from another job or from the job that is currently shown in the window. If the system parameter “Recalculate Job Budget when Copying” in the System Parameters window in the Set-Up module is not marked, a simple line-by-line copying of the budget is performed. However, currency amounts will be recalculated to the new job’s currency. If “Recalculate Job Budget When Copying” is marked, Maconomy will recalculate the budget when it is copied. This means that the price fields (costs, billing prices, and standard billing prices in base and currency plus “Net Cost, Base”), the “Markup %” field, and the fields concerning purchase orders and requisitions are not copied, but are recalculated on the basis of information of the job concerning the customer, the employees, and the job price list. That is why the new budget does not necessarily show the same amounts as the budget that it was copied from. If fixed exchange rate information has been specified in the Job Price Information window for the job to which information is copied, Maconomy recalculates currency amounts in the budget on the basis of the specified fixed exchange rate information.

Field	Description
	If a periodic job budget has been created for the job that is being copied, the periods of that budget are also copied to the new budget. The periodic job budget can be seen and edited in the Periodic Job Budgets window. If lines exist in the budget that is to be overwritten, it is not possible to copy. Furthermore, it is only possible to copy from one budget to another if both budgets are created in advance. In addition, it is not possible to copy the lines of another budget to a planning budget if this implies that two identical lines are created on the planning budget, and one or both of the job parameter attributes “Duplicate lines (amount) on planning budget” or “Duplicate lines (time) on planning budgets” has the value “No” for the job in question. If the task on a budget line to be copied does not exist in the task list for the current job, the line will not be copied, unless the system parameter “Extended Task Creation from Budgets” is marked. If it is marked, the task will be created in the job-specific task list of the current job.
Rederive Tax Codes on Job Budget	This action will derive tax codes on all job budget lines according to the tax code setup, thus reverting any user settings on this job budget.
Print Price Overview	The functionality of this action is similar to that of the “Print Price Overview” action in the Job Budgets window.
Create Requisitions	When you select this action, Maconomy automatically creates requisitions for those amount activities in the job budget that have a vendor number and a mark in the “Selected” field. A requisition is an internal request for the approval of the purchase of services. This means that you can use this action to create requisitions that the person or department responsible for approving purchases can evaluate and approve, and this person or department can then, based on the input from the requisition, place the necessary orders with the relevant suppliers by means of a purchase order. You can only use this action if the budget shown in the window is the current one and if the job in question has not been blocked. Maconomy creates a requisition for each combination of vendor and purchase order currency specified on the marked lines, and each of the requisitions is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting requisition. If there is no planned date, Maconomy uses today’s date. Requisitions can be edited in the Requisitions window in the Accounts Payable module. When you create requisitions, Maconomy updates the “Number of Requisitions” field on the budget lines. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module.

Field	Description
	The currency of each requisition is taken from the “Currency, Purchase Creation” field on the budget lines that result in the requisition in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.
Create Purchase Orders	When you select this action, Maconomy automatically creates purchase orders for those amount activities in the job budget that have a vendor number and a mark in the ”Selected” field. A purchase order is an order for the vendor service described by the budget line’s amount activity. The amount on the purchase order line will be the cost sum on the budget line less the sum of previously created purchase order lines. If this amount is negative, the amount on the purchase order line will be 0. You can only use this action if the budget shown in the window is the current one, and if the job in question has not been blocked. Maconomy checks that none of the lines selected for purchase order creation will cause budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin,” and “Limit Purchase, Percentage Margin” for the job. If even one line causes a budget violation, the action is cancelled for all lines, including lines that do not cause any budget violations. Budget violations can, for example, take place if purchase orders already exist for the lines, and the new purchases, combined with existing purchases, will cause the budgeted amount to be exceeded. For further information, see the descriptions of these attributes in the job parameter “Budgeting.” Maconomy creates a purchase order for each combination of vendor and purchase order currency specified on the marked lines, and each of the purchase orders is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting purchase order. If there is no planned date, Maconomy uses today’s date. Purchase orders can be edited in the Purchase Orders window in the Accounts Payable module. When you create purchase orders, Maconomy updates the “Number of Purchase Orders” and “Purchase Order Total” fields on the budget lines. The purchase order number is then shown in the “Last Purchase Order No.” field on every budget line. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module.

Field	Description
	The currency of each purchase order is taken from the “Currency, Purchase Creation” field on the budget lines that result in the purchase order in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.
Transfer to Sales Order	When you select this action, Maconomy automatically creates sales order lines for job budget item lines, which are assigned to job budget lines marked in the “Create Sales Order” field. Text lines created in the Job Budget Item Lines window are also transferred. If you have previously created a sales order line for a job budget item line, it will not be processed again. The order lines are added to a sales order for the job. If such an order does not exist, Maconomy automatically creates a sales order for the job with a mark in the “Invoice in Job Cost” field. If there is more than one order assigned to the job, Maconomy chooses the order with the highest order number. If the “New Order when Transf. to Sales” field in the System Information window in the Set-Up module has been marked, another order will always be created when the action “Transfer to Sales Order” is selected. When you create sales order lines on the basis of job budget item lines, Maconomy copies the budgeted billing price to the order line. If you wish this price to be recalculated before it is transferred, use the “Recalculate Prices” action in the Job Budget Item Lines window. You cannot select this action if the current job has been closed. However, you can reopen a job using the “Reopen Job” action in the Jobs window.
Recalculate Budget	Use this action to recalculate the budget. Note that a large batch of tasks/employees/dimensions on a budget may impact performance. Consider running this as a Scheduled Background Task so that it instead updates periodically. When you select this action, Maconomy recalculates prices on the job budget lines currently displayed. Maconomy uses the price lists that are valid as of the date specified in the “Planned Starting Date” field on each job budget line, or, if no such date has been specified, today’s date. If the recalculated price is 0, any price specified on a budget line will not be overwritten. You should be aware that Maconomy will also recalculate prices on lines where the “Line Specific Billing Price” field is marked and update the job-specific prices list lines underlying the budget lines. This applies when you are recalculating the baseline budget, and the job uses price control from budgets (see “Price control from budgets”). When recalculating, Maconomy looks up prices in much the same way as if another line was created. If a price list determines a price that is different from the price that is specified for

Field	Description
	the relevant employee category, that price will be applied (and the line will be marked as having a line-specific billing price). Moreover, you should note that if the “Job Budget Follows Periodic Job Budget” field has been marked on the budget in question in the Periodic Job Budgets window, the figures specified in the periods on the relevant budget lines will also be recalculated when using this action. However, if the “Job Budget Follows Periodic Job Budgets” field has not been marked, regular figures and periodic figures are also recalculated, but the recalculation of the periodic figures is carried out independently of the recalculation of the regular budget figures. The job parameter attributes “Keep Purchase Billing Price Upon Recalculation” and “Keep Purchase Cost Price Upon Recalculation” control how Maconomy should act when you recalculate the budget, and the purchase currency differs from the base currency. For more information, see the description of the job parameter attribute type “Budgeting.”
New Revision	When you select this action, Maconomy creates another revision of the current job budget and the assigned periodic job budget, if any. You cannot create a revision of an approved budget; it must be reopened first. The previous revision is locked, and except for revision remarks and revision code, it can no longer be changed. All previous revisions of the job budgets to which you have access can be viewed in the Job Budget Revisions window.
Submit Budget	When you select this action, the job budget currently displayed changes status to “Submitted.” This is a way of indicating that the budget is ready for approval. A job budget cannot be approved until it has been submitted. For more information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Can Change Job Budget” field in the Actions window in the Set-Up module is marked can submit budgets.
Approve Budget	When you select this action, the job budget currently displayed is approved. You can only approve a budget if it has been submitted. On approval, Maconomy takes a “snapshot” of the budget, which can then be viewed in the Job Budget Revisions window. The job budget can then no longer be changed except for the following fields: “Planned Starting Date,” “Planned Ending Date,” “Deliv. Remarks,” “Vendor,” “Your Reference,” “Create Sales Order,” “Selected,” “Purchase Order Currency,” and “Remarks 1-10.” These fields all have in common that they are of no financial consequence for the job. If you want to change any other fields, you must first reopen the budget and edit the revision that is created as a result of the reopening. For further information about approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Approve Job Budget” field in the Actions window in the Set-Up module is marked can approve budgets. If the budget contains lines with tasks that are not included in the job’s task list, you must correct the error before approving the budget. If approval of

Field	Description
	tasks is mandatory, all tasks on which budgeting has been done must be approved before you can approve the budget. If the budget is of the type specified as the job's planning budget, all new/changed skill requirements created in the Job Planning window or the Skill Requirements window in the Resource Planning module for budget lines on the current planning budget will be checked. If the employee specified on the planning line does not fulfill the new/changed skill requirements specified for the job budget line in question, a warning will be issued for each violation. In addition, the booking type specified on the lines of the planning budget will be copied to the detailed plan upon approval, so that the booking type of each budget line will be transferred to its related detailed planning line. If the current job is a fixed-price job with overrun handling, and if "Budget" is selected as the basis for the fixed price on the job parameter attribute "Fixed-Price Budget," a new fixed price can result in the creation, reduction, or increase of an overrun on the job when the budget is approved This happens if already registered postings on the job before or after the approval of the budget have exceeded the fixed price. In this case, a job revenue recognition journal is created to be posted in the G/L module. For more information, see the description of the job parameter attribute "Handling of Overruns" of the job parameter type "Revenue Recognition" in the Job Parameters window.
Reopen Budget	When you select this action, the job budget currently displayed is reopened. At the same time, Maconomy creates a revision. A "snapshot" of the budget as it looked in the previous revision can be seen in the Job Budget Revisions window. If fixed exchange rate information has been specified for the job in the Job Price Information window, and the information has changed since the budget was last submitted, Maconomy will recalculate the budget on the basis of the new currency information when the budget is reopened. The job budget must then be submitted before it can be approved again. For further information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the "Reopen Job Budget" field in the Actions window in the Set-Up module is marked can reopen budgets.

Job Budgets Table by Type API Single Dialogs Workspace

Use this workspace in the workspace-authoring of more complex work spaces. This workspace includes only the sub-tab part of the job budgets, and thus omits the job budget tab.

This single-tab workspace is not intended for the user as is, but as a workspace composed of this tab and other super-tabs. For example, you might hard code select to show only job budget lines from a particular job budget type in a special-purpose view.

Job Budget Tab

This section includes the fields and descriptions for the Job Budget tab.

Job Island

Field	Description
Job No.	This field shows the job number for the budget type.
Template	This check box is selected if the job is a template job.
Closed	This check box is selected if the job is closed.

Revision Island

Field	Description
Revision No.	This field shows the job budget revision number.
Remarks	In these fields, you can enter information about the current revision of the job budget.

User Island

Field	Description
Created by	This field shows the name of the user who created the job budget.
Date	This field shows the date when the job budget was created.
Changed by	This field shows the name of the user who changed the job budget
Date	This field shows the date the job budget was changed.
Version	This field shows the job budget's version number. This is not the same as the Revision No. The version number is updated every time that a user makes a change to the job budget.

Job Budget Island

Field	Description
Budget Type	This field shows the budget type of the job budget currently showing.

Company Island

Field	Description
Company No.	This field shows the company number for the job.

Line Creation Island

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in new job budget lines added to the job budget.

Status Island

Field	Description
Submitted	This field displays if the job budget has been submitted. The field is automatically marked when the action “Submit Budget” is selected.
Submitted by	This field displays the name of the user who submitted the job budget.
Submitted Date	This field displays the date on which the job budget was submitted.
Approved	This field shows if the job budget has been approved. The field is automatically marked when the action “Approve Budget” is selected, and the mark is removed when the budget is reopened to a new revision.
Approved by	This field displays the name of the user who approved the job budget.
Approved Date	This field displays the date on which the job budget was approved.
Reopened	This field shows if the job budget has been reopened. The field is automatically marked when the action “Reopen Budget” is selected.
Reopened by	This field displays the name of the user who reopened the job budget.
Date Reopened	This field displays the date on which the job budget was reopened.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	In this field, you enter a text, which is attached to the activity on quotes and order confirmations.

Field	Description
External Description	In this field, you enter a text, which can be multiline.
Line Type	In this pop-up field, you select the type of the current job budget line. Selecting a value is mandatory.
Task	In this field, you can specify the task to which the job budget line is to be assigned.
Empl. Cat. No.	In this field, you can assign a certain employee category to the job budget. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany or billing price for the specified employee category for price calculations, if the field “Hourly Rate” in the window System Information in the Set-Up module has been set to “By Employee” or “Employee Priority.”
Quantity	In this field, you enter the budgeted quantity for the line.
Quantity, Days	The functionality of this field is similar to that of the field “Quantity” above. However, this field only applies to time activities, and you enter the budgeted quantity as a number of days instead of a number of hours. If you enter a number of days, it is automatically converted into a number of hours which is inserted in the field “Quantity.” The number of hours is calculated by multiplying the number of days by the value in the field “Hours per Man Day” in the card part of the window Jobs.
Act. No.	In this field, you enter the number of the activity for which you wish to make a budget estimate. If both this field and the field “Task” are blank, the line is a text line. If this field shows “*,” the line is a summary line which creates a subtotal when the budget is printed using the “Standard” layout.
Cost, Base	In this field, you enter the budgeted cost in the base currency for one unit of the activity on the budget line. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost module.”
Cost Per Day, Base	This field only applies to time activities. The field shows the value in the field “Cost, Base” converted into a cost per day. The value is calculated by multiplying the value in the field “Cost, Base” by the value specified in the field “Hours per Man Day” for the current job in the window Jobs.
Billing Price, Curr.	In this field, you enter the budgeted billing price in the job’s currency of one unit of the activity on the budget line. If the activity is non-invoiceable, you cannot enter a price here, and the value must be “0.00.
Billing Price Per Day, Currency	This field only applies to time activities. The field shows the value in the field “Billing Price, Currency” converted into a billing price per day. The value is calculated by multiplying the value in the field “Billing Price, Currency” by the value specified in the field “Hours per Man Day” for the current job in the window Jobs.

Field	Description
Markup %	In this field, you enter the budgeted gross margin % for the activity on the budget line.
Line Specific Billing Price	If the current job is set up for price control from budgets (see “Price control from budgets”), this field indicates if the billing price differs from the price originally derived from the employee category on the current line. If the line is not marked, the price is the original price.
Total Cost, Base	This field shows the total estimated cost in base currency for the budget line. The total cost is found by multiplying the number in the “Quantity” field by the cost per piece in the “Cost” field.
Total Billing Price, Currency	This field shows the budget lines total budgeted billing price in the job currency. The total billing price is calculated by multiplying the number in the “Quantity” field by the billing price per piece in the “Billing Price, Currency” field.
Purchase Currency	In this field, you can select a currency. Depending on whether you have entered the cost in base currency or in another currency, the value is calculated in the “Cost, Base” field or the “Cost, Purchase Currency” field by means of this currency. If another currency is subsequently selected, the value in the “Cost, Purchase Currency” field is then recalculated. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost Module.” If the job budget is structured hierarchically, selecting a purchase currency on a group header line makes it possible to see the total purchase amount for the subordinate lines in a specific currency.
Cost, Purchase Currency	In this field, you can enter or see the cost in the currency selected in the field “Purchase Currency.” If you enter a value here, the value in the field “Cost, Base” will be calculated.
Total Cost, Purchase Currency	In this field, you can see the total budgeted cost in the current job’s currency. The total cost price is calculated by multiplying the figure in the field “Quantity” by the cost per unit in the field “Cost, Purchase Currency.”
Billing Price, Purchase Currency	If you want to enter the billing price in another currency than the job’s currency, you can use this field.
Billing Price Per Day, Purchase Currency	If you want to enter the billing price in another currency than the job’s currency, you can use this field. Maconomy uses the currency specified in the field “Purchase Currency” for converting the amount to the job currency, using the current exchange rate table for purchase at the time of entry. If you change the currency later, Maconomy will recalculate the contents of this field. See also the description of the field “Billing Price, Currency.” For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost Module.”

Field	Description
Total Billing Price, Purchase Currency	This field displays the total sales price in purchase currency, that is, the field “Billing Price, Purchase Currency” multiplied by the number in the field “Quantity.”
Cost Type	This field shows the cost type selected for the current activity in the window Activities: “Turnover” or “Outlays.”
Inc. in Fixed Price	In this field, you can mark whether or not the entry applying to the line should be included in the fixed price of a job. The set-up of the job in question determines whether or not this field is automatically marked when a line is created. The field can be marked/unmarked manually.
Planned Start Date	This field shows the date on which you plan to begin the activity. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Duration	In this field, you can enter a planned duration of the activity. This duration will always be the number of days from the planned starting date to the planned ending date.
Planned End Date	This field shows the date on which you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Deliv. Remarks	In this field, you can enter delivery remarks to be used in connection with the delivery of the items.
Billing Price, Base	This field shows the amount from the field “Billing Price, Currency” on the current budget line converted into the base currency.
Billing Price Per Day, Base	This field only applies to time activities. The field shows the value in the field “Billing Price, Base” converted into a billing price per day.

Field	Description
Billing Price Total, Base	This field shows the amount from the field “Billing Price Total, Currency” on the current budget line converted into the base currency.
Standard Billing Price, Base	This field shows the standard billing price per unit in the base currency of the company.
Total Standard Billing Price, Base	This field shows the total standard billing price of the current budget entry in the currency of the job.
Vendor	In this field, you can enter the number of a vendor, if the activity on the budget line is an amount activity. Maconomy verifies that the vendor exists in the Accounts Payable module.
Vendor Name	This is the first line of the name of the vendor whose number is entered in the “Vendor” field. You cannot change the name here.
Your Reference	In this field, you enter the reference person used on purchase orders that are created from the current budget line. It is only possible to enter a reference person if the field “Cust. No.” is completed.
Create Sales Order	If you mark this field, Maconomy will create sales order lines for items and text lines assigned to the budget line in the window Job Budget Item Lines when you select “Transfer to Sales Order.”
Selected	If you mark this field, Maconomy will create a requisition or purchase order line for the budget line when you select “Create Requisitions” or “Create Purchase Orders,” respectively, in the Action menu.
Currency, Purchase Creation	In this field, you can select the currency which should be transferred to requisitions and purchase orders created on the basis of the budget line. If you specify a blank value, the currency specified on the vendor’s information card is used.
Number of Purchase Orders	This field shows how many purchase orders have been made on the basis of this budget line.
Number of Requisitions	This field shows how many requisitions have been made on the basis of this budget line.
Last Purchase Order No.	This field shows the number of the last purchase order created on the basis of the current line.
Purchase Order Total	This field shows the sum of the purchase order lines created on the basis of the budget line.
Exec. Company No.	This field shows the name of the company carrying out the specified activity. The field cannot be changed.

Field	Description
Exec. Company Name	This field shows the name of the executing company.
Location	This field shows the value of the location dimension specified on the current job budget.
Entity	This field shows the value of the entity dimension specified on the current job budget.
Project	This field shows the value of the project dimension specified on the current job budget.
Purpose	This field shows the value of the purpose dimension specified on the current job budget.
Spec. 1-3	This field shows the value of the spec. 1-3 dimension specified on the current job budget.
Local Spec. 1-3	This field shows the value of the local spec. 1–3 dimension specified on the current job budget.
Net Cost, Base	This field shows the budgeted net cost of the job in the job's base currency.
Net Cost Per Day, Base	This field only applies to time activities. The field shows the net cost per day budgeted for the current job budget line. The value is based on the value in the field "Net Cost, Base" above and the number of hours per man day specified for the job in the field "Hours per Man Day" in the window "Jobs."
Tax Code	This field shows a G/L tax receivable code if the activity on the line is an amount activity.
Activity Name	This field displays the text defined for the current activity.
Task Description	This field shows the text defined for the current task, if a description has been entered in the field "Task."
Empl. Cat. Name	This field shows the name of the employee category specified in the field "Empl. Cat. No." above.
Employee Name	This field shows the name of the employee entered in the field "Empl." above.
Job Budget Text	In the window Job Budget Texts, it is possible to assign text lines to a job budget line. This field, which cannot be changed, displays whether such text lines are assigned to the current line.
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job.

Field	Description
Standard Billing Price Per Day, Currency	This field only applies to time activities. The field shows the value in the field “Standard Billing Price, Currency” converted into a standard billing price per day.
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current budget entry in the currency of the job
Remarks 1-10	In these fields, you can assign remarks to the current job budget line. The remarks are for information only and can be used in reports.
Quantity Planned	This field shows how many hours have so far been planned for the job budget line in question in the window Detailed Planning in the Resource Planning module.
Changed in Revision No.	This field shows the number of the job budget revision in which the current line was last changed.

Actions

This section shows the Actions available in the Job Budgets Table by Type API workspace.

Top Tab

Field	Description
Calculate Job Surcharge	When you select this action, Maconomy will calculate surcharges for those lines in the table part that match the criteria for surcharge calculation. The surcharges are calculated form the job surcharge rule specified in the “Job Surcharge Rule” field in the Price island. If no job surcharge rule has been specified for the job, you cannot select this action. Existing surcharge lines are deleted, and additional surcharge lines are created. If the calculation of job surcharges results in the creation of several lines with the same combination of activity, employee, and dimensions, the lines will be summarized on one line. The functionality of job surcharge rules is described in further detail in the Job Surcharge Rules window.
Transfer from Budget	Use this action to create a quote or order confirmation selection, depending on whether the job status is quote or order. Both types can be edited, approved, and printed in the Quote Editing window. If a previous selection is available, Maconomy displays a warning message that the new selection will replace the previous one. If the **Automatic creation of quote revisions** system parameter is enabled, another revision of the quote is automatically created when you select this action. If the parameter is disabled, any existing quote is overwritten with the new quote. If the existing quote was already

Field	Description
	approved, it is automatically reopened first. You can only choose this action if the budget shown in the window is the current one. Selections are made according to your specifications in the Quote island in the Invoice Layout Rules window. If you only want the printout to show a total, the suggestion will not show lines, and the total price will be the one shown in the **Quote Price** field in the Budget island. If the job is a fixed-price job or if the quote was previously approved in the Quote Editing window, Maconomy shows a warning, and the **Effective Quote Price** field is not updated until the quote has once again been approved in the Quote Editing window. For further information, please see the description of the Quote Editing window. Quotes are created in accordance with the invoice layout rule specified for the job in the Jobs workspace. If the **Show Markup Separately** field is marked for the invoice layout rule in question, the use of this action leads to the creation of a quote in which the costs of all amount activities are shown in the table part with an extra line showing the markup. If different activities have different tax codes, a separate markup line for each tax code is created. If printouts are to be shown with a total only, the quote does not include individual lines, and the total price is thus equal to the price in the **Quote Price** field in the Budget, Currency and Budget, Base islands. If you have entered dimensions in the **Transfer from Budget** field on an invoice layout rule, Maconomy transfers the selected dimensions from budget lines to the quote. If printouts are to show more than the total, and if they are to show time and amount activities by entry, one budget line in this window will create one quote line in the table part of the Quote Editing window, provided that the budget line has a billing price. If time and amount activities are shown by activity, all budget lines with the same activity number will create one quote line. If time and amount activities are shown by summary activity, all budget lines for the same summary activity will create one quote line. Quote lines are sorted by activity number. Note that in the latter case, the quote lines will carry the same tax as the tax rate chosen for the sum activity. If you apply differentiated taxes or activities both subject and not subject to tax, the activities for the same summary activity should have the same tax code as the summary activity. The quote lines will have the same prices as those entered for the budget lines, provided that it is specified on the invoice layout rule that amounts are to be shown on lines. If amounts are not to be shown on lines, the field will show “0.00.” When budgets are transferred to quotes, Maconomy changes the amount in the filed “Effective Quote Price” in the card part of this window to the sum of the budget lines, if printouts are to show more than the total. Maconomy alerts you if the quote price is changed. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if “Include Text Lines” is marked on the invoice layout rule, the

Field	Description
	texts will be transferred to the quote. However, they will not be transferred if the printout is only showing totals, or if the level of detail is By Summary Activity or By Activity. If the quote layout is set to be created directly from the budget, and the budget is arranged hierarchically, that is, you have applied a work breakdown structure, the only group headers that are transferred to the quote are the ones at the top level. However, non-header lines in groups at lower levels in the structure are transferred to the quote as if they belonged to the header at the top level. Furthermore, instead of appearing as headers above the individual lines within their group, top level group headers appear below their subordinate lines. If the last line or lines in a group at level 3 or lower are text lines, these lines are not transferred to the quote, as they would otherwise appear to concern the header at the top level, instead of their actual group header (which is not transferred). As a result if the job budget looks as follows: **Analysis** Initiation Site Inspection **Analysis Report** Information Gathering Layout <text line> Transferring the quote to the budget will result in the following lines in the Quote Editing window: Description | Sum Line Initiation | No Site Inspection | No Information Gathering | No Layout | No Analysis | Yes In the preceding example, amounts have been disregarded. However, the sum lines that are created in the quote will sum up amounts from the relevant quote lines. If a job surcharge rule has been specified for the job, and a line in the table part of this window activates the surcharge rule in question, Maconomy will warn you that job surcharges should be calculated before you transfer the budget to a quote.

Field	Description
	A user can only carry out this action if the fields “Change Job Budgets” and “Transfer to Quote” in the Actions window in the Set-Up module are marked for the user in question. Also, if the transfer results in the reopening of a quote because the previous quote was already approved, the field “Reopen Job Quotes” must also be marked for the user in the Actions window. When you transfer a job budget to a quote, the value of the **Unit** field is also transferred. The invoice layout rule specified for the job controls how job budget lines are transferred to quote lines. If **Create Quote Directly From Budget** is selected on the invoice layout rule, or Level 1 specification is set to "Registration", then each leaf job budget line is copied to one quote line. In this case, the unit is transferred directly from the job budget line to the quote line. If Level 1 specification is set to "Activity", then job budget lines with the same activity are combined to form one job quote line. In this case, the unit is transferred only if the job budget lines with the same activity specify the same unit. Otherwise, the **Unit** field on the quote line is left blank.
Print Quote	When you select this action, you print a job quote to the customer. You can only choose this action if there is a quote for the job, that is, if the job status is **Quote**. A job quote must be approved before the quote can be printed. The exception to this is if the **Approval of Quote Required** job parameter attribute of the Budgeting type has the value set to **No**. If that is the case, a quote can be printed before approval, but only from this window. If you have not yet created a quote revision, this action transfers budget lines to the quote in the same way as the**Transfer from Budget** action, and prints the quote. If you have not previously edited or created the job quote in the Quote Editing window, Maconomy will create and print a job quote on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the **Quote Price** field in the tab of this workspace to the sum of the budget lines. If there is an existing quote selection that is either entered directly in the Quote Editing window or created using the **Transfer to Quote** action in this window, Maconomy prints the existing quote. Note that you can also print a quote for a job that has been closed. However, if you do so, you cannot make and changes to the quote related to the job. You can also print job quotes in the Quote Editing window. You can print quotes in batches in the Print Job Quote window. Only users for whom the **Can Change Job Budget** field in the Actions window in the Set-Up module is selected may perform this action.

Field	Description
Print Order Confirmation	Use this action to print a job order confirmation based on the existing quote revision. This action is available only when the job status is **Order**. A job quote must be approved before the order confirmation can be printed. The exception to this is if the **Approval of Quote Required** job parameter attribute of the Budgeting type has the value set to **No**. If that is the case, an order confirmation can be printed before approval, but only from this window. If you have not yet created a quote revision and the **Approval of Quote Required** job parameter attribute is disabled, this action transfers budget lines to the quote in the same way as the **Transfer from Budget** action, and prints the quote as an order confirmation. If you have not previously edited or created a job quote or a job order confirmation in the Quote Editing window, Maconomy creates and prints a job order confirmation on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the **Quote Price** field in the tab of this workspace to the sum of the order confirmation lines. If there are existing quote or order confirmation selections that are either entered directly in the Quote Editing workspace or created in this workspace using the **Transfer from Budget** action, Maconomy prints the existing selection. Note that you can also print an order confirmation for a job that has been closed. You can also print job order confirmations in the Quote Editing window. You can print order confirmations in batches in the Print Job Order Confirmation window. Only users for whom the **Can Change Job Budget** field in the Actions window in the Set-Up module is selected may perform this action.
Transfer Job Dates	When you select this action, Maconomy transfers the starting date and the expected ending date of the job to the “Planned Starting Date” and “Planned Ending Date” fields in the job budget lines. The dates are transferred from the “Start Date” and “Estimated Ending Date” fields in the Jobs window.
Delete Budget	When you select this action, Maconomy deletes the budget in the window. Approved budgets and the budget for a closed job cannot be deleted.
Remove Zero Lines	When you select this action, Maconomy removes any lines in the current budget that have a total cost and billing price of zero. Generally, “Sum/Text” and “Milestone” lines will not be deleted. However, depending on the structure of the budget in question, some lines may be deleted if they are included in the same level as zero lines. For example, if you have a number of text lines together with regular lines in a subtree, and all of the regular lines are zero, all of the text lines in that subtree will also be deleted. Maconomy will issue a warning before deleting any budget lines.
Copy Budget	When you select this action, Maconomy copies the budget shown in the Copy Budget island, meaning that an existing budget with a certain revision number is either copied from another job or from the job that is currently shown in the window.

Field	Description
	If the system parameter “Recalculate Job Budget when Copying” in the System Parameters window in the Set-Up module is not marked, a simple line-by-line copying of the budget is performed. However, currency amounts will be recalculated to the new job’s currency. If “Recalculate Job Budget When Copying” is marked, Maconomy will recalculate the budget when it is copied. This means that the price fields (costs, billing prices, and standard billing prices in base and currency plus “Net Cost, Base”), the “Markup %” field, and the fields concerning purchase orders and requisitions are not copied, but are recalculated on the basis of information of the job concerning the customer, the employees, and the job price list. That is why the new budget does not necessarily show the same amounts as the budget that it was copied from. If fixed exchange rate information has been specified in the Job Price Information window for the job to which information is copied, Maconomy recalculates currency amounts in the budget on the basis of the specified fixed exchange rate information. If a periodic job budget has been created for the job that is being copied, the periods of that budget are also copied to the new budget. The periodic job budget can be seen and edited in the Periodic Job Budgets window. If lines exist in the budget that is to be overwritten, it is not possible to copy. Furthermore, it is only possible to copy from one budget to another if both budgets are created in advance. In addition, it is not possible to copy the lines of another budget to a planning budget if this implies that two identical lines are created on the planning budget, and one or both of the job parameter attributes “Duplicate lines (amount) on planning budget” or “Duplicate lines (time) on planning budgets” has the value “No” for the job in question. If the task on a budget line to be copied does not exist in the task list for the current job, the line will not be copied, unless the system parameter “Extended Task Creation from Budgets” is marked. If it is marked, the task will be created in the job-specific task list of the current job.
Rederive Tax Codes on Job Budget	This action will derive tax codes on all job budget lines according to the tax code setup, thus reverting any user settings on this job budget.
Print Price Overview	The functionality of this action is similar to that of the “Print Price Overview” action in the Job Budgets window.
Mark All for Daily Descriptions	When you select this action, the “Use Daily descriptions” field in the card part is marked, and all tasks in the table part are marked in the “Use Daily Descriptions” field. For more information about daily descriptions, see the description of the Daily Descriptions island in the card part of the Job Tasks window.

Field	Description
Unmark All for Daily Descriptions	When you select this action, the “Use Daily Descriptions” field in the card part is unmarked, and all tasks in the table part are unmarked in the “Use Daily Descriptions” field. For more information about daily descriptions, see the description of the Daily descriptions field in the card part of the Job Tasks window.
Create Requisitions	When you select this action, Maconomy automatically creates requisitions for those amount activities in the job budget that have a vendor number and a mark in the “Selected” field. A requisition is an internal request for the approval of the purchase of services. This means that you can use this action to create requisitions that the person or department responsible for approving purchases can evaluate and approve, and this person or department can then, based on the input from the requisition, place the necessary orders with the relevant suppliers by means of a purchase order. You can only use this action if the budget shown in the window is the current one and if the job in question has not been blocked. Maconomy creates a requisition for each combination of vendor and purchase order currency specified on the marked lines, and each of the requisitions is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting requisition. If there is no planned date, Maconomy uses today’s date. Requisitions can be edited in the Requisitions window in the Accounts Payable module. When you create requisitions, Maconomy updates the “Number of Requisitions” field on the budget lines. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module. The currency of each requisition is taken from the “Currency, Purchase Creation” field on the budget lines that result in the requisition in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.
Create Purchase Orders	When you select this action, Maconomy automatically creates purchase orders for those amount activities in the job budget that have a vendor number and a mark in the ”Selected” field. A purchase order is an order for the vendor service described by the budget line’s amount activity. The amount on the purchase order line will be the cost sum on the budget line less the sum of previously created purchase order lines. If this amount is

Field	Description
	negative, the amount on the purchase order line will be 0. You can only use this action if the budget shown in the window is the current one, and if the job in question has not been blocked. Maconomy checks that none of the lines selected for purchase order creation will cause budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin,” and “Limit Purchase, Percentage Margin” for the job. If even one line causes a budget violation, the action is cancelled for all lines, including lines that do not cause any budget violations. Budget violations can, for example, take place if purchase orders already exist for the lines, and the new purchases, combined with existing purchases, will cause the budgeted amount to be exceeded. For further information, see the descriptions of these attributes in the job parameter “Budgeting.” Maconomy creates a purchase order for each combination of vendor and purchase order currency specified on the marked lines, and each of the purchase orders is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting purchase order. If there is no planned date, Maconomy uses today’s date. Purchase orders can be edited in the Purchase Orders window in the Accounts Payable module. When you create purchase orders, Maconomy updates the “Number of Purchase Orders” and “Purchase Order Total” fields on the budget lines. The purchase order number is then shown in the “Last Purchase Order No.” field on every budget line. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module. The currency of each purchase order is taken from the “Currency, Purchase Creation” field on the budget lines that result in the purchase order in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.
Transfer to Sales Order	When you select this action, Maconomy automatically creates sales order lines for job budget item lines, which are assigned to job budget lines marked in the “Create Sales Order” field. Text lines created in the Job Budget Item Lines window are also transferred. If you have previously created a sales order line for a job budget item line, it will not be processed again. The order lines are added to a sales order for the job. If such an order does not exist,

Field	Description
	Maconomy automatically creates a sales order for the job with a mark in the “Invoice in Job Cost” field. If there is more than one order assigned to the job, Maconomy chooses the order with the highest order number. If the “New Order when Transf. to Sales” field in the System Information window in the Set-Up module has been marked, another order will always be created when the action “Transfer to Sales Order” is selected. When you create sales order lines on the basis of job budget item lines, Maconomy copies the budgeted billing price to the order line. If you wish this price to be recalculated before it is transferred, use the “Recalculate Prices” action in the Job Budget Item Lines window. You cannot select this action if the current job has been closed. However, you can reopen a job using the “Reopen Job” action in the Jobs window.
Recalculate Budget	The functionality of this action is similar to that of the “Recalculate Job Budget” action in the Job Budgets window.
New Revision	When you select this action, Maconomy creates another revision of the current job budget and the assigned periodic job budget, if any. You cannot create a revision of an approved budget; it must be reopened first. The previous revision is locked, and except for revision remarks and revision code, it can no longer be changed. All previous revisions of the job budgets to which you have access can be viewed in the Job Budget Revisions window.
Approve Budget	When you select this action, the job budget currently displayed is approved. You can only approve a budget if it has been submitted. On approval, Maconomy takes a “snapshot” of the budget, which can then be viewed in the Job Budget Revisions window. The job budget can then no longer be changed except for the following fields: “Planned Starting Date,” “Planned Ending Date,” “Deliv. Remarks,” “Vendor,” “Your Reference,” “Create Sales Order,” “Selected,” “Purchase Order Currency,” and “Remarks 1-10.” These fields all have in common that they are of no financial consequence for the job. If you want to change any other fields, you must first reopen the budget and edit the revision that is created as a result of the reopening. For further information about approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Approve Job Budget” field in the Actions window in the Set-Up module is marked can approve budgets. If the budget contains lines with tasks that are not included in the job’s task list, you must correct the error before approving the budget. If approval of tasks is mandatory, all tasks on which budgeting has been done must be approved before you can approve the budget. If the budget is of the type specified as the job’s planning budget, all new/changed skill requirements created in the Job Planning window or the Skill Requirements window in the Resource Planning module for budget lines on the current planning budget will be checked. If the employee specified on the

Field	Description
	planning line does not fulfill the new/changed skill requirements specified for the job budget line in question, a warning will be issued for each violation. In addition, the booking type specified on the lines of the planning budget will be copied to the detailed plan upon approval, so that the booking type of each budget line will be transferred to its related detailed planning line. If the current job is a fixed-price job with overrun handling, and if “Budget” is selected as the basis for the fixed price on the job parameter attribute “Fixed-Price Budget,” a new fixed price can result in the creation, reduction, or increase of an overrun on the job when the budget is approved This happens if already registered postings on the job before or after the approval of the budget have exceeded the fixed price. In this case, a job revenue recognition journal is created to be posted in the G/L module. For more information, see the description of the job parameter attribute “Handling of Overruns” of the job parameter type “Revenue Recognition” in the Job Parameters window.
Reopen Budget	When you select this action, the job budget currently displayed is reopened. At the same time, Maconomy creates a revision. A “snapshot” of the budget as it looked in the previous revision can be seen in the Job Budget Revisions window. If fixed exchange rate information has been specified for the job in the Job Price Information window, and the information has changed since the budget was last submitted, Maconomy will recalculate the budget on the basis of the new currency information when the budget is reopened. The job budget must then be submitted before it can be approved again. For further information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Reopen Job Budget” field in the Actions window in the Set-Up module is marked can reopen budgets.

Bottom Tab

Field	Description
Calculate Job Surcharge	When you select this action, Maconomy will calculate surcharges for those lines in the table part that match the criteria for surcharge calculation. The surcharges are calculated form the job surcharge rule specified in the “Job Surcharge Rule” field in the Price island. If no job surcharge rule has been specified for the job, you cannot select this action. Existing surcharge lines are deleted, and additional surcharge lines are created. If the calculation of job surcharges results in the creation of several lines with the same combination of activity, employee, and dimensions, the lines will be summarized on one line. The functionality of job surcharge rules is described in further detail in the Job Surcharge Rules window.

Field	Description
Transfer to Quote	When you select this action, Maconomy creates a quote or order confirmation selection, depending on whether the job status is quote or order. Both types can be edited, approved, and printed in the Quote Editing window. If you have created a selection earlier, Maconomy warns you that the new selection will replace the previous one, which may have been edited. If the system parameter “Automatic creation of quote revisions” has been marked, another revision of the quote is automatically created when you select this action. If the parameter is not marked, any existing quote is overwritten with the new quote. If the existing quote was already approved, it is automatically reopened first. You can only choose this action if the budget shown in the window is the current one. Selections are made according to your specifications in the Quote island in the Invoice Layout Rules window. If you only want the printout to show a total, the suggestion will not show lines, and the total price will be the one shown in the “Quote Price” field in the Budget island. If the job is a fixed-price job, or if the quote was previously approved in the Quote Editing window, Maconomy shows a warning, and the “Effective Quote Price” field is not updated until the quote has once again been approved in the Quote Editing window. For further information, please see the description of the Quote Editing window. A quote is created in accordance with the invoice layout rule specified for the job in the Jobs window. If the “Show Markup Separately” field is marked for the invoice layout rule in question, the use of this action will lead to the creation of a quote in which the costs of all amount activities will be shown in the table part, with an extra line showing the markup. If different activities have different tax codes, a separate markup line for each tax code is created. If printouts are to be shown with a total only, the quote will not include individual lines, and the total price will thus be equal to the price in the “Quote Price” field in the Budget, Currency and Budget, Base islands. If printouts are to show more than the total, and if they are to show time and amount activities by entry, one budget line in this window will create one quote line in the table part of the Quote Editing window, provided that the budget line has a billing price. If time and amount activities are shown by summary activity, all budget lines for the same summary activity will create one quote line. Quote lines are sorted by activity number. Note that in the latter case, the quote lines will carry the same tax as the tax rate chosen for the sum activity. If you apply differentiated taxes or activities both subject and not subject to tax, the activities for the same summary activity should have the same tax code as the summary activity. The quote lines will have the same prices as those entered for the budget lines, provided that it is specified on the invoice layout rule that amounts are to be shown on lines. If amounts are not to be shown on lines, the field will show “0.00.” When budgets are transferred to quotes, Maconomy changes the amount in the “Effective Quote Price” field in the card part of this window to the sum of

Field	Description
	the budget lines, if printouts are to show more than the total. Maconomy alerts you if the quote price is changed. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if “Include Text Lines” is marked on the invoice layout rule, the texts will be transferred to the quote. However, they will not be transferred if the printout is only showing totals, or if the level of detail is By Summary Activity or By Activity. If the quote layout is set to be created directly from the budget, and the budget is arranged hierarchically—that is, you have applied a work breakdown structure—the only group headers that are transferred to the quote are the ones at the top level. However, non-header lines in groups at lower levels in the structure are transferred to the quote as if they belonged to the header at the top level. Furthermore, instead of appearing as headers above the individual lines within their group, top-level group headers appear below their subordinate lines. If the last line or lines in a group at level 3 or lower are text lines, these lines are not transferred to the quote, as they would otherwise appear to concern the header at the top level, instead of their actual group header (which is not transferred). As a result, if the job budget looks as follows: **Analysis** Initiation Site Inspection **Analysis Report** Information Gathering Layout <text line> Transferring the quote to the budget will result in the following lines in the Quote Editing window: <table><tr><th>Description</th><th>Sum Line</th></tr><tr><td>Initiation</td><td>No</td></tr><tr><td>Site Inspection</td><td>No</td></tr><tr><td>Information Gathering</td><td>No</td></tr><tr><td>Layout</td><td>No</td></tr><tr><td>Analysis</td><td>Yes</td></tr></table> In the example above, amounts have been disregarded. However, the sum lines created in the quote will sum up amounts from the relevant quote lines.

Field	Description
	If a job surcharge rule has been specified for the job, and a line in the table part of this window activates the surcharge rule in question, Maconomy will warn you that job surcharges should be calculated before you transfer the budget to a quote. A user can only carry out this action if the “Change Job Budgets” and “Transfer to Quote” fields in the Actions window in the Set-Up module are marked for the user in question. Also, if the transfer results in the reopening of a quote because the previous quote was already approved, the “Reopen Job Quotes” field must also be marked for the user in the Actions window.
Print Quote	When you select this action, you print a job quote to the customer. You can only choose this action if there is a quote for the job, that is, if the job status is “Quote.” A job quote must be approved before the quote can be printed. The exception to this is if the job parameter attribute “Approval of Quote Required” of the type “Budgeting” has the value “No.” If that is the case, a quote can be printed before approval, but only from this window. If you have not previously edited or created the job quote in the Quote Editing window, Maconomy will create and print a job quote on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the “Quote Price” field in the card part of this window to the sum of the budget lines. If there is an existing quote selection that is either entered directly in the Quote Editing window or created using the action “Transfer Quote” in this window, Maconomy will print the existing quote. Note that you can also print a quote for a job that has been closed. However, if you do so, you cannot make any changes to the quote related to the job. It is also possible to print job quotes in the Quote Editing window. In the Print Job Quote window you can print quotes in batches. Only users for whom the “Can Change Job Budget” field in the Actions window in the Set-Up module is marked can perform this action.
Print Order Confirmation	When you select this action, you print a job order confirmation to the customer for the job in the window. This is only possible if the job status is “Order.” A job quote must be approved before the order confirmation can be printed. The exception to this is if the job parameter attribute “Approval of Quote Required” of the type “Budgeting” has the value “No.” If that is the case, an order confirmation can be printed before approval, but only from this window. If you have not previously edited or created a job quote or a job order confirmation in the Quote Editing window, Maconomy will create and print a job order confirmation on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the “Quote Price” field in the card part of this window to the sum of the order confirmation lines.

Field	Description
	If there are existing quote or order confirmation selections that are either entered directly in the Quote Editing window or that are created in this window using the action “Transfer Quote,” Maconomy will print the existing selection. Note that you can also print an order confirmation for a job that has been closed. It is also possible to print job order confirmations in the Quote Editing window. In the Print Job Order Confirmation window you can print order confirmations in batches. Only users for whom the “Can Change Job Budget” field in the Actions window in the Set-Up module is marked can perform this action.
Create Requisitions	When you select this action, Maconomy automatically creates requisitions for those amount activities in the job budget that have a vendor number and a mark in the “Selected” field. A requisition is an internal request for the approval of the purchase of services. This means that you can use this action to create requisitions that the person or department responsible for approving purchases can evaluate and approve, and this person or department can then, based on the input from the requisition, place the necessary orders with the relevant suppliers by means of a purchase order. You can only use this action if the budget shown in the window is the current one and if the job in question has not been blocked. Maconomy creates a requisition for each combination of vendor and purchase order currency specified on the marked lines, and each of the requisitions is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting requisition. If there is no planned date, Maconomy uses today’s date. Requisitions can be edited in the Requisitions window in the Accounts Payable module. When you create requisitions, Maconomy updates the “Number of Requisitions” field on the budget lines. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module. The currency of each requisition is taken from the “Currency, Purchase Creation” field on the budget lines that result in the requisition in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.

Field	Description
Create Purchase Orders	When you select this action, Maconomy automatically creates purchase orders for those amount activities in the job budget that have a vendor number and a mark in the ”Selected” field. A purchase order is an order for the vendor service described by the budget line’s amount activity. The amount on the purchase order line will be the cost sum on the budget line less the sum of previously created purchase order lines. If this amount is negative, the amount on the purchase order line will be 0. You can only use this action if the budget shown in the window is the current one, and if the job in question has not been blocked. Maconomy checks that none of the lines selected for purchase order creation will cause budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin,” and “Limit Purchase, Percentage Margin” for the job. If even one line causes a budget violation, the action is cancelled for all lines, including lines that do not cause any budget violations. Budget violations can, for example, take place if purchase orders already exist for the lines, and the new purchases, combined with existing purchases, will cause the budgeted amount to be exceeded. For further information, see the descriptions of these attributes in the job parameter “Budgeting.” Maconomy creates a purchase order for each combination of vendor and purchase order currency specified on the marked lines, and each of the purchase orders is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting purchase order. If there is no planned date, Maconomy uses today’s date. Purchase orders can be edited in the Purchase Orders window in the Accounts Payable module. When you create purchase orders, Maconomy updates the “Number of Purchase Orders” and “Purchase Order Total” fields on the budget lines. The purchase order number is then shown in the “Last Purchase Order No.” field on every budget line. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module. The currency of each purchase order is taken from the “Currency, Purchase Creation” field on the budget lines that result in the purchase order in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.

Field	Description
Transfer to Sales Order	When you select this action, Maconomy automatically creates sales order lines for job budget item lines, which are assigned to job budget lines marked in the “Create Sales Order” field. Text lines created in the Job Budget Item Lines window are also transferred. If you have previously created a sales order line for a job budget item line, it will not be processed again. The order lines are added to a sales order for the job. If such an order does not exist, Maconomy automatically creates a sales order for the job with a mark in the “Invoice in Job Cost” field. If there is more than one order assigned to the job, Maconomy chooses the order with the highest order number. If the “New Order when Transf. to Sales” field in the System Information window in the Set-Up module has been marked, another order will always be created when the action “Transfer to Sales Order” is selected. When you create sales order lines on the basis of job budget item lines, Maconomy copies the budgeted billing price to the order line. If you wish this price to be recalculated before it is transferred, use the “Recalculate Prices” action in the Job Budget Item Lines window. You cannot select this action if the current job has been closed. However, you can reopen a job using the “Reopen Job” action in the Jobs window.
Transfer Job Dates	When you select this action, Maconomy transfers the starting date and the expected ending date of the job to the “Planned Starting Date” and “Planned Ending Date” fields in the job budget lines. The dates are transferred from the “Start Date” and “Estimated Ending Date” fields in the Jobs window.
Delete Budget	When you select this action, Maconomy deletes the budget in the window. Approved budgets and the budget for a closed job cannot be deleted.
Remove Zero Lines	When you select this action, Maconomy removes any lines in the current budget that have a total cost and billing price of zero. Generally, “Sum/Text” and “Milestone” lines will not be deleted. However, depending on the structure of the budget in question, some lines may be deleted if they are included in the same level as zero lines. For example, if you have a number of text lines together with regular lines in a subtree, and all of the regular lines are zero, all of the text lines in that subtree will also be deleted. Maconomy will issue a warning before deleting any budget lines.
Copy Budget	When you select this action, Maconomy copies the budget shown in the Copy Budget island, meaning that an existing budget with a certain revision number is either copied from another job or from the job that is currently shown in the window. If the system parameter “Recalculate Job Budget when Copying” in the System Parameters window in the Set-Up module is not marked, a simple line-by-line copying of the budget is performed. However, currency amounts will be recalculated to the new job’s currency. If “Recalculate Job Budget When Copying” is marked, Maconomy will recalculate the budget when it is copied. This means that the price fields (costs, billing prices, and standard billing prices in base and currency plus “Net Cost, Base”), the “Markup %” field, and the fields concerning purchase orders and requisitions are not copied, but are recalculated on the basis of information of the job concerning

Field	Description
	the customer, the employees, and the job price list. That is why the new budget does not necessarily show the same amounts as the budget that it was copied from. If fixed exchange rate information has been specified in the Job Price Information window for the job to which information is copied, Maconomy recalculates currency amounts in the budget on the basis of the specified fixed exchange rate information. If a periodic job budget has been created for the job that is being copied, the periods of that budget are also copied to the new budget. The periodic job budget can be seen and edited in the Periodic Job Budgets window. If lines exist in the budget that is to be overwritten, it is not possible to copy. Furthermore, it is only possible to copy from one budget to another if both budgets are created in advance. In addition, it is not possible to copy the lines of another budget to a planning budget if this implies that two identical lines are created on the planning budget, and one or both of the job parameter attributes “Duplicate lines (amount) on planning budget” or “Duplicate lines (time) on planning budgets” has the value “No” for the job in question. If the task on a budget line to be copied does not exist in the task list for the current job, the line will not be copied, unless the system parameter “Extended Task Creation from Budgets” is marked. If it is marked, the task will be created in the job-specific task list of the current job.
Recalculate Budget	When you select this action, Maconomy recalculates prices on the job budget lines currently displayed. Maconomy uses the price lists that are valid as of the date specified in the “Planned Starting Date” field on each job budget line, or, if no such date has been specified, today’s date. If the recalculated price is 0, any price specified on a budget line will not be overwritten. You should be aware that Maconomy will also recalculate prices on lines where the “Line Specific Billing Price” field is marked and update the job-specific prices list lines underlying the budget lines. This applies when you are recalculating the baseline budget, and the job uses price control from budgets (see “Price control from budgets”). When recalculating, Maconomy looks up prices in much the same way as if another line was created. If a price list determines a price that is different from the price that is specified for the relevant employee category, that price will be applied (and the line will be marked as having a line-specific billing price). Moreover, you should note that if the “Job Budget Follows Periodic Job Budget” field has been marked on the budget in question in the Periodic Job Budgets window, the figures specified in the periods on the relevant budget lines will also be recalculated when using this action. However, if the “Job Budget Follows Periodic Job Budgets” field has not been marked, regular figures and periodic figures are also recalculated, but the recalculation of the periodic figures is carried out independently of the recalculation of the regular budget figures. The job parameter attributes “Keep Purchase Billing Price Upon Recalculation” and “Keep Purchase Cost Price Upon Recalculation” control

Field	Description
	how Maconomy should act when you recalculate the budget, and the purchase currency differs from the base currency. For more information, see the description of the job parameter attribute type “Budgeting.”
Rederive Tax Codes on Job Budget	This action will derive tax codes on all job budget lines according to the tax code setup, thus reverting any user settings on this job budget.
New Revision	When you select this action, Maconomy creates another revision of the current job budget and the assigned periodic job budget, if any. You cannot create a revision of an approved budget; it must be reopened first. The previous revision is locked, and except for revision remarks and revision code, it can no longer be changed. All previous revisions of the job budgets to which you have access can be viewed in the Job Budget Revisions window.
Submit Budget	When you select this action, the job budget currently displayed changes status to “Submitted.” This is a way of indicating that the budget is ready for approval. A job budget cannot be approved until it has been submitted. For more information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Can Change Job Budget” field in the Actions window in the Set-Up module is marked can submit budgets.
Approve Budget	When you select this action, the job budget currently displayed is approved. You can only approve a budget if it has been submitted. On approval, Maconomy takes a “snapshot” of the budget, which can then be viewed in the Job Budget Revisions window. The job budget can then no longer be changed except for the following fields: “Planned Starting Date,” “Planned Ending Date,” “Deliv. Remarks,” “Vendor,” “Your Reference,” “Create Sales Order,” “Selected,” “Purchase Order Currency,” and “Remarks 1-10.” These fields all have in common that they are of no financial consequence for the job. If you want to change any other fields, you must first reopen the budget and edit the revision that is created as a result of the reopening. For further information about approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Approve Job Budget” field in the Actions window in the Set-Up module is marked can approve budgets. If the budget contains lines with tasks that are not included in the job’s task list, you must correct the error before approving the budget. If approval of tasks is mandatory, all tasks on which budgeting has been done must be approved before you can approve the budget. If the budget is of the type specified as the job’s planning budget, all new/changed skill requirements created in the Job Planning window or the Skill Requirements window in the Resource Planning module for budget lines on the current planning budget will be checked. If the employee specified on the planning line does not fulfill the new/changed skill requirements specified for the job budget line in question, a warning will be issued for each violation.

Field	Description
	In addition, the booking type specified on the lines of the planning budget will be copied to the detailed plan upon approval, so that the booking type of each budget line will be transferred to its related detailed planning line. If the current job is a fixed-price job with overrun handling, and if “Budget” is selected as the basis for the fixed price on the job parameter attribute “Fixed-Price Budget,” a new fixed price can result in the creation, reduction, or increase of an overrun on the job when the budget is approved This happens if already registered postings on the job before or after the approval of the budget have exceeded the fixed price. In this case, a job revenue recognition journal is created to be posted in the G/L module. For more information, see the description of the job parameter attribute “Handling of Overruns” of the job parameter type “Revenue Recognition” in the Job Parameters window.
Reopen Budget	When you select this action, the job budget currently displayed is reopened. At the same time, Maconomy creates a revision. A “snapshot” of the budget as it looked in the previous revision can be seen in the Job Budget Revisions window. If fixed exchange rate information has been specified for the job in the Job Price Information window, and the information has changed since the budget was last submitted, Maconomy will recalculate the budget on the basis of the new currency information when the budget is reopened. The job budget must then be submitted before it can be approved again. For further information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Reopen Job Budget” field in the Actions window in the Set-Up module is marked can reopen budgets.
Print Price Overview	The functionality of this action is similar to that of the “Print Price Overview” action in the Job Budgets window.
Mark All for Daily Descriptions	When you select this action, the “Use Daily descriptions” field in the card part is marked, and all tasks in the table part are marked in the “Use Daily Descriptions” field. For more information about daily descriptions, see the description of the Daily Descriptions island in the card part of the Job Tasks window.
Unmark All for Daily Descriptions	When you select this action, the “Use Daily Descriptions” field in the card part is unmarked, and all tasks in the table part are unmarked in the “Use Daily Descriptions” field. For more information about daily descriptions, see the description of the Daily descriptions field in the card part of the Job Tasks window.

Periodic Job Budgets Single Dialogs Workspace

Use this workspace to create and edit periodic job budgets. You can allocate budgeted quantities and cost and sales prices of each job budget line to financial periods.

Use periodic job budgets for making forecasts when you enter budgeted costs and sales. If you have created a job budget for a job that spans several months, the Job Budgets workspace does not tell you when you can enter a budgeted quantity of consulting hours as costs or invoiced. Therefore, you can use this workspace to define the periods when users should enter the activities on the budget lines, to give you an overview of a job's budgeted cash flow within a given time frame.

This workspace is an expansion of the Job Budgets workspace and provides information about all of the job budgets that you create in the Job Budgets workspace. With the linking between the workspaces, you can submit, approve, and reopen an item in either workspace.

This linking also applies to revisions. Revisions of a job budget in this workspace apply to that budget in the Job Budgets workspace. If you delete a job budget/job budget line in this workspace, it also applies to the Job Budgets workspace. If you have not created a job budget for a job, you can create the job budget in this workspace.

In the **Job Budget Follows Periodic Job Budget** field in the Properties island in the Periodic Job Budgets tab, you can choose whether or not changes that you make to allocations of quantities and prices on periods should also carry over to the regular job budget lines.

The Periodic Job Budgets tab shows general information about a job and the budget limits assigned to it. Enter a time span for a period to display a job's total budgeted quantities, costs, and sales prices. When you define this overall period, Maconomy automatically splits the period into up to six consecutive periods shown in the Budget island. For example, if you have specified an overall period ranging from January 2015 to June 2015, Maconomy splits this period into six consecutive months shown in the Budget island.

A period can be a month, a quarter, half a year, or one year. The Budget island is dynamic so that you can change the view as needed. Use drop-down fields to select the periods. For example, this workspace can display figures for a period that consists of six months, six quarters, or two months, two quarters.

> **Note:** You define period start and end dates in the Fiscal Year workspace in the G/L module.

If you enter figures for the months of the year (such as 2015) in the Job Budget Lines sub-tab, the Budget island displays these figures. If you then change the view of these figures to quarters in the Budget island, Maconomy sums the figures and displays them in quarters in the island. When you change the view back to months, the figures are again auto-configured.

Because you do not need to allocate quantities on a budget line to a period, the Budget island details allocated and non-allocated hours and amounts, respectively.

Use the Job Budget Lines sub-tab to enter budget lines and define periods for the costs and sales of each line's activity. This sub-tab is a grid with variable slots, and each slot covers a period of a month, a quarter, half a year, or one year, depending on your selection in the Periodic Job Budgets tab. For example, if you select the period type Month for the entire period from January 2015 to June 2015 in the tab, the sub-tab displays each month in a slot unit. For each of these slot units, four fields are available, and these fields are automatically populated with a text that corresponds to the current selections. If you select the month of January 2015 in the tab, the sub-tab displays the following four fields: **Jan. 15, Quantity**, **Jan. 15, Cost Total**, **Jan. 15, Quantity**

Sales and **Jan. 15, Sales Total, Currency**. On each budget line, enter the budgeted quantities and prices for costs and sales for the defined periods. The sub-tab also links a number of fields to similar fields in the Job Budgets workspace. Information that you enter in this workspace is displayed in the Job Budgets workspace and vice-versa.

Maconomy calculates all prices on the basis of information from job price lists, item price lists, employee or activity information cards, and information specified in the System Information workspace in the Set-Up module.

If you need to reallocate an entire budget to new periods, enter a new starting date for the budget and use the **Reallocate Budget** action. In this way, you do not need to manually change the figures for all periods, if, for example, the starting date of the budget is postponed for a number of months.

Note that only certain users can make changes to job budgets. For access, select the **Can Change Job Budget** field in the Actions workspace in the Set-Up module.

If the job that this workspace displays is a template job, you can only create budget lines for the job if you have entered certain information, such as country, currency, and company tax code. If you do not have this information, an error appears. If you remove the necessary information from a job, Maconomy deletes all periodic job budget information from that job.

You can print all of the information that this workspace displays using the Print Periodic Job Budgets workspace.

Periodic Job Budgets Tab

This section includes the fields and descriptions for the Periodic Job Budgets tab.

Job Island

Field	Description
Job	This field shows the number and name of the job to which the current budget applies. The value cannot be changed manually.
Job Group	This field shows the job group to which the job is assigned. It can be changed in the window Jobs for as long as the job has the status “Quote.”
Status	This field shows the job’s status as specified in the window Jobs.
Template	This field shows whether the job is a template job or a normal job.
Project Manager	This field shows the name of the employee assigned to be responsible for the job.
Closed	If this field is marked, the job has been closed in the window Jobs. As long as a job is closed, you cannot enter new budget lines, change existing budget lines, or make job entries.

Limit Island

Field	Description
Hours	In this field, you can enter the number of employee hours estimated to be spent on the job. This figure can be compared to the total budgeted number of hours displayed in the column “Hours” in the island Budget, or you can use it in a subsequent budget control calculation, in which you compare the customer budget with the job’s actual figures.
Cost, Base	In this field, you enter the total budgeted cost of the job in the job’s base currency.
Billing Price, Curr.	In these fields you enter the total budgeted billing price of the job in the job’s currency. The amount in this field is the same as the amount given in the field “Max. Billing Price” in the window Jobs.

Properties Island

Field	Description
Link Quantity for Cost and Sales	If this field is marked, quantities entered for cost and sales on each line are linked; that is, if the quantity for a cost on a line is changed, the quantity for sales on that line is changed accordingly. This also applies to cost and sales prices. However, marking this field will not affect already entered figures on the budget lines. If the field is not marked, cost and sales quantities are not linked, and any change made for one quantity is thus not reflected in another quantity.
Price Look-Up per Period Start	If this field is marked, the first date of the period in which a quantity or amount is entered or changed is used as the basis for the calculation of cost and sales prices for the period in question. The calculation is performed on the basis of the usual price calculation principles used in the Job Cost module. If the field is not marked, the calculation will be based on the price list valid per the planned starting date specified on the line or, if no such date has been specified, the calculation will be based on today’s date. The calculation is performed the first time the user enters a quantity in a period.
Job Budget Follows Periodic Job Budget	If you mark this field, the figures on the budget lines will be linked to the figures entered for the periods in this window; that is, the quantities, cost, and sales prices displayed on the regular budget lines will be equal to the sum of the quantities, cost, and sales prices specified for the corresponding fields in the periods in this window. In this connection you should note that Maconomy does not issue a warning before changing the amounts and quantities on the budget lines when this field is marked. Therefore, you should use this function with caution. The mark in this field is automatically removed when a budget line is created or if a figure in a field related to the regular budget is changed. By not marking this field, you can allocate quantities and prices to periods without having these changes reflected on the regular budget lines.

Budget Island

This island shows a job's total budgeted quantities, costs, and sales prices as well as calculated gross margins and gross margin percentages for the selected periods. The figures are displayed in the base currency of the company responsible for the job in question. The periods for which figures are to be displayed are selected in the leftmost column, in which you can choose among the period types month, quarter, half a year, and one year. The figures shown in the remaining part of this island are thus determined by the periods selected in this island and the quantities and prices specified for each period on each budget line in the table part of the window.

Field	Description
Period Length	In these fields, you can select the length of the periods as first specified in the above island Periods. A period can have the length of a month, a quarter, half a year, or one year. The starting and ending dates of the periods are determined by the fiscal year periods as defined in the window Fiscal Year in the system. The periods selected are displayed with an abbreviation of the period, such as "Jan. 02" (January 2002), or "Q1 03" (first quarter 2003). You can change the period of each of the six pop-up fields to have the island display the desired figures; that is, you can choose to see figures for a period of, for example, six months with one month per line, a period of three quarters and three months, or a period of six quarters. The time span for which you can choose to see periods is determined by the period specified in the island Periods; that is, if you have specified a time span covering eight months, you can thus only choose to see periods within those eight months.
Prior, Periods	This row shows the totals for all prior periods, that is, all quantities, prices, and margins budgeted on the current job budget before the first period selected in the leftmost column.
Future Periods	This row shows the totals for all later periods, that is, all quantities, prices and margins budgeted after the last period selected in the leftmost column.
Non-allocated	This row shows figures for the part of the budget totals which has not been allocated to a certain period.
Total	This row shows the total of the job's budgeted number of hours, costs, and billing prices specified in the table part of the window.
Hours	This column shows the number of employee hours regarding costs that have been estimated to be spent on the job. The figures displayed in this column depend on the period types selected in the leftmost column and the quantities entered for each period on each job budget line in the table part of the window. If you make changes to the cost quantities in the table part of the window or if you change one or more period types in the leftmost column from, for example, month to quarter, the figures in this column will change accordingly.
Man Days	copy to come
Cost	This column shows the budgeted costs of the job in the base currency of the job's responsible company. The figures displayed depend on the period types

Field	Description
	selected in the leftmost column and the cost prices entered for each period on each job budget line in the table part of the window. Note that the figures in this column are the sum of the costs of both time and amount activities specified in the table part of the window. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the costs shown in the column “Hours” will be zero.
Billing Price	This column shows the budgeted sales of the job in the base currency of the job’s responsible company. The figures displayed depend on the period types selected in the leftmost column and the sales prices entered for each period on each job budget line in the table part of the window.
GM	This column shows the job’s budgeted gross margin in the base currency of the company responsible for the job. Gross margin is calculated by subtracting the cost in the “Cost” field from the billing price in the field “Billing Price.”
GM %	This column shows the job’s budgeted gross margin percentage. Gross margin percentage is calculated as the gross margin percentage of the billing price displayed in the column “Billing Price.” Gross margin is shown in the column “GM.”

Reallocate Budget Island

Field	Description
New Starting Period	In these fields, you can specify a new period to apply to the display of figures in the island Budget. When you specify a new starting period in this field and select the function “Reallocate Budget” in the Action menu, Maconomy automatically reallocates the budget to start with the period specified in this field. The change will apply to both the periods displayed in the island Budget and the corresponding fields in the table part of the window.

Settling Company Island

Field	Description
Settling Company	This field shows the number and name of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter

Field	Description
	“Introduction to the G/L module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Description Island

Field	Description
Internal	In these three fields, you can view and edit the internal description of the job. The information is initially transferred from the window Jobs, but can be changed here.
Ref.	This is the reference from the field “Ref.” in the window Jobs.

Status Island

Field	Description
Submitted	This field displays whether the job budget has been submitted. The field is automatically marked when the action “Submit Budget” is selected. Note that as this window and the window Job Budgets are linked, this field will be selected if the current job budget has been submitted in the window Job Budgets, and vice versa.
Approved	This field displays whether the job budget has been approved. The field is automatically marked when the action “Approve Budget” is selected, and the mark is removed if the budget is reopened.
Reopened	This field displays whether the job budget has been reopened. The field is automatically marked when the action “Reopen Budget” is selected.
Reopened by	This field displays the name of the user who reopened the job budget.

Line Creation Island

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in the table part of the window. Every time you create a line, the value selected here will be selected on the new line, and you can then change it to something else. Please see the description of the field “Line Type” in the table part.

Budget Type Island

Field	Description
Show Budget	In this field, you choose the budget you wish to see. The budget lines are shown in the table, and the sums of the defined periods are displayed in the island Budget. When you open this window or browse through the different jobs in this window, you will see the budget of the type you looked at last.

Field	Description
	Each budget type has its own audit trail, which is displayed through a number in the field “Revision No.” in the island Revision. Previous revisions of each budget type can be viewed in the window Job Budget Revisions.
Current Budget	In this field, you choose which budget you are currently using for the job. It can be changed as long as you have not made any purchase orders or requisitions. The budget chosen here is regarded as the job’s overall budget elsewhere in Maconomy. Budget types are created in the window Popup Fields in the Set-Up module.
Forecast Budget	In this field, you choose the budget to be used as the current job’s forecast budget. In the forecast budget you can enter, for example, activities, cost, billing prices, and dates, and use these to evaluate potential jobs. Forecast budgets can be analyzed using the Analyzer report/report template Job Forecasts.
Planning Budget	In this field, you choose the budget to be used as the current job’s planning budget. The planning budget is used to register dates, employees, and items to give an overview of the expected use of these resources. Planning budgets can be analyzed using the Analyzer report/report template Planning Budgets. If the value in this field is changed, Maconomy checks the existence of any planning lines in the window Detailed Planning in the Resource Planning module which have been created on the basis of the previous planning budget. If there are no such lines, the planning budget for the job in question will be changed. If such planning lines exist, however, Maconomy will issue a warning indicating that all planning lines assigned to the current budget will be removed from the detailed planning. If the current planning budget belongs to a job for which one or both of the job parameter attributes “Duplicate lines (amount) on planning budget” or “Duplicate lines (time) on planning budget” have the value “No,” you can only change the budget type if the selected type does not contain more than one line with the same combination of activity and task. If you change the budget type, Maconomy will issue a warning, and any job progress entries and task progress entries are deleted for the job. The table part of the window Job Planning shows budget lines from the planning budget of the current job.

Quote Price, Curr. Island

Field	Description
Quote Price	This field displays the job’s quote price in the currency used on the current job. The amount derives from the field “Effective Quote Price” in the window Jobs, but can be edited in this field if the job status is “Quote” and the quote has not been approved in the window Quote Editing. Otherwise, the price can be changed in the table part of the window Quote Editing. For fixed-price jobs, the effective quote price can only be entered or changed in the window Quote Editing. For further information, please see the description of the window Quote Editing.

Customer Island

Field	Description
Customer	This field shows the number and name of the customer associated with the job (the ship-to customer).

Forecast Island

Field	Description
Probability %	In this field, you can enter the probability percentage rating for whether the current job, which is on quote, will result in an order. When the job is converted to an order, Maconomy will automatically change the value of this field to “100.” The value is this field is used in the Analyzer report/report template Job Forecasts to determine, for example, the expected profit on current jobs in quote.

Periods Island

Field	Description
Show	In these fields, you can specify a range of periods to be displayed in the island Budget and in the table part of the window. If, for example, you specify the period “1/2002 – 6/2002,” the leftmost column in the island Budget will display six lines, one for each month from January to June 2002. The periods displayed are determined by the way in which periods are set up in the window Fiscal Year in the G/L module.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the current job. The value is transferred from the island Company in the window Jobs and cannot be changed here.
Base Currency	This field shows the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Revision Island

Field	Description
Revision No.	This field displays the number of the current revision of the job budget. The number in this field is automatically changed when you make a new revision by selecting the action “New Revision” in the Action menu.
Remarks	In these fields, you can enter information about the current revision of the job budget. If a new revision of the budget is made, the contents of these fields will be removed, allowing you to enter remarks about the new revision of the budget.

Field	Description
	These fields are the only fields in the budget which are affected by the creation of a revision. The remarks can still be viewed in the window Job Budget Revisions.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	In this field, you can enter a text, which is attached to the activity on quotes and order confirmations. If you have specified an activity in the field “Activity No.,” Maconomy suggests the activity description from the field “Description” in the window Activities, but you can change it on the budget line. The original activity description is displayed in the field “Activity Name.”
Line Type	The functionality of this field is similar to that of the corresponding field “Line Type” in the table part of the window Job Budgets.
Act. No.	In this field, you enter the number of the activity for which you wish to make a budget estimate. When the activity has been entered, it cannot be changed. If you only enter “*,” the line is a summary line which creates a sub-total when the budget is printed using the Standard layout. You cannot budget on summary activities. You can enter more than one line for the same activity, but note that every job entry is registered to an activity and not to a budget line. If a job budget text from the window Activities has been assigned to one of the activities used in this window, the standard text will be transferred to the window Job Budget Texts. You can subsequently edit the text so that it fits each job budget line in the window Job Budget Texts. Note that if a job budget has been made for a job in the window Job Budgets, the lines from the job budget are automatically displayed in this window.
Prior, Quantity	This field shows the total number of quantities budgeted on periods on the budget line in question prior to the period displayed as the first period in the island Budget. If you have, for instance, allocated a total quantity of 100 hours on a number of periods applying to year 2001 on the line in question, and you change the view of the budget to display periods for the first six months of year 2002, this field will display a quantity of 100, as you have budgeted that number of hours on periods prior to the starting date of the new periods. If you change the view back to display figures for year 2001, this field will be empty, and the 100 hours budgeted will appear on the line as originally entered.

Field	Description
Prior, Quantity, Days	copy to come
Prior, Cost	This field shows the sum of the costs budgeted on periods on the budget line in question prior to the period displayed as the first period in the island Budget. The functionality is similar to that of the above field “Prior, Quantity.”
Prior, Sales Price	This field shows the sum of sales budgeted on periods on the budget line in question prior to the period displayed as the first period in the island Budget. The functionality is similar to that of the above field “Prior, Quantity.”
Future, Quantity	This field shows the total number of quantities budgeted on periods on the budget line in question subsequent to the period displayed as the last period in the island Budget. If you have, for instance, allocated a total quantity of 100 hours on a number of periods applying to year 2003 on the line in question, and you change the view of the budget to display periods for the first six months of year 2002, this field will display a quantity of 100, as you have budgeted that number of hours on periods after the ending date of the new periods. If you change the view back to display figures for year 2003, this field will be empty, and the 100 hours budgeted will appear on the line as originally entered.
Future, Quantity, Days	copy to come
Future, Cost	This field shows the sum of the costs budgeted on periods on the budget line in question subsequent to the period displayed as the last period in the island Budget. The functionality is similar to that of the above field “Future, Quantity.”
Future, Sales Price	This field shows the sum of sales budgeted on periods on the budget line in question prior to the period displayed as the first period in the island Budget. The functionality is similar to that of the above field “Future, Quantity.”
Non-alloc. Quantity	This field shows the line’s total number of budgeted quantities which have not yet been allocated to a period. The field is automatically updated by Maconomy if you enter a quantity in the field “Quantity” on the budget line. As quantities entered in the field “Quantity” are not split into periods, any such quantity entered is thus displayed in this field, allowing you to manually allocate the desired quantity to periods. If you allocate only part of the quantity displayed in this field to periods, this field displays the remaining quantity to be allocated. You do not have to allocate the entire quantity displayed in this field to periods.
Non-alloc. Cost	This field shows the total cost price budgeted on the line which has not yet been allocated to a period. The field is automatically updated by Maconomy when you enter a cost price in the field “Cost, Base” on the line, and when you allocate costs to periods. As amounts entered in the field “Cost, Base” are not split into periods, any such amount entered is thus displayed in this field, allowing you to manually allocate the desired amount to periods. If you

Field	Description
	allocate only part of the amount displayed in this field to periods, this field displays the remaining amount to be allocated. You do not have to allocate the entire amount displayed in this field to periods.
Non-alloc. Sales Price	This field shows the sum of budgeted sales on the line which has not yet been allocated to a period. The field is automatically updated by Maconomy when you enter a sales price in the field “Billing Price, Curr.” on the line, and when you allocate billing prices to periods. As amounts entered in the field “Billing Price, Curr.” are not split into periods, any such amount entered is thus displayed in this field, allowing you to manually allocate the desired amount to periods. If you allocate only part of the amount displayed in this field to periods, this field displays the remaining amount to be allocated. You do not have to allocate the entire amount displayed in this field to periods.
Empl. Cat. No.	The functionality of this field is similar to that of the corresponding field “Empl. Cat. No.” in the table part of the window Job Budgets.
Empl.	The functionality of this field is similar to that of the corresponding field “Empl.” in the table part of the window Job Budgets.
Quantity	The functionality of this field is similar to that of the corresponding field “Quantity” in the table part of the window Job Budgets.
Cost, Base	The functionality of this field is similar to that of the corresponding field “Cost, Base” in the table part of the window Job Budgets.
Billing Price, Curr.	The functionality of this field is similar to that of the corresponding field “Billing Price, Curr.” in the table part of the window Job Budgets.
Markup %	The functionality of this field is similar to that of the corresponding field “Markup %” in the table part of the window Job Budgets.
Total Cost, Base	The functionality of this field is similar to that of the corresponding field “Total Cost, Base” in the table part of the window Job Budgets.
Total Billing Price, Currency	The functionality of this field is similar to that of the corresponding field “Billing Price Total, Currency” in the table part of the window Job Budgets.
Cost Type	The functionality of this field is similar to that of the corresponding field “Cost Type” in the table part of the window Job Budgets.
Incl. in Fixed Price	The functionality of this field is similar to that of the corresponding field “Incl. in Fixed Price” in the table part of the window Job Budgets.
Planned Starting Date	The functionality of this field is similar to that of the corresponding field “Planned Starting Date” in the table part of the window Job Budgets.
Planned Ending Date	The functionality of this field is similar to that of the corresponding field “Planned Ending Date” in the table part of the window Job Budgets.

Field	Description
Deliv. Remarks	The functionality of this field is similar to that of the corresponding field “Deliv. Remarks” in the table part of the window Job Budgets.
Quantity Planned	The functionality of this field is similar to that of the corresponding field “Quantity Planned” in the table part of the window Job Budgets.
Net Cost, Base	This field displays a net cost for amount activities. This field is only used in Norwegian systems.
Tax Code	This field displays a G/L tax receivable code if the activity on the line is an amount activity.
Task	The functionality of this field is similar to that of the corresponding field “Task” in the table part of the window Job Budgets.
Task Description	The functionality of this field is similar to that of the corresponding field “Task Description” in the table part of the window Job Budgets.
Activity Name	The functionality of this field is similar to that of the corresponding field “Activity Name” in the table part of the window Job Budgets.
Empl. Cat. Name	The functionality of this field is similar to that of the corresponding field “Empl. Cat. Name” in the table part of the window Job Budgets.
Employee Name	The functionality of this field is similar to that of the corresponding field “Employee Name” in the table part of the window Job Budgets.
Job Budget Text	The functionality of this field is similar to that of the corresponding field “Job Budget Text” in the table part of the window Job Budgets.
Planned Starting Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the

Field	Description
	requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Ending Date	Enter the date you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.

Actions

This section shows the Actions available in the Periodic Job Budgets workspace.

Top Tab

Field	Description
Recalculate Budget	Use this action to recalculate the budget. Note that a large batch of tasks/ employees/dimensions on a budget may impact performance. Consider running this as a Scheduled Background Task so that it instead updates periodically. When you select this action, Maconomy recalculates prices on the job budget lines currently displayed. Maconomy uses the price lists valid per the date specified in the field “Planned Starting Date” on each job budget line, or, if no such date has been specified, today’s date. If the recalculated price is 0, any price specified on a budget line will not be overwritten. Moreover, you should note that if the field “Job Budget Follows Periodic Job Budget” has been marked, the figures specified in the periods on the relevant budget lines will also be recalculated when using this action. However, if the field “Job Budget Follows Periodic Job Budgets” has not been marked, regular figures and periodic figures are also recalculated, only the recalculation of the periodic figures is carried out independently of the recalculation of the regular budget figures.
New Revision	When you select this action, Maconomy creates a revision of the current job budget. You cannot create a revision of an approved budget; it must be reopened first. The previous revision is locked, and except for revision remarks and revision code it can no longer be changed. All previous revisions of the job budgets to which you have access can be viewed in the window Job Budget Revisions.
Submit Budget	When you select this action, the job budget currently displayed changes status to “Submitted.” This is a way of indicating that the budget is ready for approval. A job budget cannot be approved until it has been submitted. For more information about submitting and approving multiple job budgets at a time, please see the description of the window Approve Job Budgets. Only users for whom the field “Can Change Job Budget” in the window Actions in the Set-Up module is marked may submit job budgets.
Approve Budget	When you select this action, the job budget currently displayed is approved. You can only approve a budget if it has been submitted. On approval, Maconomy takes a “snapshot” of the budget, which can then be viewed in the window Job Budget Revisions. The job budget can then no longer be changed, except for the following fields: “Planned Starting Date,” “Planned Ending Date,” “Deliv. Remarks,” “Vendor,” “Your Reference,” “Create Sales Order,” “Selected,” “Purchase Order Currency,” and “Remarks 1-10.” These fields all have in common the fact that they are of no financial consequence for the job. If you want to change any other fields, you must first reopen the budget, and edit the new revision created as a result of the reopening.

Field	Description
	For further information about approving multiple job budgets at a time, please see the description of the window Approve Job Budgets. Only users for whom the field “Approve Job Budgets” in the window Actions in the Set-Up module is marked may approve job budgets. If the budget is of the type specified as the job’s planning budget, all new/changed skill requirements created in the window Job Planning or the window Skill Requirements in the Resource Planning module for budget lines on the current planning budget will be checked. If the employee specified on the planning line does not fulfill the new/changed skill requirements specified for the job budget line in question, a warning will be issued for each violation. In addition, the booking type specified on the lines of the planning budget will be copied to the detailed planning upon approval, so that the allocation type of each budget line will be transferred to its related detailed planning line. If the current job is a fixed-price job with overrun handling, and if “Budget” is selected as the basis for the fixed price on the job parameter attribute “Fixed-Price Budget,” a new fixed price can give rise to the creation, reduction, or increase of an overrun on the job when the budget is approved. This happens if already registered postings on the job before or after the approval of the budget have exceeded the fixed price. In this case, a job revenue recognition journal is created to be posted in the G/L module. For more information, see the description of the job parameter attribute Handling of Overruns: For this attribute, you can specify whether a job assigned this job parameter should handle overruns. An overrun occurs when the costs registered on a job exceed the agreed-to fixed price of the job. The “fixed price” of a time and material job can either be the budgeted billing price of the latest approved job budget or the approved quote price of the time and material job.
Reopen Budget	When you select this action, the job budget currently displayed is reopened. At the same time, Maconomy creates a revision. A “snapshot” of the budget as it looked in the previous revision can be seen in the window Job Budget Revisions. If fixed exchange rate information has been specified for the job in the window Job Price Information, and the information has changed since the budget was last submitted, Maconomy will recalculate the budget on the basis of the new currency information when the budget is reopened. The job budget must then be submitted before it can be approved again. For further information about submitting and approving multiple job budgets at a time, please see the description of the window Approve Job Budgets. Only users for whom the field “Reopen Job Budgets” in the window Actions in the Set-Up module is marked may reopen budgets.
Reallocate Budget	When you use this function, the budget displayed in the window is reallocated in accordance with the new starting period specified in the field “New First Period” in the island Reallocate in the card part of the window.

Field	Description
Transfer to Periodic Forecast	copy to come
Copy Budget From Template	This action copies the budget from the template job.

Periodic Forecasting Single Dialogs Workspace

Use this workspace to create periodic forecasts for your jobs and opportunities by distributing the budgeted revenue and costs across periods.

Regular job budgets do not provide information that indicates the time at which a budgeted task of, for example, 400 hours of consulting can be entered as costs or invoiced. By creating periodic forecasts in this workspace, you can analyze the expected distribution of revenue and costs. By combining forecasts for current jobs with forecasts for jobs in your pipeline or general expectations that are not attached to any specific jobs or sales cases, you are provided with a complete and clear picture of project cash flow and periodic fluctuations in terms of both finances and workload.

This workspace is only available if you have installed add-on 123: Portal Forecasting.

The Periodic Forecasting tab shows general information about a job and the budget totals from the job budget. The Totals island shows how the revenue and costs are budgeted in terms of hours and amounts, and also indicates the resulting gross margin. This island also shows the corresponding figures according to the periodic forecast entered in the Periodic Forecast Lines sub-tab. The deviations between the budgeted and forecasted figures are also displayed. Maconomy retrieves the budget totals from the budget type selected in the **Show Budget** field. This budget type is also assigned to the periodic forecast created in the Periodic Forecast Lines sub-tab, enabling you to create periodic forecasts for multiple budget types.

Use the Periodic Forecast Lines sub-tab to distribute the expected costs and number of hours across periods for different types of activities. In the Show Budget Figures island in the Periodic Forecasting tab, enter the starting month for which you want to distribute figures. The Periodic Forecast Lines sub-tab then displays a column for this month and the eleven following months, allowing you to enter costs, revenue, and hours for these months. You can only enter forecasting data for jobs where information such as country, currency, and company tax code is specified.

> **Note:** To edit job budgets and periodic forecasts, users must have access granted via the **Can Change Job Budget** field in the Actions workspace in the Set-Up module.

Periodic Forecast Lines Sub-Tab Structure

The Periodic Forecast Lines sub-tab displays forecast information in a hierarchical structure, allowing you to forecast at multiple detail levels. At the top level, this sub-tab is divided into five sections: Revenue, Cost, Hours, GM, and GM%.

The Revenue and Cost Sections

The header lines for the Revenue and Cost sections contain a number of sublines to enter forecast data for the individual periods. The section header lines display the totals from the associated sub-lines.

Time, Outlay, and Amount Totals

The Revenue and Cost sections both contain these subtotal lines:

- Time — Use to specify the revenue or cost expected for time activities in each period.
- Outlay — Use to specify the revenue expected for outlay activities
- Amount — Use to specify the revenue expected for amount activities.

These subtotal lines can contain sublines of their own, which include more detailed specification of the forecast as well as the sum of data entered on their sublines.

Each of the Time, Outlay, and Amount lines in the Revenue and Cost sections always contains a Default subline. Enter figures on a Default line in the same way as on all other sublines; these figures are then included in the total calculated on the Time, Outlay, or Amount line to which the Default line belongs. However, when you enter a figure directly on a Time, Outlay, or Amount subtotal line, Maconomy changes the Default line accordingly. This means that if you enter a figure on the Time subtotal line, increasing its value by 50, Maconomy increases the value on the Default line by 50. This ensures that figures on the sublines add up to the value on the Time subtotal line. The **Default Line** field in the Periodic Forecast Lines sub-tab always indicates which line in each section is the default line.

Example

The following figure shows an excerpt of the Revenue section of the sub-tab:

	Jan	**Feb**
Revenue	4250	5800
Amount	1250	
Default	1000	
External	250	
Time	3000	5800
Default	3000	5800

The Revenue header sums the Amount and Time subtotals (the Outlay subtotal is not included in the example). The Amount subtotal sums the values on its two sublines, Default and External, and the Time subtotal sums the values on its one subline, Default.

If you update the values on the two sublines under the Amount subtotal, the Amount subtotal and the Revenue header total reflect this change.

	Jan	**Feb**
Revenue	4450	5800
Amount	1450	
Default	1200	

External	250	
Time	3000	5800
Default	3000	5800

If you change the value directly on the Amount subtotal line, Maconomy adjusts the Default line accordingly. In this case, you write up the Amount total by 100, causing the value on the Default line to also be increased by 100. The Revenue header total immediately reflects this change.

	Jan	**Feb**
Revenue	4800	5800
Amount	1550	
Default	1300	
External	250	
Time	3000	5800
Default	3000	5800

Adding Extra Lines for Detailed Forecasting

Add extra lines for more detail in a forecast. Add extra lines at the lowest level or at the same level as the Default lines. Values that you enter on a manually added line are included in the subtotal as well as the totals calculated on higher levels.

The Hours Section

The header line Hours always contains the subline Default. Use this subline to enter the number of expected hours for a job within each period. The link between the Hours subtotal line and the Default line is the same as described for the Revenue and Cost sections.

You can either enter hours to indicate the resource requirements within each period, or as a means of calculating costs and revenue for time activities. If you do not select the **Revenue and Cost from Hours** field, you can only enter hours in the Hours section as additional information, and they will not affect the rest of the forecast.

However, if you select the **Revenue and Cost from Hours** field in the Periodic Forecasting tab, Maconomy automatically calculattes cost and revenue for time activities based on the number of hours that you enter and the cost and billing prices on the selected job budget.

Employee Category Prices

On manually created lines in the Hours section, you can enter an employee category. Select the **Revenue and Cost from Hours** field so that Maconomy calculates the revenue and cost using the employee category prices, allowing for a more accurate calculation.

The GM and GM% Sections

The Gross Margin and GM% header lines display the gross margin and gross ratio calculated from the figures on the Revenue and Cost header lines. You cannot manually change the values on these header lines or add new header lines.

Shifting the Forecast

If you need to shift an entire forecast to new periods because of a delayed project start, for example, enter a new starting period in the Reallocate Budget island and use the **Reallocate** action. This updates the values for all periods.

Periodic Forecasting Tab

This section includes the fields and descriptions for the Periodic Forecasting tab.

Job Island

Field	Description
Job	This field shows the number of the job to which the current forecast applies. If the forecast applies to an opportunity for which a budget has been created, this field shows the number of the temporary job assigned to the opportunity in question. This number corresponds to the number of the opportunity, preceded by an underscore. The value cannot be changed manually. For further information about the temporary jobs created for opportunities, see the introduction to the window Opportunity Budgets in the Contact Management module.
Include in Forecast	In this field, you can specify whether the current forecast should be included in forecast reports created using the Periodic Forecasting component in the Portal.

Show Budget Figures Island

Field	Description
Show from Period	In these fields, you can specify the starting month and year of the period for which you want to view and enter forecast figures. The first forecasting column in the table part will thus represent the month specified here, and the remaining forecast columns will represent the 11 following months. Please note that the period specified here only applies to the columns shown in the table part. The budget and forecast totals specified in the island Totals always show the full totals of the job, regardless of the periods currently shown.
Currency	In this field, you can choose whether the figures in the window should be displayed and entered in the base currency of the company of the job, in the currency of the job or in the enterprise currency. The amounts are automatically converted using the exchange rate table for sales. The currency in question is displayed next to the pop-up field.
Show Decimals	In this field, you can specify whether decimals should be displayed for the figures in the window. If you do not mark the field, figures are shown as whole figures, automatically rounded off.

Totals Island

This island contains three lines showing totals for the job budget, the forecast (the line “Periodic Budget”) and the deviations between the figures on the two first lines. A number of different totals

and calculations are shown in the columns of the island. This allows you to compare your forecasts to your budgets. The individual columns are described below.

Field	Description
Hours	This column shows the number of hours budgeted on time activities, the total number of hours forecasted in the Hours section of the table part, and the difference between the budgeted and forecasted number of hours.
Revenue	This column shows the budgeted revenue, the revenue forecasted in the Revenue section of the table part, and the difference between the budgeted and forecasted revenue.
Cost, Hours	This column shows the cost budgeted for time activities, the cost forecasted in the Time subsection of the Cost section of the table part, and the difference between the budgeted and forecasted figures.
Cost, Amount	This column shows the cost budgeted for amount activities, the cost forecasted in the Amount subsection of the Cost section of the table part, and the difference between the budgeted and forecasted figures.
Cost, Outlay	This column shows the cost budgeted for outlay activities, the cost forecasted in the Outlay subsection of the Cost section of the table part, and the difference between the budgeted and forecasted figures.
Gross Margin	This column shows the gross margin, calculated as the revenue less the figures in the “Cost, Hours,” “Cost Amount” and “Cost, Outlay” columns. On the Deviation line, the column shows the difference between the budgeted and forecasted gross margins for the budget and the forecast.
Gross Margin %	This column shows the gross margin percentage (gross ratio). For the budgeted and forecasted figures, this expresses the gross margin as a percentage of the revenue.

Budget Island

Field	Description
Show Budget	In this field, you choose the budget type for which you wish to forecast. The budgeted sums from the specified budget type are displayed in the island Totals, allowing you to compare the budgeted figures to the figures distributed across periods.

Customer Island

Field	Description
Customer	This field shows the number and name of the customer associated with the job (the ship to customer).

Reallocate Budget Island

Field	Description
New Starting Period	If you need to shift the forecast, for instance due to delayed project start, you can do so using these fields. Using this functionality, you can shift the entire forecast without having to reenter all of the figures. In the fields, you can specify the month and year to which the earliest figures currently forecasted should be shifted. When you select the action Reallocate, the earliest forecasted figures are moved to the specified month, and all other figures are moved the same number of months, thus keeping the intervals intact. When the forecast has been shifted, the period selection is automatically changed so that the first period shown in the table corresponds to the new starting period entered in these fields. Please note that the whole forecast is shifted not only the months currently displayed in the table part. This means that if you are currently viewing figures from June 2006 to May 2007, shifting the forecast will also cause figures before and after this interval to be shifted. No recalculation of amounts takes place when shifting the forecast. Example: The forecast currently looks as follows: Jan 06 | Feb 06 | Mar 06 | Apr 06 | May 06 | Jun 06 500 | 800 | 800 | | | 150 | | 100 | | | | | 250 | | | 50 | | | 50 | | | 90 | | 90 | | Due to a project delay, the forecast should be shifted two months. As the earliest figures are currently forecasted for January, you specify month 3 (March) and 2006 in this island and select the action “Reallocate Budget.” All figures in the table part are now shifted by two months, causing the table part to now look as follows. Jan 06 | Feb 06 | Mar 06 | Apr 06 | May 06 | Jun 06 | | 500 | 800 | 800 | | | 150 | | 100 | | | | | 250 | | | 50 | | | 50 | | | 50 | | 90

Automatic Calculations Island

Field	Description
Revenue and Cost from Hours	In this field, you can specify whether Maconomy should automatically calculate revenue and cost amounts from the number of hours entered in the Hours section of the table part. If you do not mark the field, entering a number of hours on a line in the Hours section of the table part will not affect the cost and revenue section. If you mark the field, entering a number of hours on a line in the Hours section of the table part will cause Maconomy to automatically calculate cost and revenue based on the number of hours entered. The calculation of cost and revenue is based on information in the job budget using the following method: No employee category on forecast line If no employee category is specified on the forecast line on which a number of hours is specified, Maconomy first finds the average cost for time activities in the job budget, and multiplies this number by the difference between the previous and new number of hours specified on the line. The result added to the value on the Default line in the Cost section for the column in question. As a result, the cost is written up or down according to the change in number of hours. The calculation of revenue is calculated using a similar method, however multiplying the number of hours by the average billing price for time activities in the budget, and copying the result to the Time header line in the revenue section. Employee category specified on forecast line If an employee category has been specified on the line on which a number of hours is entered, and the job budget contains a line with this employee category for the activity type for which a forecasting figure is entered, the difference between the previous and new number of hours is calculated and the existing cost price of the line is multiplied by the hours for a new total cost price. If an employee category has been specified on the line on which a number of hours is entered, but the job budget does not contain a line with this employee category, Maconomy finds the standard cost and billing price, respectively, for the employee category in question and multiplies it by the difference between the previous and new number of hours specified. If, however, job-specific billing prices are applied, the billing price will be taken from that list instead. The results are added to the value on the Default line in the cost and revenue sections, respectively.
Revenue from Cost	In this field, you can specify whether Maconomy should automatically calculate revenue amounts from costs entered in the Cost section of the table part. If you mark the field, revenue will automatically be calculated from costs entered in the Cost section of the table part. The revenue is calculated by means of a quotient corresponding to the ratio between the total cost and total revenue of the job budget for the activity type in question (amount, time or outlay). This quotient is multiplied by the specified cost, and the result is added to the value on the corresponding line in the Revenue section.

Field	Description
	Example: According to the budget, the total cost for amount activities on the job is 1000 USD and the total revenue for amount activities is 1600. Therefore, the ratio between the cost and revenue is 1.6 (1600 divided by 1000). If you specify 50 on the Amount line in the Cost section, Maconomy will multiply 50 by 1.6 and enter the result (80) in the same column on the Amount line in the revenue section. If you do not mark the field, entering an amount on a line in the cost section of the table part will not affect the revenue section.

Periodic Forecast Lines Sub-Tab

This section includes the fields and descriptions for the Periodic Forecast Lines sub-tab.

Field	Description
Description	In this field, you can enter a description of the current line. For pre-defined lines, you can only change the description on “Default” lines.
Empl. Cat. No.	In this field, you can select an employee category if the current line is in the Hours section of the table part. You cannot select an employee category on the Hours header line itself.
Period 1-12 (For instance Mar 2007)	In these fields, you can specify the amount or number of hours expected to incur for the current line in the period indicated by the column heading. The heading of each column depends on the period selected in the field “Show from Period” in the card part. This means that if the field “Show from Period” is set to March 2007, the heading of period 1 will be set to “Mar 2007,” period 2 will be set to “Apr 2007,” and so on. For further information about the effects of entering figures in the individual sections of the table part, see the section “Table Part Structure” in the introduction to this window.
Total Shown	This field shows the total amount or number of hours specified in the period columns currently viewed on the current line. Any figures entered for periods that are not currently viewed are not included. This means that if you are, for example, viewing the periods of March 2007 to February 2008, any figures entered for January 2007 will not be included in this total, as it is outside the period being viewed.
Job Total	This field shows the total amount or number of hours specified on the current line, regardless of the period being viewed. The figure thus includes both figures for the periods being viewed and for periods that are not currently viewed. This means that if you are, for example, viewing the periods of March 2007 to February 2008, any figures entered for January 2007 will also be included in this total.
Default	This field shows whether the current line is a default line automatically created by Maconomy. As mentioned in the introduction to this window, forecasts contain a number of default lines that cannot be deleted. This field is marked for these default lines. This allows you to see which lines are

Field	Description
	default lines, even if you have changed their description. For further information, see the section “The Revenue and Cost Sections” in the introduction to this window.
Forecast Popup 1-5	In these fields, you can select various information about the forecast as a further specification of its purpose or contents. You can choose from the options created for each field. The options are set up using the pop-up types “Forecast Popup 1-5” in the window Popup Fields.

Actions

This section shows the Actions available in the Periodic Forecasting workspace.

Top Tab

Field	Description
Reallocate	When you use this function, the budget displayed in the window is shifted in accordance with the new starting period specified in the island Reallocate Budget in the card part of the window. For further information, see the description of the field “New Starting Period.”
Copy Budget From Template	This action copies the budget from the template job.

Bottom Tab

Field	Description
Reallocate	When you use this function, the budget displayed in the window is shifted in accordance with the new starting period specified in the island Reallocate Budget in the card part of the window. For further information, see the description of the field “New Starting Period.”

Forecast Management Single Dialogs Workspace

Use this workspace to select a range of jobs and decide whether or not they should be included in the periodic budget on forecast reports.

The first time that you open this workspace, press **Enter** to activate the selection criteria for the jobs that you want to display. Subsequently, Maconomy remembers your specified selection criteria and shows them when you reopen the workspace.

In the Forecast Management tab, you can set up selection criteria to identify the jobs that should be shown in the Jobs sub-tab. The sub-tab displays a line for each job that matches the selection criteria, including information about each job. You can select or deselect the **Include in Forecast** field for each job.

Forecast Management Tab

This section includes the fields and descriptions for the Forecast Management tab.

Selection Criteria Island

Field	Description
Show lines	If this field is marked, the purchase order lines matching the criteria specified in the selection criteria will be shown in the table part of the window. Please note that Maconomy does not consider whether the lines are shown in the table part when you use the actions in the Action menu. The purchase order lines that match the selection criteria are affected by the functions regardless of whether they are shown in the table part.
Show jobs with opportunity budgets	In this field, you can specify whether the table part should include jobs for which an opportunity budget has been set up. For further information about opportunity budgets, see the window Opportunity Budgets in the Contact Management module.
Show jobs with job budgets	In this field, you can specify whether the table part should include jobs for which a job budget has been set up.
Budget Type	If you select a budget type in this field, only jobs using the selected budget type will be shown in the table part.
Job No.	In these fields, you can specify a range of job numbers. The table part will only include jobs whose number is within the specified range.
Status	In this field, you can select a job status (Quote or Order). If you select a status, the table part will only include jobs with the selected status.
Job Group	In this field, you can select a job group. If you select a job group, the table part will only include jobs belonging to the selected group.
Department No.	In this field, you can select a department. If you select a department, the table part will only include jobs assigned to the selected department.
Project Manager No.	In these fields, you can specify a range of employee numbers. The table part will only include jobs whose project manager is an employee whose number is within the specified range.
Sales Person No.	In these fields, you can specify a range of employee numbers. The table part will only include jobs whose sales representative is an employee whose number is within the specified range.
Customer Group	In this field, you can select a customer group. If you select a customer group, the table part will only include jobs assigned to customers within the selected group.
Customer No.	In these fields, you can specify a range of customer numbers. The table part will only include jobs assigned to customers with numbers within the specified range.

Field	Description
Responsible	In these fields, you can specify a range of employee numbers. The table part will only include jobs whose responsible is an employee whose number is within the specified range.
Company No.	In these fields, you can specify a range of company numbers. The table part will only include jobs assigned to a company whose number is within the specified range.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of location numbers. The table part will only include jobs assigned to a location whose number is within the specified range.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Show Figures Island

Field	Description
Budget	In this field, you can select a job budget type. The figures in the field “Forecasted” in the table part will be retrieved from the periodic forecast for the selected budget type.
Forecast Figure	In this field, you can select the type of figure to be shown in the field “Forecasted” in the table part. You can choose between various forecasted figures such as revenue, cost or gross margin.
Currency	In this field, you can specify the currency in which amounts in the field “Forecasted” in the table part should be shown.

Jobs Sub-Tab

This section includes the fields and descriptions for the Jobs sub-tab.

Field	Description
Job No.	This field shows the number of the job to which the current line pertains.
Job Name	This field shows the name of the job whose number is shown in the field “Job No.” above.
Include in Forecast	In this field, you can specify whether the forecast of the current job should be included in forecast reports created using the Periodic Forecasting component in the Portal.
Budget Origin	This field shows the origin of the budget associated with the job on the table line.
Forecasted	This field shows the job’s forecasted ###, depending on the value selected in the field “Forecast Figure” in the card part.
Currency	This field shows the currency in which any amount in the field “Forecasted” is shown.
Customer No.	This field shows the number of the customer of the job on the current line.
Customer name	This field shows the name of the customer whose number is shown in the field “Customer No.” above.
Project Manager No.	This field shows the number of the employee who is the project manager of the current job.
Project Manager Name	This field shows the name of the project manager of the current job, that is, the employee whose number is shown in the field “Project Manager No.” above.
Sales Rep. No.	This field shows the number of the employee who is the sales representative on the current job.
Sales Rep.	This field shows the name of the sales representative on the current job, that is, the employee whose number is shown in the field “Sales Rep. No.” above.
Company No.	This field shows the number of the company to which the current job is assigned.
Location	This field shows the number of the location to which the current job is assigned.
Entity	This field shows the number of the entity to which the current job is assigned.
Project	This field shows the number of the project to which the current job is assigned.

Field	Description
Purpose	This field shows the number of the purpose to which the current job is assigned.
Spec. 1-10	These fields show the spec. 1-10 values to which the current job is assigned.
Local Spec.1-10	These fields show the local spec. 1-10 values to which the current job is assigned.

Actions

This section shows the Actions available in the Forecast Management workspace.

Top Tab

Field	Description
Include All	This action will mark all lines in the table for inclusion in the forecast.
Exclude All	This action will mark all lines in the table for exclusion from the forecast.

Time Budgets Single Dialogs Workspace

Use this workspace to budget time activities for a given budget type. The Job Budget Lines sub-tab displays time-related lines.

If you are working with a project that includes many tasks and many employees, the number of budget lines can increase significantly because there is typically a line for each combination of task and employee. This makes it difficult to review the budget and can be cumbersome to work with.

You can estimate time in the Job Budget Lines sub-tab with a row for each task and columns for employees or employee categories, that is, a matrix style for time budgeting.

This functionality is mostly applicable to the Workspace Client, where the functionality is exposed in the Jobs workspace in the Budgeting section.

Time Budgets Tab

This section includes the fields and descriptions for the Time Budgets tab.

Job Island

Field	Description
Job No.	This field shows the job number.
Closed	This check box is selected if the job is closed.

Status Island

Field	Description
Submitted	The first field shows the user name of the person who submitted the budget, if it has been submitted. The second field shows the date on which it was submitted.
Approved	The first field shows the user name of the person who approved the budget, if it has been approved. The second field shows the date on which it was approved.
Reopened	The first field shows the user name of the person who reopened the budget, if it has been reopened. The second field shows the date on which it was reopened.

Budget Island

Field	Description
Budget Type	This field shows the type of the budget.
Revision No.	This field shows the budget's current revision number.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	Enter text for a description of the time budget line.
External Description	Enter text to be transferred to job quotes and used instead of the internal description on the time budget line.
Line Type	Select the line type: Sum/Text or Time. ▪ Sum/Text — If you select this value, you can use the current line as a text line, adding a line of text to the budget, or as a sum line. A sum line functions as grouping level when you use a work breakdown structure. In both cases, you cannot specify a reference to an activity or task on the line, and you cannot mark the line as a milestone. ▪ Time — If you select this value, Maconomy uses the current line to specify a time activity. The activity number changes to the activity that the Default Time Activity job parameter attribute of the Budgeting type specifies.
Remarks 1	Enter any additional information as remarks.
Task	Enter the task that is related to the time budget line. You cannot enter a task that overwrites the activity with an amount activity.

Field	Description
Task Description	This field shows the description of the task that is related to the time budget line.
Activity No.	Enter the activity number that is related to the time budget line. You can only enter time activities.
Activity Name	This field shows the name of the activity that is related to the time budget line.
Employee Category No.	This field shows the employee category number that is related to the budget line.
Employee No.	This field shows the employee number that is related to the budget line.
Quantity	This field shows the total quantity on the budget line. If you selected Time Budget in Days for the job, this quantity appears in days; otherwise, it is the number of hours. If you change this value, the value of the field Not Allocated also changes.
Quantity, Days	This field only applies to time activities. The field shows the number of days budgeted for the current job budget line.
Planned Starting Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace.

Field	Description
	When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Ending Date	Enter the date you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.

Amount Budgets Single Dialogs Workspace

Use this workspace to estimate amount activities for a given budget type.

The Job Budget Lines sub-tab displays amount-related lines and is identical to the Job Budgets workspace, except for the fields that are related to lines with time activities.

Amount Budgets Tab

This section includes the fields and descriptions for the Amount Budgets tab.

Job Island

Field	Description
Job No.	This field displays the job number.
Closed	This check box is selected if the job is closed.

Budget Island

Field	Description
Budget Type	This field displays the budget type.
Revision No.	This field displays the current revision number of the budget.

Status Island

Field	Description
Submitted	This field displays the name of the user who submitted and the submission date, if the budget has been submitted.
Approved	This field displays the name of the user who approved and the approval date, if the budget has been approved.
Reopened	This field displays the name of the user who reopened and the reopening date, if the budget has been reopened.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	Enter text for a description of the amount budget line.
Line Type	Select the type of the current job budget line. This field must have a value. In the card part, the Default Line Type field in the Line Creation island defines the default value of this field; this value is automatically suggested when you create the line. You can select a different value. Values are:

Field	Description
	▪ Outlay — If you select this value, Maconomy uses the current line to specify an outlay activity. The activity number changes to the activity that the Default Outlay Activity job parameter attribute of the type Budgeting specifies. ▪ Sum/Text — If you select this value, you can use the current line as a text line, adding a line of text to the budget, or as a sum line. A sum line functions as grouping level when you use a work breakdown structure. In both cases, you cannot specify a reference to an activity or task on the line, and you cannot mark the line as a milestone.
Task	Enter the task that is related to the amount budget line.
Quantity	Enter the budgeted quantity for the line.
Activity No.	Enter the activity number that is related to the amount budget line. You can only enter amount activities.
Cost, Base	Enter the budgeted cost of the job in the job's base currency. Maconomy converts the amount to the job's currency using the sales currency table. If you specified fixed exchange rate information for the job, Maconomy uses the exchange rate table specified in the Job Price Information window. Otherwise, Maconomy uses the exchange rate table from the System Information window in the Set-Up module.
Billing Price, Curr.	Enter the budgeted billing price in the job's currency of one unit of the activity on the budget line.
Markup %	If you have access to cost information, this field displays the markup percentage. Otherwise, it displays 0. You can edit this value if the budget is open and your access privileges allow you to change cost prices.
Line Specific Billing Price	If the current job is set up for price control from budgets, this field indicates if the billing price differs from the price originally derived from the employee category on the current line. If the line is not marked, the price is the original price. If you change the billing price (for time activities) or markup percentage (for amount activities) on the line, Maconomy marks the field, and the underlying job specific price list line is updated. You can mark the field manually to specify that the current price is just the price you want, and that changes in the Employee Category Prices island should not be reflected on this line. If you mark the field on the only line in the budget referring to a certain employee category, Maconomy removes the employee category in question from the Employee Category Prices island. If you remove the mark, Maconomy replaces the current billing price with the original price from the employee category, and the employee category appears in the Employee Category Prices island (if it was not there already).

Field	Description
	If prices are not controlled from the budget, or if the current budget type is not the price controlling budget type, this field is always unmarked.
Total Cost, Base	This field displays the total estimated cost in base currency for the budget line. Maconomy calculates the total cost by multiplying the number in the Quantity field by the cost per piece in the Cost field. You can also choose to enter a total in this field. Maconomy then calculates the unit price in the field Cost, Base as the total cost price divided by the figure in the Quantity field. If you do not have access to see cost information, as specified in the Actions window in the Set-Up module, this field displays 0, and you cannot change the value.
Total Billing Price, Currency	This field displays the budget lines total budgeted billing price in the job currency. Maconomy calculates the total billing price by multiplying the number in the Quantity field by the billing price per piece in the Billing Price, Currency field. Billing prices are totaled in the card part of the window, and Maconomy alerts you if the grand total exceeds the billing price budget limit, which is entered in the Limit field in the Budget island.
Purchase Currency	In this field, you can select a currency. Depending on whether you have entered the cost in base currency or in another currency, the value is calculated in the Cost, Base field or in the Cost, Purchase Currency field by means of this currency. If another currency is subsequently selected, the value in the Cost, Purchase Currency field is then recalculated. If the job budget is structured hierarchically, selecting a purchase currency on a group header line makes it possible to see the total purchase amount for the subordinate lines in a specific currency.
Cost, Purchase Currency	Enter the cost in the currency selected in the Purchase Currency field. If you enter a value here, Maconomy calculates the value in the Cost, Base field. If you enter a value in the Cost, Base field, Maconomy displays the calculated cost in this field. You cannot enter values in both of these fields at the same time. If the “Update prices upon dimension change” system parameter was marked, Maconomy updates the price in this field when certain key information on the line is changed, such as the activity, employee, or dimension values. If you do not have access to see cost information, as specified in the Actions window in the Set-Up module, this field displays 0, and you cannot change the value. Maconomy multiplies the cost in this field by the value in the Quantity field, so that the total cost is calculated in the Total Cost, Purchase Currency field. If purchase order lines have been created from the current line, and you decrease the amount in this field, Maconomy checks whether the new amount causes budget violations according to the rules set up in the job parameter attributes Limit Purchase Amount to Budget; Limit Purchase on Sum or Line Level; Limit Purchase, Currency Margin; and Limit Purchase,

Field	Description
	Percentage Margin for the job. If the change causes a budget violation, Maconomy displays an error message.
Total Cost, Purchase Currency	This field displays the total budgeted cost in the current job's currency. Maconomy calculates the total cost price by multiplying the value of the Quantity field by the cost per unit in the Cost, Purchase Currency field. You can also choose to enter a value in this field. Maconomy then calculates the unit price in the Cost, Purchase Currency field as the total cost price divided by the value in the Quantity field. If you do not have access to see cost information, as specified in the Actions window in the Set-Up module, this field displays 0, and cannot change the value.
Billing Price, Purchase Currency	Use this field to enter the billing price in another currency than the job's currency. Maconomy uses the currency specified in the Purchase Currency field for converting the amount to the job currency, using the current exchange rate table for purchase at the time of entry. If you change the currency later, Maconomy recalculates the value of this field.
Total Billing Price, Purchase Currency	This field displays the total sales price in purchase currency, that is, the Billing Price, Purchase Currency field multiplied by the number in the Quantity field.
Cost Type	This field displays the cost type selected for the current activity in the Activities window: Turnover or Outlays. Maconomy deducts the sum of activities of the type Outlays from the calculation of the gross margin percentage of a job.
Incl. in Fixed Price	Select this check box to include the entry that applies to the line in the fixed price of a job. The set-up of the job determines whether or not this field is automatically selected when a line is created. You can select or deselect this field manually. If a fixed-price job or a time-and-material job is assigned the job parameter attribute "Fixed Price Basis with the value Budget, the value of this field determines which budget lines are included in the fixed quote price of a job and which entries are not included in the fixed quote price of a job.
Deliv. Remarks	Enter delivery remarks to be used in connection with the delivery of the items.
Billing Price, Base	This field displays the amount from the Billing Price, Currency field on the current budget line converted to the base currency.
Total Billing Price, Base	This field displays the amount from the Billing Price Total, Currency field on the current budget line converted to the base currency.

Field	Description
Standard Billing Price, Base	This field displays the standard billing price per unit in the base currency of the company. If you change the value in the Billing Price, Purchase Currency field or the Billing Price, Currency field, this value can only change if the standard billing price is calculated as a standard markup percentage.
Total Standard Billing Price, Base	This field displays the total standard billing price of the current budget entry in the base currency of the company.
Vendor	Enter the number of a vendor if the activity on the budget line is an amount activity. Maconomy verifies that the vendor exists in the Accounts Payable module. This field is used to select which vendor does any external work for you in connection with the job. If you enter a number, Maconomy automatically marks the field Selected, and when you remove the number, the mark is removed. When you select Create Requisitions or Create Purchase Order in the Action menu, Maconomy automatically creates a requisition or purchase order to correspond to the budget line. You can edit the requisition or purchase order in the Requisition and Purchase Orders windows, respectively, in the Accounts Payable module. When you create a purchase order from a budget line, the purchase order number is displayed in the Last Purchase Order No. field on the budget line. If you assign items to a job budget line in the Job Budget Item Lines window on which this field has a value, Maconomy retrieves the item's budgeted cost from the vendor's purchase price list. This requires that there is a purchase price list for the vendor and that the item is in that list. However, Maconomy only retrieves prices when creating purchase orders, not requisitions.
Vendor Name	This field displays the first line of the name of the vendor whose number is entered in the Vendor field. You cannot change the name here.
Your Reference	Enter the reference person used on purchase orders that are created from the current budget line. You can only enter a reference person if the field Cust. No. has a value. When you enter or change the value of the Cust. No. field, Maconomy transfers the value from the corresponding field on the vendor information card with the current vendor number. You can then manually change the field value. Maconomy transfers the contact person to the corresponding field on purchase orders that are created when you use the action Create Purchase Orders.
Create Sales Order	Select this check box to have Maconomy create sales order lines for items and text lines that are assigned to the budget line in the Job Budget Item Lines window when you use the Transfer to Sales Order action. You can only select this check box if the activity is an amount activity. You can edit and process the sales order lines processed in the Sales Orders window in the Sales Orders module.

Field	Description
Selected	Select this check box to have Maconomy create a requisition or purchase order line for the budget line when you use the Create Requisitions or Create Purchase Orders action, respectively. You can only select this check box if the activity is an amount activity and if you entered a vendor number on the line. You can edit and process requisitions and purchase orders that you create here in the Requisitions and Purchase Orders windows, respectively, in the Accounts Payable module.
Currency, Purchase Creation	Select the currency to transfer to requisitions and purchase orders that are created based on the budget line. If you do not select this check box, Maconomy uses the currency that you specified on the vendor's information card. When you create a requisition or purchase order, Maconomy changes the value in this field from blank to the vendor's currency.
Number of Purchase Orders	This field displays the number of purchase orders that have been made based on this budget line, regardless of the method you used to create the purchase orders. You can create purchase orders on the basis of a budget line by using the Create Purchase Order action when the field Selected is marked on the line in question. You can repeat this any number of times to create multiple purchase orders. You can also create purchase orders by creating a purchase order from a requisition that was created on the basis of the line or by converting a request to quote assigned to a requisition based on the budget line to a purchase order.
Number of Requisitions	This field displays the number requisitions that have been made based on this budget line. You can create requisitions on the basis of a budget line by using the Create Requisition action when the Selected field is marked on the line in question. You can repeat this any number of times to create multiple requisitions.
Last Purchase Order No.	This field displays the number of the last purchase order that was created based on the current line, regardless of the method that you use to create the purchase order. You can create purchase orders based on a budget line by using the Create Purchase Order action when the Selected field is marked on the line in question, or by creating a purchase order from a requisition that was created based on the line. You can also create purchase orders by converting a request to quote assigned to a requisition based on the budget line to a purchase order. Note that purchase orders that you create in the Purchase Orders window in the Accounts Payable module and manually assign to a job there are not displayed in this field. If the last purchase order is deleted, this field is blank.
Purchase Order Total	This field displays the sum of the purchase order lines that you created based on the budget line. When you create a purchase order based on the current budget line, Maconomy calculates the sum of this purchase order line as the total budgeted cost on the budget line sum less the sum of previously created purchase order lines. If this is a negative amount, the amount on the purchase order line is set at 0.

Field	Description
Exec. Company No.	This field displays the number of the company that is performing out the specified activity. You cannot change the value of this field.
Exec. Company Name	This field displays the executing company's name.
Location	Enter a value for the dimension Location. If you do not manually enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value the System Parameters window in the Set-Up module. If the "Update prices upon dimension change" system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the Line Specific Billing Price field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the "Update prices upon dimension change" system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the Recalculate Job Budget action.
Entity	Enter a value for the dimension Entity. If you do not manually enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value the System Parameters window in the Set-Up module. If the "Update prices upon dimension change" system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the "Line Specific Billing Price" field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the "Update prices upon dimension change" system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To

Field	Description
	recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Project	Enter a value for the dimension Project. If you do not manually enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Purpose	Enter a value for the dimension Purpose. If you do not manually enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Spec. 1 – 3	Enter a value for the dimensions Spec. 1 - 3. If you do not manually enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However,

Field	Description
	Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Local Spec. 1 – 3	Enter a value for the dimensions Local Spec. 1 - 3. If you do not manually enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Net Cost, Base	Enter the budgeted net cost of the job in the job’s base currency.
Tax Code	This field displays a G/L tax receivable code if the activity on the line is an amount activity.
Activity Name	This field displays the text defined for the current activity. Maconomy suggests this text as entry text when you create a line in this window. You

Field	Description
	can change the entry text; it is then displayed in the Description field in the table part of the window.
Task Description	This field displays the text defined for the current task, if you entered a description in the Task field.
Job Budget Text	This field displays whether text lines are assigned to the current line. You can assign text lines to a job budget line in the Job Budget Texts window.
Standard Billing Price, Currency	This field displays the standard billing price per unit in the job's currency. If the "Update prices upon dimension change" system parameter is marked, Maconomy updates the price in this field when you change certain key information on the line, such as the activity, employee, or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the "Update prices upon dimension change" system parameter. If the system parameter is not marked, and you want to ensure that all prices reflect the current set-up of the budget lines, use the "Recalculate Job Budget" action.
Total Standard Billing Price, Currency	This field displays the standard billing price per unit in the job's currency. If the "Update prices upon dimension change" system parameter is marked, Maconomy updates the price in this field when you change certain key information on the line, such as the activity, employee, or dimension values. For further information on this and for a complete list of the fields that cause the price to be updated, see the description of the "Update prices upon dimension change" system parameter. If the system parameter is not marked, and you want to ensure that all prices reflect the current set-up of the budget lines, use the "Recalculate Job Budget" action.
Remarks 1-10	Use these fields, to assign remarks to the current job budget line. These remarks are for information only and can be used in reports.
Planned Start Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At

Field	Description
	the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned End Date	Enter the date on which you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	Enter the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Quantity Planned	This field displays the number of hours that have been planned so far for the job budget line in question in the Detailed Planning window in the Resource Planning module.
Changed in Revision No.	This field displays the number of the job budget revision in which the current line was last changed.

Actions

This section shows the Actions available in the Amount Budgets workspace.

Top Tab

Field	Description
Create Requisitions	When you use this action, Maconomy automatically creates requisitions for those amount activities in the job budget that have a vendor number and for which the field Selected is selected. A requisition is an internal request for the approval of purchase of services. This means that you can use this action to create requisitions that the person or department responsible for approving purchases can evaluate and approve, and this person or department can then, based on the input from the requisition, place the necessary orders with the relevant suppliers by means of a purchase order. You can only use this action if the budget displayed in the window is the current one, and if the job in question has not been blocked. Maconomy creates a requisition for each combination of vendor and purchase order currency specified on the marked lines, and each of the requisitions is assigned to a separate, new purchase process (see Purchase Processes in the A/P module). Maconomy uses the earliest date in the Planned Starting Date field on lines that have the same combination of vendor and currency as the preferred delivery date in the card part of the resulting requisition. If there is no planned date, Maconomy uses today's date. You can edit requisitions in the Requisitions window in the Accounts Payable module. When you create requisitions, Maconomy updates the Number of Requisitions field on the budget lines. Maconomy retrieves information such as payment terms and delivery mode from the vendor information card in the A/P module. Maconomy takes the currency of each requisition from the Currency, Purchase Creation field on the budget lines resulting in the requisition in question. If this field is blank, Maconomy takes the currency from the vendor's information card. If you specified fixed exchange rate information for the job in the Job Price Information window, Maconomy applies the specified fixed exchange rate information, but only if the Fixed exchange rates in budgets only system parameter is not marked. If you assigned texts to the job budget lines in the Job Budget Texts window, and if you selected the Text Lines for Purchase field in the Job Information window, Maconomy transfers the texts to the relevant purchase orders.
Create Purchase Orders	When you use this action, Maconomy automatically creates purchase orders for those amount activities in the job budget that have a vendor number and for which the Selected field is selected. A purchase order is an order for the vendor service described by the budget line's amount activity. The amount on the purchase order line is the cost sum on the budget line less the sum of previously created purchase order lines. If this amount is negative, the amount on the purchase order line is 0. You can only use this action if the budget

Field	Description
	shown in the window is the current one, and if the job in question has not been blocked. Maconomy checks that none of the lines selected for purchase order creation causes budget violations according to the rules set up in the Limit Purchase Amount to Budget; Limit Purchase on Sum or Line Level; Limit Purchase, Currency Margin; and Limit Purchase, Percentage Margin job parameter attribute for the job. If just one line causes a budget violation, the action is cancelled for all lines, including lines that do not cause any budget violations. Budget violations can occur if purchase orders already exist for the lines, and the new purchases combined with existing purchases cause the budgeted amount to be exceeded. For further information, see the descriptions of these attributes in the Budgeting job parameter. Maconomy creates a purchase order for each combination of vendor and purchase order currency specified on the marked lines, and Maconomy assigns each of the purchase orders to a separate, new purchase process (see Purchase Processes in the A/P module). Maconomy uses the earliest date in the Planned Starting Date field on lines that have the same combination of vendor and currency as the preferred delivery date in the card part of the resulting purchase order. If there is no planned date, Maconomy uses today's date. You can edit purchase orders in the Purchase Orders window in the Accounts Payable module. When you create purchase orders, Maconomy updates the Number of Purchase Orders and Purchase Order Total fields on the budget lines. Maconomy then displays the purchase order number in the Last Purchase Order No. field on every budget line. Maconomy retrieves information such as payment terms and delivery mode from the vendor information card in the A/P module. Maconomy takes the currency of each purchase order is taken from the Currency, Purchase Creation field on the budget lines, resulting in the purchase order in question. If this field is blank, Maconomy takes the currency from the vendor's information card. If you specified fixed exchange rate information for the job in the Job Price Information window, Maconomy applies the specified fixed exchange rate information, but only if the Fixed exchange rates in budgets only system parameter is not marked. If you assigned texts to the job budget lines in the Job Budget Texts window, and if you marked the Text Lines for Purchase field in the Job Information window, Maconomy transfers the texts to the relevant purchase orders.
Transfer to Sales Order	When you use this action, Maconomy automatically creates sales order lines for job budget item lines, which are assigned to job budget lines marked in the Create Sales Order field. Maconomy also transfers text lines that you created in the Job Budget Item Lines window. If you previously created a sales order line for a job budget item line, Maconomy does not process it again. Maconomy adds the order lines to a sales order for the job. If such an order does not exist, Maconomy automatically creates a sales order for the job with

Field	Description
	the Invoice in Job Cost field selected. If there is more than one order assigned to the job, Maconomy chooses the order with the highest order number. If you selected the New Order when Transf. to Sales field in the System Information window in the Set-Up module, Maconomy always creates an order when you use the action Transfer to Sales Order. When you create sales order lines on the basis of job budget item lines, Maconomy copies the budgeted billing price to the order line. If you want Maconomy to recalculate this price before it is transferred, use the Recalculate Prices action in the Job Budget Item Lines window. You cannot select this action if the current job has been closed. However, you can reopen a job using the Reopen Job action in the window Jobs.

Job Budget Time Details Single Dialogs Workspace

Use this workspace to view the price breakdown for a given budget time line.

When you add hours in the budget matrix, Maconomy creates lines in this workspace. You can adjust details about the hours and prices.

Job Budget Time Details Tab

This section includes the fields and descriptions for the Job Budget Time Details tab.

Job Budget Island

Field	Description
Job Number	This field shows the job number and name.
Budget Type	This field shows the budget type.
Revision No.	This field shows the revision number of the job budget to which the current job budget line pertains. You can only create or change job budget texts in the latest revision of the job budget.

Budget Line Island

Field	Description
Description	This field shows a description for the budget line.
Remarks 1	This field shows any remark for the budget line.
Task	This field shows the task that is on the budget line.

Field	Description
Activity No.	This field shows the number of the activity that is on the budget line.

Time Budget Resources Sub-Tab

This section includes the fields and descriptions for the Time Budget Resources sub-tab.

Field	Description
Heading	This field shows the heading for the time estimate category entered in the time estimate categories window.
Employee Category No.	This field shows the employee category number.
Employee Category Name	This field shows the employee category name associated with the employee category number shown above. Employee No. This field shows the employee number.
Employee Name	This field shows the name of the employee associated with the employee number.
Quantity	This field shows the budgeted quantity for the line
Cost, Base	This field contains the expected cost of the job in base currency at the time when the revision was created.
Markup %	If you have access to cost information, this field shows the markup percentage. Otherwise, it shows 0.
Billing Price, Currency	This field contains the expected billing price of the job in base currency at the time when the revision was created.
Billing Price, Base	This field shows the billing price of the job budget line in the base currency. It is the sum of the billing prices on the item lines in the window. It cannot be changed here.
Total Cost, Base	This field shows the total cost of the current job budget item line in base currency. The total cost is calculated as the cost multiplied by the value in the field “Quantity” specified on the line.
Total Billing Price, Currency	This field shows the budget line’s total budgeted billing price in the job currency.
Total Billing Price, Base	This field displays the amount from the Billing Price Total, Currency field on the current budget line converted to the base currency.

Field	Description
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job
Standard Total Billing Price, Currency	This field shows the total standard billing price in job currency.
Standard Billing Price, Base	This field shows the total budgeted standard billing prices in the company's base currency at the time when the revision was created.
Standard Total Billing Price, Base	This field shows the total standard billing price in job base currency.
Quantity, Days	This field only applies to time activities. The field shows the number of days budgeted for the current job budget line.
Cost Per Day, Base	If you have access to cost information, this field shows the cost price per day in base currency. Otherwise, it shows 0. You can edit this value if the budget is open, and your access privileges allow you to change cost prices.
Billing Price Per Day, Currency	This field only applies to time activities. The field shows the billing price per day budgeted for the current job budget line. The value is based on the value in the field "Billing Price, Currency" above and the number of hours per man day specified for the job in the field "Hours per Man Day" in the window "Jobs."
Billing Price per Day, Base	This field only applies to time activities. The field shows the billing price per day budgeted for the current job budget line. The value is based on the value in the field "Billing Price, Base" above and the number of hours per man day specified for the job in the field "Hours per Man Day" in the window "Jobs."
Standard Billing Price Per Day, Currency	This field only applies to time activities. The field shows the standard billing price per day per unit in the currency of the job. The value is based on the value in the field "Standard Billing Price, Currency" above and the number of hours per man day specified for the job in the field "Hours per Man Day" in the window "Jobs."
Standard Billing Price Per Day, Base	This field only applies to time activities. The field shows the standard billing price per day per unit in the base currency of the job. The value is based on the value in the field "Standard Billing Price, Currency" above and the number of hours per man day specified for the job in the field "Hours per Man Day" in the window "Jobs."

Time Budget Resources Single Dialogs Workspace

Use this workspace to predefine employee and/or employee category resources that can be budgeted hours in the Job Budget Time Details workspace for the job.

Time Budget Resources Tab

This section includes the fields and descriptions for the Time Budget Resources tab.

Job Island

Field	Description
Job	This field shows the job number and name.
Closed	If this field is marked, the job was closed at the time when the revision was created.

Time Budget Resources Sub-Tab

This section includes the fields and descriptions for the Time Budget Resources sub-tab.

Field	Description
Employee Category No.	Enter an employee category number to be displayed in the Time Estimating window. You can specify a combination of employee and employee category only once. You can only change the employee category if the time budget category is not used in the latest revision of any budget. If you selected the system parameter Empl. Cat. On job budgets required, you must provide a value for the Employee Category field.
Empl. Cat. Name	This field shows the employee category name that is associated with this employee category number.
Employee No.	Enter the number of an employee to be displayed in the Time Estimating window. If you entered an employee category, you can only enter employee numbers for those employees who have that employee category. You can only change the employee number if the time budget category is not used in the latest revision of any budget. If you did not enter an employee category, you must enter an employee number.
Empl. Name	This field shows the employee's name.

Field	Description
Heading	This field shows the title that is displayed in the Time Estimate Window. The default title is constructed from the employee category name and the employee name. You can edit this value.

Actions

This section shows the Actions available in the Time Budget Resources workspace.

Top Tab

Field	Description
Copy resources from Job Employees	Use this action to create a category for each employee specified in the Employee Control window.

Job Budget Line Resource Allocations Workspace

Use this workspace to view the allocated hours of employees assigned to a budget line.

When working with the People Planner integration, you can populate planning budgets with resource allocations, which can be viewed here. All fields are read-only when lines for a planning budget.

However, if you are working on a non-planning budget type, you can change, add, or delete the data in the Resource Allocations sub-tab. You can also select different periods.

Job Budget Line Tab

This section includes the fields and descriptions for the Job Budget Line tab.

Job Budget Island

Field	Description
Job Number	Copy to come.
Budget Type	Copy to come.
Revision Number	Copy to come.

Line Island

Field	Description
Task	Copy to come.

Field	Description
Activity Number	Copy to come.
Activity Type	Copy to come.
Line Type	Copy to come.
Description	Copy to come.
Line Number	Copy to come.

Resource Allocations, Hours Sub-Tab

This section includes the fields and descriptions for the Resource Allocations, Hours sub-tab.

Field	Description
Employee Number	This field shows the employee number If you are working on a non-planning budget type, you can edit this field. This is a mandatory field on time activities.
Employee	This field shows the employee's name. If you are working on a non-planning budget type, you can edit this field. This is a mandatory field on time activities.
Prior Hours	This field shows the total hours for all prior periods budgeted on the current job budget before the current period.
[Month], Hours	These fields display the months in the current period and how many hours are allocated per month. If you are working on a non-planning budget type, you can modify the hours on each line.
Future Hours	This field shows the total hours for all later periods budgeted on the current job budget after the current period.

Cost Sub-Tab

This section includes the fields and descriptions for the Cost sub-tab.

Field	Description
Employee Number	This field shows the employee number If you are working on a non-planning budget type, you can edit this field. This is a mandatory field on time activities.

Field	Description
Employee	This field shows the employee's name. If you are working on a non-planning budget type, you can edit this field. This is a mandatory field on time activities.
Prior Total Cost	This field shows the total cost for all prior periods budgeted on the current job budget before the current period.
[Month], Cost	These fields display the months in the current period and the cost allocated for each month. If you are working on a non-planning budget type, you can modify the cost on each line.
Future Total Cost	This field shows the total costs for all later periods budgeted after the current period.

Actions

This section includes the Actions available in the Job Budget Line Resource Allocations workspace.

Sub-Tab Actions

Field	Description
Add Job Budget Line Resource	Use this action to create a budget line. This is available only on lines in a non-planning budget.
Delete Job Budget Line Resource	Use this action to delete a budget line. This is available only on lines in a non-planning budget.
Choose Period	Use this action to select a different period. In the wizard that opens, you can select the month and year from which the period should start.

Job Budget Texts Single Dialogs Workspace

Use this workspace to assign a number of text lines to a job budget line.

If you select the **Text Lines for Purchase** field in the Job Information workspace, Maconomy transfers these lines to requisitions and purchase orders that you create in the Job Budgets workspace using the Create Requisitions and **Create Purchase Orders** actions, respectively. If you select the **Incl. Text Lines** field in the Quote island of the invoice layout rule that you assigned to the current job, Maconomy transfers the lines to the Quote Editing workspace when you use the **Transfer to Quote** and **Print Quote** actions in the Job Budgets workspace.

You can assign job budget texts to the latest revisions of a job budget that you have not yet approved. If you assign texts to a submitted budget, Maconomy displays a warning. If you continue, the budget status changes to Not Submitted.

To save time entering data, you can create standard texts in the Standard Job Budget Texts workspace. Retrieve these texts if you have not entered texts for a budget line, and edit the standard text to fit the budget line.

Job Budget Texts Tab

This section includes the fields and descriptions for the Job Budget Texts tab.

Budget Line Island

Field	Description
Job	This field shows the number and name of the budget the job budget line belongs to. You cannot change it here.
Budget Type	This field shows the budget type of the job budget.
Revision No.	This field shows the revision number of the job budget to which the current job budget line pertains. You can only create or change job budget texts in the latest revision of the job budget.
Line No.	This field shows the line number in the job budget. If the job budget is arranged hierarchically, the line number indicates the position of the line in the hierarchy using a decimal separated number, for instance 1.7 or 2.5.3.
Description	This field shows the description of the budget line. The value in this field is transferred from the field “Description” on the job budget line.

Get Standard Job Budget Text Island

Field	Description
Name	In this field, you enter the name of the standard job budget text you wish to assign to the budget line. It will only be retrieved if you have not already entered a text. You can only specify texts created in the window Standard Job Budget Texts.

Job Budget Text Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Text Lines sub-tab.

Field	Description
Description	In this field, you can enter a text to be assigned to the budget line in the window Job Budgets which is specified in the field “Line No.” in the card part of this window.
Changed in Revision No.	This field shows the number of the revision in which the current job budget line was last changed.

Job Budget Item Lines Single Dialogs Workspace

Use this workspace to assign items from the Inventory module to a job budget, thus combining item sales with the entry of job cost activities.

First, you create a number of job budget lines on a given job in the Job Budgets workspace. Next, you assign items to each job budget line that has an amount activity. You assign items to a budget line in this workspace by making sure that the correct budget line is shown in the Job Budget Item Lines tab and adding the appropriate item lines in the Job Budget Item Lines sub-tab. Thus, the prices on the item lines are included in the calculation of the total budget.

Later in the process, you can use these item lines for creating sales orders.

Maconomy uses the principles from the Sales Orders workspace to calculate the budgeted billing price of item lines that you create in this workspace.

The budgeted cost is the item's cost in the related warehouse according to the cost method at the time of the budget. However, if you entered a vendor on the job budget line, then there is a purchase price list and Maconomy takes the budgeted cost from this price list. Since prices change over time, you can recalculate the budgeted prices according to these methods by using the **Recalculate Prices** action.

Create text lines as needed to enter more information about an item line in a budget (lines on which you do not enter an item number). Maconomy also transfers text lines to the sales order when you use the **Transfer to Sales Order** action in the Job Budgets workspace.

After you close a job, you cannot create additional job budget item lines on that job. However, you can reopen a job for entry by using the **Reopen Job** action.

You can assign job budget item lines to the latest revision of a job budget, but only if the budget has not been approved. If you assign item lines to a submitted budget, Maconomy displays a warning. If you continue, the budget status changes to Not Submitted.

You cannot assign bills of materials that are yet to be specified to job budgets in this workspace. Before you assign items to a job budget line, the quantity must be one, and both cost and billing price must be zero.

Job Budget Item Lines Tab

This section includes the fields and descriptions for the Job Budget Item Lines tab.

Job Budget Island

Field	Description
Job	This field shows the job number and name of the job to which the current job budget line belongs.
Budget Type	This field shows the budget type of the current job budget line. The value is transferred from the window Job Budgets and it cannot be changed here.
Revision No.	This field shows the revision number of the job budget to which the current job budget line pertains. You can only create or change job budget texts in the latest revision of the job budget.

Field	Description
Job Budget Line No.	This field shows the line number of current the job budget line. If the job budget is arranged hierarchically, the line number indicates the position of the line in the hierarchy using a decimal separated number, for instance 1.7 or 2.5.3.
Activity No.	This field shows the activity number for the current job budget line.
Employee No.	This field shows the employee number of the employee assigned to the job budget line, if applicable.
Name	This field shows the name of the employee shown in the field “Employee No.”
Date	This is the date of the job budget line. When you create a new line in the table of this window, this date is copied to the “Delivery Date” field on the line.
Delivery Remarks	This field shows the delivery remark entered on the current job budget line in the window Job Budgets. If no remark has been entered in the window Job Budgets, the field is blank. When you create a new line in the table part of this window, the value in this field is automatically suggested in the corresponding field on the new line.
Description	This field shows the description of the current job budget line.
Create Sales Order	This field shows whether the job budget line is marked for transfer to a sales order from the Job Budgets window.

Price Island

Field	Description
Cost, Base	This field shows the cost of the job budget line. It is the sum of the costs on the item lines in the table. It cannot be changed here.
Billing Price, Curr.	This field shows the billing price of the job budget line in the job’s currency. It is the sum of the billing prices on the item lines in the window. It cannot be changed here. Please note that even if fixed exchange rate information has been specified for the job in the window Job Price Information, this information is not used in this window as the prices in this field relate to items in the Inventory module.
Billing Price, Base	This field shows the billing price of the job budget line in the base currency. It is the sum of the billing prices on the item lines in the window. It cannot be changed here.
Markup %	If you have access to cost information, this field displays the markup percentage. Otherwise, it displays 0.

Field	Description
	You can edit this value if the budget is open and your access privileges allow you to change cost prices.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the current job. The value cannot be changed here. For more information, please see the description of the field “Company No.” in the window Jobs.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Job Budget Item Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Item Lines sub-tab.

Field	Description
Item No.	In this field, you enter the number of the item you expect to use for the activity. Maconomy verifies that the item number exists, and that the item is not discontinued. If the item is discontinued, Maconomy checks if the warehouse assigned to the job’s responsible company contains the sufficient number of units. You cannot enter bills of materials that are to be specified. If you do not enter a value in this field, the line is considered a text line. You can use text lines to specify further information about an item line in a budget. Text lines are also transferred to the sales order when the action “Transfer to Sales Order” is selected in the window Job Budgets.
Quantity	In this field, you enter the quantity of units of the item which you expect to use for the current activity. If you later change the quantity in this field, you should select the action “Recalculate Prices” to recalculate any quantity discount defined in the current price list.
Unit	In this field, you can choose the unit of the item. Maconomy suggests the value from the inventory the item is in, retrieving it from the Item Information Card, but you can change it.
Description	This is the item text from the “Description Lang. 1” field in the Item Information Card. You can change it. If the current line is a text line, enter the text here and leave the remaining fields on the line blank.
Cost, Base	This is the item’s budgeted cost in base currency. It is the item’s cost specified in the current warehouse according to the cost method at the time of the budget, unless you have entered a vendor on the job budget line, for

Field	Description
	which there is a purchase price list, which includes the given item. In this case, the budgeted cost is taken from the price list. If no units of the item have been purchased for the warehouse in question before, or if the cost relevant to the selected costing method is 0, the standard cost of the item specified in the relevant warehouse is used. When the items are priced, the delivery date entered on the line is used as reference to the valid edition of the price list at the time of delivery.
Total Cost, Base	This field shows the total cost of the current job budget item line in base currency. The total cost is calculated as the cost multiplied by the value in the field “Quantity” specified on the line.
Billing Price, Curr.	This is the budgeted billing price in the job’s currency. It is calculated in the same way as in the Sales Orders window. For the same reason, currency amounts are not converted according to the fixed exchange rate information that may have been specified for the current job. Please note that when items are assigned to a job budget line, the standard billing price on the budget line is set to equal the billing price. This way, job budget items do not influence the write up/write down of the budget.
Extended Price, Currency	This is the extended price, found by multiplying the units with the billing price. It is in the job’s currency.
Extended Price, Base	This is the extended price in the base currency.
Deliv. Date	In this field, you enter the expected delivery date for the item. This field must be completed. When you create a new item line, Maconomy suggests the date from the job budget line.
Deliv. Remarks	In this field, you can enter remarks about the delivery of the item in question. When you create a new item line, the remarks are transferred from the delivery remarks field on the current job budget line to this field.
External Desc.	This is an item for the item. The text is taken from the Item Information Card in the Inventory module from one of these three fields: “Description Lang. 1,” “Description Lang. 2” or “Description Lang. 3” depending on whether the case is assigned to the first, second or third language in the list of language codes. The text can be changed here.
Internal Desc.	This is the internal text entered in the Item Information Card. It can be changed here.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location”

Field	Description
	in the card part of the window, and if no value has been entered in the card part, the standard value is transferred from the window System Parameters in the Set-Up module. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Quty. Transf. to Sales Order	This shows the number of units for which you have made order lines in the Job Budgets window. The order lines themselves can be viewed in the window Sales Orders in the Sales Orders module. If the number is different from zero, you will not be able to create new order lines from the line.
Text Line Transf. to Sales Order	This field only applies to text lines. The field is automatically marked when the current line is transferred to a sales order, using the action “Transfer to Sales Order” in the window Job Budgets. If you change the text on a text line which has already been transferred to a sales order, Maconomy issues a warning and unmarks the field. Note that the sales order is not updated until you transfer the line again.
Changed in Revision No.	This field shows the number of the job budget revision in which the current line was last changed.

Actions

Top Tab

Field	Description
Recalculate Prices	Since cost and billing prices can change over time, Maconomy lets you re-calculate the budgeted prices on the individual item lines. The budgeted billing price is calculated according to the same principles as for order lines in the Sales Orders window. The budgeted cost is the item’s cost in the relevant warehouse according to the cost method at the time of the budget, unless you have entered a vendor on the job budget line, for which there is a

Field	Description
	purchase price list, which includes the given item. In this case, the budgeted cost is retrieved from the price list.

Job Budget Revisions Single Dialogs Workspace

Use this workspace to view all revisions of a job budget and see the changes that have been made to the budget over time.

You can see a full audit trail throughout the lifetime of a job budget. This workspace displays all of the locked revisions of the job budgets for those jobs to which you have access. In other words, this workspace displays all of the revisions that are older than the one that you can work on in the Job Budgets workspace.

You can print any revision of the job budgets.

When you create a revision of the budget (either manually or automatically by approving a job budget) Maconomy takes a snapshot of the budget. This workspace displays these snapshots. This workspace resembles the Job Budgets workspace, except that you cannot change any of the fields here except for the **Revision Code** and **Remarks 1-10** fields in the Revision island. The information in this workspace displays the job budget as it looked when you locked the revision and might not reflect the current contents of the job budget.

Job Budget Revisions Tab

This section includes the fields and descriptions for the Job Budget Revisions tab.

Job Island

Field	Description
Job No.	This field shows the number of the job to which the budget applies.
Job Name	This field shows the job's name.
Job Group	This field shows the job group to which the job was assigned at the time when the revision was created.
Status	This field shows the status of the current job at the time when the revision was created. A job can either be "Quote" or "Order."
Responsible	This field shows the name of the employee who was responsible for the job at the time when the revision was created.
Closed	If this field is marked, the job was closed at the time when the revision was created.

Customer Island

Field	Description
Cust. No.	This is the number of the customer associated with the job (the ship-to customer) at the time when the revision was created.
Name	This is the first line of the ship-to customer's name, retrieved from the window Jobs.

Status Island

Field	Description
Submitted	This field displays if the job budget was submitted at the time when the revision was created.
Approved	This field displays if the job budget was approved at the time when the revision was created.
Reopened	This field displays if the job budget was reopened at the time when the revision was created.

Limit Island

Field	Description
Hours	This field contains the approximate number of hours to be spent on the job at the time when the revision was created.
Cost, Base	This field contains the expected cost of the job in base currency at the time when the revision was created.
Billing Price, Currency	This field contains the expected billing price of the job in base currency at the time when the revision was created.

Budget, Base Island

Field	Description
Hours	The values in this island display the job budget in base currency at the time when the revision was created. For more information, please see the description of the window Job Budgets.
Cost	These fields display the budgeted cost of the job in the job's currency at the time when the revision was created.
Billing Price	These fields display the budgeted billing price of the job in the job's currency at the time when the revision was created.
GM	These fields show the job's budgeted gross margin (GM) in base currency at the time when the revision was created.
GM %	These fields show the job's budgeted gross margin percent (GM %) at the time when the revision was created.

Field	Description
Time	This field displays the total of the budgeted hours, costs, billing prices and gross margin, which were entered in the table part for time activities at the time when the revision was created.
Amount	This field displays the total of the budgeted costs and billing prices which were entered for amount activities in the table part at the time when the revision was created.
Total	This field displays the total of all the budgeted costs and billing prices entered in the table part of the window at the time when the revision was created.
Hereof Outlays	These fields show the budgeted costs for all amount activities, for which the cost type has been set to “Outlays.” This means that the field only shows the cost part of the relevant outlays, whereas the below field “Excluding Outlays” also includes the gross margin from the outlay. For more information about outlay activities, please see the description of the window Activities.
Excluding Outlays	These fields show the sum of the budgeted prices for all activities in the table part of this window, less the cost price for any amount activities for which the cost type has been set to “Outlays.” Furthermore, the resulting gross margin and GM % are shown excluding outlays.
Total Per	This field displays the unit given in the window Unit Analysis, as well as the values in the “Total” row, divided by the quantity given in the Unit Analysis island at the time when the revision was created.
Limit	This field displays a budget limit for the job which was entered at the time when the revision was created.
Quote Price	This field displays a quote for the entire job as it looked at the time when the revision was created.

Budget, Currency Island

The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job.

Billing Price Deviations Island

Field	Description
Standard Billing Price, Base	This field shows the total budgeted standard billing prices in the company’s base currency at the time when the revision was created.
Billing Price, Base	This field shows the total budgeted billing prices in the company’s base currency at the time when the revision was created.
Budgeted Deviation	This field shows the difference between the budgeted billing price and the standard billing price at the time when the revision was created. The amount in this field is the write-up or write-down of the budgeted billing price compared to the standard billing price. For more information about

Field	Description
	standard billing price, please see “Appendix A: Price Calculation in the Job Cost Module.”

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current job.
Name	This field shows the name of the company shown in the field “Company No.” above.
Base Currency	This field shows the base currency of the company responsible for the current job.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Budget Type Island

Field	Description
Show Budget	This field shows the budget type of the current revision of the job budget. The budget lines are shown in the table, and the sums are displayed in the Budget island.
Current Budget	This field shows which budget was the current budget for the job at the time when the revision was created.
Forecast Budget	This field shows which budget was the forecast budget for the job at the time when the revision was created.
Planning Budget	This field shows which budget was the planning budget for the job at the time when the revision was created.

Revision Island

Field	Description
Revision No.	This field displays the number of the current revision of the job budget.
Revision Code	In this field, you can enter a revision code to mark the current revision of the job budget in a certain way. The same revision code can only appear on one revision of a budget of a given type and for a given job. If you want to put restrictions to the texts entered in this field, the contents can be delimited by applying an option list to the revision code. Option lists are created in the window Option Lists in the Set-Up module and are subsequently specified in the attribute “Revision Code Option List” in the job parameter type “Job Text

Field	Description
	Option Lists" for the job in question. If you have specified an option list in the above-mentioned attribute, only values belonging to that option list can be entered in this field.
Remarks	If no values have been defined in the attribute "Revision Code Option List," you can enter any text you like in this field. In these fields, you can enter information about the current revision of the job budget.

Forecast Island

Field	Description
Probability %	If the current job had a "Quote" status at the time when the revision was created, this field shows the probability percentage rating for the current job resulting in an order. If the job was on order, Maconomy automatically changed the value of this field to "100."

Unit Analysis Island

Field	Description
Quantity	If the job is for several similar units, for example, two advertisements, three houses or ten meters of cable, the quantity of these units can be given here. You can then use the Budget island in this window and the Summary island in the window Job Card to see the "Total" values per unit.
Unit	If there is a value in the "Quantity" field, you can enter the unit here.

Description Island

Field	Description
Internal	These fields show the internal description of the job, entered in the window Jobs, at the time when the revision was created.
Ref.	This is the reference from the "Ref." field in the window Jobs at the time when the revision was created.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company that applies to the current job.
Name	This field shows the name of the company shown in the field "Company No." above.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

For more information about the fields in the table part of this window, please see the description of the window Job Budgets.

Field	Description
Description	This field shows a text attached to the activity on quotes and order confirmations.
Line Type	This field shows the line type: Sum/Text or Time. ▪ Sum/Text — If you select this value, you can use the current line as a text line, adding a line of text to the budget, or as a sum line. A sum line functions as grouping level when you use a work breakdown structure. In both cases, you cannot specify a reference to an activity or task on the line, and you cannot mark the line as a milestone. ▪ Time — If you select this value, Maconomy uses the current line to specify a time activity. The activity number changes to the activity that the Default Time Activity job parameter attribute of the Budgeting type specifies.
Task Name	This field shows the task to which the job budget line may have been assigned.
Empl. Cat. No.	This field shows the number of employee category specified for the job budget line in question.
Quantity	This field shows the budgeted quantity for the line.
Quantity, Days	This field only applies to time activities. The field shows the number of days budgeted for the current job budget line.
Act. No.	This field shows the number of the activity to which the current job budget line pertains.
Cost, Base	This field shows the budgeted cost in the base currency for one unit of the activity.
Cost, Per Day, Base	This field only applies to time activities. The field shows the cost per day budgeted for the current job budget line. The value is based on the value in the field “Cost, Base” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the window Jobs.
Purchase Currency	This field shows the selected currency code.
Cost, Purchase Currency	This field shows the cost in the currency selected in the field “Purchase Currency.”

Field	Description
Cost Per Day, Purchase Currency	This field only applies to time activities. The field shows the cost per day budgeted for the current job budget line. The value is based on the value in the field “Cost, Purchase Currency” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the window Jobs.
Total Cost, Base	This field shows the total estimated cost in base currency for the budget line.
Total Cost, Purchase Currency	This field shows the total budgeted cost in the current job’s currency.
Billing Price, Purchase Currency	This field shows the billing price in the currency selected in the field “Purchase Currency.”
Billing Price Per Day, Purchase Currency	This field only applies to time activities. The field shows the billing price per day budgeted for the current job budget line. The value is based on the value in the field “Billing Price, Purchase Currency” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the window Jobs.
Billing Price Total, Purchase Currency	This field displays the total sales price in purchase currency, that is, the field “Sales Price, Purchase Currency” multiplied by the number in the field “Quantity.”
Billing Price, Curr.	This field shows the budgeted billing price in the job’s currency of one unit of the activity on the budget line.
Billing Price Per Day, Curr.	This field only applies to time activities. The field shows the billing price per day budgeted for the current job budget line. The value is based on the value in the field “Billing Price, Currency” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the window “Jobs.”
Total Billing Price, Currency	This field shows the budget line’s total budgeted billing price in the job currency.
Markup %	This field shows the budgeted gross margin % for the activity on the budget line.
Incl. in Fixed Price	This check box is selected if the entry that applies to the line is to be included in the fixed price of a job. If a fixed-price job or a time-and-material job is assigned the job parameter attribute “Fixed Price Basis” with the value “Budget,” the value of this field determines which budget lines are included in the fixed quote price of a job and which entries are not included in the fixed quote price of a job.

Field	Description
Planned Start Date	This field shows the date on which you plan to begin the activity. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Duration	This field shows the planned duration of the activity. This duration will always be the number of calendar days from the planned starting date to the planned ending date. The field “Planned Ending Date” will thus depend on this field.
Planned End Date	This field shows the date on which you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Deliv. Remarks	This field shows delivery remarks to be used in connection with the delivery of the items.
Billing Price, Base	This field shows the amount from the field “Billing Price, Currency” on the current budget line converted into the base currency.
Billing Price per Day, Base	This field only applies to time activities. The field shows the billing price per day budgeted for the current job budget line. The value is based on the value in the field “Billing Price, Base” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the window “Jobs.”
Billing Price Total, Base	This field shows the amount from the field “Billing Price Total, Currency” on the current budget line converted into the base currency.
Standard Billing Price, Base	This field shows the standard billing price per unit in the base currency of the company.

Field	Description
Total Standard Billing Price, Base	This field shows the total standard billing price of the current budget entry in the base currency of the vendor, if the activity on the budget line is an amount activity.
Vendor	This field displays the number of a vendor if the activity in the budget line is an amount activity. Maconomy verifies that the vendor exists in the Accounts Payable module. This field is used to select which vendor does any external work for you in connection with the job. If there is a value in this field, Maconomy automatically marks the field Selected, and when you remove the number, the mark is removed. When you Select the Create Requisitions or Create Purchase Order action, Maconomy automatically creates a requisition or purchase order in the Requisition and Purchase Orders windows, respectively, in the Accounts Payable module. When you create a purchase order from a budget line, the purchase order number is displayed in the Last Purchase Order No. field on the budget line. If you assign items to a job budget line in the Job Budget Item Lines window on which this field has a value, Maconomy retrieves the item's budgeted cost from the vendor's purchase price list. This requires that there is a purchase price list for the vendor, and that the item is in that list. However, Maconomy only retrieves prices when creating purchase orders, not requisitions.
Vendor Name	This field shows the name of a vendor, if the activity on the budget line is an amount activity.
Your Reference	This field shows the reference person used on requisitions and purchase orders that are created from the current budget line.
Purch. Order No.	This field shows the number of the last purchase order created on the basis of the current budget line by means of the action "Create Purchase Order."
Number of Purchase Orders	This field shows how many purchase orders have been created on the basis of this budget line.
Purchase Order Total	This field shows the sum of the purchase order lines created on the basis of the budget line.
Currency, Purchase Creation	This field shows the currency of a purchase order created on the basis of the budget line.
Empl.	This field shows the number of the employee associated with the given activity.
Location	This field shows a manually entered or derived value for the dimension Location.

Field	Description
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Net Cost, Base	This field is only used in Norwegian systems. This field shows a net cost for amount activities.
Net Cost Per Day, Base	This field only applies to time activities. The field shows the net cost per day budgeted for the current job budget line. The value is based on the value in the field “Net Cost, Base” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the window “Jobs.”
Tax Code	This field is only used in Norwegian systems. This field shows a G/L tax receivable code if the activity on the line is an amount activity.
Activity Type	This field displays the type of the current activity.
Tax Code	This field shows the tax payable code selected for the current activity. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2” and, if three tax levels are enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Activity Name	This field displays the text defined for the current activity.
Task Description	This field shows the text defined for the current task, if a task has been entered in the field “Task.”
Empl. Cat. Name	This field shows the name of the employee category specified for the job budget line in question.
Job Budget Text	This field displays whether there are text lines assigned to the current line.
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job

Field	Description
Standard Billing Price Per Day, Currency	This field only applies to time activities. The field shows the standard billing price per day per unit in the currency of the job. The value is based on the value in the field “Standard Billing Price, Currency” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the window “Jobs.”
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current budget entry in the currency of the job.
Remarks 1-10	These fields show any remarks assigned to the current job budget line.
Quantity Planned	If the current revision is the latest approved revision of the planning budget, this field shows how many hours have so far been planned for the job budget line in question in the window Detailed Planning in the Resource Planning module. Is the current revision approved but not the latest approved revision, this field shows how many hours were planned for the job budget line in question when this revision was the latest approved revision of the planning budget.
Changed in Revision No.	This field shows the number of the job budget revision in which the current line was last changed.

Time Budget Revisions Single Dialogs Workspace

Use this workspace to view previous revisions of time budgeting details of job budgets.

Note: See the description of the Time Budgets workspace for details.

Amount Budget Revisions Tab

This section includes the fields and descriptions for the Amount Budget Revisions Tab.

Job Island

Field	Description
Job No.	This field displays the job number.
Job Name	This field displays the job name.

Budget Island

Field	Description
Budget Type	This field displays the budget type.
Revision No.	This field displays the current revision number of the budget.

Status Island

Field	Description
Submitted	This field displays the name of the user who submitted the budget and the submission date, if the budget has been submitted.
Approved	This field displays the name of the user who approved and the approval date, if the budget has been approved.
Reopened	This field shows the name of the user who reopened and the reopening date, if the budget has been reopened.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	This field displays a description of the amount budget line.
Line Type	This field displays the selected line type, which is one of the following values: Outlay, Sum/Text, or Time.
Task	This field displays the task that is related to the amount budget line.
Quantity	This field displays the budgeted quantity for the line.
Activity No.	This field displays the activity number that is related to the amount budget line.
Cost, Base	This field displays the budgeted cost of the job in the job's base currency for one unit of the activity.
Billing Price, Curr.	This field displays the budgeted cost of the job in the job's currency. This amount is the same as the amount in the Max. Billing Price field in the Jobs window.
GM %	This field displays the budgeted gross margin percent for the activity on the budget line.

Field	Description
Line Specific Billing Price	If the current job is set up for price control from budgets, this field indicates if the billing price differs from the price originally derived from the employee category on the current line. If the line is not marked, the price is the original price.
Total Cost, Base	This field displays the total estimated cost in base currency for the budget line. Maconomy calculates the total cost by multiplying the number in the Quantity field by the cost per piece in the Cost field. If you do not have access to see cost information, as specified in the Actions window in the Set-Up module, this field displays 0.
Total Billing Price, Currency	This field displays the budget line's total budgeted billing price in the job currency.
Purchase Currency	This field displays the selected currency code.
Cost, Purchase Currency	This field displays the cost in the currency selected in the Purchase Currency field.
Total Cost, Purchase Currency	This field displays the total budgeted cost in the current job's currency. Maconomy calculates the total cost price by multiplying the value of the Quantity field by the cost per unit in the Cost, Purchase Currency field. If you do not have access to see cost information, as specified in the Actions window in the Set-Up module, this field displays 0.
Billing Price, Purchase Currency	This field displays the billing price in another currency than the job's currency. Maconomy uses the currency specified in the Purchase Currency field for converting the amount to the job currency, using the current exchange rate table for purchase at the time of entry. If you change the currency later, Maconomy recalculates the value of this field.
Total Billing Price, Purchase Currency	This field displays the cost type selected for the current activity in the Activities window: Turnover or Outlays. Maconomy deducts the sum of activities of the type Outlays from the calculation of the gross margin percentage of a job.
Cost Type	This field displays the cost type selected for the current amount activity in the Activities window: Turnover or Outlays.
Incl. in Fixed Price	This check box is selected if the entry that applies to the line is to be included in the fixed price of a job. If a fixed-price job or a time-and-material job is assigned the job parameter attribute "Fixed Price Basis" with the value "Budget," the value of this field determines which budget lines are included in the fixed quote price of a job and which entries are not included in the fixed quote price of a job.
Deliv. Remarks	This field displays remarks to be used in connection with the delivery of the items.

Field	Description
Billing Price, Base	This field displays the amount from the Billing Price, Currency field on the current budget line converted to the base currency.
Total Billing Price, Base	This field displays the amount from the Billing Price Total, Currency field on the current budget line converted to the base currency.
Standard Billing Price, Base	This field displays the standard billing price per unit in the base currency of the company. If you change the value in the Billing Price, Purchase Currency field or the Billing Price, Currency field, this value can only change if the standard billing price is calculated as a standard markup percentage.
Total Standard Billing Price, Base	This field displays the total standard billing price of the current budget entry in the base currency of the company.
Vendor	This field displays the number of a vendor if the activity in the budget line is an amount activity. Maconomy verifies that the vendor exists in the Accounts Payable module. This field is used to select which vendor does any external work for you in connection with the job. If there is a value in this field, Maconomy automatically marks the field Selected, and when you remove the number, the mark is removed. When you Select the Create Requisitions or Create Purchase Order action, Maconomy automatically creates a requisition or purchase order in the Requisition and Purchase Orders windows, respectively, in the Accounts Payable module. When you create a purchase order from a budget line, the purchase order number is displayed in the Last Purchase Order No. field on the budget line. If you assign items to a job budget line in the Job Budget Item Lines window on which this field has a value, Maconomy retrieves the item's budgeted cost from the vendor's purchase price list. This requires that there is a purchase price list for the vendor, and that the item is in that list. However, Maconomy only retrieves prices when creating purchase orders, not requisitions.
Vendor Name	This field displays the first line of the name of the vendor whose number is displayed in the Vendor field.
Your Reference	This field displays the reference person used on purchase orders that are created from the current budget line. When you enter or change the value of the Cust. No. field, Maconomy transfers the value from the corresponding field on the vendor information card with the current vendor number. You can then manually change the field value. Maconomy transfers the contact person to the corresponding field on purchase orders that are created when you use the Create Purchase Orders action.

Field	Description
Create Sales Order	This check box is selected if Maconomy is to create sales order lines for items and text lines that are assigned to the budget line in the Job Budget Item Lines window and you use the Transfer to Sales Order action. You cannot select or deselect this check box. You can edit and process the sales order lines processed in the Sales Orders window in the Sales Orders module.
Selected	This check box is selected if Maconomy is to create a requisition or purchase order line for the budget line when you use the Create Requisitions or Create Purchase Orders action, respectively. You cannot select or deselect this check box. You can edit and process requisitions and purchase orders that you create here in the Requisitions and Purchase Orders windows, respectively, in the Accounts Payable module.
Currency, Purchase Creation	This field displays the currency to transfer to requisitions and purchase orders that are created based on the budget line. If this check box is not selected, Maconomy uses the currency that you specified on the vendor's information card. When you create a requisition or purchase order, Maconomy changes the value in this field from blank to the vendor's currency.
Number of Purchase Orders	This field displays the number of purchase orders that have been made based on this budget line, regardless of the method you used to create the purchase orders. You can create purchase orders on the basis of a budget line by using the Create Purchase Order action when the field Selected is marked on the line in question. You can repeat this any number of times to create multiple purchase orders. You can also create purchase orders by creating a purchase order from a requisition that was created on the basis of the line or by converting a request to quote assigned to a requisition based on the budget line to a purchase order.
Number of Requisitions	This field displays the number of requisitions that have been made based on this budget line. You can create requisitions on the basis of a budget line by suing the Create Requisition action when the Selected field Is marked on the line in question. You can repeat this any number of times to create multiple requisitions.
Last Purchase Order No.	This field displays the number of the last purchase order that was created based on the current line, regardless of the method that you use to create the purchase order. You can create purchase orders based on a budget line by using the Create Purchase Order action when the Selected field is marked on the line in question, or by creating a purchase order from a requisition that was created based on the line. You can also create purchase orders by converting a request to quote assigned to a requisition based on the budget line to a purchase order. Note that purchase orders that you create in the Purchase Orders window in the Accounts Payable module and manually assign to a job there are not displayed in this field. If the last purchase order is deleted, this field is blank.

Field	Description
Purchase Order Total	This field displays the sum of the purchase order lines that you created based on the budget line. When you create a purchase order based on the current budget line, Maconomy calculates the sum of this purchase order line as the total budgeted cost on the budget line sum less the sum of previously created purchase order lines. If this is a negative amount, the amount on the purchase order line is set at 0.
Exec. Company No.	This field displays the number of the company that is performing the specified activity.
Exec. Company Name	This field displays the executing company's name.
Location	This field displays the value that you entered for the dimension Location. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the "Update prices upon dimension change" system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the "Line Specific Billing Price" field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the "Update prices upon dimension change" system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the "Recalculate Job Budget" action.
Entity	This field displays the value that you entered for the dimension Entity. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the "Update prices upon dimension change" system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line.

Field	Description
	If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Project	This field displays the value that you entered for the dimension Project. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Purpose	This field displays the value that you entered for the dimension Purpose. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is

Field	Description
	set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Spec. 1 – 3	This field displays the value that you entered for the dimensions Spec. 1 - 3. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Local Spec. 1 – 3	This field displays the value that you entered for the dimensions Local Spec. 1 - 3. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.

Field	Description
Net Cost, Base	This field displays a net cost for amount activities. This field is only used in Norwegian systems.
Tax Code	This field displays a G/L tax receivable code if the activity on the line is an amount activity.
Activity Name	This field displays the activity name.
Task Description	This field displays the task description.
Job Budget Text	This field displays whether text lines are assigned to the current line. You can assign text lines to a job budget line in the Job Budget Texts window.
Standard Billing Price, Currency	This field displays the standard billing price per unit in the job's currency. If the "Update prices upon dimension change" system parameter is marked, Maconomy updates the price in this field when you change certain key information on the line, such as the activity, employee, or dimension values. For further information on this and for a complete list of the fields that cause the price to be updated, see the description of the "Update prices upon dimension change" system parameter. If the system parameter is not marked, and you want to ensure that all prices reflect the current set-up of the budget lines, use the "Recalculate Job Budget" action.
Total Standard Billing Price, Currency	This field displays the standard billing price per unit in the job's currency. If the "Update prices upon dimension change" system parameter is marked, Maconomy updates the price in this field when you change certain key information on the line, such as the activity, employee, or dimension values. For further information on this and for a complete list of the fields that cause the price to be updated, see the description of the "Update prices upon dimension change" system parameter. If the system parameter is not marked, and you want to ensure that all prices reflect the current set-up of the budget lines, use the "Recalculate Job Budget" action.
Remarks 1 – 10	These fields display any remarks that are assigned to the current job budget line. These remarks are for information only and can be used in reports.
Planned Start Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation.

Field	Description
	By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned End Date	Enter the date on which you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	Enter the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Quantity Planned	This field displays the number of hours that have been planned so far for the job budget line in question in the Detailed Planning window in the Resource Planning module.

Field	Description
Changed in Revision No.	This field displays the number of the job budget revision in which the current line was last changed.
Planned Starting Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Ending Date	Enter the date you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.

Field	Description
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.

Amount Budget Revisions Single Dialogs Workspace

Use this workspace to view revisions of amount budgets.

Note: See the description of the Amount Budgets workspace for more details.

Amount Budget Revisions Tab

This section includes the fields and descriptions for the Amount Budget Revisions Tab.

Job Island

Field	Description
Job No.	This field displays the job number.
Job Name	This field displays the job name.

Budget Island

Field	Description
Budget Type	This field displays the budget type.
Revision No.	This field displays the current revision number of the budget.

Status Island

Field	Description
Submitted	This field displays the name of the user who submitted the budget and the submission date, if the budget has been submitted.
Approved	This field displays the name of the user who approved and the approval date, if the budget has been approved.
Reopened	This field shows the name of the user who reopened and the reopening date, if the budget has been reopened.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	This field displays a description of the amount budget line.
Line Type	This field displays the selected line type, which is one of the following values: Outlay, Sum/Text, or Time.
Task	This field displays the task that is related to the amount budget line.
Quantity	This field displays the budgeted quantity for the line.
Activity No.	This field displays the activity number that is related to the amount budget line.
Cost, Base	This field displays the budgeted cost of the job in the job's base currency for one unit of the activity.
Billing Price, Curr.	This field displays the budgeted cost of the job in the job's currency. This amount is the same as the amount in the Max. Billing Price field in the Jobs window.
GM %	This field displays the budgeted gross margin percent for the activity on the budget line.
Line Specific Billing Price	If the current job is set up for price control from budgets, this field indicates if the billing price differs from the price originally derived from the employee category on the current line. If the line is not marked, the price is the original price.
Total Cost, Base	This field displays the total estimated cost in base currency for the budget line. Maconomy calculates the total cost by multiplying the number in the Quantity field by the cost per piece in the Cost field. If you do not have access to see cost information, as specified in the Actions window in the Set-Up module, this field displays 0.

Field	Description
Total Billing Price, Currency	This field displays the budget line's total budgeted billing price in the job currency.
Purchase Currency	This field displays the selected currency code.
Cost, Purchase Currency	This field displays the cost in the currency selected in the Purchase Currency field.
Total Cost, Purchase Currency	This field displays the total budgeted cost in the current job's currency. Maconomy calculates the total cost price by multiplying the value of the Quantity field by the cost per unit in the Cost, Purchase Currency field. If you do not have access to see cost information, as specified in the Actions window in the Set-Up module, this field displays 0.
Billing Price, Purchase Currency	This field displays the billing price in another currency than the job's currency. Maconomy uses the currency specified in the Purchase Currency field for converting the amount to the job currency, using the current exchange rate table for purchase at the time of entry. If you change the currency later, Maconomy recalculates the value of this field.
Total Billing Price, Purchase Currency	This field displays the cost type selected for the current activity in the Activities window: Turnover or Outlays. Maconomy deducts the sum of activities of the type Outlays from the calculation of the gross margin percentage of a job.
Cost Type	This field displays the cost type selected for the current amount activity in the Activities window: Turnover or Outlays.
Incl. in Fixed Price	This check box is selected if the entry that applies to the line is to be included in the fixed price of a job. If a fixed-price job or a time-and-material job is assigned the job parameter attribute "Fixed Price Basis" with the value "Budget," the value of this field determines which budget lines are included in the fixed quote price of a job and which entries are not included in the fixed quote price of a job.
Deliv. Remarks	This field displays remarks to be used in connection with the delivery of the items.
Billing Price, Base	This field displays the amount from the Billing Price, Currency field on the current budget line converted to the base currency.
Total Billing Price, Base	This field displays the amount from the Billing Price Total, Currency field on the current budget line converted to the base currency.

Field	Description
Standard Billing Price, Base	This field displays the standard billing price per unit in the base currency of the company. If you change the value in the Billing Price, Purchase Currency field or the Billing Price, Currency field, this value can only change if the standard billing price is calculated as a standard markup percentage.
Total Standard Billing Price, Base	This field displays the total standard billing price of the current budget entry in the base currency of the company.
Vendor	This field displays the number of a vendor if the activity in the budget line is an amount activity. Maconomy verifies that the vendor exists in the Accounts Payable module. This field is used to select which vendor does any external work for you in connection with the job. If there is a value in this field, Maconomy automatically marks the field Selected, and when you remove the number, the mark is removed. When you Select the Create Requisitions or Create Purchase Order action, Maconomy automatically creates a requisition or purchase order in the Requisition and Purchase Orders windows, respectively, in the Accounts Payable module. When you create a purchase order from a budget line, the purchase order number is displayed in the Last Purchase Order No. field on the budget line. If you assign items to a job budget line in the Job Budget Item Lines window on which this field has a value, Maconomy retrieves the item's budgeted cost from the vendor's purchase price list. This requires that there is a purchase price list for the vendor, and that the item is in that list. However, Maconomy only retrieves prices when creating purchase orders, not requisitions.
Vendor Name	This field displays the first line of the name of the vendor whose number is displayed in the Vendor field.
Your Reference	This field displays the reference person used on purchase orders that are created from the current budget line. When you enter or change the value of the Cust. No. field, Maconomy transfers the value from the corresponding field on the vendor information card with the current vendor number. You can then manually change the field value. Maconomy transfers the contact person to the corresponding field on purchase orders that are created when you use the Create Purchase Orders action.
Create Sales Order	This check box is selected if Maconomy is to create sales order lines for items and text lines that are assigned to the budget line in the Job Budget Item Lines window and you use the Transfer to Sales Order action. You cannot select or deselect this check box. You can edit and process the sales order lines processed in the Sales Orders window in the Sales Orders module.
Selected	This check box is selected if Maconomy is to create a requisition or purchase order line for the budget line when you use the Create

Field	Description
	Requisitions or Create Purchase Orders action, respectively. You cannot select or deselect this check box. You can edit and process requisitions and purchase orders that you create here in the Requisitions and Purchase Orders windows, respectively, in the Accounts Payable module.
Currency, Purchase Creation	This field displays the currency to transfer to requisitions and purchase orders that are created based on the budget line. If this check box is not selected, Maconomy uses the currency that you specified on the vendor's information card. When you create a requisition or purchase order, Maconomy changes the value in this field from blank to the vendor's currency.
Number of Purchase Orders	This field displays the number of purchase orders that have been made based on this budget line, regardless of the method you used to create the purchase orders. You can create purchase orders on the basis of a budget line by using the Create Purchase Order action when the field Selected is marked on the line in question. You can repeat this any number of times to create multiple purchase orders. You can also create purchase orders by creating a purchase order from a requisition that was created on the basis of the line or by converting a request to quote assigned to a requisition based on the budget line to a purchase order.
Number of Requisitions	This field displays the number of requisitions that have been made based on this budget line. You can create requisitions on the basis of a budget line by suing the Create Requisition action when the Selected field Is marked on the line in question. You can repeat this any number of times to create multiple requisitions.
Last Purchase Order No.	This field displays the number of the last purchase order that was created based on the current line, regardless of the method that you use to create the purchase order. You can create purchase orders based on a budget line by using the Create Purchase Order action when the Selected field is marked on the line in question, or by creating a purchase order from a requisition that was created based on the line. You can also create purchase orders by converting a request to quote assigned to a requisition based on the budget line to a purchase order. Note that purchase orders that you create in the Purchase Orders window in the Accounts Payable module and manually assign to a job there are not displayed in this field. If the last purchase order is deleted, this field is blank.
Purchase Order Total	This field displays the sum of the purchase order lines that you created based on the budget line. When you create a purchase order based on the current budget line, Maconomy calculates the sum of this purchase order line as the total budgeted cost on the budget line sum less the sum of previously created purchase order lines. If this is a negative amount, the amount on the purchase order line is set at 0.

Field	Description
Exec. Company No.	This field displays the number of the company that is performing the specified activity.
Exec. Company Name	This field displays the executing company's name.
Location	This field displays the value that you entered for the dimension Location. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the "Update prices upon dimension change" system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the "Line Specific Billing Price" field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the "Update prices upon dimension change" system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the "Recalculate Job Budget" action.
Entity	This field displays the value that you entered for the dimension Entity. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the "Update prices upon dimension change" system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the "Line Specific Billing Price" field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the "Update prices upon dimension change" system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific.

Field	Description
	To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Project	This field displays the value that you entered for the dimension Project. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Purpose	This field displays the value that you entered for the dimension Purpose. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Spec. 1 – 3	This field displays the value that you entered for the dimensions Spec. 1 - 3. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the

Field	Description
	G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Local Spec. 1 – 3	This field displays the value that you entered for the dimensions Local Spec. 1 - 3. If you did not enter a value, Maconomy attempts to derive a value, using the order of priority that you set up in the Dimension Derivation window in the G/L module. However, Maconomy overwrites any manually entered value if it can derive a value for which overwriting has been selected. If Maconomy cannot derive a value, it transfers the standard value from the System Parameters window in the Set-Up module. If the “Update prices upon dimension change” system parameter is marked, changing the location on a line causes Maconomy to recalculate the prices on the line. If the current job is set up for price control from budgets, and the “Line Specific Billing Price” field is marked for the current line, Maconomy does not change the billing price upon recalculation. If the budget controls prices, the function of the “Update prices upon dimension change” system parameter is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines that are related to a time activity causes Maconomy to recalculate the price, and the line is considered line-specific. To recalculate the price after you change dimensions, use the “Recalculate Job Budget” action.
Net Cost, Base	This field displays a net cost for amount activities. This field is only used in Norwegian systems.
Tax Code	This field displays a G/L tax receivable code if the activity on the line is an amount activity.
Activity Name	This field displays the activity name.

Field	Description
Task Description	This field displays the task description.
Job Budget Text	This field displays whether text lines are assigned to the current line. You can assign text lines to a job budget line in the Job Budget Texts window.
Standard Billing Price, Currency	This field displays the standard billing price per unit in the job's currency. If the "Update prices upon dimension change" system parameter is marked, Maconomy updates the price in this field when you change certain key information on the line, such as the activity, employee, or dimension values. For further information on this and for a complete list of the fields that cause the price to be updated, see the description of the "Update prices upon dimension change" system parameter. If the system parameter is not marked, and you want to ensure that all prices reflect the current set-up of the budget lines, use the "Recalculate Job Budget" action.
Total Standard Billing Price, Currency	This field displays the standard billing price per unit in the job's currency. If the "Update prices upon dimension change" system parameter is marked, Maconomy updates the price in this field when you change certain key information on the line, such as the activity, employee, or dimension values. For further information on this and for a complete list of the fields that cause the price to be updated, see the description of the "Update prices upon dimension change" system parameter. If the system parameter is not marked, and you want to ensure that all prices reflect the current set-up of the budget lines, use the "Recalculate Job Budget" action.
Remarks 1 – 10	These fields display any remarks that are assigned to the current job budget line. These remarks are for information only and can be used in reports.
Planned Start Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports.

Field	Description
	If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned End Date	Enter the date on which you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	Enter the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Quantity Planned	This field displays the number of hours that have been planned so far for the job budget line in question in the Detailed Planning window in the Resource Planning module.
Changed in Revision No.	This field displays the number of the job budget revision in which the current line was last changed.
Planned Starting Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the

Field	Description
	system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Ending Date	Enter the date you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled,

Field	Description
	the last possible ending date is displayed only when all the sublevel lines have a date.

Approve Job Budgets Single Dialogs Workspace

Use this workspace to select a group of job budgets and perform a number of functions on them.

You can select a group of job budgets for submission, approval, reopening, or creation of a revision. You can only see job budgets for jobs to which you have access.

In the Approve Job Budgets tab you can select the job budgets that you want to display in the Job Budgets sub-tab, define how the assignment of a revision code should be performed, and indicate whether you want to create revisions of the job budgets, even if they have not been changed since a revision was last created.

You can also use this workspace to indicate that a budget be assigned a revision code and assign a revision code to the selected group of budgets. A revision code can function as an internal signal. For example, when a job budget has a certain revision code, it can flag that a certain person has reviewed the budget.

You can also perform these functions in the Job Budgets workspace, but only for one budget at a time. Because selection criteria in this workspace require you to limit to one particular job budget type, you can only perform actions on one job budget per job at a time.

Users must have access granted via the **Change Job Budgets**, **Approve Job Budgets**, and **Reopen Job Budgets** fields in the Actions workspace in the Set-Up module to submit, approve, and reopen job budgets, respectively.

Approve Job Budgets Tab

This section includes the fields and descriptions for the Approve Job Budgets tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the values specified in the selection criteria below are shown in the table part of this window. Please note that Maconomy will not consider whether the job budget revisions are shown in the table part when you apply the functions in the Action menu. The job budgets that meet the selection criteria are affected by the function regardless of whether they are shown in the table part.
Job No.	In these fields, you can specify a range of job numbers. The table part will only display job budget revisions within the specified range. If you do not enter a range, the job numbers will not be considered in the selection. Maconomy never shows job budget revisions for closed jobs and jobs that are blocked for registration.
Job Group	In these fields, you can specify a job group. The table part will only display job budget revisions within this job group. If you do not enter a job group, the job group will not be considered in the selection.

Field	Description
Budget Type	In this field, you can specify a budget type. The table part will only display job budget revisions for job budgets of the selected budget type. If you do not enter a budget type, the budget type will not be considered in the selection.
Company No.	In these fields, you can specify a range of company numbers. The table part will only display job budget revisions with a responsible company within the specified range. If you do not enter a range, the responsible company assigned to the jobs will not be considered.
Customer No.	The functionality of this field is similar to that of the field “Company No.”
Bill to Customer	The functionality of this field is similar to that of the field “Company No.”
Department	The functionality of this field is similar to that of the field “Job Group.”
Language	The functionality of this field is similar to that of the field “Job Group.”
Responsible	The functionality of this field is similar to that of the field “Job Group.”
Sales Rep.	The functionality of this field is similar to that of the field “Job Group.”
Popup 1-5	The functionality of this field is similar to that of the field “Job Group.”

Job Budgets Sub-Tab

This section includes the fields and descriptions for the Job Budgets sub-tab.

Field	Description
Job No.	This field displays the number of the job to which the job budget belongs. Maconomy only shows the budgets of the jobs selected in the island Selection Criteria in the card part of the window.
Job Name	This field displays the name of the job to which the job budget pertains.
Submit	In this field, you can specify that you want to submit the job budget when you select the action “Submit Budgets.”
Approve	In this field, you can specify that you want to approve the job budget when you select the action “Approve Budgets.”
Reopen	In this field, you can specify that you want to reopen the job budget when you select the action “Reopen Budgets.”
New Revision	In this field, you can specify that you want to create a new revision of the job budget when you select the action “New Revisions.” A new

Field	Description
	revision will not be created, however, if the field “Include Changed Only” in the card part is marked, and no changes have been made in the job budget since a new revision was last created.
Assign Code	In this field, you can specify that you want to assign a revision code to the job budget when you select the action “Assign Revision Code.” A revision code will only be assigned to an approved job budget, however, if the field “Assign Approved” in the card part is marked.
Sales Currency	This field shows the currency of the job.
Billing Price, Curr.	This field displays the total budgeted billing price of the job budget, specified in the job’s currency.
Sales Price Adjustment, Currency	This field displays the change in the total budgeted billing price of the job budget since the previous revision, specified in the job’s currency.
Base Currency	This field shows the currency used as base currency for the company responsible for the job.
Billing Price, Base	This field displays the total budgeted billing price of the job budget, specified in base currency.
Sales Price Adjustment, Base	This field displays the change in the total budgeted billing price of the job budget since the previous revision, specified in base currency.
Cost	This field displays total budgeted cost of the job budget, specified in base currency.
Cost Adjustment	This field displays the change in the total budgeted cost of the job budget since the previous revision, specified in base currency.
Customer No.	This field displays the number of the customer to which the job budget pertains.
Customer Name	This field displays the name of the customer to which the job budget pertains.
Company No.	This field displays the number of the company responsible for the job to which the job budget pertains.
Company Name	This field displays the name of the company responsible for the job to which the job budget pertains.
Bill To Customer No.	This field displays the number of the bill-to customer to be invoiced for the current job.
Bill To Customer Name	This field displays the name of the bill-to customer to be invoiced for the current job.

Field	Description
Settling Company No.	This field displays the number of the company which has been specified as settling company for the job whose job budget is displayed on the current line. The settling company is specified in the window Jobs.
Settling Company Name	This field displays the name of the settling company shown in the field “Settling Company No.” above
Department	This field displays the department to which the current job is assigned.
Description	This field displays the first line of the internal name of the job as specified in the field “Internal” in the window Jobs.
Revision Code	This field displays any revision code assigned to the latest revision of the job budget, that is, the latest revision visible in the window Job Budget Revisions.
Revision Remarks	This field displays any revision remarks assigned to the latest revision of the job budget, that is, the latest revision visible in the window Job Budget Revisions.

Actions

This section shows the Actions available in the Approve Job Budgets workspace.

Top Tab

Field	Description
Mark Lines	Provides the following marking options: ▪ Mark for Submission — When you select this action, Maconomy marks the field “Submit” for the job budgets in the table part, if possible. The field is, for example, not marked if the budget is approved. ▪ Mark for Approval — When you select this action, Maconomy marks the field “Approve” for the job budgets in the table part, if possible. The field is not marked if the budget has already been approved or is not submitted. ▪ Mark for Reopening — When you select this action, Maconomy marks the field “Reopen” for the job budgets in the table part, if possible. The field is not marked if the budget has not been approved. ▪ Mark for New Revision — When you select this action, Maconomy marks the field “New Revision” for the job budgets in the table part, in accordance with the mark in the field “Include Changed Only” in the card part. The field is not marked if the field “Include Changed Only” in the card part is marked, and the job budget has not been changed since a new revision was last created. If you have manually marked the field “New Revision,” and the budget has not

Field	Description
	changed since the previous revision, the mark in the field is removed when you select this action if the field “Include Changed Only” has been marked. ▪ Mark for Revision Code — When you select this action, Maconomy marks the field “Assign Code” for the job budgets in the table part, in accordance with the mark in the field “Assign Approved” in the card part of the window. The field is not marked if the field “Assign Approved” in the card part has been marked, and no approved revision of the job budget exists. If you have manually marked the fields “Assign Code” and “Assign Approved,” and no approved revision of the budget exists, the mark in the field is removed when you select this action if the field “Assign Approved” is marked. ▪ Submit Budgets — When you select this action, the job budgets with a mark in the field “Submit” are submitted. ▪ Approve Budgets — When you select this action, the job budgets with a mark in the field “Approve” are approved. When a job budget is approved, it is locked, and it can no longer be changed unless it is reopened first. The different revisions of the job budget can be viewed in the window Job Budget Revisions. ▪ Reopen Budgets — When you select this action, the job budgets with a mark in the field “Reopen” are reopened. When a job budget is reopened, the revision number is incremented by one, and it is possible to change the new revision of the job budget. ▪ New Revisions — When you select this action, Maconomy creates a revision of the marked job budgets. The previous revision of the job budget is locked, and any subsequent changes in the job budget take place in the new revision. The different revisions of the job budget can be viewed in the window Job Budget Revisions. ▪ Assign Revision Code — When you select this action, Maconomy assigns the revision code in the field “Revision Code” in the card part of the window to the marked job budgets. If the field “Assign Approved” in the card part is marked, the revision code is assigned to the latest approved revision of the budget visible in the window Job Budget Revisions – that is, not necessarily the latest revision. If the field “Overwrite Codes” in the card part has been marked, any existing revision code on the job budget is overwritten; otherwise Maconomy will not overwrite existing codes.

Job Budget Merging Single Dialogs Workspace

Use this workspace to merge job budgets.

This is useful for integration with People Planner, but you can also use this functionality for other purposes.

The Job Budget Merging tab contains information about the job and the customer and includes fields for selecting the two budgets to merge, an island that displays the total number of conflicts between the two budgets, and a count of how many of these conflicts are yet to be resolved.

The Job Budget Line Merging sub-tab contains lines that give you a preview of what a merge of the two selected budgets might be like.

When you use People Planner and Maconomy, you can create job budgets in Maconomy and then export them to People Planner for resource planning. Afterwards, you can import the job budget from People Planner back into Maconomy. This results in two budgets for a job: the version that you created in Maconomy, and the version that you imported back from People Planner. The two budgets have different budget types. For example, the project that you created in Maconomy might have the budget type Original, while the budget that you imported from People Planner might have the budget type of People Planner. You set up the budget types when you configure the integration.

When you select the budget types, the result of a previous merge or a previous conflict resolution is shown in the Job Budget Line Merging sub-tab. Use the **Load Job Budgets for Merging** action to update the sub-tab. This is useful when you are working on resolving conflicts and need to interrupt your work for a while.

Matching Lines

The two budgets that you are merging, the Budget to Update and the Budget to Merge with, both have job budget lines. Some of these lines originate from the budget that you exported (the Maconomy version). After the export, lines might have been added in both Maconomy and in the exported budget (for example, in People Planner).

Lines that exist in only one of the budgets are added to the preview of the merged version (this means that the line was either added in Maconomy after exporting or added in the external application). These lines are marked as conflicts of the type Line Added.

Many lines exist in both budgets. For example, all of the lines that were created in Maconomy and that were exported to People Planner are present in the version that is imported back into Maconomy. This is always the case; job budget lines that are present in the Budget to Update must be present in the Budget to Merge with. You cannot change the structure of the budget in the external application. This means that you cannot remove lines, though you can move them around in the structure.

Lines are matched on the basis of a key that is stored in both Maconomy and in People Planner. This field is not visible in the standard layout, and you should never change it.

When two matching lines are found, they are compared. If one or more values in the fields of the line are different, the line is marked as having a conflict. The columns to the right in the Job Budget Line Merging sub-tab display the values from both budgets so that you can decide how to resolve the conflict. The columns on the left show what the merged budget will look like if it you approve it. You can also see the work breakdown structure of the budget.

Resolving Conflicts

The Job Budget Line Merging sub-tab contains information about conflicts, and it provides the means to resolve these conflicts.

For lines that have a conflict, the **Conflict** field contains a short description of the conflict. Columns to the right of this field show the conflicting values of the fields from each budget.

In the left part of the sub-tab, the fields contain the result of merging the budgets with the current selection of how to resolve any conflicts. You can think of this as a preview of the merge. The merge itself only happens when you use the **Approve Merge** action; only then is data actually changed.

Each line also contains the fields **Keep <Budget to Update>** and **Keep <Budget to Merge with>**. Selecting one of these mutually exclusive fields selects the values from that budget as the value to be used in the merged budget.

In certain situations, selecting one of these fields either causes the selection of additional fields or notifies you about fields that you might want to select:

- If lines in the work breakdown structure (WBS) might be left dangling, the lines higher in the structure are automatically selected to avoid this.
- If lines farther down in the WBS are affected by a selection that you make, a notification prompts you to examine those lines.

The following actions are useful for resolving conflicts: **Mark All from Budget to Update**, **Mark All from Budget to Merge with**, and **Auto-Resolve Conflicts**. You must resolve each line that has a conflict by selecting the budget from which the values should be taken. This can, for large budgets, be a tedious process. These actions can help you to select the conflict lines more quickly.

You must resolve all of the conflicts before you can approve the merge. You can, however, save the job without resolving conflicts (if, for example, you want to continue resolving at a later time).

Approving a Merge

After you resolve all of the conflicts, you can perform the actual merge by using the **Approve Merge** action.

Note that new conflicts can appear after the merge if the Budget to Update changes after you first loaded it.

Job Budget Merging Tab

This section includes the fields and descriptions for the Job Budget Merging tab.

Job Island

Field	Description
Job No.	This is the number of the job to which the budgets to be merged apply. The value cannot be changed, but you can go to another job by using the search functions in the Find menu.
Job Name	This is the job's name.
Job Group	This is the job group to which the job is assigned.
Status	This is the job status.
Project Manager	This field displays the name and employee number of the project manager of the job.
Responsible	This field displays the name of the employee who is responsible for the job.

Field	Description
Opportunity	This field is marked if the job is actually not a job, but an opportunity. There are some differences in budgeting between jobs and opportunities (for example: opportunity budgets are not versioned, while job budgets are) but these differences are handled by Maconomy: this window is used in the same way no matter whether it is a job or an opportunity. This field if for information only.
Customer Remarks	copy to come

Selection Criteria Island

Field	Description
Show Only Conflicts	If this check box is marked, only lines with conflicts will be shown in the table part.

Budgets Island

Field	Description
Budget to Update	This field is used to select the job budget type of the budget that should be updated when the job budget merge is approved. This would, for example, be the job budget type of the job budget that was originally created in Maconomy and then transferred to People Planner for further processing. A job budget type must be selected.
Budget to Merge with	This field is used to select the job budget type of the budget that should be used to merge into the budget to update. This is typically the job budget that was exported from Maconomy, and then was processed and changed in, for example, People Planner, and has now been imported back into Maconomy. This budget could be said to originate from the “Budget to Update.” A job budget type must be selected.

Customer Island

Field	Description
Customer	This field displays the customer number and name of the customer for whom the job is performed.

Conflicts Island

Field	Description
No. of Conflicts	This field shows the total number of conflicts between the “Budget to Update” and the “Budget to Merge with.”

Field	Description
No. of Unresolved Conflicts	This field shows the number of unresolved conflicts between the “Budget to Update” and the “Budget to Merge with.”

Job Budget Line Merging Sub-Tab

This section includes the fields and descriptions for the Job Budget Line Merging sub-tab.

Field	Description
Description	This field shows the description that would result if the two budgets were merged with the current selections. The budgets are actually only merged by the Approve Merge action, so this field should be regarded as a preview.
Quantity	This field shows the quantity that would result if the two budgets were merged with the current selections. If the line is a sum line, the value is the sum of the subordinated lines. The budgets are actually only merged by the Approve Merge action, so this field should be regarded as a preview.
Start Date	This field shows the start date in the merged budget. If the line is a sum line, the date will be the earliest date in the set of start dates in the subordinate lines (and if all the dates in these lines are blank, this field will be blank, too.) The budgets are actually only merged by the Approve Merge action, so this field should be regarded as a preview.
End Date	This field shows the end date in the merged budget. If the line is a sum line, the date will be the latest date in the set of end dates in the subordinate lines (and if all the dates in these lines are blank, this field will be blank, too.) The budgets are actually only merged by the Approve Merge action, so this field should be regarded as a preview.
Employee Category No.	This field shows the employee category that would result if the two budgets were merged with the current selections. The budgets are actually only merged by the Approve Merge action, so this field should be regarded as a preview.
Keep <Budget to Update>	<Budget to Update> in the header will dynamically be substituted with the name of the budget type presently selected as the “Budget to Update” in the Budgets island. If you mark this field, the value from the budget with this budget type will be used in the merged budget. Note that if there are no conflicts between the two budgets, you cannot mark any of the Keep <Budget.> fields. Also, when there is a conflict, both fields cannot be marked at the same time.

Field	Description
Keep <Budget to Merge with>	<Budget to Merge with> in the header will dynamically be substituted with the name of the budget type presently selected as the “Budget to Merge with” in the Budgets island. If you mark this field, the value from the budget with this budget type will be used in the merged budget. Note that if there are no conflicts between the two budgets, you cannot mark any of the Keep <Budget.> fields. Also, when there is a conflict, both fields cannot be marked at the same time.
Conflict	When there is a conflict between the two budgets, this field contains a textual description of the conflict. The following conflict descriptions are defined: **Conflict Field Contains** / **Explanation** Several Values Differ — More than one field differs between the two budget lines. You can use the fields to the right in the table part to see the contents of the relevant fields in the two budget lines. Line Added (<Budget Type>) — The line was added in the budget with the budget type <Budget Type> (this is dynamically replaced with the real name). Line Removed (<Budget Type>) — The line was removed in the budget with the budget type <Budget Type> (this is dynamically replaced with the real name). Descriptions Differ — Only the Description field differs between the two budget lines. Quantities Differ — Only the Quantity field differs between the two budget lines. Start Dates Differ — Only the Start Date field differs between the two budget lines. End Dates Differ — Only the End Date field differs between the two budget lines. Start and End Dates Differ — Both start and end dates differ between the two budget lines. Employee Categories Differ — Only the Employee Category field differs between the two budget lines.
Description, <Budget to Update>	This field contains the description from the budget of the type selected in “Budget to Update” (<Budget to Update> is dynamically replaced by the real name of the budget type).

Field	Description
Description, <Budget to Merge with>	This field contains the description from the budget of the type selected in “Budget to Merge with” (<Budget to Merge with> is dynamically replaced by the real name of the budget type).
Start Date, <Budget to Update>	This field contains the start date from the budget of the type selected in “Budget to Update” (<Budget to Update> is dynamically replaced by the real name of the budget type).
Start Date, <Budget to Merge with>	This field contains the start date from the budget of the type selected in “Budget to Merge with” (<Budget to Merge with> is dynamically replaced by the real name of the budget type).
End Date, <Budget to Update>	This field contains the end date from the budget of the type selected in “Budget to Update” (<Budget to Update> is dynamically replaced by the real name of the budget type).
End Date, <Budget to Merge with>	This field contains the end date from the budget of the type selected in “Budget to Merge with” (<Budget to Merge with> is dynamically replaced by the real name of the budget type).
Empl. Cat. No, <Budget to Update>	This field contains the employee category from the budget of the type selected in “Budget to Update” (<Budget to Update> is dynamically replaced by the real name of the budget type).
Empl. Cat. No, <Budget to Merge with>	This field contains the employee category from the budget of the type selected in “Budget to Merge with” (<Budget to Merge with> is dynamically replaced by the real name of the budget type).

Actions

Top Tab

Field	Description
Load Job Budgets for Merging	When you select this action, the budgets to merge are loaded. The fields “Budget to Update” and “Budget to Merge with” must have a selection before the action be used.
Mark All from Budget to Update	When you select this action, all conflicts are resolved by selecting the line from “Budget to Update.” You will see a tick mark appear in all relevant Conflict fields in the table part of the window. This corresponds to rejecting all changed from Budget to Merge with (for example, all changes made in People Planner.)

Field	Description
Mark all from Budget To Merge with	When you select this action, all conflicts are resolved by selecting the line from “Budget to Merge with.” You will see a tick mark appear in all relevant Conflict fields in the table part of the window. This corresponds to accepting all changed made in, for example, People Planner.
Auto-resolve Conflicts	When you select this action, conflicts are resolved automatically. The following rules are used: ▪ If a job budget line exists in both budgets, but changes have been made in only one, the line that has been changed is kept ▪ If a line has been added or removed in one of the budgets, this change will be kept. ▪ If a line has been changed in both budgets, the conflict cannot be resolved automatically. Note that the action does not approve the merge: it is necessary to do this explicitly (by selecting the Approve Merge action). When merging two budgets with a lot of lines, using this action can often very effective: it makes a “natural” selection in many cases so that you can concentrate on the conflicts that require more investigation.
Approve Merge	When you select this action, the budgets are merged, and the “Budget to Update” will be changed to look like the preview. This action can only be performed when all conflicts between the two budgets have been resolved. Note, though, that the Budget to Update can, possibly, have been changed while the conflicts were being resolved. In this case, new conflicts can appear after the approval.

Show Purchase Orders Single Dialogs Workspace

Use this workspace to view the purchase orders that have been created for jobs in the Job Cost module.

Use the Find menu to retrieve the right job; you can then see all of the relevant information about its purchase orders. A job's status must be Order to appear in this workspace.

The Show Purchase Orders tab displays general and account information, and the Purchase Orders sub-tab contains information about the purchase orders that you have created for the job. You cannot change the contents of any of the fields.

Use the **Print This** function in the File menu to print a list of the purchase orders for the current job. Use the **Print…** function to print a list of purchase orders for more than one job.

Note: You manage purchase orders in the Purchase Orders workspace in the Accounts Payable module.

Show Purchase Orders Tab

This section includes the fields and descriptions for the Show Purchase Orders tab.

Job Island

Field	Description
Job	This field shows the job's name and unique job number. The name was entered in the Jobs window.
Job Group	This is the job group the job belongs to. Job groups are created in the window Job Groups.
Status	This is the job status. It must be "Order" to be shown here. A job initially has "Quote" status.
Responsible	In this field, you can see who is responsible for the job. The name is entered in the Jobs window.
Closed	This field is marked if the job has been closed. You can reopen a job in the Jobs window by selecting "Reopen Job."

Customer Island

Field	Description
Customer	This is the name and number of the customer the job is for. The name is retrieved from the Job Information window.

Description Island

Field	Description
Internal	This is the internal description of the job. It is retrieved from the Jobs window.
Description 2	copy to come
Description 3	copy to come
Ref.	This is the job's reference text. It is retrieved from the Jobs window.

Purchase Orders Sub-Tab

This section includes the fields and descriptions for the Purchase Orders sub-tab.

Purch. Order No. This is the number of the purchase order. It is taken from the "Purchase Order" number series in the Numbers window.

Field	Description
Vendor	This is the number of the vendor the purchase order was made to.
Name	This is the name of the vendor. It is retrieved from the Purchase Orders window in the Accounts Payable module.
Country	This is the country the vendor comes from. It is retrieved from the Vendor Information Card in the Accounts Payable module.
Language	This is the language the vendor uses. It is retrieved from the Vendor Information Card in the Accounts Payable module.
Currency	This is the currency the vendor uses. It is retrieved from the Vendor Information Card in the Accounts Payable module. Purchase Order Total This is the amount the vendor was paid for the service you bought. It is the same as the cost of the corresponding amount activity. Please note that the purchase order total does not include any discount granted by the supplier. This is due to the fact that a purchase order can contain purchase order lines referring to different jobs.
Created on	This is the date the purchase order was created.
Closed	This field is marked if the purchase order is closed, which is done in the Purchase Orders window in the Accounts Payable module.
Date Closed	This is the date the purchase order was closed in the Purchase Orders window. This field is blank if the purchase order is still open.

Job Planning Single Dialogs Workspace

Use this workspace to outline the tasks to be completed for a job.

Just as you use the Job Budget workspace to keep track of job costs, you use this workspace to plan the time aspect of a job at a general level.

The Job Planning tab displays some of the standard information for the job. Use the Job Budget Lines sub-tab to maintain information about how the job is being performed. The lines correspond to the lines in the planning budget as entered in the Job Budgets workspace. However, this workspace does not display prices, markup, tax, and so on.

Use the **Show Budget** field to select the budget. By default, Maconomy suggests the planning budget for the current job. This workspace always displays the latest revision of a job budget. You can create, delete, and edit lines as you do in the Job Budgets workspace, which then reflects the changes that you make.

You have access to edit all of the open fields in the Job Budget Lines sub-tab if the **Change Job Budgets** field in the Actions workspace in the Set-Up module is selected. However, if the job budget on a line is approved, you cannot change the **Empl. Field** on that line.

Information in this workspace is shared with the detailed planning in the Resource Planning module. Automatic exchange of data between the two modules ensures that jobs' planning budgets and the detailed planning are updated on an ongoing basis.

If a job that is displayed in this workspace is a template job, you can only create lines for the job if certain information, such as country, currency, and company tax code, has been entered for it. If you try to create a budget line for a template job for which the appropriate information has not yet been provided, Maconomy issues a message informing you about the missing information.

Job Planning Tab

This section includes the fields and descriptions for the Job Planning tab.

Job Island

Field	Description
Job	This is the name and number of the job whose budget is shown in the window. It cannot be changed here. The name is entered, and can only be changed, in the Jobs window.
Job Group	This is the job group the job is assigned to. You cannot change it here. The job group can be changed in the Jobs window as long as the job is on quote.
Status	This is the job's status. It is either "Quote" or "Order." It cannot be changed here. When you create a job, it has "Quote" status. By choosing "Convert to Order" in the Jobs window, the status is changed to "Order."
Template	This field shows whether the job is a template job or a normal job.
Responsible	This is the name of the person in the company who is responsible for the job. You can change the name in the Jobs window.
Closed	This field shows whether the job is closed. If it is marked, the job is closed. You cannot change it here. A job is closed by choosing "Close Job" in the Action menu in the Jobs window, and it is reopened by choosing "Reopen Job," also in the Action menu in the Jobs window. As long as a job is marked as closed, it is not possible to enter new budget lines or to change the information in existing budget lines. Nor is it possible to make entries to the job. However, you can always reopen the job.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current job. The number is specified in the window Jobs when the job is created. It cannot be changed here.

Line Creation Island

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in new job budget lines added to the job budget.

Transfer Job Dates Island

Field	Description
Activity Type	This field displays the type of the current activity.
Overwrite Existing Dates	With this check box, you can decide whether the “Transfer Job Dates” action should overwrite any dates already entered by the user in the job budget line “Planned Starting Date” and “Planned Ending Date” fields.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Budget Type Island

Field	Description
Show Budget	In this field, you can specify which budget lines you want to see. When you open the window Job Planning or browse through a different job in this window, you will see the budget of the type you looked at last.
Planning Budget	In this field, you choose the budget to be used as the current job’s planning budget. The planning budget is used to register dates, employees, and items to give an overview of the expected use of these resources. Planning budgets can be analyzed using the Analyzer report/report template Planning Budgets. If the value in this field is changed, Maconomy checks the existence of any planning lines in the window Detailed Planning in the Resource Planning module which have been created on the basis of the previous planning budget. Are there no such lines, the planning budget for the job in question will be changed. If such planning lines exist, however, Maconomy will issue a warning indicating that all planning lines assigned to the current budget will be removed from the detailed planning. If the current planning budget belongs to a job for which one or both of the job parameter attributes “Duplicate lines (amount) on planning budget” or “Duplicate lines (time) on planning budget” have the value “No,” you can only change the budget type if the selected type does not contain more than one line with the same combination of activity and task. If you change the budget type, Maconomy will issue a warning, and any job progress entries and task progress entries are deleted for the job. The table part of the window Job Planning shows budget lines from the planning budget of the current job.

Customer Island

Field	Description
Customer	This is the name and number of the ship-to customer the job is for. It cannot be changed. The customer's name is entered in the Jobs window.

Settling Company Island

Field	Description
Settling Company	This field shows the name and number of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see the section "Multiple Companies" in the chapter "Introduction to the G/L Module." Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Resource Planning Island

Field	Description
Booking Type	In this field, you can specify a default booking type to apply to all budget lines for the planning budget, as well as to all detailed planning lines associated with the budget lines. The three booking types are "Preliminary," "Requested," and "Confirmed." The type selected in this field is automatically suggested on lines created in the table part of the window. If you change the value in this field, the booking type is changed on all budget lines and related detailed planning lines. Note that the value of the field can be changed to "Preliminary" or "Requested" as required, but it can only be changed to "Confirmed" if the current allocation does not conflict with other confirmed allocations specified for the employee in question. If a conflict occurs so that the current allocation and one or more other confirmed allocations would cause the planning time of the employee on the current line to be exceeded, the booking type of the current line will automatically be set to "Requested." For more information, please see the description of the field "Booking Type" in the table part.
On Hold	If this field is marked, it means that the action "Put on Hold" has been selected for the job. The field is unmarked if the action "Resume" is selected. For more information, see the action "Put on Hold."
Date	This field shows the date on which the current job was put on hold, if the field "On Hold" above is marked.

Field	Description
By	This field shows the name of the user who put the current job on hold, if the field “On Hold” above is marked.
Expected Resume Date	In this field you can specify the date on which you expect the current job to be resumed, if it is currently on hold. The field is for information only.
Resumed	If this field is marked, it means that the current job has once been put on hold, but has been resumed through the use of the action “Resume.” The field cannot be unmarked. For more information, see the action “Resume.”
Date	This field shows the date on which the current job was resumed, if the field “Resumed” above is marked.
By	This field shows the name of the user who resumed the current job, if the field “Resumed” above is marked.
Automatic Allocation Method	Sometimes it is known at the time of the planning of a job that a certain employee should carry out a given task, and the distribution of allocations in the detailed plan is inconsequential. You can let Maconomy take over the planning of time activities on the lines in the table part, provided that the budget shown in the window is the latest approved revision of the planning budget by specifying a value in this field. This field can have three values: ▪ Blank — If you select this option, no automatic allocation is made. If you have previously made automatic allocations and then reset this field to the blank value, the detailed planning allocations will be preserved, but they will no longer be automatically updated. ▪ Early Allocation — If you select this option, Maconomy will allocate as many hours as possible as early in the plan as possible, when a number of hours is specified in the field “Quantity” on a line in the table part of the window. ▪ Even Allocation — If you select this option, Maconomy will allocate the number of hours specified in the field “Quantity” evenly on the detailed planning line within the time span defined in the window Detailed Planning. For more information about these options, please see the field “Method” in the window Detailed Planning in the Resource Planning module. When a value other than blank is selected, any existing planning lines are deleted from the budget, and new planning lines are created according to the specified method. This takes place when the budget is approved (from any window, including Job Budgets and Job Progress), but only for lines where an employee, a starting date, and an ending date have been specified. If any of these items of information is later removed, it corresponds to selecting the blank value for the line—the detailed planning line is not removed, but is no longer updated automatically.

Field	Description
	If no employee has been specified on a line when you approve the budget, the automatic allocation will not be performed until an employee is assigned to the task in the Resource Planning module. Maconomy tries to make a confirmed allocation, but if the specified number of hours cannot be allocated within the available planning time of the employee in question, the allocation will be marked as “Requested.” If the Job Progress or Task Progress functionality is being used, the starting date for the allocation will be the latest estimate date instead of the planned starting date, and you cannot let the estimate date exceed the planned ending date. Detailed planning lines created as a result of automatic allocation in this window cannot be locked. It is possible to specify an automatic allocation method for jobs set up with the **Day** time unit.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	In this field, you can enter the description of the activity. If you have entered an activity number in the “Act. No.” field, Maconomy suggests the activity text from the Job Budgets window when you print quotes and order confirmations, but you can always change the text on the budget line. The original activity text is shown in the field “Activity Name.”
Line Type	In this pop-up field, you select the type of the current job budget line. Selecting a value is mandatory. In the card part, the field “Default Line Type” in the island Line Creation defines the default value of this field, that is the value which is automatically suggested when you create the line. You may then select something else. You can choose from the following values: ▪ Sum/Text — If you select this value, the current line can be used as a text line, simply adding a line of text to the budget, or as a sum line. A sum line is used as a grouping level when you use work breakdown structure as described in “Getting Started with the Java™ Client.” In both cases, no reference to activity or task may be specified on the line, and the line cannot be marked as a milestone. ▪ Time — If you select this value, the current line is used for specifying a time activity. The activity number will change to the activity specified in the job parameter attribute “Default Time Activity” of the type “Budgeting.” ▪ Outlay — If you select this value, the current line is used for specifying an outlay activity. The activity number will change to the

Field	Description
	activity specified in the job parameter attribute “Default Outlay Activity” of the type “Budgeting.” ▪ Amount — If you select this value, the current line is used for specifying an amount activity. The activity number will change to the activity specified in the job parameter attribute “Default Amount Activity” of the type “Budgeting.” ▪ Milestone — If you select this value, the current line is used for specifying a milestone. Any existing activity number will be removed, and the field “Milestone” will be marked (this field is not shown in the standard layout of the Job Budgets window). Note that by changing the line type, you change the activity number. See the description of the field “Act. No.” for considerations with regard to changing the activity number. If you specify an activity in the field “Act. No.,” this field will change to reflect the type of activity you entered, that is either “Time,” “Amount,” or “Outlay.”
Act. No.	In this field, you enter the number of the activity you wish to plan for the budget line. When the activity has been entered, it cannot be changed. If the field is blank, the line is a text line which you can use for a description of the budget. If the field shows the sign “*,” the line is a sum line, which creates a subtotal when you print the budget with the standard layout from the Job Budgets window. If a job budget text from the window Activities has been assigned to one of the activities used in this window, the standard text will be transferred to the window Job Budget Texts. You can subsequently edit the text so that it fits each job budget line in the window Job Budget Texts.
Empl. Cat. No.	In this field, you can assign a certain employee category to the job budget. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany, or billing price for the specified employee category for price calculations. If the system parameter “Empl. cat. on job budgets required” is marked, it will not be possible to leave out an employee category number in this field, unless the field “Empl.” is also blank.
Empl.	In this field, you can enter the number of the employee who is assigned to the activity. If employee control by budget or by approved budget has been selected for the current job, all employees for whom registrations are made on the job must appear in the job’s budget of the type specified by means of the system parameters “Use Fixed Budget Type for Employee Control” and “Budget Type No. for Employee Control.” If, for instance, the system parameter “Use Fixed Budget Type for Employee Control” has been marked, and the system parameter “Budget Type No. for Employee Control” indicates the budget type “Standard,” a job registration for a given employee is only allowed if the employee in question appears in the latest revision of the job’s budget of the type “Standard.”

Field	Description
	Registrations are not limited to the activities entered for the employee in the budget. Employee control is selected in the window Jobs. See also the description of the window Employee Control for information about a better way of limiting the number of employees who can register on the job. If an employee category has been specified in the field “Empl. Cat. No.,” this field must either be blank, or the employee specified must be a member of the employee category. If an employee is specified in this field, it will not be possible to specify that employees other than the one specified in this field should work on the job in the window Detailed Planning in the Resource Planning module. If, on the other hand, the field is blank, it is possible to plan for one or more employees belonging to the specified category (or all employees, if no category has been specified). If the system parameter “Empl. cat. on job budgets required” is marked, it is not possible to specify an employee unless an employee category is also specified. If the current job uses Traffic Control, and one or more teams has been selected for the job in the windows Timing Plans or Job Traffic Status, the employee specified here must be member of that team. For more information, see the windows mentioned and the window Teams in the Set-Up module.
Quantity	In this field, you can enter the budgeted quantity for the budget line. For time activities, the quantity is interpreted as hours. It is therefore totaled in the “Hours” field in the “Time” column in the Job Budgets window. If you enter a number of hours, it is automatically converted into a number of days which is inserted into the field “Quantity, Days.” The number of days is calculated by dividing the number of hours by the value in the field “Hours per Man Day” in the card part of the window Jobs. If you wish to assign items to the job budget line in the Job Budget Item Lines window, the value here must be 1. You can then enter the quantity on the job budget item lines.
Quantity, Days	The functionality of this field is similar to that of the field “Quantity” above. However, this field only applies to time activities, and you enter the budgeted quantity as a number of days instead of a number of hours. If you enter a number of days, it is automatically converted into a number of hours which is inserted into the field “Quantity.” The number of hours is calculated by multiplying the number of days by the value in the field “Hours per Man Day” in the card part of the window Jobs.
Estimated Time to Completion	This field shows the number of hours required to complete the task on the planning budget line. If the activity on the current planning budget line is an amount activity, this field is blank. The value of the field cannot be edited, as it displays the most recent estimate made in the window Task Progress. The estimate of this field is considered valid as of the date specified in the field “Estimate Date” below. The value of this field is relevant only if that field is not blank.

Field	Description
Estimate Date	This field shows the date for which the estimated time or costs required to completion on the planning budget line is considered valid. If the field is blank, it means that no estimated requirements for completion have been specified. The value of the field cannot be edited, as it displays the date of the most recent estimate made in the window Task Progress.
Estimated Cost to Completion	This field shows the amount of costs required to complete the task on the planning budget line. The value of the field cannot be edited, as it displays the most recent estimate made in the window Task Progress. The estimate of this field is considered valid on the date specified in the field “Estimate Date” above. The value of this field is relevant only if that field is not blank.
Quantity Unstaffed	This field displays the number of hours still remaining to be staffed for the current planning budget line. The value of the field can be edited by allocating the current task to one or more employees in the Resource Planning module.
Planned Start Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned End Date	Enter the date on which you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource

Field	Description
	Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	Enter the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Completed	You can mark this field to show that the activity is completed.
Skill No.	In this field, you can enter the number of a skill. If a specific employee has been indicated for the job budget line, a warning will be issued if the skills of the employee do not comply with the specification of this field and the below fields “Level” and “Requirement Type.”
Skill Name	This field shows the name of the skill entered in the field “Skill No.”
Level	In this field, you can enter the required level for the skill specified in the field “Skill No.” This means that an employee assigned to the task on the job budget line should possess the skill at this level or better. Note that if you specify a level which does not comply with the one specified for the employee on the job budget line, a warning will be issued.
Requirement Type	In this pop-up field, you can specify to what degree employees should possess a skill level to be allowed to be assigned to the task. If an employee has been specified on the job budget line in the card part, Maconomy will issue a warning each time the skill requirement is entered or changed if the change means that the specified employee does not meet the skill requirement. The default value of the field is “Mandatory,” but you can choose among the following options:

Field	Description
	▪ Mandatory — If you select this option, only employees possessing the skill at the specified level or higher should be assigned to the task. ▪ Preferred — This option means that employees possessing the skill at the specified level or higher are preferred to employees who do not. ▪ Undesired — This option means that employees that either do not possess the specified skill at all or possess the skill at a level below the specified level are preferred to employees who do. ▪ Disallowed — If you select this option, only employees that do not possess the skill at the specified level or higher should be assigned to the task. This means that only employees that either do not possess the specified skill at all or possess the skill at a level below the one specified for the skill should be assigned to the task.
Exec. Company No.	This field shows the name of the company carrying out the specified activity. The field cannot be changed.
Name	This field shows the name of the executing company. The field cannot be changed.
Task	In this field, you can specify the task to which the job budget line is to be assigned. If neither of the system parameters “Create Tasks from Job Budgets” or “Extended Task Creation from Budgets” has been marked, and a task list exists for the job, you must enter a task which exists in the task list in question. If dimension values have been specified in the task list, these dimensions are automatically suggested on new budget lines unless another value has been entered manually. If the window Task Lists specifies that derived dimension values should overwrite existing dimensions values, any manually entered dimensions will be overwritten. If either of the system parameters “Create Tasks from Job Budgets” or “Extended Task Creation from Budgets” has been marked, you can enter a task which does not already exist in the job’s task list. When you do, Maconomy will create the task in the job’s private task list, using the activity entered on the line as derived activity.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window, and if no value has been entered in the card part, the standard value is transferred from the window System Parameters in the Set-Up module.

Field	Description
	See the section on dimension derivation in the chapter “Introduction to the G/L Module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Activity Name	This field displays the text defined for the current activity. The text is suggested by Maconomy as entry text when a line is created in this window. The entry text can be changed, and this is then displayed in the field “Description” in the table part of this window.
Task Description	In this field, you can specify the task to which the job budget line is to be assigned. If neither of the system parameters “Create Tasks from Job Budgets” or “Extended Task Creation from Budgets” has been marked, and a task list exists for the job, you must enter a task which exists in the task list in question. If dimension values have been specified in the task list, these dimensions are automatically suggested on new budget lines unless another value has been entered manually. If the window Task Lists specifies that derived dimension values should overwrite existing dimensions values, any manually entered dimensions will be overwritten. If either of the system parameters “Create Tasks from Job Budgets” or “Extended Task Creation from Budgets” has been marked, you can enter a task which does not already exist in the job’s task list. When you do, Maconomy will create the task in the job’s private task list, using the activity entered on the line as derived activity.
Empl. Cat. Name	This field shows the name of the employee category specified in the field “Empl. Cat. No.” above.
Employee Name	This field displays the name of the employee specified in the field “Empl.”
Booking Type	In this field, you can specify one of the booking types “Preliminary,” “Requested,” or “Confirmed.” The default value of the field is transferred from the field “Booking Type” in the island Resource Planning in the card part. By specifying a booking type, you can indicate whether the planned hours should be considered tentative or permanent. Allocations of the booking type “Confirmed” are considered permanent, whereas less-restricted allocations

Field	Description
	are of the booking type “Preliminary.” Allocations of the booking type “Requested” are allocations that either could not be converted from “Preliminary” to “Confirmed,” or allocations that are to be reviewed by some other person before they are converted to “Confirmed.” Any detailed planning lines based on the current planning budget line are automatically provided the booking type specified in this field, but the type can be changed in the window “Detailed Planning.” If you update the booking type on a line at a later time and reapprove the budget, Maconomy will check the associated detailed planning line to see if its current booking type matches the booking type specified on the planning budget line at the previous approval. If it does, the booking type on the detailed planning line is updated with the new booking type from the planning budget line, thus keeping the booking type on the planning budget line and the detailed planning line synchronized. If it does not, it means that the booking type on the detailed planning line was explicitly changed, and Maconomy will therefore not update the booking type on the detailed planning line when the planning budget is reapproved. You can convert the booking type selected into another type. Note, however, that if the booking type is changed from “Preliminary” to “Confirmed,” the system will try to implement the change on the related detailed planning lines. Any allocations in the detailed planning that could not be changed from the type “Preliminary” to “Confirmed” because of conflicts with other confirmed allocations will automatically be assigned the booking type “Requested.” Conflicts arise if the conversion of the current allocation and other, confirmed allocations with the same employee would cause the planning time of the employee on the current line to be exceeded. You cannot create more than three versions, one for each booking type, of budget lines which are similar, that is, have the same combination of job, activity, task, and employee and/or employee category.
First Possible Starting Date	In this field, you can enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports.
Last Possible Ending Date	In this field, you can enter the last possible ending date of the activity.
Actual Starting Date	In this field, you can enter the actual starting date of the activity. The specified date is for reference only, for example, for use in reports.
Actual Ending Date	In this field, you can enter the actual ending date of the activity. The specified date is for reference only, for example, for use in reports.
On Hold	If you mark this field, the current task is put on hold. This has the same effect for the current line as selecting the action “Put on Hold” has for the entire job.

Field	Description
	The field is unmarked if the action “Resume” is selected. For more information, see the action “Put on Hold.”
Put on Hold On	This field shows the date on which the current job was put on hold, if the field “On Hold” above is marked.
Put on Hold By	This field shows the name of the user who put the current job on hold, if the field “On Hold” above is marked.
Expected Resume Date	In this field you can specify the date on which you expect the current task to be resumed, if it is currently on hold. The field is for information only.
Resumed	If this field is marked, it means that the current task has once been put on hold, but has been resumed through the use of the action “Resume” or by removing the mark in the field “On Hold” for the current line. The field cannot be unmarked. For more information, see the action “Resume.”
Resumed On	This field shows the date on which the current task was resumed, if the field “Resumed” above is marked.
Resumed By	This field shows the name of the user who resumed the current task, if the field “Resumed” above is marked.
Plan Locked	By marking this field, you specify that the current job budget line is “locked.” This means that Maconomy will show a warning if you try to delete or move the allocation on the line. Locking is typically used for fixtures such as customer meetings, and so on, which cannot be moved without affecting a third party. When you mark or unmark the field in this window, all underlying detailed planning lines in the window Detailed Planning or Detailed Employee Planning in the Resource Planning module are updated accordingly. You can, however, mark or unmark individual planning lines in the windows mentioned. Note that you cannot change this field if the budget is set up to use automatic resource allocation.
Automatic Allocation Method	In this field, you can specify that the current task should be allocated automatically. The functionality of this field is similar to that of the **Automatic Allocation Method** field in the tab, but only applies to the current job budget line.
Remarks 1-10	In these fields, you can enter remarks regarding the current line.

Actions

This section shows the Actions available in the Job Planning workspace.

Top Tab

Field	Description
Transfer Job Dates	The functionality of this action is similar to that of the action “Transfer Job Dates” in the window Job Budgets.
New Revision	The functionality of this action is similar to that of the action “New Revision” in the window Job Budgets.
Submit Budget	The functionality of this action is similar to that of the action “Submit Budget” in the window Job Budgets.
Approve Budget	The functionality of this action is similar to that of the action “Approve Budget” in the window Job Budgets. Note that if the job or individual budget lines were put on hold or resumed while the latest revision of the budget was still not approved, the planning lines will not be updated until you carry out this action.
Reopen Budget	The functionality of this action is similar to that of the action “Reopen Budget” in the window Job Budgets.
Convert to Preliminary	When you select this action, Maconomy converts the booking type of all planning budget lines in the table part into “Preliminary.”
Convert to Requested	When you select this action, Maconomy converts the booking type of all planning budget lines in the table part into “Requested.”
Convert to Confirmed	When you select this action, Maconomy converts the booking type of all planning budget lines in the table part from “Preliminary” to “Confirmed.” If the conversion of the booking type on a budget line would conflict with other confirmed allocations for the employee allocated on the line, that is, the current allocation and one or more other confirmed allocations would cause the planning time of the employee on the current line to be exceeded, this line will instead be converted into “Requested,” and a warning will be issued.
Put on Hold	It can sometimes be necessary suspend working on a specific task or a whole job for a period of time. This could, for instance, be because you are waiting for a delivery from the customer or a third party. To be able to account for this, you can mark jobs or tasks as being “on hold.” When a job or task is marked in this way, it does not appear in employee resource plans. Later, for example, when the customer or third party has made the delivery, you can resume the job. With this action, the entire job is put on hold. This means that the following happens:

Field	Description
	▪ All lines in the table part are marked in the field “Put On Hold,” provided they belong to the latest approved revision of the planning budget, and the booking type corresponds to the booking type specified for the job. ▪ All allocations on detailed planning lines for the job are deleted. The planning lines, as such, are not deleted, but the planned hours are cleared. This way, the information about who was assigned to the task is preserved. Note that the planning lines are not affected until the budget is approved. ▪ You can no longer create allocations in detailed planning lines for the job until the job is resumed. ▪ It is still possible to add lines to the planning budget, but the lines will be added with the default status “Put on Hold.” ▪ Jobs or tasks which have been put on hold will not appear in the “Unstaffed Tasks” Portal report. ▪ When you select the action, the field “On Hold” in the Resource Allocation island in the card part is marked, and the current date and your user name are shown in the island as a record of who put the job on hold. Note that to put individual tasks on hold, you simply mark them in the table part. See also the description of the “Resume” action below and the action “Approve Budget” above.
Resume	When you select this action, Maconomy cancels the “On Hold” status of the entire job, and it is once again possible to create detailed planning lines for the job. In the Resource Allocation island in the card part, the field “Resumed” is marked, and the current date and your user name are shown in the island as a record of who resumed the job. Note that the mark in the field “Resumed” will not disappear if you put the job on hold again; it serves as a record that the job was once put on hold and subsequently resumed. Note that to resume individual tasks, you simply unmark the field “Put on Hold” in the table part.
Copy Budget From Template	This action copies the budget from the template job.

Timing Plans Single Dialogs Workspace

Use this workspace to view all relevant deadlines for tasks, for both internal and external reporting.

The Timing Plans tab displays the information that is relevant for the Traffic Manager. The Job Budget Lines sub-tab displays lines from the latest revision of the job's planning budget.

This workspace is part of Maconomy Traffic Management.

The actual planning of job traffic takes place in this workspace and the Job Traffic Status workspace. For example, the timing plan forms the basis for the traffic reports that are used in job status meetings.

Each timing plan line corresponds to a task in the job's timing plan. You adjust the timing of the tasks by using the planned starting and ending dates on the individual lines. You can adjust them manually by changing the date fields or automatically by defining a suggested duration and delay on each line. Use the **Calculate Dates** action to compute all of the dates using the suggested durations and delays on the lines. Dates are calculated from the starting date on the first line and subsequent durations on lines in line order from the top. Thus it is important to put the plans on lines in the correct order.

If you selected a week calendar in the **Standard Week Calendar** job parameter attribute of the type Planning, the date calculation adjusts for weekends and holidays as defined in the week calendar. Otherwise, calendar days are used. The following table shows how Maconomy fills in dates. Note that you can also inject delays between tasks (see the **Delay** field in the Job Budget Lines sub-tab), but no delays are included in this example. Note that in the example below, June 7 is a Tuesday.

Description	Planned Start	Planned End	Duration
Creative Brief	YYYY.06.07		2
Brief, First Creative Internal			2
First Team Internal			1
First Creative Internal			1
Final Team Internal			1

After you use the **Calculate Dates** action, the timing plan looks like the following.

Description	Planned Start	Planned End	Duration
Creative Brief	YYYY.06.07	2005.06.08	2
Brief, First Creative Internal	YYYY.06.09	2005.06.10	2
First Team Internal	YYYY.06.13	2005.06.13	1
First Creative Internal	YYYY.06.14	2005.06.14	1
Final Team Internal	YYYY.06.15	2005.06.15	1

The week calendar in this workspace uses Monday-Friday as working days and skips weekends when calculating the deadlines for a job.

You can assign up to six teams to the job and to the planning lines in this workspace. Teams are groups of employees who work together on a task or the whole job. The division into teams is used for reporting purposes, such as in the Traffic Status Report workspace. In addition, you can only assign an employee to the job budget line in other workspaces if the employee is member of a team selected for the budget line. The teams identified in the Traffic island in the Timing Plans

tab are transferred to the corresponding fields in the timing plan lines if the **Derive Teams** field is selected on the individual lines.

You can designate some lines as milestones. A milestone is characterized by not having any duration—the starting date and the ending date are the same. Milestones are used for traffic reporting purposes and should not be confused with the milestones in the Invoicing Plans workspace.

In addition, the timing plan uses primary dates, which are the most important dates in the timing plan, assembled into a catalog. These might be dates that occur on all timing plans in the organization and should always be available when reporting across jobs, using the Traffic Status Report in the Portal. Primary dates can be milestones that have no duration or tasks associated with work that has to be done. In the latter case, the planned ending date of the task counts as the primary date. You can define up to ten primary dates in the Popup Fields workspace in the Set-Up module.

Because timing plan lines are actually job budget lines, you cannot change them if the budget is approved. If the budget is approved, you can reopen it in this workspace by using the **Reopen Budget** action.

As in the Job Budgets workspace, this workspace has actions for submitting, approving, reopening, and creating revisions of job budgets. Any changes that you make to the status of a planning budget or to the budget lines in the Job Budget Lines sub-tab of this workspace are also shown in the Job Budgets workspace.

You can print the timing plan for a range of jobs using the Timing Plan layout.

Timing Plans Tab

This section includes the fields and descriptions for the Timing Plans tab.

Job Island

Field	Description
Job	This field shows the name number of the job whose budget is shown in the window. The name is entered, and can only be changed, in the Jobs window.
Job Group	This field shows the name of the job group to which the current job belongs.
Status	This field shows whether the current job has “Quote” or “Order” status.
Template	If this field is marked, the current job is a template job. The changes you make in this window will be used by all future jobs created from this template.
Responsible	This field shows the name of the employee who is responsible for the job.
Closed	If this field is marked, the current job is closed. You cannot edit the traffic plan of a closed job.

Customer Island

Field	Description
Customer	This field shows the name and number of the customer assigned to the job. The name is entered in the Jobs window.

Traffic Island

Field	Description
Team 1-6	In these fields you can enter up to six teams which may apply to this job. A team is a group of employees. When you enter the team number, the name is shown to the right of the number. In the table part, you can assign a team from among these teams to timing plan lines. If the customer has a preference for a certain team or set of teams, the teams may be specified in the customer card. When a job is created for the customer, the specified teams will be copied to the job when it is created. Otherwise, the teams can be specified on the job or the template job, or teams can be changed or added in this window. When a team is specified on a timing plan/job budget line, you are restricted to selecting among the members of that team when assigning an employee to the task on the budget line in other windows. For information about setting up the teams, see the window Teams in the Set-Up module.

Company Island

Field	Description
Company	This field shows the number and name of the responsible company of the job.

Line Creation Island

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in the table part of the window. Every time you create a new line, the value selected here will be selected on the new line, and you may then change it to something else. Please see the description of the field “Line Type” in the table part for a description of the options in this field.

Revision Island

Field	Description
Revision No.	This field displays the number of the current revision of the timing plan/job budget. By selecting the action “New Revision” in the Action menu, you can make a new revision of the job budget.

Field	Description
Remarks	In these fields, you can enter information about the current revision of the timing plan/job budget. When you choose to create a revision of the budget, the contents of these fields will be removed, allowing you to enter remarks about the new revision of the budget. These fields are the only fields in the budget which are affected by the creation of a new revision. The remarks can still be viewed in the window Job Budget Revisions.

Employees Island

Field	Description
Project Manager	In this field, you can enter the number of an employee created in the Employees window in the Set-Up module. The name of the employee is shown in the “Name” column. For further information about the functionality of the project manager, see the description of the “Project Manager No.” field in the Jobs window. In this window, the project manager information can be used in the automatic creation of teams using the “Create Teams” action.
Sales Rep.	In this field, you enter the number of an employee who is registered as a sales representative in the Employees window in the Set-Up module. The name of the employee is shown in the “Name” column. For further information about the functionality of the sales representative, see the description of the “Sales Rep. No.” field in the Jobs window. In this window, the sales representative information can be used in the automatic creation of teams using the “Create Teams” action.
Employee 1-10	In these fields, you can assign up to ten employees to the current company-specific customer. The employees will be suggested as Employees 1-10 when you create a job on the given company-specific customer

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	In this field, you can edit the description of the current timing plan/job budget line. Note that in the description of the following fields, the timing plan/job budget line is called a “task.” For more information, please see the description of the window Job Budgets.
Line Type	In this pop-up field, you select the type of the current job budget line. Selecting a value is mandatory. In the card part, the field “Default Line Type” in the island Line Creation defines the default value of this field, that is the value which is automatically suggested when you create the line. You may then select something else. You can choose from the following values:

Field	Description
	▪ Sum/Text — If you select this value, the current line can be used as a text line, simply adding a line of text to the budget, or as a sum line. A sum line is used as a grouping level when you use work breakdown structure as described in “Getting Started with the Java™ Client.” In both cases, no reference to activity or task may be specified on the line, and the line cannot be marked as a milestone. ▪ Time — If you select this value, the current line is used for specifying a time activity. The activity number will change to the activity specified in the job parameter attribute “Default Time Activity” of the type “Budgeting.” ▪ Outlay — If you select this value, the current line is used for specifying an outlay activity. The activity number will change to the activity specified in the job parameter attribute “Default Outlay Activity” of the type “Budgeting.” ▪ Amount — If you select this value, the current line is used for specifying an amount activity. The activity number will change to the activity specified in the job parameter attribute “Default Amount Activity” of the type “Budgeting.” ▪ Milestone — If you select this value, the current line is used for specifying a milestone. Any existing activity number will be removed, and the field “Milestone” will be marked (this field is not shown in the standard layout of the Job Budgets window). Note that by changing the line type, you change the activity number. See the description of the field “Act. No.” for considerations with regard to changing the activity number. If you specify an activity in the field “Act. No.,” this field will change to reflect the type of activity you entered, that is either “Time,” “Amount,” or “Outlay.”
Planned Starting Date	In this field, you can edit the date on which you plan to start the current task. Note that the planned starting and ending dates might change when you select the action “Calculate Dates,” according to the description of that action and the introduction to this window.
Planned Ending Date	The functionality of this field is similar to that of the field “Planned Starting Date.”
Task	In this field, you can edit the task selected for the current timing plan/job budget line. If the current line is a milestone, you cannot enter a task in this field.
Activity No.	In this field, you can edit the activity selected for the current timing plan/job budget line. If the current line is a milestone, you cannot enter an activity in this field.
Team 1	In this field, you can enter or edit the number of the team of employees to be assigned as “Team 1” to the job. If the field “Derive Teams” is marked for the

Field	Description
	line, the team specified as “Team 1” in the card part for the job is transferred to this field. If a team is selected, it is only possible to assign an employee to the job budget line in other windows if the employee is member of the selected team. For more information, see the introduction to this window.
Team Name 1	This field shows the name of the team entered in the field “Team 1.”
Depending on Line No.	You can use this field to enter a reference to the line number of another line in the timing plan. By doing so, you add a dependency to the task of the referenced line, so that the current task depends on both the preceding task and the referenced task. The line number should refer to the hierarchical number according to the table part structure. The hierarchical line numbers can be seen by setting the table part to show line identifiers (see “Viewing/ Hiding Structure Line Numbers” in the chapter “Getting Started with the Java™ Client”). You can delete or otherwise manipulate dependencies in the window Job Budget Line Dependencies or use the graphical Gantt Chart component in the Portal (preferred). For more information, please see the section on “Graphical Resource Planning” in the Portal Modules reference manual. To reset the dependencies to the starting position where each task depends on the previous task with a date, select the action “Create Dependencies.” For more information, see the description of the action “Create Dependencies.” If you use the action “Create Dependencies” to make dependencies between the tasks, this field is completed automatically. You can also add any number of dependencies in this field manually, making the current task depend on multiple tasks. After making manual dependencies in the field, you can delete the line number in this field to delete the added dependencies one at a time. When you delete a dependency, Maconomy will show the next dependency in this field. In the window Job Budget Line Dependencies, you can get a better overview of dependencies involving multiple tasks, and you can add dependencies to tasks which belong to other jobs.
Primary Date	In this pop-up field you can select a primary date. Primary dates are created in the window Popup Fields in the Set-Up module, where a maximum of ten different primary dates can be set up. By using primary dates, you can ensure that all jobs use the same framework for certain events or milestones. For instance, say that all jobs go through the same sequence: “Creative Brief,” “Brief, First Creative Internal,” “First Team Internal,” “Final Creative Internal,” and “Final Team Internal.” By setting up this sequence as primary dates, you can assign a task or milestone to each primary date. This makes it possible to compare reports for a number of different jobs you can, for example, read from a report how many jobs have passed the “First Team Internal” date but not the “Final Creative Internal” date. You cannot select the same primary date for multiple tasks.
Quantity	This field shows the number of hours specified for the current task.

Field	Description
Quantity, Days	The functionality of this field is similar to that of the field “Quantity” above. However, this field only applies to time activities, and you enter the quantity as a number of days instead of a number of hours. If you enter a number of days, it is automatically converted into a number of hours which is inserted into the field “Quantity.” The number of hours is calculated by multiplying the number of days by the value in the field “Hours per Man Day” in the card part of the window Jobs.
Completed	By marking this field, you mark the current task or milestone as completed. The field is for information only.
Suggested Duration	In this field you can enter an estimate of the duration of the current task. The number of days entered here will affect the planned starting and ending dates of this task and all subsequent tasks when you select the action “Calculate Dates.”
Suggested Delay	In this field you can enter a number of days of delay between the previous and the current task. When you select the action “Calculate Dates,” the delay entered in this field will be added to the starting date of the current task.
External Date	If you mark this field, the current timing plan line will be included in timing plan printouts if you mark the field “Include External Dates Only” in the window Print Job Budgets (also opened if you select Print… in this window). This is a way to print an external timing plan, that is, a timing plan which you can send to a customer.
Fixed Date	If this field is marked, any planned starting and ending dates on this line cannot be changed automatically when carrying out the action “Calculate Dates” or when using the Gantt component to manipulate the dates. If a duration and a planned ending date are specified on the line, the planned starting date will be calculated as the ending date less the duration when the action “Calculate Dates” is selected, and the dates of subsequent lines are calculated from the specified ending date on this line.
Derive Teams	If you mark this field, the current timing plan line will inherit the team or teams specified in the table part. Team 1 in the table part will be copied to the field “Team 1,” team 2 will be copied to “Team 2,” and so on, when you mark this field or when you enter or change teams in the card part. If you have specified or derived one or more teams on the line, and you remove the mark in this field, the specified team or teams will remain on the line.
Activity Name	This field shows the name of the activity on the current timing plan line.
Task Description	This field shows the description of the task on the current timing plan line.
Team 2-6	The functionality of these fields is similar to that of the field “Team 1” above.

Field	Description
Team Name 2-6	The functionality of these fields is similar to that of the field “Team Name 1” above.
Milestone	— If you mark this field, the task on the current line is considered to be a milestone. This means that the task has no duration (the planned starting date and the planned ending date are identical). Furthermore, no activity or task can be assigned to a milestone line the line must be a text line. Milestones are used for traffic reporting purposes, and should not be confused with the milestones in the window Invoicing Plans.
Location	In this field you can see or edit a value for the dimension Location for the current timing plan line. For more information, see the corresponding field in the window Job Budgets.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Planned Starting Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports.

Field	Description
	If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Ending Date	Enter the date you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.

Actions

This section shows the Actions available in the Timing Plans workspace.

Top Tab

Field	Description
New Revision	The functionality of this action is similar to that of the action “New Revision” in the window Job Budgets.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Submit Budget</td><td>The functionality of this action is similar to that of the action “Submit Budget” in the window Job Budgets.</td></tr>
<tr><td>Approve Budget</td><td>The functionality of this action is similar to that of the action “Approve Budget” in the window Job Budgets.</td></tr>
<tr><td>Reopen Budget</td><td>The functionality of this action is similar to that of the action “Reopen Budget” in the window Job Budgets.</td></tr>
<tr><td>Calculate Dates</td><td>When you select this action, the planned starting and ending dates are calculated. As described in the introduction to this window, Maconomy makes a linear calculation based on the first starting date entered in the table part (the topmost starting date appearing in the table). Any sum-level structure applied to the lines does not affect the calculation, and the calculation is based on the order in which the lines appear in the table part. Dates are calculated according to the following formulas:
<table>
<tr><td>Starting Date 1 (that is, the first task)</td><td>Entered by user</td></tr>
<tr><td>Starting Date 2 (that is, subsequent tasks)</td><td>Starting Date 1 + Suggested Duration + Suggested Delay</td></tr>
<tr><td>Ending Date 1</td><td>Starting Date 1 + Suggested Duration</td></tr>
<tr><td>Ending Date 2</td><td>Starting Date 2 + Suggested Duration</td></tr>
</table>
Dates are also calculated for tasks preceding the first task for which a starting date has been specified. For instance, your timing plan may look as follows:
<table>
<tr><th>Line No.</th><th>Starting Date</th><th>Ending Date</th><th>Duration</th><th>Sugg. Delay</th><th>Sugg. Duration</th></tr>
<tr><td>1</td><td></td><td></td><td></td><td></td><td>2</td></tr>
<tr><td>2</td><td></td><td></td><td></td><td>3</td><td>5</td></tr>
<tr><td>3</td><td>June 16</td><td>June 17</td><td></td><td>2</td><td>2</td></tr>
<tr><td>4</td><td>June 18</td><td>June 18</td><td></td><td>0</td><td>1</td></tr>
</table>
Line 3 is the first line with a starting date. Using this starting date and the suggested delay and duration for lines 1 and 2, Maconomy is able to calculate starting and ending days for these lines as well.
If no starting dates have been specified, but one or more ending dates have been specified, Maconomy starts by calculating a starting date for the first line with an ending date. Based on the calculated starting date, Maconomy then proceeds, calculating starting and ending dates for the remaining lines using the method described above. This allows you to calculate dates of all tasks based on the preferred ending date of the last task.</td></tr>
</table>

Field	Description
	Tasks for which the field “Fixed Date” is marked will not be moved in time by this action, and the starting date of tasks following fixed-date tasks will be calculated relative to the day after the planned ending date of the fixed-date task. All days are working days according to the week calendar selected for the job in the job parameter attribute “Standard Week Calendar.” If no calendar is selected there, Maconomy uses regular calendar days. The dates are calculated in a linear fashion, meaning that Maconomy assumes that the first task in the table part should be carried out before the next, and so on. This is the same as saying that task 2 is dependent on task 1, task 3 is dependent on task 2, and so on. You can, however, add other dependencies in the field “Depending on Line No.” For more information, see the description of that field. The dates can be altered in other windows as well, including the detailed resource plan and the Portal Gantt Chart component.
Create Dependencies	When you select this action, Maconomy creates or restores the original dependencies between tasks in the table part. As explained above in the description of the action “Calculate Dates,” Maconomy assumes that the first task in the table part should be carried out before the next. The action is based on the order in which the lines appear in the table part. Choosing this action creates a dependency of a task to the preceding task, if the task has a starting and ending date, and if the task is either a milestone or has an activity number specified. For more information about manipulating dependencies, please see the description of the window Job Budget Line Dependencies and the section on “Graphical Resource Planning” in the Portal Modules reference manual.
Create Teams	When you select this action, Maconomy attempts to create teams for the team fields (“Team 1-6”) that have not already been completed. This is done using the team generators defined in the window Team Generators. There is a team generator for each of the six team fields. The team generator for a given team field defines which of the employees referenced on the job in question (for example, the project manager, sales representative, and the employees in the fields “Employee 1-10”) should be members of the team assigned to the team field to which the team generator pertains. For instance, team generator 3 may indicate that the team in the field “Team 3” should consist of the project manager of the job in question and the sales representative. For each blank team field, Maconomy checks the corresponding team generator to see if it will result in any team members. If not (for instance, if the generator specifies that the team should consist of the employees in the fields “Employee 1” and “Employee 3,” but none of these fields has been completed for the job, or if none of the checkboxes in the island Members of the generator has been marked), no team is created and assigned to the team field in question. If the generator specifications will result in a set of team members, Maconomy then checks if a team with exactly the same members already exists. If it does, this team is assigned

Field	Description
	to the team field in question. Please note that if this team is blocked, it is automatically unblocked before being assigned to the job. If no team with the members indicated by the team generator exists, a team is automatically created with these members, according to the specifications in the team generator, and assigned to the team field in question. For further information about setting up team generators, see the window Team Generators in the Set-Up module.
Copy Budget From Template	This action copies the budget from the template job.

Job Traffic Status Single Dialogs Workspace

Use this workspace to prepare a traffic status report.

The traffic manager uses the traffic status report as a basis for discussing the progress and status of multiple jobs at status meetings. The traffic status report is based on information in the Timing Plans workspace and status information collected from the employees who are responsible for the various jobs.

This workspace is part of Maconomy Traffic Management.

When traffic managers want to work out a new version of the traffic status report, they create a revision of the report. This way, a traffic history is preserved, and the traffic manager can include comparisons with previous reports in the report. You can view previous reports in the Job Traffic Status Revisions workspace.

In the Job Traffic Status tab, you can enter selection criteria to select a number of jobs. When you press **Return**, the Jobs sub-tab displays timing plan information for the selected jobs.

The Jobs sub-tab enables you to enter a status text, assign or edit primary dates, select primary date tasks as completed, and assign teams and status flags to the jobs.

Job Traffic Status Tab

This section includes the fields and descriptions for the Job Traffic Status tab.

Selection Criteria Island

Field	Description
Project Manager No.	In this field, you can specify the employee number of a project manager. The table part will only include jobs for which the specified employee is project manager.
Team	The functionality of this field is similar to that of the field “Project Manager No.” To be included in the table part, the team specified must exist in one of the six “Team” fields on the job.

Field	Description
Customer No.	In these fields, you can specify a range of customer numbers. The table part will only include jobs with responsible customers within this range.
Job No.	The functionality of these fields is similar to that of the field “Customer No.”
Customer Remark 15	The functionality of these fields is similar to that of the field “Customer No.” In Maconomy Agency Solution (MAS) systems, this field is called “Client.”
Customer Remark 17	The functionality of this field is similar to that of the field “Project Manager No.” In Maconomy Agency Solution (MAS) systems, this field is called “Brand.”
Flag	In this pop-up field, you can select a flag specification. The table part will only include jobs for which the selected flag has been specified.
Employee No. 1-10	The functionality of these fields is similar to that of the field “Project Manager No.”
Revision Closed, Date	The functionality of these fields is similar to that of the field “Project Manager No.” The table part will only include jobs for which the latest job traffic status revision was closed on the specified date.
Revision Closed by	The functionality of these fields is similar to that of the field “Project Manager No.” The table part will only include jobs for which the latest job traffic status revision was closed by the specified user.

Compare to Island

Field	Description
Revision Code	In this field, you can enter a revision code. The values from the specified revision of the current traffic status report will be shown in the “Compare” fields in the table part.

Revision Code Island

Field	Description
Revision Code	In this field, you can enter a revision code. When you select the action “Close Revision,” the specified revision code will be transferred to each of the jobs in the table part. Instead of thinking up a revision code yourself, you can let Maconomy generate one for you automatically of the form “<YEAR>/<WEEK>” and enter it in this field. A system parameter might require you to enter a code in this field before you can close the revision. For more information, see the description of the system parameters “Automatically generate traffic status revision codes” and “Traffic Status Revision Codes Required” in the window System Parameters.

Jobs Sub-Tab

This section includes the fields and descriptions for the Jobs sub-tab.

Field	Description
Job No.	This field shows the job number of the current job.
Job Name	This field shows the name of the current job.
<Primary Date 1>	The name of this field is determined by the setup of the pop-up field “Primary Dates” in the window Popup Fields in the Set-Up module. Primary dates supply the framework which makes it possible to compare multiple jobs. The field displays the planned ending date of the timing plan line on which this primary date has been selected. You can edit the date in this field, which will update the corresponding timing plan line and job budget line. The job budget line will be updated regardless of whether the budget is approved.
Completed, <Primary Date 1>	As for the field above, the name of this field is determined by the setup of the pop-up field “Primary Dates” in the window Popup Fields in the Set-Up module. The field shows whether the field “Completed” has been marked on the timing plan line on which this primary date has been selected. You can mark or unmark this field, which will update the corresponding timing plan line and job budget line. The job budget line will be updated regardless of whether the budget is approved.
<Primary Date 2-10>	The functionality of these fields is similar to that of the field “<Primary Date 1>.”
Completed, <Primary Date 2-10>	The functionality of these fields is similar to that of the field “<Completed, Primary Date 1>.”
Flag	In this pop-up field, you can choose among the flag types set up in the pop-up field “Traffic Status Flag” in the window Popup Fields in the Set-Up module. Flags provide a uniform way of assigning a status to the job. A flag could, for example, be “Requires Attention” or “Possible Delay.” The flag can be used for grouping jobs that share common properties; in the card part, you can search for jobs having a certain flag.
Status	In this field, you can enter a text describing the status of the current job. You can enter a maximum of 255 characters.
Next Step	This field shows the next step in the timing plan of the job. The field shows the description of the first line in the latest revision of the timing plan that remains to be completed and represents either a time activity or a milestone.

Field	Description
Team 1	This field shows which team is selected as team 1 on the job in the window Timing Plans. You can change the team in this field.
Team Name 1	This field shows the name of the team entered in the field “Team 1” above.
Team 2-6	The functionality of these fields is similar to that of the field “Team 1” above.
Team Name 2-6	The functionality of these fields is similar to that of the field “Team Name 1” above.
Project Manager No.	This field shows the employee number of the project manager of the current job.
Name of Project Manager	This field shows the name of the project manager entered in the field “Project Manager No.” above.
Customer	This field shows the customer number of the responsible customer of the current job.
Customer Description	This field shows the name of the customer entered in the field “Customer No.” above.
Customer Remark 15-20	These fields show the values of the fields “Remark 15-20” in the information card of the current customer, respectively. In Maconomy Agency Solution (MAS) systems, the fields “Remark 15,” “Remark 17,” and “Remark 19” are called “Client,” “Brand,” and “Product,” respectively.
Revision Code	This field shows the code of the latest revision of the current job.
Revision Closed by	This field shows the name of the user who closed the latest revision of the current job.
Revision Closed, Date	This field shows the date on which the latest revision of the current job was closed.
<Primary Date 1-10>, Comp. Rev.	The names of these fields are determined by the setup of the pop-up field “Primary Dates” in the window Popup Fields in the Set-Up module. The field shows the dates for primary dates as specified on the revision of the job traffic status specified in the field “Revision Code” in the island Compare To in the card part. This way you can, for example, compare the job traffic status of two consecutive weeks.
Status, Comp. Rev.	This field shows the content of the field “Status” as specified on the revision of the job traffic status specified in the field “Revision Code” in the island Compare To in the card part.

Field	Description
Next Step, Comp. Rev.	copy to come
Team 1-6, Comp. Rev.	The functionality of these fields is similar to that of the field “Status, Comp. Rev.” above.
Team Name 1-6, Comp. Rev.	The functionality of these fields is similar to that of the field “Status, Comp. Rev.” above.
Revision Code, Comp. Rev.	This field shows the revision code of the job traffic status revision with which the current job traffic status is compared.

Actions

This section shows the Actions available in the Job Traffic Status workspace.

Top Tab

Field	Description
Close Revision	When you select this action, the current revision of the traffic status is closed. This means that no values on the jobs shown in the table part can be changed until a revision is created using the action “New Revision.” At the same time, the revision code entered in the island Revision Code in the card part is transferred to each of the lines in the table part. If the system parameter “Automatically generate traffic status revision codes” is marked, a revision code is automatically generated if you did not add one manually.
New Revision	When you select this action, a revision is created, and the values shown for the jobs are copied to this new revision, except for the revision code. In the window Job Traffic Status Revisions you can inspect the values for all previous revisions.

Job Traffic Status Revisions Single Dialogs Workspace

Use this workspace to view past revisions of traffic status reports.

The Job Traffic Status Revisions tab displays one job at a time. The Job Traffic Revisions sub-tab displays all of the traffic status revisions that have been created for the particular job. You cannot edit any of the fields in the workspace.

This workspace is part of Maconomy Traffic Management.

When traffic managers wants to work out a new version of the traffic status report, they create a revision of the report in the Job Traffic Status workspace. This preserves a traffic history, and the traffic manager can include comparisons with previous reports in the report. You can view previous reports in this workspace.

For more information about traffic status reports, see the description of the Job Traffic Status workspace.

Job Traffic Status Revisions Tab

This section includes the fields and descriptions for the Job Traffic Status Revisions tab.

Job Island

Field	Description
Job	This field shows the name and number of the current job. All information in this window applies to this job.

Customer Island

Field	Description
Customer	This field shows the name and customer number of the responsible customer of the current job.
Customer Remark 15-20	These fields show the value of the fields “Remark 15-20” in the information card of the current customer, respectively. In Maconomy Agency Solution (MAS) systems, the fields “Remark 15,” “Remark 17,” and “Remark 19” are called “Client,” “Brand,” and “Product,” respectively. Note that if the system parameter “Use Product level” is not marked, the field “Customer Remark 19” will not be shown in this window.

Job Traffic Revisions Sub-Tab

This section includes the fields and descriptions for the Job Traffic Revisions sub-tab.

Field	Description
Traffic Revision No.	This field shows the revision number of the revision on the current line. Maconomy assigns this number to the revision automatically. It is only used for sorting the revisions in the table part in reverse order.
Revision Closed, Date	This field shows the date on which the revision on the current line was closed.
Revision Code	This field shows the code of the revision on the current line.
Traffic Status	This field shows the status text entered for the revision on the current line.
Team 1	This field shows which team was selected as team 1 on the job for the revision on the current line.
Team Name 1	This field shows the name of the team entered in the field “Team 1” above.

Field	Description
Team 2-6	The functionality of these fields is similar to that of the field “Team 1” above.
Team Name 2-6	The functionality of these fields is similar to that of the field “Team Name 1” above.
<Primary Date 1-10>	The names of these fields are determined by the setup of the pop-up field “Primary Dates” in the window Popup Fields in the Set-Up module. These fields show the dates specified for the primary dates for the revision on the current line.
Flag	This field shows any flag specified for the revision on the current line.
Next Step	This field shows the description of the task representing the next step in the timing plan for the current revision.
Revision Closed by	This field shows the name of the user who closed the revision on the current line.

Job Progress Single Dialogs Workspace

Use this workspace to create an overview of the progress of jobs and see whether they are on track in terms of time and cost.

This workspace shows the historic development of the progress of a job budget, compared with actual entries on the job. The Job Progress tab displays information about the current job. The Job Budget Lines sub-tab contains budget lines with information about the activity, task, and employee category that are associated with each planning budget line.

A historic entry is created when you create a progress estimate. This enables you to re-estimate one or more tasks and approve the budget again. The approved estimate is also taken into account in the detailed planning in the Resource Planning module.

The progress estimate is based on the job's planning budget. You select the planning budget for it in the Job Budgets workspace. Use the **Planning job** parameter type to set the job up to compare the job's progress with an additional budget, the baseline budget.

A baseline budget is typically used for storing the budget on which a contract is based, and is rarely changed. However, if the job changes scope, such as when you are requested to perform new tasks in addition to those already on order, you should also update the baseline budget. If you were only measuring job progress based on the regular planning budget, a deviation between the planned work and the actual work would occur, and it would not be immediately apparent that the extra work was performed due to a scope change. By comparing with the baseline budget as well, the deviation can be explained by the job scope change.

The progress of a job can be measured by the amount of hours spent on the job or by the total cost incurred on the job. The amount of hours is collected from job entries on time activities. The amount of costs is collected from job entries on amount activities and from the cost of entered time activities.

The Progress island in the Job Progress tab contains lines with history entries that display the five most recent progress estimates.

The Job Budget Lines sub-tab displays the quantity of hours or the amount planned for the line, the number of hours completed, the estimated completion requirement of the budget line, and the date on which this information is considered valid. If the budget has been structured hierarchically, group headers display summarized information from their subordinate lines. You cannot enter information directly on group header lines. To further examine each planning budget line, the project manager can use the Task Progress workspace, which shows information on each budget line, as well as any estimates for the requirements for completion as per the entries entered on the job.

The Job Budget Lines sub-tab shows the progress status of the latest estimate shown in the Job Progress tab. If you want to see the updated progress information for each of the job budget lines, enter a date in the Progress island in the Job Progress tab to indicate the date through which you want to measure progress for this job. Maconomy then performs a calculation of the progress estimates as of that date and show the updated progress information in both parts of the workspace

If the job budget currently displayed in this workspace is approved, most fields appear closed. Since re-estimating a job budget in this workspace changes the budget, you can only do that if the budget is not yet approved. If the budget is approved, you can reopen it in this workspace using the **Reopen Planning Budget** action.

You can choose to re-estimate either the entire job or just one or several of the planning budget lines shown in the Job Budget Lines sub-tab. To re-estimate the entire job, enter a new estimated time or amount to completion along with an estimate date on the last line in the table in the Progress island. Depending on whether you have selected the **Get Est. to Compl. from All Resources** field in the Time To Completion Estimates island, Maconomy performs a calculation to find the number of planned and completed hours for each job budget line since the last estimate date, as well as any new estimates provided by time sheet users. Maconomy can also find the number of planned and completed hours for each job budget line for all of those employees who have entered an estimated time to completion at a given time on the relevant job.

If you choose to re-estimate only one of the planning budget lines shown in the Job Budget Lines sub-tab, you can enter a new estimate for the selected line. The total estimate of the job is automatically written up/down accordingly. Similarly, the total estimate is reflected in the **Quantity** field on the planning budget line in the Job Budgets workspace.

Re-Evaluating Budget Lines

When re-estimating a planning budget line, you might also want to re-evaluate it. You can do that in the Task Progress workspace, which corresponds to this workspace, except that the Task Progress workspace displays progress information for the individual planning budget lines, as well as the completion requirements specified by job entries, whereas this workspace displays information at the job level.

In some cases, finding out to which job budget line a job entry refers may be ambiguous if more than one planning budget line exists with the same combination of job, activity, and task. This is the case, for example, if two budget lines exist for job J, both with activity A and task T. In this case, Maconomy picks one of the planning budget lines and suggests that the planned/entered amount of hours should be linked to that line. If there is ambiguity due to duplicate budget lines, modify the fields in the Job Budget Lines sub-tab that contain progress information. Maconomy also indicates any ambiguity for each time sheet line in the sub-tab of the Task Progress workspace.

To avoid ambiguity concerning which planning budget line belongs to which time sheet line, you can ensure that only one planning budget line exists for each activity/task combination by setting the **Duplicate lines (time) on planning budget** and **Duplicate lines (amount) on planning budget** job parameter attributes to the value **No**. This means that only one planning budget line that is related to the same job, activity, and task can be created. This ensures that when historic entries are created, the correct planning budget lines are updated.

As in the Job Budgets workspace, this workspace has three actions for submitting, approving, and reopening job budgets. Any changes made to the status of a planning budget or to the budget lines in the Job Budget Lines sub-tab are also displayed in the Job Budgets workspace. However, when approving a planning budget in this workspace for a budget with a new estimate to completion, a progress history entry is made for all of the assigned budget lines. The current estimate is then moved up from the Job Budget Lines sub-tab to the Job Progress tab as a historic entry. This allows the project manager to view the progress history of a job.

You can print out the progress history information for a range of jobs, together with progress history information for the planning budget lines.

Job Progress Tab

This section includes the fields and descriptions for the Job Progress tab.

Job Island

Field	Description
Job	This field shows the number of the job whose budget is shown in the window. This field also shows the job name. The name is entered, and can only be changed, in the window Jobs.
Project Manager	This field shows the employee number of the project manager assigned to the job.
Planning Budget	This field shows the name of the budget type used as planning budget, as assigned in the window Job Budgets.

Customer Island

Field	Description
Customer	This field shows the number of the customer assigned to the job. This field also shows the first line of the customer's name, which is entered in the window Jobs.

Progress Island

Field	Description
Date	This field shows the date for which the progress information for each row was created. You can enter a date in the empty field in the bottom row of the island if you want to make a new estimate. If you enter a date which is on or before the date of the latest progress estimate, you will be warned that all progress estimates as of the specified date will be deleted.

Field	Description
	When the job budget is approved, this date will be the one for which the reestimate is considered valid. If you do not specify a date, approving the planning budget will not create a new progress history row in this island, and the lines in the table part of the window will show the most recent estimate. If this field is blank, the other fields on this row in the table will have a zero value.
Planned	If the value of the field “Unit of Measure” is “Hours,” this field displays the number of hours planned in the detailed planning for the job, calculated as the number of hours planned for the previous row in the table plus the number of hours planned for the job between the date of the previous row and the date on this row. Note that any hours planned for a combination of activity and task which is not represented by a planning budget line will be included. This means that the number of hours shown in this field is not necessarily the sum of the number of hours planned for each of the job budget lines. If hours are subsequently inserted into or removed from the detailed planning related to dates before the date specified in the field “Date” above, the content of this field will not be affected. If the value of the field “Unit of Measure” is “Cost Price,” this field displays the text “n/a,” meaning “Not Applicable.”
Actual	This field shows the number of hours or the amount of costs that have been completed on the current planning budget line. The number of hours or the cost amount is calculated as the value of the field “Prev. Actual” plus the actual value between the previous estimate date and the current estimate date. You can change the value of this field, if Maconomy cannot determine which planning budget line a given estimate relates to because there are more than one budget line with the same combination of job, activity, and task. Moreover, you can change the value of this field even though the current registration unambiguously corresponds to the current budget line. If you do so, Maconomy will issue a message informing you about the change. See the introduction to the window for further information. If you modify the value of this field, the value cannot be lower than the value of the field “Prev. Actual.” If you choose to modify the value of this field, the field “Quantity” on the budget line in the window Job Budgets will be updated with the sum of this field and the fields “Planned” and “Estimate to Completion” to show the reestimated total of budgeted hours or costs for the task as of the estimate date. Note that the value in this field may depend on whether the field “Show Original Figures” in the card part is marked or not. See this field and the field “Actual” in the card part.
ETC	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the number of hours/quantity or the expected costs required to complete the planning budget line as of the date specified in the field “Date.” The field thus shows the suggested estimate to completion, but you can change the value if you want to modify the suggested estimate.

Field	Description
Total	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the resulting total number of hours/quantity or costs estimated for the job. The number is calculated as the sum of the fields Actual and Estimate to Compl., and the sum total corresponds to the value of the field Quantity (if you are currently showing Hours) or the field Total Cost, Base (if you are currently showing Cost Price) in the window Job Budgets. The value of this field may change depending on whether or not the field “Show Original Figures” is marked.
Baseline	This field shows the baseline value for activities. This field shows the number of hours or the costs of the baseline budget for the current line. The field corresponds to the field “Total” above, but displays the budgeted quantity on the baseline budget line instead of the planning budget, and the field cannot be changed in this window.
Baseln. Dev.	This field shows the current deviation of the planning budget from the baseline budget, that is, the difference between the value in the field “Total” and the field “Baseline.”
Acc. Dev.	This field shows the accumulated deviation, which is the sum of the “Dev.” fields of all the previous rows related to the job, including the current one. Also lines regarding the job which are not shown will be included. The value of this field corresponds to the current deviation compared to the first progress history entry for the job. If no previous row exists, this field will have the value “0.” If baseline comparison is selected for the job, this field will show the accumulated deviation since the latest change of the baseline budget, not the current planning budget. Hence, a change in the baseline budget will affect the accumulated deviation, since the deviation is calculated on the basis of the baseline budget.
CP %	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the completion percentage of the job. The value is calculated as the value of the field “Actual” divided by the value of the field “Total,” expressed as a percentage value.
Remarks	This field may show a remark associated with the progress entry, if any. If this row is the last in the table, that is, the row which has not yet been finalized, you can assign a remark to the current progress entry.
Show Original Figures	If this field is marked, this island and the table part of the window will show the original figures for historic entries. If you do not mark the field, the window will display updated figures for a historic entry. The updated figures include any registrations or estimates made on the job after the creation of the historic entry that would have affected the original numbers, if these were subsequently made on the job for dates prior to the date of the historic entry in question. See also the description of the field “Actual” above.

Field	Description
Create Budget Lines for Unbudgetted Tasks	Select this check box to create job budget lines (lines in the table part) for current actuals on activities not yet budgeted. When making a job progress evaluation, Maconomy considers all the job budget lines on the planning budget and shows the actuals per job budget line in the table part. However, registrations may be made on tasks for which no budget line exists. If you mark this field, Maconomy will automatically create budget lines for registrations on combinations of task and activity for which no budget lines exist. If you do not mark the field, Maconomy will issue a warning if registrations have been made on unbudgeted tasks. The unbudgeted registrations are then summed and shown in the card part only. If the Create Budget Lines for Unbudgetted Tasks check-box is selected when running a job progress evaluation, and the job is set up with the job parameter Budget Time by Employee enabled, then any new lines should be created with an employee number (from the actuals).
Unit of Measure	In this pop-up field, you can choose how you want to present the figures shown in this table and in the table part of the window. You can choose between two values: ▪ Hours — If you select this value, progress information is presented as number of hours. This information relates to time activities only, and the value is automatically selected if you choose “Time” in the field “Show Activity Type” above ▪ Cost Price — If you select this value, progress information is presented as amounts, in the base currency of the job. This information relates to all costs, that is, both time and amount activities, and the value is automatically selected if you choose the values “Amount” in the field “Show Activity Type” above.

Pending Registrations Island

Field	Description
Pending Reg.	If this field is marked, there are open registrations on the job, that is, registrations on dates prior to the date specified in the field “Date” on the last row in the table, which have not been included in the value of the field “Actual.” This could be the case if, for example, there are time sheet lines pertaining to the current job or other registrations on this job made before the estimate date. If these entries are not posted, they are not included in the field “Actual.” If the field “Date” is blank, this field is unmarked.
Hours	This field shows the number of hours specified on open registrations on the job on dates prior to the date specified in the field “Date” on the last row in the table. The hours are calculated by Maconomy when you mark the field “Calculate” and press Return. If open registrations exist on the job, as shown by a mark in the field “Pending Reg.” above, but you have not had Maconomy perform a calculation, this field will show a question mark.

Field	Description
Cost	This field shows the costs specified on open registrations on the job on dates prior to the date specified in the field “Date” on the last row in the table. The costs are calculated by Maconomy when you mark the field “Calculate” and press Return. If open registrations exist on the job, as shown by a mark in the field “Pending Reg.” above, but you have not had Maconomy perform a calculation, this field will show a question mark.

Planning Budget Status Island

Field	Description
Submitted	This field shows whether the planning budget has been submitted.
Submitted by	If the budget was submitted, this field displays the name of the user who submitted the planning budget.
Date	This field displays the date on which the job budget was submitted.
Approved	This field shows whether the planning budget has been approved.
Approved by	If the budget was approved, this field displays the name of the user who approved the job budget.
Date	This field displays the date on which the job budget was approved.
Reopened	This field shows whether the planning budget has been reopened.
Reopened by	If the budget was reopened, this field displays the name of the user who reopened the job budget.
Date	This field displays the date on which the job budget was reopened.

Show Progress Status Island

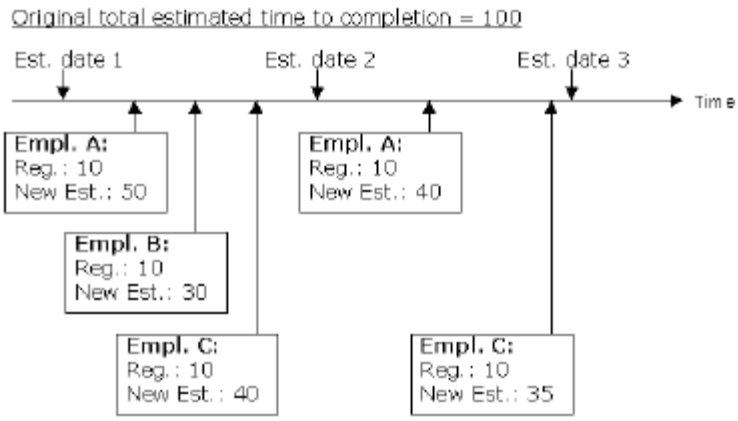
Field	Description
Idle	If this field is marked, lines marked as “Idle” will be shown in the table part. See also the description of the field “Progress Status” in the table part.
Behind Schedule	If this field is marked, lines marked as “Behind Schedule” will be shown in the table part. See also the description of the field “Progress Status” in the table part.
On Schedule	If this field is marked, lines marked as “On Schedule” will be shown in the table part. See also the description of the field “Progress Status” in the table part.

Field	Description
Ahead of Schedule	If this field is marked, lines marked as “Ahead of Schedule” will be shown in the table part. See also the description of the field “Progress Status” in the table part.
Delay Threshold %	In this field and the field “Delay Threshold, Hours” below, you can define two components which together make up a threshold. The threshold is calculated on the basis of the percentage specified in this field and the number of hours specified in the field below. If you specify a threshold, you indicate that jobs which have actually exceeded their expected time to completion should still be considered on schedule, and thereby be shown in the table part, as long as their expected time to completion does not exceed the specified threshold. See the description of the field “Progress Status” in the table part for a description of the use of this threshold.
Delay Threshold, Hours	In this field and the field “Delay Threshold %” above, you can define two components which together make up a threshold. The threshold is calculated on the basis of the number of hours specified in this field and the percentage specified in the field above. See the description of the field “Delay Threshold %” above and the field “Progress Status” in the table part for a description of the use of this threshold.
Show Activity Type	In this pop-up field, you can choose which kind of activities you want to see in this window. You can choose among three values: ▪ Blank — Budget lines referring to both time and amount activities are shown in this window — that is, all budget lines except text lines. ▪ Time — Only job budget lines referring to time activities are shown in this window. ▪ Amount — Only job budget lines referring to amount activities are shown in this window. When you change the value of this field to “Time,” the value of the field “Unit of Measure” in the island Progress is changed to “Hours.” When you change the value to “Amount,” the field “Unit of Measure” is changed to “Cost Price.” Maconomy will remember the setting in this field the next time you open this window.

Time to Completion Estimates Island

Field	Description
Get Est. to Compl. from All Resources	In this field, you can specify if time to completion estimates should be calculated from all time sheets or only from time sheets submitted since the previous estimate date. If the field is not marked, time to completion estimates specified on time sheets are only included in the calculation of a new estimate to completion in the island Progress if they are specified at a later date than the date of the last estimate in this window. This is for instance useful if time sheet users

Field	Description
	work on the job consecutively, that is, if the time to completion estimate in the time sheets represents the work left to be done since the last estimate in this window. If the field is marked, time to completion estimates specified on time sheets are included in the calculation of a new estimate to completion in the island Progress, regardless of when they are specified. Only the most recent estimate entered by an employee is considered, but estimates by different employees are aggregated for all employees who have entered estimates for the current job, also if they have not entered a new estimate since the last time an estimate was made in this window. In the illustration below, the original estimated time to completion on the job is 100 hours. Between the first and second estimate dates, three different employees, “A,” “B,” and “C,” register a total of 30 hours on the job and a total of 120 hours left to do. Between the second and third estimate dates, employees “A” and “C” register another 20 hours on the job, and estimate that another 75 hours remain.



The effect of the status of this field is shown in the following table:

Status of Field	Estimate Date	Actuals	Suggested Estimate to Compl.	Total Job Progress Estimate
Unmarked	1	0	100	100
	2	30	120	120
	3	50	75	125
Marked	1	0	100	100
	2	30	120	120
	3	50	105	155

The difference is apparent the third time the estimate is made in this window. When this field is not marked, Maconomy only recognizes the estimates specified in time sheets after the previous estimate was made. So, at the third

Field	Description
	estimate, only 75 hours are estimated to be left on the job. If the field is marked, Maconomy aggregates the estimates to completion by all employees. However, the estimates of individual time sheet users overwrite former estimates. Hence, at the third estimate, Maconomy adds the estimate made by employee “B” and the second estimates by employees “A” and “C,” reaching a total of 105.

Planning Budget Revision Island

Field	Description
Revision No.	This field displays the number of the latest revision of the job budget currently displayed.
Remarks	In these fields, you can enter information about the current revision of the job budget.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	This field shows the description assigned to the current planning budget line, if any.
Act. No.	This field shows the activity number of the planning budget line.
Task	This field shows the task of the planning budget line.
Progress Status	This field shows the status of the current planning budget line and can have one of the following four values: ▪ Idle — This value means that no work has been registered on the planning budget line since the previous re-estimate of this line, and that nothing was planned in that period either. ▪ Behind Schedule — This value means that the suggested estimated time required to complete the task on the planning budget line is larger than the value specified in the field “Exp. Time to Compl.” plus the threshold specified in the card part. The threshold is calculated on the basis of the percentage and number of hours specified in the fields “Delay Threshold %” and “Delay Threshold, Hours” in the following way:

Field	Description
	If the value of the fields “Delay Threshold %” and “Delay Threshold, Hours” are both 0, the threshold will also be 0. If the value of one of the above two fields is 0, the other determines the threshold alone. If both of the fields contain values which differ, the threshold is the smallest of the two threshold components. Assume, for example, that the value of the field “Exp. Time to Compl.” is 60 hours, and the threshold fields are set to 10% and 4 hours. The threshold component is then 10% of 60 hours = 6 hours and the absolute threshold is 4 hours. As the smallest threshold is the 4 hours, this will be the threshold used. Then if the value of the field “Est. Time to Compl.” is larger than 60 + 4, the progress status will be “Behind Schedule.” ▪ On Schedule — This value means that the suggested estimated time required to complete the task on the planning budget line equals the values specified in the field “Exp. Time to Compl.” plus or minus the selected threshold, as described above. ▪ Ahead of Schedule — This means that the suggested estimated time required to complete the task on the planning budget line is less than the values specified in the field “Exp. Time to Compl.” minus the selected threshold, as described above.
Empl. Cat. No.	This field shows the employee category number specified on the job budget line.
Planned	If the value of the field “Measuring Unit” in the card part is “Hours,” this field displays the number of hours that have been planned in the detailed resource planning for the planning budget line. The number is calculated as the value of the field “Prev. Planned” plus the number of hours planned between the previous estimate date and the current estimate date. You can change the value of this field, if, for example, deciding to which planning budget line the detailed planning belongs is related with ambiguity because there are more than one budget line with the same job/activity/task combination. However, you can also change the value of this field, even though the current registration unambiguously corresponds to the current budget line. If you do so, Maconomy will issue a message informing you about the change. See the introduction to the window for further information. If you modify the value of this field, the value cannot be lower than the value of the field “Prev. Planned.” Note that the value in this field may depend on whether the field “Show Original Figures” in the card part is marked or not. See this field and the field “Actual” in the card part. If the value of the field “Unit of Measure” is “Cost Price,” this field displays the text “n/a,” meaning “Not Applicable.”
Used	Shows the quantity of actuals also for amount activities marked for progress by quantity when the unit of measure is Hours. When the unit of measure is Cost Price then this field shows the cost price of actuals.

Field	Description
Estimate to Completion	This field is applicable only for time activities. If the value of the field “Unit of Measure” in the card part is “Hours,” this field shows the expected time required to complete the task on the planning budget line for the date specified in the field “Date” in the card part. The value is calculated as the previous estimated time required to complete less the number of hours planned for the period between the previous estimate date and the current estimate date. For example, on April 29 the estimated time required to completion is 80 hours. Between April 29 and May 6, 20 hours are registered on the task. The expected time required to complete for May 6 will then be 80 minus 20, which is 60 hours.
Est. Time to Compl., Days	The functionality of this field is similar to that of the field “Estimate to Completion.” However, this field only applies when the unit of measure is “Hours,” and you enter the estimate to completion as a number of days instead of a number of hours. If you enter a number of days, it is automatically converted into a number of hours which is inserted in the field “Estimate to Completion.” The number of hours is calculated by multiplying the number of days by the value in the field “Hours per Man Day” in the card part of the window Jobs.
Total	This field shows the sum of used and estimate to completion quantity, also for amount activities marked for progress by quantity. This field shows the new estimated total as of the estimate date. This field equals the sum of the values of the fields “Actual” and “Estimate to Completion.” The field corresponds to the total estimate of the field “Quantity” in the window Job Budgets.
Rounding Diff.	This field shows the rounding difference for activities.
Baseline	This field shows the baseline value for activities. This field shows the number of hours or the costs of the baseline budget for the current line. The field corresponds to the field “Total” above, but displays the budgeted quantity on the baseline budget line instead of the planning budget, and the field cannot be changed in this window.
Baseln. Dev.	This field shows the current deviation of the planning budget line from the baseline budget line, that is, the difference between the value in the field “Total” and the field “Baseline.”
Deviation	This field shows the deviation of the estimated total compared to the previously estimated total for the current planning budget line. The value of this field is calculated as the value of the field “Total” less the value of the field “Prev. Total.”
Acc. Deviation	This field shows the accumulated deviation of the estimated total, which is the difference between the estimated total on the first progress history entry for the planning budget line and the value of the field “Total.”

Field	Description
Expected estimate to completion	This field is applicable only for time activities.
Expected estimate to compl., Days	The functionality of this field is similar to that of the field “Estimate to Completion.” However, this field shows the expected estimate to completion as a number of days instead of a number of hours. The number of days is calculated by dividing the number of hours by the value in the field “Hours per Man Day” in the card part of the window Jobs.
CP %	This field shows the completion percentage based on quantity for amount activities marked for progress by quantity. This field shows the completion percentage of the current task. The value is calculated as the value of the field “Actual” divided by the value of the field “Total,” expressed as a percentage value.
Remarks	In this field, you can enter a remark about the completion estimate of the current task. The remark can be seen in the window Task Progress.
Prev. Planned	This field shows the number of hours that have been planned for the planning budget line as at the date of the previous estimate date.
Prev. Actual	If the value of the field “Unit of Measure” in the card part is “Hours,” this field shows the number of hours that have been completed for the planning budget line as at the previous estimate date. The number is calculated as the total number of hours registered as time activities on the current planning budget line by means of time sheets or job journals. Note that the value in this field may depend on whether the field “Show Original Figures” in the card part is marked or not. See this field and the field “Actual” in the card part.
Prev. Estimate to Completion	This field shows the number of hours or the amount previously required to complete the task on the planning budget line.
Prev. Estimate to Compl., Days	The functionality of this field is similar to that of the field “Prev. Estimate to Completion.” However, this field shows the previous estimate to completion as a number of days instead of a number of hours. The number of days is calculated by dividing the number of hours by the value in the field “Hours per Man Day” in the card part of the window Jobs.
Prev. Total	This field shows the estimated total as of the previous estimate date. This field equals the sum of the values of the fields “Prev. Actual” and “Prev. Estimate to Completion.” Note that the value of this field may depend on whether the field “Show Original Figures” in the card part is marked or not. See this field and the field “Actual” in the card part.
Activity Name	This field shows the activity name of the current planning budget line.

Field	Description
Task Description	This field shows the task of the planning budget line.
Empl. Cat. Name	This field shows the name of the employee category specified on the current planning budget line.
Suggested Est. to Compl.	This field shows the suggested estimate to completion for activities. This field shows the estimated time or cost to complete as suggested by Maconomy. When an estimate date is entered in the card part, the contents of this field and the field “Estimate to Completion” will be the same. However, if you change the value of the field “ETC,” this field will remind you of the original value suggested by Maconomy.
Suggested Est. to Compl., Days	This field shows the suggested estimate to completion as a number of days instead of a number of hours. The number of days is calculated by dividing the number of hours by the value in the field “Hours per Man Day” in the card part of the window Jobs.
ETC from Time Sheet	This field shows number of hours estimated to complete the task as specified on the Time Sheet.
Progress Unit Billing Price, Currency	This field shows the budget line's progress unit billing price in the job currency. If the **Billing Price Based on Actuals and ETC** job parameter is enabled on the job, the billing price in the planning budget is updated based on the registered billing price plus any write up/down. For time activities, and for amount activities where the **Progress by Quantity** field is selected, the total billing price is calculated as the sum of the revenue recognized and the estimated time to completion multiplied by the Progress Unit Billing Price.
Progress Markup %	This field shows the budget line's markup percentage when you run a progress evaluation. If the **Billing Price Based on Actuals and ETC** job parameter is enabled on the job, this markup percentage is used when calculating the billing price from the registered billing price plus any write up/down. For amount activities where the **Progress by Quantity** field is not selected, the total billing price is calculated as the sum of the revenue recognized and the estimated cost to completion marked up with the Progress Markup Percentage.
Total Billing Price, Currency	This field shows the budget lines total budgeted billing price in the job currency. The total billing price is calculated by multiplying the number in the **Quantity** field by the billing price per piece in the **Billing Price, Currency field**. Billing prices are totaled in the tab of the workspace, and Maconomy alerts you if the

Field	Description
	grand total exceeds the billing price budget limit, which is entered in the **Limit** field in the Budget island. If the **Billing Price Based on Actuals and ETC** job parameter is enabled on the job , the total billing price is updated based on the registered billing price plus any write up/down when you create a new progress evaluation or subsequently change the ETC. For more details, see the description of the **Billing Price Based on Actuals and ETC** job parameter.
Planned Starting Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned Ending Date	Enter the date you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace.

Field	Description
	When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	This field shows the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	This field shows the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.

Actions

This section shows the Actions available in the Job Progress workspace.

Top Tab

Field	Description
Submit Planning Budget	The functionality of this action is similar to that of the action “Submit Budget” in the window Job Budgets.
Approve Planning Budget	The functionality of this action is similar to that of the action “Approve Budget” in the window Job Budgets. However, if a new estimate date has been entered in the field “Date” in the card part of the window, a progress history entry will be made for all planning budget lines. The entry will contain the information specified in the island Progress. A similar progress history entry is created for the job. If the estimate required to complete a given task has been specified as “0,” the line will automatically be marked as “Completed” when you select this action. If the estimate date is after the planned ending date of a line marked for automatic allocation in the window Job Planning, an error message is shown, unless the estimated time to completion on the line in question is 0. When the progress has been approved, the content of this window appears as read-only and shows the latest approved figures in the table part.
Reopen Planning Budget	The functionality of this action is similar to that of the action “Reopen Budget” in the window Job Budgets.

Field	Description
New Progress Evaluation	This action is used for entering a date and remark and creating a new job progress estimate. It acts as a supplement to the existing functionality of entering the date and remarks in the last line of the History island. This action is mostly relevant in the workspace client where it will prompt the user to enter the date and remarks. Note on a large project with a large batch of budget lines performance is impacted with this process. If the **Billing Price Based on Actuals and ETC** job parameter is enabled on the job, the billing price in the planning budget is updated based on the registered billing price plus any write up/down and estimate to completion. For more details, see the description of the **Billing Price Based on Actuals and ETC** job parameter.
Calculate Pending Registrations	The action has the same behavior as selecting the existing Pending Registrations field, and it calculates the number of hours and cost that are submitted but yet to be approved.
Copy Budget From Template	This action copies the budget from the template job.
Update ETC from People Planner	Use this action to update the values in the **Estimate to Completion** field with allocated hours from People Planner. This action applies only to budget lines for time activities. You must enter an estimate date, and select the **Hours** unit. The action is only available if add-ons for People Planner and Custom Actions are installed and the **Enable Custom People Planner Actions** system parameter is enabled. Note on with a large batch of allocations made in People Planner, performance is impacted with this process. However, it is possible to set up a Scheduled Background Task to recalculate job budgets periodically and therefore reduce the need to manually choose this action **Note:** Using this action in jobs that are set up to use imported job resource allocations will cause an error.

Job Progress History Single Dialogs Workspace

Use this workspace to view the historic entries of the job progress evaluations.

Job Progress History Tab

This section includes the fields and descriptions for the Job Progress History tab.

Job Island

Field	Description
Job	This field shows the name and number of the job displayed.
Customer	This field shows the name and number of the customer for whom the job was created.
Job Group	This is the job group to which the job is assigned. You cannot change it here. The job group can only be changed in the Jobs window, and only as long as the job has “Quote” status.
Status	This is the job’s current status. A job is either “Quote” or “Order.” You cannot change its status here. When a job is created, it is automatically in “Quote,” unless you have marked the field “Created as Order” in the System Information window. In the Jobs window, you can convert jobs in quote to “Order” and vice versa. As long as a job is on quote, you can only assign it to quotes (not sales orders) in the Sales Orders module. If there are quotes or sales orders for the job, these will be shown in the table part of the window.

Responsible Island

Field	Description
Project Manager	This field shows the name and employee number of the project manager assigned to the job.
Sales Person	This field shows the name and employee number of the sales person who is responsible for the customer.

Totals, Original Island

Field	Description
Hours	This row shows the original values of the job progress evaluation in hours. For detailed descriptions of the columns in this row, see the description of the Job Progress window.
Cost, Time	This row shows the original values of the job progress evaluation in terms of the cost of time related activities. For detailed descriptions of the columns in this row, see the description of the Job Progress window.
Cost, Amount	This row shows the original values of the job progress evaluation in terms of the cost of amount related activities.

Field	Description
	For detailed descriptions of the columns in this row, see the description of the Job Progress window.
Cost, Total	This row shows the original values of the job progress evaluation in terms of the total cost. For detailed descriptions of the columns in this row, see the description of the Job Progress window.

Totals, Updated Island

Hours This row shows the updated values of the job progress evaluation in hours.

For detailed descriptions of the columns in this row, see the description of the Job Progress window.

Field	Description
Cost, Time	This row shows the updated values of the job progress evaluation in terms of the cost of time related activities. For detailed descriptions of the columns in this row, see the description of the Job Progress window.
Cost, Amount	This row shows the updated values of the job progress evaluation in terms of the cost of amount related activities. For detailed descriptions of the columns in this row, see the description of the Job Progress window.
Cost, Total	This row shows the updated values of the job progress evaluation in terms of the total cost. For detailed descriptions of the columns in this row, see the description of the Job Progress window.

Budget Information Island

Field	Description
Planning Budget	This field shows the name of the budget type used as planning budget, as assigned in the Job Budgets window.
Baseline Budget, Budget Type	copy to come
Baseline Budget, Rev. No.	copy to come

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Currency Island

Field	Description
Currency	This field shows the actual currency used in the job.
Base Currency	This field shows the base currency.

Progress Evaluation Island

Field	Description
Estimate Date	This field shows the estimate date.
Revision Number	This field shows the number of the latest revision of the job budget currently displayed.
Remarks	This field shows remarks about the completion estimate for the current task.

Planning Budget Status Island

Field	Description
Submitted	This field displays whether the planning budget has been submitted. The field is automatically marked when the action “Submit Budget” is selected.
Approved	This field displays whether the planning budget has been approved. The field is automatically marked when the action “Approve Budget” is selected, and the mark is removed if the budget is reopened.
Reopened	This field displays whether the planning budget has been reopened. The field is automatically marked when the action “Reopen Budget” is selected.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

The Job Budget Lines Sub-Tab of the Job Progress History window shows all of the fields from the job budget line and task progress entry. This sub-tab always shows the latest revisions of the job budget lines regardless of the job budget revision selected in the Job Progress History tab.

Since the sub-tab always shows the latest revisions of job budget lines, some historic progress evaluations may have job budget lines that do not have progress information because that information did not exist yet when the evaluation was performed. In such cases, all fields for the affected job budget lines are empty. To indicate whether progress evaluation information is available for a budget line, the sub-tab has a column called Has Task Progress History.

For more information about the fields shown in the sub-tab, see the descriptions of the Job Progress and Task Progress windows.

Task Progress Single Dialogs Workspace

Use this workspace to examine the progress estimates of each of the planning budget lines that the Job Progress workspace shows.

You can view the progress history of individual planning budget lines and re-estimate the tasks of the planning budget based on the specified required time to completion that time sheet users report. You can then estimate whether the individual task meets the estimated time or amount to completion, or whether it exceeds the estimate.

This workspace corresponds to the Job Progress workspace, except that in that workspace you can see progress information at the job level.

The Job Budget Line tab displays a planning budget line and includes the Progress island, which shows its progress history. You can enter information in the bottom line of the table in this island if you need to re-estimate the requirements for completion for the task shown. If the job budget is structured hierarchically, you cannot enter any information when a group header is displayed in the Job Budget Line tab, because group header lines display sums from their subordinate budget lines. However, you can select a unit of measurement and specify whether to display original figures.

For each job budget line that pertains to time activities in the Job Budget Line tab, the Specification of Estimated Time to Completion sub-tab displays the corresponding estimate to completion as estimated by users on time sheet lines that are related to the same combination of job, activity, and task as the job budget line. This sub-tab displays the most recent estimate for each employee. Only information that is related to time sheet lines that have been transferred for posting are applied.

For example, consider the use of such an estimate for two project employees, E1 and E2, working on a specific task, T. Suppose task T has been budgeted at 100 hours. Employee E1 then works for 20 hours on this task, and employee E2 works for 25 hours. Based on their experience, E1 and E2 each estimate how much time is left on their own parts of the task. So, E1 estimates that as of date D he needs another 40 hours to complete his part, and E2 estimates that as of date D he needs another 35 hours to complete his part. This input can be seen in this workspace, which will show that all together E1 and E2 have worked for 20 + 25 = 45 hours, and their estimates imply that another 40 + 35 = 75 hours are needed to complete the task. Based on his experience, the project manager now decides that 75 hours are not sufficient to complete the task, and instead enters a new estimated time to completion of 80 hours. The new total estimate for the task is then 45 + 80 = 125 hours. This information is updated in the planning budget, which now shows a total budgeted number of hours for the task of 125 hours.

In some cases, finding out which job budget line an estimate refers to may be related with ambiguity if more than one planning budget line exists with the same combination of job, activity, and task as the one on the time sheet line. This is the case, for example, if two budget lines exist for job J, both with activity A and task T. In this case, Maconomy picks one of the planning budget lines and suggests that the entered amount of hours should be linked to that line. For each line in the Specification of Estimated Time to Completion sub-tab, Maconomy then indicates which job budget line has been picked as the one to which the current time sheet line belongs. In case of ambiguity, this is also indicated for each line in the sub-tab.

To avoid ambiguity about which planning budget lines belong to which time sheet line, you can ensure that only one planning budget line exists for each combination of activity and task by setting one or both of the **Duplicate lines (amount) on planning budget** or **Duplicate lines (time) on planning budget** job parameter attributes to the value **No**. This means that only one

planning budget line that is related to the same job, activity, and task can be created. This also ensures that when historic entries are created, the correct planning budget lines are updated.

Note that if the current planning budget is approved, you cannot enter information in this workspace.

You can print out the progress information with a layout that corresponds to the one found in the Job Progress workspace.

Task Progress Tab

This section includes the fields and descriptions for the Task Progress tab.

Job Budget Line Island

This island shows information in two columns: “No.” and “Name.” For each information type as specified in the fields in this island, both number and name are displayed, with the exception of the field “Budget Type,” where only the name is shown.

Field	Description
Job	This field shows the number and name of the job to which the job budget line belongs.
Activity	This field shows the number and name of the activity specified on the job budget line.
Task	This field shows the name and description of the task specified on the job budget line.
Employee Category	This field shows the number and description of the employee category specified on the job budget line.
Line	This field shows the number and description of the job budget line. The line number refers to the hierarchical number according to the job budget line structure.
Budget Type	This field shows the budget type of the job budget line.

Progress Island

This island is structured as a table with five rows displaying information about the five most recent progress estimates for the planning budget line. The rows are sorted so that the oldest progress history entry is displayed first. The bottom row is the current entry. When a budget is approved, the figures on that row will be moved up in the table as a historic entry.

If you have specified “Hours” in the field “Unit of Measure” in this island, and the current budget line refers to a time activity, the fields in this table display hours. If the value is “Cost Price,” the fields in this table (with the exception of the field “Planned”) display the combined value of time and amount activities in the base currency of the job.

Field	Description
Date	This field shows the date for which the progress information for each row was created in the window Job Progress.

Field	Description
Planned	If the value of the field “Unit of Measure” is “Hours,” this field displays the number of hours planned in the detailed planning for the planning budget line, calculated as the number of hours planned for the previous row in the table plus the number of hours planned for the planning budget line between the date of the previous row and the date on this row. If hours are subsequently inserted into or removed from the detailed planning related to dates before the date specified in the field “Date” above, the content of this field will not be affected. If the value of the field “Unit of Measure” is “Cost Price,” this field displays the text “n/a,” meaning “Not Applicable.”
Actual	Depending on the value of the field “Unit of Measure,” the default value of this field is the number of hours or the value of the work completed for the combination of job, activity, and task on the current job budget line up to and including the date specified in the field “Date.” The number of hours is calculated as the sum of all registered hours for this planning budget line; the costs are calculated as the sum of all registered entries for this planning budget line. For historic entries, the value of this field will show one of the following possibilities, depending on whether the field “Show Original Figures” is marked or not: If the field “Show Original Figures” is marked, this field shows the number of completed hours or the completed costs at the time when the historic entry was created. If registrations are subsequently made on this job for dates prior to the field “Date” of the historic entry, this field will not be updated with the number of hours or the costs imposed by the new registration. If the field “Show Original Figures” is not marked, the number of completed hours or the completed costs in this field are updated with any hours or costs registered after the creation of the historic entry that would have affected the original numbers if the registrations had been made previously.
ETC	This field shows the number of hours or the expected costs required to complete the planning budget line as of the date specified in the field “Date.” The field thus shows the suggested estimate to completion, but you can change the value if you want to modify the suggested estimate. Note, however, that the sum of this field and the field “Actual” must correspond to the total planned number of hours specified in the field “Total” below.
Total	This field shows the resulting total number of hours or costs estimated for the job. The number is calculated as the sum of the fields “Actual” and “Estimate to Compl.,” and the sum total corresponds to the value of the field “Quantity” (if you are currently displaying Hours) or the field “Total Cost, Base” (if you are currently displaying Cost Price) in the window Job Budgets. If the planned quantity on a line in the planning budget is written up or down in the window Job Budgets, the value of this field will thus be changed accordingly. The value of this field may change depending on whether the field “Show Original Figures” is marked or not. See the description of the field “Actual” above.

Field	Description
Baseline	This field shows the number of hours or the costs of the baseline budget line. The field corresponds to the field “Total” above, but displays the total budgeted quantity on the baseline budget instead of the planning budget, and the field cannot be changed in this window. For more information about the baseline budget, please see the introduction to the window Job Progress.
Baseln. Dev.	This field shows the current deviation of the planning budget line from the baseline budget, that is, the difference between the value in the field “Total” and the field “Baseline.”
Dev.	This field shows the deviation of the field “Total” compared to the same field of the previous row. If no previous row exists, this field will have the value “0.” In other words, this field shows the difference between the current and the previous progress evaluation with respect to the total number of hours or costs as planned on the planning budget line.
Acc. Dev.	This field shows the accumulated deviation, which is the sum of the “Dev.” fields of all the previous rows related to the planning budget line, including the current one. The value of this field corresponds to the current deviation compared to the first progress history entry for the planning budget line. If no previous row exists, this field will have the value “0.” If baseline comparison is selected for the job, this field will show the accumulated deviation since the latest change of the baseline budget, not the current planning budget line. Hence, a change in the baseline budget will affect the accumulated deviation, since the deviation is calculated on the basis of the baseline budget.
CP %	This field shows the completion percentage of the planning budget line. The value is calculated as the value of the field “Actual” divided by the value of the field “Total,” expressed as a percentage value.
Remarks	This field may show a remark associated with the progress entry, if any. If this row is the last in the table, that is, the row which has not yet been finalized, you can assign a remark to the current task progress entry.
Unit of Measure	In this pop-up field, you can choose how you want to present the figures shown in this table and in the table part of the window. You can choose between two values: Hours — If you select this value, progress information is presented as a number of hours. This information relates to time activities only, and the value is automatically selected when a time activity is displayed. You cannot select this option for amount activities. Cost Price — If you select this value, progress information is presented as amounts, in the base currency of the job. This information relates to all costs, that is, both time and amount activities, and the value is automatically selected when an amount activity is displayed.
Show Original Figures	If this field is marked, this island and the table part of the window will show the original figures for historic entries. If you do not mark the field, the window will display updated figures for a historic entry. The updated figures include any registrations or estimates made on the planning budget line after the creation of the historic entry that would have affected the original numbers, if these were

Field	Description
	subsequently made on the planning budget line for dates prior to the date of the historic entry in question. See also the description of the field “Actual” above.

Pending Registrations Island

Field	Description
Pending Reg.	If this field is marked, there are registrations with the same combination of job, activity and task as the planning budget line (on dates prior to the date specified in the field “Date” on the last row in the table) which have not been included in the value of the field “Actual.” This could be the case if, for example, there are time sheet lines for the combination of job, activity, and task on the planning budget line that have not yet been transferred for posting, or if registrations on this combination are found in a non-posted job journal. If the field “Date” is blank, this field is unmarked.
Calculate	If you mark this field and press Return, Maconomy will calculate the quantity of hours or the amount specified on any open registrations with the same combination of job, activity, and task as the planning budget line. Only registrations on dates prior to the date specified in the field “Date” on the last row in the table will be considered. The result will be shown in the field “Hours” or “Cost” below for time and amount activities, respectively. It is recommended that you mark this field in case you want to check any open registrations and then unmark the field when the calculation has been performed and you have examined the number of open hours and costs.
Hours	This field shows the number of hours specified on open registrations on same the combination of job, activity, and task as the planning budget line on dates prior to the date specified in the field “Date” on the last row in the table. The hours are calculated by Maconomy when you mark the field “Calculate” and press Return. If there are open registrations on this combination, as shown by a mark in the field “Pending Reg.” above, but you have not had Maconomy perform a calculation, this field will show a question mark.
Cost	This field shows the amount of costs specified on open registrations on same the combination of job, activity, and task as the planning budget line on dates prior to the date specified in the field “Date” on the last row in the table. The costs are calculated by Maconomy when you mark the field “Calculate” and press Return. If there are open registrations on this combination, as shown by a mark in the field “Pending Reg.” above, but you have not had Maconomy perform a calculation, this field will show a question mark.

Employee Estimates Island

Number of Estimates This field shows the number of estimates included in the calculations provided by the other fields in this island.

Field	Description
Total	This field shows the sum of the estimated time to completion provided by employees on time sheets for the current planning budget line.
Average	This field shows the average of time sheet users' estimates of time to completion in the field "Sum" for the planning budget line.
Maximum	This field shows the highest estimated time required to completion provided by time sheet users for the current planning budget line.
Minimum	This field shows the lowest estimated time required to completion provided by time sheet users for the current planning budget line.

Specification of Estimated Time to Completion Sub-Tab

This section includes the fields and descriptions for the Specification of Estimated Time to Completion sub-tab.

Field	Description
Empl. No.	This field shows the number of the employee who entered the current estimate to completion. The field cannot be changed.
Employee Name	This field shows the name of the employee specified in the field "Empl. No." above.
Estimate to Completion	This field shows the estimated number of hours or the estimated costs required to complete for this employee. If the field has the value "0," the employee is of the opinion that he or she has completed the task.
Estimate to Completion, Days	This field only applies to time activities. The field shows the number of days or required to complete for this employee. The value is based on the number of hours shown in the field "Estimate to Compl." above, and the number of hours per day specified in the field "Hours per Man Day" in the window Jobs.
Estimate Date	This field shows the date valid for the estimate to completion.
Include Estimate	If you mark this field, the current line will be included in the calculations in the island Employee Estimates in the card part of the window. This applies to time activities only.
Belongs To Budget Line No.	This field shows the number of the planning budget line to which the current job entry belongs. Deciding to which planning budget line a job entry refers may be related with ambiguity if two or more planning budget lines refer to the same combination of job, activity and task. In this case, Maconomy will pick one of the planning budget lines and suggest the line number of that line in this field. Any ambiguity as to which planning budget line the current job entry belongs will be shown in the field "Ambiguous Relation" below.

Field	Description
Ambiguous Relation	If this field is marked, Maconomy found ambiguity when picking the planning budget line to which the current job entry belongs, as indicated in the field “Belongs to Budget Line No.” above. Ambiguity arises if two or more planning budget lines refer to the same activity, if, for example, two budget lines exist for job J, both with activity A and task T. In this case, Maconomy will pick one of the planning budget lines and suggest that any job entry registrations on that combination of job, activity and task should be linked to that budget line.

Actions

This section shows the Actions available in the Task Progress workspace.

Top Tab

Field	Description
Include No Estimates	When this action is selected, the field “Include Estimate” will be unmarked on all lines in the table part of the window.
Include All Estimates	When this action is selected, the field “Include Estimate” will be marked on all lines in the table part of the window.

Job Budget Line Dependencies Single Dialogs Workspace

Use this workspace to see an overview of dependencies created between job budget lines in the Timing Plans workspace or the Gantt component in the Portal.

A dependency is an indication that one task must be completed before the next one can or should be started. This means that the planned starting day of the depending task must be later than the planned ending day of the task on which the depending task depends.

The Timing Plans workspace lets you assign dependencies between lines that all belong to the same job. However, you cannot specify a dependency of a job budget line for another job.

The Gantt component in the Portal has a graphical interface for ease of use. In addition, you can specify dependencies between job budget lines that belong to multiple jobs, and you can edit and delete existing dependencies.

Job Budget Line Dependencies Tab

This section includes the fields and descriptions for the Job Budget Line Dependencies tab.

Job Budget Line Island

Field	Description
Job	This field shows the name and number of the job to which the current job budget line belongs.

Field	Description
Activity	This field shows the name and number of the activity specified on the current job budget line. The name can only be changed in the Activities window.
Activity Type	This field shows type of the current activity Time, Amount, or Outlay.
Task	This field shows the name of the task specified on the current job budget line.
Task Description	This field shows the description of the current task. The description can be changed in the windows Job Tasks or Task Lists.
Employee Category No.	In this field, you can assign a certain group of employees to work on the activity/task of the current job budget line. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany or billing price for the specified employee category for price calculations. If the system parameter “Empl. cat. on job budgets required” is marked, it will not be possible to leave out an employee category number in this field, unless an employee has been selected in another window.
Name	This field shows the name of the employee category specified in the field “Employee Category No.” above.
Budget Type	This field shows the budget type of the current job budget. Maconomy automatically selects the budget type selected as planning budget for the job.
Revision No.	This field shows the revision number of the current job budget. Maconomy uses the latest revision of the job budget when making dependencies.
Line	This field shows the line number of the current job budget line. If the job budget is arranged hierarchically, the line number indicates the position of the line in the hierarchy using a decimal separated number, for instance 1.7 or 2.5.3.

Work Island

Field	Description
Quantity	In this field, you can enter the budgeted quantity of the current job budget line. If you specify a number of hours for a time activity, the corresponding number of days is automatically calculated and copied to the field “Quantity, Days.” The number of days is calculated by dividing the number of hours by the number of hours per man day specified for the job in the field “Hours per Man Day” in the window Jobs. Similarly, if you specify a number of days, the corresponding number of hours is calculated by multiplying the number of days by the number of hours per man day.
Quantity, Days	This field only applies to time activities. In the field, you can enter the number of days budgeted for the current job budget line.

Field	Description
	If you specify a number of days, the corresponding number of hours is automatically calculated and copied to the field “Quantity.” The number of hours is calculated by multiplying the number of days by the number of hours per man day specified for the job in the field “Hours per Man Day” in the window Jobs. Similarly, if you specify a number of hours, the corresponding number of days is calculated by dividing the number of hours by the number of hours per man day.
Est. Time to Compl.	This field shows any estimated time to completion of the current job budget line.
Estimate Date	This field shows the estimate date of the current budget line’s completion percentage.
Completion %	This field shows the completion percentage of the current job budget line.

Planning Island

Field	Description
Planned Starting Date	This field shows the planned starting date of the task on the current job budget line. You can change the date here. For more information, please see the description of the window Job Budgets.
Planned Ending Date	This field shows the planned ending date of the task on the current job budget line. Please see the description of the window Job Budgets.
First Possible Starting Date	This field shows the first possible starting date of the task on the current budget line. Please see the description of the window Job Budgets.
Last Possible Ending Date	This field shows the last possible ending date of the task on the current budget line. Please see the description of the window Job Budgets.
Booking Type	In this field, you can select a booking type for the current budget line. You can change the budget line’s booking type by selecting it in this field and pressing Return, or you can use one of the corresponding three actions: “Convert to Confirmed / Requested / Preliminary.” For more information, please see the description of the window Detailed Planning in the Resource Planning module.

Dependencies Sub-Tab

This section includes the fields and descriptions for the Dependencies sub-tab.

Field	Description
First Job No.	In this field, you specify the number of the job from which the dependency is to be created. Note that it is only possible to create a dependency from the budget line shown in the card part.
First Budget Type	This field shows the name of the planning budget type assigned to the current job.
First Line No.	In this field, you can specify the line number of the budget line from which the dependency is to be made. It is only possible to create a dependency from the budget line shown in the card part. Note that dependencies are created from the current line to the line stated in the field “Other Line No.” below. This means that the task of the “other line” is made dependent upon the current line in the card part. If the job budget is arranged hierarchically, you must enter the hierarchical line number, for instance, 1.7 or 2.5.3. Hierarchical line numbers can be displayed in the window Job Budgets by clicking the small arrow button above the line number column.
First Revision No.	This field shows the revision number of the current job budget line.
Second Job No.	In this field, you specify the number of the job for which a job budget line is to be made dependent on the task in the card part. In the window Timing Plans, you can only create dependencies between tasks within a single job, but in this window you can make the execution of tasks dependent on tasks in other jobs.
Other Budget Type	This field shows the name of the planning budget type assigned to the job specified in the field “Second Job No.” above.
Other Line No.	In this field, you can specify the line number of the budget line from the job specified in the field “Second Job No.” above, to which the dependency is to be made. It is only possible to create a dependency from the budget line shown in the card part. Note that dependencies are created from the current line to the line stated in the field “Other Line No.” below. This means that the task of the “other line” is made dependent upon the current line in the card part. If the job budget is arranged hierarchically, you must enter the hierarchical line number, for instance, 1.7 or 2.5.3. Hierarchical line numbers can be displayed in the window Job Budgets by clicking the small arrow button above the line number column.

Field	Description
Other Revision No.	This field shows the revision number of the budget line specified in the field “Other Line No.” above.

Actions

This section shows the Actions available in the Job Budget Line Dependencies workspace.

Top Tab

Field	Description
Convert to Confirmed	When you select this action, Maconomy converts the booking type of the current budget line from “Preliminary” to “Confirmed.” If the conversion of the booking type on a budget line would conflict with other confirmed allocations for the employee allocated on the line— that is, the current allocation and one or more other confirmed allocations would cause the planning time of the employee on the current line to be exceeded — this line will instead be converted into “Requested,” and a warning will be issued.
Convert to Requested	When you select this action, Maconomy converts the booking type of the current budget line into “Requested.”
Convert to Preliminary	When you select this action, Maconomy converts the booking type of the current budget line into “Preliminary.”

Job Budget Line Overview Single Dialogs Workspace

Use this workspace to see an overview of the job budget lines from various job planning budgets.

You can see which jobs a certain employee has been involved in within a specific period of time. This workspace always shows the latest revision of the job budgets, and only budgets from jobs on order, including closed jobs.

The lines in the Job Budget Lines sub-tab are limited by the selection criteria that you define in the Job Budget Line Overview tab.

For more information about planning budgets, see the description of the Job Budgets workspace.

If you have been granted access to changing job budgets in the Actions workspace in the Set-Up module, you can change all open fields in the Job Budget Lines sub-tab. However, if the job budget on a line is approved, you cannot change the **Empl. No.** field on that line.

Job Budget Line Overview Tab

This section includes the fields and descriptions for the Job Budget Line Overview tab.

Selection Criteria Island

Field	Description
Job No.	In these fields, you can specify a range of job numbers and thus limit the overview to include only job budget lines assigned to a job number within the specified range. If no range is specified, all budget lines will be shown regardless of job number.
Act. No.	In these fields, you can specify a range of activity numbers and thus limit the overview to include only job budget lines assigned to an activity number within the specified range. If no range is specified, all budget lines will be shown regardless of activity number.
Empl. No.	In these fields, you can specify a range of employee numbers and thus limit the overview to include only job budget lines assigned to an employee number within the specified range. If no range is specified, all budget lines will be shown regardless of employee number.
Empl. Cat. No.	In these fields, you can specify a range of employee category numbers and thus limit the overview to include only job budget lines assigned to an employee category within the specified range.
Start Date	In these fields, you can specify a range of start dates and thus limit the overview to include only job budget lines assigned to a planned starting date within the specified range. If no range is specified, all budget lines will be shown regardless of starting date.
Closing Date	In these fields, you can specify a range of closing dates and thus limit the overview to include only job budget lines assigned to a planned ending date within the specified range. If no range is specified, all budget lines will be shown regardless of closing date.
Task	In these fields, you can specify a range of tasks and thus limit the overview to include only job budget lines assigned to a task within the specified range. If no range is specified, all budget lines will be shown regardless of task.
Company	In these fields, you can specify a range of company numbers and thus limit the overview to include only job budget lines for jobs assigned to a company within the specified range. If no range is specified, all budget lines will be shown regardless of company.
Executing Company	The functionality of these fields is similar to that of the field “Task.”
Show Completed	In these fields, you can specify that already completed job budget lines will be shown.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Task.”
Entity	The functionality of these fields is similar to that of the field “Task.”
Project	The functionality of these fields is similar to that of the field “Task.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Task.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Task.”

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Job No.	In this field, the number of the job, to which the job budget line has been assigned, is shown.
Job Name	In this field, the name of the assigned job is shown.
Act. No.	In this field, the number of the activity, to which the current job budget line has been assigned, is shown.
Act.	In this field, a description of the assigned activity is shown. The description can only be changed in the window Activities.
Empl. No.	In this field, you can change the number of the employee to whom the current job budget line has been assigned, unless the job budget to which the line belongs has been approved. If the job budget has been submitted, the job budget will change status to “Not Submitted” if you change this field.
Employee Name	In this field, the name of the assigned employee is shown.
Empl. Cat. No.	In this field, you can assign a certain group of employees to work on the activity/task of the job budget line in question. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany, or billing price for the specified employee category for price calculations. If the system parameter “Empl. cat. on job budgets required” is marked, it will not be possible to leave out an employee category number in this field, unless the field “Empl.” is also blank.

Field	Description
Empl. Cat. Name	This field shows the name of the employee category specified in the field “Empl. Cat. No.” above.
Description	In this field, the description of the activity in the windows Job Budgets and Job Planning is shown. The description can only be changed in those windows.
Planned Starting Date	In this field, you enter the planned starting date of the current job budget line. The date is equivalent to the date shown in the field “Planned Starting Date” on the lines in the window Job Budgets. The specified date is for reference only, for example, for use in reports.
Planned Ending Date	In this field, the planned ending date of the current job budget line is shown. The date is equivalent to the date shown in the field “Planned Ending Date” on the lines in the window Job Budgets. The specified date is for reference only, for example, for use in reports.
Completed	In this field, you can see whether the current job budget line has been completed. You can complete the field manually when the activity on the line has been carried out.
Quantity	In this field, the budgeted quantity of units of the current activity shown on the job budget line is shown.
Quantity, Days	This field only applies to time activities. The field shows the number of days budgeted for the current job budget line.
Current Budget	In this field, the budget, to which the current job budget line has been assigned, is shown.
Task	In this field, the task of the job budget line is shown.
Company No.	This field shows the number of the company responsible for the job to which the current job budget line is assigned.
Name	This field shows the name of the company shown in the field “Company No.” above.
Exec. Company	This field shows the number of the company to which the employee who has carried out the activity shown in the current job budget line belongs.
Name	This field shows the name of the executing company whose number is shown is the field above.
Location	In this field, the location of the job budget line is shown.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”

Field	Description
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
First Possible Starting Date	In this field, you can enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports.
Last Possible Ending Date	In this field, you can enter the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports.
Actual Starting Date	In this field, you can enter the actual starting date of the activity. The specified date is for reference only, for example, for use in reports.
Actual Ending Date	In this field, you can enter the actual ending date of the activity. The specified date is for reference only, for example, for use in reports.
Remarks 1-10	In these fields, you can enter remarks regarding the current line.

Employee Budget Line Overview Single Dialogs Workspace

Use this workspace to view and edit information about an employee's tasks in various jobs.

This information is similar to what the Job Budgets workspace, which you use for maintaining job finances, displays.

In the Employee Budget Line Overview tab you enter the selection criteria for the employee information that you want to see in the Job Budget Lines sub-tab. Use the sub-tab to view and edit information about the job's execution. The lines correspond to the lines in the Job Budgets workspace; you can change them in the same way as in that workspace.

This workspace only shows the information for the job's current planning budgets, and only for jobs on order.

The allocation of tasks for each employee is transferred from the planning budget in the Job Budgets workspace.

Maconomy displays each job budget line for which the current employee is specified. The information that is displayed comes from the latest revision of the job budget from which the line is retrieved. Changing information here does not change the status of the job budget, such as from Submitted to Not Submitted. You can change the fields for approved budgets.

You can only change the fields in this workspace if the **Change Job Budgets** field in the Actions workspace in the Set-Up module is selected for you.

Employee Budget Line Overview Tab

This section includes the fields and descriptions for the Employee Budget Line Overview tab.

Employee Information Island

Field	Description
Employee No.	This field shows the employee number. It cannot be changed here.
Name	This is employee's name. It cannot be changed here.

Company Island

Field	Description
Company	This field displays the name and number of the employee's company assignment. The value in this field cannot be changed here.

Selection Criteria Island

Field	Description
Category No.	In these fields, you can specify a range of employee category numbers. The list will only show tasks planned for employees assigned to employee category numbers within the specified range.
Job No.	In this field, you can enter a range of job numbers. The task list will only be for the jobs entered here.
Start Date	In this field, you can enter a range of dates. The list will only show tasks planned to start in this period.
Closing Date	In this field, you can enter a range of dates. The list will only show tasks planned to end in this period.
Activity No.	In these fields, you can specify a range of activity numbers. The list will only include job budget lines for activities within the specified range.
Task	The functionality of this field is similar to that of the field "Activity No." above.
Company No.	The functionality of this field is similar to that of the field "Activity No." above.
Show Completed	If you mark this field, the list will also show tasks which have been completed.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Activity No.” above.
Entity	The functionality of this field is similar to that of the field “Activity No.” above.
Project	The functionality of this field is similar to that of the field “Activity No.” above.
Purpose	The functionality of this field is similar to that of the field “Activity No.” above.
Spec. 1-3	The functionality of this field is similar to that of the field “Activity No.” above.
Local Spec. 1-3	The functionality of this field is similar to that of the field “Activity No.” above.

Postpone Task Island

Field	Description
No. of Days	In this field, you enter how many days you wish to postpone the tasks in the table when you select “Postpone Tasks” in the Action menu.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Job No.	This is the number of the job the task is for.
Act. No.	This is the activity number the line is for.
Description	This field displays the text assigned to the line activity. The text can be changed in the windows Job Budgets and Job Planning. The original activity text is displayed in the field “Activity Name.”
Task	This field displays the task selected for the current budget line.
Empl. Cat. No.	This field shows the group of employees assigned to work on the activity/task of the job budget line in question. If no specific employee has been specified for this line in the job budget, Maconomy will instead use the cost, intercompany or billing price for the specified employee category for price calculations.

Field	Description
Location	This field displays a value for the dimension Location derived from the current job budget line.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Company No.	This field displays a value for the dimension Company. The company in this field is the company responsible for the job related to the current line.
Name	This field displays the name of the company shown in the field “Company No.” above.
Planned Starting Date	In this field, you enter the planned starting date of the current job budget line. The date is equivalent to the date shown in the field “Planned Starting Date” on the lines in the window Job Budgets.
Planned Ending Date	In this field, you enter the planned ending date of the current job budget line. The date is equivalent to the date shown in the field “Planned Ending Date” on the lines in the window Job Budgets.
Completed	You can mark this field to show that the activity is completed.
Quantity	In this field, you can enter the budgeted quantity for the budget line. For time activities, the quantity is interpreted as hours. It is therefore totaled in the “Hours” field in the “Time” column in the Job Budgets window.
Planning Budget	This field shows which budget is the job’s current planning budget.
Job Name	This field displays the name of the job to which the current line pertains.
Activity Name	This field displays the text defined for the current activity. The text is suggested by Maconomy as entry text when a line is created in this window. The entry text can be changed and this is then displayed in the field “Description” in the table part of this window.
Task Description	This field shows the text defined for the current task, if a task has been entered in the field “Task.”

Field	Description
Empl. Cat. Name	This field shows the name of the employee category specified in the field “Empl. Cat. No.” above.
First Possible Starting Date	In this field, you can enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports.
Last Possible Ending Date	In this field, you can enter the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports.
Actual Starting Date	In this field, you can enter the actual starting date of the activity. The specified date is for reference only, for example, for use in reports.
Actual Ending Date	In this field, you can enter the actual ending date of the activity. The specified date is for reference only, for example, for use in reports.
Remarks 1-10	In these fields, you can enter remarks regarding the current line.

Actions

This section shows the Actions available in the Employee Budget Line Overview workspace.

Top Tab

Field	Description
Postpone Task	When you select this action, you postpone both the starting and closing dates of the tasks which are not marked as having been completed. The dates are moved forward by the number of days entered in the field “Postpone Tasks” in the card part of the window.

Quote Editing Single Dialogs Workspace

Use this workspace to create or edit a draft quote or order confirmation before you print it and send it to a customer.

The Quote Editing tab displays some of the general and account information about the job, as well as budget, price, and revision information. The Quote Lines sub-tab displays the lines in the quote or order confirmation.

In this workspace, you can add lines to the quote or order confirmation. You can also change the job price by changing the prices on individual lines. A line can either be a text line, a subtotal, or an amount line, which must specify a quantity.

You can at any time print a draft quote using the **Print Draft Quote** action. After editing and approving the quote or order confirmation, you can print it using the **Print Quote** or **Print Order Confirmation** actions. You can also print the quote or order confirmation in the Job Budgets workspace using the **Print Quote** or **Print Order Confirmation** action. Finally, you can print approved quotes or order confirmations in batches from the Print Job Quote or Print Job Order Confirmation workspaces.

If you create the quote from a job budget using the **Transfer to Quote** action, Maconomy bases the quote on the specifications of the invoice layout rule selected for the current job in the Jobs workspace. You can create a draft quote from a job budget by using the **Transfer to Quote** action in the Job Budgets workspace. You can also enter the quote or order confirmation directly in this workspace after you create the job in the Jobs workspace. You can create quotes as long as the job status is Quote. You can create order confirmations when the job's status changes to Order. A job changes status from Quote to Order when you use the **Convert to Order** action in the Jobs workspace.

A job quote must be approved before you can print the quote or order confirmation. The exception to this is if the **Approval of Quote Required** job parameter attribute of the type Budgeting has the value No. If that is the case, you can print a quote or order confirmation before it is approved, but only from the Job Budgets workspace.

A quote can exist in many different revisions. This preserves an audit trail to track the changes in a quote throughout the lifetime of a job. Just as with time sheets, job quotes support a process of submission and approval. You can submit, approve, and reopen job quotes in this workspace. In addition, Maconomy creates a revision of the quote when you transfer a job budget to quote if you select the **Automatic creation of quote revisions** system parameter.

You can view all of the revisions of the quotes for the jobs to which you have access in the Quote Revisions workspace.

When you make changes in a submitted quote, Maconomy displays a warning. If you choose to continue, the budget changes its status to Not Submitted.

Quote Editing Tab

This section includes the fields and descriptions for the Quote Editing tab.

Job Island

Field	Description
Job	This is the name and number of the job for which you are generating a quote or order confirmation. The job must be invoiceable.
Job Group	This is the job group to which the job belongs. The job group can be changed in the Jobs window as long as the job status is “Quote.”
Status	This is the current job status. The status is either “Quote” or “Order.” You cannot change a job’s status here. As long as a job has “Quote” status, you can print quotes to the customer using the “Print Quote” action. When the job has “Order” status, you can print order confirmations with the “Print Order Confirmation” action. When a job is created, it is automatically given “Quote” status, unless you have marked the “Created as Order” field in the System Information window. You can change the status to “Order” in the window Jobs.

Budget Island

Field	Description
Currency	This field shows the currency the job is handled in. The currency is selected in the window Job Information. All amounts in this window are converted to the job's currency.
Billing Price, Budget	This field shows any budgeted billing price for the whole job in the job's currency. Job budgets are entered in the window Job Budgets. The amount here is the sum of all the amounts on the budget lines of the latest revision of the current budget. The amount is also shown in the window Job Budgets in the "Billing Price"/"Total" field.
Max. Billing Price	This field shows the expected or agreed-on billing price for the whole job in the job's currency. The amount is entered and can be changed in the window Jobs. It can also be changed in the window Job Budgets in the island Limit.
Revision No.	This field shows the revision number of the latest approved revision of the current job budget, if it exists and if the job parameter attribute "Check Budget Against Quote" has the value "Yes." For more information, please see the description of the job parameter type "Budgeting." A revision of the budget is created every time a budget is approved or when a user selects the action "New Revision" in the window Job Budgets.
Budget Type	This field shows the budget type of the current job budget if the job parameter attribute "Check Budget Against Quote" has the value "Yes."
Deviation	If the job parameter attribute "Check Budget Against Quote" has the value "Yes," this field shows any deviation between the total budgeted billing price, as displayed in the field "Billing Price, Budget" above, and the quote price according to this window. If there is a difference between the two amounts, Maconomy will issue an alert when you approve the quote. For more information, please see the description of the action "Approve Quote."

Revision Island

Field	Description
Revision No.	This field displays the number of the current revision of the quote. You make a revision of a quote by selecting the action "New Revision" in the Action menu or by reopening an approved quote.
Remarks	In these fields, you can enter information about the current revision of the quote. When you choose to create a revision of the quote, the contents of these fields will be removed, allowing you to enter remarks about the new revision of the quote. These fields are the only fields in the quote which are affected by the creation of a revision. The remarks can still be viewed in the window Quote Revisions.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current job. The value cannot be changed here.

Settling Company Island

Field	Description
Settling Company	This field shows the name and number of the settling company assigned to the current job.

Customer Island

Field	Description
Customer	This is the number of the customer to whom the quote or order confirmation applies. It cannot be changed here. Below the customer number is the first line of the customer's name, which is retrieved from the window Job Information. The name cannot be changed here either.
Bill to Customer	This is the number of the paying customer. It cannot be changed here. Below the customer number is the first line of the bill-to customer's name, which is retrieved from the window Job Information. The name cannot be changed here either.

Quote Island

Field	Description
New Quote Price	This is the total price of the quote or order confirmation. The amount is converted into the job's currency. It is printed as the line total on the quote or order confirmation. If you edit the quote or order confirmation manually by changing the price or prices on the lines, the amount will be equal to the sum of the lines' billing prices in the "Billing Price, Total" field in the table part of this window. If the quote or order confirmation has been created in this window by transferring a job budget to quote using the action "Transfer to Quote" in the window Job Budgets, and if the current job's invoice layout rule specifies that amounts for this job are not to be shown only as a total, the amount here will, before it is edited, be the sum of the job budget lines. If the current job's invoice layout rule specifies that amounts must be shown on lines, the amount here will be equal to the sum of the amounts in the field "Billing Price, Total" in the table part of this window. If the current job's invoice layout rule specifies that amounts for the job are only to be shown as a total, or if the quote has not been created using the action "Transfer to Quote" in the window Job Budgets, the amount here will, before it is edited, be the sum from the field "Effective Quote Price" field in either the Jobs or Job Budgets window.

Field	Description
	When you create invoice selections in the Invoice Selection window, you can retrieve the quote price from this field to the invoice selection and use it as the total amount to be invoiced. If the fixed price of a job is set up to be determined by the quote price specified for the job, you can specify the desired quote price in this field or in the field “Current Quote Price” in the window Job Budgets.
Invoice Disc.	This is the invoice discount given for the job. Invoice discount is shown both as a percentage and an amount in the job’s currency. The invoice discount percentage is entered in the Job Information window. You can change it in the Invoice Selection window before the job is invoiced. You cannot change either discount percentage or amount here.
Tax	This is the total tax amount for the quote or order confirmation. The amount is the sum of the tax amounts on the lines in the table part. If a line contains a tax code which is not blank, the tax amount is found from the “Billing Price Total” field and the standard tax code, which is entered in the System Information window in the Set-Up module. This only applies if you are not applying differentiated tax. If differentiated tax rates are being used, the line’s tax amount is found using the tax code on the line. If multiple tax codes are enabled, the “Tax” field will be replaced by the following fields: “Tax 1,” “Tax 2,” and, if three tax levels are enabled, “Tax 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Balance Due	This field shows the total quote or order confirmation price in the job’s currency. The amount is printed as grand total on the quote or order confirmation. It is the sum of the three fields above it: “Quote Price,” “Invoice Disc.,” and “Tax.”
Effective Quote Price	This field shows the effective quote price of the job. This is the price shown in other Maconomy windows, including the windows Jobs and Job Budgets. The amount is originally calculated as described in the field “New Quote Price” above. If the job is billed based on time and materials, the amount in this field is constantly updated according to the amount in the field “New Quote Price.” After the first quote approval, the price in this field is the effective quote price of the latest approved revision of the quote. The quote must be approved each time the quote price is changed for the new quote price to become the effective quote price.

Status Island

Field	Description
Submitted	This field displays if the quote has been submitted. The field is completed automatically, when the action “Submit Quote” is selected.
Approved	This field displays if the quote has been approved. The field is completed automatically, when the action “Approve Quote” is selected, and the mark is removed if the quote is reopened.
Reopened	This field displays if the quote has been reopened. The field is completed automatically when the quote is reopened.

Copy Quote Island

Field	Description
Copy from Job No.	In this field, you enter a job number if you wish to copy a quote from another job. See the description of the action “Copy Quote” for more information about quote copying.
Copy From Revision No.	In this field, you can select which revision of the quote from the job entered above you wish to copy. If the revision number is “0” or the field is blank, the current quote of the selected job will be copied when you select the action “Copy Quote.”

Restore Quote Revision Island

Field	Description
Restore from Revision No.	In this field, you can restore the current quote to a previous revision. Enter the revision of the quote to which you want to restore the quote in this field, and select the action “Restore Quote Revision.” If the revision number in this field is “0” or the field is blank, the latest revision of the quote will be restored when you select the action. For more information, please see the description of the action “Restore Quote Revision.”

Quote Lines Sub-Tab

This section includes the fields and descriptions for the Quote Lines sub-tab.

Field	Description
Description	In this field, you can enter a text for the quote or order confirmation line. Maconomy suggests the text based on the information in the Quote island of the window Invoice Layout Rules, if the quote or order confirmation is created in the Job Budgets window using the action “Transfer to Quote.” If you have marked the Use External Description field in the window Invoice Layout Rules, then the External Description on the job budget line will be used when transferring budget lines to quotes. If you have specified in the window Invoice Layout Rules that printouts should show more than just the totals, and that time or amount activities should be printed by entry, the text in the “Description” field will be retrieved from the budget line. If time and amount activities are shown by activity, Maconomy suggests the name of the activity as text here. If time and amount activities are shown by summary activity, the name of the summary activity is suggested here.
Quantity	In this field, you enter the quantity of job services you are offering on the line. The number is used to calculate the line’s total billing price in the “Billing Price Total” field, which is found by multiplying the “Billing Price” by the number here. If the suggestion in this window is created with the action “Transfer to Quote” in the Job Budgets window, Maconomy will suggest a quantity using the

Field	Description
	information in the Quote island in the Invoice Layout Rules window. A quantity is only suggested if printouts are to show amounts on lines and not just a total. If you have specified in the window Invoice Layout Rules that activities are to be printed by entry, Maconomy suggests the number from the “Quantity” field on the budget line. If time and amount activities are to be shown by summary activity, the quantity will be the sum of the quantities on the budget lines. Budget lines without billing price do not appear on a quote line.
Billing Price	In this field, you enter the service’s billing price per piece in the job’s currency. The line’s total billing price in the “Billing Price Total” field is found by multiplying the amount here with the number in the “Quantity” field. If the suggestion in this window is created with the action “Transfer to Quote” in the Job Budgets window, Maconomy will suggest an amount based on the information in the window Invoice Layout Rules. An amount is only suggested if printouts are to show amounts on lines and not just a total. If you have specified in the window Invoice Layout Rules that activities are to be printed by entry, Maconomy suggests the amount from the “Billing Price” field on the budget line. If time and amount activities are to be shown by summary activity, the amount will show an average of the billing prices per piece on the budget lines. Budget lines without billing price are not included in the average price per piece. Note that the average price can be rounded off, which means the quantity multiplied by the price per piece is not equal to the line’s total billing price in the “Billing Price Total” field.
Billing Price Total	This is the total billing price of the quote or order confirmation line, shown in the job’s currency. The amount cannot be changed here. Maconomy calculates the total billing price by multiplying the “Quantity” by the “Billing Price” amount. If the suggestion in this window is created with the action “Transfer to Quote” in the Job Budgets window, Maconomy will suggest an amount based on the information in the Quote island in the Invoice Layout Rules window. An amount is only suggested if printouts are to show amounts on lines and not just a total. If you have specified in the window Invoice Layout Rules that activities are to be printed by entry, Maconomy suggests the amount from the “Billing Price Total” field on the budget line. If time and amount activities are to be shown by summary activity, the amount will be the sum of the amounts in the “Billing Price Total” fields on the budget lines. Budget lines without billing price are not included in the average price per piece. Note that if the amount here is retrieved from a job budget, it may be different from the figure found by multiplying the “Quantity” by the average price per piece, which may be rounded off.
Tax Code	In this field, you select the tax code for the quote or order confirmation line. Maconomy calculates tax from the lines’ individual billing price totals, less invoice discount. Maconomy shows the sum of the lines’ tax amounts in the tax field in the card part of the window.

Field	Description
	If you have specified in the System Information window that you are not applying differentiated tax, Maconomy will use the standard tax rate to calculate tax on lines that do not show a blank tax code. If you are working with different rates of tax, Maconomy uses the tax rates selected for individual lines. Note that if you have selected to print activities by summary activity in the Invoice Layout Rules window, Maconomy will suggest the summary activity's tax rate, which is entered in the window Activities. You should, therefore, apply the same tax rate to activities that belong to the same summary activity. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters "Show Three Tax Levels" and/or "Show Two Tax Levels" must be marked in the System Parameters window. When multiple tax codes are enabled, the "Tax Code" field will be replaced by the following fields: "Tax Code 1," "Tax Code 2," and, if enabled, "Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes."
Subtotal	If you mark this field, the line will act as a subtotal line on quotes and order confirmations. The subtotal sums up the quote or order lines above the subtotal line. Only the fields "Description" and "Subtotal" can be completed on a subtotal line.
Total Price Only	If you mark this field, the current line in the quote will only show the total price that is, the unit price and the quantity are omitted. In the window Invoice Layout Rules it can be specified that quotes should default to showing total prices only. If this is the case, this field will be marked for all lines in the quote, but the mark can be removed.
Unit	In this field, you can specify the unit associated with the quantity on the line. Select a value from the drop-down list. If you are specifying a time unit, you can only select the value specified in the **Time Unit** field of the job. This field can be filled out of left blank. No automatic derivation takes place.
Text 1-2	Enter information related to the quote in these fields. If you have enabled transferring of dimensions from budget lines, these fields automatically display the values of the specified dimensions. These fields are editable even after the quote is submitted or approved.

Actions

This section shows the Actions available in the Quote Editing workspace.

Top Tab

Field	Description
Print Quote	When you select this action, you print the job quote shown in the window. You can only select this action when the job status is "Quote." If the job is a fixed-

Field	Description
	price job or if the quote has previously been approved, the quote must be approved before you can print it. You can also print the job quote in the window Job Budgets. In the window Print Job Quotes you can print job quotes in batches.
Print Draft Quote	When you select this action, you print a draft of the job quote shown in the window. You can select this action at any time.
Print Order Confirmation	When you select this action, you print the job order confirmation shown in the window. You can only select this action when the job status is “Order.” If the job is a fixed-price job or if the quote has previously been approved, the quote must be approved before you can print it. You can also print the job order confirmation in the window Job Budgets. In the window Print Job Order Confirmations you can print job order confirmations in batches.
Delete Quote Lines	When you select this action, Maconomy deletes all of the lines shown in the table part. This action is not available when the job is closed.
Copy Quote	Click this action to copy the field values from another revision or job to the current quote. Note that the value of the **Unit** field is also copied. You cannot copy quotes between jobs that use different time units. **Note:** If you copy a quote from a job that has a different basis for budget, the dimensions are still copied to the quote.
New Revision	When you select this action, Maconomy creates a revision of the current job quote. You cannot create a revision of an approved quote; it must be reopened first, whereby a revision is created. The previous revision is locked, and except for revision remarks it can no longer be changed. All previous revisions of the job quotes to which you have access can be viewed in the window Quote Revisions. If the system parameter “Automatic creation of quote revisions” is marked, Maconomy automatically creates a revision of the quote when a job budget is transferred to quote.
Restore Quote Revision	Use this action to restore the quote to a previous revision. If the previous revision includes transferred dimensions from a budget, the system also restores those values. Maconomy copies the quote revision entered in the **Restore Quote Revision** field. If this field is blank, the latest revision of the quote is restored. This action is disabled if the job is closed. **Note:** When restoring a previous quote revision, Maconomy deletes all lines in the current quote.

Field	Description
Submit Quote	When you select this action, the job quote currently displayed changes status to “Submitted.” This is a way of indicating that the quote is ready for approval. A quote cannot be approved until it has been submitted. To submit a quote, the field “Change Quotes” in the window Actions in the Set-Up module must be marked for the current user.
Approve Quote	When you select this action, the current quote is approved. When the approval takes place, the sum of the lines in the table part (shown in the field “New Quote Price” in the card part) is transferred to the field “Effective Quote Price” in the card part. The change is also reflected in the corresponding fields in other Maconomy windows, including the windows Jobs and Job Budgets. If the fixed price of a fixed-price job or a time and material job is determined by the quote price of the job, the quote price must be approved before the quote can be used as a basis for the fixed price of a job. If the fixed price of a job is determined by the billing price of the latest approved budget assigned to the job, the quote price does not have any effect on the job’s fixed price. The fixed-price basis of a job is defined in a job parameter attribute of the type “Pricing Principle.” If the current job is set up to check budgets against the quote by means of the job parameter attribute “Check Budget against Quote” of the type “Budgeting,” Maconomy will issue an alert when you approve the quote if no approved budget for the job is found, or if the total billing price of that budget does not correspond to the current quote price. If the current job uses overrun handling (set up by means of job parameters), the new quote price can cause the creation of or increase or reduce a job overrun. This happens if the existing entries on the job exceed the new quote price before or after the approval. If an overrun takes place, Maconomy creates a revenue recognition journal in the G/L module to adjust or create the overrun. This journal must be posted in the G/L module. For more information on handling of overruns see the description of the job parameter type “Revenue Recognition” in the window Job Parameters. In the window Actions in the Set-Up module you can specify for each user whether he is allowed to approve quotes in this window. If the quote price has been changed, the user must also have access to change job budgets to be allowed to approve the quote.
Reopen Quote	When you select this action, the job quote currently displayed is reopened. At the same time, Maconomy creates a revision. A “snapshot” of the quote as it looked in the previous revision can be seen in the window Quote Revisions. If fixed exchange rate information has been specified for the job in the window Job Price Information, and the information is changed since the quote was last submitted, Maconomy will recalculate the budget on the basis of the new currency information when the budget is reopened. The quote must be submitted before it can be approved again. Only users for whom the field “Reopen Quotes” in the window Actions in the Set-Up module is marked can reopen job quotes.

Quote Revisions Single Dialogs Workspace

Use this workspace to view all of the revisions of a job quote for those jobs to which you have access.

When you create a revision of the quote, either manually or automatically by approving a quote or transferring a job budget to quote, Maconomy takes a "snapshot" of the quote. This workspace displays these snapshots.

This workspace resembles the Quote Editing workspace, except that you cannot change any of the fields other than the **Revision No**. and **Remarks 1-10** fields in the Revision island. The information in the fields shows the job quote as it looked at the time when the revision was locked, so it might not reflect the present contents of the quote. The only exception to this is the **Effective Quote Price** field in the Quote island. This field displays information about the current quote as seen in the Quote Editing workspace. You can use this field to see how the revision that you are viewing compares to the latest quote in the Quote Editing workspace.

Using the **Restore Quote Revision** action you can restore the quote revision that is displayed to the Quote Editing workspace. Note that this action overwrites any lines in the Quote Editing workspace.

You can print any revision of the job quotes.

For more information about the individual fields in this workspace, see the description of the Quote Editing workspace.

Quote Revisions Tab

This section includes the fields and descriptions for the Quote Revisions tab.

Job Island

Field	Description
Job	This field shows the name number of the job to which the quote applies.
Job Group	This field shows the job group to which the job was assigned at the time when the revision was created.
Status	This field shows the status of the current job at the time when the revision was created. A job can either be “Quote” or “Order.”

Budget Island

Field	Description
Currency	This field shows the currency the job is handled in. The currency is selected in the window Job Information.
Billing Price, Budget	This field shows any budgeted billing price for the whole job in the job’s currency, at the time when the revision was created. The amount here is the sum of all the amounts on the budget lines of the latest revision of the current budget.

Field	Description
Max. Billing Price	This field shows the expected or agreed-on billing price for the whole job in the job's currency, at the time when the revision was created.
Revision No.	This field shows the revision number of the current job budget, at the time when the quote revision was created.
Budget Type	This field shows the budget type of the current job budget, at the time when the revision was created.
Deviation	This field shows any difference between the total budgeted billing price, as displayed in the field "Billing Price, Budget" above, and the quote price according to this window, at the time when the revision was created.

Revision Island

Field	Description
Revision No.	This field displays the number of the current revision of the quote.
Remarks	In these fields, you can enter information about the current revision of the quote.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the current job.
Name	This field shows the name of the company shown in the field "Company No." above.

Customer Island

Field	Description
Ship to Customer	This field shows the number and name of the customer associated with the job (the ship-to customer) at the time when the revision was created.
Bill to Customer	This field shows the number and name of the bill-to customer associated with the job, that is, the customer who pays for the job.

Quote Island

Field	Description
New Quote Price	This is the total price of the quote or order confirmation, at the time when the revision was created. The amount is converted into the job's currency.

Field	Description
Invoice Disc.	This is the invoice discount given for the job, at the time when the revision was created. Invoice discount is shown both as a percentage and an amount in the job's currency.
Tax	This is the total tax amount for the quote or order confirmation at the time when the revision was created. The amount is the sum of the tax amounts on the lines in the table part. If multiple tax codes are enabled, the "Tax" field will be replaced by the following fields: "Tax 1," "Tax 2," and, if three tax levels are enabled, "Tax 3." For further information on multiple tax codes, please see the description in "Tax Codes."
Balance Due	This field shows the total quote or order confirmation price in the job's currency, at the time when the revision was created. It is the total of the three fields above it: "New Quote Price," "Invoice Disc.," and "Tax."
Effective Quote Price	This field shows the current, effective quote price of the job. You can use this field to see how the revision you are viewing compares to the latest quote in the window Quote Editing.

Status Island

Field	Description
Submitted	This field displays whether the quote was submitted at the time when the following revision was created.
Submitted by	If the quote was submitted, this field displays the name of the user who submitted the quote.
Date	This field displays the date on which the quote was submitted.
Approved	This field displays whether the quote was approved at the time when the following revision was created.
Approved by	If the quote was approved, this field displays the name of the user who approved the quote.
Date	This field displays the date on which the quote was approved.
Reopened	This field displays whether the quote was reopened at the time when the following revision was created.
Reopened by	If the quote was reopened, this field displays the name of the user who reopened the quote.
Date	This field displays the date on which the quote was reopened.
Latest Revision	This field is marked by Maconomy if the current revision is the latest revision created for the current quote.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company that applies to the customer of the current job.
Name	This field shows the name of the company shown in the field “Company No.” above.

Quote Lines Sub-Tab

This section includes the fields and descriptions for the Quote Lines sub-tab.

For more information about the fields in the table part of this window, please see the description of the window Quote Editing.

Field	Description
Description	This field shows the description of the current quote line.
Quantity	This field shows the quantity of the current quote line, at the time when the revision was created.
Billing Price	This field shows the unit billing price of the current quote line, at the time when the revision was created.
Billing Price Total	This field shows the total billing price (quantity times billing price per unit) of the current quote line, at the time when the revision was created.
Tax Code	This field shows the tax code of the current quote line, at the time when the revision was created. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if three tax levels are enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Subtotal	If this field is marked, the current quote line acted as a subtotal in the quote or order confirmation printout, at the time when the revision was created.
Total Price Only	If this field is marked, the current quote line only showed the total price, that is, the unit price and the quantity were omitted from the quote or order confirmation printout, at the time when the revision was created.
Unit	This field displays the unit specified for the quantity on the line.

Actions

This section shows the Actions available in the Quote Revisions workspace.

Top Tab

Field	Description
Restore Quote Revision	If you select this action, the revision currently displayed is restored in the window Quote Editing. Note that all lines in that window are overwritten by the quote revision restored from this window.

Print Job Quote Single Dialogs Workspace

Use this workspace to print job quotes in batches from the Quote Editing workspace or to print quotes that you create from job budgets in the Job Budgets workspace.

You can only print job quotes for jobs that have "Quote" status. You can define the printouts in the selection criteria fields. You can print job quotes individually in the Job Budgets and Quote Editing workspaces using the **Print Quote** action.

Print Job Quote Tab

This section includes the fields and descriptions for the Print Job tab.

Selection Criteria Island

Field	Description
Job No.	In this field, you can enter a range of job numbers for which to print a quote. If you leave these fields blank, job number has no influence on the selection criteria.
Job Group	In this field, you can enter a job group. Maconomy will only print quotes for jobs within the selected group. If you leave this field blank, job group has no influence on the selection criteria. The options shown are the job groups you have created in the window Job Groups.
Company No.	In these fields, you can enter a range of company numbers, so that only quotes for jobs where the responsible company is within the specified range are printed.
Settling Company No.	In these fields, you can enter a range of company numbers, so that only quotes for jobs where the settling company is within the specified range are printed.
Department	In this field, you can select a department. Maconomy only prints quotes for jobs assigned to this department.

Field	Description
	If you leave the field blank, job status has no influence on the selection criteria. The options shown are the departments you have created in the window Posting References in the G/L module.
Customer No.	In this field, you can enter a range of customer numbers. Maconomy will only print quotes for jobs for customers within this range. If you leave this field blank, customer number has no influence on the selection criteria.
Cust. Group	In this field, you can select a customer group. Maconomy will only print quotes for jobs for customers in this group. If you leave this field blank, customer group has no influence on the selection criteria. The options shown are the customer groups you have created in the window Popup Fields in the Set-Up module.
Language	In this field, you can choose a language code. Maconomy will then only print quotes with this language code.
Responsible	In this field, you can enter the identification of an employee responsible for jobs. Maconomy will only print quotes for jobs for which this person is responsible. If you leave this field blank, it has no influence on the selection criteria.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Job Quote workspace.

Top Tab

Field	Description
Print	Use this action to print the job quote.

Print Job Order Confirmation Single Dialogs Workspace

Use this workspace to print job order confirmations in batches that you enter in the Quote Editing workspace or create from job budgets in the Job Budgets workspace.

You can only print job order confirmations for jobs that have "Order" status. You can define the printouts in the selection criteria fields. You can print job order confirmations individually in the Job Budgets and Quote Editing workspaces using the **Print Order Confirmation** action.

Print Job Order Confirmation Tab

This section includes the fields and descriptions for the Print Job Order Confirmation tab.

Selection Criteria Island

Field	Description
Job No.	In this field, you can enter a range of job numbers for which to print an order confirmation. If you leave these fields blank, job number has no influence on the selection criteria.
Job Group	In this field, you can enter a job group. Maconomy will only print order confirmations for jobs within the selected group. If you leave this field blank, job group has no influence on the selection criteria. The options shown are the job groups you have created in the window Job Groups.
Company No.	In these fields, you can enter a range of company numbers, so that only order confirmations for jobs where the responsible company is within the specified range are printed.
Settling Company No.	In these fields you can enter a range of company numbers, so that only order confirmations for jobs where the settling company is within the specified range are printed.
Department	In this field, you can select a department. Maconomy only prints order confirmations for jobs assigned to this department. If you leave this field blank, job status has no influence on the selection criteria. The options shown are the departments you have created in the window Posting References in the G/L module.
Customer No.	In this field, you can enter a range of customer numbers. Maconomy will only print order confirmations for jobs for customers within this range. If you leave this field blank, customer number has no influence on the selection criteria.
Cust. Group	In this field, you can select a customer group. Maconomy will only print order confirmations for jobs for customers in this group. If you leave this field blank, customer group has no influence on the selection criteria. The options shown are the customer groups you have created in the window Popup Fields in the Set-Up module.
Language	In this field, you can choose a language code. Maconomy will then only print order confirmations with this language code.
Responsible	In this field, you can enter the identification of an employee responsible for jobs. Maconomy will only print order confirmations for jobs for which this person is responsible. If you leave this field blank, it has no influence on the selection criteria.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Job Order Confirmation workspace.

Top Tab

Field	Description
Print	Use this action to print the job order confirmation.

Job Registers Workspace

Use this workspace to identify and mitigate risk over the life cycle of a job.

The Job Registers workspace allows managers to better identify and mitigate risk over the life cycle of a job. This feature allows you to record actual or anticipated risks directly on a job, and track mitigation costs. You can use Maconomy to track risk characteristics, such as cost, probability percentage, weighted cost, due date for mitigation, owner, impacts, and time needed.

You can also record and track change requests as needed. Maconomy enables you to track the attributes of job changes, including description, time, cost, status, the reason for the change, and who initiated it.

Job Registers use the concept of budgeted and actual risk funds so that risks are tracked as budget line items on a job. This allows you to track monetary and time-related impacts on the job and enter risk information as the need to do so occurs.

This feature includes:

- Job Registers Window
- Task Lists and Budgeted Risk Fund
- Support Doc Archive Attachments
- Support Job Templates
- Import of Risks and Changes
- Notification for Job Risk Line Owner

Job Registers Tab

This section includes the fields and descriptions for the Job Registers tab.

Job Budget island

Field	Description
Job No.	Copy to come.
Risk Profile	Select the level of the overall job risk profile.
Approved	Copy to come.
Current	Copy to come.
Approved Budgeted Risk Fund	This field displays the sum of cost in base currency from budget lines on risk related tasks. This is from the latest approved job budget revision.
Approved Budgeted Risk Fund, Enterprise	This field displays the approved budgeted risk fund in enterprise currency.
Current Revision Budgeted Risk Fund	This field displays the sum of cost in base currency from budget lines on risk related tasks. This is from the current revision (not approved or approved).
Current Revision Budgeted Risk Fund, Enterprise	This field displays the current budgeted risk fund in enterprise currency.

Risks Summary island

Field	Description
Assigned Risk Fund, Base	Copy to come.
Assigned Risk Fund	This field displays the sum of the Assigned Risk Fund table column regardless of Risk selection criteria.
Weighted Risk Cost	This field displays the sum of the Weighted Risk Cost table column regardless of Risk selection criteria.
Weighted Mitigated Risk Cost	This field displays the sum of the Weighted Mitigated Risk Cost table column regardless of Risk selection criteria.
Weighted Assigned Risk Fund, Base	Copy to come.

Field	Description
Cost Price, Base	Copy to come.
Weighted Cost Price, Base	Copy to come.
Time	This field displays the sum of the Time table column regardless of Risk selection criteria.
Mitigated Cost Price, Base	Copy to come.
Weighted Mitigated Cost Price, Base	Copy to come.
Mitigated Time	This field displays the sum of the Mitigated Time regardless of Risk selection criteria.

Selection Criteria island

The sum amount values in the job register are not influenced by the selection criteria.

Field	Description
Type	Select an option from the drop-down list to show only lines of the selected Type in the risk table.
Status	Select an option from the drop-down list to show only lines of the selected Status in the risk table.
Category	Select an option from the drop-down list to show only lines of the selected Category in the risk table.
Probability	Enter a value in these two fields to limit the lines in the risk table to show only those with probability in between from and to. The user will get an error message if he adds a number less than zero or more than 100.
Show Open Only	Select this check box to hide all closed risks.

Changes Summary island

Field	Description
Cost Price, Time, Base	Copy to come.
Cost Price, Amount, Base	Copy to come.
Billing Price, Currency	Copy to come.

Field	Description
Time	Copy to come.

Selection Criteria island

Field	Description
Show Approved Only	Select this check box to hide all unapproved changes.
Status	Select an option from the drop-down list to show only lines of the selected Status in the change table.
Reason	Select an option from the drop-down list to onlyshow lines of the selected Reason for Change in the change table.
Initiated By	Select an option from the drop-down list to only show lines of the selected Initiated By in the change table.
Impact on Scope	Select this check box to only show lines with a non-empty description of this kind of impact.
Impact on Plan	Select this check box to only show lines with a non-empty description of this kind of impact.
Impact on Resources	Select this check box to only show lines with a non-empty description of this kind of impact.
Impact on Job Pipeline	Select this check box to only show lines with a non-empty description of this kind of impact.
Impact on Other	Select this check box to only show lines with a non-empty description of this kind of impact.
Cost Price, Time, Base	Copy to come.
Cost Price, Amount, Base	Copy to come.
Billing Price, Currency	Copy to come.
Cost, Time	Enter a value in these fields to only show lines where time related cost is between from and to.
Cost, Amount	To Enter a value in these fields to only show lines where amount related cost is between from and to.
Billing Price	Enter a value in these fields to only show lines where impact on billing price is between from and to.

Actions

This section shows the actions available in the Job Registers workspace.

Job Registers Tab

Field	Description
Create	Use this action to create a job register for the job.
Delete	Use this action to delete a job register from the job.
Copy Risks from Job	Use this action to open a wizard, which asks for a job number and the risks will be copied over. All previously existing entries are removed from the table. If attached documents exist, then the user gets an error message and have to remove them manually before. The same is copied as for when creating a job from a template.
Copy Changes from Job	Use this action to open a wizard, which asks for a job number and the changes will be copied over. All previously existing entries are removed from the table. If attached documents exist, then the user gets an error message and have to remove them manually before. The same is copied as for when creating a job from a template.

Job Risk Registers Workspace

Use this workspace to identify and mitigate risks over the life cycle of a job.

Copy to come.

Job Risk Registers Tab

This section includes the fields and descriptions for the Job Risk Registers tab.

Job Risk Registers island

Field	Description
Job No.	Copy to come.
Risk Profile	Copy to come.
Approved Budgeted Risk Fund	Copy to come.
Approved Budgeted Risk Fund, Enterprise	Copy to come.

Selection Criteria

Field	Description
Risk Type	Copy to come.
Risk Status	Copy to come.
Risk Category	Copy to come.
Risk Probability	Copy to come.

Job Risks Sub-Tab

This section includes the fields and descriptions for the Job Risks sub-tab.

Field	Description
Name	Specify a name for the risk.
Status	Risk status types
Type	Risk types
Category	Risk category
Description	Risk description text
Owner	Copy to come.
Owner Employee	Mandatory field. By default it is the Project Manager and could be changed to any employee. See notification too.
Owner Name	Name of the employee
Due Date	The risk due date is set by the project manager. Due date decides a notification.
Closed	This checkbox is controlled by Close and Reopen actions. When ticked, the row is read only. When unticked, the line will become editable.
Resolution	Copy to come.

Field	Description
Probability %	% field where the user can enter 0-100%. If the value is outside of range the user will get an error.
Impact on Time	The user enters the number of days / hours the project plan could be impacted by the potential risk. The choice of days or hours really should be according to the budgeting which is in days or hours set in job setup.
Assigned Risk Fund	The user can assign a cost in Company Base Currency.
Assigned Risk Fund, Enterprise	Read only. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Cost Price	The user can assign an additional cost amount in Company Base Currency.
Cost Price, Enterprise	Read only. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Mitigation	Copy to come.
Mitigation Probability	The probability of weather the mitigation will work(100%) or not(0%). The user can enter 0..100% manually.
Mitigated Time	Copy to come.
Mitigated Cost Price	Copy to come.
Mitigated Cost Price, Enterprise	Copy to come.
Weighted Risk Cost, Base	This is a calculated field in base currency: Risk Cost * Risk Probability / 100.
Weighted Risk Cost, Enterprise	Weighted Risk Cost in enterprise currency
Mitigated Risk Cost	The user can assign a cost in Company Base Currency.
Mitigated Risk Cost, Enterprise	Read only. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Weighted Mitigated Risk Cost	This is the Mitigated Risk Cost * Mitigated Probability / 100.

Field	Description
Mitigated Impact On Time	The user could enter the number of days that the schedule is impacted with due to the risk mitigation.
Risk Mitigation	Where the user describes the risk mitigation.
Risk Resolution	Risk resolution text.

Job Change Registers Workspace

Copy to come.

Job Change Registers Tab

This section includes the fields and descriptions for the Job Change Registers tab.

Job Register island

Field	Description
Job No.	Copy to come.

Selection Criteria

Field	Description
Show Approved Only	Copy to come.
Status	Copy to come.
Reason	Copy to come.
Initiated By	Copy to come.
Impact on Scope	Copy to come.
Impact on Plan	Copy to come.
Impact on Resources	Copy to come.
Impact on Job Pipeline	Copy to come.

Field	Description
Impact on Other	Copy to come.
Cost Price, Time, Base	Copy to come.
Cost Price, Amount, Base	Copy to come.
Billing Price, Currency	Copy to come.

Job Changes Sub-Tab

This section includes the fields and descriptions for the Job Changes sub-tab.

Field	Description
Name	Copy to come.
Status	Configurable popup type.
Status Changed Date	When the Change Status changes
Reason for Change	Configurable popup type.
Initiated By	Configurable popup type.
Initiated Date	Date of initiation free date field
"Hours" or "Days"	The user enters the number of days / hours the project plan must include in order to implement the change. Dynamic title on the field Time according to job setup: The choice of days or hours according to the budgeting which is in days or hours set in job setup.
Description	Copy to come.
Contact	Copy to come.
Time	Copy to come.
Time Cost, Base	The user can assign a cost in Company Base Currency.

Field	Description
Cost Price, Time	Copy to come.
Cost Price, Time, Enterprise	Read only. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Cost Price, Amount	Copy to come.
Amount Cost, Base	The user can assign a cost in Company Base Currency.
Cost Price, Amount, Enterprise	Read only and. The cost in enterprise currency will be available for display. The exchange rate will be according to the job's budgeting exchange rate setup.
Billing Price	Here the project manager indicates if the change will have an impact on the job's billing price. Amount field for manual input
Billing Price, Currency	Copy to come.
Billing Price, Base	Impact on Billing Price in base currency
Billing Price, Enterprise	Impact on Billing Price in enterprise currency
Impact on Scope	Here the project manager describes the impact on features . quality etc. if the change is executed. Free text field.
Impact on Plan	Here the project manager describes the impact on the timing plan if the change is executed ie. if more or less time is needed.
Impact on Resources	Here the project manager describes the impact on resources if the change is executed ie. if more employees or equipment is needed. Free text field.
Impact on Job Pipeline	Here the project manager indicates if the change will have an impact on the pipeline of jobs in the company ie. if other jobs will be delayed or impacted on resources etc. Yes / No boolean field
Impact on Other	Here the project manager describes any other possible impacts that don't fit in the rest of the impact categories. Free text field.
Document Archive No.	Copy to come.
Approved	This tick field is marked using the Approve action(the action is available in the card dialog). If another field on the change is changed by a user then this field is unmarked after a warning.

Field	Description
Approved by	The user employee name is added in by Maconomy when the Approved tick field is marked. The field is cleared when the Approved tick field is unmarked.
Approved by Employee	The user employee number is added in by Maconomy when the Approved tick field is marked. The field is cleared when the Approved tick field is unmarked.
Approval Date	The current date is added in by Maconomy when the Approved tick field is marked. The field is cleared when the Approved tick field is unmarked.
Approved by Employee Position	The position of the approver from the employee.

Object Missing

This object is not available in the repository.

Registration Section

This section includes the fields and descriptions for the Registration section workspaces.

Job Journal Workspace

Use this workspace to create job entries that primarily involve time spent by your employees on jobs managed in the Job Cost module.

You can also use this workspace to create job entries for photocopies, film, or other materials used on the job.

To avoid double entry, do not use this workspace to enter employee hours that are already entered in the Time Sheets workspace, or purchase orders that are already entered in the Vendor Invoices workspace in the A/P module.

Job entries are entered in a job journal for future posting. You can change the information in the job journal until it is posted.

You can also use the job journal to re-enter entries to a job or between jobs by entering the amount as a negative figure in the Job Journal Entries sub-tab. You can also do this in the Job Reallocation workspace.

You enter job entries in a job journal, which you then post in this workspace or in the Posting workspace in the General Ledger. The Job Journal tab shows the sum of hours and cost and billing prices for the time and amount activity entries that you enter in the Job Journal Entries sub-tab.

You can change the information in a job journal until it is posted. You cannot post the job journal if it is being used in this workspace. When you post it, you can invoice the job entries in the Invoice Selection and Itemize Invoice Selection workspaces. Depending on the setting of the **Submission of Job Journal required** system parameter, you might need to submit the journal before you can post it.

If you selected employee control for the current job in the Jobs workspace, you can only create entries for employees who either appear in the job's budget of a certain type, or who are listed in the job's employee control list. For more information, see the description of the **Employee Control** field in the Jobs workspace.

However, employees who are specified in the resource planning of a job in the Detailed Planning workspace can always create entries for this job, regardless of the job's employee control setup. For more information about controlling employee entries, see the description of the Jobs workspace.

The calculation of cost, intercompany prices, and billing prices is performed each time that you press the Return key on a new line in the Job Journal Entries sub-tab. The calculation is not repeated if you change information in existing lines.

You can print a job journal using the **Print This** function in the File menu. You can reprint posted job journals from the Print Posting Journal workspace in the G/L module.

Job Journal Tab

This section includes the fields and descriptions for the Job Journal tab.

Journal Island

Field	Description
Journal No.	This field shows the job journal number, which identifies the journal. Maconomy automatically gives a new journal the next available journal number. The number cannot be changed manually, but you define the journal number series in the window System Numbers in the Set-Up module.
Created	This field shows the name of the user who created the job journal. It cannot be changed.
Submitted	This field shows the name of the user who submitted the current job journal.
Repeat Auto.	You can mark this field to show that Maconomy automatically suggests the last used job, activity, task, and employee numbers when you create lines in the sub-tab. This field is marked by Maconomy when you create a journal and when you retrieve an old journal.
Post	If you mark this field, the journal will automatically be marked as ready to be posted in the window Posting. The mark is transferred to the “Post” field in the Posting window sub-tab.

Company Island

Field	Description
Company	In this field, you can enter the name and number of the company responsible for the job journal. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module.

Field	Description
	If you create job journal lines with an executing company different from the one specified in this field, Maconomy will automatically create intercompany entries at the posting of the job journal. In the intercompany entries, the company in this field will be the responsible company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany entries.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Time, Base Island

Field	Description
No. Hours	This field shows the total number of hours registered to time activities in the journal.
Cost	This field shows the sum of costs registered on time activities in the journal. The sum is shown in the company’s base currency.
Billing Price	This field shows the sum of billing prices registered on time activities in the journal. The sum is shown in the company’s base currency.
Standard Billing Price	This field shows the sum of standard billing prices registered on time activities in the journal. The sum is shown in the company’s base currency.

Amount, Base Island

Field	Description
Cost	This field shows the sum of costs registered on amount activities in the journal. The sum is shown in the company’s base currency.
Billing Price	This field shows the sum of billing prices registered on amount activities in the journal. The sum is shown in the company’s base currency.
Hereof Outlays	This field shows the sum of cost prices on entries registered on amount activities of the type “Outlays” in the sub-tab. The sum is shown in the company’s base currency.
Standard Billing Price	This field shows the sum of standard billing prices registered on amount activities in the journal. The sum is shown in the company’s base currency.

Entries Island

Field	Description
Trans. No.	This is the transaction number used for all entries in the job journal. Maconomy automatically selects the next available transaction number. It cannot be changed manually, but you can define the transaction number series in the window Trans. No. Series in the G/L module.
Trans. Type	This field shows the transaction type of the job entry.

Posting Island

Field	Description
Layout	In this field, you can select which layout to use when the journal is posted. The layout “Standard” includes detailed information on each entry. The layout “Journal Overview” shows summary information with totals for the journal, including any resulting intercompany journals.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the job description in question. By assigning a document archive to a job description, you can keep track of the various documents related to the job description. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives. This field also shows a description of the specified document archive.
Document Count	This field shows the total number of documents in the Document Archive.

Job Journal Entries Sub-Tab

This section includes the fields and descriptions for the Job Journal Entries sub-tab.

Field	Description
Entry Date	In this field, you give the date the entry is entered. The date must be within the open posting period, which is entered in the window Posting Period Setup in the General Ledger Setup menu. Note that you can enter different entry dates on different lines. Maconomy suggests today’s date on the first line. On every subsequent line Maconomy suggests the same date as on the line before it.
Job No.	In this field, you enter the number of the job the entry involves. If the parameter “Allow Multi-Company Job Journal” has been marked in the window System Parameters in the Set-Up module, you can use this field to

Field	Description
	specify the number of a job which belongs to a company different from the one shown in the main tab. The number of the company responsible for the job is shown in the field “Company No.” When posting, Maconomy uses the current journal for job entries concerning the company specified in the main tab. In addition, Maconomy automatically creates and posts a journal for each of the other companies that have been associated with job entries, if any. If the “Repeat Auto.” field is marked, Maconomy suggests the job number on the previous line. The job number is shown on the job entry in the window Itemize Invoice Selection when the job journal has been posted.
Task	In this field, you can specify the task to which the job budget line is to be assigned. If a task list exists for the job, you must enter a task from the task list in question. If dimension values have been specified in the task list, these dimensions are automatically suggested on the new journal line, but you can change these. However, if the window Task Lists specifies that derived dimension values should overwrite existing dimensions values, any manually entered dimensions will be overwritten. If no task list has been assigned to the job, you cannot enter a task. If the “Repeat Auto.” field is marked, Maconomy suggests the task name on the previous line.
Act. No.	In this field, you enter the number of the activity the job entry involves. Maconomy verifies that the activity is created in the window Activities. If the “Repeat Auto.” field is marked, Maconomy suggests the activity number on the previous line. The activity number is shown with the job entry in the window Itemize Invoice Selection when the job journal has been posted.
Empl. No.	In this field, you enter the number of the employee. You must enter an employee for time activities. Use the search functions in the Find menu if you cannot remember the number of an employee. If the “Repeat Auto.” field is marked, Maconomy suggests the employee number on the previous line. The employee number is shown with the job entry in the window Itemize Invoice Selection when the job journal has been posted.
Description	In this field, you enter the job entry text. The entry text is shown with the job entry in the window Itemize Invoice Selection when the job journal has been posted.
Quantity	In this field, you enter the quantity of activity units. Maconomy suggests the value “1.” If the entry involves a time activity, the quantity represents a number of hours or days, depending on the time unit on the job. Hours are totaled in the “No. Hours” field. Cost and billing prices in base currency are totaled in the “Cost, Base” and “Billing Price, Currency” fields, respectively.

Field	Description
	If the entry is for an amount activity, the cost and billing prices in base currency are added to the “Cost, Base” and “Billing Price, Currency” fields, respectively, in the “Amount” island. In the Invoice Selection and Itemize Invoice Selection windows, you can invoice your customers for more hours than you have entered here. You can, therefore, enter zero quantity here, so that you can invoice the customer for an estimated time usage, while not actually using any time on the job. Maconomy also allows you to register negative figures, which is useful for reentries and entry transfers.
Base Currency	This field shows the base currency of the company responsible for the job.
Cost, Base	In this field, you can enter the cost per unit to be used for the job entry in question. Maconomy calculates the cost based on information from job price lists, item price lists, and employee or activity information tabs. If the executing company behind the activity is different from the company responsible for the job, Maconomy suggests the intercompany price instead of the cost price. You can find a more detailed description of how Maconomy calculates these prices in “Appendix A: Price Calculation in the Job Cost module.” You can only change the suggested cost here if the entry is for an amount activity. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when entering a new entry date on the line. For further information, see the description of the system parameter “Update prices upon dimension change.”
Sales Currency	This field shows the currency of the job. It is retrieved from the window Job Information. Maconomy uses the exchange rate valid on the line entry date when converting between different currencies. When using different currencies, Maconomy performs a conversion. You can find a more detailed description of price calculations in “Appendix A: Price Calculation in the Job Cost module.”
Billing Price, Curr.	In this field, you enter the billing price per unit in the job’s currency. Maconomy calculates the billing price based on information from job price lists, item price lists, regulation percentage, the employee or activity information tab, and information in the window System Information in the Set-Up module. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost Module.” If you change the billing price in this field, the markup percentage is changed proportionally in the field “Markup %,” and the billing price is hereafter interpreted as “Entered” when calculating the price. This may influence the price calculation.

Field	Description
	If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when you change the entry date on the line. For further information, see the description of the system parameter “Update prices upon dimension change.” The amount is included in the invoice selection made for the job when the job journal is posted. The amount can be changed when you edit the invoice in the windows Invoice Selection and Itemize Invoice Selection. You can change the billing price suggested by Maconomy.
Markup %	This field shows gross margin as a percentage of the cost. If you change this value, the billing price is changed proportionally, and the billing price is hereafter interpreted as “Entered” when calculating the price (see “Appendix A: Price Calculation in the Job Cost module”). If you change the values in the fields “Billing Price, Currency” and “Markup %” at the same time, the entered billing price is used, and the markup percentage is then adjusted proportionally. If the system parameter “Update prices upon dimension change” has been marked, the markup in this field is updated when you change the entry date on the line. For further information, see the description of the system parameter “Update prices upon dimension change.”
Standard Billing Price, Currency	This field shows the standard billing price of the entry in the currency shown in the field “Sales Currency” above. The field cannot be changed. The difference between the standard billing price, the registered billing price, and the invoiced billing price (as found in the window Invoice Selection) can be used for performance analyses. For more information, please see “Appendix A: Price Calculation in the Job Cost Module.” If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when you change the entry date on the line. For further information, see the description of the system parameter “Update prices upon dimension change.”
Company No.	This field shows the number of the company responsible for the job that the current job entry concerns. See the description of the field “Job No.” in this window.
Company Name	This field displays the name of the responsible company shown in the field “Company No.” above.
Exec. Company No.	This field shows the number of the company which carried out the activity. For time activities, Maconomy looks up the company to which the specified employee is assigned in the window Employees in the Set-Up module. If no company has been specified on the employee information tab, Maconomy will use the job’s responsible company. For amount activities, Maconomy uses the company specified on the activity in the island Company No. If no company has been specified in this field, Maconomy will use the company to which the employee is assigned. If no employee is specified, Maconomy will use the company responsible for the job.

Field	Description
Name	This field shows the name of the company specified in the field “Executing Company” above.
Base Currency, Exec. Company	This field shows the base currency selected for the executing company in the window Company Information.
Cost, Exec. Company	In this field, you can enter the cost of one piece of the current activity within the executing company. If the company responsible for the current job journal is the same as the executing company, the amount in this field will be identical to the one in the field “Cost, Base.” If the responsible company is different from the executing company, and the activity is a time activity, Maconomy suggests the cost of the employee specified on the line. If the activity is an amount activity, Maconomy suggests the cost of the activity. The cost is shown in the currency of the executing company.
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivation for a further description of dimension derivation.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Accrual	In this field, you can mark the entry as an accrual. The field can only be completed if the selected activity is an amount activity, and if the company responsible for the activity is also the executing company. An accrual is an advance registration of a coming invoice. By using this facility, you can invoice a customer before having received and registered any vendor invoices. When you post the entries, Maconomy updates all the job-related accounts as if you had actually received a vendor invoice for the given amount. The job will be registered with the cost, but instead of being posted to the activity’s offset account, it will be posted to the account for job accruals. Furthermore, Maconomy will keep track of accumulated job accruals for each activity assigned to the job.

Field	Description
	To be able to manage job costs with accruals, the posting algorithms for job journals, general journals, vendor invoice journals, and transfer journals function as described below: When you post a debit entry to a combination of job and activity to which there are accruals, Maconomy includes the accruals according to the following rules. If the entry amount is less than or the same as the accrual, Maconomy creates a job entry with zero amount, while the G/L entry is entered to the account for job accruals. The job accrual account is specified by means of a dimension combination in the window Posting References. Please note that this dimension combination may include other dimension values which are to be used in this connection. If the entry amount exceeds the accruals by a given amount, Maconomy creates a job entry and G/L entry with this amount. In addition, Maconomy enters an amount to the account for job accruals corresponding to the accrual amount. In both cases, the accumulated job accrual is reduced. This field cannot be used if the system parameter “Job accruals from purchase order” has been marked in the Set-Up module. If this parameter is marked, job accruals must be made in the window Job Accruals.
Job Name	This is the name of the job to which the entry is made. It is retrieved from the window Jobs and cannot be changed here.
Employee Name	This field displays the name of the employee to which the entry in the field “Employee No.” has been assigned.
Activity Name	This field displays the activity name. The text is retrieved from the window Activities.
Task Description	This field displays the task description. The task description is retrieved from the window Tasks Lists for the task in question.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this window.
Item No.	This field displays an item number.
External Cost	Select this field to indicate that an expense displays as External in the Job Journal.
Started	In this field, you can enter the time a time activity starts. You cannot enter a value for amount activities. If you complete this field, you must complete the field “Finished.” The two fields can be used as an alternative to the field “Quantity” to specify how many hours are used on an activity.

Field	Description
	If you change or enter a time here and in the field “Finished,” Maconomy will change the value in the field “Quantity.” If the time entered here is later than the time entered in the field “Finished,” Maconomy regards the activity as having finished on the following day. If you enter the number of hours in the field “Quantity,” Maconomy will not change the value entered here.
Finished	In this field, you enter the time the activity finished. You cannot enter a value for amount activities. If you complete this field, you must complete the field “Started.” The two fields can be used as an alternative to the field “Quantity” to specify how many hours are used on an activity. If you change or enter a time here and in the field “Started,” Maconomy will change the value in the field “Quantity.” If the time entered here is before the time entered in the field “Started,” Maconomy regards the activity as having started on the previous day. If you enter the number of hours in the field “Quantity,” Maconomy will not change the value entered here.
Remarks	In this field, you can enter a note regarding the current line. The note is transferred to the job entry when the journal is posted.
Quantity 1	In this field, you can enter a quantity used on the current activity. The information can be used in reporting and statistics.
Quantity 2	The functionality of this field is similar to that of the field “Quantity 1” above.
Overtime Spec.	In this pop-up field, you can select an overtime specification for a time activity on the current line. Overtime specifications are defined in the window Popup Fields in the Set-Up module. When entering time, you can specify that the work was performed using overtime by selecting one of the values in this field. For instance, if you have been working over the weekend, you can specify this by selecting the pop-up value “Weekend” in this field (provided that the value has been defined in your system). The price list assigned to the job for which you entered overtime registrations may add an additional charge for over-time entries, which will be reflected in the subsequent processing of the time sheet, for example, when creating invoices for the job.
Accrual Type	If you select a value in this field, Maconomy will create an accrual entry for each period covered by the interval specified in the fields “Period From” and “Period To.” The accrual entries are posted to the relevant accrual-related posting references on the activity in question or in the window Posting References, depending on whether the field “Post by Activity” is marked in the window System Information. The offset entries are posted to the accounts referenced for the selected accrual type in the window Popup Fields. The amount is distributed evenly on the selected periods. Both cost and billing prices are accrued.

Field	Description
Period From, Accrual	In this field and the field “Period To” you can enter a range of dates. If you select a value in the field “Accrual Type” above, Maconomy will create an accrual entry on the specified G/L account for each period covered by the interval specified in the fields “Period From” and “Period To.” The amount is distributed evenly on the selected periods. Please note that the last period must be no later than the accrual ending period set up in the field “Accrual Period, Ending” in the information tab of the company specified on the entry. If no ending period has been specified there, the ending period set up in the corresponding field in the window System Information applies instead. If an ending period has been set up neither in the company information tab nor in the system information, period, you can specify any period in the field “Period To.”
Period To, Accrual	See the field “Period From” above.
Transaction Type	This field shows the transaction type of the job entry.

Actions

This section shows the actions available in the Job Journal workspace.

Top Tab

Field	Description
Post	When you select this action, Maconomy posts the journal in the window and prints a posting journal. Maconomy checks the field “Post” in the window Actions to verify that you have access to posting journals. If the system parameter “Submission of Job Journal required” has been marked, this action is only available if the journal has been submitted using the action Submit. Furthermore, if this system parameter has been marked, and the system parameter “Allow Posting of Own Journals” has not been marked, the journal can only be posted by a different user than the one who submitted the journal. However, users for whom the field “Post Own Journals” is marked in the window Actions can always post journals that they submitted. If the journal contains lines on which the activity was executed within another company than the one responsible for the journal, Maconomy will automatically create intercompany entries in each of the companies involved. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. Maconomy uses the current journal for job entries concerning the company specified in the main tab. In addition, Maconomy automatically creates and

Field	Description
	posts a journal for each of the other companies that have been associated with job entries, if any.
Submit	When you select this action, you submit the current job journal as an indication that the journal is complete and ready to be posted. If the system parameter “Submission of Job Journal required” has been marked, the journal must be submitted before it can be posted. Maconomy checks the field “Submit Journals” in the window Actions to verify that you have access to submitting journals. If you change the information on a line in the journal once it has been submitted, the journal is no longer registered as submitted.
Reopen	If the current journal has been submitted, you can use this action to cancel the submission.
Delete Job Journal Lines	When you select this action, all lines in the sub-tab of the current journal are deleted. Maconomy issues a warning before deleting the lines.
Attach Document	Use this action to attach a document to the General Journal. For example, this could be a scanned voucher or invoice which serves as documentation for the General Journal. **Note:** You can only attach one document per journal, so if you try and add a new document when one is already attached, a dialog displays to give you an option to replace the current document with the new document. The current document is permanently deleted when the new document is attached. Documents are attached at a journal level, and not a table line level. All the lines refer to the same attached document.
View Document	Select the needed Job Journal, then use this action to display the document attached to it, if any.

Time Sheets Workspace

Use this workspace to record how you spend the hours of your working day, for up to an entire week.

Use this workspace to record how you spend the hours of your working day, for up to an entire week. In the Daily Time Sheets workspace, you can enter one time sheet per day.

Your time sheet entries are the basis for customer billing and internal reporting. Therefore, it is important that you enter time accurately and in a timely fashion, both for customer projects and internal projects.

The sooner that you enter your time, the sooner your company can bill the customer, which is good for the company's cash flow. If your entries are accurate, the whole company continually improves its project forecasting skills; by knowing exactly how long something has taken in the past, it is easier to create realistic budgets and customer quotes for similar jobs in the future.

If you select the **Allow Incomplete Time Registrations** system parameter, you do not need to enter all of the details about your work when you create a job entry. Instead, you can enter a brief note about what you were doing and for how long, and leave the details for later.

The Time Sheet workspace relies on the use of favorites to automate entry. If you often work on the same job, task, and activity, you can create a favorite for that combination. Project managers and department managers can share favorites with their teams.

You can enter time via weekly (standard) time registration. See the Set-Up section below for more details. Additionally, you can specify your time as hours or days, via the **Time Unit** field. If your Time Unit is Hours, 1.0 means 1 hour. If the Time Unit is Days, then 1.0 means 1 work day (typically 8 hours).

Set-Up

Use these system parameters to manage how your company uses timesheets:

- **Used Fixed Working Time Stamped on Time Sheets**

  Maconomy always "stamps" the fixed hours from the weekly calendar on the employees' time sheets as they are created. If the parameter is marked, then the actual, reported working hours of the employee will be compared with the employee's fixed hours from the same period.

  If the parameter is not marked, Maconomy will compare the actual, reported working hours of an employee with the fixed hours currently in force for the employee in question. This may not always produce a historically correct result.

- **Split Week Time Sheet**

  Split-week time sheets are optional when using weekly time reporting. To enable this feature, select the **Split Week Time Sheet** system parameter in the System Parameters workspace in the Set-Up module. If you do this, Maconomy create two time sheets for weeks that extend from one month to the next. The **Part** field in the Period island shows whether the time sheet belongs to the first or the second part of the week (part A or B).

Relationship of Daily and Weekly Time Sheets

Using this workspace does not prevent you from using the DailyTime Sheets workspace for reporting hours when you want to report on just one day at a time. This is because the weekly time sheets are closely connected to the daily time sheets.

The connection between weekly and daily time sheets consists of the following:

- When you create a daily time sheet, Maconomy automatically creates a weekly time sheet that covers the period (week or month) to which the day belongs. Maconomy creates the weekly time sheet only if it does not already exist. However, Maconomy does not create any daily time sheets when you create a weekly time sheet.
- When you create a line in a daily time sheet, Maconomy automatically creates a line on the corresponding weekly time sheet, if such a line does not already exist. The line has the same combination of favorite, job number, activity, dimensions, note, and overtime specification as the daily line. If such a line already exists in the weekly time sheet, Maconomy updates it.
- When you create a line in a weekly time sheet, Maconomy creates daily time sheets for the days for which you have entered hours. If daily time sheets already exist for these days, Maconomy creates lines in the existing daily time sheets. Maconomy does not

automatically create daily time sheet lines for weekly time sheet lines selected in the **Keep Line** field or for lines created based on resource planning.

- When you delete a weekly time sheet, Maconomy deletes the corresponding daily time sheets.
- When you delete a line in a daily time sheet, Maconomy resets the corresponding line in the weekly time sheet. Maconomy does not delete the line in the weekly time sheet, but it sets the hours for all days on the line to zero.
- When you delete a line in a weekly time sheet, Maconomy removes the hours from all of the daily time sheets that the weekly time sheet covers. Maconomy does not delete any daily time sheets, even if the deletion of the line causes the time sheet to be empty.
- When you create a daily time sheet, and the date belongs in a week for which the weekly time sheet has already been fully transferred, Maconomy reopens the weekly time sheet and all daily time sheets that correspond to the week.
- If you reopen a daily time sheet in this workspace, Maconomy also reopens the corresponding weekly time sheet.

If you perform an action on the Time Sheets Workspace, Maconomy also performs the action for all of the corresponding daily time sheets. This means that if you use the **Submit Time Sheet** action for week 23 in the year 2014, all daily time sheets in that period (7 June 2014 to 13 June 2014) are also submitted. The same principle applies to the **Submit Time Sheet Temporarily**, **Release Time Sheet**, and **Reopen Time Sheet** actions. However, daily time sheets do not have to exist for you to perform these actions; Maconomy does not create any "missing" daily time sheets when you perform these actions in the Time Sheets workspace.

If you perform the same action for each day in the period (for example, if you submit a Daily Time Sheet for each day in the period), the same action is performed on the weekly time sheet. "Each day in the period" means any day for which the employee's fixed number of hours is different from zero. The fixed number of hours is specified in the Employees workspace in the Set-Up module, either through a week calendar or by entering specific hours for the employee. Typically an employee has fixed hours (greater or less than zero) for Monday through Friday, in which case the action would be applied to the weekly time sheet when the employee applies the action to Friday (assuming that the action is already applied to Monday through Thursday) .

Additionally, Maconomy has automatic timesheet entries from the absence calendar registrations. The employee uses the calendar to select the type of absence and period, and Maconomy automatically creates a timesheet line with correct job number and additional information for the employee when the absence is approved.

You can see or create a time sheet for an employee in these situations:

- You are the employee for whom the time sheet is being created.
- You are either the employee's supervisor, secretary, or mentor.
- You are designated as proxy for the employee.
- You are the designated approver, substitute approver, or super approver, depending on the approval hierarchies set up on the time sheet. Access through approval hierarchies is granted by specifying an employee in the Approval Hierarchies single dialog workspace.

If you selected employee control for the current job in the Jobs workspace, you can only make entries for employees who either appear in the job's budget of a certain type, or who are listed in

the job's employee control list. For more information, see the description of the **Employee Control** field in the Jobs workspace.

Note that if you specified a date in the **Work Completed On** field in the Jobs workspace, you cannot enter time sheet entries for that job after the specified date unless you are the job's project manager. See the description of the **Work Completed On** field in the Jobs workspace for more information about the functionality of this field.

Approvals

You can opt to have supervisors or project managers approve employee time sheets. You can also set up an approval hierarchy. A hierarchical approval means that you can set up multiple users as part of the approval process and create a hierarchy between them. For example, if you set up two levels (hierarchies), the approvals then follow that order. In this scenario, approvals might first go through a supervisor and then through a project manager.

See the Approval Hierarchies section of the Concepts Guide for more details.

Time Sheets Tab

This section includes the fields and descriptions for the Time Sheets tab.

Employee Information Island

Field	Description
Employee	This field shows the name and number of the employee the time sheet is for.
Department	This is the department to which the employee belongs. The field shows the number of the department assigned to the employee according to the employee revision applying on the first day of the time sheet.

Resubmission Island

Field	Description
Resubmission Explanation Required	Select this check box to require the user to enter an explanation for resubmitting the time sheet.
Resubmission Explanation	Enter a reason for resubmission of the time sheet.

Period Island

Field	Description
Week	In this field you enter the number of the week to which the time sheet applies. Maconomy automatically suggests the current week. If split-week time sheets are used, and the current week extends across the change of a month, Maconomy will automatically create two time sheets: Part “A,” covering Monday through the end of the month, and part “B,” covering the

Field	Description
	beginning of the following month through Sunday. The part currently in use is also displayed in this field. You can specify a week in which at least one day is within the open posting period for job entries. This period is defined in the window Posting Period Setup in the G/L module. You can also specify a week which comes after the open posting period, if you, for example, need to register time on a job before you go on vacation. However, you should note that Maconomy will give a warning when you specify hours in the fields “Monday–Sunday” in the sub-tab for dates after the open posting period. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, please see the description of the island Approval in the window Jobs. If no open posting period has been specified for job entries, Maconomy uses the open posting period for G/L entries instead. The open posting period for job entries is different from the one applying to G/L entries in that it can allow the registration of hours in the window Time Sheets and amounts in the window Expense Sheets on dates prior to the open G/L posting period. For further information, please see the introduction to this window. If the system parameter “Disallow the Creation of Time Sheets Outside Period of Employment” is marked, Maconomy will issue an error message if you attempt to create a time sheet for an employee for a period outside the employee’s period of employment—that is, before he was employed or after he ceased working for the company.
Year	In this field, you enter the year of the week. Maconomy automatically suggests the current year.
Date	This field displays the date range covered by the current time sheet. If split-week time sheets are used, the field shows the date range for the part of the week covered by the current time sheet.
Week Calendar No.	This field shows the number of the week calendar assigned to the employee according to the employee revision applying on the first day of the time sheet. The week calendar is used for calculating the number of working hours in each day.

Total Island

Field	Description
Time Unit	This field shows the unit for time on the time sheet. When you create a time sheet, the time unit is derived from the employee revision that contains the starting date of the time sheet. In the case of split-week time sheets, the two parts may have different time units if the employee has been set up to change time unit between the period start dates of the two time sheet parts.

Field	Description
Date	In these fields, the dates of the individual weekdays are shown.
Total	This column of fields shows the total time in hours or days depending, on the Time Unit.
Fixed	This column of fields will show the fixed time in hours or days depending on the Time Unit. For each day, the fixed time unit is found using the following procedure: 1. Maconomy looks up the fixed working Time Unit for the weekday in question in the employee revision, that occurs on the date in question. For instance, to find the fixed time for Thursday, November 6, 2014, Maconomy looks up the fixed time amount for Thursdays in the employee revision that occur on November 6, 2014. 2. Maconomy then looks up the week calendar in the employee revision applying on the date in question. In this week calendar, Maconomy checks the **Time Unit** field for the date in question. 3. The lower of these figures is used as the fixed time for the date.
Balance, Monday-Sunday	Copy to come.
Balance, Week	Copy to come.
Exclude Overtime, Monday-Sunday	This field shows whether the Exclude Overtime from Time Sheets feature is enabled for the day.
Exclude Overtime, Week	This field shows whether the Exclude Overtime from Time Sheets feature is enabled for the week.
Regular Time, Monday-Sunday	These fields show the difference between the total number of hours entered and registered overtime for the day. **Note:** These fields are shown only when the **Exclude Overtime from Balance** check box is selected on the employee's record.
Regular Time, Week	This field shows the total regular hours registered for the week. **Note:** This field is shown only when the **Exclude Overtime from Balance** check box is selected on the employee's record.
Balance (Regular), Monday-Sunday	These fields show the balance between an employee's fixed working hours and the total hours registered for the day.

Field	Description
	If the Exclude Overtime from Time Sheets feature is enabled, these fields show the difference between regular time entered and the employee's fixed working hours for the day.
Balance (Regular), Week	This field shows the total balance for the week. If the Exclude Overtime from Time Sheets feature is enabled, this field shows the difference between regular time entered and the employee's fixed working hours for the week.
Overtime, Monday-Sunday	These fields show the calculated overtime for the day. This is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected.
Overtime, Week	This field shows the total calculated overtime for the week. This is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected.
Total, Monday-Sunday	Copy to come.
Total, Week	Copy to come.
Check-in Enabled, Monday-Sunday	This field specifies whether multiple check-in entries are enabled for each day.
Check-in Enabled, Week	This field specifies whether multiple check-in entries are enabled for the week.
Check-in Time, Monday-Sunday	This field shows the total check-in time registered for each day.
Check-in Time, Week	This field shows the total check-in time registered for the week.
Check-in Balance, Monday-Sunday	This field shows the remaining check-in balance for each day.
Check-in Balance, Week	This field shows the total remaining check-in balance for the week.
Missed Meal, Monday-Sunday	This field specifies whether the employee utilized their daily break for the day. If the field value is **Yes**, the employee skipped their break.

Field	Description
External	This column (one row per weekday) of fields shows the total time for external jobs in hours or days, depending on the Time Unit.
Internal	This column of fields shows the total time for internal jobs in hours or days, depending on the Time Unit.

Working Hours Island

This island has a row for every day in the week, and a row displaying the totals for each column. The fields are used for registering check-in and check-out times to capture actual working time. These times are called actual work time intervals. The actual working time is compared to the expected working time set up for the current employee. Depending on setup, you may be required to register any difference in overtime or flextime. Note that it is possible to specify an interval which spans midnight. In this case, the working time is considered to belong to the date on which work was begun. For more information, please see the description of the window Employees in the Set-Up module.

Note: For all fields in this island, if the **Registration** field in the Check-in / out Time Entry island on the Employees workspace is set to Not Allowed, then these fields are not calculated and are not available for entering data.

Field	Description
Expected Check-in	These fields show the expected check-in time as specified for the current employee. These fields show the employee's fixed number of working hours for each day covered by the time sheet. For each day, the expected check-in time is found using the following procedure: 1. Maconomy looks up the check-in time for the weekday in question in the employee revision applying on the date in question. For instance, to find the expected check-in time for Tuesday, November 6, 2007, Maconomy looks up the check-in time for Tuesdays in the employee revision applying on November 6, 2007. 2. Maconomy then looks up the week calendar in the employee revision applying on the date in question. In this week calendar, Maconomy checks the check-in time for the date in question. 3. If no check-in times are identified in steps 1 and 2, Maconomy leaves the field blank. Maconomy may be configured to allow the user to edit the expected check-in and check-out. If this is the case, the fixed working hours are not changed — that is, the new expected work time interval applies to the date in question only.
Expected Check-out	The functionality of these fields is similar to that of the field "Expected Check-in" above.

Field	Description
Actual Check-in	In this field, you can enter the time when you actually came to work.
Actual Check-out	In this field, you can enter the time when you actually left work.
Absence	In this field, you can enter how many hours you were absent on a particular day. The absence is used in the calculation of actual working hours. For instance, if you need to be absent for two hours due to a dentist's appointment, you can enter that number of hours in this field. You can also enter a comment regarding your absence in the fields "Remark 1-2."
Working Hours	This field shows the actual working hours. The working hours are calculated from the difference between the check-in time and the check-out time, less any registered absence.
Reg.	This field shows the actual time registered on lines in the sub-tab.
Bal.	This field shows the balance between the actual working hours from the field "Working Hours" and the registered hours from the field "Reg."
Var.	This field shows any variance between the expected and the actual working hours. Note that if the system parameter "Popup 1 required if difference between exp. and act. work hours" is marked, you are required to select a value in the field "Popup 1" before you can submit the time sheet. Note that if no working hours are entered (that is, "Actual Check-in" and "Actual Check-out" are empty), the variance is considered to be zero.
Popup 1	In this field, you can select a pop-up value. The pop-up field values are created in the pop-up "Time Sheet Popup 1" in the window Popup Fields in the Set-Up module. If the system parameter "Popup 1 required if difference between exp. and act. work hours" is marked, you are required to select a value in this field before you can submit the time sheet, if the value in the field "Var." is different from zero. This way, you can specify to the accounting department what you want them to do with the difference. For instance, the values in this pop-up field could be "Overtime" and "Flextime." You could thus specify that the difference should be paid out ("Overtime") or added to/subtracted from your Flextime account ("Flextime"). Note that the fields are for information only.
Remarks 1	Copy to come.

Activities Island

Field	Description
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the Time Unit. Time activity can be used to calculate overtime among

Field	Description
	others. The activity references can be created in the window Time Sheet References.
Total Time Activities	This field shows the total time for Activities 1-3 in hours or days, depending on the Time Unit.
Balance	This field shows the balance in hours or days, depending on the Time Unit.
Amount Activity 1-4	In these fields, the total quantity registered for each of the fields “Amount Activity 1-4” in the sub-tab is shown. Activity references can be created in the window Time Sheet References.

Employee Remarks Island

These fields show the employee remarks entered in the island Remarks of the window Employees.

Transaction Island

Field	Description
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.

Status Island

Field	Description
Created By	This field shows the name of the user who created the time sheet.
Date	This is the date the time sheet was created.
Submitted	This field shows whether the time sheet has been submitted. This field will be marked automatically when you select the action “Submit Time Sheet.”
Submitted by	This field shows the name of the user who submitted the current time sheet.
Date	This field shows the date when the time sheet was submitted.
Temp. Submitted	This field shows whether the time sheet has been temporarily submitted. This field will be marked automatically when you select the action “Submit Temp. Time Sheet.”
Temp. Submitted by	This field shows the name of the user who submitted the current time sheet.

Field	Description
Date	This field shows the date when the time sheet was temporarily submitted.
Transferred	If this field is marked, the time sheet has been transferred to a time sheet journal or the time sheet transfer queue (if the system parameter “Central transferral of time sheets” is marked). This field will be marked automatically when all lines on the time sheet have been transferred. The criteria determining when a time sheet line is transferred for posting depends on the selected approval principle. For further information, please see the description of the island Approval in the window Jobs.
Transferred by	This field shows the name of the user who transferred the current time sheet.
Date	This field shows the date when the current time sheet was transferred.
Approved	This field shows whether the time sheet has been approved by the supervisor. This field is automatically marked when the time sheet is approved, and the mark is removed if the time sheet is reopened. Note that even though this field is marked on a time sheet, the time sheet might not be fully approved, as a time sheet is not fully approved until it has been approved by all relevant instances.
Approved by	This field shows the name of the user who approved the current time sheet and thus indicated the approval of the supervisor. If no approval is necessary for any of the lines, this field shows the name of the user who submitted the time sheet.
Date	This field shows the date on which the current time sheet was fully approved.
Reopened	This field shows if the time sheet has been reopened. This field is filled in automatically when the time sheet is reopened.

Supervisor Island

Field	Description
Supervisor	This field shows the name and number of the supervisor related to the employee specified on the time sheet. A supervisor has access to approving the current time sheet. The information is transferred from the main tab of the window Employees in the Set-Up module and cannot be changed here.

Secretary Island

Field	Description
Secretary	This field shows the name and number of the employee’s secretary. The secretary can, for instance, handle the time sheet registration and transfer for employees if the field “Release Time Sheets” in the window Actions in the Set-Up module has been marked for the individual employee. If the system parameter “Secretary can Approve

Field	Description
	Time Sheets" is marked, the secretary can also approve the current time sheet. The information is transferred from the main tab of the window Employees in the Set-Up module and cannot be changed here.

Mentor Island

Field	Description
Mentor	This field shows the name and number of any mentor assigned to the employee, for example, to assist in the training of the employee. The status of mentor grants access to seeing (but not changing) the time sheets of the employee in question. The information is transferred from the main tab of the window Employees in the Set-Up module and cannot be changed here.

Update Fixed Hours Island

Field	Description
Update Fixed Hours at Approval	If you mark this field, the fields "Fixed" and "Overtime" in the sub-tab will be updated to reflect the current number of fixed hours specified for the employee in question in the windows Employees or Week Calendars in the Set-Up module upon approval. If the number of fixed hours has been changed for the employee, it will affect the calculation of overtime. The calculation is only affected as of the date when the number of fixed hours was changed; it does not affect the calculation of overtime for previously approved time sheets. For the update of fixed hours to be recorded on the time sheets in the sub-tab, this field must be marked when the time sheets are approved.

Copy Time Sheet Island

Field	Description
Date	In this field you can enter a date. Maconomy will copy the time sheet created for this date when the action "Copy Time Sheet" is selected. By default, Maconomy suggests the date of the most recent period for which a time sheet exists when you create a time sheet and press Return.
Week	This field and the field "Year" determine which time sheet Maconomy should copy when the action "Copy Time Sheet" is selected. By default, Maconomy suggests the week of the most recent period for which a time sheet exists when you create a time sheet and press Return.
Year	The functionality of this field corresponds to that of the field "Week."

Approval Hierarchy Status Island

Field	Description
Approval Relation	Copy to come.
Approval Number	Copy to come.
Approval line Number	Copy to come.
Approval Status	Copy to come.
Approval Status Details	Copy to come.
Header Can Be Approved By Current User	Copy to come.
Header Approved Or Rejected By	Copy to come.
Header Approval Or Rejection Date	Copy to come.
Header Approval Or Rejection Time	Copy to come.
Header Approval Or Rejection Comment	Copy to come.
Workflow Status	Copy to come.

Time Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Time Sheet Lines sub-tab.

Field	Description
Job No.	In this field, you enter the number of the job the work is for. When a time sheet is approved and then reopened, you cannot change the job number on existing lines.
Act. No.	In this field, you enter the number of the activity on which the work was performed. When a time sheet is approved and then reopened, you can no longer change the activity number on existing lines. If the system parameter “Disallow reg. on amount act. in time sheets” has been selected, registration on amount activities cannot be performed in this window.
Task	In this field, you enter the task related to the specified hours.

Field	Description
Exclude Overtime Enabled	This field shows whether the Exclude Overtime from Time Sheets feature is enabled on the line.
Regular Time	This field specifies whether the time sheet line has an overtime specification that is included in regular time.
Overtime Spec.	Copy to come.
Monday – Sunday	These fields show registered time in hours or days, depending on the Time Unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the field “Time Sheets” in the island Registration Limits in the window Activities for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. It is possible to enter a negative number of hours. If the field “Minimum Hours” has been marked on the employee revision applying on the date in question, Maconomy will check whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the window Employees in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only pre-filled on time sheet lines referring to jobs for which the job parameter attribute “Pre-fill Time Sheet Lines” has the value “By Day.” You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, please see the description of the island Job Cost in the window Company Information in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy will issue a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, please see the description of the island Approval in the window Jobs.

Field	Description
	By changing the MDL layout of this window, you can insert variable day names in the sub-tab. This way, the column which was previously called “Monday” can, for example, be changed to “Mon. <date>.” For more information, please see the description of the Window Layouts window in the Set-Up module.
Total	This is the total number of hours or days, depending on the Time Unit of the time sheet, entered for the given combination of job, dimension, task, and activity during the week in question.
Planned	This field shows the number of hours planned for the current task in the period covered by the time sheet. This field is only filled in for time sheet lines created automatically from the detailed resource planning and only if the job parameter attribute “Pre-Fill Time Sheet Lines” of the job on the current line has the value “By Period” or “By Day.” **Note:** For time sheets with a Time Unit set to Day, this field is zero (0).
Est. Time to Compl.	In this field, you can enter estimated time to completion in hours or days, depending on the Time Unit of the time sheet. So if the unit of the time sheet is Day, evaluation of progress on the given job will take the given estimate in days, and convert it to the unit of the job. If you enter an estimate to completion, the number of hours is automatically converted into a number of days which is inserted in the field “Est. Time to Compl., Days.” The number of days is calculated by multiplying the time by the value in the field “Hours per Man Day” in the window Jobs.
Est. Time to Compl. Days	The functionality of this field is similar to that of the field “Est. Time to Comp.” However, in this field you enter the estimate to completion as a number of days instead of a number of hours. If you enter a number of days, it is automatically converted into a number of hours which is inserted in the field “Est. Time to Compl.” The number of hours is calculated by multiplying the number of days by the value in the field “Hours per Man Day” in the window Jobs.
Completed	If you mark this field, you indicate that you are of the opinion that your part of the work represented by the task on the current line has been completed. You can only mark this field on time sheet lines for which time activities have been specified on jobs for which the job parameter attribute “Specify Required Time to Completion” has the value “Optional” or “Mandatory.”
Estimate Date	In this field, you can specify the date as of which the values of the **Est. Time to Compl.** and **Completed**fields apply. The date must be within the period covered by the current time sheet. For weekly time sheets, the date should be within the (split) week in question. The default value of this field is the last date covered by the time sheet.
Proposed Time	This field shows the proposed time for the week in hours or days, depending on the time unit on the time sheet.

Field	Description
	The number of hours suggested for invoicing in the Invoice Selection and Itemize Invoice Selection windows is based on the number of proposed hours, pending final approval by the invoicing department. Please note that if the system parameters “Keep quantity at write-ups” or “Keep quantity at write-downs” are enabled, the amount of time in the field “Proposed Time” cannot be written up or down, respectively.
Job Name	This is the name of the job for which you are registering entries.
Billing Price, Currency	This field shows the billing price in job currency per hour or day, depending on the Time Unit on the time sheet.
Billing Price Total, Currency	This field shows the total billing price of the time sheet line in the currency of the job.
Billing Price Total, Base	This field shows the billing price in base currency per hour or day, depending on the Time Unit on the time sheet.
Billing Price Total, Enterprise	This field shows the billing price in enterprise currency per hour or day, depending on the Time Unit on the time sheet.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet but may be changed by the project manager.
Description	In this field, you can enter or change a description of the current entry. When you create a line, Maconomy will suggest a text in this field, depending on how the current activity is set up. The activity can be set up to derive the description of the activity or the description of the currently selected task, or to leave the field blank. For more information, please see the description of the window Activities.
Company No.	This field shows the name of the company responsible for the job on which the work was performed. The number cannot be changed here. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” for a further description of companies.
Favorite	In this field you can select a favorite. If you are using the Maconomy Client for Java™, the field is a drop-down list showing the favorites available in the current context. The favorites derive from the window Favorites. You can create and edit your own personal favorites, or other people—for instance a project manager, your department manager, or the finance departmentcan create favorites and distribute them to a selection of employees from the window Job Employees. See the description of the window SpeedSheet for more information about favorites.

Field	Description
Note	In this field, you can enter a brief description of what you have been working on. This will serve as a reminder in case you cannot remember (or you do not want to spend time finding) the correct registration combination just now, and Maconomy permits incomplete registrations (see the introduction). If the current time sheet line was created as a result of the transfer of a detailed plan or due to an event, this field contains the job name or number and description of the planning line or event number and event flow description, respectively.
Keep Line	In this field, you can mark time sheet lines as “permanent.” Lines marked in this way will be copied automatically from the previous period at the creation of time sheets. New lines created will inherit this status, which means that they will automatically be copied to all new time sheets until you remove the mark from this field on the lines in question. However, if the field “Duplicate Lines on Time Sheets” in the window System Information has not been marked, Maconomy will only copy the time sheet lines that do not already exist on the new time sheet. This may be the case if the system is set up to automatically create time sheet lines on the basis of resource planning in the job parameter type “Planning” for the job in question. If a new time sheet contains a line created on the basis of resource planning which is identical to a line marked as permanent in a previous time sheet, Maconomy will copy this status to the new time sheet line. However, you should note that if the field “Duplicate Lines on Time Sheets” has been marked, and you create two duplicate time sheet lines on a time sheet, both with a mark in the field “Keep Line,” only one of the two identical lines will be copied to a new time sheet when copying the time sheet manually. This is to prevent too many lines on a time sheet. If you use the functionality of split weeks and you mark this field on a line on the “A” part of a split-week time sheet, a corresponding line is created on the “B” part of the split-week time sheet with a mark in the field “Keep Line.” If a corresponding line already exists on the “B” part of the time sheet, this field is automatically marked on the line of the “B” part time sheet upon marking of the field on the “A” part of the time sheet. Moreover, you should also note that Maconomy does not copy time sheet lines marked as “permanent” from a previous time sheet to a new time sheet if the new time sheet has been created automatically. If, for example, you have marked the field “Keep Line” on lines in a weekly time sheet for week 1 and then create a daily time sheet for a day in week 2, Maconomy automatically creates a corresponding weekly time sheet for week 2, but will not copy the permanent lines from the weekly time sheet for week 1 to the weekly time sheet for week 2.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this window.

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivation for a further description of dimension derivation.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Approval, Project Manager	In this field, Maconomy shows the status which the project manager of the job on the current line has assigned to the line in the window Approve Time Sheet Lines. When the time sheet has been submitted, the project manager can use the window Approve Time Sheet Lines to approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations by the project manager is mandatory or optional. For more information, please see the description of the window Approve Time Sheet Lines. Time sheet lines can be approved in the window Approval Time Sheets also. If the status of the line is “Approved” or “Released,” and the line is changed, the status changes to blank. If the line has the status “Rejected,” and the line is changed, the status of rejected is maintained.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the field “Approval, Project Manager”) to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status (shown in the field “Approval, Project Manager”) assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Activity Type	In this field, you can see whether the activity is a time or amount activity.
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the Time Unit on the time sheet.

Field	Description
Amount Activity 1-4	In these fields, you can enter a quantity of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.
Internal	This field is marked automatically if the current job, which is specified in the field “Job No.,” has been created as an internal job in the window Jobs. If the field is not marked, the job is external. This field cannot be changed in this window.
Invoiceable	This field shows whether or not the line is invoiceable.
Remarks	In this field, you can enter remarks relating to the current time sheet line.
Job Description	This field shows a description of the job specified in the field “Job No.” If it is an internal job, the description will contain the job name, whereas the description of an external job will contain the name of the customer to whom the job has been assigned.
Quantity 1	In this field, you can enter a quantity used on the current activity. The information can be used in reporting and statistics.
Quantity 2	The functionality of this field is similar to that of the field “Quantity” above.
Activity Name	This field displays the text defined for the current activity. The text is suggested by Maconomy as entry text when a line is created in this window. The entry text can be changed, and this is then displayed in the field “Description” in the sub-tab.
Task Description	This field displays the description defined for the current task.
Task Path	This field shows any task path of the task (see the description of hierarchical tables in the section “Task Path” in the chapter “Getting Started with the Java™ Client”).
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer Name	This field shows the name of the bill-to customer assigned to the job on the current line.
Language	This field shows the language specified for the customer assigned to the job on the current line.
Overtime Spec.	In this pop-up field, you can select an overtime specification for the current line. Overtime specifications are defined in the window Popup Fields in the Set-Up module. When entering time, you can specify that the work was performed using overtime by selecting one of the values in this field. For instance, if you have been working over the weekend, you can specify this by selecting the pop-up value “Weekend” in this field (provided that the value has been defined in

Field	Description
	your system). The price list assigned to the job for which you entered overtime registrations may add an additional charge for overtime entries, which will be reflected in the subsequent processing of the time sheet, for example, when creating invoices for the job.
Description, Monday – Sunday	In these fields, you can enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy will ensure that you enter a description for the task for the day in question before you can submit the time sheet. Example: You register hours on Monday and Thursday on a task called “Client Meetings.” In the job-specific task list, that task has a mark in the field “Use Daily Descriptions.” Therefore, you must complete the fields “Description, Monday” and “Description, Thursday” with additional information about the nature of the client meetings held. If the current line was created from an event or as a result of the transfer of a plan, daily descriptions will not be required (even if the task requires them). You can enter descriptions even if the task in question does not require you to do so.
Details	This field contains a status message for the current line.
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Expense Amount, Base	This field shows the expense amount in base currency.
Mileage Amount, Base	This field shows the mileage amount in base currency.
Mileage Quantity	This field shows the mileage quantity that has been registered in connection to the hours registered on this time sheet line.
Purchase Order Number	In this field, you can specify a purchase order number. This field is not displayed by default. Only subcontractors logged in as employees can view and edit this field in their time/expense/mileage sheets. All other users can display this field but cannot edit the value.
Purchase Order Line Number	In this field, you can specify a purchase order line number. This field is not displayed by default. Only subcontractors logged in as employees can view this field in their time/expense/mileage sheets. All other users can display this field but cannot edit the value.

Actions

This section shows the actions available in the Time Sheets workspace.

Top Tab

Field	Description
Submit Time Sheet	Use this action to submit the time sheet. If you try to edit a line in a time sheet which has been submitted, but not yet approved, Maconomy issues a warning. If you continue, the time sheet is no longer registered as submitted. To submit the time sheet, all lines in the sub-tab must contain at least a job number, an activity number, and a task (if tasks are required for the job on the line). If you are required to enter your actual work time as intervals in the island Working Hours, either always or in connection with overtime, the balance between the actual work time and the number of hours registered on jobs for any given day must be less than the allowed deviation as set up for you in the window Employees. If multiple check-in entries are enabled, and at least one check-in entry has been registered on the time sheet, Maconomy calculates the check-in balance. **Note:** You cannot edit check-in entries on a time sheet that has been submitted. If the **Popup 1 required if difference between exp. and act. work hours** system parameter is enabled, and there is a difference between expected and actual work hours, a value must be selected in the **Popup 1** field in the Working Hours island, typically as an explanation of the difference. Note that even if entering actual work time intervals is optional, you cannot submit the time sheet unless the intervals are complete--that is, either specify nothing or specify both check-in and check-out times. If daily descriptions are required for any of the tasks in the time sheet, the **Description** field for the weekday(s) for which registrations were made on the task in question must be completed before submission. When the time sheet is submitted, Maconomy evaluates each line with regard to approval and posting as explained in the Posting Time Sheet Entries section in the introduction to this window.
Submit Temp. Time Sheet	Use this action to temporarily submit the current time sheet. After this is done, you can release the time sheet for posting so that it can be made part of the basis for invoicing customers. You can continue registering hours on the time sheet, and then submit it as usual. A time sheet cannot be approved until it has been submitted in its final form. On temporary submission, no check is made on minimum hours. Please note that you cannot delete lines which have been temporarily submitted and then transferred, and changing dimension values on such lines is not allowed. You can submit a time sheet temporarily several times, until you submit it finally. When the time sheet is temporarily submitted, Maconomy evaluates each line with regard to approval and posting according to the section “Posting Time Sheet Entries” in the introduction to this window.

Field	Description
Release Time Sheet	Use this action to release the current time sheet. You can only release time sheets that have been submitted or temporarily submitted. Reopened time sheets cannot be released. This action is available if the **Trans. Non-Appr. Time Sheets** check box is selected in setup, and you meet one of the following requirements: ▪ You are the supervisor of the current employee ▪ You have access to transfer time sheets as specified in the Actions window ▪ You are the employee of the current time sheet, are the secretary of the current employee, or you have access to see all time sheets. When you use this action, the current time sheet is transferred for posting, allowing you to invoice the customer before the time sheet lines have been approved according to the approval principles of the jobs involved. This can, for example, be useful if the supervisor who needs to approve the time sheet is on vacation or otherwise indisposed. For more information about posting, see the Posting Time Sheet Entries section in the introduction to this window.
Approve Time Sheet	Use this action to approve the time sheet. Maconomy evaluates each line with regard to further approval and posting according to the Posting Time Sheet Entries section in the introduction to this window. **Note:** If multiple check-ins are enabled, you cannot edit check-in entries after the time sheet is approved. A time sheet can only be approved if it has been submitted. You can only make changed to an approved time sheet if you reopen it usingthe **Reopen Timesheet** action. Time sheets can also be approved from the Approve Time Sheets and Approval Time Sheets windows.
Reopen Time Sheet	Use this action to reopen a time sheet which has been approved or released and transferred. To select this action, you must have been given access to do so in the window Actions in the Set-Up module. When the sheet is reopened, the time sheet no longer has the status of being submitted. You can edit already reported numbers of hours and to create lines, but approved lines cannot be deleted, and you cannot change job and activity numbers, dimensions, or tasks on the time sheet lines. If you reopen a time sheet which has registrations of hours on a date that comes after the open posting period, Maconomy displays a warning message. In addition, you can only submit such reopened time sheets, but not perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For more information, see the Posting Time Sheet Entries section in the introduction to this window.

Field	Description
Copy Time Sheet	Use this action to copy lines from a previous period to the current period, including dimension values. Time usage is reset to zero. The action copies the lines from the week specified in the Copy Time Sheet island, in the **Date** or **Week** and **Year** fields. By default, Maconomy suggests the time sheet from the latest period for which a time sheet exists. Lines that pertain to blocked activities or blocked or closed jobs are not copied. In addition, Maconomy will only copy time sheet lines that do not already exist on the new time sheet when you select this action, regardless of whether the system has been set up to use duplicate lines in the window System Information. If a line contains a favorite which is not valid for the current week, it is not copied, except if the field “Keep Line” is marked on the line. Information about check-in time, check-out time, and absence is not copied. If the **Rederive when copying time sheets** system parameter is enabled, Maconomy keeps the values in the **Job**, **Activity Number**, and **Task** fields, while the remaining dimensions (the G/L dimensions) are rederived to ensure the correct reflection of any changes to dimension derivation rules.
Transfer Plan	Use this action to transfer planned hours to the time sheet. It is disabled for time sheets with the time unit value set to **Day**. If you use detailed planning, and the **Pre-fill Time Sheets** job parameter attribute in the **Planning** job parameter type is set to any value excluding **Do Not Create Lines** for a job, Maconomy creates a number of time sheet lines corresponding to the detailed planning lines for the current employee for the week in question when a time sheet is created. If lines are added to the detailed plan after the time sheet is created, you can use this action to update the time sheet with the lines added to the plan. Note that lines are only transferred to the current time sheet if they do not already exist in the time sheet, and if they relate to jobs for which the**Pre-fill Time Sheets** job parameter attribute is set to any value excluding **Do Not Create Lines**.
Create Favorite	Use this action to create a favorite from the current combination of job, task, and activity. If this combination does not exist as a favorite already, it is named using a combination of job name, task description, and activity text. You can inspect and edit the favorite in the Favorites or Favorite windows. The new favorite is immediately available in the Time Sheets window.

Daily Time Sheets Workspace

Use this workspace to record how you spend the hours of your working day.

You can enter one time sheet per day. If you use the Time Sheets workspace, you can enter information for a full week.

Your time sheet entries are the basis for customer billing and internal reporting. Therefore, it is important to enter your time accurately and in a timely fashion, both for customer projects and internal projects.

Using daily time sheets makes sense if your company needs up-to-date information on time consumption so that it can invoice customers quickly.

You can use this workspace only if your installation of Maconomy is set up to use daily time sheets by means of the **Use Daily Time Sheets** system parameter. If you did not select this system parameter, Maconomy only maintains existing daily time sheets.

See the description of Time Sheets Workspace for further details.

Approvals

In this workspace, you cannot see the approval status and similar information from the Approve Time Sheet Lines workspace, because time sheet lines are approved for one week at a time. The hours entered in this workspace are displayed in the Approve Time Sheet Lines workspace because they are also part of the weekly time sheet. However, this only applies if the weekly time sheet has the status **Approved**.

Daily Time Sheets Tab

The functionality of the fields in this window are similar to the those described for the corresponding islands in the window Time Sheets.

Employee Information Island

Field	Description
Employee No.	In this field you can enter the number of the employee the time sheet is for. Maconomy suggests the employee number of the current user.
Name	This field shows the name of the employee.
Department	This is the department to which the employee belongs. The field shows the number of the department assigned to the employee according to the employee revision applying on the first day of the time sheet.

Period Island

Field	Description
Week	In this field you enter the number of the week to which the time sheet applies. Maconomy automatically suggests the current week. If split-week time sheets are used, and the current week extends across the change of a month, Maconomy will automatically create two time sheets: Part “A,” covering Monday through the end of the month, and part “B,” covering the beginning of the following month through Sunday. The part currently in use is also displayed in this field. You can specify a week in which at least one day is within the open posting period for job entries. This period is defined in the window Posting Period Setup in the G/L module. You can also specify a week which comes after the open posting period, if you, for example, need to register time on a job before you go on vacation. However, you should note that Maconomy will give a warning when you specify hours in the fields “Monday–Sunday” in the sub-tab for dates after the open posting period. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the

Field	Description
	submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, please see the description of the island Approval in the window Jobs. If no open posting period has been specified for job entries, Maconomy uses the open posting period for G/L entries instead. The open posting period for job entries is different from the one applying to G/L entries in that it can allow the registration of hours in the window Time Sheets and amounts in the window Expense Sheets on dates prior to the open G/L posting period. For further information, please see the introduction to this window. If the system parameter “Disallow the Creation of Time Sheets Outside Period of Employment” is marked, Maconomy will issue an error message if you attempt to create a time sheet for an employee for a period outside the employee’s period of employment—that is, before he was employed or after he ceased working for the company.
Year	In this field, you enter the year of the week. Maconomy automatically suggests the current year.
Date	This field displays the date range covered by the current time sheet. If split-week time sheets are used, the field shows the date range for the part of the week covered by the current time sheet.
Week Calendar No.	This field shows the number of the week calendar assigned to the employee according to the employee revision applying on the first day of the time sheet. The week calendar is used for calculating the number of working hours in each day.

Check-in Island

Field	Description
Check-in Enabled	Select this check box to enable multiple check-in entries per day for the employee.
Check-in Balance	This field shows the employee's total remaining balance for the day.
Check-in Time	This field shows the employee's total rounded check-in time registered for the day.
Missed Meal	This field specifies whether the employee utilized their daily break for the day. If the field value is **Yes**, the employee skipped their break.

Resubmission Island

Field	Description
Resubmission Explanation Required	Select this check box to require the user to enter an explanation for resubmitting the time sheet.
Resubmission Explanation	Enter a reason for resubmission of the time sheet.

Working Hours Island

This island has a row for every day in the week, and a row displaying the totals for each column. The fields are used for registering check-in and check-out times to capture actual working time. These times are called actual work time intervals. The actual working time is compared to the expected working time set up for the current employee. Depending on setup, you may be required to register any difference in overtime or flextime. Note that it is possible to specify an interval which spans midnight. In this case, the working time is considered to belong to the date on which work was begun. For more information, please see the description of the window Employees in the Set-Up module.

Note: For all fields in this island, if the **Registration** field in the Check-in / out Time Entry island on the Employees workspace is set to Not Allowed, then these fields are not calculated and are not available for entering data.

Field	Description
Expected Check-in	These fields show the expected check-in time as specified for the current employee. These fields show the employee's fixed number of working hours for each day covered by the time sheet. For each day, the expected check-in time is found using the following procedure: 1. Maconomy looks up the check-in time for the weekday in question in the employee revision applying on the date in question. For instance, to find the expected check-in time for Tuesday, November 6, 2007, Maconomy looks up the check-in time for Tuesdays in the employee revision applying on November 6, 2007. 2. Maconomy then looks up the week calendar in the employee revision applying on the date in question. In this week calendar, Maconomy checks the check-in time for the date in question. 3. If no check-in times are identified in steps 1 and 2, Maconomy leaves the field blank. Maconomy may be configured to allow the user to edit the expected check-in and check-out. If this is the case, the fixed working hours are not changed — that is, the new expected work time interval applies to the date in question only.
Expected Check-out	The functionality of these fields is similar to that of the field "Expected Check-in" above.

Field	Description
Actual Check-in	In this field, you can enter the time when you actually came to work.
Actual Check-out	In this field, you can enter the time when you actually left work.
Absence	In this field, you can enter how many hours you were absent on a particular day. The absence is used in the calculation of actual working hours. For instance, if you need to be absent for two hours due to a dentist's appointment, you can enter that number of hours in this field. You can also enter a comment regarding your absence in the fields "Remark 1-2."
Working Hours	This field shows the actual working hours. The working hours are calculated from the difference between the check-in time and the check-out time, less any registered absence.
Reg.	This field shows the actual time registered on lines in the sub-tab.
Bal.	This field shows the balance between the actual working hours from the field "Working Hours" and the registered hours from the field "Reg."
Var.	This field shows any variance between the expected and the actual working hours. Note that if the system parameter "Popup 1 required if difference between exp. and act. work hours" is marked, you are required to select a value in the field "Popup 1" before you can submit the time sheet. Note that if no working hours are entered (that is, "Actual Check-in" and "Actual Check-out" are empty), the variance is considered to be zero.
Popup 1	In this field, you can select a pop-up value. The pop-up field values are created in the pop-up "Time Sheet Popup 1" in the window Popup Fields in the Set-Up module. If the system parameter "Popup 1 required if difference between exp. and act. work hours" is marked, you are required to select a value in this field before you can submit the time sheet, if the value in the field "Var." is different from zero. This way, you can specify to the accounting department what you want them to do with the difference. For instance, the values in this pop-up field could be "Overtime" and "Flextime." You could thus specify that the difference should be paid out ("Overtime") or added to/subtracted from your Flextime account ("Flextime"). Note that the fields are for information only.

Time Information Island

Field	Description
Time Unit	This field shows the unit for time on the time sheet. When you create a time sheet, the time unit is derived from the employee revision that contains the starting date of the time sheet. In the case of split-week time sheets, the two parts may have different time units if the employee has been set up to change time unit between the period start dates of the two time sheet parts.

Field	Description
Date	In these fields, the dates of the individual weekdays are shown.
Total	This column of fields shows the total time in hours or days depending, on the Time Unit.
Fixed	This column of fields will show the fixed time in hours or days depending on the Time Unit. For each day, the fixed time unit is found using the following procedure: 1. Maconomy looks up the fixed working Time Unit for the weekday in question in the employee revision, that occurs on the date in question. For instance, to find the fixed time for Thursday, November 6, 2014, Maconomy looks up the fixed time amount for Thursdays in the employee revision that occur on November 6, 2014. 2. Maconomy then looks up the week calendar in the employee revision applying on the date in question. In this week calendar, Maconomy checks the **Time Unit** field for the date in question. 3. The lower of these figures is used as the fixed time for the date.
Overtime	This column of fields shows the total overtime in hours or days depending on the Time Unit.
Balance	Copy to come.
External	This column (one row per weekday) of fields shows the total time for external jobs in hours or days, depending on the Time Unit.
Internal	This column of fields shows the total time for internal jobs in hours or days, depending on the Time Unit.

Check-in Island

Field	Description
Check-in Enabled	This field specifies whether multiple check-in entries are enabled for the day.
Check-in Time	This field shows the total check-in time registered for the day.
Check-in Time, Rounded	This field shows the employee's total rounded check-in time registered for the day.
Check-in Balance	This field shows the remaining check-in balance for the day.
Missed Meal	This field specifies whether the employee utilized their daily break on the current day. If the field value is **Yes**, the employee skipped their break.

Supervisor Island

Field	Description
Supervisor	This field shows the name and number of the supervisor related to the employee specified on the time sheet. A supervisor has access to approving the current time sheet. The information is transferred from the main tab of the window Employees in the Set-Up module and cannot be changed here.

Secretary Island

Field	Description
Secretary	This field shows the name and number of the employee's secretary. The secretary can, for instance, handle the time sheet registration and transfer for employees if the field "Release Time Sheets" in the window Actions in the Set-Up module has been marked for the individual employee. If the system parameter "Secretary can Approve Time Sheets" is marked, the secretary can also approve the current time sheet. The information is transferred from the main tab of the window Employees in the Set-Up module and cannot be changed here.

Mentor Island

Field	Description
Mentor	This field shows the name and number of any mentor assigned to the employee, for example, to assist in the training of the employee. The status of mentor grants access to seeing (but not changing) the time sheets of the employee in question. The information is transferred from the main tab of the window Employees in the Set-Up module and cannot be changed here.

Employee Remarks Island

These fields show the employee remarks entered in the island Remarks of the window Employees.

Copy Time Sheet Island

Field	Description
Date	In this field you can enter a date. Maconomy will copy the time sheet created for this date when the action "Copy Time Sheet" is selected. By default, Maconomy suggests the date of the most recent period for which a time sheet exists when you create a time sheet and press Return.
Week	This field and the field "Year" determine which time sheet Maconomy should copy when the action "Copy Time Sheet" is selected. By default, Maconomy suggests the week of the most recent period for which a time sheet exists when you create a time sheet and press Return.
Year	The functionality of this field corresponds to that of the field "Week."

Status Island

Field	Description
Created By	This field shows the name of the user who created the time sheet.
Date	This is the date the time sheet was created.
Submitted	This field shows whether the time sheet has been submitted. This field will be marked automatically when you select the action “Submit Time Sheet.”
Submitted by	This field shows the name of the user who submitted the current time sheet.
Date	This field shows the date when the time sheet was submitted.
Temp. Submitted	This field shows whether the time sheet has been temporarily submitted. This field will be marked automatically when you select the action “Submit Temp. Time Sheet.”
Temp. Submitted by	This field shows the name of the user who submitted the current time sheet.
Date	This field shows the date when the time sheet was temporarily submitted.
Transferred	If this field is marked, the time sheet has been transferred to a time sheet journal or the time sheet transfer queue (if the system parameter “Central transferral of time sheets” is marked). This field will be marked automatically when all lines on the time sheet have been transferred. The criteria determining when a time sheet line is transferred for posting depends on the selected approval principle. For further information, please see the description of the island Approval in the window Jobs.
Transferred by	This field shows the name of the user who transferred the current time sheet.
Date	This field shows the date when the current time sheet was transferred.
Approved	This field shows whether the time sheet has been approved by the supervisor. This field is automatically marked when the time sheet is approved, and the mark is removed if the time sheet is reopened. Note that even though this field is marked on a time sheet, the time sheet might not be fully approved, as a time sheet is not fully approved until it has been approved by all relevant instances.
Approved by	This field shows the name of the user who approved the current time sheet and thus indicated the approval of the supervisor. If no approval is necessary for any of the lines, this field shows the name of the user who submitted the time sheet.

Field	Description
Date	This field shows the date on which the current time sheet was fully approved.
Reopened	This field shows if the time sheet has been reopened. This field is filled in automatically when the time sheet is reopened.

Transaction Island

Field	Description
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.

Time Sheet Lines Sub-Tab

The functionality of the fields in the sub-tab of this window is similar to that described for the Time Sheets window sub-tab. However, several of the fields in the Time Sheets window sub-tab are not included in this window, as they are not relevant for daily time sheets.

Actions

This section shows the actions available in the Daily Time Sheets workspace.

Top Tab

Field	Description
Submit Time Sheet	The functionality of this action is similar to that of the action “Submit Time Sheet” in the window Time Sheets.
Submit Temp. Time Sheet	The functionality of this action is similar to that of the action “Submit Temp. Time Sheet” in the window Time Sheets.
Release Time Sheet	The functionality of this action is similar to that of the action “Release Time Sheet” in the window Time Sheets.
Approve Time Sheet	The functionality of this action is similar to that of the action “Approve Time Sheet” in the window Time Sheets.
Reopen Time Sheet	The functionality of this action is similar to that of the action “Reopen Time Sheet” in the window Time Sheets.
Copy Time Sheet	When you select this action, Maconomy copies the lines from a previous day to the current period, including dimension values. Time usage is reset to 0. The action copies the lines from the date specified in the field “Date.” By default, Maconomy suggests the time sheet from the latest date for which a

Field	Description
	time sheet exists. This also means days covered by a weekly time sheet. If, for instance, you have created a time sheet for Tuesday, 6 June, and Thursday, 8 June, with no weekly time sheet for the week in question, and you select this action on 8 June, Maconomy will copy the lines from Tuesday, 6 June. If a weekly time sheet had existed, the lines from this time sheet would have been copied instead.

Weekly SpeedSheet Workspace

Use this workspace to record how you spend the hours of your work week.

You can enter up to one week of information. The SpeedSheet workspace provides an easy way to enter time quickly as you work, so that you capture information while it is still fresh in your mind.

The difference between the SpeedSheet workspace and the Time Sheets workspace is that you navigate in the SpeedSheets workspace by using a calendar. In the Time Sheets workspace, you search for a time sheet to display by using a filter.

Access to this workspace requires add-on number 122.

Use the **Employee Number** field in the Time section of the Time & Expense workspace to view and access the different time sheets. The field defaults to your own employee number, and has a drop-down listing of the employees for whom you are set up as supervisor, secretary, proxy, or mentor. This gives you access to view and submit time capabilities on behalf of these employees.

Weekly SpeedSheet Tab

This section includes the fields and descriptions for the Weekly SpeedSheet tab.

Field	Description
Calendar	Select and navigate a week at a time to enter time sheet information. See the calendar definition in Daily SpeedSheet for more details. The currently selected day—that is, the day for which time registrations in the Time Sheet Lines sub-tab are shown—is marked in the calendar in bold and with red brackets. See the Legend Island below for color-code descriptions.
Employee	In this field, you can enter an employee name and number.
Week No.	This field shows the week number that corresponds to the selected period.
Time Unit	This field shows the unit for time on the time sheet. The time unit is derived from the employee revision that contains the starting date of the time sheet. In the case of split-week time sheets, the two parts may have different time unit if the employee has been set up to change time unit between the period start dates of the two time sheet parts.

Legend Island

The days in the calendar are color-coded. The colors have the following meaning:

Field	Description
Red	Your time sheet is due.
Green	Your time sheet has been submitted.
Light Blue	Your time sheet has been submitted and approved.
Dark Blue	Your time sheet has been fully approved.
Yellow	Your time sheet contains one or more lines that have been rejected.
None	Your time sheet is not due, or you are not expected to submit a time sheet for that day according to your week calendar.

Time Information Island

Field	Description
Total	This row of fields shows the total time in hours or days depending on the Time Unit.
Fixed	This row (one column per weekday) of fields shows the fixed time in hours or days depending on the Time Unit. If the number of fixed hours is changed for the employee, it affects the calculation of overtime.
Balance	This field shows the balance between fixed expected working hours and the total hours registered for the day.
Check-in Balance, Monday-Sunday	This field shows the remaining check-in balance for each day.
Check-in Balance, Week	This field shows the total remaining check-in balance for the week.
Check-in Time, Monday-Sunday	This field shows the total check-in time registered for the day.
Check-in Time, Week	This field shows the total check-in time registered for the week.
Regular Time	These fields show the difference between the total number of hours entered and registered overtime for the day.

Field	Description
Regular Time, Monday-Sunday	These fields show the difference between the total number of hours entered and registered overtime for the day. **Note:** These fields are shown only when the **Exclude Overtime from Balance** check box is selected on the employee's record.
Regular, Week	This field shows the total regular hours registered for the week. **Note:** This field is shown only when the **Exclude Overtime from Balance** check box is selected on the employee's record.
Balance, Monday-Sunday	These fields show the balance between an employee's fixed working hours and the total hours registered for the day. If the Exclude Overtime from Time Sheets feature is enabled, these fields show the difference between regular time entered and the employee's fixed working hours for the day.
Balance, Week	This field shows the total remaining balance for the week. If the Exclude Overtime from Time Sheets feature is enabled, this field shows the difference between regular time entered and the employee's fixed working hours for the week.
Overtime, Monday-Sunday	These fields show the calculated overtime for the day. This is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected. **Note:** These fields are shown only when the **Exclude Overtime from Balance** check box is selected on the employee's record.
Overtime, Week	This field shows the total calculated overtime for the week. This is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected. **Note:** This field is shown only when the **Exclude Overtime from Balance** check box is selected on the employee's record.
Invoiceable	This field shows the invoiceable hours for a given day.
Invoiceable %	This field shows the invoiceable percentage for a given day.

Time Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Time Sheet Lines sub-tab.

Field	Description
Keep	In this field, you can mark time sheet lines as “permanent.” Lines marked in this way will be copied automatically from the previous period at the creation of time sheets. New lines created will inherit this status, which means that they will automatically be copied to all new time sheets until you remove the mark from this field on the lines in question.
Favorite	In this field you can select a favorite. Note: Choosing a favorite may change other details selected in this window, such as the job, task, or activity.
Customer Name	This field shows the name of the bill-to customer assigned to the job related to the hours on the current line.
Job No.	This field shows the number of the job related to the hours on this line.
Job Name	This field shows the name of the job related to the hours on this line.
Task Description	This field shows a description of the task.
Description	In this field the user may enter an entry description of the work for which hours are registered. The description is copied to a job entry upon posting. Notice the default value of the description field is the task description or the activity description.
Regular Time	This field specifies whether the time sheet line has an overtime specification that is included in regular time.
Mon – Sun	This field shows registered time for each day of the week in hours or days, depending on the Time Unit of the time sheet.
Total	This field shows the total hours worked for the week for the job, task and activity registered on this line.
Invoiceable	This field shows whether or not the line is invoiceable.
Details	This field contains a status message for the current line. The field can have a number of messages indicating that the line is not yet complete, for example, if the job or task is missing on the line the status will indicate this with a message Job? or Task? respectively.
Billing Price Total, Base	This field shows the total billing price of the time sheet line in the currency of the company of the job.

Field	Description
Missed Meal, Monday-Sunday	This field specifies whether the employee utilized their daily break for the day. If the field value is **Yes**, the employee skipped their break.

Actions

This section shows the actions available in the Weekly SpeedSheet workspace.

Weekly SpeedSheet Tab

Field	Description
Submit	The functionality of this action is similar to that of the action “Submit Time Sheet” in the window Time Sheets.
Reopen	The functionality of this action is similar to that of the action “Reopen Time Sheet” in the window Time Sheets.
Create favorite	Select this action to create a new favorite with the specified combination of job, task, and activity.
Create Time Sheet	Select a week in the calendar, then click this action to create a time sheet for that week. This action is enabled/visible if the following conditions apply: ▪ The **Create Time Sheets Automatically** system parameter is disabled. ▪ A time sheet is not yet created for the selected week.

Time Sheet Lines Sub-Tab

Field	Description
Add Time Sheet Line	Use this action to create a time sheet line. If the **Automatically Create Time Sheet Lines from Approved Absence** system parameter is enabled, a time sheet line appears upon absence approval.

SpeedSheet Workspace

Use this workspace to record how you spend the hours of your working day.

You can enter one time sheet per day. The SpeedSheet workspace provides an easy way to enter time quickly as you work, so that you capture information while it is still fresh in your mind.

Access to this workspace requires add-on number 122.

If you select the **Allow Incomplete Time Registrations** system parameter, you do not need to enter all of the details about your work at the time when you create a job entry. Instead, you can enter a brief note about what you were doing and for how long, and leave the details for later.

The SpeedSheet relies on the use of favorites to automate entry. If you often work on the same job, task, and activity, you can create a favorite for that combination. Project managers and department managers can share favorites with their teams.

The main factor that makes entering time seem inconvenient is that it can be difficult to remember entry details such as job number, activity number, and task. These details are necessary for your company for accounting, invoicing, and reporting purposes, and you must enter them even though it seems inconvenient. The SpeedSheet solves this conflict with a combination of two features:

- You do not need to enter all of the details about a job entry at the time of entry. In fact, the SpeedSheet does not, at first glance, permit you to enter any details. You can just enter a brief note about what you were doing and for how long, and leave the details for later.
- The use of favorites automates the input of entry details. If you find that you often enter information for the same job, task, and activity, you can create a shortcut (favorite) to quickly insert that registration combination. Project managers or your department manager can even share relevant favorites with you, so you do not need to ask them for correct entry combinations

A built-in calendar makes it easy to navigate to any date.

Note that the SpeedSheet is a front end to the regular Time Sheet workspace. Each line that you enter in the SpeedSheet is a daily time sheet line that you can view and edit in the Time Sheets or Daily Time Sheets workspace. When you navigate to a date by clicking in the calendar, Maconomy creates the underlying daily time sheet.

SpeedSheet Tab

This section includes the fields and descriptions for the SpeedSheet tab.

Field	Description
Calendar	The SpeedSheet opens on the current day. The name and year of the currently displayed month is shown at the top of the calendar. Using the small navigation buttons, you can browse to the previous month or next month, or go to today (the middle button). You can move to a day by clicking it, or you can use the arrow keys to move between days. The currently selected day—that is, the day for which time registrations in the Time Sheet Lines sub-tab are shown—is marked in the calendar in bold and with red brackets. See the Legend Island below for color-code descriptions.
Employee	In this field, you can enter an employee name and number.
Date	Copy to come.
Week No.	This field shows the week number that corresponds to the selected period.
Time Unit	This field shows the unit for time on the time sheet. The time unit is derived from the employee revision that contains the starting date of the time sheet. In the case of split-week time sheets, the two parts may have different time unit if the employee

Field	Description
	has been set up to change time unit between the period start dates of the two time sheet parts.

Legend Island

The days in the calendar are color-coded. The colors have the following meaning:

Field	Description
Red	Your time sheet is due.
Green	Your time sheet has been submitted.
Light Blue	Your time sheet has been submitted and approved.
Dark Blue	Your time sheet has been fully approved.
Yellow	Your time sheet contains one or more lines that have been rejected.
None	Your time sheet is not due, or you are not expected to submit a time sheet for that day according to your week calendar.

Time Information Island

Field	Description
Regular	This field shows the difference between the total number of hours entered and registered overtime for the day. **Note:** This field is shown only when the **Exclude Overtime from Balance** check box is selected on the employee's record.
Fixed	This field shows the fixed time in hours or days, depending on the Time Unit. If the number of fixed hours is changed for the employee, it affects the calculation of overtime.
Balance	This field shows the balance between an employee's fixed working hours and the total hours registered for the day. If the Exclude Overtime from Time Sheets feature is enabled, this field shows the difference between regular time entered and the employee's fixed working hours for the day.
Overtime	This field shows the calculated overtime for the day. This is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected.

Field	Description
	Note: This field is shown only when the **Exclude Overtime from Balance** check box is selected on the employee's record.
Total	This field shows the total time in hours or days, depending on the Time Unit.
Check-in Balance	This field shows the employee's total remaining balance for the day.
Check-in Time	This field shows the employee's total rounded check-in time registered for the day.
Invoiceable	This field shows the invoiceable hours for a given day.
Invoiceable %	This field shows the invoiceable percentage for a given day.

Time Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Time Sheet Lines sub-tab.

Field	Description
Keep	In this field, you can mark time sheet lines as “permanent.” Lines marked in this way will be copied automatically from the previous period at the creation of time sheets. New lines created will inherit this status, which means that they will automatically be copied to all new time sheets until you remove the mark from this field on the lines in question.
Favorite	The functionality of this field is similar to that of the field “Favorite” in the main tab.
Customer Name	This field shows the name of the bill-to customer assigned to the job related to the hours on the current line.
Job Name	This field shows the name of the job related to the hours on this line.
Task Description	This field shows a description of the task.
Description	The functionality of this field is similar to that of the field “Description” in the main tab.
Time	This field shows registered time in hours or days depending, on the Time Unit of the time sheet.
Regular Time	This field specifies whether the time sheet line has an overtime specification that is included in regular time.

Field	Description
Invoiceable	This field shows whether or not the line is invoiceable.
Details	This field contains a status message for the current line in the SpeedSheet. Note that when you point to the field using the mouse, Maconomy will display a more detailed message about the status of the current line, along with information about the current registration. This field can have the following messages: ▪ OK — The registration is complete, and Maconomy does not need to know any more about the registration. The line will not prevent you from submitting the SpeedSheet for the current day. ▪ Job? — No job was specified for the current line. Before submitting the Speed-Sheet for the current day, you need to specify a job. ▪ Task? — No task was specified for the current line, and tasks are required for the job in question. Before submitting the SpeedSheet for the current day, you need to specify a task. ▪ Activity? — No activity was specified for the current line. Before submitting the SpeedSheet for the current day, you need to specify an activity. ▪ Est. time to compl.? — The job requires estimates for time to completion, and you did not enter any. Before submitting the SpeedSheet for the current day, you need to specify an estimate or mark the line as completed. Note that if several things are missing from the registration, for example both Job and Activity, Maconomy will only show one message (“Job?”). If you fix the error by specifying a job, but not an activity, the status will change to “Activity?.” The field is also a link. When you follow the link, the window SpeedSheet Details is opened, showing the different fields in the daily time sheet line underlying the current SpeedSheet line. You can then fix what is missing from the line, close the window, and observe that the status message in this field changes to “OK.” For more information, see the description of the window SpeedSheet Details. If you find yourself often fixing errors in your SpeedSheet, you should consider creating a favorite for the registration, and ask your project manager or superior to distribute commonly used registration combinations to you in the form of favorites. For more information, see the description of the windows Favorites and Job Employees.
Billing Price Total, Base	This field shows the total billing price of the time sheet line in the currency of the company of the job.

Actions

This section shows the actions available in the SpeedSheet workspace.

Top Tab

Field	Description
Submit	When you select this action, the time sheet for the current day or week is submitted. For more information, see the description of the action “Submit Time Sheet” in the window Time Sheets. Note that you cannot submit your time sheet until all registrations are complete, that is, the field “Details” contains the text “OK.”
Reopen	When you select this action, the submitted time sheet for the current day or week is reopened. For more information, see the description of the action “Reopen Time Sheet” in the window Time Sheets.
Create favorite	Select this action to create a new favorite with the specified combination of job, task, and activity.
Create Time Sheet	Select a date in the calendar, then click this action to create a time sheet for that date. This action is enabled/visible if the one of the following sets of conditions apply: ▪ The **Create Time Sheets Automatically** system parameter is disabled. ▪ A time sheet is not yet created for the selected date. Or: ▪ The **Create Time Sheets Automatically** system parameter is disabled. ▪ The **Create Daily Time Sheets for Non-working Days** system parameter is disabled. ▪ The selected date falls on a non-working day. ▪ A time sheet is not yet created for the selected date.

Daily Check-in Workspace

Use this workspace to record check-in entries for your working day.

Copy to come.

Daily Check-in Header Tab

This section includes the fields and descriptions for the Daily Check-in Header tab.

Check-in Island

Field	Description
Check-in Duration	This field shows the total number of hours the employee has checked in for the current day.
Check-in Balance	This field shows the remaining check-in balance for the current day.

General Island

Field	Description
Employee Number	This field shows the number of the employee related to the check-in entries.
Date	This field shows the date on which the check-in entries are registered.
Check-in Enabled	This field shows whether multiple check-ins are enabled for the current date.
Missed Meal	This field specifies whether the employee utilized their daily break for the day. If the field value is **Yes**, the employee skipped their break.

Extra Fields Island

Field	Description
Remark 1	Enter a description for the check-in entries in this field.
Boolean 1	Use this field to create a customized check box for your daily check-in header.

Daily Check-in Lines Sub-Tab

This section includes the fields and descriptions for the Daily Check-in Lines sub-tab.

Field	Description
Checked In	Enter a check-in time. If you enter a very precise time that includes the seconds, such as 11:15:25, Maconomy automatically removes the seconds and registers the check-in time as 11:15:00.

Field	Description
Checked Out	Enter a check-out time. If you enter a very precise time that includes the seconds, such as 11:15:25, Maconomy automatically removes the seconds and registers the check-out time as 11:15:00.
Hours Checked in	This field shows the duration of the entry in hours.
Minutes Checked in	This field shows the duration of the entry in minutes.
Date	This field shows the date on which the check-in entries are registered.
Employee Number	This field shows the employee number of the user who registered the check-in entry.

Actions

This section shows the actions available in the Daily Check-in workspace.

Sub-Tab Actions

Field	Description
Add Daily Check-in Entry	Use this action to add a new entry.
Delete Daily Check-in Entry	Use this action to delete the current line.

Weekly Check-in Workspace

Use this workspace to record check-in entries for your work week.

Copy to come.

Weekly Check-in Tab

This section includes the fields and descriptions for the Weekly Check-in tab.

General Island

Field	Description
Check-in Time for Period	This field shows the employee's total rounded check-in time for the current period.
Check-in Balance for Period	This field shows the employee's total remaining check-in balance for the current period.

Time Information Island

Field	Description
Date, Monday-Sunday	This field shows the corresponding date for each day.
Check-in Enabled, Monday-Sunday	This field specifies whether multiple check-in entries are enabled for the day.
Check-in Enabled, Week	This field specifies whether multiple check-in entries are enabled for the week.
Check-in Balance, Monday-Sunday	This field shows the remaining check-in balance for each day.
Check-in Balance, Week	This field shows the total check-in balance for the week.
Check-in Time, Monday-Sunday	This field shows the total check-in time registered for the day.
Check-in Time, Week	This field shows the total check-in time registered for the week.
Missed Meal, Monday-Sunday	This field specifies whether the employee utilized their daily break for the day. If the field value is **Yes**, the employee skipped their break.

Expense Sheets Workspace

Use this workspace to record expenses that employees incur that are related to jobs that you maintain in the Job Cost module, and associate these expenses with jobs, tasks and activities.

Use this workspace to record all expenses other than mileage, which you enter in the Mileage Sheets workspace.

You can create an expense sheet for yourself or you can create an expense sheet for another employee if you are the employee's secretary or supervisor. Some users have access to create expense sheets for all employees.

You enter the expenses for jobs and amount activities created in Maconomy.

The Expense Sheets tab contains information about the employee as well as remarks about the expense sheet. In the Expense Sheet Lines sub-tab, you enter the expenses, split by jobs, tasks, and activities.

When you press the Return key to create a new line in the Expense Sheet Lines sub-tab, the job, activity, and task name from the previous line are repeated on the new line, to help with data entry. To disable this functionality, select the **Do Not Inherit Job Dim. From Previous Expense Sheet Line** system parameter.

When you enter data on the Expense Sheet Lines sub-tab, Maconomy automatically calculates the unit price of the activity that you enter each time that you press the Return key. Maconomy

does not repeat the calculation if you change information in existing lines unless you set the **Update prices upon dimension change** parameter in the System Parameters workspace. If you set this parameter, Maconomy recalculates values if you change dimensions or entry dates.

When you complete an expense sheet, use the **Submit Expense Sheet** action to submit it

Access to Expense Sheets

You can only see or create an expense sheet for an employee if one of the following requirements is met:

- You are the employee for whom the expense sheet is being created.
- You are either the employee's supervisor, secretary, or mentor.
- You are the designated approver, substitute approver, or super approver, depending on the approval hierarchies set up on the expense sheet. Access through approval hierarchies is granted by specifying an employee in the Approval Hierarchies single dialog workspace.

If you selected employee control for the current job in the Jobs workspace, you can only make entries for employees who either appear in the job's budget of a certain type, or who are listed in the job's employee control list. For more information, see the description of the **Employee Control** field in the Jobs workspace.

However, employees who have been specified in the resource planning of a job in the Detailed Planning workspace can always perform entries on this job, regardless of the setup of employee control on the job. For more information about controlling employee entries, see the description of the Jobs workspace.

Note that if you specified a date in the **Work Completed On** field in the Jobs workspace , you cannot enter expense sheet entries for that job after the specified date unless you are the job's project manager. See the description of the **Work Completed On** field in the Jobs workspace for more information about the functionality of this field.

If you use activities, specifications, and tasks in connection with expense sheets, Maconomy can reject combinations of these if legal combinations have been specified in the Job Allocation Combinations workspace.

Approvals

When a user submits an expense sheet, Maconomy checks whether the expense sheet requires approval. The criteria for whether an expense sheet requires approval, and who needs to perform the approval can be, for example, the amount of the expense or the job number. You cannot transfer the expense sheet or post the amount until all of the required people have approved the expense sheet.

A submitted expense sheet must be approved according to the approval principle selected in the Jobs workspace. Depending on the selected principle, the lines in an expense sheet must be approved either by the employee's supervisor or by the project manager of the job, by both, or by neither of them.You can also set up an approval hierarchy.

If you have access to change all expense sheets (set in the Actions workspace in the Set-Up module), you can also approve all expense sheets.

If the approval principle requires that the employee's supervisor must approve the expense sheet, he or she can do this using the **Approve Expense Sheet** action in this workspace.

Any line that pertains to a job for which the employee is the project manager automatically receives project manager approval if project manager approval is optional or required, and the **Automatically Approve Project Manager's Expense Lines** job parameter is set to **Yes**.

In addition, expense sheet approval can be performed at several levels, coordinated by an approval hierarchy. Create and maintain approval hierarchies in the Approval Hierarchies workspace in the Set-Up module. You assign an approval hierarchy to a selection criterion specification of expense sheets in the Approval Hierarchy Selection workspace. If you use an approval hierarchy, you cannot also use the **Automatically Approve Project Manager's Expense Lines** feature.

Posting

When you transfer an expense sheet for posting, Maconomy creates an expense sheet journal that contains the information entered in the Expense Sheets workspace. The approval principle for the job determines when an expense sheet is transferred for posting.

If you select the **Automatic posting of expense sheets** system parameter, the expense sheet journal is posted automatically. If you do not select this system parameter, you must post the expense sheet journal in the Posting workspace in the G/L module.

After you post the expense sheet journal, employees can be reimbursed for expenses. You can reimburse an employee through the Maconomy Accounts Payable module, if you assigned the employee to a vendor in the main tab of the Employees workspace in the Set-Up module, and if you selected the **Settle via Vendor** field in the Activities workspace for one or more of the activities for which the employee has entered expenses.

Use the **Reopen Expense Sheet** action to reopen an expense sheet after it is transferred. You can change quantities and create lines, but you cannot delete lines that you already transferred for posting, nor can you change posting dates, job and activity numbers, tasks, or other dimensions on the lines. You cannot change a line that is already transferred and that has an entry date that is outside of the current posting period.

Expense Sheets Tab

This section includes the fields and descriptions for the Expense Sheets tab.

Expense Sheet Island

Field	Description
Expense Sheet	This field shows the name and number of the expense sheet. The number is retrieved from the system number series “Expense Sheets” from the employee’s company. The value in the field cannot be changed.

Employee Information Island

Field	Description
Employee	In this field, you can enter the name and number of the employee assigned to the current expense sheet. Maconomy automatically suggests the number of the current employee.

Status Island

Field	Description
Created By	This field shows the name of the user who created the expense sheet. It cannot be changed.
Date	This is the date the expense sheet was created. It cannot be changed.
Submitted	This field shows whether the expense sheet has been submitted. The field will be marked automatically if you select the action “Submit Expense Sheet.” If changes are made in an expense sheet that is not transferred or approved, the mark will be removed from this field again.
Submitted by	This field shows the name of the user who submitted the current expense sheet. The contents of this field cannot be changed.
Date	This field shows the date when the expense sheet was submitted. The date cannot be changed here.
Transferred	This field shows whether the expense sheet has been transferred to an expense sheet journal. The field is automatically completed when all lines in the expense sheet have been transferred. The criteria determining when an expense sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, please see the description of the island Approval in the window Jobs.
Transferred by	This field shows the name of the user who transferred the last line of the current expense sheet. An expense sheet line does not necessarily have to be approved to be transferred. Please see the description of the field “Approved By” below and the description of the island Approval in the window Jobs.
Date	This field shows the date when the current expense sheet was transferred.
Approved	This field shows whether the expense sheet is fully approved. If you use approval hierarchies, this field is marked when the last approver has approved the expense sheet. Otherwise, the field is automatically marked when the supervisor approves the expense sheet, and the mark is removed if the sheet is reopened.
Approved by	This field shows the name of the user whose approval resulted in the expense sheet being fully approved as described under the field “Approved.” If approval is not required, the name of the user who submitted the expense sheet is displayed.
Date	This field shows the date when the current expense sheet was approved.
Settlement Status	This field shows whether or not the related vendor entries have been settled (paid).

Field	Description
Reopened	This field shows whether the current expense sheet was reopened. The field is automatically completed when the expense sheet is reopened.

Job Island

Field	Description
Job	In this field, you can enter the name and number of a job. When you create a line in the sub-tab, the job number will be suggested in the field “Job No.” in the sub-tab. If the system parameter “Allow expense sheets for multiple jobs” is not marked, you can only enter the job number specified in this field in the sub-tab. In this way, it is ensured that only expenses for the specified job are approved, when the expense sheet is approved. If you do not enter a job number in this field, Maconomy automatically fills in this field with the job number specified on the first line in the sub-tab. If the system parameter is marked, you can enter any job number in the sub-tab, as the number in this field is then only a suggestion. The effects of changing the value in this field after creating lines in the sub-tab depend on whether the system parameter “Allow expense sheets for multiple jobs” has been marked. If this parameter is not marked, changing the value in this field causes the job number on all lines to be changed accordingly. If the parameter is marked, the job number is only updated accordingly on lines where the job number corresponds to the job number present in this field before the change was made.

Copy Expense Sheet Island

Field	Description
Expense Sheet No.	In this field, you can enter the number of an existing expense sheet that you want to copy to the current expense sheet. See the description of the action “Copy Expense Sheet” for further information on this action.

Mentor Island

Field	Description
Mentor	This field shows the name and number of any mentor assigned to the employee, for example, to assist in the training of the employee. The status of mentor grants access to seeing (but not changing) the expense sheets of the employee in question. The information is transferred from the window Employees in the Set-Up module and cannot be changed here.

Note Island

Field	Description
Note	In this field, you can specify the name and number of a note relating to the current expense sheet, for further specification of the nature of the expenses of the current expense sheet.

Field	Description
	Notes are created in the window Job Descriptions in this module or in the window Notes in the Set-Up module.

Approval Island

Field	Description
Remarks	In this field, you can enter a remark to the current approval. However, a remark can only be entered by the employee/employees who are given access to approve the current expense sheet on the current level. The remark is assigned to the current approval level. If the current expense sheet is reopened, this field is automatically cleared by Maconomy. However, the remark can still be seen on the approval line in question in the Approvals window sub-tab.

Company Island

Field	Description
Company	This field shows the name and number of the employee's company.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Total Island

Field	Description
Tax, Base	This field shows the total tax amount in base currency for the lines in the sub-tab.
Amount, Base	This field shows the total amount including tax for the lines in the sub-tab.

Exchange Rate Island

Field	Description
Currency	In this field, you can choose a currency. By also specifying an exchange rate for the selected currency in the field "Exchange Rate," the exchange rate specified will be used as default on expense sheet lines in the sub-tab having the same currency as the one specified in this island. Hence, the exchange rate specified in this island will override the exchange rate usually used by Maconomy. The functionality is useful in situations in which a user needs to be able to override the existing exchange rate because the exchange rate used on, for example, a credit card transaction is different from the one specified in the exchange rate table.

Field	Description
Exchange Rate	In this field, you can enter an exchange rate for the currency specified in the field “Currency.” If you do not enter an exchange rate, Maconomy suggests the exchange rate specified for the currency in question in the window Exchange Rates. The value suggested can be changed manually. See the description of the field “Currency” for further information of the functionality of this field.

Transaction Island

Field	Description
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.

Period Island

Field	Description
Date	In these fields, you can enter the period for which the expense sheet is assigned. The fields are for information only.

Supervisor Island

Field	Description
Supervisor	This field displays the name and number of the supervisor of the employee associated with the expense sheet. The information is transferred from the window Employees in the Set-Up module and cannot be changed here.

Secretary Island

Field	Description
Secretary	This field displays the name and number of the secretary of the employee associated with the expense sheet. The information is transferred from the window Employees in the Set-Up module and cannot be changed here.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign an existing document archive to the expense sheet. Notice that the “Attach Document” action will automatically add a new document archive if no archive is already assigned.

Remarks Island

In these three fields, you can enter general remarks to the expense sheet. The remarks are shown on printouts of expense sheets when the layout “Standard” is used.

Expense Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Expense Sheet Lines sub-tab.

Field	Description
Entry Date	In this field, you enter an entry date. Maconomy suggests the current date. You can only enter dates within the open posting period for job entries applying to the company responsible for the job specified on the current line. For further information, please see the description of the island Job Cost in the window Company Information in the G/L module.
Favorite	In this field you can select a favorite. If you are using the Maconomy client for Java™, the field is a drop-down list showing the favorites available in the current context. The favorites derive from the window Favorites. You can create and edit your own personal favorites, or other people, for instance a project manager, your department manager, or the finance department, can create favorites and distribute them to a selection of employees from the window Job Employees.
Job No.	In this field, you enter the number of the job to which the current expense pertains. If the system parameter “Allow expense sheets for multiple jobs” is not marked, you can only enter the job number specified in the main tab of this window. In this way, it is ensured that only expenses for the specified job are approved when the expense sheet is approved. If the system parameter is marked, you can enter any job number in this field. If you change the job number in the main tab, the effects depend on whether the system parameter “Allow expense sheets for multiple jobs” has been marked. If this parameter is not marked, changing the value in the main tab causes the job number on all lines to be changed accordingly. If the parameter is marked, the job number is only updated accordingly on lines where the job number corresponds to the job number present in the main tab before the change was made.
Act. No.	In this field, you enter the number of the amount activity on which the expense should be entered. It is only possible to find activities of the type “Amount” if you use the search functions in the Find menu.
Transaction Type	This field shows the transaction type of the entry. The field is for reference only.
Description	In this field, you can enter or change a description of the current entry. When you create a line, Maconomy will suggest a text in this field, depending on how the current activity is set up. The activity can be set up to derive the description of the activity or the description of the currently selected task, or to leave the field blank. For more information, please see the description of the window Activities. When the expense sheet is posted, the description in this field is used as entry text for the current expense sheet line, along with the word “Outlay”

Field	Description
	and the currency entered on the line. If you do not enter a description, the entry text will only be “Outlay” and the currency.
Quantity	In this field, you can specify the number of units of the current activity for which an expense is incurred. However, if a value has been entered in the field “Expense Sheets” in the island Registration Limits in the window Activities for the activity for which you wish to register amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several expense sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified in the above-mentioned field for the activity in question. If the field “Quantity 1 from Quantity on Expense Sheet” and/or the field “Quantity 2 from Quantity on Expense Sheet” is marked in the window Activities for the current activity, the quantity entered here is automatically transferred to the field “Quantity 1” and/or “Quantity 2” on the current line. In this way, the quantity can be transferred to the General Ledger. Please note that if a value has already been entered in the field “Quantity 1” or “Quantity 2,” the value in the field “Quantity” is not transferred. For more information, please see the description of the window Activities.
Unit Price, Currency	In this field, you enter the expense amount in the currency selected in the field “Currency.” The amount should be entered including tax, if any. Maconomy calculates the total amount based on information from job price lists and activity information tabs. The amount is shown in the field “Amount, Currency.” For a more detailed description of price calculation, please see “Appendix A: Price Calculation in the Job Cost module.” You can change the value suggested by Maconomy. Even though fixed exchange rate information is applied to a job on which registrations are made, Maconomy does not convert on the basis of fixed exchange rate information in this field, as the registration represents a balance between an employee and his or her company. The real conversion to the job currency will not take place until the journal that the expense sheet results in is posted. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance the activity or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.”
Amount, Currency	This field shows the total expense amount for the current activity in the currency chosen in the field “Currency.” The amount is calculated as the value in the field “Quantity” multiplied by the value in the field “Unit Price, Currency.”
Tax Code (Tax Code 1-3)	In this pop-up field, you select the tax code to be used. You cannot change the tax code on a reopened expense sheet line if the line has been transferred for posting.

Field	Description
	You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax, Currency (Tax Total, Currency and Tax 1-3, Currency)	This field shows the tax amount in the currency selected in the field “Currency.” The tax can be calculated in two ways, depending on whether the system parameter “Tax from extended price in expense sheets” is marked. For further information about the functionality of this system parameter, see the description of the window System Parameters in the Set-Up module. The value in this field can also be changed manually. However, changing the tax amount on an expense sheet line will not give rise to a change in the fields “Amount, Currency/Base” and “Unit Price, Currency/Base,” as the amount specified on the line is the outlay/expense that the employee has had on a certain job, and this amount is thus not dependent on a certain tax amount. Changing the tax amount thus only affects the costs registered on the job in question. Note that you cannot enter a tax amount exceeding the total amount on the line and that it is not possible to change the tax amount on an expense sheet which has already been posted. If multiple tax codes are enabled, the “Tax, Currency” field will be replaced by the following fields: “Tax Total, Currency,” “Tax 1, Currency,” “Tax 2, Currency,” and, if enabled, “Tax 3, Currency.” The “Tax Total, Currency” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Currency	In this field, you can select the currency of the expense. Maconomy suggests the enterprise currency. You cannot change the currency on a reopened expense sheet line if the line has been transferred for posting.
Exchange Rate	This field shows the exchange rate between the currency on the line and the base currency of the employee assigned to the expense sheet. The exchange rate displayed in the field can either be the exchange rate specified in the “Exchange Rate” field in the main tab or a default exchange rate transferred from the relevant exchange rate table. The value displayed can be changed manually, if the currency used on the line is different from the employee’s base currency. If the currency is similar to the employee’s base currency, the exchange rate in this field must be 100 and thus cannot be changed manually. The system issues a warning if the exchange rate entered differs more than 10% from the relevant exchange rate in the exchange rate table.
Task	In this field, you can enter the task assigned to the specified expense.

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivation for a further description of dimension derivation.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Approval, Project Manager	In this field, Maconomy shows the status which the project manager of the job on the current line has assigned to the line in the window Approve Expense Sheet Lines. When the expense sheet has been submitted, the project manager can use the window Approve Expense Sheet Lines to approve, reject, or release each line if the approval principle of the job indicates that approval by the project manager is mandatory or optional. However, if the line pertains to a job for which the employee in question is the project manager, the line automatically receives project manager approval if the job parameter “Automatically approve Project Manager’s Expense Lines” has been set to “Yes” for the job in question. For further information, please see the description of the window Approve Expense Sheet Lines. If the status of the line is “Approved” or “Released,” and the line is changed, the status changes to blank. If the line has the status “Rejected,” and the line is changed, the status of rejected is maintained.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the field “Approval, Project Manager”) to the line.
Approval Date	This field shows the date on which the project manager assigned the current approval status (shown in the field “Approval, Project Manager”) to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release or rejection of the line.
Job Name	This field shows the name of the job assigned to the current expense.
Activity Name	This field displays the text defined for the current activity.

Field	Description
Task Description	This field shows the description defined for the current task, if such has been entered.
Task Path	This field shows any task path of the task (see the description of hierarchical tables in the section “Task Path” in the chapter “Getting Started with the Maconomy Java™ Client”).
Unit Price, Base	In this field, you enter the expense amount for one unit of the current activity in the base currency of the company responsible for the job. The amount should be entered including tax, if any. Maconomy calculates the total price based on information from job price lists or activity information tabs. For a more detailed description of price calculation, please see “Appendix A: Price Calculation in the Job Cost module.” You can change the value suggested by Maconomy. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.”
Amount, Base	This field shows the expense amount in base currency. Maconomy calculates the amount by multiplying the value in the field “Quantity” with the value in the field ”Unit Price, Base,” and uses the current exchange rate table for purchases for the currency conversion.
Tax, Base (Tax Total, Base and Tax 1-3, Base)	This field shows any tax on the expense amount in base currency. Maconomy uses the current purchase currency table for currency conversion. If the tax amount is changed manually in the field “Tax, Currency,” the value in this field is updated accordingly. If multiple tax codes are enabled, the “Tax, Base” field will be replaced by the following fields: ▪ Tax Total, Base ▪ Tax 1, Base ▪ Tax 2, Base ▪ Tax 3, Base (if enabled) The “Total Tax, Base” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Reference	In this field, you can enter a text as reference to the expense, for example, a transaction number.
Start Date	In this field, you can specify the date at which an expense began. It can, for example, be expenses in connection with a hotel stay.

Field	Description
Started	In this field, you can specify the time on which an expense began.
Closing Date	In this field, you can specify the date on which an expense was closed.
Finished	In this field, you can specify the time on which an expense ended.
Invoiceable	This field shows whether or not the line is invoiceable.
Expense Justification Help Text	This field shows the Expense Justification Help Text from the activity. The information is used as guidance for the user to complete the Expense Justification field.
Expense Justification	In this field, you can enter a justification for the expense.
Remarks 1-3	In these fields, you can write remarks connected to the current expense sheet line.
Quantity 1	In this field, you can enter a quantity used on the current activity, for instance, the number of miles driven for a mileage report. The quantity is transferred to the expense sheet journal, and the information can be used in reporting and statistics. The quantity entered in the field “Quantity” can be transferred to this field automatically. For more information, please see the description of the field “Quantity” above.
Quantity 2	The functionality of this field is similar to that of the field “Quantity 1” above.
Document Name	In this field, you can enter the name of one of the documents in the document archive specified in the main tab. This way, if you have scanned the vouchers related to each expense, and assigned them to a document archive, you can specify which of the documents contains the voucher relevant to each line. By selecting this line in the table and then selecting the action “View Document,” the document specified in this field is displayed in a third-party program.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer Name	This field shows the name of the bill-to customer assigned to the job on the current line.
Level 1-3 Name	These fields show the customers in the hierarchy levels above the customer on the line. These fields are only available if customer levels are set up using the designated System Parameters.
Language	This field shows the language specified for the customer assigned to the job on the current line.

Field	Description
Details	This field contains a status message for the current line. Additionally, a link is available on the status text that will open a new window focusing on the line details.
Purchase Order Number	In this field, you can specify a purchase order number. This field is not displayed by default. Only subcontractors logged in as employees can view and edit this field in their time/expense/mileage sheets. All other users can display this field but cannot edit the value.
Purchase Order Line Number	In this field, you can specify a purchase order line number. This field is not displayed by default. Only subcontractors logged in as employees can view this field in their time/expense/mileage sheets. All other users can display this field but cannot edit the value.

Actions

This section shows the actions available in the Expense Sheets workspace.

Top Tab

Field	Description
Submit Expense Sheet	When you select this action, you submit the expense sheet in the window. If you try to edit a submitted expense sheet, Maconomy issues a warning. If you then continue, the expense sheet is no longer registered as submitted. When the expense sheet is submitted, Maconomy checks all lines on the sheet to see if there are lines that do not require approval according to the approval principle of the job to which each individual line refers. Lines that do not require approval are transferred for posting. Furthermore, any line pertaining to a job for which the employee in question is the project manager automatically receives project manager approval if project manager approval is optional or required, and the job parameter “Automatically approve Project Manager’s Expense Lines” has been set to “Yes” for the job in question. If you use approval hierarchies — that is, if an approval hierarchy has been selected for expense sheets in the window Approval Hierarchies in the Set-Up module — Maconomy will find out who is to approve the expense sheet in question on the basis of the current approval hierarchy. Information on approval hierarchies and the next approver is shown in the fields in the island Approval. If you do not use approval hierarchies, the expense sheet can be approved by the employee’s supervisor. See the description of the windows Approval Hierarchy Selection and Approval Hierarchies in the Set-Up module for further information on creation and use of approval hierarchies.
Release Expense Sheet	This action can only be used if the field “Trans. Non-Appr. Time Sheets” has been marked in the window System Information, and the current user has access to transferring time sheets as specified in the window Actions. The employee specified as the supervisor for the current employee, however, always has the right to release expense sheets for the employee in question if the

Field	Description
	above-mentioned field in the window System Information has been marked. The user naturally needs access to view the expense sheets to be released. When this action is selected, the current expense sheet is transferred to a journal of the type “Expense Sheet Journal” which can be posted in the G/L module. This allows you to invoice the customer before the expense sheet has been approved using the action “Approve Expense Sheet.” However, the transfer depends on the approval principle selected for the job in the window Jobs. If both the employee’s supervisor and the project manager of a given job need to approve expense sheets, the expense sheet lines concerning the job in question are only transferred if both project manager and supervisor have either released or approved the lines. The project manager releases or approves the individual expense sheet lines in the window Approve Expense Sheet Lines, while the supervisor does it for a whole expense sheet at a time by selecting this action. An expense sheet can only be released if it has been submitted. Any dimension values from the employee, activity, job, or company are copied to the expense sheet journal. When the invoice is posted, Maconomy creates a number of entries which are placed in an expense sheet journal. Once the number of entries in a journal reaches 500, Maconomy automatically creates a journal for the next 500 entries. Maconomy creates one entry per expense sheet line. When posting expense sheet journals, Maconomy checks if the journal in question contains entries where the posting date is outside the open posting period for G/L entries in the companies affected by the expense sheet lines. If the journal contains such entries, the G/L entries created as a result of the posting will be assigned a posting date corresponding to the first date in the open G/L posting period of the company in question. The job entries created are assigned the posting dates specified in this window, as well as a reference date identical to the one used on the G/L entries. If an employee has been working on a job which is to be invoiced by another company (the responsible company) than the one to which the employee is assigned (the executing company), the transfer will result in intercompany entries between the two companies involved. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. When expense sheets have been posted, the expense sheet journals will be settled on the account for expense settlement. The account for expense settlement is specified by means of a dimension combination in the window Posting References. Please note that the dimension combination may include other dimension values that are to be used in this connection. If the employee who filled in the expense sheet has been assigned to a vendor in the window Employees in the Set-Up module, Maconomy checks if any of the expenses were registered on activities for which the window Activities indicates that expenses are to be settled through a vendor. For such expense sheet lines, Maconomy will create entries on the vendor to which the employee is assigned,

Field	Description
	instead of on the account for expense settlement. When posting expense sheets containing more than one line to be settled through a vendor, Maconomy creates only one vendor entry covering all these expense sheet lines, provided that the currency and entry date are the same on the expense sheet lines in question. This means that when posting a vendor-related expense sheet, Maconomy will create one vendor entry per currency and per entry date. The vendor entries created in this process must be approved for payment before reimbursement can take place, unless the system parameter “Automatically approve expense sheets for payment” has been marked, in which case the vendor entries are approved automatically.
Approve Expense Sheet	When this action is selected, the expense sheet shown in the window is approved, and unless the expense sheet has already been transferred, a number of entries in an existing expense sheet journal will automatically be created as described above in the section “Release Expense Sheet.” However, the transferal depends on the approval principal as described in the action “Release Expense Sheet” above. Once an expense sheet has been approved, you can only make changes to it by first selecting the action “Reopen Expense Sheet.” You can find more information about access and expense sheet journals above in the description of the action “Release Expense Sheet.” An expense sheet can only be released if it has been submitted. When an expense sheet is approved, the fields “Transferred” and “Approved” in the island Status will automatically be marked. An expense sheet journal created by using this action contains the same entries as a journal created by using the action “Release Expense Sheet.”
Reopen Expense Sheet	This action is used for reopening an approved and transferred expense sheet for changes, if the expense sheet is within the open posting period for job entries. It is possible to edit already reported quantities and to create lines, but approved lines cannot be deleted, and it is also not possible to change entry date, job and activity numbers, dimensions, or tasks on these expense sheet lines. When the expense sheet is reapproved, Maconomy creates a journal with the difference between the previous registration and the new one. If, for instance, you have first approved USD 400 on a given job, activity, and day, and you later change it to USD 600, the new job journal will include an entry of USD 200. Contrarily, if you change the entry to USD 300, the journal will include an entry of USD -100. If the expense sheet is approved without new changes, Maconomy does not create an expense sheet journal. In the window Actions in the Set-Up module, you can specify which users are allowed to reopen expense sheets.
Copy Expense Sheet	This action is used for copying the lines from an already submitted expense sheet to the expense sheet in question. In the island Copy Expense Sheet, you can enter the number of the expense sheet from which lines should be copied. You can only copy expense sheets that you submitted. When copying, job numbers, activity numbers, and dimensions are included on the lines, whereas quantities and amounts are reset to zero.

Field	Description
Attach Document	This action allows you to attach a new document to the expense sheet.
Create Favorite	When you select this action, Maconomy will attempt to create a new favorite from the current combination of job, task, and activity. If this combination does not exist as a favorite already, a new favorite named by a combination of job name, task description, and activity text is created – for instance “XYZ Corp Campaign, Client Meeting, Analysis“. You can inspect and edit the favorite in the windows Favorites or Favorite. The new favorite is immediately available in the Expense Sheets window.
Attach Document to Line	This action allows you to attach a new document to the expense sheet line in the sub-tab.
View Document	When you select this action, any document assigned to the expense sheet in the Document Name field in the sub-tab is displayed in a third party program such as Acrobat Reader or a browser. For example, this could be a scanned voucher or invoice which serves as documentation for the expenses.

Mileage Sheets Workspace

Use this workspace to record mileage expenses that employees incur that are related to jobs that you maintain in the Job Cost module, and associate these expenses with jobs, tasks and activities.

Record non-mileage employee expenses in the Expense Sheets workspace.

Maconomy automatically fills in many of the fields in this workspace. You only need to enter the entry date, job number, and quantity. Maconomy supplies the unit price automatically, provided that you set up rules in the Mileage Rules Workspace in Job Cost > Set-up.

You can create a mileage sheet for yourself or you can create a mileage sheet for another employee if you are the employee's secretary or supervisor. Some users have access to create mileage sheets for all employees.

Note that if you specified a date in the **Work Completed On** field in the Jobs workspace , you cannot enter mileage sheet entries for that job after the specified date unless you are the job's project manager. See the description of the **Work Completed On** field in the Jobs workspace for more information about the functionality of this field.

If you use activities, specifications, and tasks in connection with mileage sheets, Maconomy can reject combinations of these if legal combinations have been specified in the Job Allocation Combinations workspace.

The Mileage Sheets tab contains information about the employee, as well as remarks about the mileage sheet. In the Mileage Sheet Lines sub-tab, you enter the mileage, split by jobs, tasks and activities.

Access to Mileage Sheets

You can only see or create a mileage sheet for an employee if one of the following requirements is met:

- You are the employee for whom the mileage sheet is being created.
- You are either the employee's supervisor, secretary, or mentor.
- You are the designated approver, substitute approver, or super approver, depending on the approval hierarchies set up on the mileage sheet. Access through approval hierarchies is granted by specifying an employee in the Approval Hierarchies single dialog workspace.

If you selected employee control for the current job in the Jobs workspace, you can only create entries for employees who either appear in the job's budget of a certain type, or who are listed in the job's employee control list. For more information, see the description of the **Employee Control** field in the Jobs workspace.

However, employees who have been specified in the resource planning of a job in the Detailed Planning workspace can always create entries on this job, regardless of the setup of employee control on the job. For more information about controlling employee entries, see the description of the Jobs workspace.

When you press Return to create a line in the Mileage Sheet Lines sub-tab, Maconomy repeats the job, activity, and task name from the previous line on the new line, to help with data entry to help with data entry. To disable this functionality, select the **Do Not Inherit Job Dim. From Previous Expense Sheet Line** system parameter.

Approval

When a user submits a mileage sheet, Maconomy checks whether the mileage sheet requires approval. The criteria for whether a mileage sheet requires approval, and who needs to perform the approval can be, for example, the amount of the mileage expense or the job number. You cannot transfer the mileage sheet or post the amount until all of the required people have approved the mileage sheet.

A submitted mileage sheet must be approved according to the approval principle selected in the Jobs workspace. Depending on the selected principle, the lines in an mileage sheet must be approved either by the employee's supervisor or by the project manager of the job, by both, or by neither of them. You can also set up an approval hierarchy.

If you have access to change all mileage sheets (set in the Actions workspace in the Set-Up module), you can also approve all mileage sheets.

Any line that pertains to a job for which the employee is the project manager automatically receives project manager approval if project manager approval is optional or required, and the **Automatically Approve Project Manager's Expense Lines** job parameter is set to **Yes**.

In addition, mileage sheet approval can be performed at several levels, coordinated by an approval hierarchy. Create and maintain approval hierarchies in the Approval Hierarchies workspace in the Set-Up module. You assign an approval hierarchy to a selection criterion specification of mileage sheets in the Approval Hierarchy Selection workspace. If you use an approval hierarchy, you cannot also use the **Automatically Approve Project Manager's Expense Lines** feature.

Posting

When you transfer a mileage sheet for posting, Maconomy creates a mileage sheet journal that contains the information entered in the Mileage Sheets workspace. The approval principle for the job determines when a mileage sheet is transferred for posting.

If you select the **Automatic posting of expense sheets** system parameter, the mileage sheet journal is posted automatically. If you do not select this system parameter, you must post the mileage sheet journal in the Posting workspace in the G/L module.

After you post the mileage sheet journal, employees can be reimbursed for mileage expenses. You can reimburse an employee through the Maconomy Accounts Payable module, if you assigned the employee to a vendor in the main tab of the Employees workspace in the Set-Up module, and if you selected the **Settle via Vendor** field in the Activities workspace for one or more of the activities for which the employee has entered mileage.

Use the **Reopen Mileage Sheet** action to reopen a mileage sheet after it is transferred. You can change the number of miles and create lines, but you cannot delete lines that you already transferred for posting, nor can you change posting dates, job and activity numbers, tasks, or other dimensions on the lines. You cannot change a line that is already transferred and that has an entry date that is outside of the current posting period.

Mileage Sheets Tab

This section includes the fields and descriptions for the Mileage Sheets tab.

Mileage Sheet Island

Field	Description
Mileage Sheet No.	This field shows the number of the mileage sheet. The number is retrieved from the system number series “Expense Sheets” from the employee’s company. The value in the field cannot be changed.
Description	In this field, you can enter a description of the current mileage sheet.

Employee Information Island

Field	Description
Employee	In this field, you can enter the name and number of the employee assigned to the current mileage sheet. Maconomy automatically suggests the number of the current employee.

Status Island

Field	Description
Created By	This field shows the name of the user who created the mileage sheet. It cannot be changed.
Date	This is the date the mileage sheet was created. It cannot be changed.

Field	Description
Submitted	This field shows whether the mileage sheet has been submitted. This field will be marked automatically if you select the action “Submit Mileage Sheet.” If changes are made in a mileage sheet that is not transferred or approved, the mark will be removed from this field again.
Submitted by	This field shows the name of the user who submitted the current mileage sheet. The contents of this field cannot be changed.
Date	This field shows the date when the mileage sheet was submitted. The date cannot be changed here.
Transferred	This field shows whether the mileage sheet has been transferred to a mileage sheet journal. The field is automatically completed when all lines in the mileage sheet have been transferred. The criteria determining when a mileage sheet is transferred for posting depend on the approval principle of each job. For further information about approval principles, please see the description of the island Approval in the window Jobs.
Transferred by	This field shows the name of the user who transferred the last line of the current mileage sheet. A mileage sheet line does not necessarily have to be approved to be transferred. Please see the description of the field “Approved By” below and the description of the island Approval in the window Jobs.
Date	This field shows the date when the current mileage sheet was transferred.
Approved	This field shows whether the mileage sheet is fully approved. If you use approval hierarchies, this field is marked when the last approver has approved the mileage sheet. Otherwise, this field is automatically marked when the supervisor approves the mileage sheet, and the mark is removed if the sheet is reopened.
Approved by	This field shows the name of the user whose approval resulted in the mileage sheet being fully approved as described under the field “Approved.” If approval is not required, the name of the user who submitted the mileage sheet is displayed.
Date	This field shows the date when the current mileage sheet was approved.
Reopened	This field shows whether the current mileage sheet was reopened. This field is automatically completed when the mileage sheet is reopened.

Period Island

Field	Description
Date	In these fields, you can enter the period for which the mileage sheet is assigned. The fields are for information only.

Supervisor Island

Field	Description
Supervisor	This field displays the name and number of the supervisor of the employee associated with the mileage sheet. The information is transferred from the main tab of the window Employees in the Set-Up module and cannot be changed here.

Secretary Island

Field	Description
Secretary	This field shows the name and number of the employee's secretary. The secretary can, for instance, handle the time sheet registration and transfer for employees, if the individual employee has marked the field "Release Time Sheets" in the window Actions in the Set-Up module. The information is transferred from the window Employees in the Set-Up module and cannot be changed here.

Note Island

Field	Description
Note	In this field, you can specify the name and number of a note relating to the current mileage sheet, for further specification of the nature of the expenses of the current mileage sheet. Notes are created in the window Job Descriptions in this module or in the window Notes in the Set-Up module.

Approval Island

Field	Description
Remark	In this field, you can enter a remark to the current approval. However, a remark can only be entered by the employee/employees who are given access to approve the current mileage sheet on the current level. The remark is assigned to the current approval level. If the current mileage sheet is reopened, this field is automatically cleared by Maconomy. However, the remark can still be seen on the approval line in question in the Approvals window sub-tab.

Company Island

Field	Description
Company	This field shows the name and number of the employee's company.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Total Island

Field	Description
Tax, Base	This field shows the total tax amount in base currency for the lines in the sub-tab.
Amount, Base	This field shows the total amount, including tax, for the lines in the sub-tab.
Mileage	This field shows the total mileage (in km or miles) for the lines in the sub-tab.
Mileage, Year	This field shows the employee's total mileage (in km or miles) for all of his or her jobs, accumulated from the first day when the mileage rule applies to the current date.

Exchange Rate Island

Field	Description
Currency	In this field, you can choose a currency. By also specifying an exchange rate for the selected currency in the below field "Exchange Rate," the exchange rate specified will be used as default on mileage sheet lines in the sub-tab having the same currency as the one specified in this island. Hence, the exchange rate specified in this island will override the exchange rate usually used by Maconomy. This functionality is useful in situations in which a user needs to be able to override the existing exchange rate because the exchange rate used on, for example, a credit card transaction is different from the one specified in the exchange rate table.
Exchange Rate	In this field, you can enter an exchange rate for the currency specified in the above field "Currency." If you do not enter an exchange rate, Maconomy suggests the exchange rate specified for the currency in question in the window Exchange Rates. The value suggested can be changed manually. See the description of the above field "Currency" for further information on the functionality of this field.

Transaction Island

Field	Description
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.

Job Island

Field	Description
Job	In this field, you can enter the name and number of a job. When you create a line in the sub-tab, the job number will be suggested in the field "Job No." in the sub-tab. If the system parameter "Allow expense sheet for multiple jobs" is not marked, you can only enter the job number specified in this field in the sub-tab. In this way, it is ensured

Field	Description
	that only expenses for the specified job are approved when the mileage sheet is approved. If you do not enter a job number in this field, Maconomy automatically fills in this field with the job number specified on the first line in the sub-tab. If this system parameter is marked, you can enter any job number in the sub-tab, as the number in this field is then only a suggestion. The effects of changing the value in this field after creating lines in the sub-tab depend on whether the system parameter “Allow expense sheet for multiple jobs” has been marked. If this parameter is not marked, changing the value in this field causes the job number on all lines to be changed accordingly. If the parameter is marked, the job number is only updated accordingly on lines where the job number corresponds to the job number present in this field before the change was made.

Copy Mileage Sheet Island

Field	Description
Mileage Sheet No.	In this field, you can enter the number of an existing mileage sheet that you want to copy to the current mileage sheet. See the description of the action “Copy Mileage Sheet” for further information on this action.
Copy All Fields	A check mark in this field indicates that you want to create an identical copy of the source mileage sheet lines. It will copy the lines from an already submitted mileage sheet to the current mileage sheet. When copying, job numbers, activity numbers, and dimensions are included on the lines. All mileage sheet lines will have the current date as the Entry Date. Only the fields which are opened in the Mileage Sheets dialog sub-tab can be copied; the closed fields will keep their values. See the description of the action “Copy Mileage Sheet” for further information on this action.

Mentor Island

Field	Description
Tutor	This field shows the name and number of any mentor assigned to the employee, for example, to assist in the training of the employee. The status of mentor grants access to seeing (but not changing) the mileage sheets of the employee in question. The information is transferred from the window Employees in the Set-Up module and cannot be changed here.

Remarks Island

In these three fields, you can enter general remarks to the mileage sheet. The remarks are shown on printouts of mileage sheets when the layout “Standard” is used.

Mileage Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Mileage Sheet Lines sub-tab.

Field	Description
Entry Date	In this field, you enter an entry date. Maconomy suggests the current date. You can only enter dates within the open posting period for job entries applying to the company responsible for the job specified on the current line. If you update this field, and there are mileage rules that fulfill the conditions on the mileage lines, then the Activity, Unit Price, Currency, and Task fields will be overwritten with the value derived by the system. For further information, see the description of the island Job Cost in the window Company Information in the G/L module.
Favorite	In this field you can select a favorite. If you are using the Maconomy client for Java™, the field is a drop-down list showing the favorites available in the current context. The favorites derive from the window Favorites. You can create and edit your own personal favorites, or other people, for instance a project manager, your department manager, or the finance department, can create favorites and distribute them to a selection of employees from the window Job Employees.
Job No.	In this field, you enter the number of the job to which the current mileage expense pertains. If the system parameter “Allow expense sheets for multiple jobs” is not marked, you can only enter the job number specified in the main tab of this window. In this way, it is ensured that only expenses for the specified job are approved when the mileage sheet is approved. If the system parameter is marked, you can enter any job number in this field. If you change the job number in the main tab, the effects depend on whether the system parameter “Allow expense sheets for multiple jobs” has been marked. If this parameter is not marked, changing the value in the main tab causes the job number on all lines to be changed accordingly. If the parameter is marked, the job number is only updated accordingly on lines where the job number corresponds to the job number present in the main tab before the change was made.
From	In this field, you enter the name of the location from which your journey starts.
To	In this field, you enter the destination of your journey.
Via	In this field, you can enter a location via which you travel. The field is used to indicate any deviation from the shortest route between the From and To locations.
Vehicle	In this field, you enter, for example, whether you use your own car or a company car. In some countries, it is mandatory to enter this information for tax purposes.

Field	Description
	If you update this field, and there are mileage rules that fulfill the conditions on the mileage lines, then the Activity, Unit Price, Currency, and Task fields will be overwritten with the value derived by the system.
Quantity	In this field, you can specify the number of units of the current activity for which an expense is incurred. However, if a value has been entered in the field “Mileage Sheets” in the island Registration Limits in the window Activities for the activity for which you wish to register amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several mileage sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified in the above-mentioned field for the activity in question. If you update this field, and there are mileage rules that fulfill the conditions on the mileage lines, then the Activity, Unit Price, Currency, and Task fields will be overwritten with the value derived by the system. If the field “Quantity 1 from Quantity on Mileage Sheet” and/or the field “Quantity 2 from Quantity on Mileage Sheet” is marked in the window Activities for the current activity, the quantity entered here is automatically transferred to the field “Quantity 1” and/or “Quantity 2” on the current line. In this way, the quantity can be transferred to the General Ledger. Note that if a value has already been entered in the field “Quantity 1” or “Quantity 2”, the value in the field “Quantity” is not transferred. For more information, see the description of the window Activities.
Unit Price, Currency	In this field, you enter the expense amount in the currency selected in the field “Currency.” The amount should be entered including tax, if any. Maconomy calculates the total amount based on information from job price lists and activity information tabs. The amount is shown in the field “Amount, Currency.” For a more detailed description of price calculation, please see “Appendix A: Price Calculation in the Job Cost module.” You can change the value suggested by Maconomy. Even though fixed exchange rate information is applied to a job on which registrations are made, Maconomy does not convert on the basis of fixed exchange rate information in this field, as the registration represents a balance between an employee and his or her company. The real conversion to the job currency will not take place until the journal that the mileage sheet results in is posted. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity or dimension values. If there is a mileage rule which can be applied to the mileage sheet line, this field will be derived automatically by the system. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.”
Amount, Currency	This field shows the total expense amount for the current mileage in the currency selected in the field “Currency.” The amount is calculated as the

Field	Description
	value in the field “Quantity” multiplied by the value in the field “Unit Price, Currency.”
Transaction Type	By default, this field shows the transaction type selected in the main tab, but you can change the type if you want.
Description	In this field, you can enter or change a description of the current entry. When you create a line, Maconomy will suggest a text in this field, depending on how the current activity is set up. The activity can be set up to derive the description of the activity or the description of the currently selected task, or to leave the field blank. For more information, please see the description of the window Activities. When the mileage sheet is posted, the description in this field is used as entry text for the current mileage sheet line, along with the word “Outlay” and the currency entered on the line. If you do not enter a description, the entry text will only be “Outlay” and the currency.
Job Name	This field shows the name of the job assigned to the current expense.
Act. No.	In this field, you enter the number of the activity on which the expense should be entered. It is only possible to find activities of the type “Amount” if you use the search functions in the Find menu. If a mileage rule has been set up which can be applied to the mileage sheet line, Maconomy will automatically update this field accordingly.
Activity Name	This field displays the text defined for the current activity.
Task	In this field, you can enter the task assigned to the specified expense. If a mileage rule has been set up which can be applied to the mileage sheet line, Maconomy will automatically update this field accordingly.
Tax Code (Tax Code 1-3)	In this pop-up field, you select the tax code to be used. You cannot change the tax code on a reopened mileage sheet line if the line has been transferred for posting. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax, Currency (Tax Total, Currency and Tax 1-3, Currency)	This field shows the tax amount in the currency selected in the field “Currency.” The tax can be calculated in two ways, depending on whether the system parameter “Tax from extended price in mileage sheets” is marked. For further information about the functionality of this system parameter, see the description of the window System Parameters in the Set-Up module.

Field	Description
	The value in the field can also be changed manually. However, changing the tax amount on a mileage sheet line will not give rise to a change in the fields “Amount, Currency/Base” and “Unit Price, Currency/Base,” as the amount specified on the line is the outlay/expense that the employee has had on a certain job, and this amount is thus not dependent on a certain tax amount. Changing the tax amount thus only affects the costs registered on the job in question. Note that you cannot enter a tax amount exceeding the total amount on the line, and that it is not possible to change the tax amount on a mileage sheet which has already been posted. If multiple tax codes are enabled, the “Tax, Currency” field will be replaced by the following fields: “Tax Total, Currency,” “Tax 1, Currency,” “Tax 2, Currency,” and, if enabled, “Tax 3, Currency.” The “Tax Total, Currency” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Currency	In this field, you can select the currency of the expense. Maconomy suggests the enterprise currency. You cannot change the currency on a reopened mileage sheet line if the line has been transferred for posting.
Exchange Rate	This field shows the exchange rate between the currency on the line and the base currency of the employee assigned to the mileage sheet. The exchange rate displayed in the field can either be the exchange rate specified in the “Exchange Rate” field in the main tab or a default exchange rate transferred from the relevant exchange rate table. The value displayed can be changed manually, if the currency used on the line is different from the employee’s base currency. If the currency is similar to the employee’s base currency, the exchange rate in this field must be 10,0 and thus cannot be changed manually. The system issues a warning if the exchange rate entered differs more than 10% from the relevant exchange rate in the exchange rate table.
Location	In this field, you can enter a value for the dimension Location. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the chapter “Introduction to the G/L Module” and the window Dimension Derivation for a further description of dimension derivation.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Approval, Project Manager	This field shows the status of the job assigned by the project manager in the window Approve Mileage Sheet Lines. When the mileage sheet has been submitted, the project manager can use the window Approve Mileage Sheet Lines to approve, reject or release each line if the approval principle of the job indicates that approval by the project manager is mandatory or optional. However, if the line pertains to a job for which the employee in question is the project manager, the line automatically receives project manager approval if the job parameter “Automatically approve Project Manager’s Expense Lines” has been set to “Yes” for the job in question. For further information, please see the description of the window Approve Mileage Sheet Lines. If the status of the line is “Approved” or “Released,” and the line is changed, the status changes to blank. If the line has the status “Rejected,” and the line is changed, the status of rejected is maintained.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the field “Approval, Project Manager”) to the line.
Approval Date	This field shows the date on which the project manager assigned the current approval status (shown in the field “Approval, Project Manager”) to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release or rejection of the line.
Task Description	This field shows the description defined for the current task, if such has been entered.
Task Path	This field shows any task path of the task (see the description of hierarchical tables in the section “Task Path” in the chapter “Getting Started with the Java™ Client”).
Unit Price, Base	In this field, you enter the expense amount for one unit of the current activity in the base currency of the company responsible for the job. The amount should be entered including tax, if any. Maconomy calculates the total price based on information from job price lists or activity information tabs. For a more detailed description of price calculation, please see “Appendix A: Price Calculation in the Job Cost module.” You can change the value suggested by Maconomy. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance the activity or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.”
Amount, Base	This field shows the expense amount in base currency. Maconomy calculates the amount by multiplying the value in the field “Quantity” with the value in the

Field	Description
	“Unit Price, Base” field, and uses the current exchange rate table for purchases for the currency conversion.
Tax, Base (Tax Total, Base and Tax 1-3, Base)	This field shows any tax on the expense amount in base currency. Maconomy uses the current purchase currency table for currency conversion. If the tax amount is changed manually in the field “Tax, Currency,” the value in this field is updated accordingly. If multiple tax codes are enabled, the “Tax, Base” field will be replaced by the following fields: “Tax Total, Base,” “Tax 1, Base,” “Tax 2, Base,” and, if enabled, “Tax 3, Base.” The “Total Tax, Base” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Reference	In this field, you can enter a text as reference to the expense, for example, a transaction number.
Start Date	In this field, you can specify the date at which an expense began. It can, for example, be expenses in connection with a hotel stay.
Started	In this field, you can specify the time on which an expense began.
Closing Date	In this field, you can specify the date on which an expense was closed.
Finished	In this field, you can specify the time on which an expense ended.
Invoiceable	This field shows whether or not the line is invoiceable.
Remark 1-3	In these fields, you can write remarks connected to the current mileage sheet line.
Quantity 1	In this field, you can enter a quantity used on the current activity, for instance the number of miles driven for a mileage report. The quantity is transferred to the mileage sheet journal, and the information can be used in reporting and statistics. The quantity entered in the field “Quantity” can be transferred to this field automatically. For more information, please see the description of the field “Quantity” above.
Quantity 2	The functionality of this field is similar to that of the field “Quantity 1” above.
Document Name	In this field, you can enter the name of one of the documents in the document archive specified in the main tab. This way, if you have scanned the vouchers related to each expense, and assigned them to a document archive, you can specify which of the documents contains the voucher relevant to each line. By selecting this line in the table and then selecting the action “View Document,” the document specified in this field is displayed in a third-party program.

Field	Description
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer Name	This field shows the name of the bill-to customer assigned to the job on the current line.
Level 1 Name – Level 5 Name	These fields show the customers in the hierarchy levels above the customer on the line. These fields are only available if customer levels are set up using the designated System Parameters.
Language	This field shows the language specified for the customer assigned to the job on the current line.
Details	This field contains a status message for the current line. Additionally, a link is available on the status text that will open a new window focusing on the line details.
Purchase Order Number	In this field, you can specify a purchase order number. This field is not displayed by default. Only subcontractors logged in as employees can view and edit this field in their time/expense/mileage sheets. All other users can display this field but cannot edit the value.
Purchase Order Line Number	In this field, you can specify a purchase order line number. This field is not displayed by default. Only subcontractors logged in as employees can view this field in their time/expense/mileage sheets. All other users can display this field but cannot edit the value.

Actions

This section shows the actions available in the Mileage Sheets workspace.

Top Tab

Field	Description
Submit Mileage Sheet	When you select this action, you submit the mileage sheet in the window. If you try to edit a submitted mileage sheet, Maconomy issues a warning. If you then continue, the mileage sheet is no longer registered as submitted. When the mileage sheet is submitted, Maconomy checks all lines on the sheet to see if there are lines that do not require approval according to the approval principle of the job to which each individual line refers. Lines that do not require approval are transferred for posting. Furthermore, any line pertaining to a job for which the employee in question is the project manager automatically receives project manager approval if project manager approval is optional or required, and the job parameter “Automatically approve Project Manager’s Expense Lines” has been set to “Yes” for the job in question. If you use approval hierarchies — that is, if an approval hierarchy has been selected for mileage sheets in the window Approval Hierarchies in the Set-Up module — Maconomy will find out who is to approve the mileage sheet in question

Field	Description
	on the basis of the current approval hierarchy. Information on approval hierarchies and the next approver is shown in the fields in the island Approval. If you do not use approval hierarchies, the mileage sheet can be approved by the employee's supervisor. See the description of the windows Approval Hierarchy Selection and Approval Hierarchies in the Set-Up module for further information on creation and use of approval hierarchies.
Release Mileage Sheet	This action can only be used if the field "Transf. Non-Appr. Time Sheets" has been marked in the window System Information, and the current user has access to transferring time sheets as specified in the window Actions. The employee specified as the supervisor for the current employee, however, always has the right to release mileage sheets for the employee in question if the above mentioned field in the window System Information has been marked. The user naturally needs access to view the mileage sheets to be released. When the action is selected, the current mileage sheet is transferred to a journal of the type "Mileage Sheet Journal" which can be posted in the G/L module. This allows you to invoice the customer before the mileage sheet has been approved using the action "Approve Mileage Sheet." However, the transfer depends on the approval principle selected for the job in the window Jobs. If both the employee's supervisor and the project manager of a given job need to approve mileage sheets, the mileage sheet lines concerning the job in question are only transferred if both project manager and supervisor have either released or approved the lines. The project manager releases or approves the individual mileage sheet lines in the window Approve Mileage Sheet Lines, while the supervisor does it for a whole mileage sheet at a time by selecting this action. A mileage sheet can only be released if it has been submitted. Any dimension values from the employee such as activity, job, or company are copied to the mileage sheet journal. When the invoice is posted, Maconomy creates a number of entries which are placed in a mileage sheet journal. Once the number of entries in a journal reaches 500, Maconomy automatically creates a journal for the next 500 entries. Maconomy creates one entry per mileage sheet line. When posting mileage sheet journals, Maconomy checks whether the journal in question contains entries where the posting date is outside the open posting period for G/L entries in the companies affected by the mileage sheet lines. If the journal contains such entries, the G/L entries created as a result of the posting will be assigned a posting date corresponding to the first date in the open G/L posting period of the company in question. The job entries created are assigned the posting dates specified in this window, as well as a reference date identical to the one used on the G/L entries. If an employee has been working on a job which is to be invoiced by another company (the responsible company) than the one to which the employee is assigned (the executing company), the transfer will result in intercompany entries between the two companies involved. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.

Field	Description
	When mileage sheets have been posted, the mileage sheet journals will be settled on the account for expense settlement. The account for expense settlement is specified by means of a dimension combination in the window Posting References. Notice that the dimension combination may include other dimension values that are to be used in this connection. If the employee who filled in the mileage sheet has been assigned to a vendor in the window Employees in the Set-Up module, Maconomy checks if any of the expenses were registered on activities for which the window Activities indicates that expenses are to be settled through a vendor. For such mileage sheet lines, Maconomy will create entries on the vendor to which the employee is assigned, instead of on the account for expense settlement. When posting mileage sheets containing more than one line to be settled through a vendor, Maconomy creates only one vendor entry covering all these mileage sheet lines, provided that the currency and entry date are the same on the mileage sheet lines in question. This means that when posting a vendor-related mileage sheet, Maconomy will create one vendor entry per currency and per entry date. The vendor entries created in this process must be approved for payment before reimbursement can take place, unless the system parameter “Automatically approve expense sheets for payment” has been marked, in which case the vendor entries are approved automatically.
Approve Mileage Sheet	When this action is selected, the mileage sheet shown in the window is approved, and unless the mileage sheet has already been transferred, a number of entries in an existing mileage sheet journal will automatically be created as described above in the section “Release Mileage Sheet.” However, the transferal depends on the approval principal as described in the action “Release Mileage Sheet” above. Once a mileage sheet has been approved, you can only make changes to it by first selecting the action “Reopen Mileage Sheet.” You can find more information about access and mileage sheet journals above in the description of the action “Release Mileage Sheet.” A mileage sheet can only be released if it has been submitted. When a mileage sheet is approved, the fields “Transferred” and “Approved” in the island Status will automatically be marked. A mileage sheet journal created by using this action contains the same entries as a journal created by using the action “Release Mileage Sheet.”
Reopen Mileage Sheet	This action is used for reopening an approved and transferred mileage sheet for changes if the mileage sheet is within the open posting period for job entries. It is possible to edit already reported quantities and to create lines, but approved lines cannot be deleted, and it is not possible to change entry date, job and activity numbers, dimensions, or tasks on these mileage sheet lines. When the mileage sheet is reapproved, Maconomy creates a journal with the difference between the previous registration and the new one. If, for instance, you have first approved USD 400 on a given job, activity, and day, and you later change it to USD 600, the new job journal will include an entry of USD 200. In contrast, if you change the entry to USD 300, the journal will include an entry of USD -100. If the mileage sheet is approved without new changes, Maconomy does not create a mileage sheet journal.

Field	Description
	In the window Actions in the Set-Up module, you can specify which users are allowed to reopen mileage sheets.
Copy Mileage Sheet	This action is used for copying the lines from an already submitted mileage sheet to the mileage sheet in question. In the island Copy Mileage Sheet, you can enter the number of the mileage sheet from which lines should be copied. You can only copy mileage sheets that you submitted. When copying, job numbers, activity numbers, and dimensions are included on the lines, whereas quantities and amounts are reset to zero. Only the fields which are opened in the Mileage Sheets window sub-tab can be copied; the closed fields will keep their values.
Create favorite	Select this action to create a new favorite with the specified combination of job, task, and activity.

Favorites Workspace

Use this workspace to create shortcuts that make it faster to enter data.

For example, if you frequently work on the same job/task/activity combination, you can create a favorite for it, so that you do not need to enter the job number, task number, and activity number over and over on time sheets. Instead, you can use a descriptive name to identify the combination.

You can create your own personal favorites, or someone else can create a favorite and distribute it to others.

You use favorites in connection with time entry— in the SpeedSheet, Time Sheets, and Daily Time Sheets workspaces—and in various portal components, as an easy way to identify an entry combination.

A favorite is a link between a descriptive text (the favorite name) and an entry combination (that is, a combination of job number, task name, activity number, location, and other dimensions). The entry combination of a favorite does not have to be complete.

As an employee, you have a set of favorites that you can maintain in this workspace. The name of a favorite is a unique identification of the favorite for each employee. This means that by selecting a favorite in a time entry workspace, you select an unambiguous entry combination.

You can create your own personal favorites, and favorites can be distributed from a job. For instance, the finance department, your department manager, or project managers can set up jobs and distribute favorites to those users who are expected to enter time on the jobs. This distribution of favorites is performed in the Job Employees workspace.

Rules Governing Favorites

- All favorites in this workspace are visible to you (and only you) in the time entry workspaces, unless you mark a favorite to be hidden in this workspace.
- A favorite can be blocked, in which case it is not displayed in the sub-tab or in the time entry workspaces previously mentioned. When a job is closed or blocked for entry, the favorites that have been distributed for the job are also blocked so that they are no longer visible to users.

- If a job is later reopened or unblocked, Maconomy unblocks the favorites that have been distributed for the job. To resolve name clashes, Maconomy automatically renames a favorite that is unblocked whenever an employee already has a favorite with the same name.
- A favorite can include a date range that specifies when the favorite can be used. If the date of the intended entry is outside the date range of a favorite, the favorite is not displayed in the time entry workspaces.

Favorites Tab

This section includes the fields and descriptions for the Favorites tab.

Selection Criteria Island

Field	Description
Valid Dates	In these fields, you can enter a range of dates to limit the number of favorites shown in the sub-tab. If you enter a range of dates, only favorites valid on the dates within the range are shown in the sub-tab. If you leave out the ending date, you see all currently valid favorites in the sub-tab. Maconomy automatically completes the first field with the date of the Monday of the current week.
Show Hidden	If you mark this field, the sub-tab will include hidden favorites.

Favorites Sub-Tab

This section includes the fields and descriptions for the Favorites sub-tab.

Field	Description
Favorite Name	In this field, you can edit the name of the current favorite. When you change the name, it is changed immediately on all unsubmitted time sheet lines using this favorite.
Job No.	In this field, you can select a job. When you register time on this favorite, this is the job on which the time registration will be posted. The field to the right of this field shows the name and the selected job.
Job Name	This field shows the name of the job specified in the field “Job No.,” if any.
Task	In this field, you can select a task. If a job is selected in the field “Job” above, you can only choose a task from the current job. The field to the right of this field shows the description of the selected task.
Task Description	This field shows the description of the task specified in the field “Task,” if any.
Activity No.	In this field, you can select an activity.

Field	Description
Activity Name	This field shows the name of the selected activity.
Activity Type	This field shows the type of selected activity
Valid From	In these fields, you can enter a range of dates between which the current favorite should be valid. For instance, if a certain favorite only applies to a series of seminars taking place during a week in May, you can enter the starting date of that week in the first field, and the ending date in the second field. The favorite will then only appear in time registration windows during the week to which the registrations apply.
Valid To	This field is related to the “Valid From” field, above.
Hide	If you mark this field, the current favorite will no longer appear in time registration windows.
Created by	This field shows the name of the user who created the current favorite. If the name in this field is not your own, it is an indication that the favorite has been distributed to you from the window Job Employees.
Created on	This field shows the date when the current favorite was created.
Changed by	This field shows the name of the user who made the latest change to the current favorite.
Changed on	This field shows the date when the change to the line in question was made.
Version	This field shows the version number of the current favorite. The number is incremented by one each time a change is made to the favorite.

Actions

This section shows the actions available in the Favorites workspace.

Top Tab

Field	Description
Copy from Other Employee	When you select this action, favorites from the employee that you specify in the Copy Favorites dialog are copied to the sub-tab in this window. To be copied, a favorite must meet the following requirements: ▪ It must be valid in this window. ▪ It must not be blocked. ▪ The current employee must have access to the job on the favorite. Favorites that do not meet the requirements will be skipped.

Field	Description
	This is useful for, for example, quickly setting up a list of applicable favorites for a new employee.
Create from Time Sheets	When you select this action, a favorite is created for each (daily) time sheet line for the last four weeks on which the field “Keep Line” has been marked. The favorite will take the job dimensions (job, activity, and task) from the time sheet line, and it will be automatically named as a combination of these job dimensions. If a favorite with the same combination of job dimensions already exists, the new favorite will not be created.

Favorite Workspace

Use this workspace to review your favorites, one at a time.

Select a favorite from the List of Favorites tab, and details about the favorite display in the Favorite sub-tab below.

A favorite is a shortcut that makes it faster to enter data. For example, if you frequently work on the same job/task/activity combination, you can create a favorite for it, so that you do not need to enter the job number, task number, and activity number over and over on time sheets. Instead, you can use a descriptive name to identify the combination.

Create favorites in the Favorites workspace. You can create your own personal favorites, or someone else can create a favorite and distribute it to others.

Favorite Tab

This section describes the Favorite tab.

Copy to Come

Field	Description

Approve Time Sheets Workspace

Use this workspace to work on a group of time sheets at the same time.

For example, you can select a number of time sheets for submission, release, approval, or reopening. You can perform the same functions in the Time Sheets workspace, but for only one time sheet at a time.

You can submit, release, or reopen all of the time sheets for employees for whom you are the supervisor or secretary. Depending on security settings, you may also have permission to approve these employees' time sheets or to submit, release, reopen, and approve all employees' time sheets.

Being able to see and handle several time sheets at a time can be practical if, for example, you need to approve many time sheets but do not need to examine the content of each time sheet.

Access to Time Sheets

A user can submit, release, or reopen all time sheets for employees for whom he or she is the supervisor or secretary. The user can also approve all time sheets for which he or she is the supervisor or secretary, if you selected the **Secretary can Approve Time Sheets** system parameter.

In addition, users who have been given access to view all time sheets in the Actions workspace in the Set-Up module can also see time sheets in this workspace. If they have also been given access to change all time sheets, they can also perform the actions that are associated with the time sheets.

Selection Criteria

The Approve Time Sheets tab contains an island with selection criteria. Use these criteria to select the timesheets on which you want to work. The first time that you open this workspace, you must specify criteria, but after you have done this once, Maconomy saves the selection criteria for each user. Each time that you open the workspace, Maconomy displays the selection criteria you last entered.

If you select the **Show Lines** field in the Selection Criteria island, the Time Sheets sub-tab displays the time sheets that you selected. For each individual line in the sub-tab, you can specify a status. Depending on the status you select, the time sheet line is submitted, submitted temporarily, released, approved, or reopened when you use the one of the functions in the Action menu.

You should note that the actions in the Action menu apply to all time sheets that the selection criteria identify, regardless of whether they are displayed in the sub-tab.

Approve Time Sheets Tab

This section includes the fields and descriptions for the Approve Time Sheets tab.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field, the entries which match the criteria in this island are displayed in the sub-tab. Please note that Maconomy includes all selected entries when you select the actions in this window, regardless of whether or not they are displayed in the sub-tab.
Employee No.	In these fields, you can specify a range of employee numbers. The sub-tab will only display time sheets within the specified range of employee numbers.
Week/Year	In these fields, you can enter a period from week/year to week/year. The sub-tab will only display time sheets within the specified period.
Date	In these fields, you can enter a period from a starting date to an ending date. The sub-tab will only display time sheets within the specified period. If you have entered a range of weeks in the above fields “Week/Year,” these fields show the starting and ending dates of the period specified.
Company No.	The functionality of these fields is similar to that of the field “Employee No.”

Field	Description
Show	In this field, you can choose to only see time sheets with a specific approval status that match the selection criteria in this island. You can choose one of the following actions: Submission, Submission Temporarily, Release, Approval, and Reopening. The sub-tab will only show time sheets for which the specified action can be selected.

Time Unit Island

Field	Description
Time Unit	Use this field to specify the Time Unit (Hour or Day) for the display of time in the window.

Time Sheet and Hour Totals Island

Field	Description
Show Totals	If you mark this field, Maconomy makes a count on the basis of the lines displayed in the sub-tab. The result as regards the number of time sheets currently marked for submission, release, approval, or reopening is displayed in the islands. Note that the islands will not display any summary information if you have not marked this field.
Time Sheets	This field shows the total number of time sheets in the sub-tab that have been marked in the field “Submit.” The field is automatically updated if you have marked the field “Show Totals” in the island Selection Criteria.
Hours / Days	The title of the field depends on the Time Unit chosen above. The field shows the time that will be submitted in hours or days depending on Time Unit.

Update Fixed Time Island

Field	Description
Update Fixed Time at Approval	If you select this field, the fields “Fixed” and “Overtime” in the sub-tab will be updated to reflect the current number of fixed time specified for the employee in question in the windows Employees or Week Calendars in the Set-Up module upon approval. If the amount of fixed time has been changed for the employee, it will affect the calculation of overtime. The calculation is only affected as of the date when the amount of fixed time was changed; it does not affect the calculation of overtime for previously approved time sheets. For the update of fixed hours to be recorded on the time sheets in the sub-tab, this field must be marked when the time sheets are approved.

Selection Criteria, Employees Island

Field	Description
Supervisor	In this field, you can specify a supervisor employee name and number. The sub-tab will only display time sheets for employees for whom this person is supervisor.
Secretary	The functionality of this field is similar to that of the field “Supervisor.”

Time Sheets Sub-Tab

This section includes the fields and descriptions for the Time Sheets sub-tab.

Field	Description
Year	This field shows the year of the current time sheet.
Week	This field shows the week number of the current time sheet. If the week is a split week, the value will also contain either an “A” or a “B,” indicating which part of the week is currently displayed.
Employee No.	This field shows the number of the employee assigned to the current time sheet.
Employee Name	This field shows the name of the employee specified in the field “Empl. No.” above.
Hours / Days, Total	This field shows the total amount of time registered on the current time sheet. The title of the field and content within depend on the Time Unit selected in the tab of this workspace.
Submit	In this field, you can specify that the current time sheet is to be submitted when the action “Submit Time Sheets” is selected. By default the field is unmarked. This field cannot be marked if the current time sheet has already been submitted.
Submit, Temporarily	In this field, you can specify that the current time sheet is to be submitted temporarily when the action “Submit Temp. Time Sheets” is selected. By default the field is unmarked. This field cannot be marked if the current time sheet has already been submitted or submitted temporarily.
Release	In this field, you can specify that the current time sheet is to be released when the action “Release Time Sheets” is selected. By default the field is unmarked. This field cannot be marked if the current time sheet has already been transferred. The action can only be used if the field “Trans. Non-Appr. Time Sheets” has been marked in the window System Information.
Approve	In this field, you can specify that the current time sheet is to be approved when the action “Approve Time Sheets” is selected. By default the field is unmarked. This field cannot be marked if the current time sheet has already been approved.

Field	Description
Reopen	In this field, you can specify that the current time sheet is to be reopened when the action “Reopen Time Sheets” is selected. By default the field is unmarked. This field can only be marked if the current time sheet is approved or is submitted and transferred.
Submitted	This field displays whether or not the current time sheet has been submitted.
Temporarily Submitted	This field displays whether or not the current time sheet has been temporarily submitted.
Transferred	This field displays whether or not the current time sheet has been transferred for posting.
Approved	This field displays whether or not the current time sheet has been approved.
Start Date	This field displays the date at which an expense began. It can, for example, be expenses in connection with a hotel stay.
External Hours / Days, Total	This field displays the total number of hours or days registered on external jobs for the current time sheet. The title of and information in this field depends on the Time Unit chosen.
Internal Hours / Days, Total	This field displays the total number of hours or days registered on internal jobs for the current time sheet. The title of and information in this field depends on the Time Unit chosen.
Fixed	The field shows fixed time for the time sheet in hours or days, depending on the Time Unit selected in the tab of this workspace. For a detailed description of how the fixed hours are determined, see the **Fixed** field in the Time Sheets workspace.
Overtime	The field shows calculated overtime for the time sheet in hours or days, depending on the Time Unit selected in the tab of this workspace.
Supervisor, No.	This field displays the employee number of the supervisor specified for the employee registered on the current time sheet.
Supervisor, Name	This field displays the name of the employee specified as supervisor for the employee registered on the current time sheet.
Secretary, No.	This field displays the employee number of the person specified as secretary for the employee registered on the current time sheet.
Secretary, Name	This field displays the name of the person specified as secretary for the employee registered on the current time sheet.
Time Activity 1-3	These three field shows time registered on the three fixed activities for the time sheet in hours or days depending, on the Time Unit selected in the tab of this workspace.
Amount Activity 1-4	The functionality of these fields is similar to that of the field “Time Activity 1–3.”

Field	Description
Check-in Balance for Period	This field shows the total remaining check-in balance for the current period.
Check-in Balance, Monday-Sunday	This field shows the remaining check-in balance for each day.
Check-in Enabled for Period	This field specifies whether multiple check-in entries are enabled for the current period.
Check-in Enabled, Monday-Sunday	This field specifies whether multiple check-in entries are enabled for the day.
Check-in Time for Period	This field specifies whether multiple check-in entries are enabled for the current period.
Check-in Time, Monday-Sunday	This field shows the total check-in time registered for each day.
Checked in, Expected Time, Monday-Sunday	This field shows the estimated total check-in time registered for the day
Checked In, Time, Monday-Sunday	This field shows the actual total check-in time registered for the day.
Checked out, Expected Time, Monday-Sunday	This field shows the estimated total check-out time registered for the day.
Checked Out, Time, Monday-Sunday	This field shows the actual total check-out time registered for the day.
Missed Meal, Monday-Sunday	This field specifies whether the employee utilized their daily break for the day. If the field value is **Yes**, the employee skipped their break.

Actions

This section shows the actions available in the Approve Time Sheets workspace.

Top Tab

Field	Description
Submit Time Sheets	When you select this action, all time sheets that are marked for submission in the sub-tab will be submitted. After the action has been performed, the field “Submit” will be unmarked. However, if, for some reason, one or more time sheets fails, the entire submission process stops, and only the time sheets already processed will be submitted. The remainder of the marked time sheets can only be submitted by this action if the failing time sheet is unmarked, or if the reason for the failure is found and corrected. For more information, please see the description of the action “Submit Time Sheet.”
Submit Time Sheets Temporarily	The functionality of this field is similar to that of the field “Submit Time Sheets.” For more information, please see the description of the action “Submit Temp. Time Sheet.”
Release Time Sheets	The functionality of this field is similar to that of the field “Submit Time Sheets.” For more information, please see the description of the action “Release Time Sheet.”
Approve Time Sheets	The functionality of this field is similar to that of the field “Submit Time Sheets.” For more information, please see the description of the action “Approve Time Sheet.”
Reopen Time Sheets	The functionality of this field is similar to that of the field “Submit Time Sheets.” For more information, please see the description of the action “Reopen Time Sheet.”
Mark for Submission	When you select this action, all time sheets covered by the selection criteria that can be submitted are marked for submission.
Mark for Temporary Submission	The functionality of this field is similar to that of the field “Mark for Submission.”
Mark for Release	The functionality of this field is similar to that of the field “Mark for Submission.”
Mark for Approval	The functionality of this field is similar to that of the field “Mark for Submission.”
Mark for Reopening	The functionality of this field is similar to that of the field “Mark for Submission.”

Field	Description
Unmark for Submission	When you select this action, all time sheets covered by the selection criteria are unmarked for submission. This means that the check mark in the field “Submit” is removed for all entries in the sub-tab.
Unmark for Temporary Submission	When you select this action, all time sheets covered by the selection criteria are unmarked for temporary submission. This means that the check mark in the field “Submit, Temp.” is removed for all entries in the sub-tab.
Unmark for Release	When you select this action, all time sheets covered by the selection criteria are unmarked for release. This means that the check mark in the field “Release” is removed for all entries in the sub-tab.
Unmark for Approval	When you select this action, all time sheets covered by the selection criteria are unmarked for approval. This means that the check mark in the field “Approve” is removed for all entries in the sub-tab.
Unmark for Reopening	When you select this action, all time sheets covered by the selection criteria are unmarked for reopening. This means that the check mark in the field “Reopen” is removed for all entries in the sub-tab.

Approval Time Sheets Workspace

Use this workspace to approve time sheets if you are a supervisor.

This workspace is a combination of the Time Sheets workspace and the Approve Time Sheet Lines workspace, designed to make it easy for supervisors to approve time. It is similar to the Time Sheets workspace except that only approval-related fields and actions are available for use, and the workspace layout is designed to be more efficient for approvers.

This workspace is similar to the Time Sheets workspace, but there are a number of important differences that make this workspace easier to use for approvals than the regular Time Sheets workspace:

- All fields except for approval-related fields are read-only, so that supervisors cannot inadvertently change numbers on the time sheet.
- In the Time Sheet Lines sub-tab, the fields related to approval are placed to the far left, so that supervisors do not need to scroll through sub-tab to see these fields. Supervisors can also do this in the Time Sheets workspace, but it makes it more difficult for supervisors to complete their own time sheets.
- Fields for time sheet line approval (from the Approve Time Sheet Lines workspace) appear in the Time Sheet Lines sub-tab.
- Time sheet lines with zero entries are omitted from the sub-tab.
- Time sheet lines are sorted by job number.
- Supervisors who are also project managers can use this workspace to approve time sheet lines.
- Irrelevant actions from the Time Sheets workspace are omitted, and relevant actions from the Approve Time Sheet Lines workspace are included.

- Supervisors can use the **Approve All Possible** action to approve all of the lines for which the current supervisor is responsible.

Note that Maconomy calculates the proposed billing prices from the current job price list when the employee submits a time sheet, expense sheet, or mileage sheet. If the job price list is changed after the employee submits the sheet, the original amount is invoiced unless you enter different values before invoicing.

Access Control

The following table describes the access rights for various roles.

Role	Can See	Can Approve	Other Actions
Supervisor Only	All	Time sheets	All
Supervisor and Project manager	Lines for jobs managed	Lines	No
Secretary	All	Time sheets	All
Mentor	All	No	No

Approval Time Sheets Tab

This section includes the fields and descriptions for the Approval Time Sheets tab.

This window is very similar to the Time Sheets window, except that all fields are read-only, and the Copy Time Sheet island is left out. For more information, please see the description of the Time Sheets window.

Time Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Time Sheet Lines sub-tab.

This sub-tab is very similar to the Time Sheets window sub-tab, except that the field “Keep Line” is left out. For more information, please see the description of the Time Sheets window.

To simplify the approval of time sheet lines, some differences exist compared to the regular Time Sheets window:

- The order of the fields is different.
- The fields “New Approval Status,” “Approval Status,” “Proposed Hours,” “Proposed Billing Price, Unit,” “Proposed Billing Price, Total,” “Billing Price Registered,” and “Transferred for Posting” from the window Approve Time Sheet Lines are included.
- The lines are sorted by job.
- Lines with zero registrations are filtered out.

For more information, see the introduction to this window.

Actions

This section shows the actions available in the Approval Time Sheets workspace.

Top Tab

Field	Description
Approve All Possible	When you select this action, it corresponds to selecting the actions “Mark All Lines for Approval” and “Carry Out Approval of Lines” followed by “Approve Time Sheet.” In other words, selecting this action first marks all lines for which the current user is project manager for approval. Then, the approval of marked lines is carried out, concluding the user’s task as a project manager. Finally, the entire time sheet is approved, thus concluding the user’s task as a supervisor. For more information, please see a description of the mentioned actions in the windows Approve Time Sheet Lines and Time Sheets.
Release Time Sheet	The functionality of this action is similar to that of the action “Release Time Sheet” in the window Time Sheets.
Approve Time Sheet	The functionality of this action is similar to that of the action “Approve Time Sheet” in the window Time Sheets.
Carry Out Approval	The functionality of this action is similar to that of the action “Carry Out Approval” in the window Approve Time Sheet Lines.
Mark all Lines for Approval	The functionality of this action is similar to that of the action “Mark all Lines for Approval” in the window Approve Time Sheet Lines.
Mark all Lines for Rejection	The functionality of this action is similar to that of the action “Mark all Lines for Rejection” in the window Approve Time Sheet Lines.
Mark Rejected Lines for Approval	The functionality of this action is similar to that of the action “Mark Rejected Lines for Approval” in the window Approve Time Sheet Lines.
Mark all Lines for Release	The functionality of this action is similar to that of the action “Mark all Lines for Release” in the window Approve Time Sheet Lines.
Unmark Lines for Approval	The functionality of this action is similar to that of the action “Unmark Lines for Approval” in the window Approve Time Sheet Lines.
Unmark Lines for Release	The functionality of this action is similar to that of the action “Unmark Lines for Release” in the window Approve Time Sheet Lines.

Approve Time Sheet Lines Workspace

Use this workspace to review time sheet lines that are not yet fully approved, sorted by the jobs to which they belong.

Time sheet lines that are not yet fully approved are according to the Project Manager approval functionality, which can be set up for the job. A project manager can use this workspace to review and approve time entries for his or her jobs.

Approve Time Sheet Lines Tab

This section includes the fields and descriptions for the Approve Time Sheet Lines tab.

Job Island

Field	Description
Job	This field shows the name and number of the job to which the time sheet lines in the sub-tab pertain. If the sub-tab is empty, the selection criteria do not include any submitted or temporarily submitted time sheet registrations for the job.
Non-Invoiceable	If this field is marked, the job is non-invoiceable. The mark is set in the window Jobs.
Project Manager	This field shows the name and number of the employee assigned as the project manager for the current job in the window Jobs.

Customer Island

Field	Description
Customer	This field shows the name and number of the customer which the current job concerns. Neither number nor name of the customer can be changed in this window.
Customer Level	This field shows the Customer Level number for the customer in question.

Customer Hierarchy Island

Field	Description
Level 1-5.	These fields display Customer No. and Name.

Comment Island

Field	Description
Standard Comment	In this field you can enter a comment to be transferred to a number of lines in the sub-tab. When you select the **Transfer Comment to Rejected**, **Transfer Comment to Approved**, or **Transfer Comment to Released** action, the comment entered in this field is transferred to time sheet lines with the status indicated by the action name.
Overwrite	If you mark this field, existing comments on time sheet lines are overwritten when you choose to transfer comments in the Action menu. The field is by default not marked.

Selection Criteria Island

Field	Description
Employee No.	In these fields you can specify a range of employee numbers. The sub-tab will only show time sheet registrations entered by employees within the specified range. If the range is not completed, the fields do not affect which time sheet registrations are displayed in the sub-tab.
Week	In this field you can specify the week for which you want to see time sheet lines for the current job. Maconomy resets the **Month** field if you enter a number in this field. If you use weekly time reporting, Maconomy suggests the current week. The field “Period Starting” shows the date range for the week you specify in this field.
Month	In this field you can specify the month for which you want to see time sheet lines for the current job. Maconomy resets the **Week** field if you enter a number in this field.
Year	In this field you can specify the year for which you want to see time sheet lines for the current job. If you enter a number in this field, you must also enter a number in the **Week** or **Month** field. Maconomy suggests the current year in this field.
Period Starting	These fields show the range of dates for which time sheet lines are shown for the current job. The range corresponds to the range selected in the fields “Week,” “Month,” and “Year” above. You can also choose to enter a date range manually. If you do this, Maconomy will reset the **Week**, **Month**, and **Year** fields.
Activity No.	The functionality of this field is similar to that of the **Employee No.** field above.
Task	The functionality of this field is similar to that of the **Employee No.** field above.
Include Approved	If this field is marked, partially approved time sheet lines for the current job are also shown, provided that they match the selection criteria in this island. The field is by default not marked.

Field	Description
	Partially approved lines are lines that have already been approved by the project manager, but not by the supervisor. By marking this field, you are able to redisplay lines that you have already approved, but now want to reject, provided that they have not already been fully approved.
Include Unsubmitted	If this field is marked, unsubmitted time sheet lines for the current job are also shown, provided that they match the selection criteria in this island. The field is not marked by default.
Include Neutral	If this field is marked, neutral time sheet lines for the current job are also shown, provided that they match the selection criteria in this island. A neutral time sheet line is a line with no registrations, or the registration has already been posted to the G/L — for instance, a line may have been reopened, but is unchanged. Consequently, no further posting will be made to the G/L. This means the line is neutral in terms of the G/L, as the time on the line has already been posted to the G/L.
New Approval Status	In this field you can choose to show only those time sheet lines with a specific approval status in the **New Approval Status** field that matches the selection criteria in this island. You can choose between blank, **Approved**, **Rejected**, and **Released**. This field is by default not marked, thus allowing the display of lines with all types of approval status.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the **Employee No.** field above.
Entity	The functionality of this field is similar to that of the **Employee No.** field above.
Project	The functionality of this field is similar to that of the **Employee No.** field above.
Purpose	The functionality of this field is similar to that of the **Employee No.** field above.
Spec. 1-3	The functionality of these fields is similar to that of the **Employee No.** field above.
Local Spec. 1-3	The functionality of these fields is similar to that of the **Employee No.** field above.

Time Island

Field	Description
Monday – Sunday	For every day in the week, the Approve, Reject, and Balance columns show a total of the number of hours in the sub-tab which are marked in a corresponding way in the **New Approval Status** field. The Approve column shows the total number of

Field	Description
	hours with the status “Approved”. The Reject column shows the total number of hours with the status “Rejected”. The Balance column shows the total number of hours with either no status in the **New Approval Status** field or with the status “Rejected.” Thus, the island shows the total number of hours which are approved, rejected, or left untouched when the **Carry Out Approval** action is selected. For lines from time sheets with the **Day** time unit, the quantity is converted to hours by multiplying with the number of hours per man day as specified on the job.
Total	These fields show the total of the number of hours for the various status types in the columns above. For lines from time sheets with the **Day** time unit, the quantity is converted to hours by multiplying with the number of hours per man day as specified on the job.

Activities Island

Field	Description
Time Activity 1-3	The functionality of these fields is similar to that of the **Monday – Sunday** fields in the Time island above, but the fields display the totals for the **Time Activity 1**, **Time Activity 2**, and **Time Activity 3** fields in the Time Sheet Lines sub-tab. The time activities are activities which are created as time sheet references. For lines from time sheets with the **Day** time unit, the quantity is converted to hours by multiplying with the number of hours per man day as specified on the job. For more information, please see the description of the Time Sheet References workspace.
Amount Activity 1-4	The functionality of these fields is similar to that of the **Monday – Sunday** fields in the Time island above, but the fields display the totals for the **Amount Activity 1**, **Amount Activity 2**, **Amount Activity 3**, and **Amount Activity 4** fields in the Time Sheet Lines sub-tab. The amount activities are activities which are created as time sheet references. For lines from time sheets with the **Day** time unit, the quantity is converted to hours by multiplying with the number of hours per man day as specified on the job. For more information, please see the description of the Time Sheet References workspace.

Quantities Island

Field	Description
Quantity	The functionality of these fields is similar to that of the **Monday – Sunday** fields in the Hours island above, but the fields display the totals for the **Quantity** field in the sub-tab.
Quantity 2	The functionality of these fields is similar to that of the **Monday – Sunday** fields in the Hours island above, but the fields display the totals for the **Quantity 2** field in the sub-tab.

Time Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Time Sheet Lines sub-tab.

Field	Description
Week	This field shows the number of the week in which the current time sheet line was entered. The field cannot be changed.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Empl. No.	This field shows the number of the employee who entered the current time sheet line. The field cannot be changed.
Employee Name	This field shows the name of the employee specified in the field “Empl. No.” above.
Send Email	This link opens a new email dialog in your operating system’s default email client. The To email address is populated with the email address of the employee on the time sheet line. The current user (Project Manager) must add the subject and message and send the email.
Submitted	This field shows whether the time sheet line has been submitted. If it has been submitted, the field will be marked.
Act. No.	This field shows the activity on which the employee entered his or her hours. The field cannot be changed.
Task	The functionality of this field is similar to that of the field “Act. No.”
New Approval Status	In this field you can enter the status you wish to assign to the current time sheet line when you select the **Carry Out Approval** action. This field can be changed by the project manager or by users who have been given access to change all time sheets in the window Actions in the Set-Up module. When you press Return on the current line, the totals in the islands Hours, Activities, and Quantities are updated. The field can have one of four values: ▪ **Blank** — The blank (or empty) value means that you have not yet decided whether to approve or reject the current line. Time sheet lines with no status in this field are not transferred to posting when you select the action “Carry Out Approval.” ▪ **Approved** — If you select this value, the current time sheet line will be approved when you select the action “Carry Out Approval.” This means that the time sheet line will be transferred to posting if the supervisor has also approved the time sheet from which the time sheet line originates, provided that this is required by the approval principle selected for the job in the window Jobs. If the supervisor

Field	Description
	is not required to approve time sheets pertaining to the current job, the time sheet lines are transferred without the approval of the supervisor. ▪ **Rejected** — If you select this value, the current time sheet line will be rejected when you select the action “Carry Out Approval.” This means that the time sheet line cannot be transferred to posting, and the time sheet from which the line originates cannot be marked as transferred in the window Time Sheets if the approval principle of the current job requires approval by the project manager. ▪ **Released** — If the **Transf. Non-Appr. Time Sheets** field in the window System Information in the Set-Up module has been marked, you can choose to release the current time sheet line. This means that the time sheet line will be transferred to posting, if the supervisor has also approved or released the time sheet from which the line originates, provided that this is required by the approval principle selected for the job in the window Jobs. The time sheet line is not approved, however. Select this status if you cannot decide whether the line should be approved or rejected, but you want it to be released for posting. If a time sheet line originates from a time sheet which was temporarily submitted, you can only select blank or **Released** in this field.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you select the **Carry Out Approval** action. The field cannot be changed manually.
Comment	In this field you can enter a comment on the current line. The comment is also displayed on the time sheet line in the window Time Sheets, and can be used to display a message to the employee who entered the line. For instance, you can enter a reason for the rejection of the current line. You can also transfer the standard comment from the field “Standard Comment” in the main tab to this field, depending on the status in the field “New Approval Status” on the line. See also the description of the three actions below which regard the transfer of comments.
Total	This field displays the total number of hours entered on the current time sheet line. The number is the sum of the hours entered in the **Monday – Sunday** fields on the current line. For time sheets in days, the quantity is converted to hours.
Total for Employee	If the activity on the current line is a time activity, this field displays the total number of hours which the employee has registered on time activities on the job in question in the week to which the current line pertains. This means that the field shows the sum of hours entered in the **Monday – Sunday** fields on all lines pertaining to the job in the employee’s time sheet of the week in question. For time sheets in days, the quantity is converted to hours.

Field	Description
	If the activity on the current line is an amount activity, the field displays the sum of quantities registered by the employee on the activity and job in question in the week to which the current line pertains.
Proposed Time	This field allows the project manager to specify the number of hours to be invoiced. The employee may have proposed a value for invoicing on the time sheet line, in which case this field suggests the value proposed by the employee. If the employee has not proposed a different number of hours to be invoiced, the initial value is equal to the number of registered hours. The number of hours suggested for invoicing in the Invoice Selection and Itemize Invoice Selection workspaces is based on the number of proposed hours in this field, pending final approval by the invoicing department. For time sheets in days, the quantity is converted to hours.
Proposed Billing Price, Unit	This field allows the project manager to propose a unit billing price for the registered hours. The value of this field is initially identical to the value in the **Billing Price Registered** field, but the project manager can adjust the value to propose a different unit billing price on a time sheet line. The unit billing price suggested for invoicing in the Invoice Selection and Itemize Invoice Selection workspaces is based on the proposed unit billing price in this field, pending final approval by the invoicing department. Please note that the proposed unit billing price overrides any price list changes made during the week in question. For instance, if a new price list is introduced during a week that spans across two months, the unit billing price proposed by the project manager or the employee is still applied for the entire week.
Proposed Billing Price, Total	This field allows the project manager to propose a total billing price for the registered hours. The value of this field equals the product obtained from multiplying the values in the fields “Proposed Hours” and “Proposed Billing Price, Unit.” The project manager can adjust the value to propose a different total billing price. This will cause a subsequent adjustment of the value in the “Proposed Hours” field, leaving the value in the “Proposed Billing Price, Unit” field unchanged. However, if the project manager proposes a write-up or write-down in this field, while the system parameters “Keep quantity at write-up” or “Keep quantity at write-downs,” respectively, are enabled, the value in the “Proposed Hours” field will remain unchanged. Instead, the value in the “Proposed Billing Price, Unit” field will be adjusted in accordance with this change. The total billing price suggested for invoicing in the Invoice Selection and Itemize Invoice Selection windows will be based on the proposed total billing price in this field, pending final approval by the invoicing department. Please note that the proposed total billing price overrides any price list changes made during the week in question. For instance, if a different unit billing price is introduced in a new price list during a week that spans

Field	Description
	across two months, the total billing price proposed by the project manager or the employee will still be applied for the entire week.
Billing Price, Currency	This field shows the hourly billing price of the time sheet line in the currency of the job.
Previously Transferred	This field indicates whether the time sheet line has already been approved and transferred – and subsequently reopened, changed, and resubmitted for approval. If the field is marked, the project manager is not allowed to propose changes in the fields “Proposed Hours,” “Proposed Billing Price, Unit,” and “Proposed Billing Price, Total.” In such cases, any additional changes to the unit billing price, the total billing price, or the invoiceable hours must be made in the Invoice Selection or Itemize Invoice Selection window.
Time Activity 1-3	These fields show the number of hours entered by the employee on time activity 1-3 on the current line. For time sheets in days, the quantity is converted to hours.
Amount Activity 1-4	The functionality of these fields is similar to that of the fields “Time Activity 1-3.”
Quantity	The functionality of this field is similar to that of the fields “Time Activity 1-3.”
Quantity 2	The functionality of this field is similar to that of the fields “Time Activity 1-3.”
Monday – Sunday	The functionality of these fields is similar to that of the fields “Time Activity 1-3.” For time sheets in days, the quantity is converted to hours.
Description	This field shows the entry text entered by the employee on the time sheet line in question.
Activity Type	This field shows whether the activity registered on the line, shown in the field “Act. No.,” is of the type “Time” or “Amount.”
Activity Name	This field shows the name of the activity registered on the line, shown in the field “Act. No.”
Task Description	The functionality of this field is similar to that of the field “Activity Name.”
Task Path	This field shows any task path of the task. (See the description of hierarchical tables in the section “Task Path” in the chapter “Getting Started with the Java™ Client.”)
Invoiceable	This field shows whether or not the line is invoiceable.
Remarks	This field shows any remarks entered on the line by the employee when registering the current line.

Field	Description
Location	The functionality of this field is similar to that of the field “Act. No.”
Entity	The functionality of this field is similar to that of the field “Act. No.”
Project	The functionality of this field is similar to that of the field “Act. No.”
Purpose	The functionality of this field is similar to that of the field “Act. No.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Act. No.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Act. No.”
Overtime Spec.	The functionality of this field is similar to that of the field “Act. No.”
Description, Monday – Sunday	These fields show the daily description of the task specified on the current line. For more information, see the description of the corresponding field in the window Time Sheets. You can change the description in these fields until you approve the time sheet line.
Checked In, Time, Monday-Sunday	This field shows the total check-in time entered on each day.
Checked Out, Time, Monday-Sunday	This field shows the total check-out time entered on each day.
Checked in, Expected Time, Monday-Sunday	This field shows the estimated total check-in time entered on each day.
Checked out, Expected Time, Monday-Sunday	This field shows the estimated total check-out time entered on each day.
Check-in Enabled, Monday-Sunday	This field specifies whether multiple check-in entries are enabled for each day.
Check-in Enabled for Period	This field specifies whether multiple check-in entries are enabled for the current period.

Field	Description
Check-in Time, Monday-Sunday	This field shows the total check-in time registered for each day.
Check-in Time for Period	This field shows the total check-in time registered for the current period.
Check-in Balance, Monday-Sunday	This field shows the remaining check-in balance for each day.
Check-in Balance for Period	This field shows the total remaining check-in balance for the current period.

Actions

This section shows the actions available in the Approve Time Sheet Lines workspace.

Top Tab

Field	Description
Carry Out Approval	When you select this action, all status indications in the field “New Approval Status” are put into effect. If any time sheet lines are thus fully approved or released — that is, the time sheet from which the time sheet line originates was already approved or released by all the relevant persons, if this is required by the approval principle selected for the job in the window Jobs the lines in question are transferred to a time sheet journal which can then be posted. If the system parameter “Automatic posting of time sheets” is marked, the journal is posted automatically. If this system parameter is not marked, the journal must be posted in the window Posting in the G/L module. Please see the description of the field “New Approval Status” for more information about the effect of the different status indications. The field “Approval Status” is updated with the value of the field “New Approval Status.”
Mark All for Approval	When you select this action, all time sheet lines in the sub-tab are marked for approval. This means that the value in the field “New Approval Status” is set to the value “Approved” on all lines.
Mark All for Rejection	When you select this action, all time sheet lines in the sub-tab are marked for rejection. This means that the value in the field “New Approval Status” is set to the value “Rejected” on all lines.
Mark Rejected for Approval	When you select this action, all time sheet lines in the sub-tab that were previously marked for rejection are marked for approval. This means that the value in the field “New Approval Status” is set to the value “Approved” on all lines on which the field “Approval Status” was previously “Rejected.”

Field	Description
Mark All for Release	When you select this action, all time sheet lines in the sub-tab are marked for release. This means that the value in the field “New Approval Status” is set to the value “Released” on all lines. You can only select this action if the field “Transf. Non-Appr. Time Sheets” in the window System Information in the Set-Up module has been marked.
Transfer Comment to Rejected	When you select this action, the comment entered in the field “Standard Comment” in the main tab is transferred to the field “Comment” on all lines with an approval status of “Rejected” in the field “New Approval Status.” If a comment is already entered on the line, it is overwritten by the standard comment if the field “Overwrite” in the island Comment has been marked. Otherwise, the existing comment in the field is retained.
Transfer Comment to Approved	When you select this action, the comment entered in the field “Standard Comment” in the main tab is transferred to the field “Comment” on all lines with an approval status of “Approved” in the field “New Approval Status.” If a comment is already entered on the line, it is overwritten by the standard comment if the field “Overwrite” in the island Comment has been marked. Otherwise, the existing comment in the field is retained.
Transfer Comment to Released	When you select this action, the comment entered in the field “Standard Comment” in the main tab is transferred to the field “Comment” on all lines with an approval status of “Released” in the field “New Approval Status.” If a comment is already entered on the line, it is overwritten by the standard comment if the field “Overwrite” in the island Comment has been marked. Otherwise, the existing comment in the field is retained.

Approve Expense Sheet Lines Workspace

Use this workspace to review expense sheet and mileage sheet lines that are not yet fully approved, sorted by the jobs to which they belong.

A project manager can use this workspace to review and approve expense and mileage entries for his or her jobs.

The Approve Expense Sheet Lines workspace displays all of the expense sheet and mileage sheet lines that are not yet fully approved.

A submitted expense sheet or mileage sheet must be approved according to the approval principle selected in the Jobs workspace. Depending on the selected principle, the lines in an expense sheet or mileage sheet must be approved either by the employee's supervisor or by the project manager of the job, by both, or by neither of them. You can also set up an approval hierarchy.

Note that you cannot use approval hierarchies and project manager approval together.

For example, if the approval principle specifies that both the supervisor and the project manager must approve entries for a job, an expense or mileage line is only fully approved when both have approved it. If only one has approved it, and the other has, for example, released it, the lines are only partially approved, even though they have been transferred for posting.

This workspace is primarily designed for use by project managers to approve expense and mileage lines for which approval by the project manager is optional or mandatory. However, users

who have access to view all expense sheets and mileage sheets (set up in the Actions workspace in the Set-Up module) can also see the expense and mileage lines in this workspace. If they have access to change all expense sheets and mileage sheets, they can also approve expense and mileage lines here.

The project manager can browse through the expense and mileage lines by job and assign a status and a comment to each line. Depending on a line's status, the line is approved, rejected, or released when the project manager performs the **Carry Out Approval** action. This action can cause a number of lines to be transferred for posting, and expense sheets and mileage sheets to be marked as transferred in the Expense Sheets and Mileage Sheets workspaces.

If the approval principle for the job specifies that both the project manager and the supervisor must approve expense sheets and mileage sheets, both individuals must approve expense and mileage lines before those lines are transferred or considered fully approved.

You can view the status and comments of expense and mileage lines in the Expense Sheets or Mileage Sheets workspace.

Note that Maconomy calculates the proposed billing prices from the current job price list when the employee submits a time sheet , expense sheet, or mileage sheet. If the job price list is changed after the employee submits the sheet, the original amount is invoiced unless you enter different values before invoicing.

Approve Expense Sheet Lines Tab

This section includes the fields and descriptions for the Approve Expense Sheet Lines tab.

Job Island

Field	Description
Job	This field shows the name and number of the job to which the expense sheet lines in the sub-tab pertain. If the sub-tab is empty, the selection criteria do not include any submitted expense sheet registrations for the job.
Non-Invoiceable	If this field is marked, the job is non-invoiceable. The mark is set in the window Jobs.
Project Manager	This field shows the name and number of the employee assigned as the project manager for the current job in the window Jobs.

Amount Island

Field	Description
Approve	This field shows the total of the amounts in the sub-tab with the mark “Approved” in the field “New Approval Status.” The amount is displayed in the currency shown in the field “Currency” in this island.
Reject	This field shows the total of the amounts in the sub-tab with the mark “Rejected” in the field “New Approval Status.” The amount is displayed in the currency shown in the field “Currency” in this island.

Field	Description
Balance	This field shows the total of the submitted amounts in the sub-tab that are neither marked “Approved” nor “Rejected.” The amount is displayed in the currency shown in the “Currency” field in this island.
Unsubmitted	This field shows the total of the amounts in the sub-tab that come from unsubmitted expense sheets. Notice that unsubmitted expense sheet lines are only included if you mark the “Include Unsubmitted” check box. The amount is displayed in the currency shown in the “Currency” field in this island.
Total	This field shows the total of the amounts in the sub-tab. The amount is displayed in the currency shown in the “Currency” field in this island.
Currency	In this field you can select the currency in which you want to display the amounts in the fields above. You can choose between the currencies defined in the Popup Fields window in the Set-Up module. By default, Maconomy will show the base currency of the company to which the current employee is assigned. If the current user has not been assigned an employee number in the Users window in the Set-Up module, the enterprise currency is used by default.

Customer Island

Field	Description
Customer	This field shows the name and number of the customer which the current job concerns. Neither number nor name of the customer can be changed in this window.
Customer Level	This field shows the Customer Level number for the customer in question.

Customer Hierarchy Island

Field	Description
Level 1-5	These fields show the customers in the hierarchy levels above the customer on the line. The customer on the line will be among the names, thus that customer is a member of the hierarchy. These fields are only available if customer levels are set up using the designated System Parameters.

Comment Island

Field	Description
Standard Comment	In this field you can enter a comment to be transferred to a number of lines in the sub-tab. When you select the action “Transfer Comment to Rejected,” “Transfer Comment to Approved,” or “Transfer Comment to Released,” the comment entered in this field is transferred to expense sheet lines with the status indicated by the action name.

Field	Description
Overwrite	If you mark this field, existing comments on expense sheet lines are overwritten when you choose to transfer comments in the Action menu. The field is by default not marked.

Selection Criteria Island

Field	Description
Employee No.	In these fields you can specify a range of employee numbers. The sub-tab will only show expense sheet registrations entered by employees within the specified range. If the range is not completed, the fields do not affect which expense sheet registrations are displayed in the sub-tab.
Activity	The functionality of these fields is similar to that of the field “Employee No.” above.
Task	The functionality of these fields is similar to that of the field “Employee No.” above.
Include Approved	If this field is marked, partially approved expense sheet lines for the current job are also shown if they match the other selection criteria in this island. The field is by default not marked. “Partially approved” means lines which have already been approved by the project manager, but not by the supervisor. By marking this field, you are able to redisplay lines which you have already approved, but which you now want to reject, provided they have not already been fully approved.
Include Unsubmitted	If this field is marked, unsubmitted expense sheet lines for the current job are also shown if they match the other selection criteria in this island. “Unsubmitted” means lines which have been created but not yet submitted. Marking this field allows the supervisor to gain an overview of future expenses and identify employees with outstanding expense sheet lines.
New Approval Status	In this field you can choose to show only those expense sheet lines with a specific approval status in the field “New Approval Status” that matches the other selection criteria in this island. You can choose between blank, “Approved,” “Rejected,” and “Released.” The field is by default not marked, thus allowing the display of lines with all types of approval status.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Employee No.” above.
Entity	The functionality of these fields is similar to that of the field “Employee No.” above.
Project	The functionality of these fields is similar to that of the field “Employee No.” above.

Field	Description
Purpose	The functionality of these fields is similar to that of the field “Employee No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Employee No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Employee No.” above.

Quantities Island

Field	Description
Quantity	The functionality of these fields is similar to that of the fields “Approve,” “Reject,” and “Missing” in the island Amount above, but the fields display the totals for the field “Quantity” in the sub-tab.
Quantity 2	The functionality of these fields is similar to that of the fields “Approve,” “Reject,” and “Remainder” in the island Amount above, but the fields display the totals for the field “Quantity 2” in the sub-tab.

Expense Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Expense Sheet Lines sub-tab.

Field	Description
Empl. No.	This field shows the number of the employee who entered the current expense sheet line. The field cannot be changed.
Submitted	This field shows whether the time sheet line has been submitted. If it has been submitted, the field will be marked.
Employee Name	This field shows the name of the employee specified in the field “Empl. No.” above.
Send Email	This link will open up a new email dialog in your operating system default email client. The to email address will be prefilled with the email address of the employee on the expense sheet line. The current user (the project manager) must add a subject and message and send the email.
Act. No.	This field shows the activity on which the employee entered his or her expenses. The field cannot be changed.
Task	The functionality of this field is similar to that of the field “Act. No.”
New Approval Status	In this field you can enter the status you wish to assign to the current expense sheet line when you select the action “Carry Out Approval.” This field can be changed by the project manager or by users who have been given access to change all time sheets in the window Actions in the

Field	Description
	Set-Up module. When you press Return on the current line, the totals in the islands Amount and Quantities are updated. The field can have one of four values: ▪ Blank — The blank (or empty) value means that you have not yet decided whether to approve or reject the current line. Expense sheet lines with no status in this field are not transferred to posting when you select the action “Carry Out Approval.” ▪ Approved — If you select this value, the current expense sheet line will be approved when you select the action “Carry Out Approval.” This means that the expense sheet line will be transferred to posting if the supervisor has also approved the expense sheet from which the expense sheet line originates, provided that this is required by the approval principle selected for the job in the window Jobs. If the supervisor is not required to approve expense sheets pertaining to the current job, the expense sheet lines are transferred without the approval of the supervisor. ▪ Rejected — If you select this value, the current expense sheet line will be rejected when you select the action “Carry Out Approval.” This means that the expense sheet line cannot be transferred to posting, and the expense sheet from which the line originates cannot be marked as transferred in the window Expense Sheets if the approval principle of the current job requires approval by the project manager. ▪ Released — If the field “Transf. Non-Appr. Time Sheets” in the window System Information in the Set-Up module is selected, you can choose to release the current expense sheet line. This means that the expense sheet line will be transferred to posting if the supervisor has also approved or released the expense sheet from which the line originates, provided that this is required by the approval principle selected for the job in the window Jobs. The expense sheet line is not approved, however. Select this status if you cannot decide whether the line should be approved or rejected, but you want it to be released for posting.
Approval Status	This field shows the approval status of the current line. The value in the field “New Approval Status” is transferred to this field when you select the action “Carry Out Approval.” The field cannot be changed manually.
Comment	In this field you can enter a comment on the current line. The comment is also displayed on the expense sheet line in the window Expense Sheets and can be used to display a message to the employee who entered the line. For instance, you can enter a reason for the rejection of the current line. You can also transfer the standard comment from the field “Standard Comment” in the main tab to this field, depending on the status in the field “New Approval Status” on the line. See also the description of the three actions below which regard the transfer of comments.

Field	Description
Quantity	This field displays the total number of units entered on the current expense sheet line.
Unit Price, Base	This field displays the price of one unit of the expense registered on the line. The price, which includes tax, is shown in the base currency of the company responsible for the job.
Amount, Base	This field displays the total price of the expense registered on the line. The price, which includes tax, is shown in the base currency of the company responsible for the job.
Base Currency	This field displays the base currency of the company to which the current employee is assigned. If the employee is not assigned to a company, the enterprise currency is used.
Total Amount, Employee	This field displays the total amount which the employee on the current line has registered on the expense sheet lines matching the selection criteria set up in the main tab. The amount is shown in the base currency entered on the expense sheet.
Base Currency, Employee	This field shows the base currency of the company to which the employee on the current line is assigned.
Tax Code (Tax Code 1-3)	This field displays the tax code for the expense registered on the line. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if three tax levels are enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax, Base (Tax 1-3, Base)	This field displays the tax part of the amount registered on the line, in base currency. If multiple tax codes are enabled, the “Tax, Base” field will be replaced by the following fields: “Tax 1, Base,” “Tax 2, Base,” and, if enabled, “Tax 3, Base.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Proposed Quantity	This field allows the project manager to adjust the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity will equal the quantity entered by the employee. The quantity suggested for invoicing in the Invoice Selection and Itemize Invoice Selection windows will be based on the proposed quantity in this field, pending final approval by the invoicing department.
Proposed Billing Price, Unit	This field allows the project manager to propose a unit billing price for the registered quantity. The value of the field will initially be identical to the value in the Billing Price Registered field, but the project manager can adjust the unit billing price on an expense sheet line. The unit billing price suggested for invoicing in the Invoice Selection and Itemize Invoice Selection windows will be based on the proposed unit billing price in this field, pending final approval by the invoicing department.

Field	Description
	Please note that the proposed unit billing price overrides any price list changes made during the week in question. For instance, if a new price list is introduced during a week that spans across two months, the unit billing price proposed by the project manager will still be applied for the entire week.
Proposed Billing Price, Total	This field allows the project manager to propose a total billing price for the registered quantity. The value of the field is calculated by multiplying the values in the fields “Proposed Hours” and “Proposed Billing Price, Unit.” The project manager can adjust the value to propose a different total billing price. This will cause an automatic adjustment of the value in the field “Proposed Quantity,” leaving the value in the field “Proposed Billing Price, Unit” unchanged. However, if the project manager proposes a write-up or write-down in this field while the system parameters “Keep quantity at write-up” or “Keep quantity at write-downs,” respectively, are enabled, the value in the “Proposed Hours” field will remain unchanged. Instead, the value in the “Proposed Billing Price, Unit” field will be adjusted in accordance with this change. The total billing price suggested for invoicing in the Invoice Selection and Itemize Invoice Selection windows will be based on the proposed total billing price in this field, pending final approval by the invoicing department. Please note that the proposed total billing price overrides any price list changes made during the week in question. For instance, if a new price list is introduced during a week that spans across two months, the unit billing price proposed by the project manager will still be applied for the entire week.
Billing Price Registered	This field shows the unit billing price derived from the currently applied price list. The project manager can use the value in this field for reference in case the project manager needs to undo proposed changes to the unit billing price.
Previously Transferred	This field indicates whether the expense sheet line has already been approved and transferred, and subsequently reopened, changed, and resubmitted for approval. If this field is marked, the project manager is not allowed to propose changes in the fields “Proposed Quantity,” “Proposed Billing Price, Unit,” and “Proposed Billing Price, Total.” In such cases, any additional changes to the unit billing price, the total billing price, or the invoiceable quantity must be made in the Invoice Selection or Itemize Invoice Selection window.
Quantity	This field displays the number registered in the field “Quantity” on the current expense sheet line.
Quantity 2	The functionality of this field is similar to that of the field “Quantity” above.

Field	Description
Unit Price, Currency	This field displays the price of one unit of the expense registered on the line. The price is shown in the currency in which the expense was paid, including tax.
Amount, Currency	This field displays the total price of the expense registered on the line. The price is shown in the currency in which the expense was paid, including tax.
Tax, Currency (Tax 1-3, Currency)	This field displays the tax part of the amount registered on the line, in the currency in which the expense was paid. If multiple tax codes are enabled, the “Tax, Currency” field will be replaced by the following fields: “Tax 1, Currency,” “Tax 2, Currency,” and, if enabled, “Tax 3, Currency.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Currency	This field displays the currency in which the expense was paid.
Expense Type	This field shows whether the expense in this line is to be treated as a normal expense or a mileage expense.
Mileage From	This field displays from which point the mileage expenses should be calculated.
Mileage To	This field displays to which point the mileage expenses should be calculated.
Mileage Via	This field displays a point or location on the route between the Mileage From and Mileage To points.
Mileage, Vehicle	This field displays whether the vehicle used is a company car or a private car.
Description	This field shows the entry text entered by the employee on the expense sheet line in question. The text specified in this field is applied to the job entry at posting.
Activity Name	This field shows the name of the activity registered on the line, shown in the field “Act. No.”
Task Description	The functionality of this field is similar to that of the field “Activity Name.”
Task Path	This field shows any task path of the task. (See the description of hierarchical tables in the section “Task Path” in the chapter “Getting Started with the Java™ Client.”)
Reference	This field shows any reference entered on the line by the employee when registering the current line.
Start Date	The functionality of this field is similar to that of the field “Reference.”
Started	The functionality of this field is similar to that of the field “Reference.”

Field	Description
Closing Date	The functionality of this field is similar to that of the field “Reference.”
Finished	The functionality of this field is similar to that of the field “Reference.”
Invoiceable	This field shows whether or not the line is invoiceable.
Expense Justification Help Text	The information in this field is available on the expense sheet line and informs the user about the type of information required to complete the Expense Justification field. If this field is not empty, the user will have to complete the Expense Justification before submitting the expense sheet.
Expense Justification	In this field, you can enter a justification for the expense.
Remarks 1-3	The functionality of these fields is similar to that of the field “Reference.”
Location	The functionality of this field is similar to that of the field “Act. No.”
Entity	The functionality of this field is similar to that of the field “Act. No.”
Project	The functionality of this field is similar to that of the field “Act. No.”
Purpose	The functionality of this field is similar to that of the field “Act. No.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Act. No.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Act. No.”

Actions

This section shows the actions available in the Approve Expense Sheet Lines workspace.

Top Tab

Field	Description
Carry out Approval	When you select this action, all status indications in the field “New Approval Status” are put into effect. If any expense sheet lines are thus fully approved or released — that is, the expense sheet from which the time sheet line originates was already approved or released by the supervisor, if this is required by the approval principle selected for the job in the window Jobs the lines in question

Field	Description
	are transferred to an expense sheet journal which can then be posted. If the system parameter “Automatic posting of expense sheets” is marked, the journal is posted automatically. If the system parameter is not marked, the journal must be posted in the window Posting in the G/L module. Please see the description of the field “New Approval Status” for more information about the effect of the different status indications. The field “Approval Status” is updated with the value of the field “New Approval Status.”
Mark All for Approval	When you select this action, all expense sheet lines in the sub-tab are marked for approval. This means that the value in the field “New Approval Status” is set to the value “Approved” on all lines.
Mark All for Rejection	When you select this action, all expense sheet lines in the sub-tab are marked for rejection. This means that the value in the field “New Approval Status” is set to the value “Rejected” on all lines.
Mark Rejected for Approval	When you select this action, all expense sheet lines in the sub-tab that were previously marked for rejection are marked for approval. This means that the value in the field “New Approval Status” is set to the value “Approved” on all lines on which the field “Approval Status” was previously “Rejected.”
Mark All for Release	When you select this action, all expense sheet lines in the sub-tab are marked for release. This means that the value in the field “New Approval Status” is set to the value “Released” on all lines. This action can only be used if the field “Trans. Non-Appr. Time Sheets” has been marked in the window System Information, and the current user has access to transferring expense sheets as specified in the window Actions. The employee specified as the project manager for the current job, however, always has the right to release time sheets for the employee in question.
Transfer Comment to Rejected	When you select this action, the comment entered in the field “Standard Comment” in the main tab is transferred to the field “Comment” on all lines with an approval status of “Rejected” in the field “New Approval Status.” If a comment is already entered on the line, it is overwritten by the standard comment if the field “Overwrite” in the island Comment has been marked. Otherwise, the existing comment in the field is retained.
Transfer Comment to Approved	When you select this action, the comment entered in the field “Standard Comment” in the main tab is transferred to the field “Comment” on all lines with an approval status of “Approved” in the field “New Approval Status.” If a comment is already entered on the line, it is overwritten by the standard comment if the field “Overwrite” in the island Comment has been marked. Otherwise, the existing comment in the field is retained.
Transfer Comment to Released	When you select this action, the comment entered in the field “Standard Comment” in the main tab is transferred to the field “Comment” on all lines with an approval status of “Released” in the field “New Approval Status.” If a comment is already entered on the line, it is overwritten by the standard comment if the field “Overwrite” in the island Comment has been marked. Otherwise, the existing comment in the field is retained.

Approve Job Registrations Workspace

Use this workspace to review time sheet and expense sheet lines that are not yet fully approved, sorted by the jobs to which they belong.

Then you can process lines in batches, releasing, approving, or rejecting multiple lines at once. A project manager can use this workspace to review and approve entries for his or her jobs.

Use this workspace to review all jobs that have unapproved time sheet and/or expense sheet entries that require the approval of a given project manager within a given time interval. This workspace only displays information about those jobs for which **Required** or **Optional** has been specified for project manager approval in the Approval island in the Jobs workspace.

Use the Approve Job Registrations tab to enter selection criteria that determine which jobs display and for what date range. the information that is shown. In the Jobs sub-tab, information is summarized and displayed in one line for each job.

If you selected the **Show Totals** field, the Approve Job Registrations tab displays summarized information about the total number of hours (from time sheets) and amounts (from expense sheets) entered for approved and unapproved entries for the selected jobs.

You can assign a status to each line in the Jobs sub-tab. Depending on the selected status, the lines are approved, rejected, or released when you use the **Approve Time** or **Approve Expenses** action in the Action menu. These actions can cause a number of lines to be transferred for posting.

If the approval principle for the job specifies that both the project manager and the supervisor must approve time sheets and expense sheets, both individuals must approve time and expense lines before those lines are transferred or considered fully approved.

All of the time and expenselines in the Jobs sub-tab can be batch selected or deselected for release, approval, or rejection, using the actions in this workspace. However, if you need to review the lines in more detail, you can see and approve the lines individually in the Approve Time Sheet Lines and Approve Expense Sheet Lines workspaces. If you have already selected time sheet lines or expense sheet lines for approval or approved them for posting in the Time Sheet Lines and Approve Expense Sheet Lines, this action is reflected on the lines in this workspace.

If you select the **Include Approved Jobs** field, the Jobs sub-tab also displays those jobs for which all time and expense entries have already been approved. However, the sub-tab never shows information about jobs for which no entries have been made.

Approve Job Registrations Tab

This section includes the fields and descriptions for the Approve Job Registrations tab.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field, the sub-tab will display information about the jobs meeting the selection criteria specified in this island.
Show Totals	Only if this field is marked will the islands Budget, Time, and Expense show totals for the lines displayed in the sub-tab.

Field	Description
Week	In this field, you can enter the number of a week. The sub-tab will only display time and expenses registered in the specified week. Note that you should also enter a year in the field “Year” to have the correct week displayed in the sub-tab. If you do not enter a week, this field will have no influence on the number of time and expenses shown in the sub-tab when the field “Show lines” is marked.
Month	In this field, you can enter the number of a month. The sub-tab will only display time and expenses registered in the specified month. Note that you should also enter a year in the field “Year” to have the correct month displayed in the sub-tab. If you do not enter a month, this field will have no influence on the number of time and expenses shown in the sub-tab when the field “Show lines” is marked.
Year	In this field, you can enter a year. The information is used in connection with a specification of weeks and months in the above fields. The sub-tab will only display time and expenses registered in months and weeks within the specified year.
Date Interval	In these fields, you can enter a range of dates. Only jobs for which submitted time sheets or expense sheets exist with registrations within the specified date range will be displayed in the sub-tab. This means that for time sheet lines, all registrations made in weeks with a starting period within the specified date range will be included in the sub-tab, and for expense sheet lines, the entry date of the expense sheet line must be within the specified date range for the expense sheet line amount to be included in the sub-tab. If you change the dates in these fields, the values in the fields “Weeks,” “Month,” and “Year” will be reset.
Employee No.	In these fields, you can enter a range of employee numbers. The sub-tab will only display time and expenses registered by employees within the specified range.
Project Manager No.	If you specify a project manager number in this field, only those jobs on which the employee specified in this field is assigned as project manager will be displayed in the sub-tab. The default value in this field is the current user’s employee number.
Job No.	In these fields, you can enter a range of job numbers. Only jobs with numbers within the specified range will be displayed in the sub-tab. If the current user is not authorized to see all time and expense registrations made in the system, only jobs having the current user as project manager will be displayed in the sub-tab.
Company No.	In these fields, you can enter a range of responsible companies. The sub-tab will only display time and expenses registered by employees belonging to companies within the specified range.
Include Approved Jobs	If you mark this field, jobs on which all time or expense registrations have already been approved will be displayed in the sub-tab, provided that they fulfill the selection criteria specified in this island.

Field	Description
New Approval Status, Time	In this field, you can select one of the three values “Released,” “Approved,” or “Rejected.” If you select one of these values in this field, only jobs with time sheets having the specified approval status will be displayed in the sub-tab. If you leave this field blank, all jobs meeting the selection criteria are displayed in the sub-tab. See the description of the field “New Approval Status, Time” in the sub-tab for further information about the available options.
New Approval Status, Expenses	In this field, you can select one of the three values “Released,” “Approved,” or “Rejected.” If you select one of these values in this field, only jobs with expense sheets having the specified approval status will be displayed in the sub-tab. If you leave this field blank, all jobs meeting the selection criteria are displayed in the sub-tab. See the description of the field “New Approval Status, Time” in the sub-tab for further information about the available options.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can enter a range of locations. Only jobs with a location within the specified range will be displayed in the sub-tab.
Entity	The functionality of these fields is similar to that of the field “Location” above.
Project	The functionality of these fields is similar to that of the field “Location” above.
Purpose	The functionality of these fields is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Budget Island

Field	Description
Cost, Enterprise	This field shows the total of all budgeted cost prices of the jobs displayed in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.
Billing Price, Enterprise	This field shows the total of all budgeted billing prices of the jobs displayed in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.

Time Island

Field	Description
Time Unit	In this field, you can specify the time unit (Hours or Days) for the display of time in this workspace.

Field	Description
Non-Approved	This field shows the total number of hours or days (depending on the unit specified in the **Time Unit** field) registered and submitted on unapproved time sheet lines on the jobs displayed in the sub-tab. If the **Show Totals** check box in the Selection Criteria island is not selected, this field does not show any value.
Marked For Approval	This field shows the total number of hours or days (depending on the unit specified in the **Time Unit** field) registered on time sheet lines that have been submitted, but which are unapproved and marked for approval on the jobs displayed in the sub-tab.
Marked For Rejection	This field shows the total number of hours or days (depending on the unit specified in the **Time Unit** field) registered and submitted on those time sheet lines that are marked for rejection on the jobs in the sub-tab.
Marked For Release	This field shows the total number of hours or days (depending on the unit specified in the **Time Unit** field) registered and submitted on those time sheet lines that are marked for release on the jobs in the sub-tab.
Approved	This field shows the total number of hours or days (depending on the unit specified in the **Time Unit** field) that have been approved on the jobs in the sub-tab.
Rejected	This field shows the total number of hours or days (depending on the unit specified in the **Time Unit** field) registered and submitted on those time sheet lines that have been rejected on the jobs in the sub-tab.
Released	This field shows the total number of hours or days (depending on the unit specified in the **Time Unit** field) registered and submitted on those time sheet lines that have been released on the jobs in the sub-tab.
Total	This field shows the total number of hours or days (depending on the unit specified in the **Time Unit** field) registered and submitted on time sheet lines on the jobs displayed in the sub-tab.

Expenses Island

Field	Description
Non-Approved	This field shows the total amount registered and submitted on unapproved expense sheet lines on the jobs displayed in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.

Field	Description
Marked for Approval	This field shows the total amount registered on expense sheet lines that have been submitted, but which are unapproved and marked for approval on the jobs displayed in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.
Marked for Rejection	This field shows the total amount registered and submitted on those expense sheet lines that are marked for rejection on the jobs in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.
Marked for Release	This field shows the total amount registered and submitted on those expense sheet lines that are marked for release on the jobs in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.
Approved	This field shows the total amount registered and submitted on those expense sheet lines that have been approved on the jobs in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.
Rejected	This field shows the total amount registered and submitted on those expense sheet lines that have been rejected on the jobs in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.
Released	This field shows the total amount registered and submitted on those expense sheet lines that have been released on the jobs in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.
Total	This field shows the total amount registered and submitted on expense sheet lines on the jobs displayed in the sub-tab. If the field “Show Totals” in the island Selection Criteria has not been marked, this field will not show any value.

Jobs Sub-Tab

This section includes the fields and descriptions for the Jobs sub-tab.

Field	Description
Job No.	This field shows the number of the job to which the registration on the current line pertains.
Job Name	This field shows the name of the job on the current line.
Project Manager No.	This field shows the number of the employee who is project manager on the job.

Field	Description
Name of Project Manager	This field shows the name of the employee who is project manager on the job.
New Approval Status, Time	In this field you can enter the status you wish to assign to the current line when you select the action “Approve Time.” This field can be changed by the project manager or by users who have been given access to changing all time sheets in the window Actions in the Set-Up module. If you have marked the field “Show Totals” in the main tab, the totals in the island Time are updated when you press Return on the current line. The field can have one of five values: ▪ Blank — The value “Blank” means that you have not yet decided whether to approve or reject the current line. Lines applying to a job with no status in this field are not transferred when you select the action “Approve Time.” ▪ Approved — If you select this value, the current job’s time sheet lines will be approved when you select the action “Approve Time.” This means that the job’s time sheet lines within the specified selection criteria will be transferred for posting if the supervisor has also approved the time sheets from which the time sheet lines originate, provided that this is required by the approval principle selected for the job in the window Jobs. If the supervisor is not required to approve time sheets pertaining to the current job, the time sheet lines are transferred without the approval of the supervisor. ▪ Rejected — If you select this value, the current job’s time sheet lines will be rejected when you select the action “Approve Time.” This means that the time sheet lines cannot be transferred for posting, and the time sheets from which the lines originate cannot be transferred in the window Time Sheets if the approval principle of the current job requires approval by the project manager. ▪ Released — If you select this value, the current job’s time sheet lines will be released when you select the action “Approve Time.” If the field “Transf. Non-Appr. Time Sheets” in the window System Information in the Set-Up module is marked, time sheets can be transferred to a job journal before they have been approved. This means that the time sheet lines will be transferred to posting if the supervisor has also approved or released the time sheets from which the lines originate, provided that this is required by the approval principle selected for the job in the window Jobs. The time sheet lines are not approved, however. Select this status if you cannot decide whether the lines should be approved or rejected, but you want them to be released for posting.

Field	Description
	▪ Misc. — “Misc.” cannot be selected manually. However, Maconomy might automatically show the value “Misc.” in this field. This value will, for example, be shown if in the window Approve Time Sheets, one line on a time sheet has been marked for approval while other lines on the same time sheet are marked for rejection or have not been marked at all. In such situations, a job cannot be unambiguously marked for approval, rejection, or release in this window. However, when you select the action “Approve Time,” the relevant time sheet lines will be released/rejected/approved in accordance with the status specified on the lines in the windows Approve Time Sheets or Approve Time Sheet Lines. If you want to inspect the actual status of the lines before carrying out the necessary actions, the lines can be inspected in the windows Approve Time Sheets or Approve Time/Expense Sheet Lines, where they can also be released, rejected, or approved.
New Approval Status, Expenses	In this field you can enter the status you wish to assign to the current line when you select the action “Approve Expenses.” The functionality of this field is similar to that of the field “New Approval Status, Time”; except that this field concerns amount registrations made on expense sheets. See the description of the field “New Approval Status, Time” for further information about the options in this field.
Cost, Budget, Base	This field shows the total budgeted cost of the job in the base currency of the company being responsible for the job.
Billing Price, Budget, Base	This field shows the total budgeted billing price of the job in the base currency of the company being responsible for the job.
Time, Not Approved	This field shows the number of unapproved hours or days (depending on the time unit specified in the **Time Unit** field in the Approve Job Registrations tab) that are registered on the job on the line.
Time, Marked for Approval	This field shows the number of unapproved hours or days (depending on the time unit specified in the **Time Unit** field in the Approve Job Registrations tab) that are registered on the job on the line that have been marked for approval.
Time, Marked for Rejection	This field shows the total number of unapproved hours or days (depending on the time unit specified in the **Time Unit** field in the Approve Job Registrations tab) which are registered on the job on the line that have been marked for rejection.
Time, Marked for Release	This field shows the total number of unapproved hours or days (depending on the time unit specified in the **Time Unit** field in the Approve Job Registrations tab) which are registered on the job on the line that have been marked for release.

Field	Description
Time, Approved	This field shows the total number of hours or days (depending on the time unit specified in the **Time Unit** field in the Approve Job Registrations tab) that are approved on the current job.
Time, Rejected	This field shows the total number of hours or days (depending on the time unit specified in the **Time Unit** field in the Approve Job Registrations tab) that are rejected on the current job.
Time, Released	This field shows the total number of hours or days (depending on the time unit specified in the **Time Unit** field in the Approve Job Registrations tab) that are released on the current job.
Time, Total	This field shows the total number of hours or days (depending on the time unit specified in the **Time Unit** field in the Approve Job Registrations tab) registered on the current job.
Amount, non-approved	This field shows the total amount of unapproved expense sheet lines assigned to the current job. The amount is displayed in the base currency of the company responsible for the job.
Amount, marked for approval	This field shows the job's total amount of expense sheet lines that have been marked for approval. The amount is displayed in the base currency of the company responsible for the job.
Amount, marked for rejection	This field shows the job's total amount of expense sheet lines that have been marked for rejection. The amount is displayed in the base currency of the company responsible for the job.
Amount, marked for release	This field shows the job's total amount of expense sheet lines that have been marked for release. The amount is displayed in the base currency of the company responsible for the job.
Amount, Approved	This field shows the job's total amount of expense sheet lines that have been approved. The amount is displayed in the base currency of the company responsible for the job.
Amount, Rejected	This field shows the job's total amount of expense sheet lines that have been rejected. The amount is displayed in the base currency of the company responsible for the job.
Amount, Released	This field shows the job's total amount of expense sheet lines that have been released. The amount is displayed in the base currency of the company responsible for the job.
Amount, Total	This field shows the total amount registered on expense sheet lines on the job. The amount is displayed in the base currency of the company responsible for the job.
Base Currency	This field shows the base currency of the company responsible for the job.
Location	This field shows the location assigned to the job.

Field	Description
Entity	This field shows the entity assigned to the job.
Project	This field shows the project assigned to the job.
Purpose	This field shows the purpose assigned to the job.
Spec. 1-3	This field shows the specification 1-3 values assigned to the job.
Local Spec. 1-3	This field shows the local specification 1-3 values assigned to the job.

Actions

This section shows the actions available in the Approve Job Registrations workspace.

Top Tab

Field	Description
Mark for Approval of Time	When you select this action, all time sheet registrations on the relevant jobs are marked for approval. This means that the value in the field “New Approval Status, Time” is set to the value “Approved” on the affected lines.
Mark for Rejection of Time	When you select this action, all time sheet registrations on the relevant jobs are marked for rejection. This means that the value in the field “New Approval Status, Time” is set to the value “Rejected” on the affected lines.
Mark for Release of Time	When you select this action, all time sheet registrations on the relevant jobs are marked for release. This means that the value in the field “New Approval Status, Time” is set to the value “Released” on the affected lines.
Unmark Time	When you select this action, all jobs within the selection criteria registered for time approval, rejection, or release will be unmarked; that is, the field “New Approval Status, Time” will be blanked on all the relevant lines.
Mark for Approval of Expenses	When you select this action, all expense sheet registrations on the relevant jobs are marked for approval. This means that the value in the field “New Approval Status, Expense” is set to the value “Approved” on the affected lines.
Mark for Rejection of Expenses	When you select this action, all expense sheet registrations on the relevant jobs are marked for rejection. This means that the value in the field “New Approval Status, Expense” is set to the value “Rejected” on the affected lines.

Field	Description
Mark for Release of Expenses	When you select this action, all expense sheet registrations on the relevant jobs are marked for release. This means that the value in the field “New Approval Status, Expense” is set to the value “Released” on the affected lines.
Unmark Expenses	When you select this action, all jobs within the selection criteria registered for expense approval, rejection or release will be unmarked; that is, the field “New Approval Status, Expense” will be blanked on all the relevant lines.
Approve Time	When you select this action, all status indications in the field “New Approval Status, Time” are put into effect. This means that the action approves, rejects, and releases all time sheet registrations for the jobs displayed in the sub-tab that are marked for time approval/rejection/release. If any time sheet lines are thus fully approved or released — that is, the time sheet from which the time sheet line originates was already approved or released by all the relevant persons, if this is required by the approval principle selected for the job in the window Jobs the lines in question are transferred to a time sheet journal which can then be posted. If the system parameter “Automatic posting of time sheets” is marked, the time sheet journal is posted automatically. If the system parameter is not marked, the journal can be posted in the window Posting in the G/L module. Please see the description of the field “New Approval Status, Time” for more information about the effect of the different status indications. The fields in the main tab are updated upon selection of this action.
Approve Expenses	When you select this action, all status indications in the field “New Approval Status, Expense” are put into effect. This means that the action approves, rejects, and releases all expense sheet registrations for the jobs displayed in the sub-tab that are marked for time approval/rejection/release. If expense sheets are approved or released, the lines in question are transferred to an expense sheet journal which can then be posted. If the system parameter “Automatic posting of expense sheets” is marked, the expense sheet journal is posted automatically. If the system parameter is not marked, the journal can be posted in the window Posting in the G/L module. The fields in the main tab are updated upon selection of this action.

Supervisor Time Sheet Status Workspace

Use this workspace if you are a supervisor or secretary who needs to review the status of his or her employees' time sheets.

The supervisor or secretary chooses a week from the calendar and sees the status of that week's time sheets.

Use the worksheet tab to select a week from the calendar and see a summary of the status of time sheets for that week. The Employees sub-tab shows a one-line time sheet summary for the user (the supervisor or secretary) and all of the user's employees. The employee of the user is also displayed.

Supervisor Time Sheet Status Tab

This section includes the fields and descriptions for the Supervisor Time Sheet Status tab.

Field	Description
Calendar	Use the calendar to select a period.
Week No.	This field shows the week number that corresponds to the selected period.
Time Unit	This field shows the time unit of employee revision.

Legend Island

The days in the calendar are color-coded. The colors have the following meaning:

Field	Description
Red	An employee's time sheet is due or missing.
Green	An employee's time sheet has been submitted.
Light Blue	An employee's time sheet has been submitted and approved.
Dark Blue	An employee's time sheet has been fully approved.
Yellow	An employee's time sheet has been rejected.
None	An employee's time sheet is not due, or is not expected to submit a time sheet for that day according to the week calendar.

Employees Sub-Tab

This section includes the fields and descriptions for the Employees sub-tab.

Field	Description
Send Email	This link will open up a new email dialog in your operating system default email client. The to email address will be prefilled with the email address of the employee on the status line. Additionally the Subject field and message fields will be prefilled with a short sentence regarding the status e.g. “Missing time sheet for week 2” and “Please create a time sheet for the above week”. The current user (the supervisor) must finixh the email subject and message and send the email.

Field	Description
Employee	This field shows the name of the supervisor's employee.
Internal Time, Total	This field shows the total time in hours or days (depending on the time unit specified in the Supervisor Time Sheet Status tab) that this employee registered on internal jobs for the time sheet for the selected period.
External Time, Total	This field shows the total time in hours or days (depending on the time unit specified in the Supervisor Time Sheet Status tab) that the employee registered on external jobs for the time sheet for the selected period.
Balance, Total	This field shows the difference between registered hours or days (depending on the time unit specified in the Supervisor Time Sheet Status tab) and fixed hours or days.
Invoiceable Time, Total	This field shows a sum of the number of invoiceable hours or days (depending on the time unit specified in the Supervisor Time Sheet Status tab) for the employee for the week selected in the tab.
Non-Invoiceable Time, Total	This field shows a sum of the number of non-invoiceable hours or days (depending on the time unit specified in the Supervisor Time Sheet Status tab) for the employee for the week selected in the tab.
Total Time	This field shows a sum of the total invoiceable and non-invoiceable hours or days (depending on the time unit specified in the Supervisor Time Sheet Status tab) for the employee for the week selected in the tab.
Create	Click **Create** to create a new time sheet for the current employee.
Approve	Click this action to approve the time sheet header.
Reject	Click this action to reject the time sheet header.
Undo	Click this action to undo approval/rejection of the time sheet header.
Approve All	Click this action to approve the time sheet header and lines.
Reject All	Click this action to reject the time sheet header and lines.
Undo All	Click this action undo approval/rejection of the time sheet header and lines.
Rejection Remark	Enter a reason for rejecting the time sheet. After you reject the time sheet, this field becomes blank.
Created	This field shows the name of the user who created the time sheet.

Field	Description
Submitted	This field shows the name of the user who submitted the time sheet.
Approved	This field is marked if the supervisor approved the time sheet. Maconomy automatically marks this field when a time sheet is approved; Maconomy removes the mark if the time sheet is reopened. Even though this field is marked on a time sheet, that time sheet might not be fully approved because a time sheet is not fully approved until it has been approved by all relevant instances.
Transferred	This field is marked if the time sheet has been transferred to a time sheet journal or the time sheet transfer queue (if the Central transfer of time sheets system parameter is marked). Maconomy automatically marks this field when all lines on the time sheet have been transferred. The criteria that determine when a time sheet line is transferred for posting depend on the selected approval principle.
Project Manager Approval	This field gives an overview of the project manager approval status for all lines on the employee's time sheet.

Central Time Sheet Transfer Workspace

Use this workspace to transfer multiple time sheet journals at the same time, which improves Maconomy's performance during heavy time sheet processing periods.

This workspace is relevant only if you use the **Central transferral of time sheets** system parameter.

Performance Issue

A performance bottleneck can occur when many time sheets are submitted at the same time. For example, if your company has a policy that all employees must turn in their time sheets every Monday before noon, Maconomy will be very busy processing time sheet journals all of Monday morning, slowing system performance.

Central Transfer of Time Sheets

If you do not use the **Central transferral of time sheets** feature, each time a time sheet line is transferred, Maconomy creates a journal line. The journal line is attached to a time sheet journal, which can subsequently be posted.

Each journal line is given a transaction number, taken from a number series for the company

Whenever Maconomy creates a journal, the journal is given a journal number, which is taken from another number series for the company.

These two number series are central resources; only one server process at a time can draw a transaction number or journal number from these number series for a given company.

If you use the **Central transferral of time sheets** feature, Maconomy does not create a journal line when a time sheet line is transferred. Instead, Maconomy adds the time sheet line to a queue

and, later, creates journal lines from this queue. Until journal lines are created, Maconomy does not need journal numbers and transaction numbers.

Because creating journal lines from a queue is a single-server process, it has little effect on performance. Using the **Central transferral of time sheets** feature also has no effect on how users create and submit time sheets.

Transfer Process

You can perform the transfer manually, using the **Transfer** action in this workspace, or you can set up a scheduled task on the server that performs the transfer at regular intervals, which is preferable.

Search Criteria

The tab of this workspace includes a selection criteria island, where you choose the companies and dates for which you want to see time sheet transfer lines. You can only see lines for companies to which you have access.

Maconomy selects all lines for transfer by default, but you can deselect individual lines.

Central Time Sheet Transfer Tab

This section includes the fields and descriptions for the Central Time Sheet Transfer tab.

Selection Criteria Island

Field	Description
Company No.	In these fields you can enter a range of company numbers. The sub-tab will show time sheet lines where a company number within this range is the job's responsible company, and the action "Transfer" will transfer time sheet lines with a company number within this range.
Exec. Company No.	The functionality of these fields is similar to that of the field "Company No." above, but concerns time sheet lines where a company number within this range is the company of the employee.
Date	The functionality of these fields is similar to that of the field "Company No." above. The date is the posting date of the time transfer element.
Show Lines with Errors	If you mark this field, Maconomy will include lines which have given rise to an error in a previous transfer.
Show Lines without Errors	If you mark this field, Maconomy will not show lines which have given rise to an error in a previous transfer.

Time Transferral Elements Sub-Tab

This section includes the fields and descriptions for the Time Transferral Elements sub-tab.

Field	Description
Company No.	This field shows the company number of the time transfer element.
Date	The functionality of this field is similar to that of the field “Company No.” above.
Employee No.	The functionality of this field is similar to that of the field “Company No.” above.
Employee Name	The functionality of this field is similar to that of the field “Company No.” above.
Job No.	The functionality of this field is similar to that of the field “Company No.” above.
Activity	The functionality of this field is similar to that of the field “Company No.” above.
Task	The functionality of this field is similar to that of the field “Company No.” above.
Transfer	The current line will only be transferred to posting by the action “Transfer” if this field is marked. The field is marked by default when a time sheet line enters the queue. However, if the line has given rise to an error, it is unmarked. You can mark and unmark lines manually in this field, or you can use the action “Mark All” to mark all lines for transfer.
Error at transferral	If this field is marked, the current line gave rise to an error when it was attempted to be transferred.
Error message	If the field “Error at transferral” above is marked, this field shows the associated error message, which can help you remedy the situation before attempting another transfer.
Exec. Company No.	The functionality of this field is similar to that of the field “Company No.” above.
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Transaction Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.

Actions

This section shows the actions available in the Central Time Sheet Transfer workspace.

Top Tab

Field	Description
Mark All	When you select this action, the field “Transfer” is marked for all lines in the sub-tab.
Transfer	When you select this action, the time transfer elements in the sub-tab that have a mark in the field “Transfer” are transferred to be posted. This is done by one process, eliminating the need for multiple server processes (every user) competing for the right to draw system numbers. This optimizes performance, as explained in the introduction to this window.

Job Reallocation Workspace

Use this workspace to reallocate job entries.

When you post a reallocation, Maconomy creates an offset entry that is equivalent to the original entry and creates an entry for each job reallocation line.

The Job Reallocation tab displays the job entry to be reallocated and the Job Reallocation Entries sub-tab displays the reallocations. When you approve and post the reallocation, Maconomy does two things:

- Creates an offset entry that is equivalent to the existing entry, using the total quantity and total cost amount from the original entry. The offset entry is selected so that it cannot be offset itself at a later time.
- Creates an entry for each of the job reallocation lines in the sub-tab.

When you create a reallocation entry, you can change either the quantity or the total cost amount to be reallocated. You can then change either the quantity or the unit cost price of the new entries, provided that the total cost amount remains the same as the original entry. The billing prices of the new entries are adjusted so that the gross margin is also the same as the original entry.

If the job entry pertains to an amount activity, and you selected the **Update Prices on Amount Registrations upon Job Reallocation** system parameter in the Set-Up module, Maconomy recalculates the billing prices and standard billing prices on the job entry. A similar recalculation occurs if the job entry pertains to a time activity, and you selected the **Update Prices on Time Registrations upon Job Reallocation** system parameter. The recalculation is based on the

reallocation date in the Reallocation island. Otherwise, Maconomy uses the original prices of the entries.

Maconomy cannot automatically reallocate job entries created for activities for which the **External Invoice** field is selected. You must reallocate those manually.

If you select the **Update prices upon dimension change** system parameter, Maconomy recalculates the prices on the job entry if you change the dimensions on the reallocation line or if you change the entry date. The recalculation is based on the reallocation date in the Reallocation island. If you do not select this parameter, Maconomy uses the original prices of the entries.

If you reallocate a job entry to a non-invoiceable job, Maconomy resets the billing price on the created job entry to zero. If you reallocate a job entry from a non-invoiceable job, the billing price on the resulting new entry will also be zero.

If a job entry that you selected for reallocation includes proposed values for invoicing, Maconomy eliminates these values during the reallocation process.

Note, however, that if the original job entry that contains proposed values is only partially reallocated-that is, if only some of the job entry data needs to be reallocated-Maconomy proposes corresponding partial values on the derived offset account. Assume, for example, that an original job entry contains 40 hours, with an invoice proposal of 20 hours. Maconomy proposes a factor of 0.5 of the total hours for invoicing. If you perform a job reallocation for 10 of the 40 hours, Maconomy creates an offset entry of 10 hours. This offset account includes an invoice proposal of 5 hours, because the invoice proposal factor is 0.5. Any invoice proposal that involves the reallocated 10 hours is eliminated.

If you reallocate a job entry to which job surcharges have been assigned, Maconomy automatically reallocates the job surcharges in question along with the job entry. Thus, you do not need to manually reallocate job entries that Maconomy created as a result of job surcharges.

If you selected employee control for the current job in the Jobs workspace, you can only make entries for employees who either appear in the job's budget of a certain type, or who are listed in the job's employee control list. For more information, see the description of the **Employee Control** field in the Jobs workspace.

Job Reallocation Tab

This section includes the fields and descriptions for the Job Reallocation tab.

Entry Information Island

Field	Description
Job	This field shows the name and number of the job to which the job entry to be reallocated is assigned.
Trans. No.	This field shows the transaction number of the job entry.
Entry Type	This field shows the entry type of the individual job entry. When a job entry is posted, Maconomy marks it as a certain type. The type will often be “Registration” (for example, time sheet and job journal entries). In the pop-up field “Entry Type” in the Selection Criteria island, you can see the different entry types used by Maconomy.

Field	Description
Origin	This field shows the origin of the individual job entry. When a job entry is created the origin field is filled in according to the registration journal e.g. Time Sheet, Job (for job journal registration) or Expense Sheet etc.
Activity No.	This field shows the number of the activity specified for the job entry.
Task	This field shows the task assigned to the entry.
Description	This field shows the description of the activity specified on the job entry.
Employee	This field shows the name and number of the employee assigned to the job entry.
Vendor	This field shows the name and number of the vendor if the job entry has been assigned to one.
Vendor Invoice	This field shows the number of the vendor invoice if the job entry is derived from one.
Item No.	This field shows the item number if items have been assigned to the job entry to be reallocated.
Description	This field shows the item description if items have been assigned to the job entry to be reallocated.
Remarks	This field shows any remarks which have been assigned to the job entry to be reallocated.
Daily Description	This field shows any daily description associated with the current job entry.
Reallocated from Job No.	If the current job entry has previously been reallocated, this field shows the number of the job from which the job entry was reallocated.
Reallocated from Task	If the current job entry has previously been reallocated, this field shows the task from which the job entry was reallocated.

G/L Accrual Island

Field	Description
Accrual Type	This field shows the accrual type of the job entry as given upon registration.
Period From, Accrual	This field shows the accrual period from as given upon registration.
Period To, Accrual	See the field “Period From” above.

Company Island

Field	Description
Company	This field shows the name and number of The company for which the entry belongs.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Executing Company Island

Field	Description
Company	This field shows the name and number of the executing company. The executing company is the company which performed the work registered on the job journal line in question. You cannot change the value in this field.

Entry Island

Field	Description
Quantity	This field shows the quantity of units registered on the job entry to be allocated.
Cost	This field shows the item cost for the job entry.
Cost, Reg.	This field shows the entered cost for the job entry.
Billing Price, Reg.	This field shows the total billing price entered for the entry to be reallocated.
Currency	This field shows the currency of the job. Billing prices are shown in this currency; costs are shown in the base currency of the company shown in the island Company.
Gross Margin %	This field shows the gross margin percentage which has been used in connection with the job entry.
Overtime Spec.	This field shows any specification of overtime on the current job entry.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field “Period To, Subscription” below show the starting and ending periods of the subscription.
Period To, Subscription	See the description of the field “Period From, Subscription” above.
Trans. No.	This field shows the job entry transaction number from the registration. E.g. expense sheet number if origin is expense sheet.

Field	Description
Trans. Type	This field shows the transaction type of the job entry.
Entry Date	This field shows the date when the job entry was registered.
Invoice No.	This field shows the number on the latest invoice initiated by the job entry.
Closed	This field shows whether the job entry has been completed.
Quantity Inv.	This field shows the quantity of units invoiced for the current job entry.
Billing Price, Inv.	This field shows the billing price invoiced for the current job entry.
Quantity, Up/Down	This field shows the quantity of write-ups and write-downs per item hitherto registered for the job entry. Write-up and write-down are the difference between the registered quantity and the invoiced quantity. Only completed entries will be included in the calculation. Write-ups are shown in positive figures, and write-downs in negative figures.
Billing Price, Up/Down	This field shows the amount by which the billing price has been written up or down. Write-up and write-down are the difference between the registered billing price and the invoiced billing price. Only completed entries will be included in the calculation.
Quantity, Transferred To	If the current entry is the result of a transfer, then this field shows the quantity transferred to the new dimensions on this job entry.
Cost, Transferred To	If the current entry is the result of a transfer, then this field shows the cost transferred to the new dimensions on this job entry.
Billing Price, Transferred To	This field shows the total billing price, if any, transferred to the new dimensions on the job.
Quantity 1	This field shows the quantity entered for the entry to be reallocated.
Quantity 2	This field shows the quantity 2 entered for the entry to be reallocated.
Standard Billing Price, Base	This field shows the standard billing price registered for the current job entry.
Standard Up/Down, Base	This field shows the difference between the registered billing price and the standard billing price for the current entry within the selected period. This information can be used for performance analyses.

Reallocation Island

Field	Description
Amount Reallocated	This field shows the amount of units hitherto reallocated on the current job entry. It is not possible to reallocate a higher amount of units than the one registered on the current job entry.
Cost Reallocated	This field shows the cost hitherto reallocated on the current job entry. It is not possible to reallocate a higher cost than the one registered on the current job entry.
Quantity 1 Reallocated To Date	This field shows the quantity hitherto reallocated on the current job entry. It is not possible to reallocate a higher quantity than the one registered on the current job entry.
Quantity 2 Reallocated To Date	This field shows the quantity 2 value hitherto reallocated on the current job entry. It is not possible to reallocate a higher quantity 2 value than the one registered on the current job entry.
Reallocation Date	If the current entry can be reallocated, you can enter in this field the date to which the entry should be reallocated. This date will appear as the entry date on the entries created as a result of the reallocation. Maconomy suggests the entry date of the original entry. However, if the system parameter “Set Default Reallocation Date to Today” has been marked, Maconomy suggests today’s date instead. If the entry cannot be reallocated, the field shows the date when the last reallocation of the current job took place, or if no reallocations have been made on the job, the entry date of the last job entry. The field can be changed manually, however.
Amount to be Reallocated	This field shows the amount of units to be reallocated.
Cost for Reallocation	This field shows the cost to be reallocated.
Quantity 1 for Reallocation	This field shows the quantity to be reallocated.
Quantity 2 for Reallocation	This field shows the quantity 2 value to be reallocated.

Dimensions Island

Field	Description
Location	In these fields, you can enter a range of locations. Only jobs with a location within the specified range will be displayed in the sub-tab.

Field	Description
Entity	The functionality of these fields is similar to that of the field “Location” above.
Project	The functionality of these fields is similar to that of the field “Location” above.
Purpose	The functionality of these fields is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Job Reallocation Entries Sub-Tab

This section includes the fields and descriptions for the Job Reallocation Entries sub-tab.

Field	Description
Job No.	In this field, you can enter the number of the job on which the new entry is to be registered. The new entry will be equivalent to a full or partial replacement of the job entry to be reallocated. If you allocate to a job with another responsible company than that of the original job, the reallocation will result in a number of intercompany entries. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Task	In this field, you can specify the task to which the reallocation line is to be assigned. If a task list exists for the job, you must enter a task which exists in the task list in question. If dimension values have been specified in the task list, these dimensions are automatically suggested on new budget lines unless another value has been entered manually. If the window Task Lists specifies that derived dimension values should overwrite existing dimensions values, any manually entered dimensions will be overwritten. If no task list has been assigned to the job, you cannot enter a task.
Act. No.	In this field, you can enter the number of the activity which is to be valid for the new job entry. When the activity has been entered, it cannot be changed. You cannot reallocate from a time activity to an amount activity or vice versa.
Item No.	In this field, you can enter an item number if any items have been assigned to the new job entry.
Empl.	In this field, you can specify the number of the employee to whom the new job entry is to be assigned.

Field	Description
Description	In this field, you can enter an entry description of the new entry. If no description is entered in the field, Maconomy suggests the description from the activity assigned to the new entry. The suggested description can be edited.
Quantity	In this field, you can enter the quantity of units to be registered for the activity which is assigned to the new job entry. If the entry is a time activity, the quantity will be hours. The value of this field will be overwritten if the value of the field “Total Cost” is changed. The new value of this field will be the quantity that, when multiplied by the original unit price, generates the total cost price. Similarly, if you change the quantity specified in this field, the value of the field “Total Cost” will be adjusted accordingly. Depending on the number of decimals shown in this field, you might experience that the quantity displayed in this field is different from the expected quantity. Such a situation can occur if you want to allocate, for example, one-third of an amount to one line and the remaining two-thirds of the amount to another line. If you specify the relevant amounts in the field “Total Cost,” this field will show different figures, depending on the number of decimals shown in the field. This means that if the system is set up to show only one decimal, the quantities in this field which would originally be “0.35” and “0.65” will be rounded up and displayed as “0.4” and “0.7” on the lines, even though the total quantity reallocated on the two lines is “1.” If the system is set up to show two decimals, the fields on the lines will show “0.35” and “0.65.” In both cases, however, Maconomy will post the quantity of “0.35” and “0.65” resulting in a total of “1.” The number of decimals to be displayed is defined in the window Preferences in the Edit menu.
Total Cost	In this field, you can enter the total cost price to be reallocated. If you change the total cost price, the value of the field “Quantity” will be adjusted so that it equals the total cost price when multiplied by the original unit price. Similarly, the total cost price in this field will be adjusted if the value of the field “Quantity” is changed.
Billing Price Total	This field shows the original total billing price for the quantity allocated away from the original job entry according to the original job entry unit billing price.
New Quantity	In this field, you can enter a number of units on the new, allocated entry. By default, Maconomy suggests the original quantity specified in the field “Quantity.” The value of this field will be overwritten if the value of the field “New Cost Price” is changed. The new value of this field will be the quantity that, when multiplied by the new cost price, generates the new total cost price. Note that if the value of this field is changed, the new quantity multiplied by the new cost price must equal the new total cost price shown in the field “New Total Cost Price” below.

Field	Description
New Cost Price	In this field, you can enter a new unit price for the job entry created upon reallocation. By default, Maconomy suggests the original unit price specified in the field “Cost” in the main tab. If you change the new unit price, the value of the field “New Quantity” will be adjusted so that new quantity multiplied by the new unit price will equal the new total sales price. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the entry date or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” However, the price is not updated if the quantity is changed at the same time.
New cost price Total	This field shows the new total cost price. The value of the field cannot be changed.
Base Currency	This field shows the base currency for the job being reallocated to.
New Sales Price	This field shows the new unit billing price according to the new job’s currency, and whether the new entry will be invoiceable. The value of this field cannot be changed.
New Sales Price Total	This field shows the new total sales price. The value of this field cannot be changed.
Currency	This field shows the currency of the job. Billing prices are shown in this currency; costs are shown in the base currency of the company shown in the island Company.
Receivable Tax Code	This field shows the receivable G/L tax code of the current job entry.
Exec. Company No.	This field shows the number of the company that has carried out the new job entry. The company number is derived from the specified activity or employee. The field cannot be changed.
Executing Company Name	This field shows the name of the executing company. The company number is shown in the field above.
Standard Billing Price, Base	This field shows the standard billing price per unit in the base currency of the company which is responsible for the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the entry date or dimension values. For further information on this and for a complete list of the fields causing the

Field	Description
	price to be updated, see the description of the system parameter “Update prices upon dimension change.” However, the price is not updated if the quantity is changed at the same time.
Total Standard Billing Price, Base	This field shows the total standard billing price of the current reallocation line in the base currency of the company which is responsible for the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the entry date or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” However, the price is not updated if the quantity is changed at the same time.
Company No.	This field shows the number of the company responsible for the new job entry. The company is derived from the specified activity or employee. The field cannot be changed. If you reallocate a job entry for which the executing and responsible companies are the same to a job entry where they are different, Maconomy will find the now necessary intercompany price on the original job entry, where it was saved at posting.
Company Name	This field shows the name of the responsible company. The company number is shown in the field above.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the main tab. See the section on dimension derivation in the chapter “Introduction to the G/L module,” as well as the description of the window Dimension Derivation, for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Field	Description
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the entry date or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” However, the price is not updated if the quantity is changed at the same time.
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current reallocation line in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the entry date or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” However, the price is not updated if the quantity is changed at the same time.
Job Name	Here, the name of the job, to which the new job entry is related, is shown. The value in this field cannot be changed.
Activity Name	Here, the description relating to the activity of the new job entry is shown. The value in this field cannot be changed.
Task Description	This field shows the description associated with the task in the new job entry.
Employee Name	Here, the name of the employee to whom the new job entry has been assigned is shown. The value in this field cannot be changed.
Description	Here, the item description is shown if items have been assigned to the new job entry. The value in this field cannot be changed.
Quantity 1	In this field, you can enter a quantity to be reallocated. The functionality of this field is similar to that of the field “Quantity” above.
New Quantity 1	In this field, you can enter a quantity on the new, allocated entry. The functionality of this field is similar to that of the field “New Quantity” above.
Quantity 2	The functionality of this field is similar to that of the field “Quantity” above.
New Quantity 2	In this field, you can enter a quantity on the new, allocated entry. The functionality of this field is similar to that of the field “New Quantity” above.
Remarks	In this field you can edit any remarks about the current job entry.
Overtime Spec.	This pop-up field shows any specification of overtime on the current job entry. You can change the value in this field.

Field	Description
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this window.
Daily Description	This field shows any daily description associated with the current job entry.
Accrual Type	If you select a value in this field, Maconomy will create an accrual entry for each period covered by the interval specified in the fields “Period From” and “Period To.” The accrual entries are posted to the relevant, accrual-related posting references on the activity in question or in the window Posting References, depending on whether the field “Post by Activity” is marked in the window System Information. The offset entries are posted to the accounts referenced for the selected accrual type in the window Popup Fields. The amount is distributed evenly on the selected periods. Both cost and billing prices are accrued.
Period From, Accrual	In this field and the field “Period To” you can enter a range of dates. If you select a value in the field “Accrual Type” above, Maconomy will create an accrual entry on the relevant accrual account for each period covered by the interval specified in the fields “Period From” and “Period To.” The amount is distributed evenly to the selected periods. Please note that the last period must be no later than the accrual ending period set up in the field “Accrual Period, Ending” in the information tab of the company specified on the entry. If no ending period has been specified there, the ending period set up in the corresponding field in the window System Information applies instead. If an ending period has not been set up in either the company information car or in the system information, period, you can specify any period in the field “Period To.”
Period To, Accrual	See the field “Period From” above.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field “Period To, Subscription” below show the starting and ending periods of the subscription.
Period To, Subscription	See the description of the field “Period From, Subscription” above.
Transaction Type	This field shows the transaction type of the job entry.

Actions

This section shows the actions available in the Job Reallocation workspace.

Top Tab

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Restore Original Unit Price</td><td>This action restores the Original Unit Price of a reallocated entry. If the unit price has been changed on the entry, it cannot be reallocated. In that situation, use this action first, to set the unit billing price back to the original amount before proceeding with the reallocation.</td></tr>
<tr><td>Approve Reallocation</td><td>When you select this action, Maconomy either creates entries in an existing posting journal of the type “Job Reallocation Journal” or a journal of this type. Maconomy creates a number of entries in the current job reallocation journal. Once the number of entries in a journal reaches 500, Maconomy automatically creates a job journal for the next 500 entries. If the system parameter “Automatic posting of job reallocations” is marked, the job reallocation journal is posted automatically. If this system parameter is not marked, the journal can be posted in the window Posting in the G/L module.
For each reallocated entry, the journal contains two entries: a reversing entry which cancels out the original entry, and a new entry with the values corrected as per the selections in this window. Given that common workflow, there will be no closed entries visible in the window Invoice Selection when you resume the invoicing of the job. If the system parameter “Close Job Entries on Job Reallocation” is not marked, all of the entries remain open, allowing you to include them on your invoices as desired.
If this parameter is marked, Maconomy attempts to close the original and the reversing entries according to the following table:
<table>
<tr><th>Original Entry</th><th>New Reallocation Entry Amount</th><th>Result</th></tr>
<tr><td rowspan="3">Entry is invoiced</td><td>Equal to open amount of original</td><td>Original and reversing entries are closed.</td></tr>
<tr><td>Greater than open amount of original</td><td>Two entries are created: the reversing entry and a reallocation entry. Both entries remain open.</td></tr>
<tr><td>Less than open amount of original</td><td>The reversing entry is closed. The part of the original entry which is reversed by the reversing entry is closed; the remaining part remains open.</td></tr>
</table></td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
<table>
<tr><td rowspan="3">Entry is not invoiced</td><td>Equal to open amount of originals</td><td>Same as for invoiced entries.</td></tr>
<tr><td>Greater than open amount of original</td><td>It is not possible to increase the amount on uninvoiced entries by reallocation.</td></tr>
<tr><td>Less than open amount of original</td><td>Same as for invoiced entries.</td></tr>
</table>
In principle, Maconomy performs an automatic zero-invoicing of the reallocated entries. For instance, if you are invoicing a job and find an entry with a wrong dimension value, you can mark it for reallocation, enter the window Job Reallocation, assign a new dimension value to the entry, and approve the reallocation.
Please note that Maconomy will carry out a normal dimension derivation when reallocating job entries. Therefore, any derived values may overwrite the selections made in the sub-tab. The dimension derivation takes place after Maconomy has transferred the values in the sub-tab to the reallocation line. If no value has been specified in the fields “Location,” “Entity,” “Project,” “Purpose,” “Spec. 1-3,” and “Local Spec. 1-3” in the sub-tab, these fields are considered blank in connection with the derivation. If any blank fields are not completed in the derivation, the dimension values of the original job entry are used. Any other blank fields in the sub-tab — for example, “Employee No.” — inherit the value of the original job entry, with the exception of the field “Task,” which only inherits the value from the original entry if a task list is assigned to the job to which the allocation is made. If not, the task field is blank on the allocated job entry.
A reallocation cannot be approved if the current entry has also been marked for reallocation in the windows Job Reallocation by Job or Batch Job Reallocation. Moreover, you cannot reallocate entries on a job that has been approved for transfer in the window Job Transfer. This means that entries on jobs which have been approved for transfer are not considered when using this action. The job transfer journal created as a result of the job transfer must hence be posted before entries on the relevant job can be reallocated. See the introduction to the window Job Transfer for further information about job transfers.
If company-specific exchange rates are used, it is recommended to enable the Update Prices on Time Registrations upon Job Reallocation and Update Prices on Amount Registrations upon Job Reallocation system parameters to ensure that prices are updated (recalculated) rather than carried over.
</td></tr>
<tr><td>Restore Editing</td><td>In case you restore editing made before a change of time unit for invoicing, quantities and unit prices are converted to the current time unit for invoicing.</td></tr>
</table>

Field	Description
Restore Editing from Invoice	Copy to come.
Copy Editing	This action converts quantities and unit prices to follow the unit of the current draft invoice if necessary. For example, if the job from which the draft is being from has a different time unit for invoicing.

Job Reallocation by Job Workspace

Use this workspace to reallocate job entries, one job at a time.

When you post a reallocation, Maconomy creates an offset entry that is equivalent to the original entry and creates an entry for each job reallocation line.

This workspace is similar to the Job Reallocation workspace, but displays entries one job at a time. You can use this workspace to select the job entries that you want to reallocate, or you can use it to reallocate entries that you selected for reallocation in the Invoice Selection or Itemize Invoice Selection workspaces. In those workspaces, you can use the **Reallocation** field to select individual entries for reallocation.

By default, the Job Entries subtab lists all of the job entries that you selected for reallocation by job. You cannot change the entries in the sub-tab directly, but you can choose which of the entries should be reallocated by selecting or deselecting the **Marked** field.

You can also choose to see all of the entries for the current job by deselecting the **Marked Only** field in the Selection Criteria island. You then have the option to select the **Reallocate** field for any job entry in the sub-tab. This has the same effect as selecting the field in the Invoice Selection or Itemize Invoice Selection workspaces- that is, temporarily blocking it for invoicing.

You cannot see entries for closed jobs in this workspace.

On the Job Reallocation by Job tab, you can limit the job entries that you see to those associated with certain activity numbers, employee numbers, and so on.

In the Reallocate To island, you can then specify the values that should be changed for each selected job entry. Assume, for example, that you want to reallocate job entries with a **Location** dimension value of NY so that they have a **Location** dimension value of LA. In the Selection Criteria island, select all of the job entries with a **Location** dimension value of NY. In the Reallocate To island, you enter the location LA and press Return. Then, use the **Approve Reallocation** action to reallocates all of the selected job entries to the LA dimension.

If you select the **Automatic posting of job reallocations** system parameter, Maconomy posts the resulting reallocation journal automatically, and the reallocated job entries are again open for invoicing in the Invoice Selection workspace.

If you selected the **Update Prices on Amount Registrations upon Job Reallocation** system parameter in the Set-Up module, Maconomy recalculates billing prices and standard billing prices on the job entries as a result of the reallocation. The recalculation is based on the reallocation entry date in the Reallocate To island. Otherwise, Maconomy uses the original prices of the entries on the allocation entries.

If you selected the**Update prices upon dimension change** system parameter, Maconomy recalculates the prices on the job entry if you change the dimensions on the reallocation line or if you change the entry date. The recalculation is based on the reallocation entry date in the

Reallocate To island. If you do not select the parameter, Maconomy uses the original prices of the entries on the allocation entries.

If you reallocate a job entry to a non-invoiceable job, Maconomy resets the billing price on the created job entry to zero. If you reallocate a job entry from a non-invoiceable job, the billing price on the resulting new entry will also be zero.

If a job entry that you selected for reallocation includes proposed values for invoicing, Maconomy eliminates these values during the reallocation process.

Note, however, that if the original job entry that contains proposed values is only partially reallocated-that is, if only some of the job entry data needs to be reallocated-Maconomy proposes corresponding partial values on the derived offset account. Assume, for example, that an original job entry contains 40 hours, with an invoice proposal of 20 hours. Maconomy proposes a factor of 0.5 of the total hours for invoicing. If you perform a job reallocation for 10 of the 40 hours, Maconomy creates an offset entry of 10 hours. This offset account includes an invoice proposal of 5 hours, because the invoice proposal factor is 0.5. Any invoice proposal that involves the reallocated 10 hours is eliminated.

If you reallocate a job entry to which Maconomy has assigned job surcharges, you do not need to manually reallocate job entries that were created as a result of job surcharges.

If you selected employee control for the current job in the Jobs workspace, you can only make entries for employees who either appear in the job's budget of a certain type, or who are listed in the job's employee control list.

Job Reallocation By Job Tab

This section includes the fields and descriptions for the Job Reallocation By Job tab.

Job Island

Field	Description
Job	This field shows the name and number of the job to which the job entry to be reallocated is assigned.
Project Manager	This field shows the name and number of the employee assigned as project manager of the job.

Selection Criteria Island

Field	Description
Open Only	If you mark this field, the sub-tab will only show those entries that meet the selection criteria if there are open amounts on the entries. Please note that the open quantity of the job entry will remain open after reallocation until the entry is invoiced. For more information, please see the description of the action “Approve Reallocation.” The field is marked by default.
Marked Only	If you mark this field, the sub-tab will only show those entries that meet the selection criteria and which have already been marked for reallocation in the windows Invoice Selection or Itemize Invoice Selection. The field is marked by default.

Field	Description
	If you unmark the field, all job entries (or all open job entries) for the current job are displayed, and you can mark or unmark the individual job entries for reallocation directly in the sub-tab.
Trans. No.	In these fields, you can enter a range of transaction numbers. The reallocation will only affect job entries with a transaction number within the specified range. If you leave the range empty, the fields do not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab. If an entry is already fully reallocated, for example, in the window Job Reallocation, it is not included in the entry selection.
Journal No.	The functionality of these fields is similar to that of the field “Trans. No.” above.
Entry Date	The functionality of these fields is similar to that of the field “Trans. No.” above.
G/L Entry Date	In these fields, you can enter a range of G/L Entry Dates. The reallocation will only affect job entries with a G/L Entry Date within the specified range. If you leave this range empty, the fields do not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab. If an entry is already fully reallocated, for example, in the Job Reallocation window, it is not included in the entry selection.
Exec. Company No.	The functionality of these fields is similar to that of the field “Trans. No.” above.
Item No.	The functionality of these fields is similar to that of the field “Trans. No.” above.
Activity No.	The functionality of these fields is similar to that of the field “Trans. No.” above.
Activity Type	If you select an activity type in this field, the reallocation will only affect job entries with the selected activity type. If you leave the field empty, the activity type does not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab.
Employee No.	The functionality of these fields is similar to that of the field “Trans. No.” above.
Task	The functionality of these fields is similar to that of the field “Trans. No.” above.
Overtime Spec.	In this pop-up field, you can specify an overtime specification as defined in the window Popup Fields in the Set-Up module. The reallocation will only affect job entries with the selected overtime specification.
Origin	If you select an Origin in this field, the reallocation will only affect job entries with the selected Origin. If you leave this field empty, the origin does not affect

Field	Description
	the selection of job entries to be reallocated, or which job entries are shown in the sub-tab.
Entry Type	If you select an Entry Type in this field, the reallocation will only affect job entries with the selected Entry Type. If you leave this field empty, the entry type does not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab. This is useful if a job entry changes type. If, for instance, a job entry is reallocated, the entry's origin will be preserved, but its type will be changed to "Reallocation" or "Reversal." This way, you can in this window see that a particular entry is, for example, a reallocated time sheet entry.
Accrual Type	If you select a value in this field, the cost will be accrued. You can only accrue a posting if a G/L account or job has been selected. If you select accrual, Maconomy will create a G/L entry on the specified G/L account or job for each G/L period specified in the fields "Period From, Accrual" and "Period To, Accrual." If you have specified an account number on the line, the accrual entries are posted to the account in question. If you have specified a job and not an account, the accrual entries are posted to the relevant, accrual-related posting references on the activity in question or in the Posting References window, depending on whether the filed "Post by Activity" is marked in the System Information window. The offset entries are posted to the accounts referenced for the selected accrual type in the Popup Fields window. The amount is distributed evenly on the selected periods. For accruals made on job entries, both cost and billing prices are accrued.
Accrual Period From	In this field and the field "Accrual Period To" you can enter a range of dates. If you select a value in the field "Accrual Type" above, Maconomy will create a G/L entry on the specified G/L account for each G/L period specified in the fields "Period From, Accrual" and "Period To, Accrual." The amount is distributed evenly on the selected periods. Please note that the last period must be no later than the accrual ending period set up in the field "Accrual Period, Ending" in the Posting Period. If no ending period has been specified there, the ending period set up in the corresponding field in the Posting Periods window applies instead. If an ending period has been set up in the Posting Periods window, you can specify any period in the field "Accrual Period To."
Accrual Period To	See the field "Accrual Period From" field above.
Billing Price Reg.	In these fields, you can enter an amount range. The reallocation will only affect job entries with a registered billing price within the specified range. If you leave this range empty, the fields do not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab. If an entry is already fully reallocated, for example, in the Job Reallocation window, it is not included in the entry selection.

Field	Description
Cost Price Reg.	In these fields, you can enter an amount range. The reallocation will only affect job entries with a registered cost price within the specified range. If you leave this range empty, the fields do not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab. If an entry is already fully reallocated, for example, in the Job Reallocation window, it is not included in the entry selection.
Vendor No.	In these fields, you can enter a range of vendor numbers. The reallocation will only affect job entries with a vendor number within the specified range. If you leave this range empty, the fields do not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab. If an entry is already fully reallocated, for example, in the Job Reallocation window, it is not included in the entry selection.
Vendor Invoice No.	In these fields, you can enter a range of vendor invoice numbers. The reallocation will only affect job entries with a vendor invoice number within the specified range. If you leave this range empty, the fields do not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab. If an entry is already fully reallocated, for example, in the Job Reallocation window, it is not included in the entry selection.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Trans. No.” above.
Entity	The functionality of these fields is similar to that of the field “Trans. No.” above.
Project	The functionality of these fields is similar to that of the field “Trans. No.” above.
Purpose	The functionality of these fields is similar to that of the field “Trans. No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Trans. No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Trans. No.” above.

Reallocate To Island

Field	Description
Job	In this field, you can specify if the entries created in connection with the reallocation should be reallocated to another, existing job. If you enter a job name and number in this field, all selected entries are reallocated to that job, unless the field “Reallocate” in the sub-tab is not marked for a particular job entry.

Field	Description
	Please note that Maconomy performs dimension derivation as usual when reallocating job entries. For this reason, any derived values may overwrite the selections made in the fields in this island. If you allocate to a job with another responsible company than that of the original job, the reallocation will result in a number of intercompany entries. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Project Manager	This field shows the number of the employee assigned as project manager of the job.
Name	This field shows the name of the project manager employee.
Trans. No.	In this field, you can specify whether the entries created in connection with the reallocation should be assigned a new transaction number. If you enter a number in this field, all the new entries will be assigned this number. If you do not enter a new transaction number in this field or a transaction number series in the field “Number Series” below, the reallocation entries created will preserve their original transaction numbers.
Trans. Type	In this field, you can enter the transaction type to be used for the entries created in connection with the reallocation. If you enter nothing, a transaction type will be derived.
Number Series	In this field, you can specify a transaction number series created in the window Popup Fields (pop-up type “Trans. No. Series”). If you specify a transaction number series in this field, all entries created in connection with the reallocation will draw new transaction numbers from the selected transaction number series. If you neither specify a transaction number series in this field nor a transaction number in the field “Trans. No.” above, the created reallocation entries will preserve their original transaction numbers. You cannot enter both a transaction number series and a transaction number.
Entry Date	In this field, you can specify a new entry date for the reallocated entries. If you do not specify an entry date, the entry date on the reallocated entry will default to today’s date if the system parameter “Set Default Reallocation Date to Today” has been marked. If this system parameter has not been marked, the reallocation entries will preserve their original entry dates. The entry date must be within the open posting period for job cost entries applying to the company to which the reallocation is made. For further information, please see the description of the island Job Cost in the window Company Information in the G/L module.
Item	In this field, you can specify an item name and number. The reallocated entries will be assigned this value.

Field	Description
	Please note that Maconomy performs dimension derivation as usual when reallocating job entries. For this reason, any derived values may overwrite the selections made in the fields in this island.
Activity	The functionality of this field is similar to that of the field “Item” above.
Employee	The functionality of this field is similar to that of the field “Item” above. If you reallocate to an employee belonging to another company than the one responsible for the job for which the reallocation is made, the reallocation will result in a number of intercompany entries. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Task	The functionality of this field is similar to that of the field “Item” above.
Task Description	This field shows the description of the task specified in the field “Task” above. If a job number has been specified in the field “Job,” the description of the task assigned to the task list for that job is displayed. If no job number is specified, and only one task with the name specified in the field “Task” exists in all task lists in the system, the description of that task is displayed. If multiple tasks with that name exist in the system, a “?” is displayed in this field.
Overtime Spec.	The functionality of this field is similar to that of the field “Item No.” above.
No overtime spec.	Mark this field if you want to remove any overtime specification from the reallocated entries.
Accrual Type	If you select a value in this field, the cost will be accrued. You can only accrue a posting if a G/L account or job has been selected. If you select accrual, Maconomy will create a G/L entry on the specified G/L account or job for each G/L period specified in the fields “Period From, Accrual” and “Period To, Accrual.” If you have specified an account number on the line, the accrual entries are posted to the account in question. If you have specified a job and not an account, the accrual entries are posted to the relevant, accrual-related posting references on the activity in question or in the Posting References window, depending on whether the filed “Post by Activity” is marked in the System Information window. The offset entries are posted to the accounts referenced for the selected accrual type in the Popup Fields window. The amount is distributed evenly on the selected periods. For accruals made on job entries, both cost and billing prices are accrued.
No accrual type	This check box must be marked if the new job entry from the reallocation must have no accrual type.

Field	Description
Accrual Period From	In this field and the field “Accrual Period To” you can enter a range of dates. If you select a value in the field “Accrual Type” above, Maconomy will create a G/L entry on the specified G/L account for each G/L period specified in the fields “Period From, Accrual” and “Period To, Accrual.” The amount is distributed evenly on the selected periods. Please note that the last period must be no later than the accrual ending period set up in the field “Accrual Period, Ending” in the Posting Period. If no ending period has been specified there, the ending period set up in the corresponding field in the Posting Periods window applies instead. If an ending period has been set up in the Posting Periods window, you can specify any period in the field “Accrual Period To.”
Accrual Period To	See the field “Accrual Period From” field above.

Reallocate To, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Item” above.
Entity	The functionality of this field is similar to that of the field “Item” above.
Project	The functionality of this field is similar to that of the field “Item” above.
Purpose	The functionality of this field is similar to that of the field “Item” above.
Spec. 1-3	The functionality of this field is similar to that of the field “Item” above.
Local Spec. 1-3	The functionality of this field is similar to that of the field “Item” above.

For Reallocation Island

Field	Description
Hours	This field shows the total number of hours selected for reallocation.
Cost Price	This field shows the total cost price selected for reallocation.
Billing Price, Currency	This field shows the total billing price selected for reallocation.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

Field	Description
Reallocate	If the field “Marked Only” in the island Selection Criteria is marked, only job entries that are marked in this field are displayed in the sub-tab. The field is initially marked in the windows Invoice Selection or Itemize Invoice Selection. If this field is marked, the current entry will be reallocated when you select the action “Approve Reallocation.” Note that it is not possible to mark this field if the current entry is marked for reallocation in the window Job Reallocation but has not yet been approved. When you mark or unmark this field, the field “Marked” below will also be marked or unmarked.
Selected	This field is by default marked if the field “Reallocate” is marked on the same line. However, if you unmark this field, the current job entry will not be included in the reallocation process.
Entry Date	This field shows the entry date of the current job entry. The entries are shown sorted by entry date.
G/L Entry Date	This field shows the date on which the current job entry was entered in the general ledger.
Trans. No.	The functionality of this field is similar to that of the field “Entry Date” above.
Trans. Type	The functionality of this field is similar to that of the field “Entry Date” above.
Journal No.	The functionality of this field is similar to that of the field “Entry Date” above.
Activity No.	The functionality of this field is similar to that of the field “Entry Date” above.
Activity Name	This field displays the activity text from the activity specified in the current job entry.
Empl. No.	The functionality of this field is similar to that of the field “Entry Date” above.
Employee Name	This field displays the name of the employee specified in the current job entry.
Task	The functionality of this field is similar to that of the field “Entry Date” above.
Task Description	This field displays the task description from the task specified in the current job entry.
Quantity Registered	This field shows how many units were registered in the current job entry.

Field	Description
Quantity Transferred To	If the current entry has been transferred to new dimensions, this field shows the quantity transferred to the job assigned the new dimensions. A job is transferred to new dimensions in the window Job Transfer.
Quantity Open	This field shows the number of open units registered in the current job entry. Please note that the open quantity of the job entry will only remain open after reallocation until the entry is invoiced.
Quantity Reallocated	If the entry is partially reallocated in the window Job Reallocation, this field shows how many units have been reallocated. Fully reallocated job entries are not shown.
Reallocation Date	If the entry is partially reallocated in the window Job Reallocation, this field shows the date of the reallocation.
Item No.	The functionality of this field is similar to that of the field “Entry Date” above.
Description	This field shows the description of the item registered in the current job entry.
Company No.	The functionality of this field is similar to that of the field “Entry Date” above.
Exec. Company No.	The functionality of this field is similar to that of the field “Entry Date” above. Note that if you reallocate a job entry for which the executing and responsible companies are the same to a job entry where they are different, and the system parameter “Update Prices on Amount Registrations upon Job Reallocation” or “Update Prices on Time Registrations upon Job Reallocation” has not been marked, depending on the activity type on the entry, Maconomy will find the now necessary intercompany price in the current price tables. If the prices have been changed since the original job entry was created, the cost and billing price will stem from the original prices and the new intercompany price from the updated prices.
Billing Price, Reg.	This field shows the total billing price entered for the job entry.
Cost, Reg.	This field shows the entered cost for the job entry.
Location	The functionality of this field is similar to that of the field “Entry Date” above.
Entity	The functionality of this field is similar to that of the field “Entry Date” above.
Project	The functionality of this field is similar to that of the field “Entry Date” above.
Purpose	The functionality of this field is similar to that of the field “Entry Date” above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to that of the field “Entry Date” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Entry Date” above.
Reallocated from Job No.	If the current job entry has previously been reallocated, this field shows the number of the job from which the job entry was reallocated.
Reallocated from Task	If the current job entry has previously been reallocated, this field shows the task from which the job entry was reallocated.
Remarks	The functionality of this field is similar to that of the field “Entry Date” above. The field shows any remark assigned to the current job entry in the window Job Journal.
Internal Job	The functionality of this field is similar to that of the field “Entry Date” above. The field shows if the current job entry belongs to a job for which the field “Internal Job” in the window Jobs has been marked.
Entry No.	The functionality of this field is similar to that of the field “Entry Date” above. Together with the job number, the entry number is a unique reference to the current job entry. The entry number is created automatically by Maconomy.
Overtime Spec.	The functionality of this field is similar to that of the field “Entry Date” above.
Origin	The sub-tab shows job entries that you may want to reallocate. Job entries cannot be changed anywhere, including here. Thus, reallocation, which creates a reversing entry and a new, better entry, is the way to fix errors. This field shows the origin of the individual job entry. When a job entry is posted, Maconomy assigns information about the journal type form which the entry was originally derived to the job entry. This could, for example, be “Time Sheet” or “Job Accrual.” Some entries are created without posting journals, such as entries for direct invoicing. To such entries, the origin “Job” is assigned. The origin of a job entry never changes.
Entry Type	This field shows the entry type of the individual job entry. When a job entry is posted, Maconomy marks it as a certain type. The type will often be “Registration” (for example, time sheet and job journal entries). In the pop-up field “Entry Type” in the Selection Criteria island, you can see the different entry types used by Maconomy. This is useful if a job entry changes type. If, for instance, a job entry is reallocated, the entry’s origin will be preserved, but its type will be changed to “Reallocation” or “Reversal.” This way, you can in this window see that a particular entry is, for example, a reallocated time sheet entry.

Field	Description
	This is useful if a job entry changes type. If, for instance, a job entry is reallocated, the entry's origin will be preserved, but its type will be changed to "Reallocation" or "Reversal." This way, you can in this window see that a particular entry is, for example, a reallocated time sheet entry.
Accrual Type	This field shows the type of accrual. The type specifies how the accrual was posted.
Period From, Accrual	This field shows the period from which the job entry was accrued.
Period To, Accrual	This field shows the period to which the job entry was accrued.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field "Period To, Subscription" below show the starting and ending periods of the subscription
Period To, Subscription	See the description of the field "Period From, Subscription" above.
Vendor	This is the vendor number if the current job entry concerns an amount activity, and the vendor of the service was registered on the job entry.
Vendor Invoice No.	If the current job entry is associated with a vendor invoice, the associated vendor invoice may be registered here.

Actions

This section shows the actions available in the Job Reallocation by Job workspace.

Top Tab

Field	Description
Mark for Reallocation	When you select this action, all job entries that match the selection criteria are marked. This excludes job entries which belong to closed jobs, job entries marked for reallocation in the windows Job Reallocation or Batch Job Reallocation but not yet approved, job entries of unknown type of origin, and job entries created on the basis of a job surcharge rule. Job entries of the latter are automatically reallocated when the entries that gave rise to the job surcharge are reallocated. Once this action has been selected, Maconomy will issue information as to the number of entries not marked for reallocation.
Unmark for Reallocation	When you select this action, all job entries that match the selection criteria are unmarked. This means that the mark in the fields "Reallocate" and "Marked" is removed for all entries in the sub-tab.

Field	Description
Approve Reallocation	When you select this action, one or more job reallocation journals are created for the job entries that match the selection criteria and which have a mark in the fields “Reallocate” and “Marked” in the sub-tab. For each reallocated entry, the journal contains two entries: a reversing entry which cancels out the original entry, and an entry with the values corrected as per the selections in this window. If the system parameter “Close Job Entries on Job Reallocation” is not marked, all of the entries remain open, allowing you to include them on your invoices as desired. If the parameter is marked, Maconomy attempts to close the original and the reversing entries according to the following table:

Original Entry	New Reallocation Entry Amount	Result
Entry is invoiced	Equal to open amount of original	Original and reversing entries are closed.
	Greater than open amount of original	Two entries are created: the reversing entry and the reallocation entry. Both entries remain open.
	Less than open amount of original	The reversing entry is closed. The part of the original entry which is reversed by the reversing entry is closed; the remaining part remains open.
Entry is not invoiced	Equal to open amount of original	Same as for invoiced entries.
	Greater than open amount of original	It is not possible to increase the amount on uninvoiced entries by reallocation.
	Less than open amount of original	Same as for invoiced entries.

Maconomy will always try to close entries to the greatest possible extent. In principle, Maconomy performs an automatic zero-invoicing of the reallocated entries. For instance, if you are invoicing a job and find an entry with a wrong dimension value, you can mark it for reallocation, enter the window Job Reallocation by Job, assign a new dimension value to the entry, and approve the reallocation. Given that common workflow, there will be no closed entries visible in the window Invoice Selection when you resume the invoicing of the job.

Field	Description
	If the system parameter “Automatic posting of job reallocations” is marked, the resultant journal is posted automatically, but not printed. If this system parameter is not marked, you can post the journal in the window Posting in the G/L module. Upon posting, Maconomy will still see the job reallocation entry as open. Please note that Maconomy will perform dimension derivation as usual when reallocating job entries. For this reason, derived values may overwrite the selections made in the fields in the island Reallocate To. The dimension derivation takes place after Maconomy has entered the values in the island Reallocate To. If no value has been specified in the fields “Location,” Entity,” “Project,” “Purpose,” “Spec. 1-3,” and “Local Spec. 1-3” in the island Reallocate To, these fields are regarded as being empty at the time of the dimension derivation. If the dimension derivation does not apply to a particular dimension field, the job entry’s original value is used. Any other empty fields in the island Reallocate To, for example, the field “Employee No.,” inherit the original value of the job entry, with the exception of the field “Task,” which only inherits the value from the original entry if a task list is assigned to the job to which the allocation is made. If not, the task field is blank on the allocated job entry. This functionality corresponds to the functionality of the action “Approve Reallocation” in the window Job Reallocation.

Batch Job Reallocation Workspace

Use this workspace to reallocate job entries in batches.

When you post a reallocation, Maconomy creates an offset entry that is equivalent to the original entry and creates an entry for each job reallocation line.

You might want to reallocate multiple job entries at the same time if, for example, all registrations for job numbers 251433 and 251434 were allocated to the location LA, but ishould have been allocated to the location NY. Specify a group of job entries to be reallocated and specify the values to which they should be reallocated. If you do not enter a value in a field, the job entries keep the existing value in that field, unless the value is obtained by dimension derivation in Maconomy. You can also specify whether the entries that the reallocation creates should keep the original transaction numbers, have a specific transaction number, or use a transaction number series.

Use the Selection Criteria island to choose the entries that you want to reallocate. Every time that you open the workspace, Maconomy displays the selection criteria that you last used. In the Reallocate To island, enter the new values for the selected entries. You can also specify whether Maconomy should assign a new transaction number to the entries.

Then you can use the **Mark for Reallocation** action to populate the Job Entries sub-tab with all of the job entries that match the selection criteria. In the sub-tab, you can deselect individual entries.

Use the **Approve Reallocation** action to create one or more reallocation journals that are then ready to be posted either automatically-if you selected the **Automatic posting of job reallocations** system parameter-or in the Posting workspace in the G/L module.

Maconomy cannot create job entries automatically for activities for which you selected the **External Invoice** field. You must reallocate them manually.

If the job entry pertains to an amount activity, and you selected the **Update Prices on Amount Registrations upon Job Reallocation** system parameter in the Set-Up module, Maconomy recalculates billing prices and standard billing prices on the job entry as a result of the reallocation. A similar recalculation occurs if the job entry pertains to a time activity, and you selected the **Update Prices on Time Registrations upon Job Reallocation** system parameter. The recalculation is based on the reallocation date in the Reallocation island. Otherwise, Maconomy uses the original prices of the entries.

If a group of job entries that you select for reallocation includes proposed values for invoicing, Maconomy eliminates these values during the reallocation process.

Note, however, that if the original job entry that contains proposed values is only partially reallocated-that is, if only some of the job entry data needs to be reallocated-Maconomy proposes corresponding partial values on the derived offset account. Assume, for example, that an original job entry contains 40 hours, with an invoice proposal of 20 hours. Maconomy proposes a factor of 0.5 of the total hours for invoicing. If you perform a job reallocation for 10 of the 40 hours, Maconomy creates an offset entry of 10 hours. This offset account includes an invoice proposal of 5 hours, because the invoice proposal factor is 0.5. Any invoice proposal that involves the reallocated 10 hours is eliminated.

If you selected the **Update prices upon dimension change** system parameter, Maconomy recalculates the prices on the job entry if you change the dimensions on the reallocation line or if you change the entry date. The recalculation is based on the reallocation entry date in the Reallocate To island. If you do not select the parameter, Maconomy uses the original prices of the entries on the allocation entries.

Batch Job Reallocation Tab

This section includes the fields and descriptions for the Batch Job Reallocation tab.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field, the entries which match the criteria in this island are displayed in the sub-tab. Please note that Maconomy includes all selected entries when you select the actions in this window, regardless of whether or not they are displayed in the sub-tab.
Job No.	In these fields, you can enter a range of job numbers. The reallocation will only affect job entries with a job number within the specified range. If you leave the range empty, the fields do not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab if the field “Show Entries” is marked. If an entry is already fully reallocated, for example, in the window Job Reallocation, it is not included in the entry selection.
Trans. No.	The functionality of these fields is similar to that of the field “Job No.” above.

Field	Description
Journal No.	The functionality of these fields is similar to that of the field “Job No.” above.
Entry Date	The functionality of these fields is similar to that of the field “Job No.” above.
Company No.	The functionality of these fields is similar to that of the field “Job No.” above.
Exec. Company No.	The functionality of these fields is similar to that of the field “Job No.” above.
Item No.	The functionality of these fields is similar to that of the field “Job No.” above.
Activity No.	The functionality of these fields is similar to that of the field “Job No.” above.
Activity Type	If you select an activity type in this field, the reallocation will only affect job entries with the selected activity type. If you leave this field empty, the activity type does not affect the selection of job entries to be reallocated, or which job entries are shown in the sub-tab.
Employee No.	The functionality of these fields is similar to that of the field “Job No.” above.
Task	The functionality of these fields is similar to that of the field “Job No.” above.
Overtime Spec.	In this pop-up field, you can specify an overtime specification as defined in the window Popup Fields in the Set-Up module. The reallocation will only affect job entries with the selected overtime specification.
Accrual Type	In this field, you can select an accrual type. The sub-tab will only show entries marked for accrual of the selected type.
Accrual Period From	In this field, you can specify a G/L period. The sub-tab will only show accrued entries whose accrual period is within the interval specified through this field and the field “Accrual Period To.”
Accrual Period To	In this field, you can specify a G/L period. The sub-tab will only show accrued entries whose accrual period is within the interval specified through this field and the field “Accrual Period From.”
Reallocated from Job No.	In these fields, you can specify a range of job numbers. The reallocation will only affect job entries previously reallocated from a job within the specified range.
Reallocated from Task	In these fields, you can specify a range of tasks. The reallocation will only affect job entries previously reallocated from a task within the specified range.
Open Only	If you mark this field, the sub-tab will only show those entries that meet the selection criteria if there are open amounts on the entries, and only the

Field	Description
	open amount will be reallocated. Please note that the open quantity of the job entry will only remain open after reallocation until the entry is invoiced. For more information, please see the description of the action “Approve Reallocation.” This field is marked by default.
Marked Only	If you mark this field, the sub-tab will only show those entries that meet the selection criteria and which have already been marked for reallocation. If you wish to transfer a job to new dimensions in the window Job Transfer, the job cannot be transferred if it is assigned entries which have been marked for reallocation. By marking this field, you can get an overview of the entries marked for reallocation on a given job, allowing you to reallocate or unmark the relevant entries so that you can continue with the desired job transfer.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Job No.” above.
Entity	The functionality of these fields is similar to that of the field “Job No.” above.
Project	The functionality of these fields is similar to that of the field “Job No.” above.
Purpose	The functionality of these fields is similar to that of the field “Job No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Job No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Job No.” above.

Reallocate To Island

Field	Description
Job No.	In this field you can specify whether the entries created in connection with the reallocation should be reallocated to another, existing job. If you enter a job number in this field, all selected entries are reallocated to that job, unless the field “Reallocate” in the sub-tab is not marked for a particular job entry. Please note that Maconomy performs dimension derivation as usual when reallocating job entries. For this reason, any derived values may overwrite the selections made in the fields in this island. If you allocate to a job with another responsible company than that of the original job, the reallocation will result in a number of intercompany entries.

Field	Description
	However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Trans. No.	In this field you can specify whether the entries created in connection with the reallocation should be assigned a new transaction number. If you enter a number in this field, all the new entries, including the offset entries created as a result of the reallocation, will be given this number. If you do not enter a new transaction number in this field or a transaction number series in the field “Number Series” below, the created reallocation and offset entries will preserve their original transaction numbers. See also the field “Number Series” below and the description of the action “Approve Reallocation.”
Trans. Type	This is the entry's transaction type. Transaction types are set up in the Transaction Types window.
Number Series	If you specify a transaction number series in this field, all entries created in the reallocation will pull new transaction numbers from the selected transaction number series. If you neither enter a new transaction number in the field “Trans. No.” above nor select a transaction number series in this field, the created reallocation entries will preserve their original transaction numbers. It is not possible to both enter a transaction number in the field “Trans. No.” and a transaction number series.
Entry Date	In this field, you can enter a new entry date for the entries selected in the island Selection Criteria. If you do not specify an entry date, the entry date on the reallocated entry will default to today’s date if the system parameter “Set Default Reallocation Date to Today” has been marked. If this system parameter has not been marked, the entries will preserve their original entry dates. The entry date must be within the open posting period for job cost entries applying to the company to which the reallocation is made. For further information, please see the description of the island Job Cost in the window Company Information in the G/L module.
Item	In this field, you can enter an item name and number. The entries selected in the island Selection Criteria will be reallocated to this value, unless the field “Reallocate” in the sub-tab is not marked for a particular job entry. Please note that Maconomy performs dimension derivation as usual when reallocating job entries. For this reason, any derived values may overwrite the selections made in the fields in this island.
Activity	The functionality of this field is similar to that of the field “Item” above.
Employee	The functionality of this field is similar to that of the field “Item” above. If you reallocate to an employee belonging to another company than the one responsible for the job for which the reallocation is made, the reallocation will result in a number of intercompany entries. However, if the system parameter “Create intercompany entries for companies with same parent company” is

Field	Description
	not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.
Task	The functionality of this field is similar to that of the field “Item” above.
Task Description	This field displays the description of the task specified in the field “Task” above. If a job number has been specified in the field “Job No.,” the description of the task assigned to the task list for that job is displayed. If no job number is specified, and only one task with the name specified in the field “Task” exists in all task lists in the system, the description of that task is displayed. If multiple tasks with that name exist in the system, a “?” is displayed in this field.
Overtime Spec.	The functionality of this field is similar to that of the field “Item No.” above.
No overtime spec.	Mark this field if you want to remove any overtime specification from the reallocated entries.
Accrual Type	In this field, you can select an accrual type. The sub-tab will only show entries marked for accrual of the selected type.
No accrual type	This check box must be marked if the new job entries from the reallocation must have no accrual type.
Accrual Period From	In this field, you can specify a G/L period. The sub-tab will only show accrued entries whose accrual period is within the interval specified through this field and the field “Accrual Period To.”
Accrual Period To	In this field, you can specify a G/L period. The sub-tab will only show accrued entries whose accrual period is within the interval specified through this field and the field “Accrual Period From.”

Reallocate To, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Item” above.
Entity	The functionality of this field is similar to that of the field “Item” above.
Project	The functionality of this field is similar to that of the field “Item” above.
Purpose	The functionality of this field is similar to that of the field “Item” above.
Spec. 1-3	The functionality of this field is similar to that of the field “Item” above.

Field	Description
Local Spec. 1-3	The functionality of this field is similar to that of the field “Item” above.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

Field	Description
Job No.	If the field “Show Lines” in the island Selection Criteria is marked, this field shows the job number of the entry.
Reallocate	If this field is marked, the current entry will be reallocated when you select the action “Approve Reallocation.” In some instances, it is not possible to mark this field: ▪ If the current entry belongs to a closed job ▪ If the current entry is marked for reallocation in the window Job Reallocation but has not yet been approved If the current entry has been created on the basis of a job surcharge rule, Maconomy will issue a warning, as such entries are automatically updated when reallocating the entries which gave rise to the job surcharge.
Entry Date	The functionality of this field is similar to that of the field “Job No.” above. The entries are shown sorted by entry date.
Trans. No.	The functionality of this field is similar to that of the field “Job No.” above.
Trans. Type	This field shows the transaction type of the entry. This field is for reference only.
Journal No.	The functionality of this field is similar to that of the field “Job No.” above.
Task	The functionality of this field is similar to that of the field “Job No.” above.
Task Description	This field displays the task description from the task specified in the current job entry.
Activity No.	The functionality of this field is similar to that of the field “Job No.” above.
Activity Name	This field displays the activity text from the activity specified in the current job entry.
Empl.	The functionality of this field is similar to that of the field “Job No.” above.
Employee Name	This field displays the name of the employee specified in the current job entry.

Field	Description
Quantity Registered	This field shows how many units were registered in the current job entry.
Quantity Transferred To	If the current entry has been transferred to new dimensions, this field shows the quantity transferred to the job assigned the new dimensions. A job is transferred to new dimensions in the window Job Transfer.
Quantity Open	This field shows the number of open units registered in the current job entry. Please note that the open quantity of the job entry will only remain open after reallocation until the entry is invoiced.
Quantity Reallocated	If the entry is partially reallocated in the window Job Reallocation, this field shows how many units have been reallocated. Fully reallocated job entries are not shown.
Reallocation Date	If the entry is partially reallocated in the window Job Reallocation, this field shows the date of the reallocation.
Reallocated from Job	If the current job entry has previously been reallocated, this field shows the number of the job from which the job entry was reallocated.
Reallocated from Task	If the current job entry has previously been reallocated, this field shows the task from which the job entry was reallocated.
Item No.	The functionality of this field is similar to that of the field “Job No.” above.
Description	This field shows the description of the item registered in the current job entry.
Company No.	The functionality of this field is similar to that of the field “Job No.” above.
Exec. Company No.	The functionality of this field is similar to that of the field “Job No.” above. Note that if you reallocate a job entry for which the executing and responsible company are the same to a job entry where they are different, and the system parameter “Update Prices on Amount Registrations upon Job Reallocation” or “Update Prices on Time Registrations upon Job Reallocation” has not been marked, depending on the activity type on the entry, Maconomy will find the now necessary intercompany price in the current price tables. If the prices have been changed since the original job entry was created, the cost and billing price will stem from the original prices, and the new intercompany price from the updated prices.
Location	The functionality of this field is similar to that of the field “Job No.” above.
Entity	The functionality of this field is similar to that of the field “Job No.” above.

Field	Description
Project	The functionality of this field is similar to that of the field “Job No.” above.
Purpose	The functionality of this field is similar to that of the field “Job No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Job No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Job No.” above.
Remarks	The functionality of this field is similar to that of the field “Job No.” above. This field shows any remark assigned to the current job entry in the window Job Journal.
Internal Job	The functionality of this field is similar to that of the field “Job No.” above. This field shows if the current job entry belongs to a job for which the field “Internal Job” in the window Jobs has been marked.
Entry No.	The functionality of this field is similar to that of the field “Job No.” above. Together with the job number, the entry number is a unique reference to the current job entry. The entry number is created automatically by Maconomy.
Overtime Spec.	The functionality of this field is similar to that of the field “Job No.” above.
Accrual Type	If you select a value in this field, the reallocated entries will be accrued. If you select a value, Maconomy will create an accrual entry for each period covered by the interval specified in the fields “Period From” and “Period To.” The accrual entries are posted to the relevant, accrual-related posting references on the activity in question or in the window Posting References, depending on whether the field “Post by Activity” is marked in the window System Information. The offset entries are posted to the accounts referenced for the selected accrual type in the window Popup Fields. The amount is distributed evenly on the selected periods. Both cost and billing prices are accrued.
Period From, Accrual	In this field and the field “Period To” you can enter a range of dates. If you select a value in the field “Accrual Type” above, Maconomy will create an accrual entry on the relevant accrual account for each period covered by the interval specified in the fields “Period From” and “Period To.” The amount is distributed evenly on the selected periods. Please note that the last period must be no later than the accrual ending period set up in the field “Accrual Period, Ending” in the information tab of the company specified on the entry. If no ending period has been specified there, the ending period set up in the corresponding field in the window System Information applies instead. If an ending period has not been set up in the company information car or in the system information, period, you can specify any period in the field “Period To.”

Field	Description
Period To, Accrual	See the field “Period From” above.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field “Period To, Subscription” below show the starting and ending periods of the subscription
Period To, Subscription	See the description of the field “Period From, Subscription” above.

Actions

This section shows the actions available in the Batch Job Reallocation workspace.

Top Tab

Field	Description
Mark for Reallocation	When you select this action, all job entries that match the selection criteria are marked. This excludes job entries which belong to closed jobs, job entries marked for reallocation in the windows Job Reallocation or Job Reallocation by Job but not yet approved, job entries of unknown type of origin, and job entries created on the basis of a job surcharge rule. The latter type of job entries is automatically reallocated when the entries that gave rise to the job surcharge are reallocated. Once this action has been selected, Maconomy will issue information as to the number of entries that were not marked for reallocation.
Unmark for Reallocation	When you select this action, all job entries that match the selection criteria are unmarked. This means that the check mark in the field “Reallocate” is removed for all entries in the sub-tab.
Approve Reallocation	When you select this action, one or more job reallocation journals are created for the job entries that match the selection criteria and which have a mark in the field “Reallocate” in the sub-tab. This takes place even if the field “Show Lines” in the main tab is not marked. For each reallocated entry, the journal contains two entries: A reversing entry which cancels out the original entry, and a new entry with the values corrected as per the selections in this window. The original and the reversing entries are closed according to the following table:

Original Entry	New Reallocation Entry Amount	Result
Entry is invoiced	Equal to open amount of original	Original and reversing entries are closed.
	Greater than open amount of original	Two entries are created: the reversing entry and the reallocation entry.

Field	Description

		Both entries remain open.
	Less than open amount of original	The reversing entry is closed. The part of the original entry which is reversed by the reversing entry is closed; the remaining part remains open.
Entry is not invoiced	Equal to open amount of original	Same as for invoiced entries
	Greater than open amount of original	It is not possible to increase the amount on uninvoiced entries by reallocation.
	Less than open amount of original	Same as for invoiced entries.

Maconomy will always try to close entries to the greatest possible extent. In principle, Maconomy performs an automatic zero-invoicing of the reallocated entries. For instance, if you are invoicing a job and find an entry with a wrong dimension value, you can mark it for reallocation, enter the window Job Reallocation, assign a new dimension value to the entry, and approve the reallocation. Given that common workflow, there will be no closed entries visible in the window Invoice Selection when you resume the invoicing of the job.

If the system parameter “Automatic posting of job reallocations” is marked, the resultant journal is posted automatically. If this system parameter is not marked, you can post the journal in the window Posting in the G/L module.

Please note that Maconomy will perform dimension derivation as usual when reallocating job entries. For this reason, derived values may overwrite the selections made in the fields in the island Reallocate To. The dimension derivation takes place after Maconomy has entered the values in the island Reallocate To. If no value has been specified in the fields “Location,” Entity,” “Project,” “Purpose,” “Spec. 1-3,” and “Local Spec. 1-3” in the island Reallocate To, these fields are regarded as being empty at the time of the dimension derivation. If the dimension derivation does not apply to a particular dimension field, the job entry’s original value is used. Any other empty fields in the island Reallocate To, for example, the field “Employee No.,” inherit the original value of the job entry, with the exception of the field “Task,” which only inherits the value from the original entry if a task list is assigned to the job to which the allocation is made. If not, the task field is blank on the allocated job entry.

Field	Description
	This functionality corresponds to the functionality of the action “Approve Reallocation” in the window Job Reallocation.

Job Accruals Workspace

Use this workspace to create job accruals from purchase orders, one job at a time.

For each job, this workspace displays the job's current purchase order lines. You can create job accruals based on these lines. These accruals are held in a job accrual journal for future posting. You can invoice the job accruals at a later date.

Two Methods for Creating Accruals

You can work with job accruals in two ways:

- Base accruals on purchase orders.This is the recommended method because it provides more flexibility and control.
- Select individual entries in the Job Journal workspace to use as the basis for accruals.

The **Job Accruals from Purchase Orders** system parameter in the Set-Up module determines which method is used.

Create Accruals from Purchase Orders

In this workspace, you create job accruals based on purchase orders. The Job Accruals tab displays information about the current job. The Purchase Order Lines sub-tab displays the purchase order lines for the job. Lines appear until they are closed, typically when you enter a vendor invoice.

You can create accruals based on these lines, changing quantities or amounts if necessary. You can select the total amount of purchase orders for accrual or a partial amount. You can also create an accrual can based on the ordered or delivered quantity entered on the line.

When you use the **Create Job Accruals** action, Maconomy creates accruals based on the specified information and creates a job accrual journal. If you selected the **Automatic posting of job accruals** system parameter, Maconomy posts the accrual journal automatically. If you did not select this parameter, you must post the journal in the G/L module. Maconomy uses the Job Accruals number series to assign a transaction number to each journal that you create. After you post this journal, you can see the created job accruals when you create an invoice selection for the job.

In this workspace, you can also specify negative job accruals that can, for example, reverse a job accrual that was created by mistake.

Reconcile Job Accruals

When you receive a vendor invoice that reconciles a purchase order to which a job accrual is assigned, Maconomy also reconciles the job accrual. Maconomy credits the cost of sales account and debits the job accrual account.

You specify the cost of sales account by using a dimension combination in the Posting References workspace or in the Activities workspace sub-tab. The choice depends on whether

you select the **Post by Activity** parameter in the System Information workspace in the Set-Up module.

You specify the job accrual account by using a dimension combination in the Posting References workspace in the G/L module. Dimension combinations can include other dimension values that are to be used in this connection.

You use the cost of sales account because the job entries that are created by the reconciliation are closed when they are created, and therefore do not need to be closed when they are invoiced. If the vendor invoice you receive does not correspond to the purchase order, Maconomy still fully reconciles the job accrual entry, provided that the difference is within a specific margin. Use the **Margin, job accrual reconc.** system parameter to specify the size of this margin.

If the difference is within the margin, Maconomy either writes the job entry up or down. If the difference is not within the specified margin, and the vendor invoice specifies a higher amount than the purchase order, Maconomy reconciles the job accrual with the amount from the vendor invoice and leaves the remainder as an open job entry to be invoiced or credited at a later time. If the vendor invoice specifies a smaller amount than the purchase order, Maconomy reconciles the accrual up to the vendor invoice amount and posts the amount difference on the account for work in progress. The difference can then be credited to the customer in the Invoice Selection workspace. When you subsequently post the credit memo, Maconomy reconciles the cost of sales account.

Job Accruals Tab

This section includes the fields and descriptions for the Job Accruals tab.

Job Island

Field	Description
Job	This field displays the name and number of the job to which the purchase order lines in the sub-tab are assigned. If the sub-tab does not display any lines, there are no open purchase orders assigned to the job.
Job Group	This field displays the name of the job group to which the job is assigned.
Responsible	This field displays the name of the employee responsible for the current job as specified in the window Jobs.

Job Accruals Island

Field	Description
Lines for Accrual	This field displays the number of lines with a mark in the field “Raise Accrual” in the sub-tab. The field is automatically updated by Maconomy and cannot be changed here.

Selection Criteria Island

Field	Description
Show Lines	If this field is marked, the purchase order lines matching the criteria specified in the selection criteria will be shown in the sub-tab. This field is marked by default. Please note that Maconomy does not consider whether the lines are shown in the sub-tab when you use the functions in the Action menu. The purchase order lines that are composed by the selection criteria are affected by the functions, regardless of whether they are shown in the sub-tab.
Purchase Order No.	In these fields, you can enter a range of purchase order numbers. The sub-tab will only display purchase order lines within the specified range of purchase orders. If you do not enter a range in these fields, it will have no influence on the number of purchase order lines shown in the sub-tab when the field “Show lines” is marked.
Purchase Order Line No.	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Activity No.	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Task	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Company No.	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Include Fully Accrued	If this field is marked, purchase order lines which are already fully accrued will also be shown in the sub-tab. A purchase order line being fully accrued means that the accrued amount corresponds to or is greater than the amount of the purchase order line less the amount for which vendor invoices have already been registered. This field is marked by default.
Include Received Only	If this field is marked, only purchase order lines matching the following criteria will be shown: the received quantity is different from zero, and the received quantity is different from a previously accrued quantity plus the quantity from vendor invoices already registered against the purchase order line. By default this field is not marked.

Customer Island

Field	Description
Customer	This field displays the name and number of the ship-to customer assigned to the current job. The number is registered on the job in the window Jobs and cannot be changed here.
Bill to Customer	This field displays the name and number of the bill-to customer assigned to the job. The number is registered on the job in the window Jobs and cannot be changed here.

Company Island

Field	Description
Company	This field displays the name and number of the company registered on the job. This value cannot be changed here. See the window Jobs for further information about assigned companies.
Base Currency	This field displays the currency used as base currency for the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Entity	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Project	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Purpose	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Spec. 1-3	The functionality of this field is similar to that of the field “Purchase Order No.” above.
Local Spec. 1-3	The functionality of this field is similar to that of the field “Purchase Order No.” above.

Purchase Order Lines Sub-Tab

This section includes the fields and descriptions for the Purchase Order Lines sub-tab.

Field	Description
Task	This field displays the task on which the current purchase order line is to be registered, when a vendor invoice is registered with a specification of the current purchase order.
Task Description	This field displays the description of the task specified in the field “Task” above.
Activity No.	If the field “Show Lines” in the island Selection Criteria has been marked, this field displays the activity number of the purchase order line.
Activity Name	This field displays the name of the activity shown in the field “Activity No.”

Field	Description
Entry Date	In this field, you can see and edit the date used as the entry date for the current purchase order line. The date is filled in if an accrual plan has been assigned to the line, and if you have chosen to transfer the plan to the window using the action “Transfer Accrual Plans.” The date in this field is then copied from the field “Cut-Off Date” in the island Transfer Accrual Plan, but you can change the date.
Description	In this field, you can see and edit the text used as the description of the current purchase order line. This text originates from the field “Line Remarks” in the window Purchase Orders in the A/P module, but changes made in the text in this window will not be copied to the window Purchase Orders. The text is used as a description of the line in the job accrual journal.
Purch. Order No.	This field displays the number of the purchase order from which the current purchase order line originates.
Purchase Order Line No.	This field displays the number of the current purchase order line.
Selected for Accrual	If this field is marked, the current purchase order line has been selected for accrual. It is not necessary to accrue the total amount or the total quantity from the purchase order line. The field can be manually marked or marked using the action “Mark for Accrual,” which marks all shown purchase order lines for accrual, where the amount in the field “For Accrual, Currency” is different from zero. The field “Lines for Accrual” in the main tab displays the total number of lines with a mark in this field. Only the lines with a mark in this field will be included when the action “Create Accruals” is selected.
Number For Accrual	In this field, you can select the quantity to be accrued. The field “Number Commissioned” shows the ordered quantity. Maconomy automatically suggests the value in the field “Number Commissioned,” less the already accrued quantity, less the quantity which already has been received through registration of vendor invoices. However, you can change the value of this field here.
Purchase Order Currency	This field displays the currency used on the purchase order line.
Unit Price, Currency	This field displays the price of one unit of the ordered item. The price is displayed in the currency of the purchase order line.
For Accrual, Currency	In this field, you can select the amount to be registered for accrual. The field “Purchased, Currency” displays the total amount from the purchase order line. Maconomy automatically suggests the value from the field “Purchased, Currency,” less already accrued amounts, less amounts already registered via vendor invoices. However, you can change the value of the field here. The amount is displayed in the currency of the purchase

Field	Description
	order line. In the field “For Accrual, Base” you can also change this amount, except that it is done in the company’s base currency.
Base Currency	This field displays the currency used as base currency by the company responsible for the current purchase order line.
Unit Price, Base	The functionality of this field is similar to that of the field “Unit Price, Currency” above, except that the unit price in this field is converted into the company’s base currency. For a more detailed description of price calculation, please see “Appendix A: Price Calculation in the Job Cost Module.”
For Accrual, Base	The functionality of this field is similar to that of the field “For Accrual, Currency” above, except that the unit price in this field is converted into the company’s base currency.
Accrual Plan Approved	If this field is marked, an approved job accrual plan exists for the current purchase order line. For more information, please see the description of the window Job Accrual Plans.
Quantity Received	This field displays the quantity received. The value can be changed in the window Purchase Orders or directly in this field. If you select the action “Accruals from Receipts,” the value of the field “Number for Accrual” on all lines in the sub-tab will be set to the quantity in this field less any already accrued quantity less quantities already registered via vendor invoices, if the result of this is bigger than zero.
Date Received	In this field, you can enter a date of receipt of the quantity of items specified in the field “Number Received.” The date of receipt can also be specified in the field “Received on” in the Purchase Orders window sub-tab.
Quantity Purchased	This field shows the quantity registered on the purchase order line.
Discount, Currency	This field displays the calculated discount on the current purchase order line. The amount is displayed in the currency of the purchase order line.
Purchased, Currency	This field displays the amount for which items have been purchased on the current purchase order line. The amount is displayed in the currency of the purchase order line.
Discount, Base	The functionality of this field is similar to that of the field “Discount, Currency” above, except that the unit price in this field is converted into the company’s base currency.
Purchased, Base	The functionality of this field is similar to that of the field “Purchased, Currency” above, except that the unit price in this field is converted into the company’s base currency.

Field	Description
Number Accrued	This field displays the quantity previously accrued on the current purchase order line.
Accrued, Currency	This field displays the amount previously accrued on the current purchase order line. The amount is displayed in the currency of the purchase order line.
Accrued, Base	The functionality of this field is similar to that of the field “Accrued, Currency” above, except that the unit price in this field is converted into the company’s base currency.
Quantity Invoiced	This field displays the quantity received via a vendor invoice registered with a specification of the current purchase order.
Invoiced, Currency	This field displays the amount received via vendor invoices registered with a specification of the current purchase order.
Invoiced, Base	The functionality of this field is similar to that of the field “Invoiced, Currency” above, except that the unit price in this field is converted into the company’s base currency.
Vendor	This field displays the number of the vendor assigned to the current purchase order line.
Vendor Name	This field displays the name of the vendor assigned to the current purchase order line.
Company No.	This field displays the number of the company responsible for the current purchase order line.
Company Name	This field displays the name of the company specified in the field “Company No.” above.
Location	The functionality of this field is similar to that of the field “Task” above.
Entity	The functionality of this field is similar to that of the field “Task” above.
Project	The functionality of this field is similar to that of the field “Task” above.
Purpose	The functionality of this field is similar to that of the field “Task” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Task” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Task” above.

Actions

This section shows the actions available in the Job Accruals workspace.

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Field	Description
Mark For Accrual	When you select this action, Maconomy will mark all purchase order lines having an amount for accrual which is different from zero. At the same time, the mark is removed from lines with the value “0.00” in the field “For Accrual, Currency.”
Transfer Accrual Plans	When you select this action, Maconomy transfers amounts from the accrual plans for the purchase order lines in the sub-tab that are marked in the field “Accrual Plan Approved.” Accrual plans are created and approved in the window Job Accrual Plans on the basis of purchase order lines assigned to the job in question. Maconomy transfers an amount corresponding to the sum of the accrual plan lines for which the field “Date” has a date which precedes the date specified in the field “Cut-Off Date” in the main tab of this window. This amount is deducted from amounts previously accrued, less the amount for which vendor invoices may have been created on the basis of this purchase order line.
Accruals From Received	When you select this action, Maconomy calculates the job accruals on the basis of the value in the field “Quantity Received.” The job accrual on a line is set to the value in the field “Quantity Received” multiplied by the unit price, less previously accrued amounts, less amounts from vendor invoices registered with a reference to the current purchase order line. If the result of this calculation is negative, the value in the “For Accrual, Currency” field will be reset to zero.
Create Accruals	When you select this action, Maconomy will create job accruals for all shown purchase order lines with a mark in the field “Selected For Accrual,” and with a value in the field “For Accrual, Currency” different from zero. At the same time, the purchase order line is updated, and the result of the accruals is also shown in the window Purchase Orders in the A/P module. Maconomy creates a job accrual journal with the specified job accruals. If the system parameter “Automatic posting of job accruals” is marked, the accrual journal is posted automatically. If this system parameter is not marked, the journal is to be posted in the G/L module. At posting, the job’s open billing price and the account for job accruals are credited. At the same time, the job’s open cost price and the WIP account (provided that you are capitalizing at billing price) are debited. After this, it is possible to invoice the specified job accruals to the customer. The open billing price and open cost price accounts are specified by means of a dimension combination in the window Posting References or in the Activities window sub-tab, depending on whether “Post by Activity” has been selected in the window System Information in the Set-Up module. The job accrual account is specified by means of a dimension combination in the window Posting References in the G/L module. The WIP account is specified by a dimension combination in the window Job Groups for the current job’s job group. Note that dimension combinations may include other dimension values that are to be used in this connection.

Field	Description
	When the purchase order lines are closed, typically when a vendor invoice reconciling the purchase order is registered, Maconomy checks the purchase order lines for nonreconciled job accruals. If nonreconciled job accruals are found, Maconomy will display an error message.

Batch Job Accrual Workspace

Use this workspace to create job accruals from purchase orders, for multiple jobs at once.

For each job, this workspace displays the job's current purchase order lines. You can create job accruals based on these lines. These accruals are held in a job accrual journal for future posting. You can invoice the job accruals at a later date.

This workspace is similar to the Job Accruals workspace, except that it lets you perform job accruals for several jobs at a time.

Use the selection criteria on the Batch Job Accrual tab to identify the jobs for which you want to see purchase order lines. The tab also displays the number of lines selected for accrual and the total amount of those lines.

If you select the **Show Lines** field, the Purchase Order Lines sub-tab displays the purchase order lines for the jobs you chose. For each line in the sub-tab, you can specify whether the line should be partly or totally selected for accrual. Note, however, that the actions in the Action menu apply to all purchase order lines identified by the selection criteria, regardless of whether they are displayed in the sub-tab.

The first time that you open this workspace, press Return to open an overview. After you have done this once, Maconomy saves your selection criteria from session to session. Each time that you open this workspace, Maconomy displays the last selection criteria that you used. Maconomy also copies the selection criteria to the Print Job Accrual List workspace when you use the **Print** function in this workspace.

Batch Job Accrual Tab

This section includes the fields and descriptions for the Batch Job Accrual tab.

Selection Criteria Island

Field	Description
Show Lines	If this field is marked, the purchase order lines matching the criteria specified in the selection criteria will be shown in the sub-tab. Please note that Maconomy does not consider whether the lines are shown in the sub-tab when you use the actions in the Action menu. The purchase order lines that are identified by the selection criteria are affected by the functions regardless of whether they are shown in the sub-tab.
Job No.	In these fields, you can enter a range of job numbers. The sub-tab will only display purchase order lines assigned to the specified range of jobs. If you do not enter a range in these fields, it will have no influence on the number of

Field	Description
	purchase order lines shown in the sub-tab when the field “Show lines” is marked.
Purchase Order No.	In these fields, you can enter a range of purchase order numbers. The sub-tab will only display purchase order lines assigned to the specified range of purchase orders. If you do not enter a range in these fields, it will have no influence on the number of purchase order lines shown in the sub-tab when the field “Show lines” is marked.
Purchase Order Line No.	The functionality of these fields is similar to that of the field “Purchase Order No.” above.
Activity No.	The functionality of these fields is similar to that of the field “Purchase Order No.” above.
Task	The functionality of these fields is similar to that of the field “Purchase Order No.” above.
Company No.	The functionality of these fields is similar to that of the field “Purchase Order No.” above.
Include Fully Accrued	If this field is marked, purchase order lines which are already fully accrued will also be shown in the sub-tab. When a purchase order line is fully accrued, the accrued amount corresponds to or is greater than the amount of the purchase order line, less the amount for which vendor invoices have already been registered. This field is marked by default.
Include Received Only	If this field is marked, only purchase order lines matching the following criteria will be shown: the received quantity is different from zero and the received quantity is different from a previously accrued quantity plus the quantity from vendor invoices already registered against the purchase order line.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Purch. Order No.” above.
Entity	The functionality of these fields is similar to that of the field “Purch. Order No.” above.
Project	The functionality of these fields is similar to that of the field “Purch. Order No.” above.
Purpose	The functionality of these fields is similar to that of the field “Purch. Order No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Purch. Order No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Purch. Order No.” above

Job Accruals Island

Field	Description
Lines for Accrual	This field displays the number of lines with a mark in the field “Raise Accrual” in the sub-tab. This field is automatically updated by Maconomy and cannot be changed here.
Amount for Accrual	This field displays the total purchase order amount of lines with a mark in the field “Raise Accrual” in the sub-tab. The amount is displayed in enterprise currency. This field is automatically updated by Maconomy and cannot be changed here.

Purchase Order Lines Sub-Tab

This section includes the fields and descriptions for the Purchase Order Lines sub-tab.

Field	Description
Job No.	If you have selected the field “Show Lines” in the island Selection Criteria, this field shows the number of the job to which the purchase order line is assigned.
Job Name	This field shows the name of the job to which the purchase order line is assigned.
Task	This field displays the task on which the current purchase order line is to be registered, when a vendor invoice is registered with a specification of the current purchase order.
Task Description	This field displays the description of the task specified in the field “Task” above.
Activity No.	If the field “Show Lines” in the island Selection Criteria has been marked, this field shows the activity number of the purchase order line.
Activity Name	This field shows the name of the activity shown in the field “Activity No.”
Entry Date	In this field, you can see and edit the date used as the entry date for the current purchase order line. The date is filled in if an accrual plan has been assigned to the line, and if you have chosen to transfer the plan to the window by means of the action “Transfer Accrual Plans.” The date in this field is then copied from the field “Cut-Off Date” in the island Transfer Accrual Plan, but you can change the date. If you do not fill in the field, Maconomy will use today’s date as the entry date.
Description	In this field, you can see and edit the text used as the description of the current purchase order line. This text originates from the field “Line Remarks” in the window Purchase Orders in the A/P module, but changes made in the text in this window will not be copied to the window Purchase Orders. The text is used as a description of the line in the job accrual journal.

Field	Description
Purch. Order No.	This field displays the number of the purchase order from which the current purchase order line originates.
Purchase Order Line No.	This field displays the number of the current purchase order line.
Selected for Accrual	If this field is marked, the current purchase order line has been selected for accrual. It is not necessary to accrue the total amount or the total quantity from the purchase order line. This field can be manually marked or marked using the action “Mark for Accrual,” which marks all shown purchase order lines for accrual, where the amount in the field “For Accrual, Currency” is different from zero. The field “Lines for Accrual” in the main tab displays the total number of lines with a mark in this field. Only the lines with a mark in this field will be included when the action “Create Accruals” is selected.
Number For Accrual	In this field, you can specify the quantity to be accrued. Maconomy automatically suggests a value based on a calculation of the value in the field “Quantity Requisitioned,” less the amount of any already accrued quantity. This means that in this field you can make a partial reconciliation of a purchase order line of which part has already been invoiced and posted. You can change the value in this field manually.
Purchase Order Currency	This field shows the currency used on the purchase order line.
Unit Price, Currency	This field shows the price of one unit of the ordered item. The price is displayed in the currency of the purchase order line.
Discount, Currency	This field displays the calculated discount on the current purchase order line. The amount is displayed in the currency of the purchase order line.
For Accrual, Currency	In this field, you can select the amount to be registered for accrual. The field “Requisitioned, Currency” displays the total amount from the purchase order line. Maconomy automatically suggests the value from the field “Requisitioned, Currency,” less already accrued amounts, less amounts already registered via vendor invoices. However, you can change the value of the field here. The amount is displayed in the currency of the purchase order line. In the field “For Accrual, Base” you can also change this amount, except that it is done in the company’s base currency.
Base Currency	This field displays the currency used as base currency by the company responsible for the current purchase order line.
Unit Price, Base	The functionality of this field is similar to that of the field “Unit Price, Currency” above, except that the unit price in this field is converted into the company’s base currency. For a more detailed description of price calculation, please see “Appendix A: Price Calculation in the Job Cost Module.”

Field	Description
Discount, Base	The functionality of this field is similar to that of the field “Discount, Currency” above, except that the unit price in this field is converted into the company’s base currency.
For Accrual, Base	The functionality of this field is similar to that of the field “For Accrual, Currency” above, except that the unit price in this field is converted into the company’s base currency.
Unit Price, Enterprise	The functionality of this field is similar to that of the field “Unit Price, Currency” above, except that the unit price in this field is converted into the system’s enterprise currency. For a more detailed description of price calculation, please see “Appendix A: Price Calculation in the Job Cost Module.”
Discount, Enterprise	The functionality of this field is similar to that of the field “Discount, Currency” above, except that the unit price in this field is converted into the enterprise currency.
For Accrual, Enterprise	This field shows the amount to be registered for accrual on the line in the system’s enterprise currency.
Accrual Plan Approved	If this field is marked, an approved job accrual plan exists for the current purchase order line. For more information, please see the description of the window Job Accrual Plans.
Quantity Received	This field displays the quantity received. The value can be changed in the window Purchase Orders or directly in this field. If you select the action “Accruals from Receipts,” the value of the field “Number for Accrual” on all lines in the sub-tab will be set to the quantity in this field less any already accrued quantity less quantities already registered via vendor invoices, if the result of this is bigger than zero.
Date Received	In this field, you can enter a date of receipt of the quantity of items specified in the field “Number Received.” The date of receipt can also be specified in the field “Received on” in the Purchase Orders window sub-tab.
Quantity, Requisitioned	This field displays the number of items requisitioned on the current purchase order line.
Requisitioned, Currency	This field displays the amount for which items have been requisitioned on the current purchase order line. The amount is displayed in the currency of the purchase order line.
Requisitioned, Base	The functionality of this field is similar to that of the field “Requisitioned, Currency” above, except that the unit price in this field is converted into the company’s base currency.
Requisitioned, Enterprise	The functionality of this field is similar to that of the field “Requisitioned, Currency” above, except that the unit price in this field is converted into the system’s enterprise currency.

Field	Description
Number Accrued	This field displays the quantity previously accrued on the current purchase order line.
Accrued Amount, Currency	This field displays the amount previously accrued on the current purchase order line. The amount is displayed in the currency of the purchase order line.
Accrued Amount, Base	The functionality of this field is similar to that of the field “Accrued, Currency” above, except that the unit price in this field is converted into the company’s base currency.
Accrued Amount, Enterprise	The functionality of this field is similar to that of the field “Accrued, Currency” above, except that the unit price in this field is converted into the system’s enterprise currency.
Quantity Invoiced	This field displays the quantity received via a vendor invoice registered with a specification of the current purchase order.
Invoiced, Currency	This field displays the amount received via vendor invoices registered with a specification of the current purchase order.
Invoiced, Base	The functionality of this field is similar to that of the field “Invoiced, Currency” above, except that the unit price in this field is converted into the company’s base currency.
Invoiced, Enterprise	The functionality of this field is similar to that of the field “Invoiced, Currency” above, except that the unit price in this field is converted into the system’s enterprise currency.
Vendor	This field displays the number of the vendor assigned to the current purchase order line.
Vendor Name	This field displays the name of the vendor assigned to the current purchase order line.
Company No.	This field displays the number of the company responsible for the current purchase order line.
Company Name	This field displays the name of the company specified in the field “Company No.” above.
Location	The functionality of this field is similar to that of the field “Task” above.
Entity	The functionality of this field is similar to that of the field “Task” above.
Project	The functionality of this field is similar to that of the field “Task” above.
Purpose	The functionality of this field is similar to that of the field “Task” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Task” above.

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Task” above.

Actions

This section shows the actions available in the Batch Job Accrual workspace.

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Field	Description
Mark for Accrual	When you select this action, Maconomy will mark all purchase order lines having an amount for accrual which is different from zero. At the same time, the mark is removed from lines with the value “0.00” in the field “For Accrual, Currency.”
Transfer Accrual Plans	When you select this action, Maconomy transfers the accrual plans for the purchase order lines in the sub-tab that are marked in the field “Accrual Plan Approved.” Accrual plans are created and approved in the window Job Accrual Plans on the basis of the purchase order lines assigned to the job in question. Maconomy transfers an amount corresponding to the sum of the accrual plan lines for which the field “Date” has a date which precedes the date specified in the field “Cut-Off Date” in the main tab of this window. This amount is deducted from amounts previously accrued, less the amount for which vendor invoices may have been created on the basis of this purchase order line. Use the Cut-Off Date field to specify a date for the transfer of an accrual plan, if any. Maconomy shows today’s date by default. A job accrual plan is created in the window Job Accrual Plans and is used for the accrual of purchase order amounts that are accrued over a period of time. By selecting the action “Transfer Accrual Plans,” the plan is transferred as per the date specified in this field.
Accruals from Received	When you select this action, Maconomy calculates the job accruals on the basis of the value in the field “Quantity Received.” The job accrual on a line is set to the value in the field “Quantity Received” multiplied by the unit price less previously accrued amounts less amounts from vendor invoices registered with a reference to the current purchase order line. If the result of this calculation is negative, the value in the “For Accrual, Currency” field will be reset to zero.
Create Accruals	When you select this action, Maconomy will create job accruals for all shown purchase order lines with a mark in the field “Selected For Accrual,” and with a value in the field “For Accrual, Currency” different from zero. At the same time, the purchase order line is updated, and the result of the accruals is also shown in the window Purchase Orders in the A/P module. Maconomy creates a job accrual journal with the specified job accruals. The journal is assigned a transaction number from the number series “Job Accruals.” If the system parameter “Automatic posting of job accruals” is marked, the accrual journal is posted automatically. If this system parameter is not marked, the journal is to be posted in the G/L module. At posting, the job’s open billing price and the account for job accruals are credited. At the same time, the job’s open cost price

Field	Description
	and the WIP account (provided that you are capitalizing at billing price) are debited. After this, it is possible to invoice the specified job accruals to the customer. The open billing price and open cost price accounts are specified by means of a dimension combination in the window Posting References or in the Activities window sub-tab, depending on whether “Post by Activity” has been selected in the window System Information in the Set-Up module. The job accrual account is specified by means of a dimension combination in the window Posting References in the G/L module. The WIP account is specified by a dimension combination in the window Job Groups for the current job’s job group. Note that dimension combinations may include other dimension values that are to be used in this connection. When the purchase order lines are closed, typically when a vendor invoice reconciling the purchase order is registered, Maconomy checks the purchase order lines for nonreconciled job accruals. If nonreconciled job accruals are found, Maconomy will display an error message.

Job Accrual Plans Workspace

Use this workspace to create job accruals from purchase order lines that represent goods and services that are delivered over an extended period of time.

In such a case, it would not be reasonable to create and post an accrual for the whole purchase order line at one time. Instead, accruals occur over a predetermined span of time, corresponding to the period in which the goods and services will be delivered.

This practice helps ensure the accuracy of the job's completion percentage and recognized revenue.

Use this workspace to create a plan for accruing expenses over a span of time. Maconomy can create an accrual plan based on criteria that you define, or you can create an accrual plan yourself.

You can transfer job accrual plans to the Job Accruals and Batch Job Accrual workspaces, where Maconomy performs the job accrual.

The workspace tab displays each individual purchase order line. Use selection criteria to determine which purchase order lines appear in the sub-tab. In the Create Plan island, enter information about that will be used to determine whether the line is part of the accrual plan.

Use the Create Plan action to have Maconomy create the plan automatically. You can later edit the plan. Alternatively, you can create the plan manually in the sub-tab.

Accruals Based on Fiscal Period Lengths

When you create an accrual plan, you can choose to have Maconomy distribute amounts proportionally, based on the number of days in your fiscal periods. For example, Maconomy can allocate a greater accrual amount for January (which has 31 days) than for June (which has 30 days). The functionality is controlled by the **Equal-sized Accruals in Accrual Plans** system parameter.

If you select this parameter, the **Equal-Sized Accruals** field in the Create Plan island is selected by default, and all periods that you create using the **Create Plan** action are considered to be of equal length, regardless of the actual fiscal period lengths.

If you do not select the **Equal-Sized Accruals** field, you can set up accruals that are proportional to fiscal period lengths.

You can also specify the exact starting and ending dates for accrual plans. If you do, the fiscal periods that are completely covered by the plan's time span received a greater accrual amount than those that are only partially covered.

Job Accrual Plans Tab

This section includes the fields and descriptions for the Job Accrual Plans tab.

Purchase Order Island

The fields in this island display information about the individual purchase order line. The information is transferred from the window Purchase Orders and cannot be changed here.

Field	Description
Purch. Order No.	This field shows the number of the purchase order from which the current purchase order line originates.
Line No.	This field shows the number of the current purchase order line.
Activity	This field shows the name and number of the activity specified on the purchase order line.
Quantity	This field shows the number of ordered services.
Purchase Order Currency	This field shows the currency in which the service was ordered.
Unit Price, Currency	This field shows the unit price of the ordered service displayed in the purchase order's currency.
Discount, Currency	This field shows the discount amount, if any, displayed in the purchase order's currency.
Purchased, Currency	This field shows the total amount requisitioned on the current line in the purchase order's currency, corresponding to the unit price multiplied by the quantity less any discount.
Unit Price, Base	The functionality of this field is similar to that of the field "Unit Price, Currency," only the specified amount is converted into the base currency of the company being responsible for the job. For more information about currency conversion in the Job Cost module, please see "Appendix A: Price Calculation in the Job Cost Module."
Discount, Base	The functionality of this field is similar to that of the field "Discount, Currency," only the specified amount is converted into the base currency of the company being responsible for the job.

Field	Description
Purchased, Base	The functionality of this field is similar to that of the field “Purchased, Currency,” only the specified amount is converted into the base currency of the company being responsible for the job.
Quantity Invoiced	This field shows the number of units of the ordered service for which vendor invoices have been received.
Invoiced, Currency	This field shows the amount for which vendor invoices have been received to cover the ordered service. The amount is displayed in the currency of the purchase order.
Invoiced, Base	The functionality of this field is similar to that of the field “Invoiced, Currency,” only the specified amount is converted into the base currency of the company being responsible for the job. For more information about currency conversion in the Job Cost module, please see “Appendix A: Price Calculation in the Job Cost Module.”
Date Received	This field shows the date of the last received delivery of the ordered service.
Quantity, Received	This field shows the quantity received of the ordered service until today’s date.
Vendor	This field shows the name and number of the vendor delivering the service in question.

Company Island

Field	Description
Company	This field displays the name and number of the company registered on the job. This value cannot be changed here. See the window Jobs for further information about assigned companies.
Base Currency	This field displays the currency used as base currency for the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Job Island

The fields in this island display information about the job to which the current purchase order line is assigned. The information is transferred from the window Jobs and cannot be changed here.

Field	Description
Job	This field shows the name and number of the job to which the purchase order line is assigned.
Job Group	This field shows the name of the job group to which the job from the current purchase order line is assigned.

Field	Description
Responsible	This field shows the person responsible for the job to which the current purchase order line is assigned.
Project Manager	This field shows the name and number of the employee who is project manager on the job to which the current purchase order line is assigned

Customer Island

The fields in this island display information about the customer registered on the job to which the current purchase order line is assigned. The information is transferred from the window Jobs and cannot be changed here.

Field	Description
Customer	This field shows the name and number of the customer registered on the job to which the purchase order line is assigned.
Bill to Customer	This field shows the name and number of the customer registered on the job to which the purchase order line is assigned and who is invoiced for work carried out on the job.

Accrual Island

The fields in this island display information about previously registered accruals as well as the status for the lines shown in the sub-tab. The information in these fields cannot be changed here.

Field	Description
Number Accrued	This field shows the quantity of the ordered service for which accruals have already been created.
Accrued, Currency	This field shows the amount for which accruals have already been created. The amount is displayed in the purchase order's currency.
Accrued, Base	The functionality of this field is similar to that of the field "Accrued, Currency," only the specified amount is converted into the base currency of the company being responsible for the job.
Total Quantity	This field shows the total quantity of the ordered services for which it has been specified in the sub-tab that accruals should be created.
Total Amount, Currency	This field shows the total amount for which it has been specified in the sub-tab that accruals should be created. The amount is displayed in the purchase order's currency.
Total Amount, Base	The functionality of this field is similar to that of the field "Total Amount, Currency," only the specified amount is converted into the base currency of the company being responsible for the job. For more information about currency conversion in the Job Cost module, please see "Appendix A: Price Calculation in the Job Cost Module."
Number of Valid Lines	This field shows the number of valid lines in the job accrual plan. See the description of the island Selection Criteria for an explanation of the term "valid."

Field	Description
Number of Transferred Lines	This field shows the number of lines in the job accrual plan which have been transferred for accrual. See the description of the island Selection Criteria for an explanation of the term “transferred.”

Selection Criteria Island

Field	Description
Show Only Valid	If this field is ticked then only lines which has been marked Valid is shown in the table.
Show Transferred	If this field is marked then additionally the table will show accrual plan lines that have already been transferred.

Status Island

Field	Description
Approved	This field shows whether the accrual plan for the purchase order line has been approved.
Approved by	This field shows the name of the user who approved the accrual plan.
Approval Date	This field shows the date when the current accrual plan was approved.
Reopened	This field shows whether the current accrual plan was reopened.

Balance Sheet Island

Field	Description
Quantity	This field shows the difference between the registered quantity on the purchase order line and the total number for accrual on lines in the table.
Amount, Currency	This field shows the difference between the price registered on the purchase order line and the total amount for accrual on lines in the table.
Amount, Base	This field shows the difference between the price registered on the purchase order line and the total amount for accrual on lines in the table.

Job Accrual Plan Lines Sub-Tab

This section includes the fields and descriptions for the Job Accrual Plan Lines sub-tab.

Field	Description
Date	This field shows the suggested creation date of the accrual. The date can be changed manually, as long as the line is valid and not transferred.
Description	This field shows the description to be assigned to the job accrual. By default, this field contains the description entered in the field “Description” in the island Create Plan, but the description can be changed in this field. The description can be changed as long as the line is valid and not transferred.
Quantity	This field shows the quantity of the planned accrual. The quantity can be changed manually, as long as the line is valid and not transferred.
Amount, Currency	This field shows the amount of the planned accrual displayed in the currency of the purchase order line. The amount can be changed manually, as long as the line is valid and not transferred.
Amount, Base	The functionality of this field is similar to that of the field “Amount, Currency,” only the amount is displayed in the company’s base currency.
Valid	This field is marked if the current line is valid. See the description of the field “Show Only Valid” in the island Selection Criteria for further information on the term “valid.”
Transferred	This field is marked if the current line has been transferred. See the description of the field “Show Transferred” in the island Selection Criteria for further information on the term “transferred.”

Actions

This section shows the actions available in the Job Accrual Plans workspace.

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Field	Description
Create Plan	When you select this action, the job accrual plan is created in the sub-tab on the basis of the information specified in the island Create Plan in the main tab. If a date has been specified in the field “Starting Date,” the accruals will be distributed proportionally on the partially or completely covered G/L periods. If you have only specified a number of accruals in the field “Number of Accruals” and a starting period in the field “Starting Period,” Maconomy distributes the quantity to be accrued on G/L periods on the basis of the starting period specified. If you have marked the field “Equal-Sized Accruals,” all periods included in the plan will be considered to be of equal length. See the description of the field “Equal-Sized Accruals” for further information about the functionality of that field. If lines already exist in the sub-tab when you choose this action, those lines are not marked as valid. Note that if the creation of a plan gives rise to a rounding

Field	Description
	difference in the amounts, this difference will automatically be adjusted by Maconomy on the last line in the sub-tab. The following fields are part of the Create Plan wizard: ▪ Date — This field has two columns: “Start” and “End.” In the “Start” column, you can enter a starting date. In the ”End” column, you can enter an ending date. This range defines the exact date range for the current accrual plan. When you enter a date range, the “Start” and “End” columns of the field “Period” will be filled in with the G/L periods covering the date range specified in these fields. On the basis of the date range specified in these fields, Maconomy calculates the amounts to be distributed in the plan. Note that if you specify an exact starting and ending date for the plan, the G/L periods which might be completely covered by the defined time span will be allocated a higher quantity than any partially covered periods at the start and end of the defined time span. This applies whether or not you have marked the field “Equal-Sized Accruals.” If you have not marked the field “Equal-Sized Accruals” in this island, and you specify a date range of, for example, 01/08/02 to 30/11/02, in which you wish to allocate an amount of USD 100, an amount proportional to the total number of days in the period will be allocated to the four G/L periods in question. This means that longer periods (for example, August 31/365) are allocated a greater accrual amount than shorter periods (for example, September 30/365). If you have marked the field “Equal-Sized Accruals,” all periods created using the action “Create Plan” will be considered of equal length. Using the above example, the amount of USD 100 will hence be allocated with USD 25 to each of the four G/L periods covered by the date range 01/08/02 to 30/11/02. If you do not enter an ending date in this field, you can enter a number in the field “Number of Accruals” below to make Maconomy calculate an ending date. ▪ Period — This field determines which G/L periods cover the accrual calculations created when selecting the action “Create Plan.” The field has two columns: “Start” and “End.” In the “Start” column, you can enter a starting period. In the “End” column, you can enter an ending period. The fields are automatically filled in if you have entered a date range in the field “Date” above. If you choose to enter starting and ending periods instead of starting and ending dates, Maconomy will attempt to guess the fiscal year in the field “Fiscal Year” below, but you should check if Maconomy guessed correctly. For instance, if the current year is 2003, and you enter “9” and “2” in the “Start” and “End” columns, respectively, then Maconomy assumes you mean period 9 of fiscal year “01-01-2003” and period 2 of fiscal year “01-01-2004.” See the description of the field “Date” above and the field “Fiscal Year” below for further information about the functionality of this field.

Field	Description
	If you do not enter an ending period in this field, you can enter a number in the field “Number of Accruals” below to make Maconomy calculate an ending period. ▪ Fiscal Year — This field has two columns: “Start” and “End.” In the “Start” column, you can enter a starting fiscal year. In the “End” column, you can enter an ending fiscal year. The fields are automatically filled in if you have entered a date range in the field “Date” above or a range of G/L periods in the field “Period” above. See the description of the fields “Date” and “Period” above for further information about the functionality of this field. ▪ Number of Accruals — In this field, you can enter the number of accruals to be created on the basis of the current purchase order line. Using the value in this field and the date or period entered in the “Start” column of one of the fields “Date” and /or “Period,” Maconomy determines the month/date on which the last accrual should be made as one accrual is made per G/L period starting with the G/L period covered by the date specified in the field “Date.” Note that you cannot enter a number in this field if you have specified both a starting date/period and an ending date/period in this island. See the description of the below field “Equal-Sized Accruals” for information about the consequences of marking/not marking that field. ▪ Equal-Sized Accruals — If you mark this field, all periods created using the action “Create Plan” will be considered being of equal length, and an even quantity is hence distributed to the relevant periods displayed in the sub-tab. Whether or not this field is automatically marked by Maconomy is determined by the marking of the system parameter “Equal-sized accruals in accrual plans.” However, the field can always be manually marked or unmarked. If this field is marked, and if you have specified exact starting and ending dates which do not cover entire G/L periods, those G/L periods which are completely covered by the defined time span will be allocated a higher quantity than the partly covered periods, if any, at the start and end of the defined time span. If you do not mark this field, that is, if you want to make variable-sized accruals, Maconomy will distribute an amount to each relevant period which is proportional to the number of days in the entire period specified in the date or period fields in this island. See the description of the field “Date” for further information about the functionality of this field. ▪ Total Quantity — In this field, you can enter the number of units of the ordered service for which you want to create job accrual suggestions. ▪ Total Amount, Currency — In this field, you can enter the amount for which you want to create job accrual proposals. The amount is entered in the currency of the purchase order line.

Field	Description
	▪ Total Amount, Base — The functionality of this field is similar to that of the field “Total Amount, Currency,” only the amount is entered in the company’s base currency. For more information about currency conversion in the Job Cost module, please see “Appendix A: Price Calculation in the Job Cost Module.” ▪ Description — In this field, you can enter a description. When you select the action “Create Plan,” the text is transferred to each line in the sub-tab. The text from the current purchase order line is shown by default.
Approve Plan	When you select this action, the job accrual plan shown in the sub-tab is approved, and you can no longer edit the fields in the plan. The island Status in the main tab is updated with information about the person who approved the plan and the date of the approval. Moreover, the field “Accrual Plan Approved” is marked in the Job Accruals and Batch Job Accrual windows sub-tabs. You can only approve a job accrual plan comprising everything purchased on the line. This means that at least one of the amount fields in the island Balance Sheet must be “0.” Maconomy will issue a warning if the plan contains rounding differences that must be allocated before the plan can be approved. Only approved job accrual plans can be transferred for accrual in the windows Job Accruals and Batch Job Accrual.
Reopen Plan	When you select this action, the accrual plan in the sub-tab is reopened, and it can then be edited. When you reopen an accrual plan, it is no longer considered approved. The field “Reopened” in the island Status in the main tab is also marked.

Job Transfer Workspace

Use this workspace to transfer one or more jobs to a new set of dimensions.

For example, use it when you need to transfer a job from one department to another, so that the new department becomes entirely responsible for the job. Maconomy transfers all open entries to the new job, so that financial statistics are still tracked correctly.

Use selection criteria to choose the jobs to transfer. Define the set of dimensions to which the jobs will be transferred and the date on which the transfer should occur.

Select the **Show Lines** field to display information about the jobs in the Jobs sub-tab.You can select or deselect the jobsin the sub-tab.

When you have selected one or more jobs for transfer, use the Approve Transfer action to approve the transfer and create a job transfer journal. When you post this journal, Maconomy:

- Creates new job entries that are associated with the new dimensions. The entry date of the new job entries is the transfer date that you specified in the **Transfer Date** field, or the entry date of the original entry, if that date is after the transfer date.
- Closes the original job entries that are associated with the old dimensions. The G/L entry date of the new entries is the entry date, or the first date in the open G/L posting interval for the job's company and the job's executing company, if that date is after the entry date.

Invoice Lines

When you transfer an open job entry to new dimensions, Maconomy automatically creates a job invoice line associated with the new dimensions. The invoice date of the invoice line is the G/L entry date of the new job entry.

This means that when you transfer a job, Maconomy transfers the invoicing basis of the job to new dimensions, but does not transfer the actual entries of the job. The entries associated with the new dimensions do not contain any entered amounts or quantities, but instead contain an invoicing basis of open billing prices. This means that you cannot reallocate the new entries after you transfer them. For this reason, a job transfer should be considered as a sale of an invoicing basis, rather than an actual reallocation of the job.

If you transfer a partially invoiced job entry that contains proposed values, Maconomy subtracts the previously invoiced quantity from the proposed quantity before it applies the proposed quantity. For example, an original job entry contains 40 hours with an invoice proposal of 30 hours, of which 25 hours have already been invoiced. When the job entry is transferred, it includes the remaining 15 registered hours, but only 5 hours are proposed for invoicing. Note that the amount to invoice cannot be less than zero and no amount greater than zero can be credited if the job entry includes a negative quantity.

G/L Postings

The G/L postings that occur as a result of a job transfer depend on the capitalization method that you selected for the job:

- If a job is capitalized at cost price, only the accounts for work in progress receive postings.
- If a job is capitalized at billing price, postings are also made to the accounts for open cost and open billing price and to the two accounts for internally transferred cost and sales.

In the time gap between transferring a job and posting the resulting transfer journal, you cannot approve invoice selections or reallocate entries for the job.

If a job has open entries that you selected for reallocation, you cannot transfer the job. You must complete the reallocations or deselect the entries before you continue with the job transfer. This rule ensures that no work-in-progress entries occur in the original dimensions after you transfer the job entries to the new dimensions.

If you selected the **Automatic posting of job transfers** system parameter, Maconomy posts the transfer journal automatically, and no time gap occurs.

Job Transfer Tab

This section includes the fields and descriptions for the Job Transfer tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the sub-tab will display the open jobs which comply with the selection criteria entered in this island. For performance reasons, Maconomy will issue an error message if you have not specified any selection criteria before marking this field.

Field	Description
Job No.	In these fields, you can enter a range of job numbers. Only jobs with a number within the specified range will be included in the sub-tab and hence transferred upon selection of the action “Approve Transfer.”
Job Group	In this field, you can select a job group. Only jobs assigned to the selected job group will be included in the sub-tab and hence transferred upon selection of the action “Approve Transfer.”
Company No.	The functionality of these fields is similar to that of the field “Job No.” above.
Project Manager	The functionality of these fields is similar to that of the field “Job No.” above.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Job No.” above.
Entity	The functionality of these fields is similar to that of the field “Job No.” above.
Project	The functionality of these fields is similar to that of the field “Job No.” above.
Purpose	The functionality of these fields is similar to that of the field “Job No.” above.
Spec. 1-10	The functionality of these fields is similar to that of the field “Job No.” above.
Local Spec. 1-10	The functionality of these fields is similar to that of the field “Job No.” above.

Transfer Island

Field	Description
Transfer Date	In this field, you can enter a transfer date. The job entries that will be created upon transfer of a job to new dimensions will have the date specified in this field as their posting date. However, if the posting date of the original entry is after the transfer date, the new job entry will get the same posting date as the original job entry. See the description of the action “Approve Transfer” for more information about the actual transfer of a job.
Description	In this field, you can enter a description to apply to the current job transfer.

Field	Description
Transaction Type	In this field you may select the transaction type for the journal posting new job entries created upon approval of the job transfer.
Allow blocked job dimensions	If you mark this field, you can overrule the blocking of the job dimensions job, activity, task, and employee. This means that it is possible to transfer a job even if some of the dimension values on the job, or the job itself, have been blocked for registration. For instance, you can transfer a job even if a task registered on the job has been blocked for registration.

Transfer To Island

Field	Description
Location	In this field, you can specify a location. The value entered in this field can determine the “Location” dimension to which each job entry will be transferred when you select the action “Approve Transfer.” However, you should note that upon approval of a job transfer, the dimensions on new job entries are determined through the following procedure: First the dimensions are copied from the original entry to the new entry. Second, the dimensions for which values have been specified in this island will be applied to the new entry, and finally, the job will go through the usual dimension derivation procedure on the basis of the set of derived dimensions valid on the relevant posting date. This means that when an entry is transferred to new dimensions, the value entered in this field might be overwritten by another dimension value, depending on the dimension derivation performed by the system on the date of the transfer.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-10	The functionality of this field is similar to that of the field “Location” above.
Local Spec. 1-10	The functionality of this field is similar to that of the field “Location” above.

Jobs Sub-Tab

This section includes the fields and descriptions for the Jobs sub-tab.

Field	Description
Transfer	If this field is marked, the job on the line will be transferred when you select the action “Approve Transfer” in the Action menu. The field can be

Field	Description
	marked manually for each line or you can have Maconomy mark all the lines displayed in the sub-tab by selecting the action “Mark for Transfer.”
Job No.	This field shows the number of the job represented on the line. The job displayed in this field is hence the job that will be transferred to new dimensions on the date specified in the island Transfer when you select the action “Approve Transfer.”
Job Name	This field shows the name of the job on the line.
Job Group	This field shows the job group to which the job is assigned.
Company No.	This field shows the number of the company to which the job is assigned.
Customer No.	This field shows the number of the customer to which the job is assigned.
Project Manager No.	This field shows the number of the project manager assigned to the job.
Name of Project Manager	This field shows the name of the project manager assigned to the job.
Location	This field shows the location assigned to the job.
Entity	This field shows the entity assigned to the job.
Project	This field shows the project assigned to the job.
Purpose	This field shows the purpose assigned to the job.
Spec. 1-3	These fields show the spec. 1-3 assigned to the job.
Local Spec. 1-3	These fields show the local spec. 1-3 assigned to the job.
Submitted Draft	This field indicates whether at least one invoice draft was submitted.
Appr. for inv.	If this field is marked, the job on the line contains entries which have been approved for invoicing. See the description of the action “Approve Transfer” for information about the consequences of approving a job for transfer which is assigned entries approved for invoicing.

Field	Description
Appr. for inv. on main job	If this field is marked, the job on the line contains entries which have been approved for invoicing on a main job. See the description of the action “Approve Transfer” for information about the consequences of approving a job for transfer which is assigned entries approved for invoicing on a main job.
Appr. for inv. editing	If this field is marked, the job on the line contains entries which have been approved for invoice editing. See the description of the action “Approve Transfer” for information about the consequences of approving a job for transfer which is assigned entries approved for editing.
Appr. for inv. on account	If this field is marked, the job on the line contains entries which have been approved for on account invoicing. See the description of the action “Approve Transfer” for information about the consequences of approving a job for transfer which is assigned entries approved for on account invoicing.
Net on Account, Currency	This field shows any open invoices on account for the job on the current line. You should note that transferring a job does not automatically transfer open invoices on account for the job. These invoices must be transferred manually by reconciling it fully and then creating a new on account invoice with the same open amount. The invoices on account are created with the new set of G/L dimensions, as specified in this window. This field serves as a warning that you may not wish to transfer the current job until you have closed the open invoice on account in the window Invoice Selection.

Actions

This section shows the actions available in the Job Transfer workspace.

Top Tab

Field	Description
Approve Transfer	When you select this action, all jobs with a mark in the field “Transfer” on the lines in the sub-tab are approved for transfer, and a job transfer journal is created. If the system parameter “Automatic posting of job transfers” is marked, the transfer journal is posted automatically. If this system parameter is not marked, the journal must be posted in the window Posting in the G/L module. Once this journal has been posted, job entries with the open amounts from the “old” set of dimension values are created in the “new” department or division (that is, the unit being responsible for the job which is represented by a specific set of dimension values), and the open entries in the “old” department are subsequently closed; that is, the new entries will have the open amounts from the original entries and they will also be selected for invoicing, if the “old” entries were selected for invoicing before the transfer. The dimensions on the new job entries are determined through the following procedure: First the dimensions are copied from the original entry to the new entry. Second, the dimensions for which values have been specified in the island

Field	Description
	Transfer To will be applied to the new entry, and finally, the job will go through the usual dimension derivation procedure on the basis of the dimensions which are valid on the relevant posting date. This final step of the dimension derivation procedure also includes a consideration of any date-dependent dimensions derivation specified for the job in the window Derived Dimensions. See the description of the window Derived Dimensions and the introduction to the G/L module for further information about how dimension derivation is performed in Maconomy. If the system parameter “Automatic posting of job transfers” is not marked, there may be a time gap between approving the transfer and posting the journal. In this time gap, it is not possible to approve invoice selections or reallocate entries on the job in question. Moreover, if a job is assigned entries which are approved for invoicing or invoice editing or marked for reconciliation, Maconomy will issue a message informing you that such approvals or marks will be removed if you select this action. If you want to ignore such approvals or marks, Maconomy will remove the relevant approvals and marks and carry on with the job transfer. You should note that if you have approved a job reallocation which contains entries assigned to the job that you wish to transfer, and the resulting journal has not yet been posted, you cannot transfer a job to new dimensions until the journal in question has been posted. The last four fields in the sub-tab display the kinds of approvals that might currently be assigned to entries on the jobs displayed in the sub-tab. The G/L postings made as a result of a job transfer will depend on the capitalization method selected for the job in question. If a job is capitalized at cost price, only the accounts for work in progress will be affected. If a job is capitalized at billing price, postings are also made to the accounts for open cost and open billing price and to the two accounts for internally transferred cost and sales.
Mark For Transfer	When you select this action, all lines displayed in the sub-tab are marked for transfer, that is, the field “Transfer” is automatically marked on all lines in the sub-tab.
Unmark For Transfer	When you select this action, all lines displayed in the sub-tab are unmarked for transfer; that is, the field “Transfer” is automatically unmarked on all lines in the sub-tab.

Revenue Recognition Section

This section includes the fields and descriptions for the Revenue Recognition section workspaces.

Job Revenue Recognition Workspace

Use this workspace to recognize revenue on jobs, one at a time or as a batch, based on the percent complete of the job budget.

You can also enter revenue recognition amounts manually.

You can recognize revenue for both fixed price jobs and time and materials jobs.

To perform revenue recognition on a job, the job must be in Order status and have the Revenue Recognition job parameter **Revenue Recognition By Completion Percentage** set to **Yes**.

Use the **Calculate Completion % From** job attribute to determine whether Maconomy should base the completion percentage of a job on the entered billing price of the job or the costs incurred on the job.

Use the **Completion % Budget Type** and **Fixed Price Budget Type** job parameters to determine the budgets that Maconomy uses as the basis for calculations.

The Jobs sub-tab displays information about each job, one line per job. Use selection criteria to choose the jobs that are displayed in the sub-tab. Maconomy saves your selection criteria from session to session. Each time that you open this workspace, Maconomy displays the last selection criteria that you used.

You can have Maconomy perform revenue recognition for one job at a time or all jobs in the sub-tab at one time.

In the **Revenue Recognition** type job parameter, you can choose whether revenue should be recognized at the job level or at a more detailed level. If you choose the detailed level, you can perform calculations in this workspace but will need to go to the Job Revenue Recognition Details workspace to review detailed information.

Calculation Based on Budgeted Cost Prices

If you have Maconomy calculate the completion percentage of a job based on the budgeted costs of the job, Maconomy compares the budgeted costs with the costs that you have entered for the job in the Job Journal, Expense Sheets, and other similar workspaces. Maconomy uses the formula:

Completion Percentage = (Incurred Costs/Total Budgeted Costs) × 100

By default, the total budgeted costs are based on the latest approved revision of the job budget. However, if you set **Revenue Recognize According to Approved Budget** job parameter to Yes, Maconomy bases the costs on the latest revision of the budget, whether it is approved or not. Maconomy uses the **Fixed Price Budget Type** attribute in the **Pricing Principle** job parameter to determine a job's budget type.

Maconomy uses the completion percentage to calculate the revenue that can be recognized in the G/L module. Maconomy uses the formula:

Amount of Revenue Recognized = Fixed Price × Completion Percentage

When you approve the revenue recognition in this workspace, Maconomy creates a job revenue recognition journal that is ready for posting in the G/L module.

Calculation Based on Budgeted Billing Prices

If you want Maconomy to calculate the completion percentage of a job based on budgeted billing prices, instead of the budgeted cost prices, Maconomy compares the budgeted billing prices with the billing prices you have entered to date for the job. Maconomy uses the formula:

Completion Percentage = (Registered Billing Price/Total Budgeted Billing Price) × 100

Then Maconomy uses the completion percentage to calculate revenue in the same way as it does when you base the completion percentage on cost prices:

Amount of Revenue Recognized = Fixed Price × Completion Percentage

Calculation of Fixed Price

Maconomy can calculate revenue for both fixed-price jobs and time and material jobs. The fixed price of these jobs is determined by either:

- The approved quote price of the job, or
- The total budgeted billing price of the latest approved revision of the budget that is assigned to the job.

Use the **Pricing Principle** job parameter type to specify the fixed-price basis of a job.

Revenue Adjustment Entry

When Maconomy calculates revenue, it always calculates the revenue to be recognized at the present point in time. If revenue recognition was performed for the job on previous occasions, Maconomy creates a revenue adjustment entry for the activity that adjusts the previous revenue recognition amount to the correct current amount.

The adjustment is performed individually for main jobs and sub-jobs, if any. This is also the case if you specify an allocation percentage for a job in the Distribute to Subjobs workspace.

Example

Assume you have a fixed price job for which:

- Revenue recognition uses a completion percentage based on budgeted cost prices.
- The fixed price of the job is based on a job budget.
- Capitalization is at the billing price.
- The **Create Invoice Upon Job Closing** job parameter attribute is set to **Yes**.

The job's budget has a total billing price of $60,000 and a total cost price of $40,000. This means that the fixed-price basis is $60,000, and the cost basis is $40,000.

You make entries to the job through the job journal, time sheets, and so on, that are posted to the work-in-progress account and the open billing price. The total work entered is equal to a billing price of $36,000 and a total cost of $20,000. Because you selected capitalization at billing price, Maconomy automatically revenue-recognizes a revenue of $36,000.

Now you want to recognize revenue based on the percentage completion method. When Maconomy calculates revenue recognition in this workspace, it states that the job is 50% complete, because the entered cost is 50% or the budgeted cost. Maconomy therefore suggests that you recognize 50% of the fixed price, or $30,000, as revenue. When you approve the revenue recognition, Maconomy creates a Job Revenue Recognition journal that is ready for posting. The journal contains entries that reduce the amount of $36,000 already recognized to $30,000 by crediting WIP Account, Adjustment and debiting **Open Billing Price, Adjustment** by $6,000. Maconomy also creates a job entry that has an open billing price and a billing price up/down of -$6,000.

Then you enter $25,000 more costs on the job, with a billing price of $34,000. This results in revenue recognition of an additional $34,000, because you selected capitalization at billing price. You have now entered total expenses of $45,000 and a billing price of $70,000.

Maconomy now considers the job completed; the completion percentage is 100. You can recognize 100% of the fixed price as revenue. The fixed price was $60,000, and $64,000 had already been recognized as revenue. If you approve Maconomy's suggestion to recognize

$60,000 of revenue on the job, Maconomy creates a journal which, when posted, reduces the revenue recognition by $4,000 (the total billing price, less the fixed price), so that the job's revenue becomes $60,000.

Now you make a change to the job budget that changes the fixed price to $80,000. When a new calculation of revenue is performed, Maconomy still considers the job 100% completed, because the cost price basis remains unchanged. But because you changed the fixed price basis to $80,000, Maconomy recognizes another $20,000 in revenue, which is the balance between the previous and the present fixed price, and the job is revalued accordingly.

Time and Materials Jobs

Because revenue adjustment entries should not adjust the invoicing basis of a time and material job, Maconomy closes any revenue adjustment entries that you create on a time and material job immediately after they are created. Hence, they do not have any effect on the invoice basis of the job. If changes on the job result in adjustments being reversed, the automatic creation of reversing journals ensures that the relevant entries are adjusted in the same way as for fixed-price jobs.

Limits on Recognized Revenue

If you want to limit the revenue recognized on one or more jobs, you can specify a maximum completion percentage in the **Compl. % Limit** field on the lines in the Jobs sub-tab. If you select the **Limit Revenue** field and specify a completion percentage limit for a given job, Maconomy will not recognize more than this percentage of the fixed price of the job as revenue.

On a fixed price job, you cannot recognize more than 100% of the fixed price as revenue. However, because the revenue to be recognized on a time and material job is not necessarily limited to the "fixed price" of the job, the completion percentage can be larger than 100%, meaning that more than the "fixed price" of the job can be recognized as revenue.

Maconomy determines the default value of the **Limit Revenue** and **Compl. % Limit** fields in the Jobs sub-tab from the corresponding attributes that you specified in the **Revenue Recognition** job parameter type assigned to the jobs. However, because the revenue on a fixed-price job is always limited to a maximum of 100%, you can only change the value of the **Limit Revenue** field for time and material jobs.

Manual Revenue Recognition

You can also perform manual revenue recognition in this workspace. For example, you can recognize 75% of the billing price as revenue, even though the job is only considered 50% completed.

However, manual adjustments to revenue that is already recognized on a job that uses detailed revenue recognition can only be performed in the Job Revenue Recognition Details workspace.

Potential Issues

Issues can arise from the fact that you can use the same budget type to determine both the fixed price of the job and the completion percentage used for calculating revenue recognition on the job.

For example, if Maconomy determines the fixed price of a job by a budget that specifies a total billing price of 500 hours at $100 an hour, the total billing price of the job is $50,000. As work progresses on the job, it turns out that a total of 600 hours are needed to complete the job, but

this change should not affect the fixed price of the job, which should remain at $50,000. But when Maconomy calculates the completion percentage, the estimated total number of hours is 600, resulting in a total billing price of $60,000 .

This illustrates that if the fixed-price budget is identical to the budget used to calculate the completion percentage, you might not be able to calculate both the fixed price of the job and the assigned completion percentage correctly.

You can solve this problem by separating the fixed-price budget from the ongoing job budget, enabling you to have one job budget type determine the fixed price of a job, while another job budget type served as the basis for calculating the completion percentage.

You can specify the budget type to be used for calculating the completion percentage in the **Completion % Budget Type** job parameter attribute in the **Revenue Recognition** job parameter. If you do not specify a budget type there, Maconomy applies the budget type specified in the **Fixed Price Budget Type** attribute in the **Pricing Principle** job parameter when determining both the fixed price of the job and the completion percentage.

To continue our example, assume that 250 hours have now been spent on the job, resulting in an entered billing price of $25,000. When Maconomy calculates the completion percentage for the job, the ongoing budget, with a total billing price of $60,000 is considered. The completion percentage is $25,000 /$60,000 = 41.7%. The fixed price, however, is not $60,000, but the $50,000 specified by the fixed-price budget. Because you separated the fixed-price budget from the ongoing job budget, the amount to recognize as revenue is 41.7% x $50,000 = $20,850.

Job Revenue Recognition Tab

This section includes the fields and descriptions for the Job Revenue Recognition tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the sub-tab shows the lines that match the selection criteria specified in this island. By default, the field is not marked. Please note that Maconomy will not consider whether the jobs are shown in the sub-tab when you use the functions in the Action menu. The jobs that are identified by the selection criteria are affected by the functions regardless of whether they are shown in the sub-tab.
Job No.	In these fields, you can specify a range of job numbers. The sub-tab will only display information about jobs with numbers within the specified range.
Job Group	In this field you can specify a job group. The sub-tab will only display jobs assigned to the specified job group.
Invoicing Method	In this field, you can specify whether the sub-tab should only show fixed-price jobs or time and material jobs. If you do not select one of these options, the sub-tab will show information for both types of jobs.
Customer No.	In these fields, you can specify a range of customer numbers. The sub-tab will only show jobs assigned to customers with a number within the specified range. If you do not enter a range, Maconomy will not select on the basis of the assigned customers of the jobs.

Field	Description
Department	The functionality of this field is similar to that of the field “Job Group.”
Customer Group	The functionality of this field is similar to that of the field “Job Group.”
Country	The functionality of this field is similar to that of the field “Job Group.”
Language	The functionality of this field is similar to that of the field “Job Group.”
Currency	The functionality of this field is similar to that of the field “Job Group.”
Project Manager No.	In this field, you can specify the employee number of a project manager. The sub-tab will only show jobs to which the specified employee is assigned as project manager.
Company No.	In this field, you can specify the number of a company in Maconomy. The sub-tab will only show jobs for which the specified company is responsible.
Status	In this field, you can choose if jobs with status Quote or Order should be included in the selection. If the field is left blank, jobs of either status are included. Note that the revenue to be recognized is calculated to zero for jobs in Quote.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of locations. The sub-tab will only show jobs with a location within the specified range.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Calculated Revenue Island

Field	Description
Show Latest Approved Revenue Recognition	If you mark this field, the figures in the sub-tab will show the date, amounts and percentages for the latest approved revenue recognition carried out on the job in either this window or the window Job Revenue Recognition Details. If you do not mark this field and select the action “Calculate Revenue Recognition,” the figures on the lines in the sub-tab will display the amounts and percentages that have been recognized as revenue on the job, but which have not yet been approved.

Jobs Sub-Tab

This section includes the fields and descriptions for the Jobs sub-tab.

Field	Description
Job No.	This field shows the number of the current job in the sub-tab. Maconomy will only show lines in the sub-tab when the field “Show Lines” is marked.
Job Name	This field shows the name of the current job.
To Be Calculated	If you mark this field, the job on the current line should be included in the calculation of the revenue recognition. The calculation is performed when you select the action “Calculate Revenue Recognition.” Maconomy will calculate both the completion percentage and the revenue to be recognized, but only if the fields “Calculate Completion Percentage” and “Calculate Revenue,” respectively, are marked. This field and the field “Approve” cannot be marked at the same time.
Approve	If you mark this field, the job in the current line is approved when you select the function “Approve Revenue Recognition.” Upon approval, Maconomy creates a job revenue recognition journal, which should then be posted in the G/L module. For more information, please see the description of the action “Approve Revenue Recognition.” If you remove the mark in this field, the field “Fixed-Price Basis” is updated to show the current fixed price if the price was previously based on a budget with a given revision code. This field and the field “To be Calculated” cannot be marked at the same time.
Percentage, New Revenue Recognition	This field specifies how large a percentage of the fixed price should be recognized as revenue. The percentage can be calculated by Maconomy, and it will then correspond to the ratio between the registered costs/billing prices of the job and the budgeted costs/billing prices of the job. You can also enter a percentage manually, and the amount in the field “Amount for Revenue Recognition” is updated to correspond to the specified part of the fixed price. The maximum percentage in this field is 100% if the job is a

Field	Description
	fixed-price job. If the job is a time and material job, the percentage can be anything from 0 and up. See the description of the fields “Limit Revenue” and “Completion % Limit” for more information about limiting completion percentages. When you specify a percentage manually, Maconomy will reset the date in the field “Date, New Revenue Recognition” as an indication that you must decide yourself on which date the recognition of the calculated revenue should be based. Note that if you need to make a manual change to a job that uses detailed revenue recognition, such changes cannot be made in this window, but must instead be entered in the window Job Revenue Recognition Details. Note that if the job has “Quote” status, the percentage must be 0 in this field.
Amount, New Revenue Recognition	This field specifies the size of the amount to be recognized as revenue on the job. The amount can be calculated by Maconomy, and it will then correspond to the percentage of the fixed price shown in the field “Percentage, Recognized As Revenue.” You can also specify an amount manually, and the percentage in the field “Percentage, Recognized As Revenue” will be updated to correspond to the specified amount. If the job is a fixed-price job, the amount specified cannot exceed the fixed price of the job as shown in the field “Fixed Price Basis.” If the job is a time and material job, the values in the fields “Limit Revenue” and “Compl. % Limit” will determine how large an amount you can recognize as revenue on the job. Note that if the job has “Quote” status, the amount must be 0 in this field. When you specify an amount manually, Maconomy will reset the date in the field “Date, New Revenue Recognition” as an indication that you must decide yourself on which date the recognition of the calculated revenue should be based. Note that if you need to make a manual change to a job that uses detailed revenue recognition, such changes cannot be made in this window, but must instead be entered in the window Job Revenue Recognition Details.
Date, New Revenue Recognition	The date in this field specifies when the revenue recognition should be registered in the G/L module. The date is transferred from the field “Revenue Recognition Date” when you select the action “Calculate Revenue Recognition.” You can, however, change the date here before selecting the action “Approve Revenue Recognition.”
Cost Basis, Registered	Upon calculation this field shows the cost of the hours and amounts that are registered for the job up to the date specified in the field “Revenue Recognition Date.” Together with the value in the field “Cost Basis, Budget,” this amount will form the basis of a calculation of the percentage to be recognized if the completion percentage on the job is to be calculated on the basis of cost prices. Whether the completion percentage of a job should be calculated on the basis of budgeted cost prices or budget billing prices is specified in the job parameter attribute “Calculate Completion % From” in the job parameter Revenue Recognition. When you open this window, this field will show the cost basis from the last time the revenue recognition was calculated.

Field	Description
	If the job parameter attribute “Include Outlays in Fixed Price” in the job parameter type “Pricing Method” is assigned the value “No” for the job in question, the amounts from outlay activities and other non-fixed-price entries are deducted from the total cost basis in this field and the fields “Cost Basis, Budget” and “Fixed-Price Basis.” See the description of the job parameter attribute “Include Outlays in Fixed Price” in the window Job Parameters for more information about the functionality of this attribute.
Cost Basis, Budget	This field shows the cost price of the hours and amounts budgeted for the job in the budget specified in either the job parameter attribute “Completion % Budget Type” or in the job parameter attribute “Fixed Price Budget Type.” Together with the value in the field “Cost Basis, Registered,” this amount forms the basis of a calculation of the percentage to be recognized as revenue if the completion percentage on the job is to be calculated on the basis of cost prices. Whether the completion percentage of a job should be calculated on the basis of budgeted cost prices or budget billing prices is specified in the job parameter attribute “Calculate Completion % From” in the job parameter Revenue Recognition. If a revision code has been selected, the budget is used with the specified code. Otherwise, the most recently approved revision of the job’s budget will be used. If an approved revision of the job budget does not exist, the value in this field will be 0. If the job parameter “Include Outlays in Fixed Price” in the job parameter type “Pricing Method” is assigned the value “No” for the job in question, the amounts are deducted from the outlay activities from the total cost basis in this field and the fields “Cost Basis, Registered” and “Fixed Price Basis.”
Fixed Price Basis	This field shows the fixed price of the job. In the job parameter attribute “Invoicing Method” it is specified whether the basis of a fixed price should be a job budget or the quote price of the job. If a budget is specified, the fixed price of the job corresponds to the total billing price of the hours and amounts budgeted for the job in the most recently approved revision of the job budget of the type specified in the relevant job parameter attribute. If an approved revision of the job budget does not exist, the amount in this field will be 0. Billing prices that originate from outlay activities are only included if it is specified on the job that the price includes outlays. If the basis of a fixed price is specified as the quote price, the effective quote price of the job is shown in this field. The effective quote price is the original quote price from the window Jobs or Job Budgets, or the quote price that has been approved most recently in the window Quote Editing. If the job parameter “Include Outlays in Fixed Price” in the job parameter type “Pricing Method” is given the value “No” for the job in question, the amount of outlay activities or, more generally, non-fixed-price entries, is deducted from the total cost basis in this field and the fields “Cost Basis, Budget” and “Cost Basis, Registered.”
Budget Type, Fixed Price	This field shows the type of the job budget that includes the cost or billing prices which form the basis of the calculation of the revenue to be recognized on a job. If the fixed-price basis is a job budget (see the

Field	Description
	description of the field “Fixed Price Basis” above), the fixed-price basis will also originate from this budget.
Budget Rev. No., Fixed Price	This field shows the number of the used revision of the job budget shown in the field “Budget Type, Fixed Price” above.
Budget Type, Completion Percentage	This field shows the type of the budget which formed the basis for the calculation of the completion percentage. See the introduction to this window for information about separating the fixed- price budget of a job from the on-going budget of a job.
Budget Rev. No., Completion Percentage	This field shows the number of the used revision of the job budget which formed the basis for the calculation of the completion percentage.
Status	In this field, you can choose if jobs with status Quote or Order should be included in the selection. If the field is left blank, jobs of either status are included. Note that the revenue to be recognized is calculated to zero for jobs in Quote.
Revenue Recognition Date	The date displayed in this field is determined by the value in the field “Show Latest Approved Revenue Recognition” in the island Calculate Revenue. If that field is marked, this field will show the date on which the latest revenue recognition was approved. If that field is not marked, the date in this field will display the date on which revenue was recognized on the job.
Percentage, Revenue Recognized	The percentage displayed in this field is determined by the value in the field “Show Latest Approved Revenue Recognition” in the island Calculate Revenue. If that field is marked, this field shows the approved percentage recognized as revenue on the job. If that field is not marked, the percentage in this field will display the percentage currently recognized as revenue in the job, but which has not yet been approved.
Amount, Revenue Recognized	The amount displayed in this field is determined by the value in the field “Show Latest Approved Revenue Recognition” in the island Calculate Revenue. If that field is marked, this field shows the approved amount recognized as revenue on the job. If that field is not marked, the amount in this field will display the amount currently recognized as revenue in the job, but which has not yet been approved.
Percentage, Adjustment	This field shows the difference between the percentage of the fixed price of the job already revenue-recognized and the potential percentage that will be revenue-recognized if the current revenue recognition is performed. The field thus shows the balance between the fields “Percentage, Revenue Recognized” and the field “Percentage, New Revenue Recognition.”
Amount, Adjustment	This field shows the difference between the amount of the fixed price of the job already revenue-recognized and the potential amount that will be revenue-recognized if the current revenue recognition is performed. The field

Field	Description
	thus shows the balance between the fields “Amount, Revenue Recognized” and the field “Amount, New Revenue Recognition.”
Limit Revenue Recognition	In this field, you can choose whether the revenue to be recognized on a job should be limited by a given percentage. The percentage is specified in the field “Completion % Limit” on the line. If the job on the line is a fixed-price job, this field is automatically marked, and the mark cannot be removed, as the revenue to be recognized on a fixed-price job is limited to never exceed the fixed price of the job. If the job on the line is a time-and-material job, the field can be marked and unmarked manually. Whether the field is automatically marked on a time-and-material job is determined by the value specified in the job parameter attribute “Limit Revenue” in the job parameter type “Revenue Recognition” assigned to the job in question. However, the value in that attribute is only a default value, meaning that the mark in this field can be removed manually if you do not want the revenue to be recognized on a certain time-and-material job to be limited by a certain percentage. If you mark this field, the revenue to be recognized on the job will be limited to the fixed price of the job multiplied by the completion percentage limit specified in the field “Completion % Limit” on the line. See the description of the field “Completion % Limit” below for further information about limiting revenue recognition on a given job. If this field is not marked, there will be no limit to the revenue to be recognized on a time-and-material job. This means that the completion percentage can be larger than 100% and that more than the “fixed price” of a time-and-material job can be recognized as revenue. Note that if the job uses detailed revenue recognition, you cannot change the marking of this field in this window. If you need to mark or unmark this field on a job that uses detailed revenue recognition, this must instead be done in the Job Revenue Recognition Details window.
Completion % Limit	In this field, you can enter a completion percentage limit to apply to the job on the line. The value entered in this field will only apply if you have marked the field “Limit Revenue Recognition” on the line in question. If the job on the line is a fixed-price job, the value in this field can be a figure between 0 and 100%. If the job on the line is a time-and-material job, the value in this field can be a figure from 0% and up, as the revenue to be recognized on a time-and-material job is not necessarily limited to the “fixed price” of the job. If, for example, you enter the value “85%” in this field, the revenue recognized on both fixed-price jobs and time-and-material jobs cannot exceed 85% of the fixed price of the jobs. If, on the other hand, you enter the value “120%” in this field on a fixed-price job, Maconomy will issue an error message, as it is not possible to recognize more revenue than the fixed price of a fixed-price job that is, 100%, whereas 120% is a valid value for time-and-material jobs. Whether a job is a fixed-price job or a time-and-material job is displayed on each line in the field “Pricing Principle.”

Field	Description
	The default value in this field is derived from the job parameter attribute “Compl. % Limit” in the job parameter type “Revenue Recognition.” However, this value can be changed manually.
Billing Price Basis, Registered	Upon calculation, this field shows the total billing price of the hours and amounts registered on the job up to the date specified in the field “Revenue Recognition Date.” Together with the value in the field “Billing Price Basis, Budget,” this amount will form the basis of a calculation of the percentage to be recognized if the job is set up to have the completion percentage calculated on the basis of billing price. This is specified in the job parameter attribute “Calculate Completion % From” in the job parameter Revenue Recognition assigned to the job in question.
Billing Price Basis, Budget	This field shows the billing price of the hours and amounts budgeted for the job in the budget specified in either the job parameter attribute “Completion % Budget Type” or in the job parameter attribute “Fixed Price Budget Type” for the current job. Together with the value in the field “Billing Price Basis, Registered,” this amount forms the basis of a calculation of the percentage to be recognized as revenue if the job is set up to have the completion percentage calculated on the basis of billing price.
Job Group	This field shows to which job group the current line is assigned.
Invoicing Method	This field shows whether the job on the line is a fixed-price job or a time and material job.
Department	This field shows the department to which the job on the current line is assigned.
Customer Group	This field shows the name of the customer group to which the customer on the job is assigned.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer Name	This field shows the name of the bill-to customer assigned to the job on the current line.
Currency	This field shows the currency selected for the job on the current line.
Base Currency	This field shows the base currency for the company responsible for the job on the current line.
Country	This field shows the country specified for the customer assigned to the job on the current line.
Language	This field shows the language specified for the customer assigned to the job on the current line.

Field	Description
Project Manager No.	This field shows the number of the employee assigned as project manager for the job on the current line.
Project Manager	This field shows the name of the employee assigned as project manager for the job on the current line.
Company No.	This field shows the number of the company responsible for the job on the current line.
Company Name	This field shows the name of the company responsible for the job on the current line.
Location	This field shows the value for the dimension “Location” which may be assigned to the job in the current line.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Actions

This section shows the actions available in the Job Revenue Recognition workspace.

Top Tab

Field	Description
Mark for Calculation	When you select this action, the field “To Be Calculated” is marked for all jobs in the sub-tab that are not marked in the field “Approve.”
Unmark for Calculation	When you select this action, the mark in the field “To Be Calculated” is removed for all jobs in the sub-tab.
Calculate Revenue Recognition	When you select this action, the revenue recognition is calculated for all jobs in the sub-tab that are marked in the field “To Be Calculated.” Depending on the selections in the fields “Calculate Completion Percentage” and “Calculate Revenue,” the completion percentage and the amount to be recognized as revenue are calculated.

Field	Description
	At the calculation, the value of the field “Revenue Recognition Date” in the island Calculate Revenue is copied to the field “Revenue Recognition Date” in the sub-tab for all jobs to be calculated. If a revision code has been specified in the island Calculate Revenue, Maconomy will only perform calculations for the jobs that have an approved budget with the assigned specified revision code. If you then specify another revision code, this code will apply to the jobs that were not calculated in the first instance. This way it is easy to calculate all jobs for concurrent approval. For jobs for which no budget exists, a revenue of zero is calculated. Once a job has been calculated, Maconomy will automatically unmark the field “To Be Calculated” and mark the field “Approve.” Note that you can always manually edit the calculated percentages and amounts on jobs using revenue recognition by completion percentage. However, on jobs using detailed revenue recognition, the calculated percentages and amounts can only be manually edited in the window Job Revenue Recognition Details. The following fields are part of the Calculate Revenue Recognition wizard: ▪ Revision Code — In this field, you can specify a revision code. When calculating the completion percentage of a job, Maconomy will find the cost-price basis and the fixed-price basis from the most recently approved job budget with the specified revision code. If you do not specify a revision code, Maconomy will use the most recent approved revision of the job budget, irrespective of revision code. ▪ Revenue Recognition Date — In this field, you can specify a cut-off date for job entries to be revenue-recognized. The revenue recognition is based on job entries that have been created up to and including this date. This way it is, for example, possible to make a fixed, monthly revenue recognition without having to do this on a certain day of the month. When the action “Calculate Revenue Recognition” is selected, the date is copied to the field “Revenue Recognition Date” for the lines in the sub-tab which are calculated. By default, this field shows today’s date. ▪ Calculate Completion Percentage — If this field is marked, Maconomy will calculate the completion percentage when you select the action “Calculate Revenue Recognition.” If you do not mark this field, the calculation will not be performed, and you should then manually specify a completion percentage. In this case, Maconomy calculates the completion percentage compared to the amount to be revenue-recognized specified manually on the line in the sub-tab, and the fixed price. ▪ This field and the field “Calculate Revenue” below are marked by default. The mark should only be removed if you do not want to use a fixed percentage or a fixed amount for your calculations.

Field	Description
	▪ Calculate Revenue — If this field is marked, Maconomy will calculate the amount to be recognized as revenue when you select the action “Calculate Revenue Recognition.” If you do not mark this field, the calculation is not performed, and you should manually specify an amount to be recognized. In this case, Maconomy will calculate the completion percentage compared to the amount to be recognized specified manually in the line in the sub-tab, and to the fixed price.
Mark for Approval	When you select this action, the field “Approve” is marked for all jobs in the sub-tab that are not marked in the field “To Be Calculated.”
Unmark for Approval	When you select this action, the mark in the field “Approve” is removed for all jobs in the sub-tab.
Approve Revenue Recognition	When you select this action, the revenue recognition is approved for all jobs in the sub-tab that are marked in the field “Approve.” At approval, the date in the field “Revenue Recognition Date” is transferred to the field “Revenue Recognition Date” in the sub-tab, and the fields “Amount, Revenue Recognized” and “Percentage, Revenue Recognized” are updated with the amount and percentage recognized as revenue on the jobs in question. Upon approval Maconomy checks if a journal of the type “Job Revenue Recognition” exists in the G/L module, and if so, adds the entries created as a result of the approval to this journal, which is then marked as ready for posting. If no such journal exists, Maconomy creates a job revenue recognition journal which is ready for posting and adds the entries to this journal. If the system parameter “User specific job revenue recognition journals” has been marked, Maconomy will maintain separate journals for each user approving revenue recognitions. This means that in the procedure described above, Maconomy checks if any existing journal created by the current user as a result of previous approvals exists, and if so, adds the entries to this journal. If no such journal exists, Maconomy creates a journal for the current user, adding the entries to this journal, even if there were revenue recognition journals created by other users. If the job is not using detailed revenue recognition, but is revenue-recognized at job level, the journal contains entries on the account for the open billing price, and the account “WIP Account, Adjustment” in the G/L module and the activity specified in the job parameter attribute “Activity for Job Revenue Adjustment” in the job parameter type “Revenue Recognition.” The posting date for this journal will be the date from the field “Revenue Recognition Date.” If the approved job uses detailed revenue recognition, the relevant account references are derived from the activities applied to each revenue adjustment entry in question. Once the revenue recognition for a job has been approved, Maconomy will automatically remove the mark in the field “Approve.” The following fields are part of the Approve Revenue Recognition wizard:

Field	Description
	▪ Amount — In this field, you can enter a triviality limit to apply to the revenue recognition made in this window. Any amount adjustment which is less than this triviality limit will not result in the creation of an adjustment journal at approval of the revenue recognition. The triviality limit thus allows you to leave out amount adjustments which are considered as being of too small an amount when making revenue adjustments. Note that if the job in question is set up to use detailed revenue recognition, the triviality limit specified in this field is applied to each adjustment entry, rather than the adjustment of the entire job. Revenue recognition detail levels are displayed in the window Job Revenue Recognition Details. ▪ Currency — In this field, you can specify the currency of the triviality limit specified in the above field in this island.

Job Revenue Recognition Details Workspace

Use this workspace when you perform detailed revenue recognition.

You can also enter revenue recognition amounts manually.

See the description of the Job Revenue Recognition workspace for general information about revenue recognition.

This workspace displays information about all jobs that have a status of Order. However, you can only make changes to those jobs for which revenue is recognized by completion percentage.

For each job, this workspace displays the total revenue recognized on the job, as well as any amounts that you have budgeted and entered for the job. Maconomy splits the amounts into columns that show totals for amountsthat are included in the fixed price of the job and amounts that are not included in the fixed price of the job.

Under **Budget, Completion Percentage**, you can see information about the budget that Maconomy used to calculated the completion percentage.

Detailed Revenue Recognition

With detailed revenue recognition, you group the entries on a job's budget into detail levels, each of which acts as its own basis for revenue recognition. Maconomy calculates the completion percentage and fixed price for each group and not just at the job level. This grouping also ensures that entries are posted very precisely,, because Maconomy posts entries to the dimensions of the groups.

To use detailed revenue recognition for a job, you must assign the job to a job parameter of the type **Pricing Principle** in which you have specified that the "fixed price" is determined by the budget of the job, rather than by the quote price of the job. In the **Revenue Recognition** job parameter type, you must assign the Yes value to the attribute **Revenue Recognition by Completion Percentage** before you define any specific revenue recognition detail levels.

To identify the values that Maconomy must use as the basis for performing detailed revenue recognition, use the two **Detail By** job attributes in the **Revenue Recognition** job parameter type. Specify one of the following values: Activity, Task, Location, Entity, Project, Purpose, Specification 1-3, and Local Specification 1-3. The values that you select for these attributes are

determined based on the dimensions used in the relevant job budget. For example, if you use the **Location** dimension to divide the entries in a budget, you might use the dimension **Location** as a parameter for performing detailed revenue recognition.

Example

The following example shows how you can perform detailed revenue recognition.

Assume that you have a time and materials job. You assign the **Revenue Recognition** job parameter to the job, and indicate that Maconomy should calculate revenue recognition by completion percentage based on the **Task** detail level. You provided a task list for the job.

The "fixed price" of the job is determined by the budget of the job. The job budget looks like this:

Task	Total Cost	Total Billing Price
101	$40,000	$80,000
101	$20,000	$30,000
204	$80,000	$100,000
302	$10,000	$10,000
204	$50,000	$70,000

Because Maconomy is calculating detailed revenue recognition for the job based on Task, Maconomy consolidates the lines in the budget as follows in the Job Revenue Recognition Details workspace:

Task	Total Cost	Total Billing Price
101	$60,000	$110,000
204	$130,000	$170,000
302	$10,000	$10,000

When Maconomy calculates the revenue to be recognized by completion percentage, it considers each group to be a single unit, and calculates revenue for each group.

If you specified the values **Task** and **Location** in the two **Detail By** job parameter attributes, the budget might look like this:

Task	Location	Total Cost	Total Billing Price
101	A	$5,000	$7,000
101	A	$3,000	$4,000
101	B	$7,000	$10,000
204	A	$4,000	$4,000
204	B	$6,000	$12,000
204	A	$1,000	$1,100

Maconomy consolidates the lines in the budget as follows in the Job Revenue Recognition Details workspace:

Detail Level Task/Location	Total Cost	Total Billing Price
101/A	$8,000	$11,000
101/B	$7,000	$10,000
204/A	$5,000	$5,100
204/B	$6,000	$12,000

When Maconomy calculates the completion percentage, it calculates the amounts for each combination of the levels that are displayed on the lines in the Job Revenue Recognition Groups sub-tab. This lets you see a detailed calculation of the completion percentage of the detail levels. Also, any manual adjustments that you made to the revenue that was already recognized apply to the relevant detail levels, whereas Maconomy applies manual adjustments at the job level in the Job Revenue Recognition workspace.

Calculate and Approve Revenue Recognition Actions

Use the **Calculate Revenue Recognition** action to calculate a new completion percentage for each revenue recognition detail level, as well as the amount to be recognized based on the revenue recognition date specified. Use the **Approve Revenue Recognition** action to approve the resulting revenue recognition. When you approve the revenue recognition, Maconomy creates a Job Revenue Recognition journal for each detail level, ready for posting in the G/L module. When you post revenue adjustments, Maconomy creates one adjusting entry for each revenue recognition detail level that needs to be adjusted.

Job Revenue Recognition Details Tab

This section includes the fields and descriptions for the Job Revenue Recognition Details tab.

Job Island

Field	Description
Job	This field shows the name and number of the current job.
Status	This is the current job status. When the job is created, it has “Quote” status, unless you have marked the “Created as Order” field in the System Information window. It is then only possible to make quotes from it, not invoices. This is done in the Quote Editing window. The job status can be changed to “Order” by selecting “Convert to Order” in the Action menu. The field can only have one of the two values mentioned. If the “Created as Order” field in the System Information window is marked, jobs are created with “Order” status, but only if the current user has been given access to convert jobs to orders in the Actions window in the Set-Up module.

Field	Description
Project Manager	This field shows the name and number of the employee who is specified as project manager on the job.
Invoicing Method	This field shows the invoicing principle applying to the job; that is, the field shows whether the job is a fixed-price job or a time and material job. The value is transferred from the job parameter “Pricing Principle” assigned to the job in question.
Fixed Price Basis	This field shows the fixed-price basis applying to the job; that is, the field shows whether the fixed price of the job is based on the latest approved budget of the job or the quote price of the job. The value is transferred from the job parameter “Pricing Principle” assigned to the job in question.
Customer	This field shows the name and number of the customer assigned to the job.
Company	This field shows the name and number of the company responsible for the current job. The value is transferred from the island Company in the window Jobs.

Budget, Fixed Price Island

Field	Description
Budget Type	This field shows the budget type which determines the fixed price of the job. The fixed price budget type of a job is determined in the job parameter Pricing Principle.
Revision No.	This field shows the revision number of the budget type which determines the fixed price of the job.

Budget, Completion Percentage Island

Field	Description
Budget Type	This field shows the budget type which determines the completion percentage of the job. The budget type on the basis of which the completion percentage of a job should be calculated is determined in either the job parameter Revenue Recognition or the job parameter Pricing Principle depending on the set-up of the job.
Revision No.	This field shows the revision number of the budget type which determines the completion percentage of the job.

Last Calculation Island

Field	Description
Revision Code	In this field, you can specify that revenue should be calculated on the basis of a specific revision of the latest approved job budget. If you specify a revision code in this field, revenue recognition will be calculated on the basis of the

Field	Description
	specified revision of the latest approved job budget, rather than the latest approved revision of the job budget. If you do not specify a revision code in this field, revenue recognition is automatically calculated on the basis of the latest approved revision of the job budget.
Revenue Recognition Date	In this field, you specify the date on which revenue should be recognized for the detail levels on the job. The revenue recognition is based on job entries that have been created up to and including this date. When the action “Calculate Revenue Recognition” is selected, the date specified in this field will hence be applied to the revenue recognition entries created.
Calculate Completion Percentage	If this field is marked, Maconomy will calculate the completion percentage of the detail levels displayed in the sub-tab when you select the action “Calculate Revenue Recognition.” If you do not mark this field, the calculation will not be performed, and you should then manually specify a completion percentage on each of the lines in the sub-tab. In this case, Maconomy calculates the completion percentage compared to the amount to be revenue recognized specified manually on the line in the sub-tab, and the fixed price. This field and the field “Calculate Revenue” below are marked by default. The mark should only be removed if you do not want to use a fixed percentage or a fixed amount, but instead you want to use the fixed price from a previous budget with a certain revision code.
Calculate Revenue	If this field is marked, Maconomy will calculate the amount to be recognized as revenue for each of the detail levels on the lines in the sub-tab when you select the action “Calculate Revenue Recognition.” If you do not mark this field, the calculation is not performed, and you should manually specify an amount to be recognized. In this case, Maconomy will calculate the completion percentage compared to the amount to be recognized specified manually on the line in the sub-tab, and compared to the fixed price.

Last Calculation, Triviality Limit Island

Field	Description
Amount	In this field, you can enter a triviality limit to apply to each adjustment entry made on the job. Any amount adjustment made which is less than this triviality limit will not result in the creation of an adjustment journal at approval of the revenue recognition. The triviality limit thus allows you to leave out amount adjustments which are considered too small when making revenue adjustments. Note that the triviality limit specified in this field is applied to each adjustment entry, that is, to the detail levels displayed on the lines in the sub-tab. The default value of this field is 0.
Currency	In this field, you can choose the currency to apply to the triviality limit specified in the above field in this island. The default value in this field is the enterprise currency of the system.

Revenue Recognized Island

Field	Description
Currency	This field shows the currency of the job. The amounts displayed in this island are displayed in the currency shown in this field.
Fixed Price	This field shows the fixed price of the job. A fixed price can apply to both a fixed-price job and a time and material job.
Date Revenue Recognized	Depending on whether you have marked the field “Show Latest Approved Revenue Recognition” in the island Calculate Revenue, this field shows either the date on which revenue has been recognized on the job or the date on which the revenue recognized on the job was approved. If the field “Show Latest Approved Revenue Recognition” is not marked, and you enter a date in the field “Revenue Recognition Date” in the island Calculate Revenue and subsequently select the action “Calculate Revenue,” this field will show the date on which revenue is calculated, that is, the date specified in the field “Revenue Recognition Date”
Current	The marking of the field “Show Latest Approved Revenue Recognition” determines the amounts displayed on the rows represented by the fields “Current,” “New,” and “Adjustment.” If you have not marked the field “Show Latest Approved Revenue Recognition,” the row represented by this field shows figures concerning the amounts and percentages currently recognized on the job. The column “Incl. In Fixed Price” shows the amount recognized as revenue originating from registrations which are part of the “fixed price” of the job. The column “%” shows the completion percentage of the amount currently revenue recognized on the job. The column “Not Incl. In Fixed Price” shows the amount recognized as revenue originating from registrations which are not part of the “fixed price” of the job, for example, outlay registrations made on the job. The column “Total” shows a summarized total for the amounts displayed on the row, that is, the sum of the fields “Incl. in Fixed Price” and “Not incl. In Fixed Price,” hence showing the total amount currently recognized as revenue on the job. If you have marked the field “Show Latest Approved Revenue Recognition,” the fields will show figures for amounts approved as revenue recognition on the job.
New	The row represented by this field shows figures concerning the new revenue which will be recognized on the job if the action “Approve Revenue Recognition” is selected; that is, the row reflects any changes made in the sub-tab. See the description of the above field “Current” for information about the figures shown in the different columns.
Adjustment	The row represented by this field shows figures reflecting the differences between the “Current” and the “New” figures in this island. Hence, this row shows the adjustments that will be made to the current revenue recognition if the action “Approve Revenue Recognition” is selected.
Budgeted	The row represented by this field shows job budget figures. The figures derive from the budget type which determines the fixed price of the job. The row thus shows both budget figures included in the fixed price and budget figures which are not included in the fixed price of the job.

Costs Island

Field	Description
Base Currency	This field shows the base currency of the job. The amounts displayed in this island are hence displayed in the currency shown in this field.
Budgeted	The row represented by this field shows costs currently budgeted on the job. The column “Incl. In Fixed Price” shows the total budgeted costs which are part of the “fixed price”' of the job. The column “Not Incl. In Fixed Price” shows the total budgeted costs which are not part of the “fixed price” of the job, that is, budget entries made on outlay activities. The column “Total” shows a summarized total for the costs displayed on the row, that is, the sum of the fields “Incl. in Fixed Price” and “Not incl. In Fixed Price.”
Entered	The row represented by this field shows the costs currently registered on the job. See the description of the above field “Budgeted” for information about the figures shown in the different columns.
Completion Percentage	The row represented by this field shows the completion percentage for each of the three columns “Incl. In Fixed Price,” “Not Included In Fixed Price,” and “Total.” The completion percentage is calculated as the registered amount divided by the budgeted amount multiplied by 100%.

Billing Price Island

This island is structured like the Costs island, but instead of costs, it shows figures on budgeted and registered billing prices. See the description of the Costs island for more information about the figures displayed in this island.

Calculated Revenue Island

Field	Description
Show Latest Approved Revenue Recognition	If you mark this field, the figures in the island Revenue Recognized will show the date, amounts, and percentages for the latest approved revenue recognition carried out on the job in either this window or the window Job Revenue Recognition. If you do not mark this field and select the action “Calculate Revenue Recognition,” the figures in the island Revenue Recognized will display the amounts and percentages currently recognized as revenue on the job. Note that after having entered a new amount or percentage to be revenue-recognized on a line in the sub-tab, you must select the action “Calculate Revenue Recognition” before the new figures are displayed in the island Revenue Recognized.

Job Revenue Recognition Groups Sub-Tab

This section includes the fields and descriptions for the Job Revenue Recognition Groups sub-tab.

Field	Description
Detail Level 1	This field shows the dimension value of the first revenue recognition detail level. The general dimension value is specified in the first of the two job parameter attributes “Detail By” in the job parameter Revenue Recognition for the job in question. If you have, for example, specified the dimension value “Task” in that attribute, this field will show a grouping of the various tasks of the task list of the job which have been specified on the entries budgeted and registered on the job in question. See the introduction to this window for information about how entries to be recognized can be grouped into detail levels by means of the dimensions shown in this field. If this field does not show any value, the revenue recognition level for the job displayed in the window might be at the job level, or the current line might contain information about a registration and revenue adjustment, if any, which is not covered by a revenue recognition detail level, that is, which is not assigned a task. See the description of the job parameter attributes “Detail By” in the job parameter Revenue Recognition in the window Job Parameters for further information about this attribute.
Detail Level 2	This field shows the dimension value of the second revenue recognition detail level. The general dimension value is specified in the last of the two job parameter attributes “Detail By” in the job parameter Revenue Recognition for the job in question. See the description of the above field “Detail Level 1” for more information about this field.
Cost Basis, Budget	This field shows the total cost price of the hours and amounts budgeted for the detail level in question. The amount is derived from the budget specified in the job parameter attribute “Completion % Budget Type” or, if no budget has been specified in that attribute, from the attribute “Fixed Price Budget Type” assigned to the job. Together with the value in the field “Cost Basis, Registered,” this amount forms the basis of a calculation of the percentage to be recognized as revenue if the completion percentage on the job is to be calculated on the basis of cost prices. Whether the completion percentage of a job should be calculated on the basis of budgeted cost prices or budget billing prices is specified in the job parameter attribute “Calculate Completion % From” in the job parameter Revenue Recognition. If a revision code has been selected, the budget with the specified code is used. Otherwise, the most recently approved revision of the job budget is used. If an approved revision of the job budget does not exist, the value in this field will be 0.
Cost Basis, Registered	Upon calculation this field shows the cost of the hours and amounts registered for the detail level in question up to the date specified in the field “Revenue Recognition Date.” If the completion percentage on the job is to be calculated on the basis of cost prices, this amount will together with the value in the field “Cost Basis, Budget” form the basis of the calculation of the amount to be

Field	Description
	recognized. Whether the completion percentage of a job should be calculated on the basis of budgeted cost prices or budget billing prices is specified in the job parameter attribute “Calculate Completion % From” in the job parameter Revenue Recognition. When you open this window, the field will show the cost basis from the last time the revenue recognition was calculated.
Percentage, New Revenue Recognition	In this field, you can specify how large a percentage of the detail level’s cost or billing price should be recognized as revenue. The percentage can be calculated by Maconomy, and it will then correspond to the ratio between the registered cost/billing price for the job and the budgeted cost/ billing price. The method specified in the job parameter attribute “Calculate Completion % From” assigned to the job in question determines whether the completion percentage of a job is calculated on the basis of budgeted cost prices or budgeted billing prices. You can also enter a new percentage in this field, and the amount in the field “Amount, New Revenue Recognition” is then updated to correspond to the specified part of the price of the detail level. If the job is a fixed-price job, the maximum percentage in this field is 100%. If the job is a time and material job, the percentage can be anything from 0 and up. The revenue recognition limit applying to each detail level is determined by the value entered in the field “Completion % Limit” on the line. See the description of the fields “Limit Revenue recognition” and “Completion % Limit” for more information about limiting completion percentages. Note that if the job has “Quote” status, the percentage must be 0 in this field.
Amount, New Revenue Recognition	This field specifies the size of the amount to be recognized as revenue. The amount can be calculated by Maconomy, and it will then correspond to the percentage of the price of the detail level shown in the field “Percentage, Recognized As Revenue.” You can also specify an amount manually, and the percentage in the field “Percentage, Recognized As Revenue” is subsequently updated to correspond to the specified amount. If the job is a fixed-price job, the amount specified cannot exceed the fixed price of the job as shown in the field “Fixed Price Basis.” If the job is a time-and-material job, the values entered in the field “Limit Revenue Recognition” and “Completion % Limit” will determine the maximum amount to be entered in this field. Note that if the job has “Quote” status, the amount must be 0 in this field.
Percentage, Revenue Recognized	This field shows the percentage already recognized as revenue on the detail level in question.
Amount, Revenue Recognized	This field shows the amount already recognized as revenue on the detail level in question.

Field	Description
Percentage, Adjustment	This field shows the difference between the percentage of the fixed price of the job already revenue-recognized and the potential percentage that will be revenue-recognized if the current revenue recognition is performed. This field thus shows the balance between the fields “Percentage, Revenue Recognized” and “Percentage, New Revenue Recognition.”
Amount, Adjustment	This field shows the difference between the amount of the fixed price of the job already revenue-recognized and the potential amount that will be revenue-recognized if the current revenue recognition is performed. This field thus shows the balance between the fields “Amount, Revenue Recognized” and “Amount, New Revenue Recognition.”
Limit Revenue Recognition	In this field, you can choose whether the revenue to be recognized on the detail level should be limited by a given percentage. The percentage is specified in the field “Completion % Limit” on the line. If the job displayed is a fixed-price job, this field is automatically marked, and the mark cannot be removed, as the revenue to be recognized on a fixed-price job is limited to never exceed the fixed price of the job. If the job is a time-and-material job, this field can be marked and unmarked manually. Whether the field is automatically marked on a time and material job is determined by the value specified in the job parameter attribute “Limit Revenue” in the job parameter type “Revenue Recognition” assigned to the job in question. If this field is marked, the revenue to be recognized on the line will be limited to be calculated on the basis of the fixed price of the job multiplied by the completion percentage limit specified in the field “Completion % Limit” on the line. See the description of the field “Completion % Limit” below for further information about limiting revenue recognition on a given job. If this field is not marked, there will be no limit to the revenue to be recognized on a time-and-material job. This means that the completion percentage of a time-and-material job can be larger than 100%, and hence that more than the “fixed price” of a time-and-material job can be recognized as revenue.
Completion % Limit	In this field, you can enter a completion percentage limit to apply to the detail level on the line. The value entered in this field will only apply if you have marked the field “Limit Revenue Recognition” on the line in question. If the job is a fixed-price job, the value in this field can be a number between 0 and 100%. You cannot recognize more revenue on a fixed-price job than the fixed price of the job. If the job is a time-and-material job, the value in this field can be a number from 0% and up, as the revenue to be recognized on a time-and-material job is not necessarily limited to the “fixed price” of the job. If, for example, you enter the value 85% in this field, the revenue to be recognized on the line, be it assigned to a fixed-price job or a time-and-material job, cannot exceed 85% of the fixed price of the detail level in question. If, on the other hand, you enter the value 120% in this field, Maconomy will issue an error message as the completion percentage limit for detail levels assigned to a fixed-price job cannot exceed 100%. This because it is not possible to recognized more revenue than the fixed price of a fixed-

Field	Description
	price job. For time-and-material jobs, a limit of 120% means that 120% of the fixed price of the job can be recognized as revenue. The default value in this field is derived from the job parameter attribute “Compl. % Limit” in the job parameter type “Revenue Recognition.” However, this value can be changed manually.
Billing Price Basis, Budget	This field shows the billing price of the hours and amounts budgeted for the detail level in the budget specified in either the job parameter attribute “Completion % Budget Type” or in the job parameter attribute “Fixed Price Budget Type” for the current job. If the job is set up to have the completion percentage calculated on the basis of billing price, this amount will, together with the value in the field “Billing Price Basis, Registered,” form the basis of a calculation of the percentage to be recognized as revenue.
Billing Price Basis, Registered	Upon calculation this field shows the total billing price of the hours and amounts that are registered for the detail level up to the date specified in the field “Revenue Recognition Date.” If the job is set up to have the completion percentage calculated on the basis of billing price, this amount will, together with the value in the field “Billing Price Basis, Budget,” form the basis of a calculation of the percentage to be recognized. This is specified in the job parameter attribute “Calculate Completion % From” in the job parameter Revenue Recognition assigned to the job in question.

Actions

This section shows the actions available in the Job Revenue Recognition Details workspace.

Top Tab

Field	Description
Calculate Revenue Recognition	When you select this action, the completion percentage is calculated for each revenue-recognition detail level displayed in the sub-tab. Depending on the selection in the fields “Percentage, New Revenue Recognition” and “Amount, New Revenue Recognition” in the sub-tab, the completion percentage and the amount to be recognized as revenue are calculated. The results of the calculation are displayed on the lines as well as in the island Revenue Recognized. If a specific revision code has been specified in the island Calculate Revenue, Maconomy makes the calculation on the basis of the approved budget with the assigned specified revision code. The figures calculated by Maconomy can be edited manually in accordance with the completion percentage limit applying to the current line. The completion percentage limit is specified in the field “Compl. % Limit.”
Approve Revenue Recognition	When you select this action, the revenue recognition currently entered or displayed on the lines in the sub-tab (and hence summarized in the field “New” in the island Revenue Recognized) is approved to be recognized as revenue on the job.

Field	Description
	Upon approval, Maconomy creates a journal of the type “Job Revenue Recognition” for each of the relevant detail levels, which is then ready for posting in the G/L module. When revenue adjustments are posted, one adjusting entry is created for each revenue-recognition detail level for which the revenue currently recognized does not correspond to the calculated revenue contribution of that detail level. The account references chosen for the posting of the entries are derived from the activities applying to each revenue adjustment entry, or alternatively from the activity specified in the job parameter attribute “Activity for Job Revenue Adjustment.” This means that if you have marked the field “Post By Activity” in the window System Information, and you are performing detailed revenue recognition by “Activity” (and possibly another value, such as “Location”), all adjustments created on the activities in question will be posted on the dimension combinations specified in the field “Open Billing Price, Adjustment” on the relevant activities. If you are performing detailed revenue recognition by “Task,” and the relevant tasks derive activities, all adjustments created on the tasks in question will be posted on the dimension combinations specified in the field “Open Billing Price, Adjustment” on each of the activities derived from the tasks. If one or more tasks does not derive an activity, such adjustments will be posted on the activity specified in the job parameter attribute “Activity for Job Revenue Adjustment” in the job parameter of the type “Revenue Recognition.” The journal created for a job which does not use detailed revenue recognition contains entries to the account for the open billing price and the account “WIP Account, Adjustment” which is specified in the window Job Groups in the Job Cost module and the activity specified in the job parameter attribute “Activity for Job Revenue Adjustment” in the job parameter type “Revenue Recognition.” The posting date for this journal will be the date from the field “Revenue Recognition Date.” Once the journal has been posted, the field “Current” in the island Revenue Recognized will display the total amount revenue-recognized on the job, as well as the date on which the revenue recognition was made. Any adjustments resulting from the posting of the journal are also displayed in this island. Note that if you are recognizing revenue by activity, and one or more of the activities registered on the job is non-invoiceable, the budgeted and registered billing price for these activities will be zero. In such situations, the detail levels in which such activities are presented will be ignored by Maconomy and hence not be included in the amount recognized. If you are recognizing revenue by Task and another dimension which is not Activity, any non-invoiceable activities derived from the tasks in question will not be included in the revenue recognized. However, in such situations Maconomy will automatically replace the derived, non-invoiceable activities with the activity specified in the job parameter attribute “Activity For Revenue Adjustment” in the job parameter Revenue Recognition assigned to the job in question, thus allowing you to include the relevant amounts in the revenue recognized.

Field	Description
	If the job is assigned the job parameter attribute “Revenue Recognition at Missing Budget” with the value “No,” and a registration has been made on a certain detail level (for example, activity or task), Maconomy will not include this entry in the resulting revenue adjustment journal, if no budget line assigned to the job contains a specification of a corresponding detail level which is to be included in the fixed price of the job. If the attribute is assigned the value “Yes,” Maconomy will make a revenue adjustment at every detail level, even though no corresponding budget line has been created for the job in question. See the description of the job parameter attribute “Revenue Recognition at Missing Budget” for further information about the functionality of this attribute.

Evaluation of Work in Progress Workspace

Use this workspace to re-evaluate the work in progress (WIP) of a job, based on the sum of open entries on the job.

You can specify a fixed amount or a percentage of the WIP to be recognized as revenue for the job.

The process of reevaluating the WIP of a job is similar to the revenue recognition process that you perform in the Job Revenue Recognition workspace. However, whereas Maconomy calculates revenue recognition using a completion percentage that is based on a job budget, the evaluation that you perform in this workspace does not require the presence of a job budget. The evaluation is based solely on the sum of open entries for the job.

The WIP of a job that uses capitalization at billing price is equal to the open billing price of the job —that is, the sum of entries made that have not yet been invoiced. However, out of caution, you might want to recognize only a part of the WIP as revenue.

You can use this workspace to specify a fixed amount or a percentage of the WIP that should be recognized as revenue. When new entries are made on the job, you can adjust the revenue recognition here. When you close the job, Maconomy creates a revenue recognition journal that ensures that the amount that has been recognized as revenue equals the amount that you actually invoiced.

When you approve the evaluation, Maconomy creates a revenue recognition journal that is ready for posting in the General Ledger module. The journal contains entries to the accounts for open billing price and for work in progress.

You can report on WIP at the employee level, in addition to the project level. You can set the employee as a detail on the revenue recognition job parameter. When you calculate revenue recognition, Maconomy creates a job revenue journal entry for each relevant job / employee combination.

If you specify additional details (D), Maconomy creates a job revenue journal entry for each relevant job / employee / additional detail combination when you evaluate WIP.

However, because the WIP evaluation is specified at the project level, you cannot enter a different WIP amount or WIP percentage for different employees.

Job Selection

Only jobs that you set up correctly for WIP evaluation can be displayed in this workspace.

You can enter selection criteria to choose the jobs that you want to see. After you have done this once, Maconomy saves your selection criteria from session to session. Each time that you open this workspace, Maconomy displays the last selection criteria that you used.

The Jobs sub-tab displays information about the selected jobs, one line per job.

Posting of Variance

Maconomy posts any variance to a special activity, identified in the **Activity for Revenue Recognition on Job** job parameter attribute (of the type **Revenue Recognition**).This job must have certain **Revenue Recognition** job parameter settings:

- **Capitalization Method** — At Billing Price
- **Evaluate Work in Progress** — Yes
- **Revenue Recognition By Completion Percentage** — No
- **Handling of Overrun** — No

Also, the **Invoicing Method** job parameter attribute of the **Pricing Principle** job parameter type must have the value Time and Material.

Entries Evaluated

Maconomy only evaluates entries that are part of the fixed price of a job. In this context, "fixed price" means all job entries that are not explicitly specified as being excluded from the fixed price, and should not be confused with the term "fixed-price job," which cannot be evaluated in this workspace. You can specify which entries are included in fixed price or not by using the **Fixed-Price Inclusion Setup** job parameter in the System Parameters workspace in the Setup module.

You can also control inclusion in fixed price in tasks and activities by using the **Included in Fixed Price** field in tasks, and the **Included in Fixed Price Default For Tasks** field in activities.

Methods for Adjusting WIP

You can use the following methods to adjust WIP:

- **By Percentage** — Assume that you created a job and entered a total of $10,000 on it. The open billing price and the WIP are now both $10,000. If you use this workspace to specify that the job's revenue should be recognized at recognized at 85%, and you approve the adjustment, the open billing price is still $10,000, but Maconomy adjusts the WIP to 85% of that or $8,500.

  Next you make another entry of $10,000 on the job, which still has not been invoiced. The open billing price is now $20,000 and the WIP is $18,500—that is, 92.5% of the open billing price. When you open this workspace and use the **Calculate** action, the amount that Maconomy suggests for revenue recognition still corresponds to 85% of the open billing price, or $17,000.

- **By Amount** — Assume that you created a job and entered a total of $10,000 on it. The open billing price and the WIP are now both $10,000. When you open this workspace and use the **Calculate** action, Maconomy suggests that you recognize the full amount as revenue. However, you change the amount to $8,000 and approve the adjustment. The open billing price is still $10,000, but Maconomy adjusts the WIP to $8,000.

Next you make another entry of $10,000 on the job, which still has not been invoiced. The open billing price is now $20,000, and the WIP is $18,000. When you open this workspace and use the **Calculate** action, the amount that Maconomy suggests for revenue recognition is equal to the work in progress, or $18,000.

When you adjust by amount, you must perform the evaluation manually every time. When you adjust by percentage, Maconomy suggests the same, relative amount automatically.

Evaluation of Work in Progress Tab

This section includes the fields and descriptions for the Evaluation of Work in Progress tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the sub-tab shows the lines that match the selection criteria specified in this island. By default, the field is not marked. Please note that Maconomy will not consider whether the jobs are shown in the sub-tab when you use the functions in the Action menu. The jobs that are identified by the selection criteria are affected by the functions, regardless of whether they are shown in the sub-tab.
Job No.	In these fields, you can specify a range of job numbers. The sub-tab will only display information about jobs with numbers within the specified range.
Job Group	In this field, you can specify a job group. The sub-tab will only display jobs assigned to the specified job group.
Customer No.	In these fields, you can specify a range of customer numbers. The sub-tab will only show jobs assigned to customers with a number within the specified range. If you do not enter a range, Maconomy will not select jobs on the basis of the assigned customers of the jobs.
Department	The functionality of this field is similar to that of the field “Job Group.”
Customer Group	The functionality of this field is similar to that of the field “Job Group.”
Country	The functionality of this field is similar to that of the field “Job Group.”
Language	The functionality of this field is similar to that of the field “Job Group.”
Currency	The functionality of this field is similar to that of the field “Job Group.”
Project Manager No.	In this field, you can specify the employee number of a project manager. The sub-tab will only show jobs to which the specified employee is assigned as project manager.

Field	Description
Company No.	In these fields, you can specify a range of company numbers. The sub-tab will only show jobs with a responsible company within the specified range.
Status	This is the current job status. The status is either “Quote” or “Order,” and it cannot be changed here.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can specify a range of locations. The sub-tab will only show jobs with a location within the specified range.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Jobs Sub-Tab

This section includes the fields and descriptions for the Jobs sub-tab.

Field	Description
Job No.	This field shows the number of the current job in the sub-tab. Maconomy will only show lines in the sub-tab when the field “Show Lines” is marked.
Job Name	This field shows the name of the current job.
To Be Calculated	If you mark this field, the job on the current line is included in the calculation of the WIP adjustment. The calculation is performed when you select the function “Calculate” in the Action menu. This field and the field “Approve” cannot be marked at the same time.
Approve	If you mark this field, the WIP adjustment on the current line is approved when you select the function “Approve Adjustment” in the Action menu. Upon approval, Maconomy creates a job revenue recognition journal, which should then be posted in the G/L module. For more information, please see the description of the action “Approve Adjustment.” This field and the field “To Be Calculated” cannot be marked at the same time.

Field	Description
Job Group	This field shows the job group to which the job on the current line is assigned.
Status	This is the current job status. The status is either “Quote” or “Order,” and it cannot be changed here.
Open Billing Price	This field shows the current open billing price of the job on the current line, that is, the sum of non-invoiced registrations on the job. The first time that you evaluate the job, this amount corresponds to the work in progress. Entries which are not part of the fixed price of the job are excluded.
WIP	This field shows the current work in progress of the job on the current line. The first time that you evaluate the job, this amount will be equal to the open billing price. After the first evaluation, the difference between the open billing price and the WIP is displayed in the field “Amount, Adjustment.” Entries which are not part of the fixed price of the job are excluded from the WIP.
Percentage, WIP	This field shows the percentage ratio between the amounts in the fields “Open Billing Price” and “WIP” that is, (WIP/Open Billing Price) x 100). The first time that you evaluate the job, this percentage will be “100,” as the open billing price and the WIP by definition are equal for jobs that can be evaluated in this window.
Percentage, New WIP	In this field, you can enter a percentage by which you want to adjust the WIP. You can use the action “Transfer Percentage” to transfer the percentage specified in the field “Percentage, New WIP” to this field for all jobs in the sub-tab. For more information, please see the description of the action “Transfer Percentage.” The new WIP is calculated as this percentage of the open billing price, and the actual amount is displayed in the field “Amount, New WIP.” If you change this field, the field “Amount, New WIP” will be updated to reflect the percentage change. Conversely, if you change the field “Amount, New WIP,” this field will be updated to reflect the change of WIP amount as a percentage value.
Adjustment Type	In this pop-up field, you can specify whether you want to adjust the WIP by percentage or by amount. If you specify a percentage, Maconomy will suggest the same percentage for adjustment the next time you want to make a WIP adjustment on the job. If you specify an amount, Maconomy will suggest a value corresponding to 100% of the open billing price the next time that you want to make a WIP adjustment on the job. See the introduction to this window for examples of the difference between the two methods. If you change the field “Percentage, New WIP,” the value of this field will automatically change to “Percentage.” If you change the field “Amount, New WIP,” the value of this field will automatically change to “Amount.”
Amount, New WIP	In this field, you can enter an amount by which you want to adjust the WIP. When you approve and post the adjustment, the value in this field will be the new WIP on the job.

Field	Description
	If you change this field, the field “Percentage, New WIP” is updated to reflect the change as a percentage of the open billing price. Conversely, if you change the field “Percentage, New WIP,” this field will be updated to reflect the change of WIP as an amount value.
Date, New WIP	In this field you can enter a date on which the current adjustment should be performed. If you enter a date in the field “Evaluation Date,” the date is copied to this field when you select the action “Calculate.” However, you can change the date for the current job in this field before approving the evaluation. When you approve the evaluation, the date in this field will be the effective date of the adjustment in the General Ledger.
Amount, Adjustment	This field shows the amount by which the WIP of the current job will be adjusted if you approve the evaluation. The amount corresponds to the difference between the fields “WIP” and “Amount, New WIP.”
Percentage, Adjustment	This field shows the percentage by which the WIP of the current job will be adjusted if you approve the evaluation. The percentage corresponds to the difference between the fields “Percentage, WIP” and “Percentage, New WIP.”
Date, Latest Appr.	This field shows the date entered in the field “Date, New WIP” when you last approved a WIP evaluation for the current job. The field is updated with the date currently entered in the field “Date, New WIP” when you select the action “Approve Adjustment.”
Open Billing Price, Latest Appr.	This field shows the amount of the open billing price as of the date entered in the field “Date, New WIP” when you last approved the WIP evaluation.
WIP, Latest Appr.	This field shows the amount of WIP as of the date entered in the field “Date, New WIP” when you last approved the WIP evaluation.
Latest Appr. Percentage	This field shows the new percentage of WIP as of the date entered in the field “Date, New WIP” when you last approved the WIP evaluation, that is, the adjusted WIP percentage at the time of approval.
Latest Appr. WIP	This field shows the new amount of WIP as of the date entered in the field “Date, New WIP” when you last approved the WIP evaluation, that is, the adjusted WIP at the time of approval.
Department	This field shows the department to which the job on the current line is assigned.
Customer Group	This field shows the name of the customer group to which the customer on the job is assigned.
Customer No.	This field shows the number of the bill to customer assigned to the job on the current line.
Customer Name	This field shows the name of the bill to customer assigned to the job on the current line.

Field	Description
Currency	This field shows the currency selected for the job on the current line.
Base Currency	This field shows the base currency for the company responsible for the job on the current line.
Country	This field shows the country specified for the customer assigned to the job on the current line.
Language	This field shows the language specified for the customer assigned to the job on the current line.
Project Manager No.	This field shows the number of the employee assigned as project manager for the job on the current line.
Project Manager	This field shows the name of the employee assigned as project manager for the job on the current line.
Company No.	This field shows the number of the company responsible for the job on the current line.
Company Name	This field shows the name of the company responsible for the job on the current line.
Location	This field shows the value for the dimension “Location” which may be assigned to the job in the current line.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Actions

This section shows the actions available in the Evaluation of Work in Progress workspace.

Top Tab

Field	Description
Transfer Percentage	When you select this action, the percentage selected in the field “Percentage, New WIP” is transferred to the field “Percentage, New WIP” in the sub-tab for all selected jobs.

Field	Description
	The following field is part of the Transfer Percentage wizard: ▪ Percentage, New WIP — In this field you can enter a percentage. When you select the function “Transfer Percentage” in the Action menu, the value in this field will be transferred to the field “Percentage, WIP” in the sub-tab for all selected jobs which are not marked for approval. For more information, please see the description of the field “Percentage, WIP” in the sub-tab.
Mark for Calculation	When you select this action, the field “To Be Calculated” is marked for all jobs in the sub-tab that are not marked in the field “Approve.” Please note that all jobs that match the search criteria are included, even if they are not shown in the sub-tab (if the field “Show Lines” is not marked).
Unmark for Calculation	When you select this action, the mark in the field “To Be Calculated” is removed for all jobs that match the search criteria.
Mark for Approval	When you select this action, the field “Approve” is marked for all jobs in the sub-tab that are not marked in the field “To Be Calculated.” Please note that all jobs that match the search criteria are included, even if they are not shown in the sub-tab (if the field “Show Lines” is not marked).
Unmark for Approval	When you select this action, the mark in the field “Approve” is removed for all jobs that match the search criteria.
Approve Adjustment	When you select this action, the WIP adjustment is approved for all jobs that match the search criteria and which are marked in the field “Approve.” At the same time, the fields “Date, Latest Appr.,” “Open Billing Price, Latest Appr.,” “WIP, Latest Appr.,” “Latest Appr. Percentage,” and “Latest Appr. WIP” are updated to the values of the currently approved adjustment. Upon approval, Maconomy creates a journal of the type “Job Revenue Recognition,” which is then ready for posting in the G/L module. The journal contains entries on the account for the open billing price and the account “WIP Account, Adjustment” in the G/L module and the activity specified in the job parameter attribute “Activity for Job Revenue Adjustment” in the job parameter type “Revenue Recognition.” The posting dates for this journal will be the dates from the fields “Date, new WIP” in the sub-tab. Once the WIP evaluation for a job has been approved, Maconomy will automatically remove the mark in the field “Approve.” The following fields are part of the Approve Adjustment wizard: ▪ Amount — In this field, you can enter a triviality limit to apply to each adjustment entry made on the job. Any amount adjustment made which is less than this triviality limit will not result in the creation of an adjustment journal at approval of the evaluation. The triviality limit thus allows you to leave out amount adjustments which are considered too

Field	Description
	small when making WIP evaluation. Note that the triviality limit specified in this field is applied to each adjustment entry, that is, to the jobs displayed on the lines in the sub-tab. The default value of this field is 0. ▪ Currency — In this field, you can choose the currency to apply to the triviality limit specified in the above field in this island. The default value in this field is the enterprise currency of the system.

Employee Revenue Distribution Workspace

Use this workspace to review and redistribute the revenue earned by employees on a job.

When Maconomy calculates revenue recognition, it suggests an "even" revenue recognition which, if approved, gives all employees the same realization rate. This is the realization rate of the job as a whole. Use this workspace to make changes to the suggested revenue for one or more employees.

Maconomy does not change the revenue that is recognized for the job; it only redistributes it among employees. For each change that you make for an individual employee, Maconomy adjusts the revenue to be recognized for the other employees, to maintain the same total amount.

Use this workspace to calculate revenue recognized on a job up to a specified date. The result displays in the Employees sub-tab, one line per employee. In the sub-tab, you can specify changes in revenue to be recognized for individual employees. You must then submit and approve these changes, which produces a Job Revenue Recognition journal.

On theTask Lists(and in the Job Tasks workspace you can specify a standard task for the job entry that is created from this workspace.

In the Actions workspace you can specify whether an employee should be able to approve employee revenue distributions.

The functionality in this workspace is controlled by the Employee Revenue Distribution job parameter type.

Revenue Included

The revenue that is distributed is for time-related activities. It includes only the revenue generated as a result of invoicing and not the revenue that is recognized as the result of capitalization at billing price.

Jobs Tab

This section includes the fields and descriptions for the Jobs tab.

Job Island

Field	Description
Job	This field shows the job number and job name.

Field	Description
Customer	This field shows the customer number and customer name.
Project Manager	This field shows the name and number of the employee assigned as the project manager for the current job in the window Jobs.
Closed	This field indicates if the job is closed.
Currency	This field shows the currency of the job.

Latest Invoice (not on account) Island

Field	Description
Invoice No.	This field shows the invoice number of the latest invoice on the job.
Invoice Date	This field shows the date of the latest invoice on the job.
Billing Price	This field shows the billing price for the latest invoice on the job.
Write Up/Down	This field shows the amount of write up or write down incurred in the latest invoice on the job.

Latest Job Invoice Allocation Island

Field	Description
Allocation No.	This field shows the number of the latest job invoice allocation.
Allocation Date	This field shows the date of the latest job invoice allocation.
Billing Price	This field shows the billing price for the latest job invoice allocation.
Write Up/Down	This field shows the amount of write up or write down incurred in the latest job invoice allocation.

Latest Distribution Island

Field	Description
Transaction No.	This field shows the transaction number for the latest distribution.
Cut-off Date	This field shows the cut-off date for the latest distribution.

Field	Description
Entry Date	This field shows the entry date for the latest distribution.
Invoiced Work in Progress	This field shows the amount of invoiced work in progress for the latest distribution.
Revenue Recognized	This field shows the amount of revenue recognized for the latest distribution.
Realization Rate	This field shows the realization rate for the latest distribution.
Submitted by	This field shows the name of the user who submitted the latest distribution.
Submitted on	This field shows the date the latest distribution was submitted.
Approved by	This field shows the name of the user who approved the latest distribution.
Approved on	This field shows the date the latest distribution was approved.
Context	This field shows the context of the latest employee revenue distribution. More precisely, it shows you if the distribution was carried out directly from this window, or as part of invoicing, job invoice allocation, or job closure. The three latter options are set up on job parameters of the 'Employee Revenue Distribution' type.

New Distribution Island

Field	Description
Cut-off Date	This field shows the cut-off date for the new distribution.
Entry Date	This field shows the entry date for the new distribution.
Invoiced Work in Progress	This field shows the amount of invoiced work in progress for the new distribution.
Revenue Recognized	This field shows the amount of revenue recognized for the new distribution.
Realization Rate	This field shows the realization rate for the new distribution.
Submitted by	This field shows the name of the user who submitted the new distribution.
Submitted on	This field shows the date the new distribution was submitted.

Employees Sub-Tab

This section includes the fields and descriptions for the Employees sub-tab.

Field	Description
Employee No.	This field shows the employee number of the person for whom revenue is recognized.
Employee Name	This field shows the name of employee.
Trans. No.	This field shows the transaction number of the employee revenue distribution. It shows the transaction number of the latest distribution after a distribution has been approved, and before a new calculation is made. In general, this field provides you with detailed information about the distribution for each employee. After calculation, the table shows the calculated figures and this field shows “0” as the transaction number until you approve the distribution.
Invoiced WIP	This field shows the amount invoiced measured as the work in progress (WIP) that was invoiced/released at the original rates. This window includes time activities only.
Revenue Recognized	This field shows the revenue recognized. This amount includes only the time entries that have been invoiced and previous revenue redistributions.
Realization Rate	This field shows realization rate –the revenue recognized as a percentage of the invoiced work in progress (WIP).
New Revenue Recognized	This field shows the new revenue that will be recognized for the employee when you submit and approve the revenue distribution. You can adjust the value in this field. If you change the amount, the line is selected as Locked and the amount on the other lines (employees) is updated to keep the same total new revenue recognized for the job. To revert to the calculated new revenue recognized, undo the Locked field.
New Realization Rate	This field shows the new revenue recognized as a percentage of the invoiced work in progress (WIP). You can update the New Revenue Recognized indirectly by changing the new realization rate.
Locked	The new revenue recognized on all lines in the table has the same sum as the current revenue recognized. When you change the new revenue recognized (or new realization rate), the Locked field is selected and Maconomy adjusts the new revenue recognized in the other lines (without adjusting the ones marked as locked). The adjusted lines then get the new realization rate and the total new revenue recognized shows the correct sum for the lines.

Field	Description
	If you deselect this field, the new revenue recognized on the line is adjusted together with all the other lines that are not locked.
Adjustment	This field shows the difference between the new revenue recognized and the current revenue recognized.

Actions

This section shows the actions available in the Employee Revenue Distribution workspace.

Top Tab

Field	Description
Submit	This action will submit the current suggested employee revenue distribution for approval.
Unsubmit	This action will unsubmit the current employee revenue distribution.
Approve	This action will approve the current employee revenue distribution and a Job Revenue Recognition journal will be created.

Invoicing Section

This section includes the fields and descriptions for the Invoicing section workspaces.

Invoicing Plans Single Dialogs Workspace

Use this workspace to create plans for invoicing or pre-invoicing jobs on account in the Job Cost module.

You can create one plan per job. Invoicing plans are useful if you have agreed with a customer on a certain invoicing scheme, because you can use the plans for numerous invoicing principles.

The invoice amount can be specified as an amount or a percentage of the quote price, and the invoicing can be triggered by a date or the completion of a job phase.

The invoicing plan is assigned to the job and is deleted if the job is deleted.

Invoicing examples include:

- You want to invoice 40% of the effective quote price of a fixed-price job immediately, and 20% on the first date of the month for the next three months.
- On a time and materials job, you agree to invoice on account USD $3,000 every month for six months, after which you will invoice by time and materials.
- The customer is invoiced USD $9,000 for a fixed-price job on acceptance of the job quote. After this, 20% of the remaining quote price is invoiced every time a job phase is completed.

Transferring Plan Lines for Invoicing

The invoicing process is not performed in this workspace, but in the Invoice Selection or Approve Invoice Selection workspace. When you select the Transfer Invoicing Plan action in the Invoice Selection workspace or in the Approve Invoice Selection workspace, the amount due is transferred for invoicing.

Use the job parameter **Transfer Invoicing Plan to Invoice Selection** to determine whether the invoice plan is transferred for Invoicing On Account, Direct Invoicing, or Over Invoicing.

If the **Transfer Several Invoicing Plan Lines** system parameter is selected, all due invoicing plan lines are transferred. If the system parameter is deselected, only the first due line of the invoicing plan is transferred.

When the lines have been transferred, you can edit them in the Invoice Editing workspace. At the same time, the Invoicing Plans workspace is updated to reflect the progress of the invoicing process.

If the **Approval of Invoicing Plan Lines** job parameter has been set to **Yes** for the current job, invoicing plan lines must be approved in this workspace before they can be transferred for invoicing.

Invoicing Plans Tab

This section includes the fields and descriptions for the Invoicing Plans tab.

Job Island

The job type and job duration are displayed on the first line.

Field	Description
Ship to Customer	This field shows the name and number of the ship-to customer to which the current job pertains.
Bill to Customer	This field shows the name and number of the bill-to customer to which the current job pertains.
Company	This field shows the name of the company responsible for the job.
Settling Company	This field shows the name of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Field	Description
Responsible	This field shows the name of the employee responsible for the current job. The employee is specified in the window Jobs.
Job Collection	If the job belongs to a job collection, this field shows the number of the job collection.

Price Island

Field	Description
Currency	This field shows the currency and the invoice currency specified for the job.
Fixed Price	This field shows the fixed price of the job, specified in the job currency. Depending on the selected basis for fixed price in the job parameter attribute “Fixed Price Basis” in the job parameter type “Pricing Method” assigned to the current job, the price in this field can originate from the quote price specified for the job and which can be edited in the window Quote Editing, or from the job’s budgeted sales price registered on the most recently approved revision of the job budget of the type specified in job parameter attribute “Fixed-Price Budget Type.”
Invoicing Plan	This field shows the sum total of job currency amounts entered on all invoicing plan lines. The field is automatically updated when lines are entered in the table part of this window.
To be Planned	This field shows the part of the fixed price not planned for invoicing in the table part of this window. This field is automatically updated when lines are entered in the table part of this window.
Invoiced on Account	This field shows the amount (fixed price) invoiced on account.
To be Invoiced	This field shows the remainder of the fixed price to be invoiced. This field is automatically updated when lines are invoiced or entered in the table part of this window.

Invoicing Plan Lines Sub-Tab

This section includes the fields and descriptions for the Invoicing Plan Lines sub-tab.

Field	Description
Date	In this field you can specify a date. The date in this field determines when the current line is transferred for invoicing. When the action “Transfer Invoicing Plan” in the window Invoice Selection or the action “Transfer Invoicing Plans” in the window Approve Invoice Selection is selected, lines in the invoicing plans with a date on or before the current date are transferred. When the line has been transferred, the date in this field can no longer be changed.

Field	Description
	If you enter a date in this field and a job phase in the field “Phase,” the current line can be transferred for invoicing on or after the date or when the job phase is completed, whichever comes first.
Description	In this field you can enter text to be displayed on the invoice line when the amount has been transferred for invoicing on account. The description can be edited in the window Invoice Editing.
Amount, Currency	In this field you can enter the amount to be invoiced when the specified date is due or the specified job phase is completed. The amount is entered in the job’s currency. The sum of the amounts entered in this field on the lines in the table part is displayed in the card part of the window in the island Price. The amount is not limited to any quote price. When you have entered the amount, Maconomy shows the amount as a percentage of the quote price in the field “Percent.” Unlike the field “Amount for Invoicing on Account, Currency,” in the window Invoice Selection, the amount in this field does not follow any exchange rate changes. This means that when an invoicing plan line has been transferred, the amount in this field stays the same.
Amount, Invoice Currency	Enter the amount for invoicing on account for the job. The amount is specified in invoice currency. When you change the price, the total amount is updated accordingly. The total sum is displayed in the Price island on the Invoicing Plans tab. The amount is not limited to any quote price. When you enter the amount, Maconomy shows the amount as a percentage of the quote price in the **Percent** field. if you change the total price, the billing price is updated accordingly. It is not possible to change both billing price and total price at the same time.
Quantity	Use this field to enter a quantity for invoicing. When the quantity is changed, the billing price is updated accordingly, so that Quantity x Billing Price = Amount. The default value is 1.
Billing Price, Invoice Currency	Use this field to enter a Billing Price. When you change this price, the total amount is updated accordingly. It is not possible to update both billing price and total price at the same time.
Invoice Currency	This field shows the currency specified for the invoice.
Percent	In this field you can enter a percentage of the effective quote price to be invoiced when the specified date is due or the specified job phase is completed. The effective quote price is displayed in the island Price in the card part. When you have entered the percentage, Maconomy will show the amount in the field “Amount.” The percentage is not limited to any quote price, and is not limited to 100.
Original Date	This field will be assigned the date first time entered in the Date field. Thus remembering the original chosen date for the invoicing plan line.

Field	Description
Expected Payment Date	This field shows the expected payment date. You can change the value in this field. When you create a line with a date, Maconomy calculates the expected payment date based on the expected days to payment that was set up for the company-specific customer on the job. If you specify a bill-to customer on the line in the plan, then Maconomy looks up the expected days to payment for this company-specific customer. If the expected days to payment is zero, the expected payment date will be the same as the due date, based on the planned date on the line.
Task Name	This field shows the name of the task.
Task Description	This field shows the description of the task specified in the field "Task Name" on the current line.
Employee No.	This field shows the number of the employee.
Employee Name	This field shows the name of the employee.
Bill to Customer No.	In this field you can specify a bill-to customer for the invoicing plan line. Only this bill-to customer will be invoiced. If you do not assign any bill-to customer, the amount will be split among all bill-to customers.
Bill to Customer	This field shows the name of the bill-to customer.
Phase	In this field, you can specify a job phase or a milestone. Job phases and milestones are created and maintained in the window Job Phases. By entering a job phase you indicate that the amount should be transferred for invoicing when the particular job phase is completed and ended in the window Job Phases. If you enter a milestone, the amount can be transferred for posting when the milestone is approved in the window Job Phases. When the line has been transferred, the job phase in this field can no longer be changed. If you enter a job phase in this field and a date in the field “Date,” the current line can be transferred for invoicing on or after the date or when the job phase is completed, whichever comes first.
Line Type	Select the line type to indicate whether the line should give rise to an invoice on account or a pre-invoice. Select one of the following options: ▪ On Account — Select this option to create an invoice on account.

Field	Description
	▪ Pre-Invoice — This option can be selected only if the job is set up for pre-invoicing. If the job is set up for pre-invoicing by default, this option is automatically selected.
Selected Manually	If you mark this field, the line can be transferred for invoicing regardless of date or completion status of a specified job phase.
Transferred	If this field is marked, the line has been transferred for invoicing in the window Invoice Selection or Approve Invoice Selection. The line can no longer be changed in this window.
Approved	If you mark this field, the current invoice line is approved and the name and date of the approver is shown in the fields “Approved” and “Approved By” below. If you choose to unmark this field, these two fields will be cleared. If the attribute “Approval of Invoicing Plan Lines” of the job parameter “Invoice Approval” has been set to “Yes,” this field must be checked before the line can be transferred for invoicing.
Approved by	This field shows the name of the user who approved the invoice line for invoicing. The name of the approver is automatically saved when the invoice line is approved by marking the field “Approved” on the line. The field is cleared if the invoice line is unmarked for approval.
Approval Date	This field shows the date on which the invoice line was approved. The approval date is automatically saved when the invoice line is approved by marking the field “Approved” on the line. The field is cleared if the invoice line is unmarked for approval.
Invoiced, Currency	This field shows the amount that has been invoiced for the line. The amount is shown in the job currency.
Invoiced, Invoice Currency	This field shows the amount that has been invoiced for the line. The amount is shown in the invoicing currency.
Text 1-5	These fields show invoicing plan texts that are transferred to on account invoice selection.

Invoicing Plans by Bill To Customer Single Dialogs Workspace

Use this workspace to see an overview of invoicing plans for a specific bill-to customer.

Use the Invoicing Plans by Bill To Customer tab to navigate through bill-to customers listed in the Bill To Customers sub-tab of the Bill To Customer Distribution workspace.

The Invoicing Plan Lines sub-tab of the Invoicing Plans by Bill To Customer workspace shows invoicing plan lines for a specific bill-to customer and job.

Note: You cannot create, change, or remove bill-to customers here.

The Invoicing Plan Lines sub-tab of this workspace has many fields in common with the Invoicing Plan Lines sub-tab of the Invoicing Plans workspace, but only invoicing plan lines for a specific bill-to customer and job are displayed in this workspace.

Invoicing Plans by Bill to Customer Tab

This section includes the fields and descriptions for the Invoicing Plans by Bill to Customer tab.

Bill to Customer Island

The name of the bill-to customer is displayed on the first line.

Field	Description
Appropriation	This field shows the bill-to customer appropriation. You cannot change the appropriation.
Blocked	A check mark in this field indicates that the bill-to customer has been blocked.

Job Island

Field	Description
Job	This field shows the name and number of the job to which the invoicing plan in the table part of the window applies.
Company	This field shows the name of the company responsible for the job. The value in this field cannot be changed. For more information, please see the description of the window Jobs.
Settling Company	This field shows the number of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Price Island

Field	Description
Currency	This field shows the currency and the invoice currency specified for the job.
Fixed Price	This field shows the fixed price of the job currency. Depending on the selected basis for fixed price in the job parameter attribute “Fixed Price Basis” in the job parameter type “Pricing Method” assigned to the current job, the price in this field can originate from the quote price specified for the job and which can be edited in the window Quote Editing, or from the job’s budgeted sales price

Field	Description
	registered on the most recently approved revision of the job budget of the type specified in job parameter attribute “Fixed-Price Budget Type.”
Invoicing Plan	This field shows the sum total of job currency amounts entered on all invoicing plan lines. The field is automatically updated when lines are entered in the table part of this window.
Invoiced on Account	This field shows the amount (fixed price) invoiced on account.

Invoicing Plan Lines Sub-Tab

This section includes the fields and descriptions for the Invoicing Plan Lines sub-tab.

Field	Description
Date	In this field you can specify a date that determines when the current line is transferred for invoicing. When the action “Transfer Invoicing Plan” in the window Invoice Selection or the action “Transfer Invoicing Plans” in the window Approve Invoice Selection is selected, lines in the invoicing plans with a date on or before the current date are transferred. When the line has been transferred, the date in this field can no longer be changed. If you enter a date in this field and a job phase in the field “Phase,” the current line can be transferred for invoicing on or after the date or when the job phase is completed, whichever comes first.
Description	In this field you can enter text to be displayed on the invoice line when the amount has been transferred for invoicing on account. The description can be edited in the window Invoice Editing.
Amount, Currency	In this field you specify the amount for invoicing on account in job currency. When the line has been transferred, the amount in this field is no longer updated from the amount in invoice currency according to exchange rate changes, but the amount in job currency at the time of the transfer is saved.
Amount, Invoice Currency	In this field you specify the amount to be invoiced on account for the job. The amount is specified in invoice currency. The sum of the amounts entered in this field on the lines in the table part is displayed in the card part of the window in the island Price. The amount is not limited to any quote price. When you have entered the amount, Maconomy shows the amount as a percentage of the quote price in the field “Percent.”
Invoice Currency	This field shows the invoice currency for the line. If a bill-to customer is specified on the line, then the invoice currency of this bill-to customer is shown. If no bill-to customer is specified, then the field shows the invoice currency of the job.
Percent	In this field you can enter a percentage of the effective quote price to be invoiced when the specified date is due or the specified job phase is

Field	Description
	completed. The effective quote price is displayed in the island Price in the card part. When you have entered the percentage, Maconomy will show the amount in the field “Amount.” The percentage is not limited to any quote price, and is not limited to 100.
Expected Payment Date	This field is similar to the Expected Days to Payment field in the table part of the Invoicing Plans window. However, the lines shown in the table part of the Invoicing Plans by Bill To Customer belong to a specific bill-to customer on the job. Therefore, Maconomy calculates the expected payment date based on the expected days to payment on this particular company-specific customer.
Activity No.	This field shows the activity number associated with the job entry.
Activity Name	This field shows the name of the current activity.
Task Name	This field shows the name of the task.
Task Description	This field shows the description of the task specified in the field "Task Name" on the current line.
Employee No.	This field shows the number of the employee.
Employee Name	This field shows the name of the employee.
Phase	In this field, you can specify a job phase or a milestone. Job phases and milestones are created and maintained in the window Job Phases. By entering a job phase you indicate that the amount should be transferred for invoicing when the particular job phase is completed and ended in the window Job Phases. If you enter a milestone, the amount can be transferred for posting when the milestone is approved in the window Job Phases. When the line has been transferred, the job phase in this field can no longer be changed. If you enter a job phase in this field and a date in the field “Date,” the current line can be transferred for invoicing on or after the date or when the job phase is completed, whichever comes first.
Line Type	Select the line type to indicate whether the line should give rise to an invoice on account or a pre-invoice. Select one of the following options: ▪ On Account — Select this option to create an invoice on account. ▪ Pre-Invoice — This option can be selected only if the job is set up for pre-invoicing. If the job is set up for pre-invoicing by default, this option is automatically selected.

Field	Description
Selected Manually	If you mark this field, the line can be transferred for invoicing regardless of date or completion status of a specified job phase.
Transferred	If this field is marked, the line has been transferred for invoicing in the window Invoice Selection or Approve Invoice Selection. The line can no longer be changed in this window.
Approved	If you mark this field, the current invoice line is approved and the name and date of the approver is shown in the fields “Approved” and “Approved By” below. If you choose to unmark this field, these two fields will be cleared. If the attribute “Approval of Invoicing Plan Lines” of the job parameter “Invoice Approval” has been set to “Yes,” this field must be checked before the line can be transferred for invoicing.
Approved by	This field shows the name of the user who approved the invoice line for invoicing. The name of the approver is automatically saved when the invoice line is approved by marking the field “Approved” on the line. The field is cleared if the invoice line is unmarked for approval.
Approval Date	This field shows the date on which the invoice line was approved. The approval date is automatically saved when the invoice line is approved by marking the field “Approved” on the line. The field is cleared if the invoice line is unmarked for approval.
Original Date	This field will be updated with the date in the “Date” field the first time that a date is entered in the “Date” field.
Invoiced, Currency	This field shows the amount that has been invoiced for the line. The amount is shown in the job currency.
Invoiced, Invoice Currency	This field shows the amount that has been invoiced for the line. The amount is shown in the invoicing currency.

Invoice Selection Single Dialog Workspace

Use this workspace to view and update invoicing and pre-invoicing activities for jobs managed in the Job Cost module.

You can also use this workspace to create invoices on account—invoices for work that has not yet been performed.

Note: The description of this workspace assumes that you are creating invoices, but most of the features also apply to creating credit memos.

You can only see information about a job in this workspace if the job has "Order" status.

Contents of Workspace

The Invoice Selection tab provides general and account information about the current job.

The Job Invoice Selection Lines sub-tab displays all job entries, summarized according to the invoice layout rule selected for the job. In the Invoice Layout Rules workspace, you can choose how entries are summarized—for example, by Activity at the first level and by Task at the second level. The sub-tab only displays values for the dimensions that are used in the summarization.

You can invoice just part of an entry, or you can change the invoice amount or quantity in the Itemize Invoice Selection workspace.

If you create a line in Invoice Selection and the job is set up with a task list, you will be prompted to specify a task.

If a job is set up with a surcharge rule, all lines that match the surcharge rule get a surcharge. You can also update a budget with the surcharge.

Employee Control

If you specified employee control for the current job in the Jobs workspace, you can only create entries for employees who appear in the job's budget or who are listed in the job's employee control list.

If the **Use Fixed Budget Type for Employee Control** system parameter is selected, Maconomy uses a budget of the type specified in the **Budget Type No. for Employee Control** system parameter. Otherwise Maconomy uses the planning budget.

Approvals

When you finish reviewing and updating selected entries, you must approve the entries before they can be invoiced. Use the **Approve Invoice Selection** or **Approve for Invoicing On Account** action. Maconomy saves the date of approval and name of the approver and displays this information in the Status island.

Next you can edit the invoice in the Invoice Editing workspace. Editing may be mandatory, depending on the settings in the **Invoice Approval** job parameter. If you change any information after approving the selected entries, you must approve them again before they can be invoiced.

The invoice layout (headers, detail, subtotals, and so on) is determined by the settings in the Invoice Layout Rules workspace in Job Cost » Set-up.

Applying Invoice Proposals

If a project manager or employee has proposed different hours, quantities, or billing prices for one or more job entries, use the **Apply Invoice Proposals** action to apply these changes.

To review the proposed values before applying them, open the Itemize Invoice Selection workspace and view the values in the **Proposed Quantity**, **Proposed Billing Price, Unit** and **Proposed Billing Price, Total** fields.

Invoicing

To invoice an approved invoice selection, use the **Print Invoice** action in either this workspace or the Invoice Editing workspace.

If the invoice selection is a credit, use the **Print Credit Memo** action in either this workspace or the Invoice Editing workspace.

You can also invoice several jobs at the same time in the Job Invoicing workspace, as long as the invoice selections have been approved in this workspace or in the Approve Invoice Selection or Invoice Editing workspaces.

If you are using split billing for a job (meaning that multiple bill-to customers are selected for the job in the Bill to Customer Distribution workspace), one invoice is created for each bill-to customer. You can edit each of these invoices in the Invoice Editing workspace.

Credits

You can also prepare credit memos in this workspace. If the amount is negative in the **Total** field in the Invoice Selection island, Maconomy considers it a credit.

If the current job is a main job, and the job's invoice layout rule specifies Main Job Invoicing and Main Job Invoice Selection, Maconomy looks at the total of the main job and its sub-jobs to determine whether a job should be credited or invoiced.

You can also create a credit based on a job invoice for the current job. Use the **Invoice to Credit Memo** action. When you base a credit memo on an invoice, you can also restore job entries, restoring the job status to the way it was before invoicing.

Main Jobs and Sub-Jobs

If you are displaying information for a main job, and the invoice layout rule for the main job specifies Main Job Invoicing, the lines in the sub-tab are the sum of the entries for the main job and all sub-jobs. The lines are summarized according to the invoice layout rule of the main job.

Entries Included in Fixed Price

You can set up a job so that some entries are included in the fixed price of the job and others are considered "outlays" and are invoiced as separate amounts. Several settings control what is included in the fixed price of a job, including the **Fixed-price Inclusion Setup** job parameter and the settings in the Job Allocation Combinations workspace.

The **Fixed-price Inclusion Setup** job parameter gives you the option to have inclusion controlled by an entry's cost type, an entry's task, or by the Job Allocation Combination selected for the job.

Entries included in the fixed price of a job are displayed in the Invoice Selection workspace with quantities and amounts of zero.

You cannot manually change the job entries for fixed-price jobs in this workspace. This is to ensure that the job is not invoiced by mistake. However, you can create invoices on account.

When you invoice outlays in this workspace, amounts invoiced on account for fixed-price jobs are included in the suggested on-account reduction.

Review Job Entries

Use this workspace to review and modify job entries that correspond to a given line in the Job Invoice selection Lines sub-tab of the Invoice Selection workspace.

Job Entries for Activities

If the **Only Open Activities** option is selected in the Selection Criteria island of the Invoice Selection workspace, this workspace only displays activities that have open entries.

Write-Ups and Write-Downs

If a job has the **Transfer Write-Up/Down to Fixed Allocation Combination** job parameter set to **Yes**, any write-up or write-down of the job using the **Transfer Desired Sales Price** or **Transfer Fixed Price** action is allocated to a separate allocation combination. In other words, the change in the sales price is not transferred proportionally to the entries selected for invoicing. Instead, the difference is allocated to a single new entry whose dimensions are determined by the **Write-Up/Down** job parameter.

Depending on the current invoice layout, the write-up or write-down may be displayed on a separate line in the invoice selection and possibly on the invoice itself.

If a job has the **Allow Write-Up/Down at Transfer Billing Price Only** job parameter set to **Yes**, you cannot change quantities, billing prices, or markup percentages by editing the invoice lines directly in this workspace. You must use the **Transfer Desired Sales Price** or **Transfer Fixed Price** actions.

Invoice Selection Tab

This section includes the fields and descriptions for the Invoice Selection tab.

Job Island

Field	Description
Job	This is the name of the job in the window. The value cannot be changed here. You can only retrieve a job if there are entries to it and if it is still open.
Job Group	This is the job group to which the job is assigned. The job group is selected in the window Jobs and cannot be changed here.
Status	This is the job status. The value will always be “Order.” It cannot be changed here.
Responsible	This is the name of the employee responsible for the job. The name is retrieved from the window Jobs.
Open Purchases	In this field, you can see whether there are any open purchase orders for the job. If this field is marked, there are open purchase orders in the window Purchase Orders in the Accounts Payable module.

Customer Island

Field	Description
Customer	This is the name and number of the customer the job is for.
Bill to Customer	This is the name and number of the customer who is paying for the job.

Invoice On Account Selection Island

Field	Description
Job Currency	This field shows the currency of the job. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “No,” then the invoice currency of all bill-to customers on the job will be equal to the currency of the job indicated in this field. If the currency is changed, then all invoice currencies will be changed accordingly. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “Yes,” then changing the currency on the job will have no consequences on invoice currencies of bill-to customers. Note that prices in the window Job Price Information will remain in the currency of the job, even if the invoice currency differs.
Invoice Currency	This field shows the invoice currency for invoicing on account the bill-to customer on the job. You can set up more than one bill-to customer for a job in the window Bill To Customer Distribution. The Invoice Currency field only represents the invoice currency for the bill-to customer specified directly on the job and not all bill-to customers on the job. If you change the invoice currency, and invoicing plan lines exist for the bill-to customer or for split billing all bill-to customers in the window Invoicing Plans, the amount in invoice currency on the lines will be recalculated. A warning will tell you that you must reconsider the amounts on invoicing plan lines. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to ‘No,” the invoice currency cannot be changed but will remain the same as the currency of the job. When an invoice selection is currently approved you cannot change the invoice currency.
Exchange Rate	This field shows the exchange rate between job currency and invoice currency for the bill-to customer specified on the job. By default, the exchange rate is the current exchange rate specified in the table for the job on the preferred invoice date (or current date if no preferred invoice date is set), but if the field Specify Exchange Rate is marked, then the exchange rate is fixed at the rate you specify. If you change the exchange rate, the field Amount for Invoicing on Account, Currency will be recalculated and a check mark will be placed automatically in the field Specify Exchange Rate. If the exchange rate deviates from the exchange rate table by more than 10%, a warning will be displayed. Note: The base currency for the exchange rate is based on the rate specified in the field Exch. Rate in Ref. Currency in the window System Information. Note: There may be unblocked bill-to customers in the window Bill To Customer Distribution who may not be set up to use the same invoice currency and exchange rate.

Field	Description
IoA, Fixed Price	Enter the fixed price amount (fixedprice) invoiced on account.
Default 1-2 (n/a)	These fields are relevant if the job parameter of the type “Invoicing on Account” attribute “Activity required for Invoicing On Account” is “Yes.” Either the same job parameter defines one or two activity numbers in the attributes “Default Activity for Invoicing On Account 1/2” or the job task list defines one or two standard tasks for “Invoicing On Account 1/2.” These two fields enable you to add amounts for invoicing on account on the predefined tasks or activities. Note that the titles of the two “Default (n/a)” fields are dynamic and will show the task or activity titles.

Invoice Selection Island

The fields in this island show the totals of the lines shown in the table part. If the current job is a main job, and the field “Includes Subjobs” in the island Main Job Invoicing below is marked, the amount fields in this island will show totals for the main job only or for the main job and its associated subjobs. If the invoice layout rule for the current main job specifies that invoice selections should be made from the main job only (the field “Main Job Invoice Selection” is selected on the invoice layout rule), the fields in this island show the totals of all jobs in the main job/subjob structure. If the field is not marked on the invoice layout rule, the fields in this island show invoice selection totals for the current main job only.

Field	Description
End Invoice	If you mark this field, the field “End Invoiced” will be marked when an invoice is created from the selection. If you have also marked the field “Close at End Invoicing” on the job, the job will be closed upon invoicing, provided that the job has no open entries, no open purchase orders, no open invoices on account, and no unapproved time sheets.
Invoice Discount %	In this field, you can enter a discount percentage. Maconomy suggests the value from the window Job Information, but you can change it. The invoice discount is automatically deducted from the total invoice/credit billing price. Invoice discount, however, is not deducted from invoices on account.
Time	These fields show the sums of hours, costs, billing prices, GM, and GM % of the time activities that are being invoiced in the table. The GM % is calculated from the billing price and GM. Gross margin is calculated from cost and billing price.
Amount	These fields show the sums of costs, billing prices, and GM % of amount activities that are being invoiced in the table. The GM % is calculated from the billing price and GM. Gross margin is calculated from cost and billing price.
Total	These fields show the sums of costs and billing prices of all activities being invoiced in the table. They also show GM and GM %. The GM % is calculated

Field	Description
	from the billing price and GM. Gross margin is calculated from cost and billing price.
Hereof Outlays	These fields show the sum of registered cost prices for all amount activities with the cost type “Outlays.” For further information on outlay activities, see the window Activities in the Set-Up module.
Excluding Outlays	These fields show the sum of cost prices and billing prices for all activities which have been transferred for invoicing in the table part of the window, less amount activities with the cost type “Outlays.” The column “Billing Price” hence shows the sum of the registered billing prices, less any cost price for amount activities for which the cost type has been set to “Outlays.” In addition, the fields show the resulting gross margin and the resulting gross ratio excluding outlays.
Prev. Invoiced	These fields show the cost, billing price, GM, and GM % of the invoices that previously have been made for the job.
On Drafts	These fields show the cost, billing price, GM, and GM % of the draft invoices. Recently created drafts are not included in the sums.
Total for Job	These fields show the total sum of billing prices in the current invoice and all previous invoices, that is, the sum of the amounts in the “Total” and “Prev. Invoiced” fields. They also show the resulting GM and GM %.
Budget	This field shows the total budgeted cost, billing price, GM, and GM % of the job. The figures are retrieved from the window Job Budgets.
Limit	These fields show the budget limit for cost and the billing prices of the job. The limits are retrieved from the job’s budget in the window Job Budget.
Fixed Price	This field shows the effective quote price of the job as defined in the window Quote Editing. Depending on the selected basis for fixed price in the field “Basis” on the current job’s invoice layout rule, the price in this field can originate from the quote price specified for the job and which can be edited in the window Quote Editing, or from the job’s budgeted sales price registered on the most recently approved revision of the job budget of the type specified in the window Invoice Layout Rules. For time and material jobs, this field shows a quote price, if any.
Desired Sales Price	In this field, you can enter a value if you wish to invoice a job at a certain price. This can, for example, be relevant in connection with writing up a job for which you want to allocate the amount written up proportionally to all activities involved. The amount in this field can also be the result of a calculation of the fields “Desired Markup” or “Desired Markup %” (see below). If you enter a desired sales price, the invoice selection cannot be approved if the value in this field is different from the sum of the sales price on the invoice selection lines. Two system parameters concern the desired sales price. Note that both system parameters may be marked.

Field	Description
	1. If the system parameter “Transfer desired sales price when changed” is marked, the table part will be updated (that is, the desired sales price is transferred) immediately when you press Return after updating the amount in this field (if the amount fulfills the criteria for transfer). If this parameter is not marked, you have to select the action “Transfer Desired Sales Price” when you want to transfer the desired sales price to the entries in the table part. 2. If the system parameter “Transfer Sales Price to Desired Sales Price” is marked, the desired sales price in the card part (this field) is updated to match the sum of the billing prices in the table part. This update takes place immediately when you change the billing price in the table part, either directly or indirectly by, for example, changing the field “Action.” If this parameter is not marked, this field is not updated when you change the table part. The adjustment of the activities can be limited to include only time activities as described in the action “Transfer Desired Sales Price.” For more information, please see the description of the action “Transfer Desired Sales Price.”
Desired Markup	In this field, you can enter an amount if you wish to calculate a desired sales price by adding a certain markup to the cost price. When you press Return, Maconomy calculates a new desired sales price and a markup percentage. These figures will then be transferred to the table part of the window as described for the field “Desired Sales Price” above. For more information, please see the description of the action “Transfer Desired Sales Price” and the description of the field “Desired Sales Price” above.
Desired Markup %	In this field, you can enter a percentage if you wish to calculate a desired sales price by adding a certain markup percentage to the cost price. When you press Return, Maconomy calculates a new desired sales price and a markup amount. These figures will then be transferred to the table part of the window as described for the field “Desired Sales Price” above. For more information, please see the description of the action “Transfer Desired Sales Price” and the description of the field “Desired Sales Price” above.

Main Job Invoicing Island

Field	Description
Includes Subjobs	This field is maintained by Maconomy. If the field is marked, it means the following: ▪ The current job is a main job. ▪ The current job is marked for blanket invoicing in the window Job Information.

Field	Description
	▪ Some or all of the subjobs of the current main job are marked for blanket invoicing. ▪ The invoice layout rule for the current job specifies that subjobs should be invoiced as part of the main job (the field “Main Job Invoicing” is selected on the invoice layout rule). If this field is marked, Maconomy will treat the main job and its associated subjobs as one job with regard to invoicing. When you approve the invoice selection of the main job, entries from the subjobs are approved also, and when you print an invoice from the main job, the subjobs are also printed. Furthermore, some of the functions in the Action menu will be disabled or have a different effect. For more information, please see the description of the individual actions. If this field is not marked, one or more of the criteria listed above is not fulfilled.
Invoiced on Main Job	This field is maintained by Maconomy. The field is marked if: ▪ The current job is a subjob. ▪ The main job of the current job fulfills the criteria specified in the description of the field “Includes Subjobs” above. ▪ The criteria for blanket invoicing are fulfilled for the current job. If this is the case, you will not be able to perform any actions in this window, and the fields in the card and table parts are either closed for entry or without effect. If you want to create a job entry, for example, for direct invoicing, and assign it to a subjob, you must use the window Itemize Invoice Selection. The remaining fields in this island are similar to the fields in the island Invoice Selection above. If the field “Includes Subjobs” is marked, the fields in the island show the totals for all jobs in the main job/subjob hierarchy which fulfill the criteria for blanket invoicing.
Time	These fields show the sums of hours, costs, billing prices, GM, and GM % of the time activities that are being invoiced in the table. The GM % is calculated from the billing price and GM. Gross margin is calculated from cost and billing price.
Amount	These fields show the sums of costs, billing prices, and GM % of amount activities that are being invoiced in the table. The GM % is calculated from the billing price and GM. Gross margin is calculated from cost and billing price.
Total	These fields show the sums of costs and billing prices of all activities being invoiced in the table. They also show GM and GM %. The GM % is calculated from the billing price and GM. Gross margin is calculated from cost and billing price.
Hereof Outlays	These fields show the sum of registered cost prices for all amount activities with the cost type “Outlays.” For further information on outlay activities, see the window Activities in the Set-Up module.

Field	Description
Excluding Outlays	These fields show the sum of cost prices and billing prices for all activities which have been transferred for invoicing in the table part of the window, less amount activities with the cost type “Outlays.” The column “Billing Price” hence shows the sum of the registered billing prices, less any cost price for amount activities for which the cost type has been set to “Outlays.” In addition, the fields show the resulting gross margin and the resulting gross ratio excluding outlays.
Prev. Invoiced	These fields show the cost, billing price, GM, and GM % of the invoices that previously have been made for the job.
Other Drafts	These fields show the cost, billing price, GM, and GM % of the invoices on draft.
Total for Jobs	These fields show the total sum of billing prices in the current invoice and all previous invoices, that is, the sum of the amounts in the “Total” and “Prev. Invoiced” fields. They also show the resulting GM and GM %.
Budget	These fields show the total budgeted cost, billing price, GM, and GM % of the job. The figures are retrieved from the window Job Budgets.
Fixed Price	This field shows the effective quote price of the job as defined in the window Quote Editing. Depending on the selected basis for fixed price in the field “Basis” on the current job’s invoice layout rule, the price in this field can originate from the quote price specified for the job and which can be edited in the window Quote Editing, or from the job’s budgeted sales price registered on the most recently approved revision of the job budget of the type specified in the window Invoice Layout Rules. For time and material jobs, this field shows a quote price, if any.

Charges Island

Field	Description
Charge Table	Specify the charge table on the job.

Field	Description
Charge Discount %	In this field, you can enter a discount percentage, if you have entered a charge table in the Charge Table field. The discount will be subtracted from the charge amount calculated from the charge table.

Delimitation Island

Field	Description
Extend Selection	If you mark this field and then select the action “Delimit,” Maconomy will extend the invoice selection to also include uninvoiced entries within the types and ranges specified in the other fields of this island. You can specify, for example, “10-20” as a range of employee numbers and then select “Delimit.” Then you

Field	Description
	can specify “40-50” as a new range of employee numbers, make sure that this field is marked, and then reselect the action “Delimit.” In this way, you have extended your selection to cover job entries for the employees “10-20” and “40-45.” If you do not check this field and then select the action “Delimit,” Maconomy will reset the invoice selection and only select the uninvoiced entries specified in the fields in this island for invoicing. For the entries to be selected for invoicing, they have to match all criteria in this island.
Cut-off Date	In this field, you can enter a date. After extending the selection, the invoice selection will include all activities with non-invoiced entries up to the date entered here. Maconomy suggests the last day of the previous month, unless the system parameter “Open Invoice Selection Without Cut-off Date” is marked. If it is marked, Maconomy will not complete this field automatically.
G/L Entry Date	In this field you can delimit the invoice selection by the entry date on job entries. Only entries with an entry date up to this date will be invoiced.
Employee Type	In this field, you can specify an employee type. When you select the action “Delimit,” uninvoiced entries for activities carried out by an employee of the chosen type will be selected for invoicing. Employee types are created in the window Popup Fields in the Set-Up module.
Employee No.	In these fields, you can enter a range of employee numbers. If you select the action “Delimit,” uninvoiced entries for activities by employees within the chosen range will be selected for invoicing.
Activity Type	In this field, you can specify the activity types: “Time,” “Amount,” or “Sum.” If you select the action “Delimit,” uninvoiced entries on activities of the chosen type will be selected for invoicing.
Job No.	In these fields, you can specify a range of job numbers. If you select the action “Delimit,” uninvoiced entries for jobs with numbers within the chosen range will be selected for invoicing. The fields can hence be used for delimiting an invoice selection of a main job to include only a range of the subjobs assigned to the main job when making an invoice selection.
Invoicing Group	In these fields, you can enter a range of invoicing groups. If you select the action “Delimit,” uninvoiced entries for activities by invoicing groups within the chosen range will be selected for invoicing.
Activity No.	In these fields, you can specify a range of activity numbers. If you select the action “Delimit,” uninvoiced entries for activities with numbers within the chosen range will be selected for invoicing.
Task	In these fields, you can enter a range of tasks. If you select the action “Delimit,” uninvoiced entries on a task within the chosen range will be selected for invoicing.

Field	Description
Task Group 1-6	The functionality of these fields is similar to that of the field “Task” above. You can enter the value manually or select a value in the pop-up list. For further information on work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”

Delimitation, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Task” above.
Entity	The functionality of this field is similar to that of the field “Task” above.
Project	The functionality of this field is similar to that of the field “Task” above.
Purpose	The functionality of this field is similar to that of the field “Task” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Task” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Task” above.

Job Budget Island

Field	Description
Budget Realization Rate	This field shows the budget realization rate. This is based on the Billing Price and the WIP for Invoicing fields for time.
Budget Text 1-5	These fields show the value of extra text fields in the latest job budget revision.

Status Island

Field	Description
Open for Invoice Selection	This field indicates whether the invoice selection is open (this is the default). You can only change the invoice selection when the invoice selection is open. The invoice selection is closed after you select one of the actions that creates a draft, and it is opened after you print invoices or credit memos. You can also open the invoice selection by using the action “New Selection,” provided that the job is set up to allow multiple drafts.
Drafts for Editing	If the job parameter of the type Invoice Approval for the current job specifies that invoice editing is required, this field is marked by Maconomy when the invoice selection is approved using the approval functions in the Action menu. If invoice editing is not required according to the job parameter type “Invoice

Field	Description
	Selection," the functionality of this field is similar to that of the field "Approved for Invoicing" below. A subjob which is invoiced on the main job can be approved from the main job only (see the description of the field "Approved for Invoicing on Main Job" below). However, this will not cause this field to be marked as well, as such invoices must also be edited from the main job. **Field** / **Description** **Blanket Drafts for Editing** — This field indicates whether there are blanket draft invoices for editing. Blanket drafts are created when you approve invoice selection in Blanket Invoice Selection or apply the "Create Blanket Drafts" action in Blanket Invoicing Overview.
Submitted Drafts	This field shows the number of submitted invoice drafts.
Approved for Invoicing	This field shows whether or not the job is approved for invoicing using the approval functions in the Action menu in this window or the window Approve Invoice Selection. However, the job parameter of the type "Invoice Approval" for the current job may require that the invoice is edited in the window Invoice Editing before this field is marked. For more information, please see the description of the field "Approved for Editing" above and the job parameter type "Invoice Approval."
Approved for Inv. on Main Job	This field shows whether or not the job is approved for invoicing on its main job. The field will be marked by Maconomy if the current job is a subjob, the field "Invoiced on Main Job" in the island Main Job Invoicing is marked, and the main job is approved in this window or the window Approve Invoice Selection.
Submitted by	This field shows the name of user who submitted this draft.
Submitted Date	This field shows the date when the draft was submitted.
Approved by	This field displays the name of the user who approved the job for invoicing. The name of the approver is automatically saved when the job is approved by one of the actions "Approve Invoice Selection" and "Approve for Invoicing on Account." The field will be cleared if the invoice is reopened for editing. For subjobs approved for invoicing on the main job, this field displays the name of the person who approved the main job.
Approval Date	This field displays the date on which the job was approved for invoicing. The approval date is automatically saved when the job is approved by one of the actions "Approve Invoice Selection" and "Approve for Invoicing on Account." The field will be cleared if the invoice is reopened for editing. For subjobs

Field	Description
	approved for invoicing on the main job, this field displays the date the main job was approved.
Task Group Status	This field indicates whether the job entries associated with the present job are assigned to the correct task groups. If the value in this field is “Not Up to Date,” this indicates that the task group structure is not up to date. To update the task group information, select the action “Transfer Task Groups” in the Action menu. The value will then change to “Up to Date.” This functionality is relevant if you use a work breakdown structure in your budget, and the invoice layout rule of the job specifies that invoice selections or invoices should be grouped by task groups. In Maconomy, a task is associated with each job entry, containing information about the task groups assigned to the task against which the job entry is posted. The information is expressed as a task group level, ranging from task group 1 to 6, where level 1 is the top level in the hierarchy. If you change the job budget structure after posting job entries, Maconomy does not automatically update the entries with the new budget structure information, as the number of entries to update could be enormous. Updating all entries after each structural change could therefore be very time-consuming. Thus, if you change the work breakdown structure in the Job Budgets window, the budget must be resubmitted for these structural changes to be reflected in the Invoice Selection window. By resubmitting the budget or selecting this action, the task group status in this field will automatically be updated. Additionally, the task group status is automatically updated when the following actions are performed: Close All, Delimit, Apply Invoice Proposals, Transfer Fixed Price, Transfer Desired Sales Price, Transfer Budget, and Print Invoice. For further information on work breakdown structures and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Job Contains Pre-Invoices	This field indicates whether or not there are pre-invoices, in any state, on this job.

Selection Criteria Island

Field	Description
Only Open Activities	You can mark this field if you only wish the card part to show the job’s open activities, that is, activities with open entries. If you want the field to be checked by default, you can set this up in system parameters.

Invoice Island

Field	Description
Invoice Type	Use this field to specify the type of invoice to approve when you approve the invoice selection. The available options include: ▪ T&M On new jobs, the Invoice Type defaults to T&M. ▪ On Account ▪ T&M and On Account ▪ Pre-Invoice — Selecting this option instructs Maconomy to create a pre-invoice instead of an invoice on account or a time and material invoice. If a job is set up for pre-invoicing by default, Maconomy automatically populates the **Invoice Type** field with **Pre-Invoice** when you enter a positive amount in the **Total** field. If a job is not set up for pre-invoicing, this invoice type cannot be selected. If you set an amount for invoicing/crediting on account, the field updates to On Account, and reverts to T&M if the amount for invoicing/crediting on account is changed back to zero. You can combine WIP and on account invoice selections in one draft invoice and final invoice. When a combined invoice selection is approved, invoice editing uses only one copy of the quote as basis, even if the invoice layout rule has selected both of the following choices: ▪ **Create T&M Invoice from Quote** ▪ **Create Invoice on Account from Quote**
Combine T&M, On Account by Default	This check box is selected on a new job if the "Combine T&M with On Account by Default" job parameter is set to Yes. If this check box is selected, the **Invoice Type** field switches to T&M and On Account when you set an amount for invoicing on account.
Preferred Invoice Date	In this field, you can enter the preferred invoice date. The date must be within the open posting interval, which is specified in the window System Information in the Set-Up module. If you do not enter a date, Maconomy inserts the current date when the invoice is printed. If the job is assigned the job parameter type “Invoice Approval” in which the job parameter attribute “Pref. Inv. Date From Plan” has been given the value “Yes,” and if an invoice plan has been created for the job in question, the date in this field will be transferred from the assigned invoicing plan when you select the action “Transfer Invoicing Plan” in the Action menu. If the plan consists of several invoicing plan lines, Maconomy will use the date specified on the line most recently created. The date considered for invoicing plan lines with job phases or milestones is the completion date of the phase/milestone in question.

Field	Description
	If split billing is used (that is, there are multiple bill-to customers on the job), changing the preferred invoice date in this field will change the date on all invoices approved from this invoice selection. However, if the date is changed on one of the invoices in the window Invoice Editing, this field will be blank unless the date is the same on all invoices approved from this invoice selection. For more information, please see the description of the window Invoice Editing.
Invoice Name	Here you specify the name of the invoice. When you approve the invoice selection, this name will appear in the window Invoice Editing, where you can update it. The invoice name can be added to prints of invoice and credit memos and their corresponding drafts. The invoice name is merged into the customer entry text and the finance entry on the customer. The field is cleared when you run the action “New Invoice Selection.”
Show Write-Down Separately	Use this field to control whether to show a possible write-down separately, on its own line in the draft. Select this check box to show write- downs separately. The default behavior for how write-downs appear comes from the main invoice layout rule. If the job is set up to create a detailed invoice specification, selecting this field affects both the cover part and the detailed part of the invoice. If the invoice layout rule is set up to show amounts on lines, the draft invoice created when you approve an invoice selection on a job will show the amount being invoiced, including any write-up/-down that you may have selected. You can show write-down on a single, separate line, and then instead show the billing price, excluding write-down, on the specification. This is enabled by selecting this field. The text on this line (such as Courtesy discount) can be set up in the Language Texts window on the entry with key1 @JobWriteDownLine.
Show on Invoice, Customer Balance	Select this field to indicate that you want to see the customer’s prior and new balance on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.
Show on Invoice, Customer Statement	Select this field to indicate that you want to see the customer statement on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.
Show on Invoice, Customer Aging	Select this field to indicate that you want to see the A/R aging on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.

Invoiced on Account Island

Field	Description
Net Invoiced on Account	This field shows how much of the total job price has been invoiced on account. The amount is shown in the job's currency. It is possible to invoice part or all of the job in this window, either before the first job entries have been made or during its completion and irrespective of job entries. When the job is finally invoiced, Maconomy deducts the amount invoiced on account. However, the invoice price cannot be less than "0.00." The amount here is deducted from the invoiced amount and cannot be changed here.
Tax Invoiced on Account	This field shows how much tax has been added to the job's invoices on account. It cannot be changed here. The amount is deducted from the tax total of the invoice selection. When the job is finally invoiced, Maconomy deducts the tax on account. However, the invoice amount cannot be less than "0.00."
Approved reconciliation	This field shows the currently approved amount for reconciliation across drafts. There is a slight difference between the interpretation of "approve reconciliation" in the window Invoice Selection and in the window Job Invoices On Account. In Invoice Selection the restriction applies to the reconciling job, whereas in Job Invoices On Account the restriction applies to the job (the job of the invoices on account). You will receive a warning if you remove a job from a job collection where a cross-job draft reconciliation exists that involves the given job. Since a job invoice on account may have some draft reconciliation that goes to a job that has been removed from the job collection, you will receive a warning if you try to set a larger amount for reconciliation directly on the invoice.
Available for Reduction	This field shows the sum of previously on-account-invoiced amounts less any amount already used for reducing invoice entries. Thus, this field represents the amount available for further on-account reduction.
On Account Reduction	In this field, you can enter the maximum amount by which the "Net Invoiced On Account" can be reduced at the next normal invoicing or crediting. This value must be positive for invoicing or negative for crediting. Maconomy seeks to arrive at the reduction by going through any non-reconciled invoices and credit memos on account for the job. If the amount in this field is positive, Maconomy seeks to reconcile on-account invoices; if the amount is negative, Maconomy seeks to reconcile on-account credit memos. Maconomy will not automatically reconcile both invoices and credit memos on account. To do this, see the window Job Invoices On Account, in which you can fully control the reconciliation of invoices and credit memos on account. Changes made in that window are reflected in this field. If you have previously edited the amount for an account reduction in the window Job Invoices On Account, the changes will be canceled if you enter an amount directly in this field, and existing invoices on account or credit memos on account will be settled with the oldest first. For more information, please see the description of the window Job Invoices On Account.

Field	Description
	If the current job is a fixed-price job, and the job is assigned the job parameter attribute “Allow Invoicing On Account Only” having the value “Yes,” this field cannot be changed, as invoices on account for such jobs are always reconciled when the job is closed. If the current job is set up for split billing (that is, there is more than one bill-to customer on the job), you cannot change the on-account reduction in this window. However, you can do this in the windows Bill to Customer Distribution and Job Invoices On Account. For more information, please see the description of the window Bill to Customer Distribution and the window Job Invoices On Account. Note: If the job has been set up to use invoice allocation, the amount for on-account reduction does not cover the invoices included in the fixed price. This is because these invoices are part of the invoice allocation.

Work in Progress Island

Field	Description
WIP Available	This field shows the WIP available for invoicing for time activities and amount activities as well as the total WIP.
WIP for Invoicing	In this field, you can enter the amount of WIP to invoice. When you change the amount of WIP to invoice, Maconomy selects entries for invoicing, with the oldest entries first, to reach the specified amount.
Carry Forward	In this field, you can enter the amount of WIP to carry forward.
Billing Price	In this field, you can change the billing price of the WIP to invoice. When you change the billing price, Maconomy adjusts the hourly rate proportionately to the registered rate, so as to obtain the specified total billing price. A change in billing price is only applied to time-related activities.
Write-Up/Down	In this field, you can enter the amount of WIP to write down. When you change the amount for Write-Up/Down, Maconomy adjusts the hourly rate proportionately to the registered rate, so as to obtain the specified total billing price. A change in Write-Up/Down is only applied to time-related activities.
Realization Rate	This field shows the realization rate. This is based on the Billing Price and the WIP for Invoicing fields for time. You can change the Realization Rate which will adjust the Billing Price and Write-Up/Down accordingly. When you change the realization rate, Maconomy adjusts the hourly rate proportionately to the registered rate, so as to obtain the specified total billing price. A change in Realization Rate is only applied to time-related activities.

Field	Description
Exclude Entries for Carry Forward	If this field is selected, entries in the table part marked for carry forward will not be included in the billing adjustment when changing the WIP for Invoicing. The field can only be marked simultaneously with a change in the WIP for Invoicing field.

Up/Down Island

Field	Description
To Date	These fields show the write-up/-down quantity and billing price of invoicing lines already invoiced. The “Quantity” column shows how many units have already been invoiced for the job. The “Billing Price” column shows how much has been invoiced for the job activity.
Selection	These fields show the write-up/-down quantity and billing price resulting from invoicing the current invoice selection that has been transferred for invoicing in the table part. Write-up and write-down are the differences between the registered quantity/amount and the invoiced quantity/amount. Write-ups are shown as positive figures, and write-downs as negative figures.
Other Drafts	These fields show write-up/-down of draft invoices with the possible exception of recently created drafts.
Total	These fields show the total write-up/-down quantity and billing price for the job after invoicing the current invoice selection that has been transferred for invoicing in the table part. Write-up and write-down are the differences between the registered quantity/amount and the invoiced quantity/amount. Write-ups are shown as positive figures and write-downs as negative figures.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current job. You cannot change the value here.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Settling Company Island

Field	Description
Settling Company	This field shows the name and number of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Payment Island

Field	Description
Pmt. Terms	These are the payment terms that apply to the invoices for this job. Payment terms are chosen in the window Job Information and cannot be changed here.
Blanket Invoice	This field is marked if the invoices (or credit memos) made for the job are to be blanket invoiced (or credited). Maconomy retrieves the value from the window Job Information, and you cannot change this field manually. Blanket invoicing means that all non-invoiced but approved invoice selections are placed in one invoice when you print from one of the windows Job Invoicing or Blanket Invoicing Overview, and, provided the jobs involve the same company, department, bill-to customer, company tax code, currency code, and invoice currency code, and depending on whether they are taxed or not (check mark in the field Tax). If the layout rule selected for the job specifies main job invoicing, you can also include invoices on account or invoices that are to reconcile invoices on account in the blanket invoice. To blanket credit a customer, the same requirements apply. However, a credit memo selection will not be included in a blanket crediting if it was created from an invoice. To blanket invoice or blanket credit jobs which are not part of a main job/subjob structure with main job invoicing, you must use the windows Job Invoicing or Job Crediting, respectively. For more information, please see the description of the window Invoice Layout Rules. Note that if the system parameter “Blanket Invoicing per Main Job” is set to “Yes,” the jobs must be placed in a hierarchy to be blanket invoiced.
Tax	This field shows whether the invoices are subject to tax. Maconomy retrieves the value from the window Job Information and it cannot be changed here.
Currency	This field shows the currency of the invoice. Maconomy retrieves the value from the window Job Price Information and it cannot be changed here.

Credit Memo Island

Field	Description
From Invoice No.	This field is used when you select the **Invoice to Credit Note** action. Enter a job invoice number. Maconomy verifies whether the number is assigned to an existing job invoice associated with the current job. If the entered invoice number belongs to an invoice on account, the **Restore Job Entries** check box is automatically selected. An invoice number cannot be entered in this field when corresponding to a pending or cancelled pre-invoice.
Type	Choose to show invoice lines for T&M invoices or Invoice on Account for invoices on account.
Restore Job Entries	This field is used when you select the action “Invoice to Credit Memo.” If you mark this field and select the action “Invoice to Credit Memo,” the job invoice specified in the field “From Invoice No.” will be reversed, returning the status of the job to the way it was before invoicing. If you specify a blanket invoice, only invoice lines regarding the current job are reversed. However, if the specified blanket invoice involves a main job/subjob hierarchy with main job invoicing and invoice selection from main job, the invoice lines from all jobs in the invoice will be reversed. For more information, see the description of the field “Includes Subjobs.” If the invoice to be credited has reconciled job invoices on account and/or credit memos on account, these are reopened when crediting. If the field is not marked, job entries are created when the amount is credited. This field is automatically marked if the invoice number in the field “From Invoice No.” belongs to an invoice on account, and the mark cannot be removed. In this case, crediting the invoice causes the specified invoice on account to be reopened. The reopened invoice can be seen in the window Job Invoices On Account. When crediting an invoice which covers both T&M and on account, the field only affects the crediting of the T&M part of the invoice. This field has no effect when crediting an invoice on account.
Restore Pre-Invoices	Select this check box when crediting a T&M invoice to reverse the cancellation of any pre-invoices that were cancelled on that invoice. **Note:** The cancellation of a pre-invoice is reversed only if the most recent cancellation is due to the invoice being credited. For example, if a pre-invoice is cancelled by printing a T&M invoice, then the cancellation of the pre-invoice is manually reversed. If this pre-invoice is cancelled again by another T&M invoice, crediting the first T&M invoice will have no effect on the pre-invoice.

Reallocate Selected Entries Island

Field	Description
To Job No.	This field must be considered filled in before using the action Reallocate Selected Entries.

Field	Description
To Task	This field must be considered filled in before using the action Reallocate Selected Entries.
To Entry Date	This field must be considered filled in before using the action Reallocate Selected Entries.

Print Specification Island

Field	Description
Invoice Layout	In this pop-up field you can select an invoice layout rule to apply to the invoice selection. The layout selected for the current job in the Jobs window is used by default. For more information about invoice layout rules, please see the description of the window “Invoice Layout Rules.” If the current job is a main job and has already been invoiced, you can only change the rule in this field if the selected rule has the same selections regarding invoicing subjobs as part of main jobs. This means the “Main Job Invoicing” and “Main Job Invoice Selection” fields must have the same value as the initially used invoice layout rule. Task group information can be shown on the invoice layout if this has been selected in the Invoice Layout Rules window. For further information on task groups in invoice layouts, see the description of the “Level 1” field in the Invoice Layout Rules window.
Detailed Invoice Specification	Use this field to select a detailed invoice specification.
Include Detailed Specification	Select this box to include detailed specification in the invoice. You can select this box only if the job is set up to create a detailed invoice specification.

Job Collection Island

Field	Description
Job Collection	This field shows the description of the job collection for jobs included in a job collection. The field is also displayed in the Jobs and Blanket Invoice Overview windows.

Job Invoice Selection Lines Sub-Tab

This section includes the fields and descriptions for the Job Invoice Selection Lines sub-tab.

Field	Description
Level 1: Activity	These fields show the values by which information on the current line is grouped at level 1-4. If, for instance, the invoice layout rule selected in the field “Invoice Layout” in the card part specifies that the invoice selection

Field	Description
	should be grouped by task at level 1, the “Level 1” field shows the task number of the entries summarized on the current line. The headings of these fields indicate the types of values by which the invoice selection is grouped at level 1-4. For instance, if the invoice selection is grouped by Task at level 1, the heading of this field will be “Level 1: Task.” For further information on task groups in invoice layouts, see the description of the “Level 1” field in the Invoice Layout Rules window.
Activity No.	This field shows the number of an activity, if the current invoice layout rule specifies that the invoice selection should be summed by activity. There is only one line per activity, which means that all activity entries are grouped and summed in the table part of this window. For this reason, the field cannot be changed on existing lines, but it is possible to create a line and enter an activity number in this field. However, if the invoice layout rule used for the current job indicates that invoice selection lines should be grouped by activity, you cannot create a line on which you enter an activity or combination of activity which is identical to that of an existing summary line. Similarly, if the invoice layout rule indicates that invoice selection lines should be grouped by a combination of activity and another field value — for example, location — you cannot create a line on which the combination of activity and the field in question matches that of an existing summary line. If you want to create such a line for direct invoicing, you can either do this in the window Itemize Invoice Selection, in which the underlying job entries can be seen, or you can mark the field “Dir. Inv.” on the existing line and make the desired changes there.
Activity Name	This is the activity text which was entered when the activity was created in the window Activities.
Invoice Quantity	In this field, you can enter the quantity to invoice when the selection is approved. Maconomy shows the quantity specified to be invoiced in the windows Itemize Invoice Selection, Job Journal, Time Sheets, or Expense Sheets. If the current job is a fixed-price job, and the job is assigned the job parameter attributes “Allow Invoicing On Account Only” and “Close Job Upon Job Invoicing,” both having the value “Yes,” the number in this field is always zero, as such jobs are to be invoiced on account. If the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is not marked, you can change the number if you wish to invoice the customer for less or more than the registered quantity (that is, write the job up or down). If you change it, Maconomy will recalculate the field “Billing Price to Inv.” If you enter a negative number, the quantity of the activity is credited when you approve the selection for invoicing or crediting. Maconomy automatically changes the values in the fields “Quantity Inv.,” “Billing Price to Inv.,” and “Close Balance” on underlying job entries which have not been marked for direct invoicing. If the system parameter “Prioritize Partial Invoicing when Changing Quantity for Invoicing” is marked, Maconomy will unmark the field “Close Balance”

Field	Description
	when the number in this field is reduced to less than the open quantity for invoicing. This means that the line will be carried forward, instead of being written off when the invoice selection is approved. If, for example, the open quantity is 10, and the quantity for invoicing in this field is changed from 10 to 8, the field "Close Balance" is unmarked, but if the quantity for invoicing is changed from 12 to 10, the field is not unmarked.
Billing Price to Inv.	In this field, you can enter the activity billing price to invoice. Maconomy suggests the sum of the billing prices from open entries on the job, as entered in the windows Itemize Invoice Selection, Job Journal, Time Sheets, or Expense Sheets. If the current job is a fixed-price job, and the job is assigned the job parameter attributes “Allow Invoicing On Account Only” and “Close Job Upon Job Invoicing,” both having the value “Yes,” the number in this field is always zero, as such jobs are to be invoiced on account. If the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is not marked, you can change the billing price in this field. If you do, Maconomy will change the amounts in the field “Invoice Quantity.” However, the two system parameters “Keep quantity on write-downs” and “Keep quantity on write-ups” may change this behavior. If “Keep quantity on write-downs” is marked, Maconomy will not change the quantity when the billing price is reduced. If “Keep quantity on write-ups” is marked, Maconomy will not change the quantity when the billing price is increased. Note that both parameters may be marked, in which case Maconomy will never adjust the invoice quantity of the affected activities to match the current billing price to invoice. You can never change the values in both this field and the “Invoice Quantity” field at the same time. If you enter a negative number, the amount is credited when you approve the selection for invoicing or crediting. Maconomy automatically changes the values in the fields “Quantity Inv.” and “Billing Price to Inv.” on underlying job entries.
Markup	In this field, you can enter or change the markup amount for the current line. The field “Close Balance” must be marked. Maconomy suggests the difference between the cost and the billing price of the current table line. When you change the field and press Return, the fields “Billing Price to Inv.” and “Markup %” on the current line are updated, and the fields relating to the desired sales price in the card part are updated as well to reflect the new billing price to invoice (see the description of the field “Desired Sales Price”).
Markup %	In this field, you can enter or change the markup percentage for the current line. The field “Close Balance” must be marked. Maconomy suggests the percentage which corresponds to the difference between the cost and the billing price of the current table line. When you change the field and press Return, the fields “Billing Price to Inv.” and “Markup” on the current line are updated, and the fields relating to the desired sales price in the card part are updated as well to reflect the new billing price to invoice (see the description of the field “Desired Sales Price”).

Field	Description
Close Balance	The functionality of this field depends on whether the field “Dir. Inv.” is marked and whether the system parameter “Allow over invoicing” has been marked in the Set-Up module. If this parameter has not been marked, the field “Close Balance” cannot be unmarked. Furthermore, if the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is marked for the current job, this field can only be selected if doing so does not give rise to any write-up or write-down of the job. ▪ If the field “Dir. Inv.” (Direct Invoicing) is not marked — Mark the field “Close Balance” if you want all underlying job registrations to be closed when you approve the invoice selection. The field “Close” will be marked accordingly on all the underlying job registrations, which can be seen in the window Itemize Invoice Selection. If you mark that field, all open entries will be invoiced and closed. If you do not mark the field, the underlying entries will be closed until the quantity specified in the field “Invoice Quantity” or “Billing Price to Inv.,” with the oldest entries being selected for invoicing first. If the quantity exceeds the open entries, an entry for direct invoicing is created in the window Itemize Invoice Selection. ▪ If the field “Dir. Inv.” (Direct Invoicing) is marked — If the field “Close Balance” is marked, an entry for invoicing is created and then closed. Any job entries with the same allocation combination in the window Itemize Invoice Selection are not closed, but are excluded from the invoice selection, as the quantity to invoice and the billing price to be invoiced are always set to zero. See also the description of the field “Dir. Inv.” below. If you do not mark that field, the open billing price for the current allocation combination will be negative the next time that you create an invoice selection. For further information, please see the description of the field “Close” in the window Itemize Invoice Selection.
Dir. Inv.	This field is used for choosing direct invoicing, that is, invoicing without underlying job registrations. If you mark this field, you can enter quantity and billing price irrespective of open job entries, and these will not be affected by the invoicing or crediting. Job entries with the same allocation combination are no longer shown in this window, but only in the window Itemize Invoice Selection. The values in the fields “Invoice Quantity” and “Billing Price to Inv.” on existing job entries are set to 0 to indicate that they are no longer selected for invoicing. When you mark this field, the field “Close Balance” is automatically marked too, but you can remove the mark manually if the system parameter “Allow over invoicing” has been marked in the Set-Up module. You can also enter a negative quantity and a negative credit memo amount for direct crediting, that is, crediting without underlying job registrations. When you enter manual activity lines for which there are no job entries, Maconomy will mark this field automatically.

Field	Description
	As job entries for direct invoicing do not have underlying job registrations, Maconomy will set the invoicing date to the entry date when the invoice is printed. The entry date cannot be changed in the window Itemize Invoice Selection.
Action	This pop-up field serves two purposes: It tells you at a glance what the effect of the selections on the current line is, and it is a shortcut to performing various common operations on the current line. A corresponding field exists for all underlying job entries in the window Itemize Invoice Selection. The “Action” field reflects the value of the fields “Billing Price to Inv.” and “Close Balance” on the current line. However, if the current job is a time and material job, the value suggested is the one specified in the attribute “Standard invoicing action for job entries on time and material jobs” in the job parameter “Registration.” This field can have four values. You can change a field on the line manually to see the effect in this field, or you can change this field to change the other fields automatically. The following table shows the available options.

Billing Price to Inv.	Close Balance	Action
>0	Yes	Invoice
0	Yes	Write Off
0	No	Carry Forward
Other Combinations		Blank

The following section describes the effect of selecting the different values in this field. Note that if you select a value that does not have any effect (such as “Invoice” when there is nothing to invoice), the value will revert to reflect what will actually take place when you approve the invoice selection.

- Invoice — If you select this value on a line where the billing price to invoice is greater than zero, the field “Close Balance” is marked on the current line. This means that all open entries to the current job allocation combination are closed when you approve and print the invoice; the line is invoiced in full. For more information, please see the description of the field “Close Balance.”
- Write Off — If you select this value, the field “Close Balance” is marked on the current line, and the fields “Invoice Quantity” and “Billing Price to Inv.” are reset to zero. This means that all open entries to the current job allocation combination are closed when you approve and print the invoice, but nothing is invoiced; the line is written off completely, and the job is written down by the current line’s amount. Note that this action cannot be selected if the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is marked for the current job.

Field	Description
	▪ Carry Forward — If you select this value, any mark in the field “Close Balance” is removed on the current line, and the fields “Invoice Quantity” and “Billing Price to Inv.” are reset to zero. This means that nothing is invoiced on the current line when you approve and print the invoice, but the balance is not closed; that is, the balance is carried forward, and the job entry will reappear at the next invoicing. ▪ Blank — This is the default value if the job is a fixed-price job. Please note that if you have selected a non-blank value in this field, it may be reset to blank in a number of cases: ▪ If you select an action with a possible effect on the table lines, such as “Transfer Fixed Price.” ▪ If you change the field “Close Balance,” either manually or using the action “Close All.” ▪ If the underlying job entries of a line in the table are changed in the window Itemize Invoice Selection. Note again that this field is merely a shortcut to actions which can also be performed by changing the affected fields manually. If the system parameter “Keep delimitation when changing invoice selection” is not marked, the action you choose in this window is transferred to all the underlying job entries in the window Itemize Invoice Selection. If this parameter is marked, only entries within the delimitation parameters you have specified in the card part of this window (if any) are affected. If, for instance, you have chosen to see job entries before a certain date by specifying the cut-off date in the island Delimitation, and you choose the “Invoice” action on a table line, no underlying job entries after the specified date will be invoiced.
Reallocate	If you mark this field, all open, underlying job entries are marked for reallocation. When an invoice selection line is marked for reallocation, it cannot be invoiced. The same applies if any of the underlying job entries is marked in the window Itemize Invoice Selection. The quantity and amount for invoicing is reset to zero, and any mark in the fields “Close Balance” and “Dir. Inv.” is removed. To be able to invoice the invoice selection line, you must first either perform the reallocation in the window Job Reallocation by Job or unmark the field in this window.
Remarks	In this field, you can enter a remark to describe the current job invoice line. This could, for example, be a note about the reason for writing down an entry. The remark entered in this field is copied to all underlying job entries and can be seen in the window Itemize Invoice Selection. If any remarks have already been entered in that window for the individual job entries, they are overwritten by the remark in this field. If a remark is changed in the window Itemize Invoice Selection so that there are different remarks for each

Field	Description
	job entry, the “Remarks” field in this window is blanked for that invoice selection line.
Empl. No.	This field must be completed for time activities if you mark the field “Dir. Inv.” above. Maconomy automatically suggests the employee specified in the system parameter “Employee No. for direct invoicing.” The employee number is transferred to the job entry created when the job is invoiced. If the invoice layout rule specifies that invoice selections are to be grouped by employee, there is only one line per employee, which means that all entries by a given employee are grouped and summed in the table part of this window. When this is the case, the field cannot be changed on existing lines, but it is possible to create a line and enter an employee number in this field. However, you cannot create a line on which you enter an employee which is identical to that of an existing summary line. Similarly, if the invoice layout rule indicates that invoice selection lines should be grouped by a combination of employee and another field value — for example, location — you cannot create a line on which the combination of employee and the field in question matches that of an existing summary line. If you want to create such a line for direct invoicing, you can either do this in the window Itemize Invoice Selection, in which the underlying job entries can be seen, or you can mark the field “Dir. Inv.” on the existing line and make the desired changes there.
Employee Name	This field displays the name of the employee entered in the field “Empl. No.”
Employee Category No.	This field shows the number of the employee category for the line in question.
Employee Category Name	This field shows the name of the employee category for the line in question.
Quantity, Open	This field shows the number of units that has been entered but not yet invoiced or closed. This number, which cannot be changed in this window, is the sum of the “Quantity, Open” values for the entries in the window Itemize Invoice Selection.
Billing Price, Open, Currency	This field shows the open billing price, that is, the sum of the prices of the number of entered units that have not yet been invoiced or closed. This amount, which cannot be changed in this window, is the sum of the “Billing Price, Open” values for the entries in the Itemize Invoice Selection window.
Quantity Inv.	This field shows the total quantity that has already been invoiced.
Billing Price, Inv., Currency	This field shows the total billing price that has already been invoiced.

Field	Description
Quantity, Total	This field shows the total invoiceable quantity when the invoice has been approved. It is the sum of the “Quantity Inv.” and “Invoice Quantity” fields.
Billing Price, Total	This field shows the total billing price when the invoice has been approved. It is the sum of the “Billing Price, Invoice” and “Billing Price to Inv.” fields.
Quantity, Budget	This field shows the total quantity from the budget type selected as the current budget in the Job Budgets window.
Billing Price, Budget, Currency	This field shows the total billing price from the budget type selected as the current budget in the Job Budgets window.
Quantity, Reg.	This field shows the quantity that has been entered.
Billing Price, Reg.	This field shows the total registered billing price, that is, the sum of the billing prices registered to the individual entries.
Quantity, Up/ Down, To Date	This field shows the write-up/-down quantity already invoiced for the activity until today’s date. Write-up and write-down are the differences between the registered quantity and the invoiced quantity. Write-ups are shown as positive figures, and write-downs as negative figures.
Billing Price, Up/ Down, To Date	This field shows the write-up/-down billing price already invoiced for the activity until today’s date. Write-up and write-down are the differences between the registered billing price and the invoiced billing price. Write-ups are shown as positive figures, and write-downs as negative figures.
Quantity, Up/ Down, Selection	This field shows the potential write-up/-down quantity resulting from invoicing the current invoice selection. Write-up and write-down are the differences between the registered quantity and the invoiced quantity. Write-ups are shown as positive figures, and write-downs as negative figures.
Sales Price, Up/ Down, Selection	This field shows the potential write-up/-down sales price resulting from invoicing the current invoice selection. Write-up and write-down are the differences between the registered sales price and the invoiced sales price. Write-ups are shown as positive figure, and write-downs as negative figures.
Hours, Up/ Down, Total	This field shows the total write-up/-down number of hours for the job after invoicing the current invoice selection. Write-up and write-down are the differences between the registered number of hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs as negative figures.
Sales Price, Up/ Down, Total	This field shows the total write-up/-down sales price for the job after invoicing the current invoice selection. Write-up and write-down are the differences between the registered sales price and the invoiced sales price. Write-ups are shown as positive figures, and write-downs as negative figures.

Field	Description
Quantity, Available	This field shows how many times quantities have been written up or down. These are the differences between the entered quantity and the invoiced quantity. Only closed entries are included in this figure. Positive figures mean a quantity has been written up, negative figures that it has been written down.
Billing Price, Available	This field shows the sum of up- or-down written billing prices. The sum corresponds to the difference between the entered billing price and the invoiced billing price. Only closed entries are included in this figure. A positive figure means a billing price has been written up, a negative figure that it has been written down.
Direct Invoicing Tax Code	In these fields, you can enter tax codes for direct invoicing.
Tax Code	This field shows the tax code of the current activity.
Task Name	This field shows the name of a task, if the current invoice layout rule specifies that the invoice selection should be summed by task. There is only one line per task, which means that all task entries are summed in the table part of this window. For this reason, the field cannot be changed on existing lines, but it is possible to create a line and enter a task name in this field. If you want to create a line for direct invoicing using the same task name, this must be done in the window Itemize Invoice Selection, in which the underlying job entries can be seen.
Task Description	This field shows the task description which was entered when the task was created.
WIP Available	This field shows the WIP available for invoicing.
WIP for Invoicing	In this field, you can enter the amount of WIP to invoice.
Carry Forward	In this field, you can enter the amount of WIP to carry forward.
Billing Price	In this field, you can change the billing price of the WIP to invoice. When you change the billing price, Maconomy adjusts the unit price, so as to obtain the specified total billing price.
Write-Up/Down	In this field, you can enter the amount of WIP to write down. When you change the amount for Write-Up/Down, Maconomy adjusts the unit price, so as to obtain the specified total billing price.
Realization Rate	This field shows the realization rate. This is based on the Billing Price and the WIP for Invoicing fields. You can change the Realization Rate which will adjust the Billing Price and Write-Up/Down accordingly.

Field	Description
	When you change the realization rate, Maconomy adjusts the hourly rate proportionately to the registered rate, so as to obtain the specified total billing price. A change in Realization Rate is only applied to time-related activities.
Exclude Entries for Carry Forward	Select this check box to exclude selected entries in the table part that are marked for carry forward from the billing adjustment when changing the WIP for Invoicing. You can only select this check box simultaneously with a change in the WIP for Invoicing field.
Total Base Salary, Currency	This field shows the total base salary from job entries included in the invoice selection line.
Base Salary Markup %	If the system parameter “Use markup % for time activities” is selected, markup percentages in price lists are also applied to time registrations. This field shows a markup percentage relative to the base salary rate.
Location	The functionality of this field is similar to that of the field “Task Name” above.
Entity	The functionality of this field is similar to that of the field “Task Name” above.
Project	The functionality of this field is similar to that of the field “Task Name” above.
Purpose	The functionality of this field is similar to that of the field “Task Name” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Task Name” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Task Name” above.
Task Group 1-6	The functionality of these fields is similar to that of the field “Task Name” above. Task groups are used for reflecting the work breakdown structure of the job budget in the invoice selection. For further information on work breakdown structures and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Overtime Specification	This field shows any overtime specification associated with the current job entry.
Accrual Type	If you select a value in this field, the invoicing of the entry will be accrued. If you select a value, Maconomy will create an accrual entry for each period covered by the interval specified in the fields “Period From” and “Period To.” The accrual entries are posted to the relevant accrual-related posting references on the activity in question or in the window Posting References, depending on whether the field “Post by Activity” is marked in the window

Field	Description
	System Information. The offset entries are posted to the accounts referenced for the selected accrual type in the window Popup Fields. The amount is distributed evenly on the selected periods. Both cost and billing prices are accrued.
Period From, Accrual	In this field and the field "Period To" you can enter a range of dates, provided that the current line is marked for direct invoicing. If you select a value in the field "Accrual Type" above, Maconomy will create a G/L entry for each G/L period specified in the fields "Period From" and "Period To" when the invoice is posted. The amount is distributed evenly on the selected periods. Please note that the last period must be no later than the accrual ending period set up in the field "Accrual End" in the window Posting Period Setup. If no ending period has been specified in that field, you can enter any ending date in the field "Period To, Accrual."
Period To, Accrual	See the field “Period From” above.

Actions

This section shows the Actions available in the Invoice Selection workspace.

Top Tab

Field	Description
Close All	This action is used to create an invoice selection for all activities with open entries. It is typically used when a job is being closed to gather all uninvoiced open entries in one invoice selection. The action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects job entries that are available in the present invoice selection. In other words, the action does not include job entries that are for invoicing on a draft. When you select “Close All,” the “Invoice Quantity” values will be the same as the open quantity for all entries, and the “Close” field will be marked in the window Itemize Invoice Selection. At the same time, any mark in the fields “Dir. Inv.” and “Reallocate” is removed on all lines. For fixed-price jobs on which all entries should be invoiced as part of the fixed-price job, it applies that if the job parameter attributes “Allow Invoicing On Account Only” and “Create Invoice Upon Job Closing” are both assigned the value “Yes,” the lines in the window will always display a “0” in the field “Invoice Quantity,” as such jobs are invoiced on account and are reconciled when the job is closed. If non-fixed-price entries are invoiced separately on fixed-price jobs, using this action will only include the non-fixed-price entries of the fixed-price job for invoicing. Outlays on the job are displayed as invoiceable job entries if the

Field	Description
	job parameter attribute “Include Outlays in Fixed Price” on the job parameter type “Pricing Method” is assigned the value “No.” If the current job is a main job, and the job’s invoice layout rule specifies Main Job Invoicing and Main Job Invoice Selection, selecting this action will include all subjobs of the current main job which are to be blanket invoiced on the main job. If the current job is a subjob to a main job with the above setup, this action cannot be selected. For more information, please see the description of the window Invoice Layout Rules.
Delimit	This action is used for creating an invoice selection for all open entries selected in the Delimitation island. It is typically used when you wish to partially invoice a job for work already completed. The action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects job entries that are available in the present invoice selection. In other words, the action does not include job entries that are for invoicing on a draft. If the Extend Selection field in the Delimitation island is marked, all entries selected by the criteria in the island Delimitation will be added to the entries already selected. In this way an invoice selection can be constructed in stages; that is, you can select entries registered for various ranges of employees. If the Extend Selection field is not marked when this action is selected, all existing invoice selections will be deleted and one is created containing the criteria selected in the Delimitation island. See also the Extend Selection field in this window. For fixed-price jobs on which all entries should be invoiced as part of the fixed-price job, it applies that if the job parameter attributes “Allow Invoicing On Account Only” and “Create Invoice Upon Job Closing” are both assigned the value “Yes,” no invoiceable lines will be shown in this window, as such jobs are invoiced on account and are reconciled when the job is closed. However, outlays on the job will be included in the delimitation and displayed as invoiceable job entries if the job parameter attribute “Include Outlays in Fixed Price” associated with the job is assigned the value “No.” If non-fixed-price entries are invoiced separately on fixed-price jobs, using this action will only delimit the non-fixed-price entries of the fixed-price job. See the description of the window Job Allocation Combinations for further information on non-fixed-price entries on fixed-price jobs. When this action is selected, any marks in the fields “Close Balance” and “Reallocate” on the individual invoice selection lines will be removed. If the current job is a main job, and the job’s invoice layout rule specifies Main Job Invoicing and Main Job Invoice Selection, selecting this action will include all subjobs of the current main job which are to be blanket invoiced on the main job. If the current job is a subjob to a main job with the above setup, this action cannot be selected. For more information, please see the description of the window Invoice Layout Rules.

Field	Description
Apply Invoice Proposals	This action is used for applying all values proposed by the project manager and/or the employee on the selected job entries. The employee and, subsequently, the project manager can propose different hours, quantities, and billing prices for invoicing, pending approval by the invoicing department. This action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects job entries that are available in the present invoice selection. In other words, the action does not include job entries that are for invoicing on a draft. If a job entry has been partially invoiced before the invoice proposal values are applied, the previously invoiced quantity will be subtracted from the proposed quantity before the proposed quantity is applied. Please note that the amount to invoice cannot be less than zero. Similarly, no amount greater than zero can be credited if the job entry includes a negative quantity.
Transfer Fixed Price	This action is used to create an invoice selection in such a way that the invoiced amount will match the fixed price quoted for the job. The fixed price is transferred to the number of entries selected for invoicing and which are included in the fixed price using the island Delimitation and the action “Delimit.” If the job parameter attribute “Include Outlays in Fixed Price” is assigned the value “No” on the job in question, the fixed price is transferred to all the selected job entries. If outlays should not be included in a job’s fixed price, the price is transferred to the job entries that do not pertain to outlays, as outlays are invoiced separately. This action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects job entries that are available in the present invoice selection. In other words, the action does not include job entries that are for invoicing on a draft. The action transfers the difference between the fixed price and the amount already invoiced. If drafts exist on the job, the action will also subtract the amount already on drafts. When you select this action, Maconomy suggests that all open entries be closed to make the sum of the billing prices of registered entries equal to the fixed price, less the already invoiced amount. Any difference between the billing price sum and the fixed price will be distributed proportionally to the open entries so that amounts written up and down will be allocated to activities and employees in equal amounts (see also below for information about the effect of the job parameter attribute “Transfer Write-Up/Down to Fixed Allocation Combination”). The adjustment of the job entries depends on whether the field “Do Not Adjust Amount Activities” is marked in the window System Information in the Set-Up module. If that field is marked, the adjustment will affect time activities only. If the field is not marked, both time and amount activities will be affected by the adjustment. If the job parameter attribute “Transfer Write-Up/Down to Fixed Allocation Combination” is assigned the value “Yes” on the job in question, any write-up or write-down of the job will be displayed on a separate line in the invoice selection. This way, the write-up or write-down will be shown as a separate line on the

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>invoice which is eventually sent to the customer. For more information, please see the description of the job parameter type “Write-Up/Down.”
If the current job is a main job, and the job’s invoice layout rule specifies Main Job Invoicing and Main Job Invoice Selection, selecting this action will include all subjobs of the current main job which are to be blanket invoiced on the main job. When calculating the distribution of the fixed price to the subjobs, Maconomy uses the total fixed price for the main job and the associated subjobs. The fixed price is then distributed to the main job and subjobs relative to the contribution of each job to the total main job/subjob structure.
This is best illustrated with an example:
<table>
<tr><th>Job</th><th>Fixed Price</th><th>Registered Entries</th><th>Transferred Fixed Price</th></tr>
<tr><td>A1 (main job)</td><td>200</td><td>150</td><td>150</td></tr>
<tr><td>A2 (subjob)</td><td>100</td><td>150</td><td>150</td></tr>
<tr><td>Total</td><td>300</td><td>300</td><td>300</td></tr>
</table>
Main job “A1” has a fixed price of USD 200. Subjob “A2” has a fixed price of USD 100. Entries worth USD 150 have been entered on both jobs. When the fixed price is transferred to the main job (which is using Main Job Invoice Selection), Maconomy checks the ratio of registered entries per job to the total fixed price. In this case, both jobs have contributed 50% to the total fixed price of the main job/subjob structure. Hence, 50% (USD 150) of the total fixed price (USD 300) is transferred to each job.
If the current job is a subjob to a main job with the above setup, this action cannot be selected. For more information, please see the description of the window Invoice Layout Rules.</td></tr>
<tr><td>Transfer Desired Billing Price</td><td>When you select this action, the desired billing price from the field “Desired Billing Price” in the card part is transferred to the invoice selection in the table part. The desired billing price can be entered directly or be the result of a calculation of a markup amount or a markup percentage (see the description of the field “Desired Billing Price”).
This action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects job entries that are available in the present invoice selection. In other words, the action does not include job entries that are for invoicing on a draft.
The transfer can take place without selecting this action if the system parameter “Transfer desired billing price when changed” is marked. However, the transfer takes place according to the principles outlined in this section.
The billing price is transferred to the number of entries selected by means of the island Delimitation and the action “Delimit.” The adjustment of the job entries depends on whether the field “Do Not Adjust Amount Activities” is marked in the window System Information in the Set-Up module. If that field is marked, the</td></tr>
</table>

Field	Description
	adjustment will affect time activities only. If the field is not marked, both time and amount activities will be affected by the adjustment. Note that the effect of the billing price transfer can be seen on the individual lines in the table part, as the quantities and billing prices can be written up or down as described for the actions “Transfer Fixed Price” above (see also below for information about the effect of the job parameter attribute “Transfer Write-Up/ Down to Fixed Allocation Combination”). The method by which the billing price is adjusted depends on the system parameters “Keep quantity on write-downs” and “Keep quantity on write-ups.” If these parameters are not marked, Maconomy will adjust the invoice quantity of the affected activities to match the desired billing price. If “Keep quantity on write-downs” is marked, Maconomy will not change the quantity when the billing price is reduced. If “Keep quantity on write-ups” is marked, Maconomy will not change the quantity when the billing price is increased. Note that both parameters may be marked, in which case Maconomy will never adjust the invoice quantity of the affected activities to match the current billing price to invoice. If the job parameter attribute “Transfer Write-Up/Down to Fixed Allocation Combination” is assigned the value “Yes” on the job in question, any write-up or write-down of the job will be displayed on a separate line in the invoice selection. This way, the write-up or write-down will be shown as a separate line on the invoice which is eventually sent to the customer. For more information, please see the description of the job parameter type “Write-Up/Down.” If the current job is a main job, and the job’s invoice layout rule specifies Main Job Invoicing and Main Job Invoice Selection, selecting this action will include all subjobs of the current main job which are to be blanket invoiced on the main job. If the current job is a subjob to a main job with the above setup, this action cannot be selected. For more information, please see the description of the window Invoice Layout Rules. The desired billing price will be distributed to entries for all jobs in the main job/subjob hierarchy.
Transfer Budget	When you select this action, the quote prices from the current budget are transferred to the activity lines of the invoice selection, which can subsequently be invoiced. The transfer of prices is carried out for each activity, and amounts that are already invoiced will be balanced. If no open entries exist for the current activity, the job activity is marked for direct invoicing. This action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects job entries that are available in the present invoice selection. In other words, the action does not include job entries that are for invoicing on a draft. The action transfers the difference between the fixed price and the amount already invoiced. If drafts exist on the job, the action will also subtract the amount already on drafts. You cannot select this action if the job parameter attribute “Transfer Write-Up/ Down to Fixed Allocation Combination” is assigned the value “Yes” on the job in question. For more information, please see the description of the job parameter type “Write-Up/Down.”

Field	Description
Transfer Invoicing Plan	This action is not available when the invoice selection is closed. Use this action to allow Maconomy to transfer due lines in the invoicing plan of the current job to the invoice selection. However, if the **Transfer Several Invoicing Plan Lines** system parameter is disabled, only the first due line of the invoicing plan is transferred. The amount is shown in the **Amount for Invoicing on Account** field in the sub-tab. Once the lines have been transferred, use the **Approve for Invoicing on Account** action to approve the on account invoice selection for further processing in the Invoice Editing tab. For further information, see the description of the Invoicing Plans workspace. Note: Invoicing plan lines must be approved in the Invoicing Plans workspace before they can be transferred for invoicing in this workspace if the **Approval of Invoicing Plan Lines** job parameter is enabled for the current job. If the current job is a subjob to a main job, and the main job's invoice layout rule specifies Main Job Invoicing, this action cannot be used. If the invoicing plan contains a mix of lines for invoicing on account and pre-invoicing, running this action transfers only one type of line at a time. Once the transferred lines are invoiced, the action can be run again to transfer the remaining lines of a different type.
Calculate Invoice Surcharge	Use this action to calculate the surcharge based on the Job Surcharge Rule specified on the job. The surcharge is calculated based on the current invoice selection (T&M, On Account, or both). Directly created job entries (**direct invoicing**) are included in the calculation of surcharges. The action is enabled if the job has the job parameter "Surcharge at Invoicing" set to Yes and if the job is open for invoice selection.
Undo Transfer Invoicing Plan	Lines created using the action "Transfer Invoicing Plan" are protected from being deleted. Instead you must use the undo action. When you select this action, Maconomy will undo the transfer from the invoicing plan. This action is not available when the invoice selection is closed.
Reallocate Selected Entries	Select this action to choose to which job and task the selected entries should be reallocated.
Transfer Task Groups	When you select this action, the task group information on job entries associated with the job will be updated to reflect the current work breakdown structure of the job budget. After this action has been selected, the value in the "Task Group Status" field will change from "Not Up to Date" to "Up to Date." This functionality is relevant if the invoice layout rule of the job specifies that invoice selections or invoices should be grouped by task groups, and if the work breakdown structure has been updated in the Job Budgets window. This action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects job

Field	Description
	entries that are available in the present invoice selection. In other words, the action does not include job entries that are for invoicing on a draft. For further information on work breakdown structures and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Approve Invoice Selection	When you select this action, you approve the invoice selection shown in the window, and the field “Approved for Editing” is marked. If invoice editing is not required for the invoice (specified in the job’s job parameter of the type “Invoice Approval”), the field “Approved for Invoicing” is marked as well. This action is not available when the invoice selection is closed. If the current job is a main job, and the job’s invoice layout rule specifies Main Job Invoicing, selecting this action will approve job entries for the current main job and all its subjobs for invoicing. If the current job is a subjob to a main job with the above setup, this action cannot be selected. If the current job is set up for split billing (that is, there are more than one bill-to customer on the job), selecting this action will generate invoice lines for each bill-to customer on the job with an amount greater than zero selected in the field “Selected Amount” in the table part of the window Bill to Customer Distribution. Please note that when distributing the billing price of the job entry lines on customers, a small rounding correction may be made on one of the entry lines. However, the total billing price will not change. If the total billing price of the job is zero, selecting this action will generate a zero invoice for each bill-to customer on the job. For more information, please see the description of the window Bill to Customer Distribution. You can edit an invoice selection after approving it and before invoicing it. This is done in the window Invoice Editing. If you change anything in this window, the approval is canceled, and the invoice selection must be approved again. Maconomy issues an alert if the approval is canceled. Note that if the job is set up for split billing (that is, there are more than one bill-to customer on the job), multiple invoices may be generated for the current invoice selection, which all may need editing. Maconomy gives a warning if there are open purchase orders on the job. If the field “Show Markup Separately” on the current job’s invoice layout rule in the window Job Information is marked, the use of this action will lead to the creation of an invoice on which the costs of all amount activities will be shown in the table part with an extra line at the bottom of the invoice showing the markup. If a positive amount is shown in the field “On Account Reduction,” the printed invoice will be reduced by that amount. However, an invoice cannot be reduced by more than the invoiced amount; that is, the invoice amount cannot be less than zero. If the amount in the field is negative, it is ignored. A warning is issued if the value in the field “Desired Sales Price” in the card part is different from zero, and it does not match the sum of the sales price on the invoice selection lines. You can either invoice an approved selection by choosing “Print Invoice” in this window or by choosing “Print Invoice” in the window Invoice Editing. You can also invoice selected invoices for several jobs at a time in the window Job

Field	Description
	Invoicing. However, the job parameter of the type “Invoice Approval” for the current job may require that the invoice is edited in the window Invoice Editing before being printed.
Approve Credit Memo Selection	When you select this action, you approve the crediting selection shown in the window, and the field “Approved for Editing” is marked. If invoice editing is not required (specified in the job parameter attribute “Invoice Editing Required” in the job parameter type “Invoice Approval”), the field “Approved for Invoicing” is marked as well. This action is not available when the invoice selection is closed. You can only select this action if the value in the field “Billing Price, Total” is negative. If a negative amount is shown in the field “On Account Reduction,” the printed credit memo will be reduced by that amount. However, an invoice cannot be reduced by more than the credited amount; that is, the credit memo amount cannot be greater than zero. If the amount in the field is positive, it is ignored. If non-fixed-price entries are invoiced separately on fixed-price jobs, using this action will only approve the non-fixed-price entries of the fixed-price job for crediting. See the description of the window Job Allocation Combinations for further information on non-fixed-price entries on fixed-price jobs. The functionality of this action with respect to main jobs, editing, and printing, is similar to that of the action “Approve Invoice Selection” above.
Approve	This action approves the invoice selection and/or on account specification depending on the **Invoice Type** field in the Invoice Selection tab.
New Invoice Selection	This action is available when the invoice selection is closed, that is, after creating a draft, and provided the job is set up to allow multiple drafts. When you have run this action, the job is open for invoice selection. The quantity and amount for invoicing will be reset to zero on job entries that are approved for invoicing, and remaining job entries will be set for invoicing. The amount for invoicing on account will also be reset to zero.
Print Draft	This action is available whenever a draft invoice or a draft credit memo exists on the job. When you select this action, Maconomy prints a draft copy of the current invoice or credit memo. No postings are made when you select this action.
Print Invoice	This action is available whenever a draft invoice exists on the job which has been approved for invoicing. When you select this action, you create and print an invoice or invoice on account on the basis of the invoice selection in this window. Maconomy includes any previous invoices on account and credit memos on account in the calculation of the invoice amount. It is only possible to select this action if the invoice selection has been approved using the action “Approve Invoice Selection” or “Approve for Invoicing on Account,” and only if the value in the field “Billing Price, Total” is positive. Furthermore, the job parameter of the type “Invoice Approval” for the current job

Field	Description
	may require that the invoice is edited in the window Invoice Editing before being printed. If the current job is a main job, and the job's invoice layout rule specifies "Main Job Invoicing" and "Main Job Invoice Selection," selecting this action will include all subjobs of the current main job which are to be blanket invoiced on the main job. If the current job is a subjob to a main job with the above setup, this action cannot be selected. For more information, please see the description of the window Invoice Layout Rules. If split billing is used, that is, multiple bill-to customers are specified for the job in the window Bill to Customer Distribution, an invoice for each bill-to customer is printed when you select this action. Each of these can be edited in the window Invoice Editing. At the subsequent posting of the invoice journal, Maconomy uses the following posting references specified for the department of the individual bill-to customer: "Sales Nontaxable," "Sales Taxable," "Export Sales," "Invoice Discount," "Invoiced on Account," "Customer Exchange Rate Variance," and "Amount Rounding." The remaining posting references are taken from the department of the job. Please note that when distributing the billing price of the invoice lines on customers, a small rounding correction may be made on one of the invoice lines. However, the total billing price will not change. For more information, please see the description of the window Bill to Customer Distribution. A user can only print an invoice in this window if the field "Can Print Invoice" in the window Actions in the Set-Up module is marked for the user in question. When you print the invoice, Maconomy creates an invoice journal in the G/L module, so that the relevant accounts in the general ledger and accounts receivable are updated when the invoice journal is posted. If the system parameter "Automatic posting of invoices" is marked, the invoice journal is posted automatically when it is printed. If that system parameter is not marked, the invoice journal must be posted in the G/L module. If you wish to reprint an invoice, select "Print This" in the File menu in the window Show Job Invoice. The invoice is printed according to the invoice layout rule selected for the current job. See the description of the window Invoice Layout Rules for a description of invoice layout rules. Invoices to be collected electronically are only printed if the customer payment mode selected for the job has a mark in the field "Print Invoice." The customer payment mode is selected for a job in the window Job Information, and the customer payment mode is set up in the window Customer Payment Modes in the Banking module. If the invoice causes the reconciliation of one or several invoices on account or credit memos on account, and the system parameter "Print on account spec. on invoice/credit memo" is marked, a specification of which invoices on account and/or credit memos on account are reconciled is printed on the invoice. The reconciliation can be controlled in the window Job Invoices On Account. When you print an invoice that has a document archive, it is reassigned to the finalized invoice.

Field	Description
Print Credit Memo	This action is available whenever a draft credit memo exists on the job which has been approved for invoicing. When you select this action, you create and print a credit memo on the basis of the credit memo selection in the window. When you print the credit memo, Maconomy creates an invoice journal in the G/L module, so that the relevant accounts in the General Ledger and accounts receivable are updated when the invoice journal is posted. If the system parameter “Automatic posting of invoices” is marked, the invoice journal is posted automatically when it is printed. If this system parameter is not marked, the invoice journal must be posted in the G/L module. If you wish to reprint a credit memo, select “Print This” in the File menu in the window Show Job Credit Memo. It is only possible to select this action if the current credit memo selection has been approved using the action “Approve Credit Memo Selection” or “Approve for Crediting on Account,” and if the value in the field “Billing Price, Total” is negative. Moreover, the credit memo selection must have been approved in the window Invoice Editing if the job’s job parameter of the type “Invoice Approval” specifies that invoice editing is required. If the current job is a subjob to a main job for which the main job’s invoice layout rule specifies “Main Job Invoicing,” this action cannot be selected. If split billing is used, that is, multiple bill-to customers are specified for the job in the window Bill to Customer Distribution, a credit memo for each bill-to customer is printed when you select this action. For more information, please see the description of the window Bill to Customer Distribution. A user can only print an invoice in this window if the field “Can Print Invoice” in the window Actions in the Set-Up module is marked for the user in question. The credit memo is printed according to the invoice layout rule selected for the current job. See the description of the window Invoice Layout Rules for a description of invoice layout rules. If the credit memo pertains to a job invoice which has reconciled one or several invoices on account or credit memos on account, the invoices on account or credit memos on account in question are reopened. If the system parameter “Print on account spec. on invoice/credit memo” is marked, a specification of which invoices on account and/or credit memos on account are affected is printed on the credit memo. Please note that the credit memo will not be printed if the customer payment mode selected for the job has a mark in the field “Electronic Collection,” but has no mark in the field “Print Invoice” in the window Customer Payment Modes in the Banking module. In this case, the credited amount will be offset in the next electronic collection.
Rederive Tax Code	If the setup for the derivation of a tax code has been changed since the job entries were created, you can select this action to rederive the tax code of the job entries in the table part. All open job entries are updated with the tax reporting code selected for the job. When you select this action, any approval of the invoice selection is removed.

Field	Description
	The action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects job entries that are available in the present invoice selection. In other words, the action does not include job entries that are for invoicing on a draft.
Invoice to Credit Memo	This action is only available when the invoice selection is open, and no drafts exist on the job. When you have created a draft to credit an invoice, you cannot create multiple drafts until you have completed the crediting by printing the credit memo (or deleted the draft to cancel the crediting). When you select this action, Maconomy creates a credit memo selection based on the job invoice number you have specified in the field “From Invoice No.” in the card part of the window. If the job invoice number specified pertains to an invoice on account, this is credited by the amount specified in the field “On Account Reduction.” If that field is empty, the total open amount on the invoice on account is credited, that is, the amount not yet reconciled by a job invoice or a previous job credit memo on account. A credit note must be in the same currency as the original invoice on account. This means that Maconomy requires the invoice currency on the bill-to customer of the original invoice on account to match the invoice currency of the original invoice. The bill-to customer must also be specified directly on the job. If the invoice to be credited is on account and has been closed through Job Invoice Allocation, then the job invoice allocation will automatically be reverted, and the corresponding Job Invoice Allocation journal will be created. Note that if the system parameter “Allow Multiple Credit Memos Per Invoice” has not been marked, it is only possible to make one credit memo per invoice. If that system parameter is marked, Maconomy will issue an alert if you attempt to make a second credit memo on the basis of a job invoice of which a part has already been credited. If you mark the field “Restore Job Entries,” you can also reverse the job entries on which the invoice was based, returning the status of the job to the way it was before the invoicing was made. The job entries on which the job entry was based are shown in the window Itemize Invoice Selection, where the values for invoicing appear as they did on the job invoice, only in negative figures. In a similar way, previously reconciled job invoices on account and job credit memos on account are reopened if they have been reconciled by the job invoice number specified in the field “From Invoice No.” This can be seen in the window Job Invoices On Account. If the field “Restore Job Entries” has not been marked, Maconomy will create job entries with the same amounts and quantities, only in negative figures. These job entries will be unposted with a mark in field “Dir. Inv.” In a similar way, any previously reconciled job invoices on account and job credit memos on account will not be reopened. Regardless of whether the field “Restore Job Entries” has been marked, Maconomy resets the quantities and amounts on those entries shown in the table part of the window Itemize Invoice Selection which have no connection to

Field	Description
	the job invoice in question. This way, job crediting can be done by simply selecting the functions “Invoice to Credit Memo” and “Print Credit Memo.” If the invoice number in the field “From Invoice No.” is a blanket invoice which involves a main job, and the main job’s invoice layout rule specifies “Main Job Invoicing” and “Main Job Invoice Selection,” the credit memo will include all job entries in the main job/subjob structure invoiced on the blanket invoice. If “Main Job Invoice Selection” is not selected for the main job, this action must be selected for each job referenced in the blanket invoice you want to convert to a credit memo. Moreover, you should note that if a job entry on an invoice belongs to a job that has been transferred to other dimensions in the window Job Transfer on a transfer date which is after the entry date of the current entry, the invoiced amount will be suggested for crediting on a job entry in the department to which the job has been transferred, that is, the job with the new dimensions. If the job entry on the invoice has been transferred to new dimensions, that is, to a new department, the amount for crediting will be suggested on this job entry. See the introduction of the window Job Transfer for more information about the possibility of transferring jobs.
Undo Invoice to Credit Memo	You can use this action to bring the job out of the state of crediting if the Invoice to Credit Memo has been faulty applied.
Remove Latest Draft	Use this action to remove the current draft invoice and save it as a previous edit. If the draft invoices has a document archive, it remains attached to the previous edit. unless the invoice is a blanket invoice. The previous edit overwrites any existing previous edits. Any document archive for the deleted previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.
Remove All Drafts	Use this action to remove the current draft invoice and save it as a previous edit. If the draft invoice has a document archive, it remains attached to the previous edit, unless the invoice is a blanket invoice. The previous edit overwrites any existing previous edits. Any document archive for the deleted previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.

On Account Invoice Selection Single Dialogs Workspace

Use this workspace to specify and approve amounts for pre-invoices and invoicing on account.

This workspace provides a more detailed view and a breakdown of the **Amount for Invoicing on Account** field from the Invoice Selection workspace.

Because this workspace provides a detailed view of on account invoice amounts, you can use it to review and approve on account invoices without going to the Invoice Editing workspace.

On Account Invoice Selection Tab

This section includes the fields and descriptions for the On Account Invoice Selection tab.

Job Island

Field	Description
Job	This field shows the name of the job selected for invoicing on account.

Customer Island

Field	Description
Customer	This field shows the name and number of the customer. The name of the bill-to customer is shown in the line below.
Bill to Customer	This field shows the name and number of the customer to whom the invoice should be sent. The name of the bill-to customer is shown on the line below.

Invoice Island

Field	Description
Invoice Type	Use this field to specify the type of invoice to approve when you approve the invoice selection. The available options include: ▪ T&M ▪ On Account ▪ T&M and On Account ▪ Pre-Invoice — Select this option to instruct Maconomy to create a pre-invoice instead of an invoice on account or a time and material invoice. If a job is set up for pre-invoicing by default, Maconomy automatically populates the **Invoice Type** field with **Pre-Invoice** when you enter a positive amount in the **Total** field. If a job is not set up for pre-invoicing, this invoice type cannot be selected. If you set an amount for invoicing/crediting on account, the field updates to On Account, and reverts to T&M if the amount for invoicing/crediting on account is changed back to zero.You can combine WIP and on account invoice selections in one draft invoice and final invoice. When a combined invoice selection is approved, invoice editing uses only one copy of the quote as basis, even if the invoice layout rule has selected both of the following choices: ▪ **Create T&M Invoice from Quote** ▪ **Create Invoice on Account from Quote**

Field	Description
Combine T&M, On Account by Default	Select this check box to combine T&M with On Account by Default. If this check box is selected, the Invoice Type field switches to T&M and On Account when you set an amount for invoicing on account.
Preferred Invoice Date	In this field, you can enter the preferred invoice date. The date must be within the open posting interval, which is specified in the window System Information in the Set-Up module. If you do not enter a date, Maconomy inserts the current date when the invoice is printed. If the job is assigned the job parameter type “Invoice Approval” in which the job parameter attribute “Pref. Inv. Date From Plan” has been given the value “Yes,” and if an invoice plan has been created for the job in question, the date in this field will be transferred from the assigned invoicing plan when you select the action “Transfer Invoicing Plan” in the Action menu. If the plan consists of several invoicing plan lines, Maconomy will use the date specified on the line most recently created. The date considered for invoicing plan lines with job phases or milestones is the completion date of the phase/milestone in question. If split billing is used (that is, there are multiple bill-to customers on the job), changing the preferred invoice date in this field will change the date on all invoices approved from this invoice selection. However, if the date is changed on one of the invoices in the window Invoice Editing, this field will be blank unless the date is the same on all invoices approved from this invoice selection. For more information, please see the description of the window Invoice Editing.
Invoice Name	Here you specify the name of the invoice. When you approve the invoice selection, this name will appear in the window Invoice Editing, where you can update it. The invoice name can be added to prints of invoice and credit memos and their corresponding drafts. The invoice name is merged into the customer entry text and the finance entry on the customer.
Show Customer Balances On Invoice	Select this field to indicate that you want to see the customer’s prior and new balance on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.
Show Customer Statement On Invoice	Select this field to indicate that you want to see the customer statement on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.
Show Customer	Select this field to indicate that you want to see the A/R aging on the job invoice printout.

Field	Description
Aging On Invoice	

Totals in Job Currency Island

These fields sum up what is being prepared for invoicing on the current invoice on account selection, what is being prepared for invoicing on other draft invoice on account selections for the job, and what has previously been invoiced on account.

Field	Description
Time	These fields sum up the amounts for invoicing on account on time activities.
Amount	These fields sum up the amounts for invoicing on account on amount activities.
Total	These fields sum up the amounts for invoicing on account on time and amount activities.
Outlay	These fields sum up the amounts for invoicing on account on outlay activities.
Incl. in Fixed Price	These fields sum up the amounts for invoicing on account on activities included in the fixed price.
Fixed Price	This field shows the effective quote price of the job as defined in the window Quote Editing. Depending on the selected basis for fixed price in the field “Basis” on the current job’s invoice layout rule, the price in this field can originate from the quote price specified for the job and which can be edited in the window Quote Editing, or from the job’s budgeted sales price registered on the most recently approved revision of the job budget of the type specified in the window Invoice Layout Rules. For time and material jobs, this field shows a quote price, if any.

Payment Island

Field	Description
Pmt. Terms	These are the payment terms that apply to the invoices for this job. Payment terms are chosen in the window Job Information and cannot be changed here.
Blanket Invoice	This field is marked if the invoices (or credit memos) made for the job are to be blanket invoiced (or credited). Maconomy retrieves the value from the window Job Information, and you cannot change this field manually. Blanket invoicing means that all non-invoiced but approved invoice selections are placed in one invoice when you print from one of the windows Job Invoicing or Blanket Invoicing Overview, and provided the jobs involve the same company, department, bill-to customer, company tax code, currency code, invoice currency

Field	Description
	code, and depending on whether they are taxed or not (check mark in the field Tax). If the layout rule selected for the job specifies main job invoicing, you can also include invoices on account or invoices that are to reconcile invoices on account in the blanket invoice. To blanket credit a customer, the same requirements apply. However, a credit memo selection will not be included in a blanket crediting if it was created from an invoice. To blanket invoice or blanket credit jobs which are not part of a main job/subjob structure with main job invoicing, you must use the windows Job Invoicing or Job Crediting, respectively. For more information, please see the description of the window Invoice Layout Rules. Note that if the system parameter" Blanket Invoicing per Main Job" is set to "Yes," the jobs must be placed in a hierarchy to be blanket invoiced.
Tax	This field shows whether the invoices are subject to tax. Maconomy retrieves the value from the window Job Information, and it cannot be changed here.
Currency	This field shows the currency of the job. Maconomy retrieves the value from the window Job Price Information and it cannot be changed here.

Status Island

Field	Description
Open for Selection	A checkmark in this field shows that the on-account invoice selection is open. You can only change the invoice selection when the invoice selection is open. The invoice selection is closed after you select one of the actions that creates a draft, and it is opened after you print invoices or credit memos. You can also open the invoice selection by using the action "New Invoice Selection," provided the job is set up to allow multiple drafts.
Drafts for Editing	If the job parameter of the type "Invoice Approval" for the current job specifies that invoice editing is required, this field is marked by Maconomy when the invoice selection is approved using the approval functions in the Action menu. If invoice editing is not required according to the job parameter type "Invoice Selection," the functionality of this field is similar to that of the field "Approved for Invoicing" below. A subjob which is invoiced on the main job can be approved from the main job only (see the description of the field "Approved for Invoicing on Main Job" below). However, this will not cause this field to be marked as well, as such invoices must also be edited from the main job.
Blanket Drafts for Editing	This field indicates whether there are blanket draft invoices for editing. Blanket drafts are created when you approve invoice selection in Blanket Invoice Selection or apply the "Create Blanket Drafts" action in Blanket Invoicing Overview.

Field	Description
Submitted Drafts	This field shows the number of submitted invoice drafts.
Approved for Invoicing	This field shows whether or not the job is approved for invoicing using the approval functions in the Action menu in this window or the window Approve Invoice Selection. However, the job parameter of the type “Invoice Approval” for the current job may require that the invoice is edited in the window Invoice Editing before this field is marked. For more information, please see the description of the field “Approved for Editing” above and the job parameter type “Invoice Approval.”
Approved for Inv. on Main Job	This field shows whether or not the job is approved for invoicing on its main job. The field will be marked by Maconomy if the current job is a subjob, the field “Invoiced on Main Job” in the island Main Job Invoicing is marked, and the main job is approved in this window or the window Approve Invoice Selection.
Submitted by	This field shows the name of user who submitted this draft.
Submitted Date	This field shows the date when the draft was submitted.
Approved by	This field displays the name of the user who approved the job for invoicing. The name of the approver is automatically saved when the job is approved by the action “Approve for Invoicing on Account.” This field will be cleared if the invoice is reopened for editing. For subjobs approved for invoicing on the main job, this field displays the name of the person who approved the main job.
Approval Date	This field displays the date on which the job was approved for invoicing. The approval date is automatically saved when the job is approved by the action “Approve for Invoicing on Account.” This field will be cleared if the invoice is reopened for editing. For subjobs approved for invoicing on the main job, this field displays the date the main job was approved.

Currency Island

Field	Description
Job Currency	This field shows the currency of the job. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “No,” the invoice currency of all bill-to customers on the job will be equal to the currency of the job indicated in this field. If the currency is changed, all invoice currencies will be changed accordingly. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “Yes,” changing the currency on the job will have no consequences on invoice currencies of bill-to customers.

Field	Description
	Note: Prices in the window Job Price Information will remain in the currency of the job, even if the invoice currency differs.
Invoice Currency	This field shows the invoice currency for invoicing on account the bill-to customer on the job. You can set up more than one bill-to customer for a job in the window Bill To Customer Distribution. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “No,” the invoice currency cannot be changed, but will remain the same as the currency of the job.
Specify Exchange Rate	No check mark in this field indicates that the field Exchange Rate follows the exchange rate table for the bill-to customer specified on the job. If there is a check mark in this field, you can set the exchange rate manually. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “No,” you cannot manually enter the exchange rate. Note: There may be unblocked bill-to customers in the window Bill To Customer Distribution who may not be set up to use the same invoice currency and exchange rate.
Exchange Rate	This field shows the exchange rate between job currency and invoice currency for the bill-to customer specified on the job. By default, the exchange rate is the current exchange rate specified in the Exchange Rate Tables window, but if the field Specify Exchange Rate is marked, the exchange rate is fixed at the rate you specify. If you change the exchange rate, the field Amount for Invoicing on Account, Currency will be recalculated, and a check mark will be placed automatically in the field Specify Exchange Rate. If the exchange rate deviates from the exchange rate table by more than the allowed deviation set in the system parameter “Margin for job exchange rate variance, %,” a warning will be displayed. Note that there may be unblocked bill-to customers in the window Bill To Customer Distribution who may not be set up to use the same invoice currency and exchange rate.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the job. The value in this field cannot be changed. For more information, please see the description of the window Jobs.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of company base currency and enterprise currency.

Settling Company Island

Field	Description
Settling Company	This field shows the name and number of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Credit Memo Island

Field	Description
From Invoice No.	This field is used when you use the **Invoice to Credit Note** action. Enter a job invoice number. Maconomy verifies whether the number is assigned to an existing job invoice associated with the current job. If the entered invoice number belongs to an invoice on account, the **Restore Job Entries** check box is automatically selected. An invoice number cannot be entered in this field when corresponding to a pending or cancelled pre-invoice.
Type	Select the invoice type, T&M or On Account.

On Account Specification Entries Sub-Tab

This section includes the fields and descriptions for the On Account Specification Entries sub-tab.

Field	Description
Standard Text Code	Enter a code from the list of standard invoicing texts specified on the job. When you enter a code in this field, the text on the line is replaced by the standard text corresponding to the code. The field will appear as a drop-down list. The code is not stored, as it is only used for choosing a standard text.
Description	In this field you can enter a text to be displayed on the invoice line when the amount has been transferred for invoicing on account. The description can be edited in the window Invoice Editing.
Quantity	Use this field to enter a quantity for invoicing. When quantity is changed, the billing price is updated accordingly so that Quantity x Billing Price = Amount. The default value is 1.
Billing Price, Invoice Currency	Use this field to enter a Billing Price. When you change this price, the total amount is updated accordingly. It is not possible to update both billing price and total price at the same time. If a bill-to customer is selected on the line, then the invoice currency is the invoice currency of this bill-to customer; otherwise, it is the invoice currency of the job.

Field	Description
Billing Price, Inv. Currency	In this field you can enter the amount to be invoiced. If a bill-to customer is selected on the line, then the invoice currency is the invoice currency of this bill-to customer; otherwise, it is the invoice currency of the job.
Invoice Currency	This field shows the invoice currency. If a bill-to customer is selected on the line, the invoice currency is the invoice currency of this bill-to customer; otherwise, it is the invoice currency of the job.
Tax Code	In this field you can enter or change the tax code for the amount on the line.
Activity No.	This field shows the activity number associated with the job entry. If the job parameter attribute "Activity required for Invoicing On Account" is set to “Yes” in the job parameter selection of type "Invoicing On Account,” the activity number must be set and changed in this field.
Activity Name	This field shows the name of the current activity.
Incl. in Fixed Price	A check mark in this field indicates that the invoice on account is included in the fixed price of the job.
Activity Type	This field shows the type of the activity. If no activity is selected on the line, the field defaults to the activity type “Amount.”
Task	This field shows the name of the task. If tasks are required on the job, and if the job parameter attribute "Activity required for Invoicing On Account" is set to “Yes” in the job parameter selection of type "Invoicing On Account,” the task must be set and changed in this field.
Task Description	This field shows the description of the task specified in the field "Task Name" on the current line.
Employee No.	This field shows the number of the employee. If an activity number of activity type “Time” is selected on the line, the employee number must be filled in.
Employee Name	This field shows the name of the employee.
Billing Price, Currency	In this field you can enter the amount to be invoiced in the currency of the job.
Transferred from Invoicing Plan	This field indicates whether the line originates from an invoicing plan line.
Invoice Allocation	This field indicates whether the amount for invoicing on account on the activity number is available for invoice allocation in the window Job Invoice Allocation.
Bill to Customer	In this field you can specify which bill-to customer on the job will be invoiced with the amount on the line. If no bill-to customer is specified,

Field	Description
	the amount is distributed among all bill-to customers on the job according to the setup in the window Bill To Customer Distribution (split billing).
Bill to Customer Appropriation	In this field you can specify the bill-to customer appropriation if several appropriations exist for the bill-to customer in the window Bill To Customer Distribution.
Job No.	This field shows the number of the job being carried out.
Location	The functionality of this field is similar to that of the field “Activity No.” above.
Entity	The functionality of this field is similar to that of the field “Activity No.” above.
Project	The functionality of this field is similar to that of the field “Activity No.” above.
Purpose	The functionality of this field is similar to that of the field “Activity No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.” above.
Text 1-5	These editable fields show values from the invoice plan, (or, if the line is not transferred from invoicing plan, these fields remain text fields). When transferring the invoice plan, the values form the text fields on the invoice plan are transferred to these fields and when that on account selection is approved, the values are transferred to the draft and the invoice foundation.

Actions

This section shows the actions available in the On Account Invoice Selection workspace.

On Account Invoice Selection Tab

Field	Description
Transfer Invoicing Plan	This action is not available when invoice selection is closed. Use this action to allow Maconomy to transfer due lines in the invoicing plan of the current job to the invoice selection. However, if the **Transfer Several Invoicing Plan Lines** system parameter is disabled, only the first due line of the invoicing plan is transferred. The amount is shown in the **Amount for Invoicing on Account** field in the sub-tab. Once the lines have been transferred, use the **Approve for Invoicing on Account** action to approve the on account invoice selection for further

Field	Description
	processing in the Invoice Editing tab. For further information, see the description of the Invoicing Plans workspace. Note: Invoicing plan lines must be approved in the Invoicing Plans workspace before they can be transferred for invoicing in this workspace if the **Approval of Invoicing Plan Lines** job parameter is enabled for the current job. If the current job is a sub-job to a main job, and the main job's invoice layout rule specifies Main Job Invoicing, this action cannot be used. If the invoicing plan contains a mix of lines for invoicing on account and pre-invoicing, running this action transfers only one type of line at a time. Once the transferred lines are invoiced, the action can be run again to transfer the remaining lines of a different type.
Undo Transfer Invoicing Plan	Lines created using the action "Transfer Invoicing Plan" are protected from being deleted. Instead you must use the undo action. When you select this action, Maconomy will undo the transfer from the invoicing plan. This action is not available when the on-account invoice selection is closed.
Approve for Invoicing on Account	When you select this action, you approve the invoice on account. If invoice editing is required, invoice editing of this invoice on account is not closed in the window Invoice Editing. Invoice printout lines for invoice editing are prepared upon approval based on the invoice layout rules. This action is not available when the invoice selection is closed. If the current job is a main job, and the job's invoice layout rule specifies Main Job Invoicing, invoicing on account can only be carried out on the main job. If the current job is set up for split billing (that is, there are more than one bill-to customer on the job), selecting this action will generate invoice lines for each bill-to customer on the job with an amount greater than zero selected in the field "Selected Amount" in the table part of the window Bill to Customer Distribution. **Note:** When distributing the billing price lines on customers, a small rounding correction may be made on one of the entry lines. However, the total billing price will not change. For more information, please see the description of the Bill to Customer Distribution window. If you change anything in this window, the approval is canceled, and the invoice selection must be approved again. Maconomy issues an alert if the approval is canceled. **Note:** If the job is set up for split billing (that is, there are more than one bill-to customer on the job), multiple invoices may be generated for the current invoice selection, which all may need editing. You can either invoice an approved selection by choosing "Print Invoice" in this window or by choosing "Print Invoice" in the window Invoice Editing. You can also invoice selected invoices for several jobs at a time in the window Job

Field	Description
	Invoicing. However, the job parameter of the type “Invoice Approval” for the current job may require that the invoice is edited in the window Invoice Editing before being printed.
Approve for Crediting on Account	The functionality of this action is similar to that of the action “Approve for Invoicing on Account,” but pertains to credit memos on account, including crediting invoices on account.
New Invoice Selection	This action is available when the invoice selection is closed, that, is after creating a draft, and provided the job is set up to allow multiple drafts. When you have run this action, the job is open for invoice selection. The quantity and amount for invoicing will be reset to zero on job entries that are approved for invoicing, and remaining job entries will be set for invoicing. The amount for invoicing on account will also be reset to zero.
Print Draft	This action is available whenever a draft invoice or a draft credit memo exists on the job. When you select this action, Maconomy prints a draft copy of the current invoice or credit memo. No postings are made when you select this action.
Print Invoice	This action is available whenever a draft invoice exists on the job which has been approved for invoicing. When you select this action, you create and print an invoice on account based on the invoice selection in the window. It is only possible to select this action if the invoice has been approved using the action “Approve for Invoicing on Account.” In addition, the job parameter of the type “Invoice Approval” for the current job may require that the invoice is edited in the window Invoice Editing before being printed. If the current job is a main job, and the job’s invoice layout rule specifies “Main Job Invoicing” and “Main Job Invoice Selection,” selecting then invoicing on account can only be carried out from the main job. For more information, please see the description of the window Invoice Layout Rules. If split billing is used, that is, multiple bill-to customers are specified for the job in the window Bill to Customer Distribution, an invoice for each bill-to customer is printed when you select this action. Each of these can be edited in the window Invoice Editing. Please note that when distributing the billing price of the invoice lines on customers, a small rounding correction may be made on one of the invoice lines. However, the total billing price will not change. For more information, please see the description of the window Bill to Customer Distribution. A user can only print an invoice in this window if the field “Can Print Invoice” in the window Actions in the Set-Up module is marked for the user in question. The invoice is printed according to the invoice layout rule selected for the current job. See the description of the window Invoice Layout Rules for a description of invoice layout rules. Invoices to be collected electronically are only printed if the customer payment mode selected for the job has a mark in the field “Print Invoice.” The customer

Field	Description
	payment mode is selected for a job in the window Job Information, and the customer payment mode is set up in the window Customer Payment Modes in the Banking module.
Print Credit Memo	This action is available whenever a draft credit memo exists on the job which has been approved for invoicing. For further information about printing credit memos, see the description for the action “Print Invoice” above.
Rederive Tax Code	If the setup for the derivation of a tax code has been changed since the lines were created, you can select this action to rederive the tax code of the lines in the table part. All open lines are updated with the tax reporting code selected for the job. When you select the action, any approval of the invoice selection is removed. This action is not available when the invoice selection is closed. When the invoice selection is open, and drafts exist on the job, this action only affects lines that are available in the present invoice selection. In other words, the action does not include lines that are for invoicing on a draft.
Invoice to Credit Memo	This action is only available when the invoice selection is open, and no drafts exist on the job. When you have created a draft to credit an invoice, you cannot create multiple drafts until you have completed the crediting by printing the credit memo (or deleted the draft to cancel the crediting). When you select this action, Maconomy creates a credit memo selection based on the job invoice number you have specified in the field “From Invoice No.” in the card part of the window. The original invoice on account is credited by the amount specified in the field “On Account Reduction.” If that field is empty, the total open amount on the invoice on account is credited, that is, the amount not yet reconciled by a job invoice or a previous job credit memo on account. A credit note must be in the same currency as the original invoice on account. This means that Maconomy requires the invoice currency on the bill-to customer of the original invoice on account to match the invoice currency of the original invoice. The bill-to customer must also be specified directly on the job. If the invoice to be credited has been closed through Job Invoice Allocation, the job invoice allocation will automatically be reverted, and the corresponding Job Invoice Allocation journal will be created. Note that if the system parameter “Allow Multiple Credit Memos Per Invoice” has not been marked, it is only possible to make one credit memo per invoice. If this system parameter is marked, Maconomy will issue an alert if you attempt to make a second credit memo on the basis of a job invoice of which a part has already been credited.
Undo Invoice to Credit Memo	You can use this action to bring the job out of the state of crediting if the Invoice to Credit Memo has been faulty applied.

Field	Description
Remove Latest Draft	The functionality of this action is similar to that of the action “Remove Latest Draft” in the window Invoice Selection
Remove All Drafts	The functionality of this action is similar to that of the action “Remove All Drafts” in the window Invoice Selection.
Calculate Invoice Surcharge	Use this action to calculate the surcharge based on the Job Surcharge Rule specified on the job. The surcharge is calculated based on the current invoice selection (T&M, On Account, or both). Directly created job entries (**direct invoicing**) are included in the calculation of surcharges. The action is enabled if the job has the job parameter "Surcharge at Invoicing" set to Yes and if the job is open for invoice selection.

Bill to Customer Distribution Single Dialogs Workspace

Use this workspace to specify whether a job has more than one bill-to customer.

This is also known as "split billing." You can also specify different bill-to customers, as well as assign a maximum billing price to each customer.

Sometimes a job is funded by several "customers," all part of the same organization. For instance, an advertising firm might run a campaign that benefits several entities in its organization, with each entity sharing in the funding of the campaign.

For each job, you can specify multiple bill-to customers. Each customer must be set up in Maconomy before being added as a bill-to customer. You can specify the share that each customer contributes to funding the job and the maximum amount the customer will contribute.

As an alternative, you can add one customer to Maconomy several times, with the entities identified in the **Appropriation** field as if they were separate customers. Then you can specify the share that each entity contributes to funding the job and the maximum amount the entity will contribute.

When you invoice the job, Maconomy generates an invoice for each combination of bill-to customer and appropriation, for the correct proportion of the total invoice.

When you select a job with split billing for invoicing, Maconomy suggests invoice amounts based on the setup in this workspace. However, you can change the suggested amounts.

The Bill To Customer Distribution tab of this workspace displays information for a job, such as the total billable price, the amount currently selected for invoicing, and previously invoiced amounts.

The Bill To Customers sub-tab displays a line for each of the job's bill-to customers. You can add more customers if the current job is open. You can change a customer's share of invoiced amounts, priority, and maximum billing price.

However, the total of all invoice amounts for bill-to customers must equal the amount selected for invoicing before you can approve the invoice selection:

- For time and materials invoices, the **Current Invoice Selection** field must be equal to the total for the **Selected for Invoicing on Entries** column in the sub-tab.

- For invoices on account, the **Current Invoice Selection** field must be equal to the total for the **Selected on Account** column in the sub-tab.

Maximum Billing Price

Along with assigning each bill-to customer a share of the total cost of the job, you can assign a maximum billing price to each customer. When the maximum is reached, Maconomy stops billing the customer.

You can also assign priorities to bill-to customers. The customer(s) with the highest priority are invoiced first. Maconomy does not invoice lower priority customers until the higher priority customers reach their maximum billing prices.

Example

Consider the following scenario. You win a job with three different bill-to customers, A, B, and C. The total job price is $30,000 USD. The following invoicing agreement is made:

1. "A" is billed first, up to $10,000.
2. "B" and "C" are billed the remaining amount. "B" will pay 60% of the remaining amount; "C" will pay 40%.
3. However, "B" will pay a maximum of $13,000. "C" will assume any amount above the $13,000.

This agreement translates into the following setup in this workspace:

Customer	Share, %	Max. Billing Price	Priority
A	100	10,000	1
B	60	13,000	2
C	40		2

Customer "A" is invoiced 100% up to the maximum billing price of $10,000. Customers "B" and "C" share the remaining invoicing 60/40, unless the maximum billing price for "B" is reached. After that point, only "C" is invoiced.

When you credit a job with split billing, the preceding process happens, but in reverse order.

If you overrule the amounts suggested by Maconomy—for example, by forcing invoicing of a lower-priority customer—Maconomy will attempt to compensate for this the next time that you invoice the job.

Main Jobs and Sub-jobs

For main jobs with main job invoicing, the main job controls how the billing is split between bill-to customers. The amount that is distributed between bill-to customers is the sum of the job entries for the current main job and for all sub-jobs.

Bill To Customer Distribution Tab

This section includes the fields and descriptions for the Bill To Customer Distribution tab.

Job Island

Field	Description
Job	This field shows the name and number of the job to which the current job invoicing distribution applies.
Job Group	This field shows the job group to which the current job is assigned. It is entered in the window Jobs and cannot be changed here.
Status	This field shows the status of the current job. The job status will be Quote or Order. It can be changed in the window Jobs.
Responsible	This field shows the name of the user responsible for the current job.
Project Manager	This field shows the name and number of the employee who is project manager for the job. It is derived from the job and cannot be changed here.

Set-up Island

Field	Description
Setup Percentage Valid From	In this field you can enter a date. Maconomy will only consider the current setup percentage for invoice entries on the job as of the date specified in this field when calculating the amounts in the fields “Suggested %” and “Suggested Amount” in the table part. For information about the use of this field, please see the description of the field “Selected %.”
Maximum Billing Price, Total	This field shows the sum of the maximum billing prices specified for the customers in the table part.
Show Blocked Lines	If you mark this field, all bill-to customers in the table part are displayed, even if they have been blocked. For more information, please see the description of the Blocked field below.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current job. The company number is transferred from the window Jobs and cannot be changed here.
Base Currency	This field displays the currency used as base currency in the company specified in the Company No. field above. See the Base Currency field in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Settling Company Island

Field	Description
Settling Company	This field shows the name and number of the settling company of the customer associated with the current job. If the number in this field is different from the company number in the Company No. field in the island Customer, intercompany entries between the two companies will automatically be created in connection with posting job invoices on the current job. When balancing intercompany entries, the company specified in this field is the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company.

Invoice Selection Island

Field	Description
Invoice Type	Use this field to specify the type of invoice to approve when you approve the invoice selection. The available options include: ▪ T&M ▪ On Account ▪ T&M and On Account ▪ Pre-Invoice — Selecting this option instructs Maconomy to create a pre-invoice instead of an invoice on account or a time and material invoice. If a job is set up for pre-invoicing by default, Maconomy automatically populates the Invoice Type field with Pre-Invoice when you enter a positive amount in the Total field. If a job is not set up for pre-invoicing, this invoice type cannot be selected.
Currency	This field displays the currency of the current job as specified in the window Job Price Information.
Current Invoice Selection	This field shows the sum of open entries on the job. This corresponds to the value of the Total Billing Price field or Amount for Invoicing on Account field in the Invoice Selection island in the Invoice Selection window, depending on whether the invoice selection is on account or not. When invoicing on account, this field shows the same value in invoice currency as the Amount for Invoicing on Account, Invoice Currency field in the Invoice Selection window. The Transfer to Invoice Selection action updates the amount based on the amount in the Hereof Selected on Customers field.
Hereof Selected on Customers	This field shows the sum of the Selected Amount fields in the table part of this window. You can only approve an invoice selection if the amount selected on customers corresponds to the total billing price.

Field	Description
	When invoicing on account, the bill-to customers listed in the table part may use different invoice currencies and exchange rates. The sum in this field is calculated based on the exchange rate. For more information, please see the description of the Transfer to Invoice Selection action.
Prev. Invoiced	This field shows the amount previously invoiced on the current job, including invoices on account.

Bill To Customers Sub-Tab

This section includes the fields and descriptions for the Bill To Customers sub-tab.

Field	Description
Bill to Customer	In this field, you can specify the customer number of the bill-to customers on the job. You can add customers on new lines in the table if the current job is open and invoiceable. You can delete a customer from the table if the customer has not yet been invoiced, but the field cannot be changed. If you want to change the bill-to customer you must set the Setup % to zero or delete the line and then create a bill-to customer. You cannot delete a bill-to customer if invoicing plan lines exist for the bill-to customer. A bill-to customer can be entered on several lines, provided that the customer has a different appropriation specification in the field “Appropriation” (see below). Please note that all jobs are shown in this window, including jobs that are not set up for split billing. Jobs with only one customer in the table part are not set up for split billing. Adding a customer changes a job to being a split billing job.
Name	This field shows the name of the customer selected in the field “Bill to Customer” above.
Appropriation	In this field, you can indicate the source of funding for the job. This can be useful if, for example, you carry out a job on behalf of a customer on the basis of funding from a government body or a private foundation. The field is for reference only and is closed when the job is invoiced for the first time. If a bill-to customer has several sources of funding for this job, the customer can be added to several lines in this window, provided a unique appropriation is specified in this field for each instance of the bill-to customer. See the example in the introduction to this window. If you change the appropriation for the bill-to customer specified on the job, then the job is updated accordingly.

Field	Description
	If invoicing plan lines exist for the bill-to customer and an appropriation has been specified, any changes you make in this field will update the plan lines accordingly. This field can also be used as a simple way of setting up one bill-to customer for invoicing in several currencies. In the window Invoicing Plans you can create invoicing plan lines for different appropriations of the same bill-to customer based on the invoice currency of the specific appropriation.
Blocked	If you mark this field, the customer on the current line is blocked for further invoicing. If the field “Show Blocked Lines” in the card part is not marked, the line disappears from view when you mark this field and press Return. If an amount has been selected for the customer, the amount will be distributed proportionally on the other customers in the table part. To see the line again, mark the field “Show Blocked Lines” in the card part and press Return. A bill-to customer selected on the job cannot be blocked before you have selected another bill-to customer on the job. If you remove the mark from this field, Maconomy will recalculate the invoice distribution according to the specified percentages, priorities, and maximum billing prices. If invoicing plan lines exist for the bill-to customer that have not yet been transferred, a warning will tell you that the bill-to customer is blocked for further invoicing.
Invoice Currency	In this field you choose the currency used when you invoice on account the bill-to customer on the job. Any approved invoice selection will be removed if you change the invoice currency. If you change the invoice currency and invoicing plan lines exist for the bill-to customer or for split billing all bill-to customers in the window Invoicing Plans, the amount in invoice currency on the lines will be recalculated. You will get a warning about the recalculation. If the job parameter attribute Allow Invoice on Account in Multiple Currencies is set to No, then invoice currency cannot be changed but will remain the same as the currency of the job.
Setup, %	In this field you can enter the current customer’s share in the invoicing of the current job. Please note that the sum of percentages in this field for all customers in the table part with the same priority selected in the field “Priority” must add up to 100. The value you enter is a default value. It is used by Maconomy for calculating the initial value in the field “Suggested Amount.” However, you may change this value to anything within the bounds of the invoice selection. The next time that you open this window, Maconomy will again calculate the suggested amount to invoice each customer based on the default setup percentage in this field.

Field	Description
Maximum Billing Price	In this field you can enter a maximum billing price for the current customer. A customer cannot be invoiced for more than this amount, regardless of the percentage selected in the field “Setup, %.” Please note that if you have multiple priority levels you should make sure to enter a value in this field for the customer(s) with the highest priority. Otherwise, lower-priority customers will never be invoiced. A zero in this field means that there is no maximum billing price. Note that you can enter a negative amount in this field. If you do this, the amount indicates the maximum amount you want the current customer to be credited when crediting. At the same time, there is no upper limit on the amount which can be invoiced to the customer. You cannot specify a negative maximum billing price for one customer and a positive for another. Furthermore, if the customer has previously been invoiced on the current job, you cannot specify a maximum billing price which is lower than the value in the field “Prev. Invoiced.” If a maximum billing price is specified for all customers, you cannot approve an invoice selection for an amount which exceeds the total amount of the maximum billing price specified in this window.
Priority	In this field you can enter a priority. All or multiple customers can have the same priority. The priority specifies the order in which the customers are to be invoiced, with “1” being the highest priority. Please note the following: 1. The highest-priority customers are invoiced first, up to the amount specified in the field “Maximum Billing Price.” 2. Whenever there is a customer with a lower priority, make sure to specify a maximum billing price for all higher-priority customers. Otherwise, the lower-priority customers will never be invoiced. 3. The sum of the percentages in the field “Setup, %” must equal 100 per priority level.
Invoicing Group	Maconomy can produce an invoice for each invoicing group when using main job invoicing. In this field you can assign an invoicing group to the job.
Suggested % for Invoicing	This field shows the percentage of the current invoice selection that Maconomy suggests for invoicing on the customer on the current line. The suggestion is based on the values of the fields “Setup, %,” “Maximum Billing Price,” and “Priority.” This field is updated by Maconomy when you update the invoice selection. You can, however, change the selected percentage in the field “Selected %.” If you do that, this field can help you revert to the percentage originally suggested by Maconomy; just type the percentage shown here into the field “Selected %.”
Suggested, Currency	This field shows the amount suggested for invoicing based on the setup of the bill to customer. The suggested amount is calculated by distribution of the amount selected for invoicing. If the **Invoice Type** field in Invoice Selection is set to T&M, then the amount covers only T&M selected for

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>invoicing. If the field is set to On Account, the amount covers only the selection for on account invoicing. If the field is T&M and On Account, the amount includes both parts.</td></tr>
<tr><td>Selected % for Invoicing</td><td>
In this field, you can specify a percentage of the current invoice selection which you want to invoice to the customer on the current line. When you change this field, the selected amount will be displayed in the field “Selected Amount” (see below). For instance, if you wish to postpone the invoicing of a certain customer, enter “0” in this field, and continue the invoicing process.
Maconomy will compensate for the changes the next time that you invoice the job. Assume, for example, that you have set up a job with two bill-to customers. The setup percentages and suggested invoicing percentages are displayed below:
<table>
<tr><th></th><th>Customer A</th><th>Customer B</th></tr>
<tr><td>Setup %</td><td>40%</td><td>60%</td></tr>
<tr><td>Suggested %</td><td>40%</td><td>60%</td></tr>
</table>
You then register job entries worth 10,000 on the job, and open this window to adjust the job invoice distribution. Now assume that you choose a different value in this field (“Selected %”):
<table>
<tr><th>Date: 03-04-01</th><th>Customer A</th><th>Customer B</th></tr>
<tr><td>Setup %</td><td>40%</td><td>60%</td></tr>
<tr><td>Suggested %</td><td>40%</td><td>60%</td></tr>
<tr><td>Selected %</td><td>50%</td><td>50%</td></tr>
</table>
You then invoice the amount (5,000 to each customer). Then, further new entries for 10,000 are registered on the job. The next time that you open the window, Maconomy will adjust the suggested percentage to compensate for the previous invoicing override:
<table>
<tr><th>Date: 03-04-01</th><th>Customer A</th><th>Customer B</th></tr>
<tr><td>Setup %</td><td>40%</td><td>60%</td></tr>
<tr><td>Suggested %</td><td>30%</td><td>70%</td></tr>
</table>
If you leave the suggested values, the original setup percentage will match the amounts actually invoiced (8,000 and 12,000, respectively).
However, a date in the field “Setup Percentage Valid From” in the card part may change this. For example: Consider the two invoicing mentioned above, and notice the dates of the invoicing (indicated in the tables above). If the field “Setup Percentage Valid From” is changed to the date “03-04-05” when the second invoice distribution is changed in this window,
</td></tr>
</table>

Field	Description
	the value of the field “Suggested %” will not be “30%” and “70%” for the two customers, respectively, but “40%” and “60%,” respectively, as in the original setup. By setting a date in the field “Setup Percentage Valid From” in the card part, you can tell Maconomy to disregard any job invoice distributions, which may or may not have been according to standard, when making the new suggestion. If the value in the field “Suggested %” above changes, this field will be reset to the value of the field “Suggested %.”
Selected, Currency	This field defaults to the same amount as in the above **Suggested, Invoice Currency** field, but can be changed manually to distribute the billing price differently among the bill to customers.
Specified Exchange Rate	This field shows the exchange rate between job currency and invoice currency for the bill-to customer specified on the line. By default, the exchange rate is the current exchange rate specified in the table for the job on the preferred invoice date (or current date if no preferred invoice date is set), but if the field Specify Exchange Rate is marked, the exchange rate is fixed at the rate you specify. If you change the exchange rate, the field “Amount for Invoicing on Account, Currency” will be recalculated and a check mark will be placed automatically in the field “Specify Exchange Rate.” If the exchange rate deviates from the exchange rate table by more than 10%, a warning will be displayed. Note: The base currency for the exchange rate is based on the rate specified in the field “Exch. Rate in Ref. Currency” in the window System Information. Note: There may be unblocked bill-to customers in the window Bill To Customer Distribution who may not be set up to use the same invoice currency and exchange rate.
Specify Exchange Rate	No check mark in this field indicates that the field Currency Exchange Rate follows the exchange rate table for the bill-to customer specified on the job. If there is a check mark in the field, you can set the exchange rate manually. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “No,” you cannot manually enter the exchange rate. Note: There may be unblocked bill-to customers in the window Bill To Customer Distribution who may not be set up to use the same invoice currency and exchange rate.
Suggested, Invoice Currency	This field shows the suggested amount in the invoice currency of the bill to customer. Note that invoicing in a currency other than that of the job is only supported for on account invoicing. In the standard layout for the Workspace Client, this field is hidden when the invoice type is not On Account.

Field	Description
Selected, Invoice Currency	This field defaults to the same amount as in the above **Suggested, Invoice Currency** field, but can be changed manually. In the standard layout for the Workspace Client, this field is hidden when the invoice type is not On Account.
Net on Account	This field shows the net amount which has previously been invoiced on account on the job to the customer on the current line.
Tax on Account	This field shows the tax amount which has been invoiced on account on the job to the customer on the current line.
On Account Reconciliation on Drafts	This field shows the sum of approved drafts which currently reconcile on account amounts.
Available for On Account Reconciliation	This field shows the amount available for on account reconciliation.
For On Account Reconciliation	This field shows the amount approved for on account reconciliation.
Prev. Invoiced	This field shows the amount which the customer on the current line has previously been invoiced on the job.
Prev. Invoiced, %	This field shows the amount which the customer on the current line has previously been invoiced as a percentage of the total amount previously invoiced on the job.
Remarks	In this field you can enter a remark about the current invoice selection. The remark is for reference only. The initial text in this field is derived from the field “Remarks” in the island General Information in the window Customer Information Card.
Attn.	In this field you can specify the customer’s attention person. Maconomy will suggest the person specified on the customer’s information card. If either the system parameter “Allow Job Specific Billing Addresses” or “Allow Job Specific Bill To Customer Attention Persons” is marked, you can change the name here.
Preferred Inv. Date	In this field you can specify a preferred invoice date. This date will be transferred to the invoice when printed.
Invoice Name	In this field you can specify a name for the invoice. This is useful if you have set up invoicing plans for multiple bill-to customers on a job and then transfer multiple lines. These lines may, for example, have different purchase order numbers (referring to client order numbers).

Field	Description
Invoice Discount %	In this field you can specify any invoice discount percentage granted to the customer on the current line. Maconomy will suggest the value specified on the customer's information card, but you can change it here.
Payment Terms	In this field you can specify the payment terms for the customer on the current line. Maconomy will suggest the payment terms specified on the customer's information card, but you can change them here.
Cust. Payment Mode	In this field you can specify the customer payment mode for the customer on the current line. Maconomy will suggest the customer payment mode specified on the customer's information card, but you can change it here.
Global Location No.	If the customer on the current line has requested that you use a specific global location number on invoices pertaining to the current job, you can specify the location number in question here. The number specified here will be transferred to invoices created for the customer in connection with the current job. Maconomy suggests the global location number specified in the window Company Specific Payment Information for the customer in question, but you can change it here if the location number to be used in connection with the current job is not the same as the standard location number of the customer. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.
Tax	In this field you can specify if the customer on the current line is subject to tax. Maconomy will suggest the value specified on the customer's information card, but you can change it here.
Tax No., Invoice	In this field you can specify the tax number of the customer on the current line. Maconomy will suggest the tax number specified on the customer's information card, but you can change it here.
Company Tax Code, Invoice	In this field you can specify the company tax code for the customer on the current line. Maconomy will suggest the code specified on the customer's information card, but you can change it here.
Language	In this field you can specify the language of the customer on the current line. Maconomy will suggest the language specified on the customer's information card, but you can change it here.
Department	In this field you can specify the department to which the customer on the current line is assigned. Maconomy will suggest the department specified on the customer's information card, but you can change it here. The department to which a customer is assigned influences the way in which job entries are posted in the General Ledger. For more information, please see the description of the window Activities.
Date of Last Invoice	This field shows the date of the latest invoice sent to the customer on the current line.

Field	Description
Last Invoice No.	This field shows the number of the last invoice sent to the customer on the current line.
No. of Invoices	This field shows the number of invoices which have been created for the customer on the current line.
No. of Copies	This field shows the number of invoices which have been printed for the customer on the current line. If, for example, you reprint an invoice from the window Show Job Invoice, the number in this field will be greater than the number of invoices shown in the field “No. of Invoices” above.
Last Credit Memo Date	This field shows the date of the latest credit memo sent to the customer on the current line.
No. of Creditings	This field shows the number of credit memos which have been created for the customer on the current line.
No. of Credit Memo Printouts	This field shows the number of credit memos which have been printed for the customer on the current line. If, for example, you reprint a credit memo from the window Show Job Credit Memo, the number in this field will be greater than the number of credit memos shown in the field “No. of Creditings” above.
Address (line 2)	This field shows the first line of the current bill-to customer’s address. If the system parameter “Allow Job Specific Billing Addresses” and the field “Job Specific Address” in the table part of this window are marked, you can change the address. Otherwise, the address is copied from the Customer Information Card.
Address (line 3)	This field shows the second line of the current bill-to customer’s address. The functionality of this field is similar to that of the field “Address” above.
Zip Code	In this field, you can enter the zip code of the postal district entered on the current line.
Postal District	In this field, you can specify the postal district of the address. If you enter a new zip code on the line and leave this field blank, this field is automatically completed, provided that the zip code in question has been entered for the relevant country in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.
Address (line 4)	This field shows the third line of the current bill-to customer’s address. If the system parameter “Allow Job Specific Billing Addresses” and the field “Job Specific Address” in the table part of this window are marked, you can change the address. Otherwise, the address is copied from the Customer Information Card.
Address (line 5)	This field shows the fourth line of the current bill-to customer’s address. The functionality of this field is similar to that of the field “Address” above.

Field	Description
Country	The functionality of this field is similar to that of the field “Address” above.
Phone	The functionality of this field is similar to that of the field “Address” above.
Fax	The functionality of this field is similar to that of the field “Address” above.
Telex	The functionality of this field is similar to that of the field “Address” above.
E-mail	The functionality of this field is similar to that of the field “Address” above.
Job Specific Address	If the system parameter “Allow Job Specific Billing Addresses” is marked, you can mark this field to allow the change of the current bill-to customer’s address for this job. The change of address will, for example, be reflected on job invoices and credit memos printed for the current job. See also the description of the window Job Information.

Actions

This section shows the Actions available in the Bill to Customer Distribution workspace.

Top Tab

Field	Description
Show Blocked Lines	This action will show all bill to customers including blocked bill to customers in the table.
Hide Blocked Lines	This action will show all bill to customers excluding blocked bill to customers in the table.
Calculate Setup Percentage	When you select this action, Maconomy calculates a setup percentage for all bill-to customers in the table part of the window. The calculation is based on the specified maximum billing price, if any. If no maximum billing price is specified for a customer, that customer will have a setup % of zero. For instance, if there are two customers with a maximum billing price of 4,000 and 6,000, respectively, Maconomy will calculate the setup percentages as 40% and 60%, respectively. This action is primarily used in connection with the initial setup of the job’s invoice distribution, and you can change the setup percentages manually later.
Transfer to Invoice Selection	You can select this action if the job is not blocked for invoicing, the current job status is “Order,” and if the total amount selected on the customers is different from the current invoice selection.

Field	Description
	This action handles invoice-on-account amounts in several invoice currencies and exchange rates. The sum expressed in the currency of the job is transferred to the invoice selection. When you select this action, the amount for invoicing on the job is adjusted in the following way: All open entries on the job (including any subjobs that are invoiced on the job) are adjusted so that the total invoice selection will agree with the amount selected on the customers in this window. It should be noted that the field “Close Balance” on the job entries will be left unmarked in the window Invoice Selection. This means that the remaining amount will appear on the next invoice selection for the job.
Approve	This is the same new action as in Invoice Selection.
Approve for Invoicing on Account	The functionality of this action is similar to that of the action “Approve for Invoicing on Account” in the window Invoice Selection.
Approve for Crediting on Account	The functionality of this action is similar to that of the action “Approve for Crediting on Account” in the window Invoice Selection.
Remove All Drafts	The functionality of this action is similar to that of the action “Remove All Drafts” in the window Invoice Selection.

Itemize Invoice Selection Single Dialogs Workspace

Use this workspace to show the individual job entries recorded on the jobs processed in the Job Cost module.

You can create job entries for direct invoicing or crediting. As long as the job entries are open (that is, not invoiced), you can view and edit them here.

Note: The description of this workspace assumes that you are creating invoices, but most of the features also apply to creating credit memos.

The Itemize Invoice Selection tab shows information for each invoice selection line in the Invoice Selection workspace. While the lines in the Invoice Selection workspace are summed, here they are broken down into individual job entries.

Any negative **Total** amount represents a credit memo, and can be processed in this workspace.

If the current job is a fixed-price job and has the **Allow Invoicing on Account Only** job parameter set to **Yes**, you can only create entries that will not be included in the fixed price of the job.

Write-Ups and Write-Downs

If you use the **Transfer Desired Sales Price** or **Transfer Fixed Price** actions in the Invoice Selection workspace to perform a write-up or write-down, and the current job has the **Transfer Write-Up/Down to Fixed Allocation Combination** job parameter set to **Yes**, the transfer is allocated to a separate allocation combination. In other words, the change in the sales price is not transferred proportionally to the entries selected for invoicing. Instead, the difference is allocated to a single new entry whose dimensions are determined by the **Write-Up/Down** job parameter.

Depending on the current invoice layout, the write-up or write-down may be displayed on a separate line in the invoice selection and possibly on the invoice itself.

If the job's **Allow Write-Up/Down at Transfer Billing Price Only** job parameter is set to **Yes**, you cannot change quantities, billing prices, or markup percentages directly in this workspace.

For more information about parameters that pertain to fixed-price jobs, including write-ups and write-downs, see the descriptions of the Job Parameters and Job Parameter Selection Rules workspaces.

Employee Control

If you specified employee control for the current job in the Jobs workspace, you can only create entries for employees who appear in the job's budget or who are listed in the job's employee control list.

If the **Use Fixed Budget Type for Employee Control** system parameter is selected, Maconomy uses a budget of the type specified in the **Budget Type No. for Employee Control** system parameter. Otherwise Maconomy uses the planning budget.

Itemize Invoice Selection Tab

This section includes the fields and descriptions for the Itemize Invoice Selection tab.

Invoice Selection Line Island

Field	Description
Job	This field shows the name and number of the job to which the job entries in the table are entered.
Activity No.	If the current job has an invoice layout rule which specifies that invoice selections are to be summarized by Activity at level one or two, this field shows the number of the activity by which the job entries in the table part of the window are summed. The values in this island are the same as the ones displayed on a line in the window Invoice Selection. Note that if direct invoicing has been performed, this field may contain a value, even if the current invoice layout rule does not specify summation on this dimension in the window Invoice Layout Rules. For more information, please see the description of the windows Invoice Selection and Invoice Layout Rules.
Activity Name	This field shows the activity text entered for the activity in the window Activities.
Task	The functionality of this field is similar to that of the field “Activity No.” above.

Field	Description
Task Description	This field shows the task description which was entered when the task was created.
Empl. No.	This is the employee number entered for the time activity in the table part of the window Invoice Selection.
Employee Name	This is the name of the employee entered for the time activity in the table part of the window Invoice Selection.
Employee Category No.	This field shows the number of the employee category for the line in question.
Employee Category	This field shows the name of the employee category for the line in question.
Task Group 1-6	The functionality of these fields is similar to that of the field “Activity No.” above. For further information on work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”

Invoice Selection Line, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Activity No.” above.
Entity	The functionality of this field is similar to that of the field “Activity No.” above.
Project	The functionality of this field is similar to that of the field “Activity No.” above.
Purpose	The functionality of this field is similar to that of the field “Activity No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.” above.

Invoice Selection Island

Field	Description
Open	The “Quantity” column shows how many units have been entered to the activity, but which have not been invoiced. The “Billing Price” column shows the total billing price entered but not yet invoiced. The open quantity is the sum of the values in the “No., Open” fields in the table. The open billing price is the sum of the values in the “Billing Price, Open” fields in the table.

Field	Description
Available	This field shows the available billing price. If you do not allow multiple invoice drafts on the job, or if you do not have any drafts, then this is the same as the work in progress.
To Invoice	The “Quantity” column shows how many units are selected for invoicing. The “Billing Price” column shows the billing price selected to be invoiced. The quantity to be invoiced is the sum of the values in the “Invoice Quantity” fields in the table. The billing price to be invoiced is the sum of the values in the “Billing Price to Inv.” fields in the table.
Prev. Invoiced	The “Quantity” column shows how many units have already been invoiced for the job. The “Billing Price” column shows how much has been invoiced for the job activity. The previously invoiced quantity is the sum of the values in the “Quan., Inv.” fields in the table, and the billing price is the sum of the values in the “Billing Price, Invoice” fields.
Total	The “Quantity” column shows how many units of the activity have been selected for invoicing and previously invoiced. The “Billing Price” column shows how much has been selected to be invoiced and previously invoiced for the job.
Budget	The “Quantity” column shows the budgeted quantity for the job. The “Billing Price” column shows the budgeted billing price of the job activity. Job budgets are made in the window Job Budgets.
Entered	The “Quantity” column shows how many units of the activity have been entered to the job. The “Billing Price” column shows the billing price sum of the quantity entered.

Direct Invoicing Island

Field	Description
Direct Inv.	This field is marked if you have chosen direct invoicing for the entry in the table part of the window Invoice Selection. It cannot be changed here.

Up/Down Island

Field	Description
To Date	These fields show the write-up/-down number of hours and billing price of invoicing lines already invoiced. The “Hours” column shows how many units (hours) have already been invoiced for the job. The “Billing Price” column shows how much (amount) has been invoiced for the job activity.
Selection	These fields show the write-up/-down number of hours and billing price resulting from invoicing the current invoice selection that has been transferred for invoicing in the table part.

Field	Description
	Write-up and write-down are the differences between the registered number/ amount and the invoiced number/ amount. Write-ups are shown in positive figures, and write-downs in negative figures.
Total	These fields show the total write-up/-down number of hours and billing price for the job after invoicing the current invoice selection that has been transferred for invoicing in the table part. Write-up and write-down are the differences between the registered number/amount and the invoiced number/amount. Write-ups are shown in positive figures, and write-downs in negative figures.

Selection Criteria Island

Field	Description
Entries within selection criteria only	If the system parameter “Keep delimitation when changing invoice selection” is selected, any delimitations made in the window Invoice Selection are preserved in this window. This means that if, for example, you select a certain cut-off date in the window Invoice Selection and carry out an invoicing action—that action will only affect the underlying entries identified by the delimitation. If you mark this field, and the system parameter mentioned above is selected, the table part only shows the entries identified by the delimitation made in the window Invoice Selection. If you remove the mark, the table part shows all entries.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

Field	Description
Job No.	This field shows the job number of the current job entry. If the current job in the card part is a main job, and the job’s invoice layout rule is marked in the fields “Main Job Invoicing” and “Main Job Invoice Selection,” the lines in the table part may derive from subjobs of the main job. It is possible to enter job entries for direct invoicing on the associated subjobs in this window.
Date	This field shows the date on which the job entry was entered. It cannot be changed on existing lines. However, you can enter a date when manually creating a line.
Description	This is the entry text. It cannot be changed. However, you can enter a description when manually creating a line.
Empl. No.	This is the number of the employee registered on the job entry. This field must be completed if the field “Direct Inv.” has been marked, and the activity on the line is a time activity. Maconomy will automatically suggest the employee specified in the system parameter “Employee No. for direct invoicing.” You cannot change the field on existing lines.

Field	Description
Employee Name	This is the name of the employee entered for the time activity in the table part of the Invoice Selection window.
Invoice Quantity	If the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is not marked for the current job, you can change how many units of the activity you wish to invoice in this field. The job entry is invoiced when you approve and print the invoice selection in the window Invoice Selection. Maconomy suggests the quantity you entered when the job entry was entered. You can change the value here if you wish to temporarily invoice the customer part of the quantity entered, or if you wish to invoice the customer for more or less than the entered quantity. In the latter case, the job entry must be closed, which is done by marking the “Close” field.
Billing Price, Unit	In this field, you enter the activity’s billing price per unit. Maconomy suggests the billing price per unit entered for the entry. If the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is not marked for the current job, you can change the value here if you wish to invoice another price to the customer.
Billing Price to Inv.	This field shows how much you are invoicing the customer when the invoice selection is approved in the window Invoice Selection and subsequently invoiced in the window Invoice Selection, Invoice Editing or Job Invoicing. The billing price here is calculated as the “Billing Price, Unit” multiplied by the “Invoice Quantity.”
Invoice	This field shows whether the current job entry has been selected for invoicing. If you remove the mark in this field, the value in the field “Invoice Quantity” is reset to zero.
Close	In this field, you can specify whether the entry is to be closed when the invoice selection is approved and invoiced. If you mark this field, the entry will be closed, which means that you cannot invoice it again. If the quantity or price to invoice is greater than what was originally entered, Maconomy will calculate the up- or down-written amount when invoicing takes place. The result can be seen in the card part of this window after invoicing has taken place. It can also be seen in the table part of the Invoice Selection and Job Card windows, as well as on various printouts, for example, the job profitability printout. If you unmark this field on manually created lines, the job entry will not be closed at invoicing. You can use this functionality if you wish to invoice the customer for a specific amount before the work has actually been registered. When the invoice is printed, an open job entry with a negative open cost and a negative open billing price is automatically created, as you must still register the activities covered by the invoice. When you register the activities in a job journal or a time sheet, the negative cost and billing price will be written down according to the cost and billing prices of the activities or employees in question.

Field	Description
	When you manually create a line and unmark this field, the cost from the employee or activity is transferred to the field “Cost Price Pc” as you are not invoicing without registering activities, but invoicing an amount before registering the activities. If you leave this field marked, no cost is transferred from the employee or activity. You can use this functionality to invoice without registering activities.
Action	This pop-up field serves two purposes: It tells you at a glance what the effect of the selections on the current line is, and it is a shortcut to performing various common operations on the current line. A corresponding field exists for the current invoice selection line in the window Invoice Selection (the sum of the job entries in the table part of this window). If you change the value of this field, the value of the corresponding field in the window Invoice Selection is reset to the blank value. This field can have four values: ▪ Invoice — If you select this value, the fields “Close” and “Invoice” are marked on the current line. This means that the open entry is closed when you approve and print the invoice in the window Invoice Selection; the line is invoiced in full. For more information, please see the description of the fields “Close” and “Invoice.” ▪ Write Off — If you select this value, the fields “Close” and “Invoice” are marked on the current line, and the fields “Invoice Quantity” and “Billing Price to Inv.” are reset to zero. This means that the current, open job entry is closed when you approve and print the invoice in the window Invoice Selection, but nothing is invoiced; the line is written off completely, and the job is written down by the current line’s amount. Note that this action cannot be selected if the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is marked for the current job. ▪ Carry Forward — If you select this value, any marks in the fields “Close” and “Invoice” are removed on the current line, and the fields “Invoice Quantity” and “Billing Price to Inv.” are reset to zero. This means that nothing is invoiced on the current line when you approve and print the invoice in the window Invoice Selection, but the balance is not closed — that is, the balance is carried forward, and the job entry will reappear at the next invoicing. ▪ Blank — This is the default value. Please note that if you have selected a non-blank value in this field, it will be reset to blank if the current invoice selection line is changed in the window Invoice Selection, or if you manually change the value of the field “Close.” Note again that this field is merely a shortcut to actions which can also be performed by changing the affected fields manually.

Field	Description
	For more information, please see the description of the field “Action” in the window Invoice Selection.
Proposed Quantity	This field displays the invoiceable quantity proposed by the project manager in the Approve Expense Sheet Lines window. If the job entry only covers a job surcharge amount, the value in the field will be 1. This value is identical to the initial value in the “Invoice Quantity” field.
Proposed Billing Price, Unit	This field displays the unit billing price proposed by the project manager in the Approve Time Sheet Lines or Approve Expense Sheet Lines window. The amount includes applicable job surcharges, if any.
Proposed Billing Price, Total	This field displays the total billing price proposed by the project manager in the Approve Time Sheet Lines or Approve Expense Sheet Lines window. The amount includes applicable job surcharges, if any.
Use Invoice Proposal	This check box shows whether the quantity and billing price in the “Proposed Quantity,” “Proposed Billing Price, Unit,” and “Proposed Billing Price, Total” fields will be used for invoicing. If the project manager or employee has approved the values in these three fields, this check box will be marked, which means the values in the three fields will be used for invoicing. If the check box is not marked, this indicates that the values from the fields “Invoice Quantity,” “Billing Price, Unit,” and “Billing Price to Inv.” will be used for invoicing.
Reallocate	If you mark this field, the current job entry is marked for reallocation. When a job entry is marked for reallocation, it cannot be invoiced in the window Invoice Selection. The quantity and amount for invoicing are reset to zero, and any mark in the fields “Invoice” and “Close” is removed. To be able to invoice the job entry, you must first either perform the reallocation in the window Job Reallocation by Job or unmark the field in this window or the window Invoice Selection. Note that entries for direct invoicing cannot be marked for reallocation. Note also that selecting an action in the field “Action” automatically unmarks this field.
Incl. in Fixed Price	A check mark in this field indicates that the entry is included in the fixed price of a fixed-price job. When you create a line, Maconomy automatically marks this field if the current entry is not to be included in the fixed price of the relevant job. The check mark in this field cannot be removed manually.
Dir. Inv.	This field is marked if you are doing direct invoicing or crediting on the job entry level. This field is marked on lines created manually in this window or the window Invoice Selection. The field can also become marked as a result of using the action “Invoice to Credit Memo” in the window Invoice Selection without marking the field “Restore Job Entries.” You cannot change the value here. If the job has been set up to use invoice allocation, you cannot create job entries for direct invoicing on dimensions that have been defined for use with a fixed-price job.

Field	Description
Cost, Unit	This is the cost originally recorded for the entry. You cannot change it here. The cost is used to calculate the markup percentage in the fields “Markup, Unit” and “Markup %.” If the job is capitalized, the cost multiplied by the quantity in the “Invoice Quantity” field will be posted to the cost of sales account when the invoice selection is invoiced. This account is specified by means of a dimension combination in the window Posting References in the G/L module, or in the table part of the window Activities if you have selected “Post by Activity” in the window System Information. If you unmark the field “Close” on manually created lines, Maconomy automatically transfers the cost of the current employee or activity to this field. You can change the cost of the employee in the window Employees in the Set-Up module. The cost of an activity can be changed in the window Activities.
Markup, Unit	In this field, you can enter the amount by which you want to mark up the current invoice line per unit. Maconomy calculates and shows a markup amount based on the values in the fields “Billing Price, Unit” and “Cost, Unit.” If you change the suggested markup, Maconomy will recalculate the line’s billing price to invoice.
Markup	In this field, you can enter or change the markup amount for the current line. The field “Close Entries” must be marked. Maconomy suggests the difference between the cost and the billing price of the current table line. When you change this field and press Return, the fields “Billing Price for Allocation” and “Markup %” on the current line are updated, and the fields relating to the desired sales price in the card part are updated as well to reflect the new billing price to allocate.
Markup %	In this field, you can enter the percentage by which you want to mark up the current invoice line. Maconomy calculates and suggests a markup percentage based on the values in the fields “Billing Price, Unit” and “Cost, Unit.” The markup percentage is the gross margin as percentage of cost. If you change the suggested markup percentage, Maconomy will recalculate the line’s billing price to invoice.
Quantity, Open	This field shows how many units of the activity you have entered to the job entry and which have not already been invoiced.
Billing Price, Open	This shows how much of the billing price you have not already invoiced to the customer. Maconomy calculates the amount as the value in the “No., Open” field multiplied by the original billing price per piece.
Quantity, Inv.	This shows the quantity which has previously been invoiced to the customer.
Billing Price, Inv.	This is the amount you have previously invoiced to the customer.

Field	Description
Quantity, Total	This is the total quantity which, after the invoice selection is approved and invoiced, will be invoiced to the customer. It is the sum of the quantities in the “Invoice Quantity” and “No. Invoiced” fields.
Billing Price, Total	This is the total billing price which, after the invoice selection is approved and invoiced, will be invoiced to the customer. It is the sum of the amounts in the “Billing Price to Inv.” and “Billing Price, Invoiced” fields.
Quantity, Reg.	This is the quantity given when the job entry was entered. When the job entry is closed, Maconomy calculates any up- or down-written difference between the quantity in this field and the quantity invoiced to the customer.
Billing Price, Reg.	This is the total billing price entered for the job entry. When the job entry is closed, Maconomy calculates any up- or down-written difference between the billing price in this field and the billing price invoiced to the customer.
Quantity, Up/ Down, To Date	This field shows the write-up/-down quantity already invoiced for the activity. Write-up and write-down are the differences between the registered quantity and the invoiced quantity. Write-ups are shown in positive figures, and write-downs in negative figures.
Billing Price, Up/ Down, To Date	This field shows the write-up/-down billing price already invoiced for the activity. Write-up and write-down are the differences between the registered billing price and the invoiced billing price. Write-ups are shown in positive figures, and write-downs in negative figures.
Quantity, Up/ Down, Selection	This field shows the potential write-up/-down quantity resulting from invoicing the current invoice selection. Write-up and write-down are the differences between the registered quantity and the invoiced quantity. Write-ups are shown in positive figures, and write-downs in negative figures.
Sales Price, Up/ Down, Selection	This field shows the potential write-up/-down sales price resulting from invoicing the current invoice selection. Write-up and write-down are the differences between the registered billing price and the invoiced billing price. Write-ups are shown in positive figures, and write-downs in negative figures.
Quantity, Up/ Down, Total	This field shows the total write-up/-down quantity for the job after invoicing the current invoice selection. Write-up and write-down are the differences between the registered quantity and the invoiced quantity. Write-ups are shown in positive figures, and write-downs in negative figures.
Sales Price, Up/ Down, Total	This field shows the total write-up/-down sales price for the job after invoicing the current invoice selection. Write-up and write-down are the differences between the registered billing price and the invoiced billing price. Write-ups are shown in positive figures, and write-downs in negative figures.

Field	Description
Tax Code	This field shows the tax code of the current activity. You can change the tax code, either directly in the field or by selecting the action “Rederive Tax Code” if the tax code has been changed for the job. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Item Tax Code	In this field, the item tax code of the current activity is shown. The value can be altered here.
Quantity	In this field, you can specify a quantity used in the current activity.
Quantity 2	The functionality of this field is similar to that of the field “Quantity” above.
Remarks	In this field, you can enter a remark to describe the current job entry. This could, for example, be a note about the reason for writing down an entry. If a remark is entered for the current invoice selection line in the window Invoice Selection, it will overwrite any remarks entered in this window. If a remark is changed on any line in this window, the “Remarks” field in the window Invoice Selection is blanked for that invoice selection line.
Employee Category	This field shows the Employee Category of the line in question.
Act. No.	This field shows and lets you enter the activity assigned to the current line.
Activity Name	This field shows the name defined for the current activity.
Task	This field shows the task assigned to the current line. If a task list exists for the job, a task must be specified on the line. If dimension values have been specified on the task in question, Maconomy suggests these dimension values on the line unless another value has been entered manually. If the window Task Lists specifies that derived dimension values should overwrite existing dimension values, any manually entered dimensions will be overwritten. If no task list has been assigned to the job, you cannot enter a task.
Task Description	This field shows the text defined for the current task, if a task has been entered in the field “Task.”
Task Group 1-6	The functionality of these fields is similar to the functionality of the field “Location” above. For further information on work breakdown structures and

Field	Description
	task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Location	This field shows the location assigned to the current job entry. You can only change the value in this field if the job entry has been marked for direct invoicing and is yet to be invoiced.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Vendor Invoice Document	This field shows a document attached to a vendor invoice, such as a scanned invoice or an e-mail.
Purch. Order No.	If the job entry was based on a purchase order, the number of the purchase order in question is shown in this field.
Purchase Order Line No.	If the job entry was based on a purchase order, this field shows the number of the line on the purchase order on which the entry was based.
Accrual Entry	This field shows whether the current job entry is an accrual entry, that is, if the entry was created as a result of an accrual being raised from a purchase order line in the window Job Accruals.
Overtime Spec.	This pop-up field shows any specification of overtime on the current job entry. You can change the value in this field. For more information, see the description of the window Job Price Information.
Daily Description	In this field you can enter or edit any daily description associated with the current job entry. The text in this field may be printed on the invoice, depending on the invoice layout of the current job. For more information, see the description of the window Job Tasks.
Accrual Type	This field shows any accrual type selected for the current job entry.
Period From, Accrual	If the current job entry has been accrued, this field and the field “Period To, Accrual” below show the starting and ending periods through which the entry was accrued.

Field	Description
Period To, Accrual	See the description of the field “Period From, Accrual” above.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field “Period To, Subscription” below show the starting and ending periods of the subscription.
Period To, Subscription	See the description of the field “Period From, Subscription” above.

Actions

This section shows the Actions available in the Itemize Invoice Selection workspace.

Bottom Tab

Field	Description
Rederive Tax Code	If the setup for the derivation of a tax code has been changed since the job entries were created, you can select this action to rederive the tax code of the job entries in the table part. All open job entries are updated with the tax reporting code selected for the job. When you select this action, any approval of the invoice selection is removed. This action is not available when the invoice selection is closed.
View Vendor Invoice Document	Use this action to view any document attached to a vendor invoice, for example a scanned invoice or an e-mail. This action is enabled when at least one job entry in the table part originates from a vendor invoice with an invoice number specified. If the action is used on other types of job entry, an error message will be displayed.

Invoice Preparation Single Dialogs Workspace

Use this workspace to prepare a job invoice.

Because you can use this workspace to both select invoice entries to bill and edit invoices, this workspace can replace the Invoice Selection, Invoice Editing, and On Account Invoice Selection workspaces for some jobs.

This workspace has limited functionality so that it is easy to use. You cannot use this workspace to:

- Write off entries or write up/down entries.
- Direct invoice or over invoice.
- Use certain functionality that is controlled by the Invoice Layout Rules workspace, including:

- Show Line Amounts (amounts are shown on the lines).
- Show Markup Separately (markup is not shown separately).
- Create Invoice from Quote.
- Period Indication.
- Show Items Separately.
- Combine Invoice Printout Lines (lines are combined).

You can use this workspace to perform split billing.

Select Invoice Lines to Bill

When you open the workspace, the Invoice Lines sub-tab, which lists the entries to be billed, is normally empty. Use the **Prepare Invoice** action to populate the sub-tab with entries, based on one of the following options:

- **Budget** — All of the dimensions that are used to select invoice entries are derived from the job's budget lines. The Budget option creates an invoice on account. Therefore, the job should be set up to use activities for invoicing on account.
- **Entries with Close All**— You select all open job entries.
- **Entries with Delimit** — You enter the dimensions used to select invoice entries. For example, you can choose to include all open entries before a specific date.

Format Invoice Lines

In the Invoice Layout Rules workspace, you can specify how invoice entries should be grouped, ordered, and subtotaled, and what text lines should be shown in this workspace.

Approving and Editing

Use the **Approve** action to approve the invoice entries and generate a draft invoice. If the **Invoice Editing Required** job parameter is set to **Yes**, you must edit the draft invoice.

If you change the quantity or billing price of entries, you need to choose what should happen to the difference between the open quantity and the quantity that you have chosen to invoice. You can carry the difference forward. You cannot perform write-offs or write up/down in this workspace.

Invoice Preparation Tab

This section includes the fields and descriptions for the Invoice Preparation tab.

Field	Description
Job	This field shows the job name and number.
Customer	This field shows the customer name.

Field	Description
Project Manager	This field shows the name and number of the project manager.

Invoiced on Account Island

Field	Description
Net Invoiced on Account	This field shows the net invoiced on account.
Tax Invoiced on Account	This field shows the tax invoiced on account.
Approved reconciliation	This field shows the amount approved for on account reconciliation.
Available for Reduction	This field shows the amount on account that is available for reduction.
On Account Reduction	Use this field to enter the on-account reduction amount.

Totals Island

Field	Description
All amounts in	This field shows the currency used in the invoice.

Billing Price Island

Field	Description
Available	This field shows the available billing price. If you do not allow multiple invoice drafts on the job, or if you do not have any drafts, then this is the same as the work in progress.
Carry Forward	This field shows the billing price that will be carried forward if you approve the selection.
For Invoicing	This field shows the amount for invoicing.
Budget	This field shows the budget amount.

Status Island

Field	Description
Blocked, Time Registration	Select this box to block the job for time registrations.

Field	Description
Blocked, Amount Registration	Select this box to block the job for amount registrations.
Drafts for Editing	This field indicates if there are invoice drafts for editing.
Approved for Invoicing	This field indicates if the amount has been approved for invoicing.

Invoice Lines Sub-Tab

This section includes the fields and descriptions for the Invoice Lines sub-tab.

Field	Description
External Description	This column shows a description of each line item in the invoice. This is the text that will appear on the invoice.
Quantity	This column shows the unit quantity for each line item on the invoice.
Price	This column shows the price per unit of each line item in the invoice.
Total Price	This column shows the total price of line item. This is derived using the formula: Quantity * Price = Total Price.
Budget	This column shows the budgeted billing price allotted to each line item on the invoice.
Available	This column shows the available billing price for invoicing on each line item on the invoice.
Carry Forward	This column shows the carry forward amount for each line item in the invoice.
Only Total Price	This field shows only the total price.
Type	This column shows the line type. The line either of the type Time, Amount, Time and Amount, Sum/Text, or Info. This is set by the Prepare Invoice action and reflects the activity type for the underlying entries for invoicing, in case the invoice is based on job entries. Lines of the type Info are created if there is a budget or purchase for which there are no actuals.
Description	This column shows a description of each line item in the invoice, such as task description or employee name, depending on the chosen invoice layout rule.
Origin	This field shows the origin of the line, such as task name or employee number, depending on the chosen invoice layout rule.

Field	Description
Tax Code	This column shows the tax code that applies to each line item in the invoice.
Unit	This field displays the unit specified for the quantity on the line. This field is not displayed by default, but the view can be customized to display it.

Actions

This section shows the Actions available in the Invoice Preparation workspace.

Top Tab

Field	Description
Prepare Invoice	This action prepares the invoice with the chosen basis. If the invoice preparation is based on the budget or a percentage of the budget, then this action will create lines based on the budget, with or without grouping of the lines as specified in the invoice layout rule, and this will be set for invoicing on account. You can also base invoice preparation on job entries. You can either close all entries or use selection criteria, such as a cut-off date, for delimitation. You can subsequently edit the text and amount to invoice. Note that Invoice Preparation does not allow you to write up or down entries. If Basis for Invoice is set to "Budget", clicking this action copies the unit from the budget lines to the invoice lines in this workspace.
Clear	This action clears the invoice preparation.
Approve	Use this action to approve the invoice selection, producing a draft invoice. Because of the features that are available to you in invoice preparation, it is often not necessary to do any additional editing of the draft. However, when invoicing is based on budget and the Create Invoice on Account from Quote field is selected in the invoice layout rule, the following occur upon approval: ▪ Invoice billing price is based on table sum ▪ Invoice printout lines are based on quote ▪ Workflow: Descriptions in the table are ignored and editing must follow this approval in invoice editing
Remove Latest Draft	This action removes the latest draft invoice. You can use this action if a draft invoice or credit memo that is still related to the invoice selection exists on the job.
Remove All Drafts	If you select this action, the approval status of the current invoice or credit memo selection is removed. If you make a change in an approved selection, Maconomy shows a message warning you that the current selection has been approved, and asking you if you want to continue. By selecting this action first, you are not prompted with that message.

Field	Description
Print Draft	This action is available whenever a draft invoice or a draft credit memo exists on the job. When you select this action, Maconomy prints a draft copy of the current invoice or credit memo. No postings are made when you select this action.
Print Invoice	This action is available whenever a draft invoice exists on the job that has been approved for invoicing. When you select this action, you create and print an invoice or invoice on account on the basis of the invoice selection in the window.
Print Credit Memo	This action is available whenever a draft credit memo exists on the job that has been approved for invoicing. When you select this action, you create and print a credit memo on the basis of the credit memo selection in the window.

Blanket Invoice Selection Single Dialogs Workspace

Use this workspace to prepare a blanket invoice for a bill-to customer, as well as view and update pre-invoicing activities.

Use blanket invoicing to generate a single invoice for multiple jobs that you are performing for a single customer.

In general, this workspace has the same functionality as the Invoice Selection workspace, but it applies to blanket invoicing instead of invoicing for a single job.

For each bill-to customer, the Job sub-tab lists current jobs, one line per job. You can choose to include or exclude jobs from the blanket invoice. You can also perform actions that affect all of the selected jobs, including entering delimiters that control the entries that are billed, approving invoices, and printing draft and final invoices.

Blanket Invoice Collection Tab

This section includes the fields and descriptions for the Blanket Invoice Collection tab.

Blanket Invoicing Criteria Island

Field	Description
Bill to Customer	This field shows the name and number of the customer to which the jobs belong and the first line of the customer's name. The fields in this island are shared by the jobs in the table part; all of the jobs have the same bill-to customer, company, department, and so on.
Company	This field shows the name and number of the company that is responsible for the jobs, with the associated company name.
Department	This field shows the department of the jobs that are displayed in the table part.

Field	Description
Currency	This field shows the currency of the jobs in the table part.
Invoice Currency	This field shows the invoice currency (for invoicing on account) on the jobs.
Tax	This checkbox is selected if the invoices are subject to tax. Maconomy retrieves this value from the Job Information window. You cannot change it here.
Company Tax Code	This field shows the company tax code of the jobs. Maconomy uses this field to determine the tax code to use in calculating tax for the individual allocation lines, as the reporting code is part of the criteria for the selection of a G/L tax code in the G/L Tax Tables window, if such a table was specified for the company that is responsible for the jobs.
Main Job No.	This field shows the number of the main job in case the Blanket Invoicing per Main Job system parameter is selected. If that is the case, the table part shows the main job and all of the subjobs that are set up for blanket invoicing.
Job Collection	This field shows the number of the job collection of the jobs, provided that they belong to a job collection where the Blanket invoice Separately field is selected. This field is also displayed in the Blanket Invoice Overview window.

Draft Overview Island

Field	Description
Number of Drafts for Editing	This field shows the number of draft invoices for editing.
Number of Drafts for Invoicing	This field shows the number of draft invoices for invoicing.

Work in Progress Island

Field	Description
WIP Available	This field shows the WIP available for invoicing for time activities and amount activities, as well as the total WIP.
WIP for Invoicing	Enter the amount of WIP to invoice. When you change the amount of WIP to invoice, Maconomy selects entries for invoicing, with the oldest entries first, to reach the specified amount.
Carry Forward	Enter the amount of WIP to carry forward.
Billing Price	You can change the billing price of the WIP to invoice in this field.

Field	Description
	When you change the billing price, Maconomy adjusts the hourly rate proportionately to the registered rate, to obtain the specified total billing price. Maconomy applies a change in billing price only to time-related activities.
Write-Up/Down	Enter the amount of WIP to write down. When you change the amount for Write-Up/Down, Maconomy adjusts the hourly rate proportionately to the registered rate, to obtain the specified total billing price. Maconomy applies a change in Write-Up/Down only to time-related activities.
Realization Rate	This field shows the realization rate. This is based on the Billing Price and the WIP for Invoicing fields for time. You can change the Realization Rate, which adjusts the Billing Price and Write-Up/Down accordingly. When you change the Realization Rate, Maconomy adjusts the hourly rate proportionately to the registered rate, to obtain the specified total billing price. Maconomy applies a change in Realization Rate only to time-related activities.
Exclude Entries for Carry Forward	Select this check box to exclude selected entries in the table part that are marked for carry forward from the billing adjustment when changing the WIP for Invoicing. You can only select this check box simultaneously with a change in the WIP for Invoicing field.

Invoiced this Customer Island

Field	Description
For all Jobs in Currency	This field shows the currency of all of the jobs that are included in the totals on this panel.
Invoiced Billing Price	These fields display the invoiced billing price for this year and the prior year.
Invoiced Billing Price, Time	These fields display the write-up/down amount for the time activity entries that have been invoiced for this year and the prior year. These fields are similar to the Invoiced Billing Price fields, except that they only sum up time activities invoiced.
Realization Rate	This field displays a weighted average of the approved budgeted realization for the selected jobs.
Invoiced on Account	This field shows the amount (fixed price) invoiced on account.

Field	Description
On Account Movement	This field shows the total amount invoiced on account, minus on account reconciliation in the given period during the current year and prior year. This field is focused on the customer, rather than the currently opened job.

Customer Balance Island

Field	Description
Balance	This field displays the currency and the balance in that currency for the company specific customer.

Invoice Island

Field	Description
Preferred Invoice Date	Enter a preferred invoice date. If you leave this field blank, the invoice date is the current date when the draft invoice is printed as an invoice.
Show Write Down Separately	If the invoice layout rule is set up to show amounts on lines, the draft invoice that Maconomy creates when you approve an invoice selection on a job shows the amount that is being invoiced, including any write-up/down that you might have selected. You can show write-down on a single, separate line, and then instead show the billing price, excluding write down, on the specification. Select this field to do this. You can set up the text in this line (such as Courtesy discount) in the Language Texts window on the entry with key1 @JobWriteDownLine.
Show Customer Balances On Invoice	Select this check box to show a customer's prior balance and the new balance on the invoice. The default value is inherited from the customer or company-specific customer, but you can overwrite it in this window and the Invoice Selection and On Account Invoice Selection windows.
Show Customer Statement On Invoice	Select this check box to show the customer statement on the job invoice printout. The default value is inherited from the customer or company-specific customer, but you can overwrite it in this window and the Invoice Selection and On Account Invoice Selection windows.
Show Customer Aging On Invoice	Select this check box to show the A/R aging on the job invoice printout. The default value is inherited from the customer or company-specific customer, but you can overwrite it in this window and the Invoice Selection and On Account Invoice Selection windows.
Include Detailed Specification	Select this check box to include a detailed specification in the invoice. You can only select this box if the job is set up to create a detailed invoice specification.

Selection of Jobs Island

Field	Description
Only Show Included Jobs	If this check box is selected, the table part shows only the jobs where the “Include” field is selected.
Job	If you change this field, only this single job is included in the table part.
Account Manager	If you change this field, only jobs that have this account manager are included in the table part.
Project Manager	If you change this field, only jobs that have this project manager are included in the table part.
Only Open Activities	When this check box is marked only jobs with open entries are shown in the table.

Overview Island

Field	Description
Budgeted Billing Price	This field shows the total budgeted billing price for the included jobs in the table part, from the budget type selected as the current budget in the Job Budgets window.
Write Up/Down to Date	This field shows the total write up/down for all invoices on the jobs that are included in the table part.
Realization Rate to Date	This field shows the realization rate to date. This is the revenue recognized as a percentage of the invoiced work in progress (WIP). This is based on the Billing Price and the WIP for Invoicing fields for time.
Invoiced to Date	These fields show the total billing price of the time-and-material invoices that have previously been made for the jobs that are included in the table part.
Net on Account	This field shows the amount net on account for the jobs that are included in the table part. This is the amount that has been invoiced on account, excluding subsequent on-account reconciliation.
Total Invoiced to Date	This field shows the sum of the invoiced billing price (time-and-material invoices) and the amount net on account.
For Invoicing on Account	This field shows the sum of amounts selected for on account invoicing in the table part on lines marked to be included in the current blanket invoicing.
On Account Reduction	This field shows the amount which will be reconciled at the next regular invoicing of the job. The amount is the total of the “Reconciliation Amount” fields in the table part for the invoices and credit memos on account that will be reconciled. The amount in this field is also shown in the “On

Field	Description
	Account Reduction" field in the Invoice Selection window. If the amount is changed in the Invoice Selection window, any changes in this window are canceled, and the oldest invoices on account (for positive amounts) and credit memos on account (for negative amounts) are reconciled first.

Print Specification Island

Field	Description
Invoice Layout	When this field is updated it will update the corresponding field on all lines in the table. Table line may have different values in that case the value in the card field is blank. If the job selection criteria are changed and lines are added to the table these lines will not be updated instead the card field will be blanked if the new jobs use different invoice layout'.
Detailed Invoice Specification	This field is similar to Invoice Layout but updates the field Detailed Invoice Specification in the table.

Job Sub-Tab

This section includes the fields and descriptions for the Job sub-tab.

Field	Description
Job No.	This field shows the number of the job. The table part shows jobs that are set up for blanket invoicing and that match the card part with respect to the field in the Blanket Invoicing Criteria island.
Job Name	This field shows the name of the job as entered in the Jobs window.
Include	Deselect this field to exclude a job from the invoice selection. Jobs that are marked as included are affected by the actions in this window, and the totals in the card part cover only those jobs that are marked as included. If you apply the Close All or Delimit action, these actions affect only the included jobs; the actions deselect the jobs that have no entries that are selected for invoicing. The Invoice To Credit Memo action sets an invoice for crediting on all of the jobs that contributed to the invoice being credited. This action then deselects the jobs that did not contribute to the invoice.
WIP Available	This field shows the WIP available for invoicing for time activities and amount activities.
WIP Available, Time	This field shows the WIP available for time activities.

Field	Description
WIP Available, Amount	This field shows the WIP available for amount activities.
WIP for Invoicing	Enter the amount of WIP to invoice. When you change the amount of WIP to invoice, Maconomy selects entries for invoicing, with the oldest entries first, to reach the specified amount.
WIP for Invoicing, Time	Enter the amount of WIP, Time to invoice. Entries of activity type time will be selected to match this amount.
WIP for Invoicing, Amount	Enter the amount of WIP, Time to invoice. Entries of activity type amount will be selected to match this amount.
Carry Forward	Enter the amount of WIP to carry forward.
Carry Forward, Time	Enter the amount of WIP to carry forward for time activities.
Carry Forward, Amount	Enter the amount of WIP to carry forward for amount activities.
Billing Price	You can change the billing price of the WIP to invoice in this field. When you change the billing price, Maconomy adjusts the hourly rate proportionately to the registered rate, to obtain the specified total billing price. Maconomy applies a change in billing price only to time-related activities.
Billing Price, Time	This field shows the billing price for time activities. You can change this value.
Billing Price, Amount	This field shows the billing price for amount activities.
Write-Up/Down	Enter the amount of WIP to write up/down. When you change the amount for Write-Up/Down, Maconomy adjusts the hourly rate proportionately to the registered rate, to obtain the specified total billing price. Maconomy applies a change in Write-Up/Down only to time-related activities.
Write Up/Down, Time	Enter the amount of WIP to write up/down for time activities.

Field	Description
Write Up/Down, Amount	This field shows the write up/down of amount activities. The amount cannot be changed here.
Realization Rate	This field shows the realization rate. This is based on the Billing Price and the WIP for Invoicing fields for time. You can change the Realization Rate, which adjusts the Billing Price and Write-Up/Down accordingly. When you change the Realization Rate, Maconomy adjusts the hourly rate proportionately to the registered rate, to obtain the specified total billing price. Maconomy applies a change in Realization Rate only to time-related activities.
Budgeted Realization Rate	This field displays a weighted average of the approved budgeted realization for the selected jobs.
Exclude Entries for Carry Forward	Select this check box to exclude selected entries in the table part that are marked for carry forward from the billing adjustment when changing the WIP for Invoicing. You can only select this check box simultaneously with a change in the WIP for Invoicing field.
Status	This field shows the status of the job with respect to invoice selection. For example, the field shows “Approved for Invoicing” if there is a draft invoice on the job that is approved for invoicing. If the job is not approved for invoicing, but draft invoices exist, this field shows “Approved for Editing.” If there are no draft invoices on the job, but it has an amount for invoicing on account, this field shows the texts “Invoicing on Account” or “Plan Transferred” if the amount comes from the invoicing plan.
Write Up/Down to Date	This field shows the write-up/down until today’s date. Write-up and write-down are the difference between the registered billing price and the invoiced billing price. Write-ups are shown as positive figures, and write-downs as negative figures.
Realization Rate to Date	This field shows the realization rate to date. This is the revenue recognized as a percentage of the invoiced work in progress (WIP). This is based on the Billing Price and the WIP for Invoicing fields for time.
Invoiced to Date	This field shows the amount invoiced to date for the jobs included in the draft invoice.
Net on Account	This field shows how much of the job price was invoiced on account and deducted from the final job invoice. If you are looking at an invoice on account, this field will show “0.00.”
Total Invoiced to Date	This field shows the sum of the invoiced billing price (time-and-material invoices) and the amount net on account, up to this date.

Field	Description
Budgeted Billing Price	This field shows the total budgeted billing price for the included jobs in the table part, from the budget type selected as the current budget in the Job Budgets window, for the job on this table line.
Remaining to Invoice	This field shows the difference between the budgeted billing price and the total invoiced to date for the job on this table line.
Invoice on Account	In this field an amount may be set by the user for invoicing on account the job on the table line.
Latest Invoice	The field shows the date of last invoice printed.
End Invoice	If you mark this field, the field “End Invoiced” will be marked when an invoice is created from the selection. If you have also marked the field “Close at End Invoicing” on the job, the job will be closed upon invoicing, provided that the job has no open entries, no open purchase orders, no open invoices on account, and no unapproved time sheets.
Customer	This is the name of the customer on the job on this table line.
Invoice Type	Same as new field in card part of Invoice Selection.
Combine T&M On Account by Default	Select this check box to combine T&M with On Account by Default. If this check box is selected, the Invoice Type field switches to T&M and On Account when you set an amount for invoicing on account.
Level 1-5	These fields show the customer hierarchy. The current customer will be in the hierarchy if customer hierarchies are set up.
Budget Text 1-5	These fields show the value of extra text fields in the latest job budget revision.

Actions

This section shows the Actions available in the Blanket Invoice Selection workspace.

Top Tab

Field	Description
Include All Jobs	Use this action to select the Include field on all of the jobs in the table part.
Exclude All Jobs	Use this action to deselect the Include field on all of the jobs in the table part.

Field	Description
Close All	This action is similar to the action “Balance” in that it changes the amount for allocation to obtain a zero balance. The difference is that this action also marks all job entries to be closed so that the balance results in a write-up or a write-down, depending on whether the balance is positive or negative. This action selects all entries for allocation and closing, and it selects all open invoices for reconciliation. To obtain a zero balance, this action distributes the amount for allocation proportionately to all open job entries. If there is no open billing price, this action creates a revenue adjustment entry with an amount for allocation that equals the amount net on account.
Delimit	This action is used for creating an invoice selection for all open entries selected in the island Delimitation for all jobs specified in the island Selection Criteria. Invoice selections for fixed-price jobs are not included if the job parameter attribute “Allow Invoicing On Account Only” in the job parameter type “Fixed Price Job Set-Up” is assigned the value “Yes,” and if outlays are included in the fixed price and if the job is assigned a job allocation combination rule which does not define fixed-price entries. However, outlays are included in the delimitation if outlays are not to be included in the fixed price, that is, if the job parameter attribute “Include Outlays in Fixed Price” in the job parameter type “Pricing Method” is assigned the value “No” for the job in question. Moreover, if a fixed-price job uses a job allocation combination rule defining non-fixed-price entries to be invoiced separately, such non-fixed-price entries are also included when selecting this action. If there are jobs with a closed invoice selection that meet the selection criteria, a warning will be displayed when you run this action. If you choose to proceed, all drafts on these jobs will be deleted before the delimitation takes place. If the field “Extend Selection” in the island Delimitation is marked, all entries selected by the criteria in the island Delimitation will be added to the entries already selected. In this way an invoice selection can be constructed in stages; you can, for instance, select registered entries for various ranges of employees. If the field “Extend Selection” is not marked when this action is selected, all existing invoice selections will be deleted, and one is created containing the criteria specified in the island Delimitation. See also the field “Extend Selection” in this window.
Transfer Invoicing Plans	When this action is selected, Maconomy identifies any due lines in the invoicing plans of the jobs matching the selection criteria, and transfers them to the invoice selections. However, if the system parameter “Transfer Several Invoicing Plan Lines” is unmarked, only the first due line of the invoicing plan is transferred. This action excludes jobs with a closed invoice selection. The amounts are shown in the field “Amount for Invoicing on Account, Invoice Currency” in the table part. Next, the invoice selection lines can be approved, allowing you to process the on-account invoices further in the window Invoice Editing. For further information, please see the description of the window Invoicing Plans and the action “Approve” below.

Field	Description
	Note that invoicing plan lines must be approved in the window Invoicing Plans before they can be transferred for invoicing in this window if the job parameter attribute “Approval of Invoicing Plan Lines” has been set to “Yes” for the current job. If any invoice selection in the table part is for a subjob to a main job where the main job’s invoice layout rule specifies “Main Job Invoicing,” no invoicing plan is transferred to the job.
Approve	When you select this action, you approve the invoice selections for the jobs that match the selection criteria in the card part of the window if the field “Approve” is marked. The approval date and name of the approver is automatically saved. Please note that the jobs that match the selection criteria are included, even if they are not shown in the table part (the field “Show Lines” is not marked). An invoice selection must be approved before you can edit it in the window Invoice Editing and invoice it. If you change anything in the window Invoice Editing, the approval is canceled, and the invoice selection must be approved again. Maconomy issues an alert if the approval is canceled. The action excludes jobs with a closed invoice selection. Maconomy issues a warning if there are open purchase orders on the job. If the field “Show Markup Separately” in the window Job information is marked, the use of this action will lead to the creation of an invoice on which the costs of all amount activities will be shown in the table part with an extra line at the bottom of the invoice showing the markup. You cannot approve invoice selections for fixed-price jobs set up to be invoiced on account only if outlays are included in the fixed price, if the job is assigned a job allocation combination rule which does not define fixed-price entries, and if the amount for invoicing on account is zero. However, outlays for fixed-price jobs are included in the delimitation, if outlays are not to be included in the fixed price, that is, if the job parameter attribute “Include Outlays in Fixed Price” in the job parameter type “Pricing Method” is assigned the value “No” for the job in question. Moreover, if a fixed-price job uses a job allocation combination rule defining non-fixed-price entries to be invoiced separately, such non-fixed-price entries are also approved for invoicing when selecting this action. Moreover, you should note that you cannot approve an invoice selection which is assigned to a job that has been approved for transfer. See the description of the window Job Transfer for information about job transfers. If any invoice selection in the table part is for a main job where the main job’s invoice layout rule specifies “Main Job Invoicing,” selecting this action will approve the invoice selection of all subjobs of the current main job which are to be blanket invoiced. You can invoice an approved selection either by choosing “Print Invoice” in this window or by choosing “Print Invoice” in the window Invoice Editing. You can also invoice selected invoices for several jobs at a time in the window Job Invoicing. If the job parameter attribute “Invoice Editing Required” in the job parameter type “Invoice Approval” is assigned the value “Yes” on the job in question, you must approve the invoice in the windows Invoice Selection or

Field	Description
	Invoice Editing. If several approved invoice selections are to be invoiced at the same time, this must be done in the window Job Invoicing. For jobs set up with a job parameter where the line "Allow Combined T&M with On Account Invoicing" is set to **Yes**, this action combines jobs onto the same draft, even if they have different Invoice Types (field in the table part).
New Invoice Selection	This action is available when the invoice selection is closed, that is, after creating a draft, and provided the job is set up to allow multiple drafts. When you have run this action, the job is open for invoice selection. The quantity and amount for invoicing will be reset to zero on job entries that are approved for invoicing, and remaining job entries will be set for invoicing. The amount for invoicing on account will also be reset to zero.
Invoice to Credit Memo	If, for example, you print a blanket invoice and then regret it, you can use this action to credit the entire blanket invoice. When you select this action, Maconomy creates a credit memo selection based on the job invoice number in the field “Based on Invoice No.” in the card part of the window. A credit memo selection is created for each job that is part of the blanket invoice. This action also approves each credit memo selection for the job part of the blanket invoice. A warning will tell you if one of the jobs on the blanket invoice no longer meets the blanket invoice criteria set up in the card part. Note that a main job invoice cannot be credited.
Calculate Invoice Surcharge	This action calculates surcharge based on the Job Surcharge Rule specified on the jobs separately. The action applies only for the jobs set up to use "Surcharge at Invoicing" (a job parameter) and only for those jobs that are open for invoice selection.
Remove Approval	Use this action to remove approval of a draft invoice. When removed, the draft is saved as a previous edit. The document archive for the previous edit is no longer attached to any invoice, but continues to exist in the Documents and Notes workspace.
Print Invoice	Use this action to print the invoice. When you print an invoice that has a document archive, it is reassigned to the finalized invoice.

Selection in Blanket Invoice Selection Single Dialogs Workspace

Use this workspace to perform blanket invoicing selections simultaneously with another user on the same customer.

This workspace is an internal sub-workspace used in blanket invoicing.

Job Selection in Blanket Invoice Selection Tab

This section includes the fields and descriptions for the Job Selection in Blanket Invoice Selection tab.

User Island

Field	Description
Username	This field shows the current users username. This is an internal field used for making sure only current users specific selection criteria show and have effect.

Selection of Jobs Island

Field	Description
Show Lines	When you mark this field, the lines that match the values specified in the selection criteria below are shown in an attached table. Please note that the actions selected in the Action menu will be carried out on all jobs that match the selection criteria, regardless of whether the lines are shown in the table part.
Job	Use this field to filter only a particular single job for blanket invoice selection right now.
Account Manager	Use this field to filter only jobs having this particular account manager for blanket invoice selection right now.
Project Manager	Use this field to filter only jobs having this particular project manager for blanket invoice selection right now.
Employee 1-10	Use these fields to filter only jobs having particular employees 1-10 for blanket invoice selection right now.
Company	Use this field to filter only jobs belonging to this particular company for blanket invoice selection right now.
Location	Use this field to filter only jobs belonging to this particular location for blanket invoice selection right now.
Entity	Use this field to filter only jobs belonging to this particular entity for blanket invoice selection right now.
Project	Use this field to filter only jobs belonging to this particular project for blanket invoice selection right now.
Purpose	Use this field to filter only jobs belonging to this particular purpose for blanket invoice selection right now.
Spec. 1-3	Use this field to filter only jobs belonging to the particular specification 1-3 for blanket invoice selection right now.
Local Spec. 1-3	Use this field to filter only jobs belonging to the particular local specification 1-3 for blanket invoice selection right now.

Field	Description
Only Open Activities	When this check box is marked only jobs with open entries included in the blanket invoice.

Actions

This section shows the Actions available in the Job Selection in Blanket Invoice Selection workspace.

Top Tab

Field	Description
Change Selection of Jobs	Use this action to execute the selection criteria thus filtering jobs for blanket invoice selection currently.

Blanket Invoicing Overview Single Dialogs Workspace

Use this workspace to view an overview of the jobs with bill-to customer and appropriation that can be blanket invoiced together.

Use blanket invoicing to generate a single invoice for multiple jobs. All non-invoiced but approved invoice selections appear on one invoice, generated from either this workspace or the Job Invoicing workspace.

The jobs must be set up to be blanket invoiced and must involve the same company, department, bill-to customer, company tax code, currency, and invoice currency. They must all be taxed or all not taxed, not a mixture of both. Additional rules are:

- The jobs must not be blocked for invoicing.
- Invoices and credit notes cannot be blanket invoiced together.
- Jobs with multiple bill-to customers and, as a result, multiple drafts, cannot be blanket invoiced.

Jobs that are set up with main job invoicing are not shown in this workspace and cannot be blanket invoiced.

The Blanket Invoicing Overview tab of this workspace displays blanket invoicing criteria. The criteria are maintained by Maconomy to match all of the combinations of company, department, bill-to customer, and so on, that exist for jobs that are set up with blanket invoicing.

The Bill To Customers sub-tab displays the bill-to customers that meet these criteria and are set up with blanket invoicing.

Blanket Invoicing Overview Tab

This section includes the fields and descriptions for the Blanket Invoicing Overview tab.

Blanket Invoicing Criteria Island

Field	Description
Company	This field shows the name and number of the company. The company number is transferred from the window Jobs and cannot be changed here.
Bill to Customer	This field shows the number and name of the bill-to customer. You cannot change it here, only in the window Jobs.
Department	This field shows the department associated with the blanket invoice collection.
Currency	This field shows the currency of the blanket invoice collection.
Invoice Currency	This field shows the currency of the blanket invoice collection.
Tax	This field shows whether the invoices created for the current job are subject to tax. Maconomy retrieves the value from the window Job Information and it cannot be changed here.
Company Tax Code	This field shows the company tax code of the blanket invoicing criteria.
Main Job No.	This field displays the main job number.
Job Collection	This field shows the number of the job collection. This field is also displayed in the Jobs and Invoice Selection windows for jobs included in a job collection.
Number of Jobs for Invoicing	This field shows the number of jobs in the collection ready for invoicing.
Billing Price, Invoice Currency	This field shows the sum of the amounts entered in the field “Billing Price, Invoice Currency” in the table part of the window.

Selection Criteria Island

Field	Description
Show Only Ready for Blanket Inv.	If you place a check mark in this field, you choose to display in the table part only the invoices that are check marked as being ready for blanket invoicing. See also the field “Ready for Blanket Invoicing” in the table part for further information.

Field	Description
Debit/ Credit	Use this field to choose to display only lines with either debit or credit. The value you enter also affects the actions “Print Draft Invoices” and “Print Invoices.”
Invoice Type	This existing field gives you the choice between 'Invoice' for T&M invoices and 'Invoice On Account' for invoices on account. The first option for T&M invoices this will be changed to 'T&M and the second option will be changed to 'On Account'. Note that the field can be left blank to include both types of draft invoices including the new combined drafts.

Print Draft Control Island

Field	Description
Include Non Approved Drafts	If you place a check mark in this field, you choose to print draft invoices that have not been approved yet.

Bill To Customers Sub-Tab

This section includes the fields and descriptions for the Bill To Customers sub-tab.

Field	Description
Job Number	This field shows the job number of a job in the collection. The job belongs to the company and department specified in the card part of the window and is specified in the same currency.
Job Name	This field shows the job name of a job in the collection. The job belongs to the company and department specified in the card part of the window and is specified in the same currency.
Ship to Customer No.	This field shows the customer number of the ship-to customers on the job.
Ship to Customer Name	This field shows the customer name of the ship-to customers on the job.
Appropriation	This field shows the source of funding for the job. For example, it shows if you carry out a job on behalf of a customer funded by a government body or a private foundation. This field is for reference only and is closed when the job is invoiced for the first time. If a bill-to customer has several sources of funding for this job, the customer can be added to several lines in this window, provided a unique appropriation is specified in this field for each instance of the bill-to customer. See the example in the introduction to this window. If you change the appropriation for the bill-to customer specified on the job, then the job is updated accordingly.

Field	Description
	If invoicing plan lines exist for the bill-to customer and an appropriation has been specified, any changes you make in this field will update the plan lines accordingly.
Ready for Blanket Invoicing	This field indicates whether the current row can be included in a blanket invoice. This field will only contain a check mark if the line is approved for invoicing, and if an amount for on account reduction is not included in the draft. If multiple drafts exist because of split billing, there will be no check mark in this field. Note that certain conditions must be fulfilled before a draft can be included in a blanket invoice. If these conditions are not met, a situation may arise where a draft will not be included in a blanket invoice even if there is a check mark in this field. For example, a draft credit note will never be included in a debit blanket invoice. The “Status” field may also explain why a specific line is/is not ready for blanket invoicing.
Include	In this field you can specify which jobs to include/exclude from blanket invoicing and blanket draft invoicing.
Use on Invoice Header	Marking this field on a job will make that job’s number and preferred invoice date (if any) appear on the header of the blanket invoice. If the field is marked on more than one job for a single blanket invoice, then the last marked job will be used.
Debit/ Credit	This field shows whether the current approved invoice selection is a debit or a credit draft invoice.
Number of Drafts Ready	This field shows a count if multiple drafts are currently approved and waiting printing.
Billing Price, Invoice Currency	This field shows the amount for invoicing in the currency of the invoice. The field “Billing Price, Invoice Currency” in the card part of the window sums up the amount for invoicing from jobs where the field “Include” has been check marked
Open Billing Price, Job	This field shows the total billing price of open job entries on the job on the line in the table.
Invoice Type	This is the existing field 'Type' that will be renamed to 'Invoice Type'. The field showed 'Invoice' for T&M invoices and 'Invoice On Account' for invoices on account. This will be changed to show 'T&M' for T&M invoices, 'On Account' for on account invoices and for the new combined invoices the field will show 'T&M and On Account'.
Project Manager No.	This field shows the number of the project manager responsible for the job and invoices.

Field	Description
Project Manager	This field shows the name of the project manager selected in the “Project Manager No.” field.
Status	This read-only field shows the various status indications that a line can have: ▪ The job is not approved for invoicing. ▪ The job is approved for invoicing with multiple bill-to customers. ▪ The job is approved for invoicing, but with an account reduction. ▪ The job is approved for invoicing, but an invoice is being credited with an account reduction. ▪ The job is approved for invoicing, but for another bill-to customer.
Blanket Draft Numbers	This field shows the draft number of the blanket draft invoice that a job belongs to, if the job is approved for invoice selection. If the job is set up to allow multiple drafts (simultaneously), there might be more than one draft number. In that chase, this field shows them as a comma-separated list of the draft numbers of the blanket drafts that this job contributes to. You can include a job on more than one blanket draft if it has approved invoice selections of different kinds, such as debit vs. credit.

Actions

This section shows the Actions available in the Blanket Invoicing Overview workspace.

Top Tab

Field	Description
Invoice to Credit Memo	If, for example, you print a blanket invoice and then regret it, you can use this action to credit the entire blanket invoice. When you select this action, Maconomy creates a credit memo selection based on the job invoice number in the field “Based on Invoice No.” in the card part of the window. A credit memo selection is created for each job that is part of the blanket invoice. This action also approves each credit memo selection for the job part of the blanket invoice. A warning will tell you if one of the jobs on the blanket invoice no longer meets the blanket invoice criteria set up in the card part. Note that a main job invoice cannot be credited.
Create Blanket Drafts	Use this action to create blanket drafts for all jobs whose Include fields are marked in the table part. This action might create more than one draft, due to restrictions on which kinds of invoice selections you can blanket invoice together. It will combine T&M drafts with On Account drafts onto the same blanket draft for jobs set up to allow combined invoicing.
Print Drafts	Use this action to print drafts for all jobs whose Include fields are marked in the table part. You can print jobs that do not have existing drafts.

Field	Description
Print Invoices	Use this action to print invoices for all jobs whose Include fields are marked in the table part. You can print jobs that do not have existing blanket drafts. When you print an invoice that contains jobs that were set up with detailed invoice specifications, all of the detailed invoice specifications appear at the end.

Approve Invoice Selection Single Dialogs Workspace

Use this workspace for batch approval of invoice selections and credit memo selections.

In the Approve Invoice Selection tab, use the Selection Criteria island to limit the number of jobs that are displayed in the Jobs sub-tab. Use the Jobs sub-tab to review all of the jobs in Maconomy that are not closed.

Note: The description of this workspace assumes that you are creating invoices, but most of the features also apply to creating credit memos.

This workspace is useful for businesses that do not want to approve every single invoice selection individually, either because they do not need to check all invoices or because there are too many invoices to make this check possible. This workspace gives you a quick and easy way to scan invoice selections and approve them.

Use the selection criteria in the Approve Invoice Selection tab to select the jobs that you want to approve. For every user, Maconomy saves the selection criteria from session to session. This means that each time that you open this workspace, Maconomy displays the selection criteria that you used last. Maconomy also copies the selection criteria to the Print Invoice Selection workspace when you use the **Print** action in this workspace.

Use the **Approve** field in the Jobs sub-tab to mark each job or invoice selection as ready for approval. Maconomy keeps count of the number of marked jobs.

Use the **Approve** action to approve all marked jobs at the same time. You can choose to approve only invoices, only credit memos, or both. You can enter a preferred invoice date. If you leave this field empty, the invoice date will be the current date when you print the invoices. You can also choose to print draft invoices and/or draft credit memos for all approved invoice selections.

Next you can edit invoice selections in the Invoice Editing workspace, or batch print them from the Job Invoicing or Job Crediting workspace.

Approve Invoice Selection Tab

This section includes the fields and descriptions for the Approve Invoice Selection tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the values specified in the selection criteria below are shown in the table part of this window. Please note that actions selected in the Action menu will be carried out on all jobs matching the selection criteria, regardless of whether the lines are shown in the table part.

Field	Description
Jobs w. Open Sales Price Only	When you mark this field, the selection criteria will only include jobs with entries with an open billing price, that is, job entries which have not yet been invoiced.
Jobs w. Allow Invoice Proposals Only	When you mark this field, the selection criteria will only include jobs that allow invoice proposals, that is, jobs on which the “Allow Invoice Proposals” field has been marked in the Jobs window.
Jobs w. Amount for Inv. on Account Only	When you mark this field, the selection criteria will only include jobs that contain entries with amounts for Invoicing On Account.
Jobs w. Invoicing Plan Lines for Inv. On Account Only	When you mark this field, the selection criteria will only include jobs with an amount transferred from the in voicing plan.
Job No.	In these fields, you can specify a range of job numbers. Only jobs within the specified range of job numbers are selected. If you do not enter a range, the job numbers will not be considered in the selection. If the range of jobs includes jobs which are main jobs with an invoice layout rule that specifies “Main Job Invoicing,” the associated subjobs will be selected for invoicing as well, even though they are not part of the selection criteria. If, on the other hand, the range of jobs includes subjobs whose main jobs use “Main Job Invoicing,” the subjobs are not selected for invoicing unless the main jobs are also included in the range of jobs. For more information, please see the description of the window Invoice Layout Rules.
Job Collection No.	This field shows the number of the job collection. This field will also be displayed in the Jobs and Invoice Selection windows for jobs that belong to a job collection.
Job Group	In these fields, you can specify a job group. Only jobs within this job group will be selected. If you do not enter a job group, the job group to which the jobs are assigned will not be considered.
Company No.	In these fields, you can specify a range of company numbers. Only jobs with a responsible company within the specified range are selected. If you do not enter a range, the responsible company assigned to the jobs will not be considered in the selection.
Customer No.	The functionality of these fields is similar to that of the field “Company No.”
Bill to Customer	The functionality of these fields is similar to that of the field “Company No.”
Department	The functionality of this field is similar to that of the field “Job Group.”

Field	Description
Language	The functionality of this field is similar to that of the field “Job Group.”
Responsible	The functionality of this field is similar to that of the field “Job Group.”
Sales Rep.	The functionality of this field is similar to that of the field “Job Group.”
Project Manager	The functionality of this field is similar to that of the field “Job Group.”
Popup 1-5	The functionality of these fields is similar to that of the field “Job Group.” The values in these pop-up fields are specified in the window Jobs.
Employee No. 1-10	The functionality of this field is similar to that of the field “Job Group.”

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Job Group.”
Entity	The functionality of this field is similar to that of the field “Job Group.”
Project	The functionality of this field is similar to that of the field “Job Group.”
Purpose	The functionality of these fields is similar to the functionality of the “Job Group” field above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Job Group” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Job Group” above.

Delimitation Island

Field	Description
Cut-off Date	The action “Transfer Invoicing Plan” transfers all invoicing plan lines with a date on or before the specified date. The date field defaults to the current date.
G/L Entry Date	In this field you can delimit the invoice selection by the entry date on job entries. Only entries with an entry date up to this date will be invoiced.

Field	Description
Extend Selection	If you mark this field and then select the action “Delimit,” Maconomy will extend the invoice selection to also include entries within the types and ranges specified in the other fields of this island. You can specify, for example, “10-20” as a range of employee numbers, and then select “Delimit.” Then you can specify “40-50” as a new range of employee numbers, make sure that this field is marked, and then reselect the action “Delimit.” In this way, you have extended your selection to cover job entries for the employees “10-20” and “40-45.” If you do not check this field and then select “Delimit” in the Action menu, Maconomy will only display (in the table part) invoice selections with the sum of job entries matching types and ranges specified in the other fields in this island. All criteria selected in this island have to match job entries for the entries to be selected for invoicing. Maconomy searches for job entries that match the selected criteria for the jobs specified in the island Selection Criteria.

Approval Island

Field	Description
Show Totals	When you mark this field, the figures applying to those lines which have been marked for approval are summarized and displayed in the island Approval. If you do not mark this field, the island Approval will not show any summarized figures.
Include Invoices	If this field is marked, all invoice selections from the table part are included when you select “Approve” in the Action menu. If this field is not marked, the invoice selections are not included.
Include Credit Memos	If this field is marked, all credit memo selections from the table part are included when you select “Approve” in the Action menu. If this field is not marked, the credit memo selections are not included.
Number of Jobs	In this field, you can see the total number of invoice selections in the table part that have been marked in the field “Approve.” The field is updated automatically by Maconomy.
Amount for Invoicing	This field shows the total amount for invoice selections in the table part where the field “Approval” is marked. The amount is shown in the enterprise currency. The field is updated automatically by Maconomy.
Amount for Crediting	This field shows the total amount for credit memo selections in the table part where the field “Approval” is marked. The amount is shown in the enterprise currency. The field is updated automatically by Maconomy.
Preferred Inv. Date	In this field, you can specify a date within the open posting period to be suggested as invoice date and credit date, respectively, when you print invoices and credit memos approved in this window. The field displays today’s date by default. When you select “Approve” in the Action menu, the date is copied from this field to the corresponding field in the table part of each job selected for approval. Hereafter, the date can be changed by job.

Jobs Subtab

This section includes the fields and descriptions for the Jobs subtab.

Field	Description
Job No.	This field shows the job associated with the current invoice selection.
Job Name	This field shows the name of the job associated with the current invoice selection.
Fixed Price Job	This field shows whether the job on the line is a fixed-price job or a time and material job. If the field is marked, the job on the line is a fixed-price job.
Approve	In this field, you can specify that the current invoice selection should be approved when you choose the action “Approve.” You cannot approve invoice selections that pertain to fixed-price jobs if the job parameter attribute “Allow Invoicing On Account Only” in the job parameter type “Pricing Method” is assigned the value “Yes” on the job in question. However, outlays or, more generally, non-fixed-price entries on the job will be approved, if outlays should not be included in the fixed price of a fixed-price job or if the job in question is assigned to a job allocation combination rule defining non-fixed-price entries.
Print Draft	Select this checkbox to include the line in the batch printing of draft invoices.
Task Group Status	This field indicates whether the job entries associated with the present job are assigned to the correct task groups. If the value in this field is “Not Up to Date,” this indicates that the task group structure is not up to date. To update the task group information, select the action “Transfer Task Groups” in the Action menu. The value will then change to “Up to Date.” This functionality is relevant if you use a work breakdown structure in your budget, and the invoice layout rule of the job specifies that invoice selections or invoices should be grouped by task groups. In Maconomy, a task is associated with each job entry, containing information about the task groups assigned to the task against which the job entry is posted. The information is expressed as a task group level, ranging from task group 1 to 6, where level 1 is the top level in the hierarchy. If you change the job budget structure after posting job entries, Maconomy does not automatically update the entries with the new budget structure information, as the number of entries to update could be enormous. Updating all entries after each structural change could therefore be very time-consuming. Thus, if you change the work breakdown structure in the Job Budgets window, the budget must be resubmitted for these structural changes to be reflected in the Invoice Selection window. By resubmitting the budget or selecting this action, the task group status in this field will automatically be updated. Additionally,

Field	Description
	the task group status is automatically updated when the following actions are performed: Close All, Delimit, Apply Invoice Proposals, Transfer Fixed Price, Transfer Desired Sales Price, Transfer Budget, and Print Invoice. For further information on work breakdown structures and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Includes Subjobs	This field shows whether the current invoice selection is for a main job which uses “Main Job Invoicing.” For more information, please see the field “Includes Subjobs” in the window Invoice Selection.
Approved on Main Job	This field shows whether the current invoice selection is for a subjob which is invoiced from its main job. For more information, please see the field “Invoiced on Main Job” in the window Invoice Selection.
Preferred Inv. Date	The preferred invoice date is the date normally written on the invoice when it is printed. When you select the action “Approve,” the preferred invoice date specified in the field “Preferred Inv. Date” in the card part of the window is copied to this field on the individual invoice selection line. The field can then be changed. The date entered should be within the open posting period. If you do not enter a date in this field, today’s date is used as invoice date.
Invoice Name	Here you specify the name of the invoice. When you approve the invoice selection, this name will appear in the window Invoice Editing, where you can update it. The invoice name can be added to prints of invoice and credit memos and their corresponding drafts. The invoice name is merged into the customer entry text and the finance entry on the customer.
Invoice Type	Same as the new field in the Invoice Selection tab.
Customer No.	This field shows number of the customer associated with the job.
Customer Name	This field shows the name of the customer associated with the job.
Company No.	This field shows the number of the responsible company associated with the job. See also the window Jobs for further information about responsible companies.
Company Name	This field shows the name of the selected company number.
Allow Invoice Proposals	This check box shows whether the field “Allow PM Invoice Proposals” or the field “Allow Employee Invoice Proposals” has been marked in the window Jobs. If the field has been marked, one or both of these fields have been marked. For further information about this functionality, please see the description of the fields “Allow PM Invoice Proposals” and “Allow Employee Invoice Proposals” in the window Jobs.

Field	Description
Bill to Customer Cust. No.	This field shows the number of the bill-to customer associated with the job.
Amount, Currency	This field shows the total sum of the job's entries in the currency of the job. The amount will be approved for invoicing when you select the "Approve" action.
Currency	This field shows the currency of the job.
Amount, Base	This field shows the total sum of the job's entries in the base currency of the responsible company. The amount will be approved for invoicing when you select the action "Approve." For more information about currency conversion in the Job Cost module, please see "Appendix A: Price Calculation in the Job Cost Module."
Base Currency	This field shows the currency used as base currency by the company responsible for the job.
Amount, Enterprise	This field shows the total sum of the job's entries in the enterprise currency of the system.
Invoice Currency	This is the invoice currency of the job. It is determined in the window Jobs and cannot be changed here.
Amount for Invoicing on Account, Invoice Currency	This field shows the amount set for invoicing on account in the window Invoice Selection. The amount is specified in invoice currency.
Invoicing Plan Lines for Invoicing on Account	This field shows if the job has an amount transferred from the invoicing plan.
Amount, Incl. Subjobs, Currency	This field shows the total sum of the job's entries including any entries registered on assigned subjobs. The amount is displayed in the currency of the job.
Amount, Incl. Subjobs, Base	This field shows the total sum of the job's entries including any entries registered on assigned subjobs. The amount is displayed in the base currency of the company being responsible for the job.
Amount, Incl. Subjobs, Enterprise	This field shows the total sum of the job's entries including any entries registered on assigned subjobs. The amount is displayed in the enterprise currency of the system.
Open Sales Price, Currency	This field shows the open sales price equivalent to the sum of job entries not yet invoiced on the current job.

Field	Description
Open Sales Price, Base	This field shows the open sales price in base currency equivalent to the sum of job entries not yet invoiced on the current job.
Open Sales Price Incl. Subjobs, Currency	This field shows the open sales price of the job including the open sales price of any subjobs assigned to the job in question. The amount is displayed in the job's currency.
Open Sales Price Incl. Subjobs, Base	This field shows the open sales price of the job including the open sales price of any subjobs assigned to the job in question. The amount is displayed in the base currency of the company being responsible for the job.
Prev. Invoiced Incl. Subjobs, Currency	This field shows the billing price total, including subjobs, that were previously invoiced to the customer, in the job's currency.
Prev. Invoiced Incl. Subjobs, Base	This field shows the billing price total, including subjobs, that was previously invoiced to the customer, in the job's base currency.
Prev. Invoiced, Currency	The field shows the sum of previously invoiced entries on the current job in the currency of the job.
Prev. Invoiced, Base	The field shows the sum of previously invoiced entries on the current job in base currency.
Budget, Currency	This field shows the total sum of budgeted activities on the current job in the window Job Budgets in the currency of the job.
Budget, Base	This field shows the total sum of budgeted activities on the current job in the window Job Budgets in base currency.
Settling Company No.	This field show the number of the settling company associated with the current job. If the number in this field is different from the company number in the field "Company No.," intercompany entries between the two companies will automatically be created in connection with posting job invoices on the current job. When balancing intercompany entries, the company specified in this field is the intercompany company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. The section "Multiple Companies" in the chapter "Introduction to the G/L Module" contains a more detailed description of settling companies and how the settling company is defined. The concept "intercompany entries" is further described in the window Intercompany Accounts in the G/L module.

Field	Description
Settling Company Name	This field shows the name of the selected settling company number. The value is this field cannot be changed.
Department	This field shows the name of the department associated with the current job.
Description	This field shows the internal description of the current job. The value in this field is transferred from the first line in the field “Internal” in the window Jobs and cannot be changed here.

Actions

This section shows the Actions available in the Approve Invoice Selection workspace.

Top Tab

Field	Description
Transfer Invoicing Plans	When this action is selected, Maconomy identifies any due lines in the invoicing plans of the jobs matching the selection criteria, and transfers them to the invoice selections. However, if the system parameter “Transfer Several Invoicing Plan Lines” is unmarked, only the first due line of the invoicing plan is transferred. This action excludes jobs with a closed invoice selection. The amounts are shown in the field “Amount for Invoicing on Account, Invoice Currency” in the table part. Next, the invoice selection lines can be approved, allowing you to process the on-account invoices further in the window Invoice Editing. For further information, please see the description of the window Invoicing Plans and the action “Approve” below. Note that invoicing plan lines must be approved in the window Invoicing Plans before they can be transferred for invoicing in this window if the job parameter attribute “Approval of Invoicing Plan Lines” has been set to “Yes” for the current job. If any invoice selection in the table part is for a subjob to a main job where the main job’s invoice layout rule specifies “Main Job Invoicing,” no invoicing plan is transferred to the job.
Undo Transfer Invoicing Plans	Running this action will undo the “Transfer Invoicing Plans” action.
Transfer Task Groups	When you select this action, the task group information of the selected job will be updated to reflect the current work breakdown structure of the job budget. After the action has been selected, the value in the “Task Group Status” field will change from “Not Up to Date” to “Up to Date.” This functionality is relevant if the invoice layout rule of the selected jobs specifies that invoice selections or

Field	Description
	invoices should be grouped by task groups, and if the work breakdown structure has been updated in the Job Budgets window. For further information on work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Delimit	This action is used for creating an invoice selection for all open entries selected in the island Delimitation for all jobs specified in the island Selection Criteria. Invoice selections for fixed-price jobs are not included if the job parameter attribute “Allow Invoicing On Account Only” in the job parameter type “Fixed Price Job Set-Up” is assigned the value “Yes,” and if outlays are included in the fixed price and if the job is assigned a job allocation combination rule which does not define fixed-price entries. However, outlays are included in the delimitation if outlays are not to be included in the fixed price, that is, if the job parameter attribute “Include Outlays in Fixed Price” in the job parameter type “Pricing Method” is assigned the value “No” for the job in question. Moreover, if a fixed-price job uses a job allocation combination rule defining non-fixed-price entries to be invoiced separately, such non-fixed-price entries are also included when selecting this action. If there are jobs with a closed invoice selection that meet the selection criteria, a warning will be displayed when you run this action. If you choose to proceed, all drafts on these jobs will be deleted before the delimitation takes place. If the field “Extend Selection” in the island Delimitation is marked, all entries selected by the criteria in the island Delimitation will be added to the entries already selected. In this way an invoice selection can be constructed in stages; you can, for instance, select registered entries for various ranges of employees. If the field “Extend Selection” is not marked when this action is selected, all existing invoice selections will be deleted, and one is created containing the criteria specified in the island Delimitation. See also the field “Extend Selection” in this window.
Remove Drafts	Select this action to delete any unwanted draft invoices.
Apply Invoice Proposals	This action is used for applying all values proposed by the project manager and/or the employee on the selected job entries. The employee and, subsequently, the project manager can propose different hours, quantities, and billing prices for invoicing, pending approval by the invoicing department. If there are jobs with a closed invoice selection that meet the selection criteria, a warning will be displayed when you run this action. If you choose to proceed, all drafts on these jobs will be deleted before the delimitation takes place. If a job entry has been partially invoiced before the invoice proposal values are applied, the previously invoiced quantity will be subtracted from the proposed quantity before the proposed quantity is applied. Please note that the amount to invoice cannot be less than zero. Similarly, no amount greater than zero can be credited if the job entry includes a negative quantity.

Field	Description
Calculate Invoice Surcharge	This action calculates surcharge based on the Job Surcharge Rule specified on the jobs separately. The action applies only for the jobs set up to use "Surcharge at Invoicing" (a job parameter) and only for those jobs that are open for invoice selection.
Approve	When you select this action, you approve the invoice selections for the jobs that match the selection criteria in the card part of the window if the field “Approve” is marked. The approval date and name of the approver is automatically saved. Please note that the jobs that match the selection criteria are included, even if they are not shown in the table part (the field “Show Lines” is not marked). An invoice selection must be approved before you can edit it in the window Invoice Editing and invoice it. If you change anything in the window Invoice Editing, the approval is canceled, and the invoice selection must be approved again. Maconomy issues an alert if the approval is canceled. The action excludes jobs with a closed invoice selection. Maconomy issues a warning if there are open purchase orders on the job. If the field “Show Markup Separately” in the window Job information is marked, the use of this action will lead to the creation of an invoice on which the costs of all amount activities will be shown in the table part with an extra line at the bottom of the invoice showing the markup. You cannot approve invoice selections for fixed-price jobs set up to be invoiced on account only if outlays are included in the fixed price, if the job is assigned a job allocation combination rule which does not define fixed-price entries, and if the amount for invoicing on account is zero. However, outlays for fixed-price jobs are included in the delimitation, if outlays are not to be included in the fixed price, that is, if the job parameter attribute “Include Outlays in Fixed Price” in the job parameter type “Pricing Method” is assigned the value “No” for the job in question. Moreover, if a fixed-price job uses a job allocation combination rule defining non-fixed-price entries to be invoiced separately, such non-fixed-price entries are also approved for invoicing when selecting this action. Moreover, you should note that you cannot approve an invoice selection which is assigned to a job that has been approved for transfer. See the description of the window Job Transfer for information about job transfers. If any invoice selection in the table part is for a main job where the main job’s invoice layout rule specifies “Main Job Invoicing,” selecting this action will approve the invoice selection of all subjobs of the current main job which are to be blanket invoiced. You can invoice an approved selection either by choosing “Print Invoice” in this window or by choosing “Print Invoice” in the window Invoice Editing. You can also invoice selected invoices for several jobs at a time in the window Job Invoicing. If the job parameter attribute “Invoice Editing Required” in the job parameter type “Invoice Approval” is assigned the value “Yes” on the job in question, you must approve the invoice in the windows Invoice Selection or Invoice Editing. If several approved invoice selections are to be invoiced at the same time, this must be done in the window Job Invoicing.

Field	Description
	This action approves the jobs for invoicing either T&M, on account, or both combined, depending on the **Invoice Type** field described above.
Print Drafts	This (existing) action combines T&M drafts with On Account drafts onto the same printed blanket draft for jobs set up to allow combined invoicing.

Job Invoice Crediting Single Dialogs Workspace

Use this workspace to perform routine crediting tasks.

This workspace is a simpler alternative to performing crediting tasks in the Invoice Selection workspace, where you can create a credit memo with the same level of detail as a job invoice—for example, you can credit individual job entries, give partial credit, and or perform crediting for a certain date range.

This workspace displays information about a single invoice.

Use this workspace to:

- Credit a job invoice in full.
- Give the customer a discount by crediting a percentage of the invoice amount.
- Generate a credit and reuse the job entries to create an invoice in the same operation. This process involves multiple steps: create a credit memo selection, approve it, print a credit memo, create an invoice selection, modify it, approve it, and print the new invoice.

You cannot perform blanket invoicing in this workspace.

Note: This workspace requires add-on 104.

Job Invoice Crediting Tab

This section includes the fields and descriptions for the Job Invoice Crediting tab.

Billing Address Island

Field	Description
Bill to Customer	This is the number of the customer who was invoiced. The other lines contain the customer's name and address. It is retrieved from the window Jobs.
Attn.	This is the customer's attention person to whom payment information is directed. It is retrieved from the window Jobs.
Country	This is the customer's country code. It is retrieved from the window Jobs.

Price Island

Field	Description
Currency	This is the currency the job was invoiced in. It is specified in the window Job Information.
Billing Price Total	This is the sum of the billing prices shown in the table part of the job invoice.
Tax	This is the tax Maconomy calculated for the invoice. It is added to the invoice automatically. If multiple tax codes are enabled, three additional fields will be added above the “Tax” field: “Tax 1,” “Tax 2,” and, if enabled, “Tax 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Balance Due	This is the amount (in the job’s currency) which is due from the bill-to customer. It is the total billing price, less any invoices on account and including tax.
Invoice Discount %	This is the percentage used to calculate the invoice discount. It is retrieved from the Job Information card.
Invoice Discount	This is the invoice discount deducted from the invoice. It is retrieved from the Job Information card, where it was entered as a percentage.
Net on Account	This field shows how much of the job price was invoiced on account and deducted from the final job invoice. If you are looking at an invoice on account, this field will show “0.00.”
Tax on Account	This field shows how much tax has been added to any invoices on account for the job. It is deducted from the final job invoice. If you are looking at an invoice on account, this field will show “0.00.” If multiple tax codes are enabled, three additional fields will be added above the “Tax on Account” field: “Tax on Account 1,” “Tax on Account 2,” and, if enabled, “Tax on Account 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”

Crediting Island

In this island, you can define how you want to carry out the crediting of the current invoice. Information about the invoice and previously credited amounts is shown in table form.

Field	Description
Restore Job Entries	This field is used when you select the action “Create Credit Memo Selection.” If you mark this field and select the action “Create Credit Memo Selection,” the current job invoice will be reversed, returning the status of the job to what it was before invoicing. If the invoice to be credited has reconciled job invoices on account and/or credit memos on account, these are reopened when crediting.

Field	Description
	If the field is not marked, job entries are created when the amount is credited. The field is automatically marked if the current invoice is an invoice on account, and the mark cannot be removed. In this case, crediting the invoice causes the specified invoice on account to be reopened. The reopened invoice can be seen in the window Job Invoices On Account.
Detailed Credit Memo	If you mark this field, all the invoice specification lines will be transferred to the credit memo when it is printed. If you do not mark this field, the credit memo only shows a line with the total credited amount.
Pref. Credit Memo Date	In this field, you can enter the preferred credit memo date. The date must be within the open posting interval, which is specified in the window System Information in the Set-Up module. If you do not enter a date, Maconomy inserts the current date when the credit memo is printed.
Invoice	This field, and the remaining fields in this island, is part of a table showing information about the current invoice and the new credit memo. Each field is a row with information about billing price (in both invoice and job currency), percentage of billing price, cost, gross margin, gross margin percentage, and markup percentage. The cost and gross margin are displayed in the base currency of the company
Credited	These fields show information about any amounts previously credited to the current invoice. The amounts are displayed as Billing Price amount (invoice and job currency), Cost amount, and percentage of the billing price of the original invoice.
Credit Memo	In these fields, you can enter an amount or a percentage which you want to credit. By default, the full amount of the original invoice is displayed, but you can change it. The amount you enter cannot exceed the total amount of the original invoice. When you select the action “Create Credit Memo Selection,” the amount in the “Billing Price” column of this field is used as the credit memo amount. The invoice currency/job currency exchange rate in the Billing Price fields is based on the original invoice. Whenever you change the credit memo amount, the fields in the “Balance” row of fields below are updated to show the remaining, uncredited amount.
Balance	In these fields, you can enter an amount or a percentage which you do not want to credit. The difference between the amount you enter and the amount available for crediting (that is, original invoice amount less previously credited amounts) is shown in the “Credit Memo” row of fields above when you press Return. This is a shortcut to crediting an invoice down to a certain amount. In the remaining fields of this row, the new GM, GM %, and Markup % of the invoice is calculated. Furthermore, you can adjust the crediting by changing these values manually, but only if the field “Restore Job Entries” is not marked.

Invoicing Island

In this island, you can define how you want to create an invoice on the basis of the job entries restored by crediting a job invoice in this window. Information about the invoice and previously credited amounts is shown in table form.

Field	Description
Preferred Inv. Date	In this field, you can enter the preferred invoice date. The date must be within the open posting interval, which is specified in the window System Information in the Set-Up module. If you do not enter a date, Maconomy inserts the current date when the invoice is printed. For more information, please see the description of the field “Preferred Invoice Date” in the window Invoice Selection.
Invoice	This field, and the remaining fields in this island, is part of a table showing information about the current invoice and the new invoice. Each field is a row with information about billing price (in both invoice and job currency), percentage of billing price, cost, gross margin, gross margin percentage, and markup percentage. The cost and gross margin are displayed in the base currency of the company.
Credited	These fields show information about any amounts previously credited to the current invoice. The amounts are displayed as Billing Price amount, Cost amount, and percentage of the billing price of the original invoice.
New Invoice	In these fields, you can enter an amount or a percentage which you want to invoice. By default, the full, credited amount of the original invoice is displayed, but you can change it. The amount you enter cannot exceed the total amount of the original invoice. When you select the action “Create New Invoice,” the amount in the “Billing Price” column of this field is used as the new invoice amount. Note that you can only create an invoice when the original invoice has been fully credited (that is, the billing price of the invoice has been credited completely). Whenever you change the credit memo amount, the fields in the “Reduction” row of fields below is updated to show the remaining uninvoiced amount (that is, the amount which will be suggested as invoice reduction when you have approved the current invoice selection). In the remaining fields of this row, the new GM, GM %, and Markup % of the invoice is calculated. Furthermore, you can adjust the invoice amount by changing these values manually.
Reduction	In these fields, you can enter an amount or a percentage by which you want to reduce the amount of outstanding open entries. The difference between the amount you enter and the amount available for invoicing (that is, original invoice amount less previously invoiced amounts) is shown in the “New Invoice” row of fields above when you press Return.

Job Invoice Selection Island

Field	Description
Invoice Selection	Click the icon or link to access the Job workspace.
Job	This is the name and number of the job to which the invoice pertains.
Billing Price Total	This field shows the total open entries on the job to which the current job invoice pertains. Note that this amount may be different from the amount shown in the island Invoicing if additional job entries have been registered for the job since the invoice in this window was created, and those job entries have not been closed. If an amount for invoicing on account is currently approved on the job, this amount is shown.
Billing Price Total, Invoice Currency	This field shows the total open entries on the job in invoice currency to which the current job invoice pertains. Note that this amount may be different from the amount shown in the island Invoicing if additional job entries have been registered for the job since the invoice in this window was created, and those job entries have not been closed. If an amount for invoicing on account is currently approved on the job, this amount is shown.
Type	This field shows if the current invoice selection for the job is debit (an invoice) or credit (a credit memo).
Open for Selection	If this field is marked, the current invoice crediting is open for selection.
Approved for Editing	If this field is marked, the current invoice selection of the job has been approved for editing in this window or in the window Invoice Selection.
Invoice Approved	If this field is marked, the current invoice selection of the job has been approved in this window or in the window Invoice Selection.

Invoice Island

Field	Description
Invoice No.	This is the number of the job invoice. If you cannot remember the number of a job, you can use the search functions in the Find menu. The invoice number series is defined in the window System Numbers in the Set-Up module.
Job	This is the name of the job to which the invoice pertains.

Field	Description
Invoice Name	This is the name of the invoice.
Invoice Date	This is the date the invoice was issued.
Payment Terms	These are the terms that apply to the payment of the current invoice.
Due Date	This is the date the invoice becomes due. It is calculated automatically from the invoice date and terms of payment.
Department	This is the department associated with the job.
Company	This field shows the name and number of the company responsible for the current job. The company number is transferred from the window Jobs and cannot be changed here.
Settling Company	This field shows the name and number of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.
Reference	This is the reference entered in the “Ref.” field in the window Jobs.
Tax No.	This is the invoice’s tax number. It is retrieved from the window Job Information.
Draft Created	This field shows the name of the user who created the draft invoice (that is, who approved the invoice selection) and the date when the draft invoice was created.
Invoice Approved	This field shows the name of the user who approved the job for invoicing and the date on which the job was approved for invoicing.
Invoice Printed	This field shows the name of the user who printed out the last invoice, currently shown in the window and the date on which the invoice was printed. The name is not altered during reprint.

Detailed Specification Island

Field	Description
Show	Select this field to show the lines from the detailed section below the summary section.
Contains Detailed Specification	This field indicates whether the invoice contains lines in the Detailed specification section.

Invoice on Account Island

Field	Description
Amount Reconciled	This field shows the amount hitherto reconciled on the current invoice on account. If the amount is zero, the invoice on account has not been reconciled.
Tax Reconciled	This field shows the tax amount hitherto reconciled on the current invoice on account. If the amount is zero, the invoice on account has not been reconciled. If multiple tax codes are enabled, three additional fields will be added above the “Tax reconciled” field: “Tax 1 reconciled,” “Tax 2 reconciled,” and, if enabled, “Tax 3 reconciled.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Reconciliation Amount	This field shows the amount yet to be reconciled on the current invoice on account.
Reconciliation Tax	This field shows the tax amount yet to be reconciled on the current invoice on account.

Ship to Address Island

Field	Description
Customer	This is the number of the customer for whom the job was performed. The other lines in this field show the ship-to customer’s name and address. This information is retrieved from the window Jobs.
Attn.	This is the ship-to customer’s attention person to whom shipping information is directed. This information is retrieved from the window Jobs.
Country	This is the customer’s country code. It is retrieved from the Jobs window.

Specification Sub-Tab

This section includes the fields and descriptions for the Specification sub-tab.

Field	Description
Description	This is the text describing the invoice line, retrieved from the window Invoice Editing. All invoice lines — both text lines and job entry lines appear in the same order as on the printed invoice.
Quantity	This is the number of units sold on the invoice line.
Unit Price	This is the unit price. For time activities it is the billing price per hour. For amount activities it is the total line billing price.

Field	Description
Billing Price Total	This is the total line billing price in the job's currency.
Base Salary Markup %	If the system parameter "Use markup % for time activities" is selected, then markup percentages in price lists are also applied to time registrations. In this field, you can specify a markup percentage relative to the base salary rate.
Job No.	This is the number of the job in which the current invoice line appears.
Job Name	This is the name of the job in which the current invoice line appears.

Actions

This section shows the Actions available in the Job Invoice Crediting workspace.

Top Tab

Field	Description
Create Credit Memo Selection	When you select this action, you create a credit memo for the current invoice, adjusted to the billing price specified in the "Credit Memo" row of fields in the island Crediting. You can only select this action if the current invoice covers one job only, or is a main job with subjobs. The credit memo depends on the value of the field "Restore Job Entries" in the same island. If the field "Restore Job Entries" is marked, the amount set for crediting will credit the job entries which were originally invoiced. In other words, the crediting will "cancel out" the original invoice basis. If the field "Restore Job Entries" is not marked, the credited amount will be marked as a direct crediting, that is, a crediting without underlying job entries. In this case, the original job entries are still part of the statistics of the job. Furthermore, the cost of the credit memo will be zero if you do not restore job entries. Please note that if the field "Do Not Adjust Amount Activities" in the window System Information in the Set-Up module is marked, it may have an effect on the credit memo selection. If you have chosen to credit less than 100% of the original invoice, the amount entries on the job will not be credited. However, if the field is not marked, amount activities will be credited by the same percentage as time activities. Crediting an invoice fully always credits both time and amount activities.
Approve Credit Memo Selection	When you select this action, the current credit memo selection is approved, and a credit memo can subsequently be printed. For more information, please see the description of the action "Approve Credit Memo Selection" in the window Invoice Selection.

Field	Description
Print Credit Memo	When you select this action, you print the current credit memo. You can only select this action if the credit memo has been approved in this window. For more information, please see the description of the action “Print Credit Memo” in the window Invoice Selection.
Create New Invoice Selection	When you select this action, you create an invoice similar to the original invoice shown in this window, with an adjustment of the billing price to the amount shown in the “Billing Price” column of the “New Invoice” row of fields in the island Invoicing. You can only select this action if the original invoice has been credited in full, and the original job entries have been restored (by marking the field “Restore Job Entries” when crediting). This action is useful if you want to revoke a previously printed invoice completely and create an invoice based on the same job entries. Doing this, for example, lets you change the gross margin and/or the markup percentage of the invoice. Please note that if the field “Do Not Adjust Amount Activities” in the window System Information in the Set-Up module is marked, it may have an effect on the new invoice selection. Amount activities will then always be invoiced 100%, even if you have chosen to invoice less than 100% of the original invoice. However, if the field is not marked, amount activities will be invoiced by the same percentage as time activities. Note that if the job parameter attribute “Allow Write-Up/Down at Transfer Billing Price Only” of the type “Write-Up/Down” is assigned the value “Yes” on the job in question, you cannot create an invoice selection with an amount which is less than that of the original credit memo, as this would write down the job.
Approve New Invoice Selection	When you select this action, the current invoice selection is approved, and an invoice can subsequently be printed. Note that if the current job has open entries which do not belong to the current invoice selection, they are carried forward so that they are not included in the approval of the new invoice selection. For more information, please see the description of the action “Approve Invoice Selection” in the window Invoice Selection.
Print Draft	When you select this action, Maconomy prints a draft copy of the current credit memo or invoice. For more information, please see the description of the action “Print Draft” in the window Invoice Selection.
Print New Invoice	When you select this action, you print the new invoice defined in the island Invoicing. You can only select this action if the invoice has been approved in this window. For more information, please see the description of the action “Print Invoice” in the window Invoice Selection.
Print Original	When you select this action, a copy of the original invoice displayed in this window is printed. If the invoice layout makes use of the “Reprinted” text functionality, a language-dependent text will be printed on the invoice to signify that the printed invoice is a reprint of the original. For more information, please see the description of the field “Printed” in the window Show Job Invoice.

Job Invoice Crediting, Full

Full Job Invoice Crediting supports full crediting of invoices and supports crediting of blanket invoices.

This window is similar to Job Invoice Crediting in that it shows invoices and allows you to credit invoices. However, this window only supports full crediting of invoices. This window does not have the limitation of the Job Invoice Crediting workspace, which does not support crediting of blanket invoices or crediting of invoices that combine T&M and on account invoicing.

In the Workspace Client, this window is shown in the 'Job Invoices' workspace in the 'Crediting' section.

Job Invoice Crediting Tab

This section includes the fields and descriptions for the Job Invoice Crediting tab.

Invoice Island

Field	Description
Invoice No.	This field shows the invoice number.
Invoice Date	This field shows the invoice date.
Payment terms	This field shows the payment terms of the invoice.
Due Date	This field shows the due date of the invoices.
Invoice Name	This field shows the invoice Name on the invoice.
Job	This field shows the name and number of the job on the invoices.
Company	This field shows the name and number of the company of the invoices.
Settling Company Invoices	This field shows the name and number of the settling company the invoices.

Amount Island

Field	Description
Invoice Currency	This field shows the currency of the invoice. The following amounts are shown in invoice currency.

Field	Description
Total Billing Price	The total billing price of the invoice. This is the amount invoiced before tax, and before any discount and on account reduction in case it is a T&M invoice.
Tax	The tax on the invoice.
Net on Account	Net on account reduction.
Tax on Account	Tax on account reduction.
Balance Due	The total balance due for the invoice.
Std. Currency	Standard currency of the customer.
Total in Standard	Balance due in standard currency of the customer.

Previously Credited Island

Field	Description
Credited Billing Price	If the invoice has been credited, fully or partially, this field shows the billing price credited (before tax, discount, on account reduction).
Credited, Total	If the invoice has been credited, this field shows the total amount credited (including tax, discount, on account reduction).

Status Island

Field	Description
Status	This field shows the status of the crediting process, going from Open For Invoice Selection (credited not started) to Approved for Editing (crediting started, draft not yet approved) to Approved for Crediting (credit memo ready to be printed) to Fully Credited. If the crediting has not been started, or completed, the status may show Invoicing in Progress which means that the invoice selection has been approved and is not related to the given invoice.
Billing Price for Crediting	Once crediting has been started, this field shows the billing price for crediting.
Approved for Credit	Once the credit memo is ready print, this field shows the name of user and date of approval.

Billing Address Island

This island shows the billing address on the invoice.

Ship to Address

This island shows the ship to address on the invoice.

Actions

This section shows the Actions available in the Job Invoice Crediting (Full) workspace.

Top Tab

Field	Description
Print Original	This action prints the original invoice.
Create Credit Memo Selection	This action sets the invoice for crediting.
Approve Credit Memo Selection	This action approves the credit memo selection for editing. Editing may be required (depending on the setup).
Print Draft	This action prints the draft credit memo.
Print Credit Memo	This action prints the credit memo. Note that editing and/or approval may be required.

Invoice Draft Status Single Dialogs Workspace

Use this workspace to review and approve invoice drafts if you are a project manager.

This workspace provides a quick overview of all of the outstanding invoice drafts that are assigned to you. Invoice drafts are preliminary drafts that help the invoicing department create correct invoice selections for subsequent invoice issuance. When you have approved one or more invoice drafts in this workspace, the invoice department can issue invoices based on those approved invoice drafts.

Use the Selection Criteria island to choose invoice drafts that you want to review.

The Draft Invoices sub-tab displays a line for each invoice draft that matches the selection criteria.

The Totals island displays aggregate amounts for the invoice drafts you select, as well as their approval/print status.

When you are satisfied with an invoice line, use the relevant **Approve Draft** and **Print Draft** options. The Totals island displays the total invoice amount of the drafts that are marked for approval.

Use the **Approve Drafts** or **Print Drafts** action to approve or print all marked drafts.

You cannot edit invoice drafts in this workspace. If you want to edit an invoice draft before final approval, use the Invoice Editing workspace. When you edit an invoice draft in the Invoice Editing workspace, the invoice draft must remain open for editing for it to be redisplayed and approved in the Invoice Draft Status workspace.

Invoice Drafts Status Tab

This section includes the fields and descriptions for the Invoice Drafts Status tab.

Selection Criteria Island

Field	Description
Include Approved	Select this checkbox to display approved invoice drafts in the subtab along with invoice drafts pending approval.
Show Drafts	To show the draft invoices with a specific status, select an option from the drop-down list: ▪ Not Approved ▪ Not Submitted ▪ Awaiting Approval ▪ Approved This is a required field. By default, the selected status is **Not Approved**.
Project Manager	This field shows the name of the project manager whose pending draft approvals should be displayed in the sub-tab.
Job No.	These fields allow the user to specify a range of job numbers. The pending draft approvals associated with the selected job numbers will be displayed in the sub-tab.
Job Collection No.	This field shows the number of the job collection for jobs included in a job collection. The field is also displayed in the Jobs and Blanket Invoice Overview windows.
Company No.	These fields allow the user to specify a range of company numbers. The pending draft approvals associated with the selected company numbers will be displayed in the sub-tab.
Settling Company No.	These fields allow the user to specify a range of settling company numbers. The pending draft approvals associated with the selected settling company numbers will be displayed in the sub-tab.
Customer No.	These fields allow the user to specify a range of customer numbers. The pending draft approvals associated with the selected customer numbers will be displayed in the sub-tab.
Customer Group	This field allows the user to select a customer group. The pending draft approvals associated with the selected customer group will be displayed in the sub-tab.

Field	Description
Payment Customer	These fields allow the user to specify a range of payment customer numbers. The pending draft approvals associated with the selected payment customer will be displayed in the sub-tab.
Department No.	This field allows the user to select a department number. The pending draft approvals associated with the selected department number will be displayed in the sub-tab.
Sales Rep.	This field allows the user to select a sales representative. The pending draft approvals associated with the selected sales representative will be displayed in the sub-tab.
Employee 1-10 No.	These fields allow the user to enter the numbers of one or more employees. The pending draft approvals associated with the selected employees will be displayed in the sub-tab.

Selection Criteria, Dimensions Island

Field	Description
Location	These fields allow the user to specify a range of location codes. The pending draft approvals associated with the selected location codes will be displayed in the sub-tab.
Entity	The functionality of these fields is similar to the functionality of the “Location” field above.
Project	The functionality of these fields is similar to the functionality of the “Location” field above.
Purpose	The functionality of these fields is similar to the functionality of the “Location” field above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the “Location” field above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the “Location” field above.

Totals Island

Field	Description
Current	This table row shows the total amount of all invoice drafts displayed in the sub-tab, expressed in enterprise currency.
Prior	This table row shows the total amount that has already been invoiced on all selected invoice drafts, expressed in enterprise currency.
Total	This table row shows the sum of the “Current” and “Prior” fields, thus expressing the total invoiceable amount on the selected invoice drafts. The amount is shown in enterprise currency.

Field	Description
Enterprise Currency	This field shows the enterprise currency, for example, USD.
Invoice Drafts to Approve	This field shows the number of invoice drafts that have been marked for approval in the tab.
Invoice Drafts to Print	This field shows the number of invoice drafts that have been marked for printing in the tab.

Draft Invoices Sub-Tab

This section includes the fields and descriptions for the Draft Invoices sub-tab.

Field	Description
Job No.	This field shows the job number associated with the invoice draft.
Job Name	This field shows the job name associated with the invoice draft.
Bill to Customer No.	This field shows the customer number associated with the customer to which the invoice will be sent.
Bill to Customer	This field shows the name of the customer to which the invoice will be sent.
Type	This field shows whether this invoice draft involves a credit or a debit transaction.
Print Draft	Select this checkbox to include the line in the batch printing of draft invoices.
Invoice Currency	This field shows the currency of the invoice.
Amount for Invoicing	This field shows the billing price for invoicing. The invoice currency is also shown and If it is an invoice on account then the invoice currency may differ from the jobs currency.
Up/Down	This field shows the amount by which the invoiceable amount has been written up or down, expressed in the currency of the job.
Submitted	A check mark in this field shows if the invoice allocation on the job has been submitted.
Submit Draft	Use this action to submit the draft.
Approved	This field shows whether the invoice draft has already been approved. Approved drafts are only shown if the “Show Approved” field in the Selection Criteria island has been marked.

Field	Description
Approve Draft	This field allows the project manager to mark an invoice draft for approval. When marked for approval, the invoice draft will be included in the totals displayed in the Totals island. To approve drafts marked for approval, select the “Approve Drafts” action from the Action menu.
Created on	This field shows the date on which the invoice draft was created.
Project Manager	This field shows the name of the project manager associated with the job to which the invoice draft belongs.
Print Draft	This field allows the project manager to mark an invoice draft for printing. When marked for printing, the invoice draft will be included in the totals displayed in the Totals island. To approve drafts marked for printing, select the “Print Drafts” action from the Action menu.
Invoice Date	This field shows the invoice date that will appear on the invoice after approval.
Total Incl. Tax	This field shows the total invoiceable amount including tax, expressed in the currency of the invoice.
Tax, Invoice Currency	This field shows the applicable tax level on the invoice amount, expressed in the currency of the invoice. If multiple tax levels have been enabled, two or three continuously numbered fields will replace this field, stating the applicable tax levels on the job. For further information on multiple tax codes, please see the description in “Tax Codes.”
Invoice Discount %	This field shows the applicable invoice discount percentage on the job. If no discount applies, the value will be zero.
Invoice Discount, Invoice Currency	This field shows the applicable invoice discount amount on the job, expressed in the currency of the invoice.
Invoice Discount, Currency	This field shows the applicable invoice discount amount on the job, expressed in the currency of the job.
Invoiced Prior, Currency	This field shows the amount already invoiced on the job, expressed in the currency of the job.
Up/Down Prior, Currency	This field shows the amount by which the invoiceable amount has previously been written up or down on this job, expressed in the currency of the job.
Net on Account, Currency	This field shows the amount to invoice on account, expressed in the currency of the job.
Invoice Name	This is the name of the invoice.

Field	Description
Invoice Type	This field shows the invoice type as T&M for T&M invoices, On Account for on account invoices, and T&M and On Account for invoices that include both.
Total Incl. Tax, Currency	This field shows the total invoiceable amount including tax, expressed in the currency of the job.
Currency	This field shows the currency of the job.
Draft No.	This is the number of the draft invoice.
Invoice Amount, Base	This field shows the amount to be invoiced, expressed in the base currency of the company to which the job belongs.
Up/Down, Base	This field shows the amount by which the invoiceable amount has been written up or down, expressed in the base currency of the company to which the job belongs.
Invoice Discount, Base	This field shows the applicable discount amount on the job, expressed in the base currency of the company to which the job belongs.
Invoiced Prior, Base	This field shows the amount already invoiced on the job, expressed in the base currency of the company to which the job belongs.
Up/Down Prior, Base	This field shows the amount by which the job has previously been written up or down, expressed in the base currency of the company to which the job belongs.
Tax, Base	This field shows the applicable tax level on the invoice amount, expressed in the base currency. If multiple tax levels have been enabled, two or three continuously numbered fields will replace this field, stating the applicable tax levels on the job. For further information on multiple tax codes, please see the description in “Tax Codes.”
Net on Account, Base	This field shows the amount to invoice on account, expressed in the base currency of the company to which the job belongs.
Total Incl. Tax, Base	This field shows the total invoiceable amount including tax, expressed in the base currency of the company to which the job belongs.
Base Currency	This field shows the base currency of the company to which the job belongs.
Project Manager No.	This field shows the number of the project manager associated with the job to which the invoice draft belongs.
Created by	This field shows who created the invoice draft.

Field	Description
Department	This field shows the department to which the job associated with the invoice draft belongs.
Sales Rep. No.	This field shows the number of the sales representative associated with the job to which the invoice draft belongs.
Sales Rep.	This field shows the name of the sales representative associated with the job to which the invoice draft belongs.
Customer Group	This field shows the customer group associated with the job to which the invoice draft belongs.
Customer No.	This field shows the customer number associated with the job to which the invoice draft belongs.
Customer	This field shows the name of the customer associated with the job to which the invoice draft belongs.
Company No.	This field shows the company number associated with the job to which the invoice draft belongs.
Company	This field shows the name of the company associated with the job to which the invoice draft belongs.
Settling Company No.	This field shows the settling company number associated with the job to which the invoice draft belongs.
Settling Company	This field shows the name of the settling company associated with the job to which the invoice draft belongs.
Location	This field shows the name of the location associated with the job to which the invoice draft belongs.
Entity	This field shows the name of the entity associated with the job to which the invoice draft belongs.
Project	This field shows the name of the project associated with the job to which the invoice draft belongs.
Purpose	This field shows the purpose associated with the invoice draft.
Spec. 1-3	These fields show specifications for the invoice draft.
Local Spec. 1-3	These fields show local specifications for the invoice draft.
Employee 1-10	These fields show the names of employees who are associated with the job to which the invoice draft belongs.

Actions

This section shows the Actions available in the Invoice Draft Status workspace.

Top Tab

Field	Description
Mark All For Draft Printing	By selecting this action, the project manager can mark all invoice drafts that match the selected search criteria for subsequent printing. When this action has been selected, the “Print Draft” field will be marked for all selected invoice drafts.
Unmark All For Draft Printing	By selecting this action, the project manager can unmark all invoice drafts that match the selected search criteria for printing. When this action has been selected, the “Print Draft” field will be unmarked for all selected invoice drafts.
Print Drafts	This action allows the project manager to print all invoice drafts that have been marked for printing.
Mark All For Submission	Use this action to select invoices that are to be submitted.
Unmark All For Submission	Use this action to remove selection from all invoices that are selected to be submitted
Submit Drafts	Use this action to submit selected drafts.
Mark All For Approval	By selecting this action, the project manager can mark all invoice drafts that match the selected search criteria for subsequent approval. When this action has been selected, the “Approve Draft” field will be marked for all selected invoice drafts.
Unmark All For Approval	By selecting this action, the project manager can unmark all invoice drafts that match the selected search criteria for approval. When this action has been selected, the “Approve Draft” field will be unmarked for all selected invoice drafts.
Approve Drafts	This action allows the project manager to approve all invoice drafts that have been marked for approval. Upon approval, the invoicing department will be able to prepare correct invoice selections from the invoice drafts.

Invoice Editing Single Dialogs Workspace

Use this workspace to edit an approved invoice selection before the invoice can be printed and mailed to the customer.

Note: The description of this workspace assumes that you are creating invoices, but most of the features also apply to creating credit memos.

Use the Invoice Selection workspace to create and approve invoice selections. Then use the Invoice Editing workspace to edit the text, quantities, and prices of selections.

When you insert text, Maconomy automatically adjusts the text wrapping and prints the amount in alignment with the bottom line. You can set a standard line width in the System Parameters workspace, but still change the line width in this workspace

You can create an invoice from the edited invoice selection only if the invoice total is the same as it was when the invoice selection was approved.

After you edit the invoice selection, you can use the **Print Invoice** action to create and print the actual invoice. You can use the **Print Credit Memo** action to create and print credit memos. Alternatively, you can create and print several invoices at the same time in the Job Invoicing workspace. You can retrieve and reprint an old invoice or credit memo in the Show Job Invoice or Show Job Credit Memo workspace.

When you create and print an invoice, Maconomy creates an invoice journal. If you have selected the **Automatic posting of invoices** system parameter, the invoice journal is posted automatically. If you do not select that system parameter, you must post the journal in the Posting workspace in the G/L module.

Invoice Editing Tab

This section includes the fields and descriptions for the Invoice Editing tab.

Job Island

Field	Description
Job	This field shows the job name and number that appears in the header of the draft.
Job Group	This is the job group to which the job is assigned. It is entered in the window Jobs and cannot be changed here.
Status	This is the job status. It will always be “Order” by the time you can view it here. It cannot be changed.
Responsible	This is the name of the employee who is responsible for the job. It is entered in the window Jobs and cannot be changed here.

Draft Island

Field	Description
Draft No.	This is the number of the draft.
Created by	This is the name of the user who created the draft.
Date	This is the date on which the draft is created.
Blanket Invoice	This check box is selected if the draft invoice is a blanket draft. Blanket drafts typically cover multiple jobs and are produced by approving the invoice selection in the Blanket Invoice Selection window, or by choosing the Create Blanket Draft action in the Blanket Invoicing Overview window.

Section Island

Field	Description
Show	Use this field to show either the lines from the summary draft or the lines from the detailed specification, respectively. This field must contain a value. The default is to show the summary draft. Note: Two actions, Show Summary and Show Detailed Specification, can also be used to change the default. If the job is not set up to create a detailed specification, you see an error if you try to change to the detailed specification.
Contains Detailed Specification	This check box indicates if the draft contains lines in the Detailed specification section.

Ship to Customer Island

Field	Description
Ship to Customer	This is the number of the customer for whom the job is being done. It cannot be changed. Below it is the first line of the customer's name, which is retrieved from the window Customer Information Card. The name cannot be changed either.

Up/Down Island

Field	Description
Hours	This field shows the write-up/-down number of hours for the entries being invoiced. Write-up and write-down are the differences between the registered number of hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs as negative figures.

Field	Description
Billing Price, Time	This field shows the write-up/-down amount for the time activity entries being invoiced. Write-up and write-down are the differences between the registered number of hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs as negative figures.
Billing Price	This field shows the write-up/-down amount for all the entries being invoiced. Write-up and write-down are the differences between the registered number of hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs as negative figures.

Approval Island

Field	Description
Remarks	In this field, you can enter a remark to describe the current job invoice allocation line. This could, for example, be a note about the reason for writing down an entry. The remark entered in this field is copied to all underlying job entries and can be seen in the window Itemize Job Invoice Allocation. If any remarks have already been entered in that window for the individual job entries, they are overwritten by the remark in this field. If a remark is changed in the window Itemize Job Invoice Allocation so that there are different remarks for each job entry, the “Remarks” field in this window is blanked for that allocation line.

Status Island

Field	Description
Submitted	A check mark in this field shows if the invoice allocation on the job has been submitted.
Submitted by	If the invoice allocation on the job has been submitted, this field shows the name of the employee who submitted it.
Submitted Date	If the invoice allocation on the job has been submitted, this field shows the date when it was submitted.
Approved	This field shows whether the invoice selection is approved. It is approved in this window using the action “Approve Invoice.” You cannot change this field. An invoice selection that has been approved in the window Invoice Selection has a mark in this field when this window is opened, unless the job parameter attribute “Invoice Editing Required” of the job parameter type “Invoice Approval” associated with the current job is assigned the value “Yes.” If you change any information in this window, the approval is canceled, and the mark is removed. Maconomy will warn you if this happens.
Approved by	This field shows the name of the user who approved the job for invoicing. The field will be cleared if the invoice is reopened for editing.
Approval Date	This field displays the date on which the job was approved for invoicing. The field will be cleared if the invoice is reopened for editing.

Field	Description
Includes Subjobs	This field shows whether the current invoice selection is for a main job which uses “Main Job Invoicing.” For more information, please see the field “Includes Subjobs” in the window Invoice Selection.

Settling Company Island

Field	Description
Settling Company	This field shows the name and number of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Restore Editing Island

Restore from Invoice No. In this field, you can specify the number of the invoice whose invoice editing should be copied to the table part, thus replacing any current lines, when selecting the action “Restore Editing from Invoice.” As the amounts in the table part will also be copied, you must manually edit the amounts to match the current invoicing in the table part. For further information, see the description of the action “Restore Editing from Invoice.”

Document Archive Island

Field	Description
Document Archive	This field shows the archive number of the attached document.
Document Count	This field shows the number of documents in the Document Archive.

Balance Island

Field	Description
Billing Price	This field shows any difference between the billing price in the approved invoice selection, shown in the “Billing Price Total” field in the Invoice island, and the sum of the “Billing Price Total” fields in the table of those lines that do not come from the detailed specification. Note that if there are no amounts in the table, the figure here is 0.00.

Field	Description
	It is only possible to invoice the selection if the amount here is 0.00.
Tax	This field shows any difference between the amount in the tax field in the invoice island and the sum of the tax amounts on the invoice lines that do not come from the detailed specification. Note that if there are no amounts in the table part, the figure in this field is 0.00. If multiple tax codes are enabled, the Tax field is replaced by the following fields: Tax 1, Tax 2, and if three tax levels are enabled, Tax 3.

Invoice/Credit Memo Island

Field	Description
Type	This field shows the type of document this window displays. If the content of this field is “Debit,” the window currently shows an invoice. If the content of the field is “Credit,” the window shows a credit memo.
Invoice Currency	This is the currency of the job. It is determined in the window Jobs and cannot be changed here.
Billing Price Total	This is the billing price total for the invoice, expressed in the job’s currency. It cannot be changed here.
Invoice Discount %	This is the invoice discount percentage given. It is determined in the window Invoice Selection and cannot be changed here. Invoice discount is not deducted from invoices on account.
Invoice Discount	This is the invoice discount amount given. The amount is calculated from the percent given in the “Invoice Discount %” field, which is entered in the window Invoice Selection. It cannot be changed here. Invoice discount is not deducted from invoices on account.
Tax	This is the tax amount added to the invoice. It cannot be changed here. If multiple tax codes are enabled, the “Tax” field will be replaced by the following fields: “Tax 1,” “Tax 2,” and, if three tax levels are enabled, “Tax 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Net on Account	If an amount has been paid on account previously, the amount will be shown in this field. The amount will be deducted on the current invoice.
Tax on Account	If tax has been paid on account previously, the tax will be shown in this field. The amount will be deducted on the current invoice.
Balance Due	This field shows the total amount outstanding for a customer when the amounts on account have been deducted on the current invoice selection. The amount is shown in the currency of the job. You cannot alter the amount in this field.

Field	Description
Invoice Name	In this field, you can enter the name of the invoice.
Invoice Date	In this field, you can enter the date of the invoice. Maconomy verifies that the date is within the open posting interval given in the window System Information in the Set-Up module. If split billing is used (that is, the invoiced job has multiple bill-to customers), changing the invoice date in this field will clear the field “Preferred Inv. Date” in the window Invoice Selection for the current job. However, if the date on all invoices created from the split billing job is changed to the same date in this window, then that date will be shown in the window Invoice Selection also. For invoices on account with surcharge, the surcharge is calculated as of the preferred invoice date. However, it is not recalculated if you change the invoice date. Instead, a **warning** message displays.
Payment Terms	This field shows the payment terms that apply to the job. The information has been retrieved from the Job Information window and can be changed in this field.
Due Date	This field shows the date when the invoice falls due. The field cannot be edited.
Invoice Type	This field shows the type of the draft invoice, for example, if it includes T&M, On Account invoicing, or both.
Invoice on Account	This field is marked if the invoice selection is for an invoice (or credit memo) on account. If it is, you can only enter text lines in the table. If it is not, it is a standard job invoice. You cannot change the value in this field.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current job. You cannot change the value here.

Text Island

Field	Description
Text Wrapping Width %	In this field you can specify how wide the text of a line in the field “Description” can be before wrapping takes place. The line width of the invoice text is specified as a percentage of Maconomy’s standard width. This field has the default value specified by the system parameter "Default Invoice Line Width %” in the Set-Up module. By entering a different percentage in this field, you can change the width of the text so that it fits the invoice layout used for the current invoice. If, for example, you enter “120” in this field, Maconomy will make the invoice lines 20% wider than the standard; if you enter “80” in this field, Maconomy will make the invoice lines narrower. If you enter “0” in this field, the automatic word wrapping on invoice lines is disabled. For more information,

Field	Description
	please see the description of the “Description” field in the table part of the window. Please note that if you change the value in this field, it only affects the width of new text; the width of existing lines is not affected. To change the width of existing lines, you must select the “Wrap Lines” action. When you select this action, Maconomy wraps all text according to the value of this field.
Standard Invoice Text List	This defaults to the standard invoice text list selected on the job, but can be changed here, as needed.

Copy Editing Island

Field	Description
Copy from Job No.	In this field, along with the other fields in this island, you can specify a combination of job number, bill-to customer, and appropriation. Together, these three values must point out an approved invoice editing currently in the system. When you select the action “Copy Editing,” the lines from the specified invoice editing are copied to the table part. As the amounts in the table part will also be copied, you must manually edit the amounts to match the current invoicing in the table part.
Copy from Bill to Customer	In this field, you can specify the number of a customer. For further information about the functionality of the field, see the description of the field “Copy from Job No.” above.
Copy from Appropriation	In this field, you can specify the number of an appropriation. For further information about the functionality of the field, see the description of the field “Copy from Job No.” above.

Billing Address Island

Field	Description
Customer	This is the number of the customer who is being invoiced for the job. It cannot be changed. Below it is the first line of the customer’s name, which is retrieved from the window Customer Information Card. The name cannot be changed either.
Appropriation	This field shows the appropriation of the bill-to customer who is being invoiced for the job.
Attn.	This is the customer’s attention person; the person to whom shipping and payment information is directed.
Country	Maconomy completes this field automatically if you enter a customer number in the field above.

Field	Description
Phone	This is the customer's phone number.
Fax	This is the customer's fax number.
Telex	This is the customer's telex number.
E-mail	In this field, you may enter the customer's electronic mail address. This information is used for reference.

Invoice Lines Sub-Tab

This section includes the fields and descriptions for the Invoice Lines sub-tab.

Field	Description
Standard Text Code	Enter a code from the list of standard invoicing texts specified on the job. When you enter a code in this field, the text on the line is replaced by the standard text corresponding to the code. The field will appear as a drop-down list. The code is not stored, as it is only used for choosing a standard text.
Description	In this field, you can enter text on the invoice selection line. You can create invoice lines with or without amounts. If the invoice selection is created with the action "Approve Invoice Selection" in the window Invoice Selection, Maconomy suggests a text based on the set-up of the Invoice Island in the window Invoice Layout Rules. If it is created with the action "Approve for Invoicing On Account," Maconomy does not suggest any invoice lines. When you enter text in this field, Maconomy automatically wraps the text each time you press "Return." Maconomy wraps the text according to the value of the field "Width %," moving the text exceeding the specified text width down to the required number of lines. A line with an amount is wrapped and split so that the amount automatically floats to the bottom line of the text. Text above a line with an amount is wrapped as one text block. However, you can divide the text into sections by inserting a blank line between the respective text sections, so that Maconomy will wrap the sections individually. Note, however, that the text section just above an amount line will be wrapped together with this line. This means that if you delete the line, the text section just above will also be deleted. Note that you cannot use the Return key to create sections, as this key is used for executing new changes in Maconomy. If you later need to insert new text or change text on an invoice line, Maconomy will rewrap both this line and the rest of the text block to which it belongs and adjust the entire block to the specified line width, but any other text blocks will not be affected. This means that you can have a number of text blocks with different widths. To wrap and adjust all the text of an invoice, select the action "Wrap Lines." Note that sum lines are never wrapped. In addition, Maconomy sees text lines above such lines as one text block, ending with the text line immediately above

Field	Description
	the sum line. This means that if you have entered text lines both above and below a sum line which is deleted, these texts are merged when the text is rewrapped, as there is no longer any sum line defining the end of a text block. If the invoice layout rule for the current job specifies that printouts are only to show a total, Maconomy does not suggest any lines in this table. If the invoice layout rule for the current job specifies that printouts are to show totals, and that time and amount activities are to be shown per registration, the entry text will be shown in the table for every entry. If time and amount activities are to be shown by activity or by summary activity, Maconomy suggests the name of the activity. If the invoice is to be created from the job quote, Maconomy suggests the texts from the quote lines. If you have specified for a job invoiced by time and material that the invoice layout is to include a period indication, Maconomy automatically inserts a text line as a header in the invoice when such a job is approved for invoicing. You can see and edit the period indication line as a normal text line in this window. In the window Language Texts in the Set-Up module a language-dependent text can be configured to precede the period indication. Please note that you must maintain changes to the invoicing period manually on this line if you use the action “Restore Editing.” If you are editing a blanket invoice of a main job, and the invoice layout rule of the main job specifies “Main Job Invoicing,” the main job and its associated subjobs are invoiced together. If the field “Combine Invoice Lines” is marked on the invoice layout rule, Maconomy will summarize the entries of all the jobs in the main job/subjob hierarchy according to the invoice layout specification. If the field “Combine Invoice Lines” is not marked, Maconomy will add a section for each subjob on the invoice. For more information, please see the description of the window Invoice Layout Rules.
Quantity	Enter the quantity you wish to invoice. The quantity is used to calculate the total line billing price. The value in the **Billing Price** field is multiplied by this quantity to provide a value in the **Billing Price Total** field on the line. If the invoice line is created with the **Approve Invoice Selection** action in the Invoice Selection workspace, Maconomy suggests a quantity based on the set-up in the Invoice Layout Rules workspace, but only if printouts are to show amounts on lines and not just a total. If you created the invoice from a job quote, the quantity here will be the same as the quantity on the quote line. If you have specified in the Job Information workspace that activities are printed by entry, Maconomy suggests the quantity in the **Quantity** field in the Itemize Invoice Selection workspace. If you are showing time and amount activities by activity or by summary activity, the quantity is the sum of the quantities for the job entries in the Itemize Invoice Selection workspace. A billing price is not shown on an invoice line for job entries that are not ready for invoicing in this sub-tab. If the invoice layout is set up to use quantities on on account invoices, the quantity can be transferred from on account selection.

Field	Description
Sales Unit	An existing field. Reused by the functionality, but there are no changes to the behavior of the field.
Quantity, Hours	In this field, you can enter a number of hours that are included in the quantity for information purposes.
Billing Price	Enter the billing price per piece in the job currency. The total line billing price in the **Billing Price Total** field is found by multiplying the price here by the value in the **Quantity** field. If the invoice line is created with the **Approve Invoice Selection** action in the Invoice Selection workspace, Maconomy suggests a quantity based on the set-up in the Invoice Layout Rules workspace, but only if printouts are to show amounts on lines and not just a total. If you created the invoice from a job quote, the quantity here will be the same as the quantity on the quote line. If you have specified in the Job Information workspace that activities are printed by entry, Maconomy suggests the quantity in the **Billing Price, Unit** field in the Itemize Invoice Selection workspace. If you are showing time and amount activities by activity or by summary activity, the quantity is the average of the prices per piece of the job entries. Job entries without prices are not included in the average price per piece. **Note:** The average price per piece may be rounded off, so the quantity multiplied by the price per piece will not be the same as the line's total billing price in the **Billing Price Total** field. If the invoice layout is set up to use quantities on on account invoices, the billing price can be transferred from on account selection.
Billing Price Total	This shows the total billing price of the invoice line in the job's currency. You can only change the amount here if the field "Total Price Only" has been marked. Maconomy calculates the price by multiplying the quantity in the "Quantity" field by the price per piece in the "Billing Price" field. Note that the amount here can be different from the amount found by multiplying the quantity in "Quantity" by the average price per piece in the "Billing Price" field, if the latter is rounded off.
Tax Code	In this field, you select the tax code for the invoice line. Maconomy calculates tax from the line's total billing price, less invoice discount. Maconomy shows the difference between the sum of the tax amounts and the amount in the tax field in the Balance island in the card part of this window. If you have selected not to use differentiated taxes (in the System Information window in the Set-Up module), Maconomy will use the standard tax code. If you are applying differentiated tax, Maconomy uses the tax code you selected on the line. Note that if you have specified in the Invoice Layout Rules window that activities are to be printed by summary activity, Maconomy will suggest the tax

Field	Description
	code of the summary activity, entered in the Activities window. You should therefore give the same tax code to activities for the same summary activity. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Total Price Only	If you mark this field, the fields “Quantity” and “Billing Price” are not included in the invoice journal and on the invoice itself. Only the total billing price will be shown. The fields “Quantity” and “Billing Price” are reset to zero and cannot be changed on the line if you mark this field. The field is marked by default if the window is showing an invoice or credit memo on account.
Subtotal	If you mark this field, a subtotal is printed on the draft invoice and on the invoice itself. Subtotal lines are also shown in the window Show Job Invoice. The subtotal is the sum of the invoice lines above the subtotal line which are not themselves a subtotal or already summed on a subtotal line with the same sum level or higher. Once a line has been marked as a subtotal line, the field “Sum Level” must also be completed with a value greater than 0. The only other field on the current subtotal line open for editing is “Description.” The subtotal is not shown until the editing has been closed using the action “Close Editing.”
Sum Level	In this field, you specify a sum level on all subtotal lines. The subtotal on the line includes subtotals above with a lower sum level.
Indentation Level	This field allows you to specify an indentation level for each invoice line. The indentation level increases incrementally from a value of 0. For instance, if you select a value of 0 for the first invoice line and 1 for the second line in this field, the first line will not be indented, while the second line will be indented to the first indentation level You can make deeper indentations by entering higher values in this field.
Header	Selecting this field will force the line to be formatted as a sum-level header on the print layout.
Level 1-4	These fields show the values by which information on the current line is grouped at level 1-4. If, for instance, the invoice layout rule selected for the job specifies that the invoice should be grouped by task at level 1, the “Level 1” field shows the task name of the entries summarized on the current line.
Base Salary Markup %	If the system parameter “Use markup % for time activities” is selected, markup percentages in price lists are also applied to time registrations. This field shows a markup percentage relative to the base salary rate.
Text 1-2	Enter information related to the quote in these fields. If you have enabled transferring of dimensions from budget lines, these fields automatically display the values of the specified dimensions. These fields are editable even after the quote is submitted or approved.

Field	Description
Text 3-5	Use these fields to include text in the invoice print layout. For on account invoices, the values are transferred from the text fields in on account selection.

Actions

This section shows the Actions available in the Invoice Editing workspace.

Top Tab

Field	Description
Attach Document	Use this action to attach a document to the current invoice. For example, this could be a scanned receipt which serves as documentation for the invoice.
Delete Document	Use this action to delete the current document from the invoice's document archive. If a document archive is assigned to the invoice edit being removed, it remains assigned to the now saved previous edit.
Restore Editing	Use this action to restore a previous edit of the invoice. If the previous edit has a document archive, it is assigned to the current edit.
Restore Editing, Summary	Use this action to restore a previous edit of the invoice. If the previous edit has a document archive, it is assigned to the current edit.
Restore Editing from Invoice	Use this action to copy an invoice edit from a printed invoice. If the copied edit has a document archive, it is not reassigned or copied to the current invoice edit.
Print Invoice	Use this action to print the invoice. When you print an invoice that has a document archive, it is reassigned to the finalized invoice.

Job Invoicing Workspace

The Job Invoicing workspace displays all fully approved draft invoices that are ready for printing.

This workspace provides the following:

- The ability to specify which draft invoices to include based on the preferred invoice date
- The ability to restrict the displayed invoice type in the workspace to 0-invoices or regular invoices only
- The ability to transfer the invoice date to the selected draft invoices
- The ability to print draft invoices and final invoices

Job Invoicing Tab

This section includes the fields and descriptions for the Job Invoicing tab.

Selection Criteria island

Field	Description
Show Lines	Toggle on/off to show/hide the lines matching the values specified in your selection criteria.
Job Number	Select the appropriate job number range to display the invoices for those specified draft invoices.
Job Collection Number	Copy to come.
Job Group	To show the invoices with a specific job group, select an option from the drop-down list.
Customer Group	To show the invoices with a specific customer group, select an option from the drop-down list.
Company Number	Select the appropriate company number range to display the draft invoices for those specific companies.
Settling Company Number	Copy to come.
Customer Number	Select the appropriate customer range to display the draft invoices for those specific customers.
Telex	Copy to come.
Bill to Customer	Select the bill to customer range to display the invoices for those specific bill to customers.
Department	Copy to come.
Language	Copy to come.
Responsible	Copy to come.
Sales Rep.	Copy to come.
Project Manager	To show the invoices with a specific project manager assigned to them, select an option from the drop-down list.
Invoice Date	Select the invoice date range to display only due invoices within the specified dates.

Field	Description
Zero/Non-Zero	Specify whether you wish to view regular invoices only or zero-invoices only. If you leave this blank, the workspace displays both invoice types.
Popup 1-5	Copy to come.
Customer Popup 1-5	Copy to come.
Employee Number 1-10	Copy to come.

Selection Criteria, Dimensions

Field	Description
Location	Copy to come.
Entity	Copy to come.
Project	Copy to come.
Purpose	Copy to come.
Specification 2-3	Copy to come.
Local Specification 1-3	Copy to come.

Invoicing

Field	Description
Number of Drafts	This field displays the total number of draft invoices on the job.
Amount for Invoicing	This field displays the total amount for invoicing.

Transfer Invoice Dates

Field	Description
Invoice Date	Copy to come.

Print Control

Field	Description
Layout	This field displays the layout used for the invoices.

Job Crediting Single Dialogs Workspace

Use this workspace to create and print job credit memos and job credit memos on account in batches.

If you need to credit many jobs, it may be convenient to credit them in one operation. In this workspace, you can generate credits for all jobs that meet certain selection criteria.

Before you can credit a job in this workspace, the job must have approved credit memo selections that have not already been credited. Approve selections in the Invoice Selection or Approve Invoice Selection workspaces.

Use the Job Crediting tab in this workspace to select the jobs to credit. The Draft Credit Memos sub-tab lists the draft credit memos (one line per credit memo) that are approved for crediting.

When you create and print credits, Maconomy creates an invoice journal. If you selected the **Automatic posting of invoices** system parameter, the invoice journal is posted automatically. If you did not select that system parameter, you must post the journal in the Posting workspace in the G/L module.

Job Crediting Tab

This section includes the fields and descriptions for the Job Crediting tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the values specified in the selection criteria below are shown in the table part of this window. Please note that actions selected in the Action menu will be carried out on all jobs matching the selection criteria, regardless of whether the lines are shown in the table part.
Job No.	In these fields, you can specify a range of job numbers. Only jobs within the specified range of job numbers are selected. If you do not enter a range, the job numbers will not be considered in the selection. If the range of jobs includes jobs which are main jobs with an invoice layout rule that specifies “Main Job Invoicing,” then the associated subjobs will be invoiced as well, even though they are not part of the selection criteria. If, on the other hand, the range of jobs includes subjobs whose main jobs use main job invoicing, the subjobs are not invoiced unless the main jobs are also included in the range of jobs. For more information, please see the description of the window Invoice Layout Rules.
Job Collection No.	In this field, you can select to include only jobs that belong to a specific job collection.

Field	Description
Job Group	In these fields, you can specify a job group. Only jobs within this job group will be selected. If you do not enter a job group, the job group to which the jobs are assigned will not be considered.
Company No.	In these fields, you can specify a range of company numbers. Only jobs with a responsible company within the specified range are selected. If you do not enter a range, the responsible company assigned to the jobs will not be considered in the selection.
Customer No.	The functionality of these fields is similar to that of the field “Company No.”
Bill to Customer	The functionality of these fields is similar to that of the field “Company No.”
Department	The functionality of this field is similar to that of the field “Job Group.”
Language	The functionality of this field is similar to that of the field “Job Group.”
Responsible	The functionality of this field is similar to that of the field “Job Group.”
Sales Rep.	The functionality of this field is similar to that of the field “Job Group.”
Project Manager	The functionality of this field is similar to that of the field “Job Group.”
Popup 1-5	The functionality of these fields is similar to that of the field “Job Group.” The values in these pop-up fields are specified in the window Jobs.
Employee No. 1-10	The functionality of this field is similar to that of the field “Job Group.”

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Job Group.”
Entity	The functionality of this field is similar to that of the field “Job Group.”
Project	The functionality of this field is similar to that of the field “Job Group.”
Purpose	The functionality of this field is similar to that of the field “Job Group.”
Spec. 1-3	The functionality of this field is similar to that of the field “Job Group.”

Field	Description
Local Spec. 1-3	The functionality of this field is similar to that of the field “Job Group.”

Crediting Island

Field	Description
Number of Drafts	This field shows the number of jobs within the selection criteria for which an approved credit memo selection exists. To be included, the credit memo selection must have a check mark in the field “Credit” in the table part of this window. You can limit the number of jobs in the fields below. If you have a large number of jobs to credit, you might want to split it into smaller and more manageable batches. You cannot change the number in this field manually.
Amount for Crediting	This field shows the total amount for credit memo selections in the table part where the field “Credit” is marked. The amount is shown in the enterprise currency. The field is updated automatically by Maconomy.

Print Control Island

Field	Description
Layout	In this field, you can choose which layout to use for the credit memo when you select the action “Print Credit Memos.” If no other layouts have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Draft Credit Memos Sub-Tab

This section includes the fields and descriptions for the Draft Credit Memos sub-tab.

Field	Description
Job No.	This field shows the numbers of the jobs for which you have made a credit memo selection which has been approved for crediting in the window Invoice Selection using the actions “Approve Credit memo Selection” or “Approve for Crediting on Account,” or approved in the window Invoice Editing using the action “Close Editing” with no balance in the island Balance. Maconomy only shows the jobs within the selection criteria specified in the card part of the window.
Bill to Customer No.	This is the number of the customer the job is for.
Bill to Customer	This field shows the name of the customer.

Field	Description
Credit Memo Date	In this field, you can enter the credit memo date you want for the individual credit memos. If a credit memo date has been specified in the field “Invoice Date” in the windows Invoice Selection or Approve Invoice Selection, it will be suggested here. The date you enter must be within the open posting interval, which you define in the window System Information in the Set-Up module. If you do not enter a date here, Maconomy will use today’s date.
Credit	This field must be marked if you wish to credit the job when you select “Print Credit Memos” in the Action menu. In the card part, you can limit the number of jobs shown here for crediting, but you can also deselect a job by removing its mark here. If you do not wish to credit a job shown in the table, remove the mark by clicking the field. Maconomy automatically marks all the jobs.
Job Name	This field shows the name of the jobs for which you have made a credit memo selection which has been approved for invoicing in the window Credit Memo Selection using the actions “Approve Credit Memo Selection” or “Approve for Invoicing on Account,” or approved in the window Credit Memo Editing using the action “Close Editing” with no balance in the island Balance. Maconomy only shows the jobs within the selection criteria specified in the card part of the window. You cannot change the job numbers here.
Invoice Currency	This field shows the invoice currency.
Billing Price, Invoice Currency	This field shows the amount invoiced on the job selected in the card part, excluding tax. The amount is shown in invoice currency. For credit memos, the amount credited is shown as a positive amount.
Billing Price Up/ Down Currency	This field shows the amount written up/down on the invoice in job currency. Hours Up/Down This field shows the write-up/-down number of hours for the entries being invoiced. Write-up and write-down are the differences between the registered number of hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs are shown as negative figures.
Currency (Job)	This field shows the currency of the job.
Draft No.	This field shows the numbers of the jobs for which you have made an invoice selection which has been approved for invoicing in the window Invoice Selection using the actions “Approve Invoice Selection” or “Approve for Invoicing on Account,” or approved in the window Invoice Editing using the action “Close Editing” with no balance in the island Balance. Maconomy only shows the jobs within the selection criteria specified in the card part of the window. You cannot change the job numbers here.
Blanket Draft	This check box is selected if the invoice draft on the line is a blanket draft.

Field	Description
Credit Memo Name	This is the name of the credit memo. Customer No. This field shows the bill-to customer number.
Customer	This field shows the bill-to customer name.
Company No.	This field shows the number of the company responsible for the current job. The company number is transferred from the window Jobs.
Company	This field shows the name of the company shown in the field “Company No.” above.
Settling Company No.	This field shows the number of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.
Settling Company	This field shows the name of the company shown in the field “Settling Company No.” above.
Department	This field shows the department associated with the job.

Actions

This section shows the Actions available in the Job Crediting workspace.

Top Tab

Field	Description
Print Drafts	This action combines T&M drafts with On Account drafts onto the same blanket draft for jobs with this setup.
Print Credit Memos	Use this action to print credit memos for all jobs whose Include fields are marked in the table part.

Job Invoices On Account Single Dialogs Workspace

Use this workspace to view information about invoices and credit memos on account that have been printed in Maconomy.

This workspace is closely related to the Invoice Selection workspace, where you can create invoices and credit memos on account. It is also similar to the Display Reconciliation of Job Invoice on Account workspace, where you can trace the exact reconciliation of invoices and credit memos.

In Maconomy, you can create invoices and credit memos, both regular and on account. A regular job invoice can fully or partially reconcile previously printed invoices on account and credit memos on account. In the Invoice Selection workspace, you can specify the amount by which existing invoices on account should be reduced at the next regular invoicing, with the oldest invoices on account being reduced first.

In this workspace, you can specify exactly which invoices or credit memos on account should be reconciled at the next regular job invoicing, and the extent to which they should be reconciled. You can also reconcile both invoices and credit memos with the same invoicing.

The Job Invoices On Account tab displays information about the current job and the amounts that have been invoiced on account up until now. Maconomy also suggests an amount to be reconciled in the next regular invoice.

The Job Invoices On Account sub-tab displays all invoices and credit memos on account that have been invoiced or credited on the job, and the extent to which they have been reconciled. In this sub-tab, you can specify how they should be reconciled at the next invoicing.

Job Invoices On Account Tab

This section includes the fields and descriptions for the Job Invoices On Account tab.

Job Island

Field	Description
Job	This field shows the name and number of the job to which any job invoices or job credit memos on account pertain.
Job Group	This field shows the job group to which the current job is assigned.
Responsible	This field shows the name of the person in the company responsible for the current job.
Department	This field shows the department to which the job is assigned.

Invoiced on Account Island

Field	Description
Amount, Net On Account	These fields show the net amount invoiced on account, both for this job, for job collection and the total amount. All amounts are displayed in the job’s currency.
Tax, Net On Account	These fields show the net tax invoiced on account, both for this job, for job collection and the total amount. All amounts are displayed in the job's currency.
Approved for reconciliation	These fields show the sum of net on account amounts currently reconciling approved draft invoices of entries for the job, both for this job, for job collection and the total amount. All amounts are displayed in the job's currency.

Field	Description
Net On Account, Fixed	These fields show the net amount invoiced on account included in the fixed price, both for this job, for job collection and the total amount. All amounts are displayed in the job's currency.
Reconciliation, Fixed	In this field, you can specify the amount with which you want to reconcile the fixed price part of the invoice or credit memo on account at the next regular job invoicing. Maconomy suggests the amount that has not yet been reconciled, which is the difference between the amounts in the fields "Amount, Currency" and "Amount Reconciled, Currency." The tax amounts are automatically updated. The field Reconciliation Amount in the table part of the window is automatically updated from changes of the field.
Net On Account, Not Fixed	These fields show the net amount invoiced on account not included in the fixed price, both for this job, for job collection and the total amount. All amounts are displayed in the job's currency.
Reconciliation, Not Fixed	In this field, you can specify the amount with which you want to reconcile the non-fixed-price part of the invoice or credit memo on account at the next regular job invoicing. Maconomy suggests the amount that has not yet been reconciled, which is the difference between the amounts in the fields "Amount, Currency" and "Amount Reconciled, Currency." The tax amounts are automatically updated. The field Reconciliation Amount in the table part of the window is automatically updated from changes of the field.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current job. For more information, please see the description of the window Jobs.

Customer island

Field	Description
Ship to Customer	This field shows the number of the customer who has ordered the job. Below it is the first line of the customer's name, which is retrieved from the window Customer Information Card.
Bill to Customer	This field shows the number of the customer who is being invoiced for the job. Below it is the first line of the customer's name, which is retrieved from the window Customer Information Card. Please note that in case of split billing there may be several bill-to customers on the job.

Payment Island

Field	Description
Payment Terms	This field shows the payment terms that apply to the invoices created for this job. Payment terms are chosen in the window Job Information.
Blanket Invoice	If this field is marked, the invoices made for the current job are to be blanket invoiced, that is, invoice lines for the same customer are joined on one invoice. Maconomy retrieves the value from the window Job Information.
Tax	This field shows whether the invoices created for the current job are subject to tax. Maconomy retrieves the value from the window Job Information.
Currency	This field shows the currency of the invoice. Maconomy retrieves the value from the window Job Price Information.

Job Collection Island

Field	Description
Job Collection	This field shows the name and number of the job collection for jobs included in a job collection. The field is also displayed in the Jobs and Blanket Invoice Overview windows.
Shares On Account	A check mark in this field indicates that an invoice on account belongs to a job that shares its invoices on account with other jobs and some of those other jobs have an approved invoice selection.

Settling Company Island

Field	Description
Settling Company	This field shows the name and number of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.”

Job Invoices On Account Sub-Tab

This section includes the fields and descriptions for the Job Invoices On Account sub-tab.

Field	Description
Invoice No.	This field shows the number of the current job invoice on account or job credit memo on account.
Invoice Date	This field shows the date of the current job invoice on account or job credit memo on account.
Invoice Name	This field shows the name of the current job invoice on account or job credit memo on account.

Field	Description
Debit/Credit	This field shows if the current table line concerns a job invoice on account or a job credit memo on account. If the contents of the field is “Debit,” it is an invoice on account; if the contents of the field is “Credit,” it is a credit memo on account
Amount, Currency	This field shows the amount invoiced or credited on account in the job’s currency, excluding tax.
Incl. in Fixed Price	A check mark in this field indicates that the invoice on account is included in the fixed price of the job.
Settled	This field shows if the current invoice or credit memo on account is fully reconciled.
Reconciliation Amount	In this field, you can specify the amount with which you want to reconcile the invoice or credit memo on account at the next regular job invoicing. Maconomy suggests the amount that has not yet been reconciled, which is the difference between the amounts in the fields “Amount, Currency” and “Amount Reconciled, Currency.” The tax amounts are automatically updated. If the current job is a fixed-price job, and the job parameter attributes “Create Invoice Upon Job Closing” and “Allow Invoicing On Account Only” are both assigned the value “Yes” for the job in question, this field cannot be changed as invoices on account for such jobs are always reconciled when the job is closed.
Reconciled Amount, Currency	This field shows any amount which may have been reconciled previously on the current invoice or credit memo on account.
Shared From Job No.	This field shows which job in the job collection shares this invoice on account.
Approved for Reconciliation, Currency	This field shows the sum of net on account amounts currently reconciling approved draft invoices of entries.
Available for Reconciliation, Currency	This field shows the amount currently available for further reconciliation of invoices. This is the amount invoiced on account less the sum of amounts that have been reconciled plus the sum of amounts currently reconciling approved draft invoices.
Currency	This field shows the currency of the job.
Tax, Currency	This field shows the tax amount of the invoice or credit memo on account in the job’s currency. If multiple tax codes are enabled, the “Tax, Currency” field will be replaced by the following fields: “Total Tax, Currency,” “Tax 1, Currency,” “Tax 2, Currency,” and, if three tax levels are enabled, “Tax 3, Currency.” The “Total Tax, Currency” field calculates the sum of the

Field	Description
	other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Reconciliation Tax	This field shows the tax amount to be reconciled on the current invoice or credit memo on account.
Tax Reconciled, Currency	This field shows any tax amount which may have been reconciled previously on the current invoice or credit memo on account. If multiple tax codes are enabled, the “Tax Reconciled, Currency” field will be replaced by the following fields: “Total Tax Reconciled, Currency,” “Tax 1 Reconciled, Currency,” “Tax 2 Reconciled, Currency,” and, if three tax levels are enabled, “Tax 3 Reconciled, Currency.” The “Total Tax, Currency” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax Approved for Reconciliation, Currency	This field shows the sum of net on account tax currently reconciling approved draft invoices of entries.
Invoice Currency	This field shows the currency of the invoice on account. Notice that the invoice currency may be different from the currency specified for the job.
Amount, Invoice Currency	This field shows the amount which was printed on the invoice on account, specified in the currency of the invoice. Notice that the invoice currency may be different from the currency specified for the job.
Quantity	This field shows the quantity that is transferred from on account selection.
Due Date	This field shows the due date of the invoice or credit memo on account.
Printing Date	This field shows when the invoice or credit memo on account was printed.
Printed by	This field shows the name of the user who printed the invoice or credit memo on account.
Bill to Customer	This field shows the name of the bill-to customer assigned to the current invoice or credit memo on account. The relative distribution of job entries on several bill-to customers is called split billing and is defined in the window Bill to Customer Distribution.
Appropriation	This field shows the appropriation of the current bill-to customer. An appropriation is an indication of the customer’s source of funding for the job. A customer may, for example, be funding the job via grants from government bodies, and the type of funding for the current invoice or credit memo on account is shown in this field. The appropriation is entered in the window Bill to Customer Distribution.

Field	Description
Being Reopened	This field shows that currently a draft invoice or credit memo has been approved, which will reopen some or all of the amount invoiced on this invoice on account.
Being Reopened from Job No.	This field shows the job number for which a draft invoice or credit memo has currently been approved. This will reopen some or all of the amount invoiced on this invoice on account.
Being Credited	This field shows that currently an approved draft credit note exists so that some or all of the amount invoiced on this invoice on account will be reopened.
Job No.	This field shows the number of the job to which any job invoices or job credit memos on account pertain.
Task	This field shows the name of the task specified on the invoice on account.
Task Description	This field contains a description of the task specified on the invoice on account.
Allocation Group	For jobs set up with detailed job invoice allocation, this field shows the allocation group for the underlying job entries for the line.
Activity No.	This field shows the number of the activity on the invoice on account.
Activity Name	This field shows the name of the activity on the invoice on account.
Invoice Allocation	This field indicates whether the amount for invoicing on account on the activity number is available for invoice allocation in the window Job Invoice Allocation.
Activity Type	This field shows the type of the activity on the invoice on account.
Exchange Rate	This field shows the exchange rate between the currency of the job and the invoice currency on the invoice on account at the time of invoicing.
Employee No.	If the activity number on the invoice on account is of the type Time, then an employee is also specified. This field shows the number of the employee specified on the invoice on account.
Employee Name	This field shows the name of the employee.
Text 1-5	This field shows the text fields that are transferred from on account.

Actions

This section shows the Actions available in the Job Invoices On Account workspace.

Top Tab

Field	Description
Reconcile All	When you select this action, any changes in the field “Reconciliation Amount” are canceled, and all invoices on account and credit memo on account are changed to full reconciliation. This means that the field “Reconciliation Amount” is set to equal the amount in the field “Amount, Currency,” less the amount in the field “Amount Reconciled, Currency” on every line. The tax amounts are adjusted accordingly. At the same time, the field “On Account Reduction” in the card part is updated to show the sum of the values in the field “Reconciliation Amount,” and this amount is transferred to the field “On Account Reduction” in the window Invoice Selection.

Job Invoice Allocation Single Dialogs Workspace

Use this workspace to match and allocate job entries against invoices on account.

This is similar to the process of creating a zero invoice, but with the difference that no invoice is created.

The Job Invoice Allocation tab displays information about a job and information that is relevant for job invoice allocation. The Job Invoice Selection Lines sub-tab provides detailed information about the job entries that are included in the fixed price.

Job invoice allocation is an internal process, primarily used to ensure that entries and invoices on account are closed properly. The process affects only job entries and invoices on account that are included in the fixed price, and is only available for jobs that have been set up for invoice allocation.

All of the amounts in the workspace are shown in the currency of the job.

VAT is not considered.

For main jobs that you set up with main job invoicing, this workspace includes entries from sub-jobs.

For a job that has been set up to use job invoice allocation to handle the fixed price (or retainer) part of the job, the actual allocation takes place in one of the following ways:

- You can set up jobs so that the job invoice allocation takes place as part of job closure. With this setup, you can close a fixed-price job when the fixed price equals the amount invoiced. If the revenue recognized differs from the fixed price, Maconomy generates a revenue adjustment for the difference. This revenue adjustment uses the standard task for revenue recognition set up on the job's task list.
- You can manually select the invoices on account and job entries for allocation, then submit and approve the job invoice allocation using the actions that are available in this workspace.
- You can run the allocation process for jobs in batch.

Job Invoice Allocation Tab

This section includes the fields and descriptions for the Job Invoice Allocation tab.

Job Island

Field	Description
Job	This field shows the name and number of the job to which any job invoices or job credit memos on account pertain.
Job Group	This field shows the job group to which the current job is assigned.
Status	This is the current job status. When the job is created, it has “Quote” status, unless you have marked the “Created as Order” field in the window System Information. It is then only possible to make quotes from it, not invoices. This is done in the window Quote Editing. If the field “Created as Order” in the window System Information is marked, jobs are created with “Order” status, but only if the current user has been given access to convert jobs to orders in the window Actions in the Set-Up module.
Project Manager	This field shows the name of the project manager of the job.
Responsible	This field shows the name of the person in the company responsible for the current job.

Status Island

Field	Description
Submitted	A check mark in this field shows if the invoice allocation on the job has been submitted.
Submitted by	If the invoice allocation on the job has been submitted, this field shows the name of the employee who submitted it.
Submitted Date	If the invoice allocation on the job has been submitted, this field shows the date when it was submitted.
Task Group Status	This field shows the status of the task group.

Fixed Price Island

Field	Description
Invoiced on Account	This field shows the amount (fixed price) invoiced on account.
Fixed price	This field shows the fixed price of the job.

Field	Description
Fixed Price Basis	This field shows the fixed price (basis) of the job (either Budget or Quote).
Fixed Price Budget Type	This field shows the budget type that determines the fixed price.

Job Revenue Recognition Island

Field	Description
Date	This field shows the date of the last revenue recognition.
Percentage	This field shows the percentage of revenue recognized.
Amount	This field shows the amount of revenue recognized on the job as of the date specified in the field “Date” above.

Customer Island

Field	Description
Customer	This field shows the number of the customer who has ordered the job. Below it is the first line of the customer’s name, which is retrieved from the window Customer Information Card.
Bill to Customer	This field shows the number of the customer who is being invoiced for the job. Below it is the first line of the customer’s name, which is retrieved from the window Customer Information Card. Please note that in case of split billing there may be several bill-to customers on the job. The table part shows the name of each bill-to customer assigned to the job.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current job.
Base Currency	This field shows the base currency of the company to which the job belongs.

Allocation Island

Field	Description
Preferred Date	In this field, enter the date you want the invoice allocation to take place.
Close Job	Place a check mark in this field to have Maconomy close the job when you approve the invoice allocation.

Field	Description
Amount for Allocation	This row of fields shows the following amounts: ▪ On Account — This is the amount for allocation (reconciliation) on the invoices on account on the job. You can change this amount and let Maconomy set the amount for reconciliation on the open invoices on account accordingly. ▪ Job Entries — This is the amount for allocation on the selected job entries on the job. The field is closed for editing. ▪ Balance — This shows the difference between the two other fields. You can only submit the job invoice allocation if the balance is zero.
Open Amount	This row of fields shows the following amounts: ▪ On Account — This is the amount net on account on the job. ▪ Job Entries — This is the total open billing price on the job. The amount includes job entries on subjobs that are set up to be invoiced on the main job. ▪ Balance — This shows the difference between the two other fields.
Open Amount, Base	This row of fields shows the following amounts, in base currency. ▪ On Account — This is the amount net on account on the job. ▪ Job Entries — This is the total open billing price on the job. The amount includes job entries on subjobs that are set up to be invoiced on the main job. ▪ Balance — This shows the difference between the other two fields.
Write Up/ Down	This row of fields shows the write up/-down on the job. It only includes job entries that are closed through job invoice allocation. The following amounts are shown in the three columns: ▪ To Date — This is the current amount (to date). ▪ Change — This shows the change after the job invoice allocation has been approved. ▪ Total — This is the total amount after the changes.
Allocated Billing Price	This row of fields show the allocated billing price of the job entries with three different amounts; see the description for the field “Write Up/Down” above.
Allocated Cost, Base	This row of fields show the allocated billing price (at cost price) of the job entries with three different amounts; see the description for the field “Write Up/ Down” above.

Last Allocation Island

Field	Description
Allocation No.	This field shows the number of the last job invoice allocation.
Allocation Date	This field shows the date of the last job invoice allocation.
Submitted By	This field shows who submitted the last job invoice allocation.
Submitted Date	This field shows when the last job invoice allocation was submitted.
Approved By	This field shows who approved the last job invoice allocation.
Approved Date	This field shows when the last job invoice allocation was approved.
Allocated Amount	This field shows the amount of the last job invoice allocation.

Selection Criteria Island

Field	Description
Only Open Activities	Mark this field if you want the table part to show lines with only open entries.

Revert Island

Field	Description
Job Invoice Allocation No.	In this field you can enter the number of a previous Job Invoice Allocation for the job. To revert the allocation with this number, run the action “Revert” from the Action menu.

Move Entries Island

Field	Description
Date of Movement	This field controls the date of the reallocation used by the actions Move Entries To Invoicing and Move Entries From Invoicing. If no date is entered, the entries will be moved without changing the entry date. However, the entries may not be within the open posting period and you may therefore have to enter a date of movement (similar to Date of Reallocation).

Field	Description
Move Entries Excluded from the Fixed Price	By default the Move Entries from Invoicing action only moves entries that, according to the setup, should be included in the fixed price. However, you can override this by marking the Move Entries Excluded From Fixed Price field.

Job Collection Island

Field	Description
Job Collection	If the job belongs to a job collection, this field shows the description and number of that job collection.

Job Invoice Selection Lines Sub-Tab

This section includes the fields and descriptions for the Job Invoice Selection Lines sub-tab.

Field	Description
Allocate Quantity	In this field, you can enter the quantity to allocate when the allocation is approved. If the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is not marked, you can change the number if you wish to allocate fewer or more than the registered quantity (that is, write the job up or down). If you change it, Maconomy will recalculate the field “Billing Price for Allocation.”
Billing Price for Allocation	In this field, you can enter the activity billing price for allocation. Maconomy suggests the sum of the billing prices from open entries on the job.
Markup	In this field, you can enter or change the markup amount for the current line. The field “Close Entries” must be marked. Maconomy suggests the difference between the cost and the billing price of the current table line. When you change this field and press Return, the fields “Billing Price for Allocation” and “Markup %” on the current line are updated, and the fields relating to the desired sales price in the card part are updated as well to reflect the new billing price to allocate.
Markup %	In this field, you can enter or change the markup percentage for the current line. The field “Close Entries” must be marked. Maconomy suggests the percentage which corresponds to the difference between the cost and the billing price of the current table line. When you change this field and press Return, the fields “Billing Price to Inv.” and “Markup” on the current line are updated, and the fields relating to the desired sales price in the card part are updated as well to reflect the new billing price to allocate.
Close Entries	The functionality of this field depends on whether the field “Dir. Inv.” is marked and whether the system parameter “Allow over invoicing” has been marked in the Set-Up module. If this parameter has not been marked, the field “Close Entries” cannot be unmarked. Furthermore, if the job parameter

Field	Description
	attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is marked for the current job, this field can only be selected if doing so does not give rise to any write-up or write-down of the job. ▪ If the field “Dir. Inv.” (Direct Invoicing) is not marked — Mark the field “Close Entries” if you want all underlying job registrations to be closed when you approve the allocation. The field “Close” will be marked accordingly on all the underlying job registrations, which can be seen in the window Itemize Invoice Selection. If you mark this field, all open entries will be allocated and closed. If you do not mark this field, the underlying entries will be closed until the quantity specified in the field “Invoice Quantity” or “Billing Price to Inv.,” with the oldest entries being selected for allocation first. If the quantity exceeds the open entries, an entry for direct invoicing is created in the window Itemize Invoice Selection. ▪ If the field “Dir. Inv.” (Direct Invoicing) is marked — If the field “Close Entries” is marked, an entry for allocation is created and then closed. Any job entries with the same allocation combination in the window Itemize Invoice Selection are not closed, but are excluded from the allocation, as the quantity to allocate and the billing price to be allocated are always set to zero. If you do not mark this field, the open billing price for the current allocation combination will be negative next time you create an allocation. For further information, please see the description of the field “Close” in the window Itemize Invoice Selection.
Without Registrations	This field is used for choosing allocations without underlying job registrations. If you mark this field, you can enter quantity and billing price, irrespective of open job entries, and these will not be affected by the invoicing or crediting. When you mark this field, the field “Close Entries” is automatically marked too, but you can remove that mark manually if the system parameter “Allow over invoicing” has been marked in the Set-Up module. You can also enter a negative quantity and a negative credit memo amount for allocation, that is, crediting without underlying job registrations. When you enter manual activity lines for which there are no job entries, Maconomy will mark this field automatically.
Action	This pop-up field serves two purposes: It tells you at a glance what the effect of the selections on the current line is, and it is a shortcut to performing various common operations on the line. A corresponding field exists for all underlying job entries in the window Itemize Invoice Selection. The “Action” field reflects the value of the fields “Billing Price to Allocate” and “Close Entries” on the current line. However, if the current job is a time and material job, the value suggested is the one specified in the attribute

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>“Standard invoicing action for job entries on time and material jobs” in the job parameter Registration.
This field can have four values. You can change a field on the line manually to see the effect in this field, or you can change this field to change the other fields automatically. The following table shows the available options.
<table>
<tr><th>Billing Price to Allocate</th><th>Close Entries</th><th>Action</th></tr>
<tr><td>>0</td><td>Yes</td><td>Invoice</td></tr>
<tr><td>0</td><td>Yes</td><td>Write Off</td></tr>
<tr><td>0</td><td>No</td><td>Carry Forward</td></tr>
<tr><td colspan="2">Other Combinations</td><td>Blank</td></tr>
</table>
The following section describes the effect of selecting the different values in this field. Note that if you select a value that does not have any effect (such as “Invoice” when there is nothing to invoice), the value will revert back to reflect what will actually take place when you approve the invoice selection.

Invoice — If you select this value on a line where the billing price to invoice is greater than zero, the field “Close Balance” is marked on the current line. This means that all open entries to the current job allocation combination are closed when you approve and print the invoice; the line is invoiced in full. For more information, please see the description of the field “Close Balance.”
Write Off — If you select this value, the field “Close Balance” is marked on the current line, and the fields “Invoice Quantity” and “Billing Price to Inv.” are reset to zero. This means that all open entries to the current job allocation combination are closed when you approve and print the invoice, but nothing is invoiced; the line is written off completely, and the job is written down by the current line’s amount. Note that this action cannot be selected if the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is marked for the current job.
Carry Forward — If you select this value, any mark in the field “Close Balance” is removed on the current line, and the fields “Invoice Quantity” and “Billing Price to Inv.” are reset to zero. This means that nothing is invoiced on the current line when you approve and print the invoice, but the balance is not closed—that is, the balance is carried forward, and the job entry will reappear at the next invoicing.
</td></tr>
<tr><td>Reallocate</td><td>If you mark this field, all open, underlying job entries are marked for reallocation. When an allocation line is marked for reallocation, it cannot be allocated. The same applies if any of the underlying job entries is marked in the window Itemize Job Invoice Allocation. The quantity and amount for</td></tr>
</table>

Field	Description
	allocation is reset to zero, and any mark in the fields “Close Entries” and “Without Registrations” is removed.
Remarks	In this field, you can enter a remark to describe the current job invoice allocation line. This could, for example, be a note about the reason for writing down an entry. The remark entered in this field is copied to all underlying job entries and can be seen in the window Itemize Job Invoice Allocation. If any remarks have already been entered in that window for the individual job entries, they are overwritten by the remark in this field. If a remark is changed in the window Itemize Job Invoice Allocation so that there are different remarks for each job entry, the “Remarks” field in this window is blanked for that allocation line.
Task Name	This field shows the name of a task if the current invoice layout rule specifies that the invoice selection should be summed by task. There is only one line per task, which means that all task entries are summed in the table part of this window. For this reason, this field cannot be changed on existing lines, but it is possible to create a line and enter a task name in this field. If you want to create a line for direct invoicing using the same task name, this must be done in the window Itemize Job Invoice Allocation, where the underlying job entries can be seen.
Task Description	This field shows the task description which was entered when the task was created.
Allocation Group	For jobs set up with detailed job invoice allocation, this field shows the allocation group for the underlying job entries for the line.
Activity No.	This field shows the number of an activity if the current invoice layout rule specifies that the allocation should be summed by activity.
Activity Name	This is the activity text which was entered when the activity was created in the window Activities.
Empl. No.	This field must be completed for time activities if you mark the field “Without Registrations.” Maconomy automatically suggests the employee specified in the system parameter “Employee No. for direct invoicing.” The employee number is transferred to the job entry created when the job is invoiced.
Employee Name	This field displays the name of the employee entered in the field “Empl. No.”
Employee Category No.	This field shows the employee category number for the entries summed up on the invoice allocation line.
Employee Category Name	This field shows the name of the employee category specified in the Employee Category No. field above.
Open Quantity	This field shows the number of units that has been entered but not yet allocated or closed. The number, which cannot be changed in this window,

Field	Description
	is the sum of the “Quantity, Open” values for the entries in the window Itemize Job Invoice Allocation.
Open Billing Price	This field shows the open billing price, that is, the sum of the prices of the number of entered units that have not yet been allocated or closed. This amount, which cannot be changed in this window, is the sum of the “Billing Price, Open” values for the entries in the Itemize Job Invoice Allocation window.
Allocated Quantity	This field shows the quantity of previous job invoice allocations thus the already allocated part of the quantity on the line.
Allocated Amount	This field shows the amount of the last job invoice allocation.
Quantity, Total	This field shows the total quantity that can be allocated when the allocation has been approved. It is the sum of the “Quantity Inv.” and “Allocate Quantity” fields.
Billing Price, Total	This field shows the total billing price when the allocation has been approved. It is the sum of the “Billing Price, Allocated” and “Billing Price for Allocation” fields.
Budgeted Quantity	This field shows the total quantity from the budget type selected as the current budget in the Job Budgets window.
Budgeted Billing Price	This field shows the total billing price from the budget type selected as the current budget in the Job Budgets window.
Quantity, Reg.	This field shows the quantity that has been entered.
Billing Price, Reg.	This field shows the total registered billing price, that is, the sum of the billing prices registered to the individual entries.
Quantity, Up/ Down, To Date	This field shows the write-up/-down quantity already allocated for the activity until today’s date. Write-up and write-down are the differences between the registered quantity and the allocated quantity. Write-ups are shown as positive figures, and write-downs as negative figures.
Billing Price, Up/ Down, To Date	This field shows the write-up/-down billing price already allocated for the activity until today’s date. Write-up and write-down are the differences between the registered billing price and the allocated billing price. Write-ups are shown as positive figures, and write-downs as negative figures.
Quantity, Up/ Down, Selection	This field shows the potential write-up/-down quantity resulting from allocating the current job invoice allocation. Write-up and write-down are the differences between the registered quantity and the allocated quantity. Write-ups are shown as positive figures, and write-downs as negative figures.

Field	Description
Sales Price, Up/ Down, Selection	This field shows the potential write-up/-down sales price resulting from allocating the current job invoice allocation. Write-up and write-down are the differences between the registered sales price and the allocated sales price. Write-ups are shown as positive figures, and write-downs as negative figures.
Quantity, Up/ Down, Total	This field shows the total write-up/-down quantity for the job after allocating the current job invoice allocation. Write-up and write-down are the difference between the registered quantity and the allocated quantity. Write-ups are shown as positive figures, and write-downs as negative figures.
Sales Price, Up/ Down, Total	This field shows the total write-up/-down sales price for the job after allocating the current job invoice allocation. Write-up and write-down are the difference between the registered sales price and the allocated sales price. Write-ups are shown as positive figures, and write-downs as negative figures.
Location	The functionality of this field is similar to that of the field “Task Name” above.
Entity	The functionality of this field is similar to that of the field “Task Name” above.
Project	The functionality of this field is similar to that of the field “Task Name” above.
Purpose	The functionality of this field is similar to that of the field “Task Name” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Task Name” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Task Name” above.
Task Group 1-6	The functionality of these fields is similar to that of the field “Task Name” above. Task groups are used for reflecting the work breakdown structure of the job budget in the invoice selection. For further information on work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”

Itemize Job Invoice Allocation Single Dialogs Workspace

Use this workspace to view the details of job invoice allocations at the level of individual job entries.

The Itemize Job Invoice Allocation tab displays the same information as a line in the Job Invoice Allocation workspace. In the sub-tab of the Job Invoice Allocation workspace, the lines are summed up based on the invoice layout rule selected for the current job, whereas the Job Entries sub-tab in this workspace displays the individual job entries that correspond to the line in the Itemize Job Invoice Allocation tab in this workspace.

Itemize Job Invoice Allocation Tab

This section includes the fields and descriptions for the Itemize Job Invoice Allocation tab.

Job Invoice Allocation Line Island

Field	Description
Job	This field shows the name and number of the job to which the job entries in the table are entered.
Activity No.	This field shows the number of an activity if the current invoice layout rule specifies that the allocation should be summed by activity.
Activity Name	This field shows the activity text entered for the activity in the window Activities.
Task	The functionality of this field is similar to that of the field “Activity No.” above.
Task Description	This field shows the task description which was entered when the task was created.
Empl. No.	This field must be completed for time activities if you mark the field “Without Registrations.” Maconomy automatically suggests the employee specified in the system parameter “Employee No. for direct invoicing.” The employee number is transferred to the job entry created when the job is invoiced.
Employee Name	This field displays the name of the employee entered in the field “Empl. No.”
Employee Category No.	This field shows the employee category number for the entries summed up on the invoice allocation line.
Employee Category	This field shows the name of the primary employee category.
Task Group 1-6	The functionality of these fields is similar to that of the field “Activity No.” above. For further information on work breakdown structures and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”

Job Invoice Allocation Line, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Activity No.” above.
Entity	The functionality of this field is similar to that of the field “Activity No.” above.
Project	The functionality of this field is similar to that of the field “Activity No.” above.

Field	Description
Purpose	The functionality of this field is similar to that of the field “Activity No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.” above.

Job Invoice Allocation Island

Field	Description
Open	The “Quantity” column shows how many units have been entered to the activity, but which have not been invoiced. The “Billing Price” column shows the total billing price entered but not yet invoiced. The open quantity is the sum of the values in the “No., Open” fields in the table. The open billing price is the sum of the values in the “Billing Price, Open” fields in the table.
For Allocation	The “Quantity” column shows how many units are selected for allocation. The “Billing Price” column shows the billing price selected for allocation. The quantity to be allocated is the sum of the values in the “Invoice Quantity” fields in the table. The billing price to be allocated is the sum of the values in the “Billing Price for Allocation” fields in the table.
Prev. Allocated	The “Quantity” column shows how many units have already been allocated for the job. The “Billing Price” column shows how much has been allocated for the job activity. The previously allocated quantity is the sum of the values in the “Quantity Allocated” fields in the table, and the billing price is the sum of the values in the “Billing Price, Allocated” fields.
Total	The “Quantity” column shows how many units of the activity have been selected for allocation and previously allocated. The “Billing Price” column shows how much has been selected for allocation and previously allocated for the job.
Budget	The “Quantity” column shows the budgeted quantity for the job. The “Billing Price” column shows the budgeted billing price of the job activity. Job budgets are made in the window Job Budgets.
Entered	The “Quantity” column shows how many units of the activity have been entered to the job. The “Billing Price” column shows the billing price sum of the quantity entered.

Without Registrations Island

Field	Description
Without Registrations	This field is used for choosing allocations without underlying job registrations. If you mark this field, you can enter quantity and billing price, irrespective of open job entries, and these will not be affected by the invoicing or crediting. When you mark this field, the field “Close Entries” is automatically marked too, but you can remove the mark manually if the system parameter “Allow over invoicing” has been marked in the Set-Up module. You can also enter a negative quantity and a negative credit memo amount for allocation, that is, crediting without underlying job registrations. When you enter manual activity lines for which there are no job entries, Maconomy will mark this field automatically.

Up/Down Island

Field	Description
To Date	These fields show the write-up/-down quantity and billing price allocated for the activity until today’s date. Write-up and write-down are the differences between the registered quantity and the allocated quantity. Write-ups are shown as positive figures, and write-downs as negative figures.
Selection	These fields show the write-up/-down quantity and billing price resulting from allocating the current job invoice allocation that has been transferred for allocation in the table part. Write-up and write-down are the differences between the registered quantity/amount and the allocated quantity/amount. Write-ups are shown in positive figures, and write-downs in negative figures.
Total	These fields show the total write-up/-down quantity and billing price for the job after allocating the current job invoice allocation that has been transferred for allocation in the table part. Write-up and write-down are the differences between the registered quantity/amount and the allocated quantity/amount. Write-ups are shown in positive figures, and write-downs in negative figures.

Selection Criteria Island

Field	Description
Entries within selection criteria only	If the system parameter “Keep delimitation when changing invoice selection” is selected, any delimitations made in the window Job Invoice Allocation are preserved in this window. This means that if, for example, you select a certain cut-off date in the window Job Invoice Allocation and carry out an allocation action, that action will only affect the underlying entries identified by the delimitation.

Field	Description
	If you mark this field, and the system parameter mentioned above is selected, the table part only shows the entries identified by the delimitation made in the window Job Invoice Allocation. If you remove the mark, the table part shows all entries.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

Field	Description
Job No.	This field shows the job number of the current job entry. If the current job in the card part is a main job, and the job's invoice layout rule is marked in the fields "Main Job Invoicing" and "Main Job Invoice Selection," the lines in the table part may derive from subjobs of the main job. It is not possible to enter job entries that are not included in the fixed price.
Date	This field shows the date on which the job entry was entered. It cannot be changed on existing lines. However, you can enter a date when manually creating a line.
Description	This is the entry text. It cannot be changed. However, you can enter a description when manually creating a line.
Empl. No.	This is the number of the employee registered on the job entry. This field must be completed if the field "Direct Inv." has been marked, and the activity on the line is a time activity. Maconomy will automatically suggest the employee specified in the system parameter "Employee No. for direct invoicing." You cannot change the field on existing lines.
Allocate Quantity	If the job parameter attribute "Allow Write-Up/Down at Transfer of Billing Price Only" of the type "Write-Up/Down" is not marked for the current job, you can change how many units of the activity you wish to allocate in this field. The job entry is invoiced when you approve and print the allocation in the window Job Invoice Allocation. Maconomy suggests the quantity you entered when the job entry was entered.
Billing Price, Unit	In this field, you enter the activity's billing price per unit. Maconomy suggests the billing price per unit entered for the entry. If the job parameter attribute "Allow Write-Up/Down at Transfer of Billing Price Only" of the type "Write-Up/Down" is not marked for the current job, you can change the value here if you wish to allocate another price to the customer.
Billing Price for Allocation	This field shows how much you are allocating for invoicing when the invoice allocation is approved in the window Job Invoice Allocation. The billing price here is calculated as the "Billing Price, Unit" multiplied by the "Allocate Quantity."

Field	Description
Allocate	This field shows whether the current job entry has been selected for invoice allocation. If you remove the mark in this field, the value in the field “Allocate Quantity” is reset to zero.
Close	In this field, you can specify whether the entry is to be closed when the allocation selection is approved and allocated. If you mark this field, the entry will be closed, which means that you cannot allocate it again. If the quantity or price to allocate is greater than what was originally entered, Maconomy will calculate the up- or down-written amount when allocation takes place. The result can be seen in the card part of this window after allocation has taken place. If you unmark this field on manually created lines, the job entry will not be closed on allocation. You can use this functionality if you wish to allocate a specific amount before the work has actually been registered. If you leave this field marked, no cost is transferred from the employee or activity. You can use this functionality to allocate without registering activities.
Action	This pop-up field serves two purposes: It tells you at a glance what the effect of the selections on the current line is, and it is a shortcut to performing various common operations on the current line. A corresponding field exists for the current allocation line in the window Job Invoice Allocation (the sum of the job entries in the table part of this window). If you change the value of this field, the value of the corresponding field in the window Job Invoice Allocation is reset to the blank value. You can choose from the following values in this field: ▪ Invoice — If you select this value, the fields “Close” and “Allocate” are marked on the current line. This means that the open entry is closed when you approve the allocation in the window Job Invoice Allocation, and the line is allocated in full. ▪ Write Off — If you select this value, the fields “Close” and “Allocate” are marked on the current line, and the fields “Allocate Quantity” and “Billing Price for Allocation” are reset to zero. This means that the current, open job entry is closed when you approve the allocation in the window Job Invoice Allocation, but nothing is allocated; the line is written off completely, and the job is written down by the current line’s amount. Note that this action cannot be selected if the job parameter attribute “Allow Write-Up/Down at Transfer of Billing Price Only” of the type “Write-Up/Down” is marked for the current job. ▪ Carry Forward — If you select this value, any marks in the fields “Close” and “Allocate” are removed on the current line, and the fields “Allocate Quantity” and “Billing Price for Allocation” are reset

Field	Description
	to zero. This means that nothing is allocated on the current line when you approve the allocation in the window Job Invoice Allocation, but the balance is not closed; that is, the balance is carried forward, and the job entry will reappear at the next allocation.
Proposed Quantity	This field displays the proposed allocation by the project manager in the Approve Expense Sheet Lines window. If the job entry only covers a job surcharge amount, the value in the field will be 1. This value is identical to the initial value in the Invoice Quantity field.
Proposed Billing Price, Unit	This field displays the unit billing price proposed by the project manager in the Approve Time Sheet Lines or Approve Expense Sheet Lines window. The amount includes applicable job surcharges, if any.
Proposed Billing Price, Total	This field displays the total billing price proposed by the project manager in the Approve Time Sheet Lines or Approve Expense Sheet Lines window. The amount includes applicable job surcharges, if any.
Use Invoice Proposal	This check box shows whether the quantity and billing price in the “Proposed Quantity,” “Proposed Billing Price, Unit,” and “Proposed Billing Price, Total” fields will be used for allocation. If the project manager or employee has approved the values in these three fields, this check box will be marked, which means that the values in the three fields will be used for allocation. If this check box is not marked, this indicates that the values from the fields “Invoice Quantity,” “Billing Price, Unit,” and “Billing Price for Allocation” will be used for the allocation.
Reallocate	If you mark this field, all open, underlying job entries are marked for reallocation. When an allocation line is marked for reallocation, it cannot be allocated. The same applies if any of the underlying job entries is marked in the window Itemize Job Invoice Allocation. The quantity and amount for allocation are reset to zero, and any mark in the fields “Close Entries” and “Without Registrations” is removed.
Without Registrations	This field is used for choosing allocations without underlying job registrations. If you mark this field, you can enter quantity and billing price, irrespective of open job entries, and these will not be affected by the invoicing or crediting. When you mark this field, the field “Close Entries” is automatically marked too, but you can remove the mark manually if the system parameter “Allow over invoicing” has been marked in the Set-Up module. You can also enter a negative quantity and a negative credit memo amount for allocation, that is, crediting without underlying job registrations. When you enter manual activity lines for which there are no job entries, Maconomy will mark this field automatically.
Cost, Unit	This is the cost originally recorded for the entry. You cannot change it here. The cost is used to calculate the markup percentage in the fields “Markup, Unit” and “Markup %.”

Field	Description
	If the job is capitalized, the cost multiplied by the quantity in the “Allocate Quantity” field will be posted to the cost of sales account when the invoice selection is invoiced. This account is specified by means of a dimension combination in the window Posting References in the G/L module, or in the table part of the window Activities if you have selected “Post by Activity” in the window System Information. If you unmark the field “Close” on manually created lines, Maconomy automatically transfers the cost of the current employee or activity to this field. You can change the cost of the employee in the window Employees in the Set-Up module. The cost of an activity can be changed in the window Activities.
Markup, Unit	In this field, you can enter the amount by which you want to mark up the current allocation line per unit. Maconomy calculates and shows a markup amount based on the values in the fields “Billing Price, Unit” and “Cost, Unit.” If you change the suggested markup, Maconomy will recalculate the line’s billing price to invoice.
Markup	In this field, you can enter or change the markup amount for the current line. The field “Close Entries” must be marked. Maconomy suggests the difference between the cost and the billing price of the current table line. When you change this field and press Return, the fields “Billing Price for Allocation” and “Markup %” on the current line are updated, and the fields relating to the desired sales price in the card part are updated as well to reflect the new billing price to allocate.
Markup %	In this field, you can enter the percentage by which you want to mark up the current line. Maconomy calculates and suggests a markup percentage based on the values in the fields “Billing Price, Unit” and “Cost, Unit.” The markup percentage is the gross margin as percentage of cost. If you change the suggested markup percentage, Maconomy will recalculate the line’s billing price to allocate.
Quantity, Open	This field shows how many units of the activity you have entered to the job entry and which have not already been allocated.
Billing Price, Open	This shows how much of the billing price you have not already allocated. Maconomy calculates the amount as the value in the “Quantity, Open” field multiplied by the original billing price per piece.
Quantity, Allocated	This shows the quantity which has previously been allocated for invoicing.
Billing Price, Allocated	This is the amount you have previously allocated for invoicing.
Quantity, Total	This is the total quantity which will be allocated after it has been approved. It is the sum of the quantities in the “Quantity Allocated” and “Billing Price, Allocated” fields.

Field	Description
Billing Price, Total	This is the total billing price which will be allocated after it has been approved. It is the sum of the amounts in the “Billing Price for Allocation” and “Billing Price, Allocated” fields.
Quantity, Reg.	This is the quantity given when the job entry was entered. When the job entry is closed, Maconomy calculates any up- or down-written difference between the quantity in this field and the quantity allocated.
Billing Price, Reg.	This is the total billing price entered for the job entry. When the job entry is closed, Maconomy calculates any up- or down-written difference between the billing price in this field and the billing price allocated.
Quantity, Up/ Down, To Date	This field shows the write-up/-down quantity already allocated for the activity. Write-up and write-down are the differences between the registered quantity and the allocated quantity. Write-ups are shown in positive figures, and write-downs in negative figures.
Billing Price, Up/ Down, To Date	This field shows the write-up/-down billing price already allocated for the activity. Write-up and write-down are the differences between the registered billing price and the allocated billing price. Write-ups are shown in positive figures, and write-downs in negative figures.
Quantity, Up/ Down, Selection	This field shows the potential write-up/-down quantity resulting from allocating the current line. Write-up and write-down are the differences between the registered quantity and the allocated quantity. Write-ups are shown in positive figures, and write-downs in negative figures.
Sales Price, Up/ Down, Selection	This field shows the potential write-up/-down sales price resulting from allocating the current line. Write-up and write-down are the differences between the registered billing price and the allocated billing price. Write-ups are shown in positive figures, and write-downs in negative figures.
Quantity, Up/ Down, Total	This field shows the total write-up/-down quantity for the job after allocating the current line. Write-up and write-down are the differences between the registered quantity and the allocated quantity. Write-ups are shown in positive figures, and write-downs in negative figures.
Sales Price, Up/ Down, Total	This field shows the total write-up/-down sales price for the job after allocating the current line. Write-up and write-down are the differences between the registered billing price and the allocated billing price. Write-ups are shown in positive figures, and write-downs in negative figures.
Quantity 1	In this field, you can specify a quantity used in the current activity.
Quantity 2	The functionality of this field is similar to that of the field “Quantity” above.
Remarks	In this field, you can enter a remark to describe the current job entry. This could, for example, be a note about the reason for writing down an entry. If

Field	Description
	a remark is entered for the current allocation line in the window Job Invoice Allocation, it will overwrite any remarks entered in this window. If a remark is changed on any line in this window, the “Remarks” field in the window Job Invoice Allocation is blanked for that allocation line.
Allocation Group	For jobs set up with detailed job invoice allocation, this field shows the allocation group for the underlying job entries for the line.
Act. No.	This field shows and lets you enter the activity assigned to the current line.
Task	This field shows the task assigned to the current line. If a task list exists for the job, a task must be specified on the line. If dimension values have been specified on the task in question, Maconomy suggests these dimension values on the line unless another value has been entered manually. If the window Task Lists specifies that derived dimension values should overwrite existing dimensions values, any manually entered dimensions will be overwritten. If no task list has been assigned to the job, you cannot enter a task.
Location	This field shows the location assigned to the current job entry. You can only change the value in this field if the job entry has been marked for direct invoicing and is yet to be invoiced.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Task Group 1-6	The functionality of these fields is similar to the functionality of the field “Location” above. For further information on work breakdown structures and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Activity Name	This field shows the name defined for the current activity.
Task Description	This field shows the text defined for the current task, if a task has been entered in the field “Task.”
Employee Name	This field shows the name of the employee entered in the field “Empl. No.” above.

Field	Description
Purch. Order No.	If the job entry was based on a purchase order, the number of the purchase order in question is shown in this field.
Purchase Order Line No.	If the job entry was based on a purchase order, this field shows the number of the line on the purchase order on which the entry was based.
Accrual Entry	This field shows whether the current job entry is an accrual entry, that is, if the entry was created as a result of an accrual being raised from a purchase order line in the window Job Accruals.
Overtime Spec.	This pop-up field shows any specification of overtime on the current job entry. You can change the value in this field. For more information, see the description of the window Job Price Information.
Daily Description	In this field you can enter or edit any daily description associated with the current job entry. The text in this field may be printed on the invoice, depending on the invoice layout of the current job. For more information, see the description of the window Job Tasks.
Accrual Type	This field shows any accrual type selected for the current job entry.
Period From, Accrual	If the current job entry has been accrued, this field and the field “Period To, Accrual” below show the starting and ending periods through which the entry was accrued.
Period To, Accrual	See the description of the field “Period From, Accrual” above.

Batch Job Invoice Allocation Single Dialogs Workspace

Use this workspace to perform job invoice allocation for multiple jobs in a batch.

In the Batch Job Invoice Allocation tab you can enter selection criteria for the jobs to include. You can also include or exclude individual jobs within the selection criteria. The Jobs sub-tab shares many fields with the tab of the Job Invoice Allocation workspace.

This workspace provides the same actions as the Job Invoice Allocation workspace, except that the actions apply to all of the jobs that match the selection criteria.

The Jobs sub-tab contains one additional field that provides feedback from Maconomy about the outcome of applying a particular action.

Batch Job Invoice Allocation Tab

This section includes the fields and descriptions for the Batch Job Invoice Allocation tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the values specified in the selection criteria below are shown in the table part of this window. Note that actions selected in the Action menu will be carried out on all jobs matching the selection criteria, regardless of whether the lines are shown in the table part or not.
Show Selected Lines Only	When you have specified your criteria for lines to be selected, by marking this field, you can choose to display only the lines marked in the field “Selected” in the table part of the window.
Job No.	In these fields, you can specify a range of job numbers. Only jobs within the specified range of job numbers are selected. If you do not enter a range, the job numbers will not be considered in the selection.
Job Group	In this field, you can select a job group. Only jobs within this job group will be selected. If you do not enter a job group, the job group to which the jobs are assigned will not be considered.
Status	In this field, you can select the current job’s status, either "Quote" or "Order.”
Estimated Ending Date	In these fields, you can enter the date on which the job is expected to be completed.
Company No.	In these fields, you can specify a range of company numbers. Only jobs with a responsible company within the specified range are selected. If you do not enter a range, the responsible company assigned to the jobs will not be considered in the selection.
Customer No.	The functionality of these fields is similar to that of the field “Company No.”
Bill to Customer	The functionality of these fields is similar to that of the field “Company No.”
Department	The functionality of this field is similar to that of the field “Job Group.”
Language	The functionality of this field is similar to that of the field “Job Group.”
Responsible	The functionality of this field is similar to that of the field “Job Group.”
Sales Rep.	The functionality of this field is similar to that of the field “Job Group.”

Field	Description
Project Manager	The functionality of this field is similar to that of the field “Job Group.”
Popup 1-5	The functionality of these fields is similar to that of the field “Job Group.” The value in these pop-up fields is specified in the window Jobs.
Employee No. 1-10	The functionality of this field is similar to that of the field “Job Group.”

Job Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Job Group.”
Entity	The functionality of this field is similar to that of the field “Job Group.”
Project	The functionality of this field is similar to that of the field “Job Group.”
Purpose	The functionality of this field is similar to that of the field “Job Group.”
Spec. 1-3	The functionality of this field is similar to that of the field “Job Group.”
Local Spec. 1-3	The functionality of this field is similar to that of the field “Job Group.”

Job Invoice Allocation Island

Field	Description
Show Totals	When you mark this field, the figures applying to the selected lines are summarized.
Allocation Date	In this field you can specify the date for the allocation.
Amounts In	This field shows the currency of the job selected for allocation.
Billing Price for Alloc.	This field shows the activity billing price for allocation. Maconomy suggests the sum of the billing prices from open entries on the job.
Cost Price for Alloc.	This field shows the cost price that can be allocated.
No. of Sel. Jobs	This field shows the number of jobs selected for allocation.
Net On Account	This field shows how much of the total job price has been allocated on account. The amount is shown in the job’s currency.

Field	Description
Open Billing Price	This field shows the open billing price, that is, the sum of the prices of the number of entered units that have not yet been allocated or closed. This amount, which cannot be changed in this window, is the sum of the “Billing Price, Open” values for the entries in the Itemize Job Invoice Allocation window.
Open Balance	This field shows the open balance.

Jobs Sub-Tab

This section includes the fields and descriptions for the Jobs sub-tab.

Field	Description
Job No.	This field shows the job number of the entry.
Job Name	This field shows the name of the job.
Customer Name	This field shows the name of the customer.
Selected	In this field you can enter a check mark to include the job entry in the batch job allocation.
Status	This field shows Maconomy’s feedback on the action you ran on the selected job entries. For example, the message can tell you why an action did not complete successfully.
Net On Account, Currency	This field shows the amount net on account on the job.
Open Billing Price, Currency	This field shows the total open billing price on the job. The amount includes job entries on subjobs that are set up to be invoiced on the main job.
Open Balance, Currency	This field shows the total open balance for the job in the job’s currency.
Allocate	This is the amount for allocation (reconciliation) on the invoices on account on the job. You can change this amount and let Maconomy set the amount for reconciliation on the open invoices on account accordingly.
Balance	This shows the difference between the two other fields. You can only submit the job invoice allocation if the balance is zero.

Field	Description
Up/Down Change, Currency	This field shows the change in write-up/-down after the job invoice allocation has been approved.
Fixed Price, Currency	This field shows the fixed price of the job specified in the currency of the job.
Invoiced On Account	This field shows the amount invoiced on account.
Submitted	A check mark in this field shows if the invoice allocation on the job has been submitted.
Submitted By	If the invoice allocation on the job has been submitted, this field shows the name of the employee who submitted it.
Submitted Date	If the invoice allocation on the job has been submitted, this field shows the date when it was submitted.
Last Allocation Date	This field shows the date of the last job invoice allocation.
Last Submitted By	This field shows who submitted the last job invoice allocation.
Last Submitted Date	This field shows when the last job invoice allocation was submitted.
Last Approved By	This field shows who approved the last job invoice allocation.
Last Approval Date	This field shows when the last job invoice allocation was approved.
Last Allocated Amount	This field shows the amount of the last job invoice allocation.
Last Allocation No.	This field shows the number of the last job invoice allocation.
Revenue Recognition Date	This field shows the date of the last revenue recognition.
Completion %	This field shows the percentage of completed revenue recognized.
Amount, Revenue Recognized	This field shows the amount of revenue recognized on the job as of the date specified in the field “Revenue Recognition Date.”
Job Invoice Allocation Completion Date	This field shows the date when the following conditions were first satisfied: The open billing price must be zero, all invoices on account must be reconciled, and the reconciled amount must equal the fixed price all within Job Invoice Allocation.

Field	Description
Up/Down To Date, Currency	This is the write-up/-down of the current amount to date.
Up/Down Total, Currency	This is the total write-up/-down amount after the changes.
Allocated To Date, Currency	This is the allocated billing price of the job entries to date.
Allocated Change, Currency	This field shows the change in allocated billing price of the job entries after the job invoice allocation has been approved.
Allocated Total, Currency	This is the total allocated billing price of the job entries after the changes.
Cost Allocated To Date, Base	This field shows the allocated billing price (at cost price) of the job entries to date.
Cost Allocated Change, Base	This field shows the change in allocated billing price (at cost price) of the job entries.
Cost Allocated Total, Base	This field shows the total allocated billing price (at cost price) of the job entries.
Open Cost, Base	This is the open cost in base currency or company currency.
Status	This is the current job status. When the job is created, it has “Quote” status, unless you have marked the “Created as Order” field in the window System Information. It is then only possible to make quotes from it, not invoices. This is done in the window Quote Editing. If the field “Created as Order” in the window System Information is marked, jobs are created with “Order” status, but only if the current user has been given access to convert jobs to orders in the window Actions in the Set-Up module.
Estimated Ending Date	This field shows the date when the job is expected to be finished. The date is for information only.
Customer No.	This field shows the customer number as shown in the Jobs window.
Bill to Customer Cust. No.	This field shows the number of the customer who is being invoiced for the job.

Field	Description
Currency	This field shows the currency of the job entry in the currency of the job.
Base Currency	This field shows the base currency of the current job entry.
Company No.	This field shows the number of the company for whom the job is being done.
Company Name	This field shows the name of the company shown in the field “Company No.” above. Settling Company No. This field shows the number of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.
Settling Company Name	This field shows the name of the company shown in the field “Company No.” above.
Department	This field shows the name of the department associated with the current job.

Actions

This section shows the Actions available in the Batch Job Invoice Allocation workspace.

Top Tab

Field	Description
Select All	This action selects all job entries specified in the selection criteria.
Delimit	The delimit action limits based on the Allocation Group that you select in the card part.
Balance	For jobs set up with detailed job invoice allocation, this action reaches balance for each allocation group.
Close All	This action is similar to the action “Balance” in that it changes the amount for allocation for all jobs within the range of the selection criteria to obtain a zero balance. The difference is that this action also marks all job entries to be closed, so that the balance results in a write-up or a write-down, depending on whether the balance is positive or negative. This action selects all entries for allocation and closing, and it selects all open invoices for reconciliation. To obtain a zero balance, this action distributes the amount for allocation proportionately to all open job entries. If there is no open billing price, this

Field	Description
	action creates a revenue adjustment entry with an amount for allocation that equals the amount net on account.
Submit	This action submits the job invoice allocation on all jobs within the range of the selection criteria. When submitted, the job changes status and that the Job Invoice Allocation window becomes read-only until it is either approved or the submission has been removed. This action sets the three status fields on the job and puts restrictions on what you can do, just as it does when approving an invoice selection. When an invoice selection has been approved, the field “Approved for Invoicing” in the Invoice Selection window is marked. This is also the case when submitting an invoice allocation.
Approve	This action approves the job invoice allocation. It resembles the printing of an invoice. Running this action updates the job entries within the range of the selection criteria by allocating the specified amount to the entries, creates job invoice lines in a Job Invoice Allocation journal, updates the invoices on account, and creates reconciliation entries. When approved, the job is closed.
Remove Submission	This action removes the submission of already submitted invoice allocations within the range of the selection criteria.

Job Invoice History Single Dialogs Workspace

Use this workspace to view the list of invoices and credit memos for a job.

For each invoice you can see a payment status that shows whether the invoice (A/R entry) is reconciled, due, or not due. You can print a copy of an invoice.

If the job has been blanket invoiced, this workspace displays the blanket invoice, with fields that show the total of the invoice (including other jobs) and fields that show only the contribution from the job itself.

In the Workspace client, this workspace appears in the Lookup and Invoicing sections of the Jobs workspace. Here you also have access to panes that show additional information about each invoice, including the lines of the invoice, which job entries were included in the invoice, and the on-account reduction.

Job Invoice History Tab

This section includes the fields and descriptions for the Job Invoice History tab.

Job Island

Field	Description
Job	This field shows the job name and number.

Field	Description
Status	This field shows the job status.
Project Manager	This field shows the name of the project manager.
Responsible	This field shows the name of the employee who is responsible for the job.

Totals Island

Field	Description
Currency	This field shows the job currency.
Total Invoiced, Job Currency	This field shows the total amount invoiced on the job, excluding tax, in job currency.
Total Write Up/Down, Job Currency	This field shows the total amount written up/down on invoices, excluding tax, in job currency.
Total Open, Job Currency	This field shows the total amount on open invoices, excluding tax, in job currency. The total amount is included for partially paid invoices.
Total Overdue, Job Currency	This field shows the total overdue amount on open invoices, excluding taxes, in job currency. The total amount is included for partially paid invoices.

Customer Island

Field	Description
Customer	This field shows the ship-to customer's name and customer number.
Bill to Customer	This field shows the payment customer's customer number.
Name	This field shows the payment customer's name.

Company Island

Field	Description
Company	This field shows the responsible company's name and company number.

Invoices Sub-Tab

This section includes the fields and descriptions for the Invoices sub-tab.

Field	Description
Invoice Date	This field shows the invoice date.
Due date	This field shows the due date.
Invoice No.	This field shows the invoice number.
Type	This field shows the status for invoices, pre-invoices, and credit memos for a job. It shows one of the following statuses for pre-invoices: ▪ Pre-Invoice, Pending Payment – The pre-invoice is printed, but no payment has been reconciled. ▪ Pre-Invoice, Cancelled – This pre-invoice is no longer needed and is cancelled. **Note:** Pending payment pre-invoices cannot be credited, like a invoice on account. Instead, they must be cancelled. ▪ Pre-Invoice, Payment Received – A full or partial payment has been reconciled against this pre-invoice. **Note:** Once the pre-invoice is in a **Payment Received** state, it then behaves like an invoice on account.
Payment Status	This field shows the payment status for invoices, pre-invoices, and credit memos. It shows one of the following statuses: ▪ Due — The invoice or pre-invoice is partially paid, and the current date is past the invoice's or pre-invoice's due date. ▪ Not Due — A partial payment has been made for this invoice or pre-invoice, and the due date is not yet passed. ▪ N/A — No payments have been made for the pre-invoice, or the pre-invoice is no longer needed and is cancelled. This status is applicable to pre-invoices only. ▪ Paid — The amount due for this invoice is fully paid. An invoice that is credited also has a **Paid** status. ▪ Reconciled — The amount due for the pre-invoice, invoice, or credit memo is fully paid. ▪ Not Reconciled — The credit memo is not reconciled. This status is applicable to credit memos only. Partially reconciled memos also have a **Not Reconciled** status.

Field	Description
Payment Terms	This field shows the payment terms.
Job Billing Price, Invoice Currency	This field shows the amount invoiced on the job selected in the card part, excluding tax. The amount is shown in invoice currency. For credit memos, the amount credited is shown as a positive amount.
Total Billing Price, Invoice Currency	This field shows the total amount invoiced on all jobs on the invoice, excluding tax. The amount is shown in invoice currency. For credit memos, the amount credited is shown as a positive amount.
Invoice Total, Invoice Currency	This field shows the total amount invoiced in the invoice currency. It includes on account reduction, sales tax and invoice discount.
Invoice Currency	This field shows the invoice currency.
Job Billing Price, Job Currency	This field shows the amount invoiced on the job selected in the card part, excluding tax. The amount is shown in job currency. For credit memos, the amount credited is shown as a positive amount.
Billing Price Up/ Down	This field shows the amount written up/down on the invoice in job currency.
Job Currency	This field shows the job currency.
Bill to Customer	This field shows the payment customer's customer number.
Bill to Customer	This field shows the payment customer's name.
From Invoice No.	If this is a credit memo, this field shows the number of the invoice from which the credit memo was created. This field is blank for manually created credit memos.
Billing Price for Invoicing, Invoice Currency	This field shows the billing price of the invoice.
Billing Price, Difference, Invoice Currency	This field shows the difference between the approved billing price and the possibly allowed changes during invoice editing .
Archive Number	T his field shows the archive number of the attached document.
Description	This field shows the document archive description.

Actions

This section shows the Actions available in the Job Invoice History workspace.

Bottom Tab

Field	Description
Print Copy	Use this action to print a copy of the invoice that you selected in the table part.

Lookup Section

This section includes the fields and descriptions for the Lookup section workspaces.

Show Job Pre-Invoice Events Workspace

Use this window to find and review the history of a pre-invoice for a job. You cannot reprint invoices in this window.

Job Pre-Invoice Tab

This section includes the fields and descriptions for the Job Pre-Invoice tab.

Job Pre-Invoice Island

Field	Description
Invoice No.	This field shows the pre-invoice's number.
Invoicing Job No.	This field shows the pre-invoice's job number.
Bill to Customer	This field shows values derived from the **Bill to Customer** field on the Show Job Invoice workspace.
Appropriation	This field shows values derived from the **Appropriation** field on the Show Job Invoice workspace.
Settling Company	This field shows values derived from the **Settling Company** field on the Show Job Invoice workspace.
Invoice Date	This field shows the information entered in the **Invoice Date** field on the Show Job Invoice workspace.
Total, Invoice Currency	This field shows the total amount entered in the invoice currency from the Show Job Invoice workspace.
Total, Standard Currency	This field shows the total amount entered in the **Total In Standard** field on the Show Job Invoice workspace converted into the bill-to customer's currency.

Status Island

Field	Description
Pre-Invoice Status	This field shows one of the following statuses of the pre-invoice: ▪ Pending payment — The pre-invoice is awaiting a payment by the customer. It cannot participate in T&M reconciliation and does not affect the job on account totals. No A/R or G/L entries exist for the pre-invoice. ▪ Selected for reconciliation — The pre-invoice is selected for reconciliation on a journal (for example, a customer payment journal or a general journal). ▪ Payment received — A full or partial payment has been reconciled against this pre-invoice. The pre-invoice has been posted, resulting in A/R and G/L entries. The pre-invoice can participate in T&M reconciliation and is included in job on account totals. ▪ Selected for cancellation — The pre-invoice has been selected for cancellation on a T&M draft invoice. ▪ Cancelled — The pre-invoice is cancelled. No customer payment can be reconciled against such a pre-invoice. The pre-invoice cannot participate in T&M reconciliation. ▪ Selected for cancellation reversal — The pre-invoice is selected for reversal of cancellation on a T&M draft credit memo.
Date of Cancellation	This field shows the date when the pre-invoice was cancelled, if the pre-invoice is in a **Cancelled** state.
Cancelled on Invoice	This field show the invoice number of the T&M invoice where this pre-invoice was cancelled. This field is set only if the pre-invoice is in a **Cancelled** state.
Cancellation Reported	This field shows whether or not the pre-invoice is cancelled, and the cancellation was reported on a T&M invoice.
Reported on Invoice	This field shows the T&M invoice number where the cancellation of this pre-invoice was reported. This field is set only if the **Cancellation Reported** field is selected.
Selected for Cancellation Reversal	This field shows the invoice number of the T&M credit memo where the cancellation of this pre-invoice was most recently reversed.
Date of Payment Reconciliation	If the pre-invoice is in a **Payment Received** state, this field shows the reconciliation date of the payment.

Job Pre-Invoice Event Sub-Tab

This section includes the fields and descriptions for the Job Pre-Invoice Event sub-tab.

Field	Description
Event No.	This field shows the sequential number for the event.
Event Date	This field show the date on which the event took place.
Transaction Date	This field shows the related transaction's date. The date shown is determined by the event type: ▪ New Invoice — The field shows the invoice date of the created pre-invoice. ▪ Automatic Cancellation — The field shows the invoice date of the T&M invoice that cancelled this pre-invoice. ▪ Manual Cancellation — The field shows the same date as the event date. ▪ Cancellation Reported — The field shows the invoice date of the T&M invoice where this pre-invoice was reported. ▪ Cancellation Reversed — If the cancellation was revoked, the field shows the invoice date of the T&M credit memo for this pre-invoice. If the cancellation was revoked by using the **Reverse Pre-Invoice Cancellation** action, the field shows the event date. ▪ Payment Received — The field shows the reconciliation date of the payment.
Event Type	This field shows the type of event on this line: ▪ New Invoice — A pre-invoice is created. ▪ Automatic Cancellation — A pre-invoice is automatically cancelled when a time and material invoice is printed. The **Time and Material Invoice Number** field specifies the invoice associated with the cancellation. ▪ Manual Cancellation — The pre-invoice is manually cancelled by using the **Cancel Pre-Invoice** action. ▪ Cancellation Reported — The cancellation of this pre-invoice is reported on a time and material invoice indicated in the **Time and Material Invoice Number** field. ▪ Cancellation Reversed — The cancellation of this pre-invoice is undone either by using the **Reverse Pre-Invoice Cancellation** action or by crediting a time and material invoice.

Field	Description
	Note: When you credit a T&M invoice with a cancelled pre-invoice, the pre-invoice is cancelled only if the **Restore Pre-Invoices** check box is selected. If the cancellation was reversed using the action, the **Time and Material Invoice Number** field is left blank; otherwise, it contains the number of the credit memo involved in the process. ▪ Payment Received — A full or partial payment is reconciled against the pre-invoice. The **Invoice Journal Number** and **Invoice Journal Line Number** fields indicate the **Invoice Journal** line where the pre-invoice is posted. The **Reconciliation Journal Number** and **Reconciliation Journal Line Number** fields indicate the journal where the pre-invoice is selected for reconciliation. Once a journal is posted, the pre-invoice is no longer selected for reconciliation.
Username	This field shows the user who performed the last action on a pre-invoice.
Time and Material Invoice	The invoice number of the time and material invoice or credit memo involved in the event, if any.
Invoice Journal No.	If a payment has been received, this field shows the Invoice Journal's journal number where the pre-invoice was posted.
Invoice Journal Line No.	If a payment has been received, this field shows the Invoice Journal's journal line number where the pre-invoice was posted.
Reconciliation Journal No.	If a payment has been received, this field shows the journal number of the journal where the pre-invoice is selected for reconciliation.
Reconciliation Journal Line No.	If a payment is received, this field shows the journal line number of the journal where the pre-invoice is selected for reconciliation.

Actions

This section shows the Actions available in the Show Job Pre-Invoice Events workspace.

Top Tab

Field	Description
Cancel Pre-Invoice	Select the pending pre-invoice, then use this action to cancel the pending pre-invoice. Once the pre-invoice is cancelled, no customer payments can be reconciled against the pre-invoice. The pre-invoice does not participate in any on account reconciliations for time and material invoices.

Field	Description
Reverse Pre-Invoice Cancellation	Select the pre-invoice, then use this action to reverse the cancellation of a cancelled pre-invoice. The pre-invoice returns to the **Payment Pending** state and can be either cancelled again or a payment can be reconciled against it.

Job Card Workspace

Use this workspace to review entries that you created for a job in the Job Cost module

Use selection criteria to narrow down the entries that are shown. You can also choose to see only open entries, which are entries that have not been invoiced or closed. Entries are sorted by entry date, then by journal number. You cannot make any changes in this workspace.

The Job Card tab displays general and account information about the job. The Job Entries sub-tab displays individual job entries. These are sorted first by entry date, then by journal number.

You can select the entries that you want to view in the sub-tab by specifying selection criteria in the tab. This can give you a good overview of job entries created by a specific employee or in a particular period. The first time that you open this window, you must specify these criteria, but after you have done this once, Maconomy saves the selection criteria for you. This means that each time that you open this workspace, Maconomy displays the last selection criteria that you entered.

You can also choose to see open entries only. Because there can be many entries on a job, Maconomy supplies two system parameters to help delimit the entries in this workspace. If you select the **Open job card without delimitation** system parameter, the Job Entries sub-tab of this workspace displays all of the entries for any period. If you select the **Show Only Open Entries when Opening Job Card** system parameter, the Job Entries sub-tab only displays open entries. You can combine these parameters in the following ways:

Open Job Card without Delimitation	Show Only Open Entries …	Entries Shown in Job Entries Sub-Tab (Default)
Selected	Not selected	All entered
Selected	Selected	All open entries
Not selected	Not selected	All entries for current month
Not selected	Selected	All open entries for current month

This workspace resembles the Financial Job Card workspace, which shows the open, changed, and closed amounts on items that have been entered, invoiced, or revenue-recognized within a user-defined period, as well as information about work in progress and amounts that have been written up or down on the job, whereas this workspace displays details about work completed on the relevant job.

You can print job cards using the **Print This** action.

Job Card Tab

This section includes the fields and descriptions for the Job Card tab.

Job Island

Field	Description
Job	This is the name and number of the job shown in the job card. This value cannot be changed manually, but you can retrieve other jobs using the search functions in the Find menu.
Job Group	This is the job group to which the job is assigned. The job group is selected in the window Jobs and cannot be changed here.
Closed	If this field is marked, the job has been closed. To remove the mark, select the action “Reopen Job” in the window Jobs. To close a job, select the action “Close Job” in the window Jobs. You can always reopen a closed job.

Ship to Customer Island

Field	Description
Customer	This is the number and first line of the name of the pay-to customer to whom the job pertains. The customer number is retrieved from the Job Information window, and the customer name is retrieved from the Customer Information Card in the A/R module.

Bill to Customer Island

Field	Description
Customer No.	This is the number and the first line of the name of the bill-customer who is to be billed for the job. This is retrieved form the Customer Information Card in the A/R module.

Price Island

Field	Description
Currency	This is the job’s currency. It is retrieved from the Job Information Card and cannot be changed here.
Net on Account	This field shows how much of the total job price has been invoiced or credited on account. In the window Invoice Selection, you can invoice or credit on account, even before entering the first job entry. You can also invoice all or part of a job on account during its completion and irrespective of the job entries you have made. When you invoice the job after its completion, Maconomy deducts the amount invoiced or credited on account. It cannot be changed here.

Field	Description
Tax on Account	This field shows the amount of sales tax included in any invoices on account or credit memos on account. When the job is invoiced after its completion, the tax amount is deducted from the amount shown in this field. It cannot be changed here.

Summary Island

Field	Description
Hours	This field shows how many hours have been registered to the job. This value is thus the sum of the numbers in the “Quantity” field for all time activities in the table part of the window.
Cost	This field shows the cost value registered in the base currency of the job. The “Time,” “Amount,” and “Total” fields show the three cost sums from the “Cost, Entered” field on the lines in the table part. The three figures are the cost sums of time activities, amount activities, and a total for all lines.
Billing Price Total Reg.	This field shows the billing price of the job in the job’s currency. The “Time,” “Amount,” and “Total” fields show the three sums of the “Billing Price Open” and “Billing Price Invoiced” fields. The three sums are the invoiced billing price plus the open billing price for time activities, amount activities, and a total for all lines. The values cannot be changed here.
Revenue Recognized	This field shows the amounts revenue recognized on the job’s entries. The amounts are displayed in the base currency of the job.
Billing Price Open	This field shows the open billing price in the job currency. The open billing price is the part which has not already been invoiced to the customer. The “Time,” “Amount,” and “Total” fields show the three sums of open billing prices from the lines in the table part on which the “Closed” field is not marked. If a job entry is partly invoiced, Maconomy only includes the uninvoiced part of the billing price in this field. The three sums are for time activities, amount activities, and a total for all lines. The values cannot be changed here.
Billing Price Invoiced	This field shows the invoiced billing price — that is, the job entries that have been invoiced to the customer in the job’s currency. The “Time,” “Amount,” and “Total” fields show the three sums of invoiced billing prices from the “Billing Price, Inv.” field from the lines in the table part on which the “Closed” field is not marked. The sums also include the invoiced amount of partly invoiced job entries. A partly invoiced job entry is not closed, but it has an invoice number in the “Invoice No.” field. The three sums are the sum of invoiced billing prices for time activities, amount activities, and a total for all lines. The value cannot be changed here.
Billing Price transferred to	This field shows the sum of billing prices that have been transferred to new dimensions on the job entries displayed in the table part of the window. If a job has been transferred to new dimensions, the table part shows to which new

Field	Description
	dimensions the job entries have been transferred, and the field “Origin” informs you about the origin of the lines; that is, if the lines have been transferred to new dimensions, the text “Job Transfer” is displayed in the field “Origin.” A job can be transferred to new dimensions in the window Job Transfer. The fields “Time,” “Amount,” and “Total” show the three sums of transferred billing prices, as well as any sums for outlays.
Billing Price transferred from	This field shows the sum of billing prices that has been transferred from the “old” dimensions on the job entries displayed in the table part of the window to new dimensions on the job in question. A job can be transferred to new dimensions in the window Job Transfer. Note that figures are only displayed in this column if you have not marked the field “Show Only Open” in the island Show Entries, as all entries with “old” dimensions are automatically closed when transferred to new dimensions by means of a job transfer. The fields “Time,” “Amount,” and “Total” show the three sums of transferred billing prices, as well as any sums for outlays
Billing Price Total	This field shows the billing price of the job in the job’s currency. The “Time,” “Amount,” and “Total” fields show the three sums of the “Billing Price Open” and “Billing Price Invoiced” fields. The three sums are the invoiced billing price plus the open billing price for time activities, amount activities, and a total for all lines. The values cannot be changed here.
Time	This field shows the sum of the hours, costs, and billing prices for the time activities in the table part of the window. The values in these five fields cannot be changed here. The value in the “Billing Price Open” field is the sum of uninvoiced billing prices for job entries to time activities. The value in the field “Billing Price Invoiced” is the sum of invoiced billing prices in the “Billing Price, Inv.” field for job entries to time activities. The values in the fields “Billing Price Transferred To/From” are the sums of billing prices transferred to and from dimensions on the job as a result of a job transfer, if any, carried out in the window Job Transfer. The value in the “Billing Price Total” field is the sum of the amounts in the two fields above.
Amount	This field shows the sum of the costs and billing prices for the amount activities in the table part of the window. The calculations are similar to those described for the above field “Time.” There is no value in the “Hours” field, as it is not relevant to register quantities for amount activities.
Total	This field shows the sum of the costs and billing prices in the table part of the window.
Hereof Outlays	These fields show the registered costs for all amount activities for which the cost type has been set to “Outlays.” This means that the fields only show the cost part of the relevant outlays, whereas the below field “Excluding Outlays”

Field	Description
	also includes the gross margin from the outlay. For more information about outlay activities, please see the description of the window Activities.
Excluding Outlays	These fields show the sum of the registered prices for all activities in the table part of this window, less the cost price for any amount activities for which the cost type has been set to “Outlays.”
Total Per	This field shows the unit specified in the island Unit Analysis in the window Job Budgets, as well as the values in the row of “Total” fields, divided by the quantity in the island Unit Analysis. If the job for example is for two advertisements, three houses or ten meters cable, you can use this row to view cost and billing prices per unit.

Company Island

Field	Description
Company No.	This field shows the number and name of the company responsible for the current job. The company number is transferred from the window Jobs and cannot be changed here.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Selection Criteria Island

Field	Description
G/L Entry Date	In this field, you can enter a range of dates to specify which job entries you wish to see in the table part. Maconomy will retrieve job entries posted in the G/L module on a date within the specified range. The hour and price information in the Summary island only includes the job entries shown in the table part. If you leave the fields blank, the entry date will not have any influence on the selection criteria.
Origin	In this field, you can specify the origin of the job entries you wish to see in the table part. Maconomy will retrieve job entries posted using journals of the selected type. The origin of a job entry is the name of the journal type from which they derive, for example, “Job Revenue Recognition.” For more information, please see the description of the field “Origin” in the table part of this window. If you leave the field blank, the origin will not have any influence on the selection criteria. Please note that not all of the listed journal types are relevant in the Job Cost module. Hence, if you select, for example, “Asset” in this field, no job entries will be shown in the table part.

Field	Description
Entry Type	In this field, you can specify the entry type of the job entries you wish to see in the table part. Maconomy will retrieve job entries of the selected type. When a job entry is posted, Maconomy marks it as a certain type. A job entry can, for example, have the type “Registration” (for a normal time sheet entry) or “Reallocation” (for a reallocated job entry). For more information, please see the description of the field “Entry Type” in the table part of this window. If you leave this field blank, the entry type will not have any influence on the selection criteria.
Show Accrual Entries	In this field, you can specify whether the table part should show accrual entries.
Activity Type	In this field, you can specify the activity type of the job entries you wish to see in the table part. Maconomy will retrieve job entries of the selected activity type. If you leave this field blank, the activity type will not have any influence on the selection criteria.
Cost Type	In this field, you can specify the cost type of the job entries you wish to see in the table part. Maconomy will retrieve job entries of the selected cost type. If you leave this field blank, the cost type will not have any influence on the selection criteria.
Employee No.	In these fields, you can enter a range of employee numbers to specify which job entries you wish to see in the table part. Maconomy will retrieve job entries for the employee or employees you enter here. The hour and price information in the Summary island only includes the job entries shown in the table part. If you leave these fields blank, the employee number will not have any influence on the selection criteria.
Exec. Company No.	The functionality of these fields is similar to that of the field “Employee No.” above.
Activity No.	The functionality of these fields is similar to that of the field “Employee No.” above.
Task	The functionality of these fields is similar to that of the field “Employee No.” above.
Invoice No.	In this field, you can specify the invoice number of the job entries you wish to see in the table part. If you leave the field blank, the invoice number will not have any influence on the selection criteria. If a job entry is invoiced twice (for example, partially invoiced the first time), then the invoice number on the job entry will be the number of the latest invoice that included that entry.

Field	Description
Overtime Spec.	The functionality of this field is similar to that of the field “Activity Type” above.
Show	In this field, you can choose whether or not entries included in the fixed-price of a given job should be displayed in the table part of the window and hence included in the calculations displayed in the card part of the window. If you leave the field blank, both kinds of entries (entries included in the fixed price and entries not included in the fixed price) will be included in the table part and hence also in the calculations made in the card part of the window.

Show Entries Island

Field	Description
Period	In this field, you can enter a range of dates. In the table part, Maconomy will show job entries within the period entered here. The hour and price information in the Summary island only includes the job entries shown in the table part. The system parameters “Open job card without delimitation” and “Show Only Open Entries when Opening Job Card” have an effect on the way this field is marked when you open the window. For more information, please see the introduction to this window.
Show Open Only	In this field, you can mark whether to show only open entries in the table part of the window. If you mark this field, the table part will only show entries for which the field “Closed” is not marked. An open job entry is one which is not fully invoiced to the customer. If the job displayed in the window has been transferred to other dimensions in the window Job Transfer, you should note that only open entries are transferred to new dimensions. This means that if you have marked this field, the column “Billing Price, Transf. From” will not show any figures, as entries which have been transferred from one job entry to another are closed on the “old” entry. If you do not mark this field, the table part and the card part of the window will display figures for both amounts transferred from the dimensions on a job as well as the figures transferred to the new dimensions on the job in question. If you leave this field blank, the field “Closed” has no influence on the selection criteria. The system parameters “Open job card without delimitation” and “Show Only Open Entries when Opening Job Card” have an effect on the way this field is marked when you open the window. For more information, please see the introduction to this window.

Description Island

Field	Description
Internal	This is the job description you have entered for internal use in the window Jobs in the “Internal” field. It cannot be changed here.
Ref.	This is the customer reference. It is retrieved from the corresponding field in the window Jobs and cannot be changed here.

Current Phase Island

Field	Description
Phase	This field shows the name of the current phase of the job. The field is blank until the first phase is initiated using the action “Initiate First Phase” in the window Job Phases. Once the first phase has been initiated, this field will always show the earliest phase which has not been ended.
Planned Ending Date	This field shows the date on which the current job phase should end according to plan. The value is transferred from the corresponding field in the table part of the window Job Phases.
Due	This field is automatically marked by Maconomy if today’s date is later than the date in the field “Planned Ending Date” in this island. This field thus shows if the planned ending date of the job phase has been exceeded. This field cannot be changed manually.
Responsible Employee No.	This field shows the number of the employee responsible for the current phase in the window Job Phases. This employee is responsible for ending the current job phase.
Name	This field shows the name of the employee shown in the field “Responsible Employee No.” above.

Settling Company Island

Field	Description
Settling Company	This field shows the number and name of the settling company that applies to the current job. If the number in this field is different from the one specified in the island Company, Maconomy will automatically create intercompany entries at the posting of job invoices. In the intercompany entries, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Employee No.” above.
Entity	The functionality of these fields is similar to that of the field “Employee No.” above.
Project	The functionality of these fields is similar to that of the field “Employee No.” above.
Purpose	The functionality of these fields is similar to that of the field “Employee No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Employee No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Employee No.” above.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

Field	Description
Date	This is the entry date of the job entry. The job entries are sorted primarily by entry date, then by transaction number. The date cannot be changed here.
Act. No.	This is the number of the activity the job entry involves. It cannot be changed here.
Description	This is the entry text given when the job entry was entered. It cannot be changed here.
Quantity	This is the quantity entered for the job entry. The quantity is number of hours for time activities. It cannot be changed here.
Billing Price	This is the total registered job billing price in the job’s currency.
Quantity Inv.	This is the total number of units invoiced to the customer in this entry. The “Invoice No.” field shows the invoice on which all or part of the entry is invoiced. The quantity cannot be changed here.
Billing Price, Inv.	This is the total invoiced billing price in the job currency. It cannot be changed here.
Revenue Recognized	This field shows the amount revenue recognized on the job entry. The amount is displayed in the base currency of the job.

Field	Description
Incl. in Fixed Price	This field shows whether or not the entry is included in the fixed price of a fixed-price job. If the field is marked, the entry is not included in the fixed price of a job. See the introduction of the window Invoice Selection for a description of how Maconomy determines whether or not entries are to be included in the fixed price of a job.
Closed	This field shows whether or not the job entry is closed. If this field is marked, the entry is closed. A job entry is open until it is completely invoiced or closed. Entries to noninvoiceable activities and noninvoiceable jobs are automatically closed and thereby closed when the entry is made. If, when the entry is closed, you invoice a different quantity or a different billing price than the one registered, the difference is registered in the “Quantity, Up/Down” and “Billing Price, Up/Down” fields on the table line. The field’s value cannot be changed here.
Invoice No.	This is the invoice number before the latest invoicing of the job entry. The field also shows the invoice number for job entries that are not invoiced to the customer, but closed in connection with an invoicing.
Quantity, Up/Down	This shows any difference between the quantity you have entered and the quantity you invoice when the job entry is closed. If you have invoiced more than the entered quantity, the value shown is positive. If you have invoiced fewer than the entered quantity, the value is negative.
Billing Price, Up/Down	This shows any difference between the billing price you have entered and the billing price you invoice when the job entry is closed. If the invoiced billing price is greater than the entered billing price, the value will be positive. If the invoiced billing price is below the entered price, the value is negative. The difference between the invoiced billing price and the standard billing price deviation (as seen in the field “Standard Up/Down”) is shown in the field “Total Up/Down.”
Exec. Company No.	This field shows the number of the company which carried out the activity on the current job entry.
Base Currency, Exec. Company	This field shows the base currency selected for the executing company in the window Company Information.
Cost, Exec. Company	This field shows the cost of one piece of the current activity in the executing company. If the responsible company is the same as the executing company, the cost in this field will be the same as the value in the field “Cost.”
Cost	This field shows the job entry cost per piece in the base currency. It cannot be changed here.
Cost, Reg.	This field shows the total registered cost in the base currency. It cannot be changed here.

Field	Description
Empl.	This field shows the number of the employee who completed the activity described in the job entry. Only time activities show a value here. It cannot be changed.
Empl. Cat. No.	This field shows the number of the employee category of the employee in the field “Empl.” above.
Empl. Cat.	This field shows the category of the employee in the field “Empl.” above.
Trans. No.	This field shows the transaction number of the job entry. Job entries are first sorted by entry date, then by transaction number. The value cannot be changed here.
Trans. Type	This field shows the transaction type of the entry. The field is for reference only and cannot be changed here.
G/L Entry Date	This field shows the date on which the current job entry was posted in the G/L module.
Origin	This field shows the origin of the individual job entry. When a job entry is posted, Maconomy assigns to the job entry information about the journal type from which the job entry was originally derived. This could, for example, be “Time Sheet” or “Job Accrual.” Some entries are created without posting journals, for example, entries for direct invoicing. To such entries, the origin “Job” is assigned. The origin of a job entry never changes.
Entry Type	This field shows the entry type of the individual job entry. When a job entry is posted, Maconomy marks it as a certain type. The type will often be “Registration” (for example, time sheet and job journal entries). In the pop-up field “Entry Type” in the island Selection Criteria in the card part of this window, you can see the different entry types used by Maconomy. This is useful if a job entry changes type. If, for instance, a job entry is reallocated, the entry's origin will be preserved, but its type will be changed to “Reallocation” or “Reversal.” This way, you can in this window see that a particular entry is, for example, a reallocated time sheet entry.
Reallocated from Job No.	If the current job entry has previously been reallocated, this field shows the number of the job from which the job entry was reallocated.
Reallocated from Task	If the current job entry has previously been reallocated, this field shows the task from which the job entry was reallocated.
Vendor No.	This field shows the number of the vendor who sold you a service in connection with the job entry. It only applies to amount activities and the job entry must be entered in the window Vendor Invoices in the Accounts Payable module.

Field	Description
Vendor Name	This field shows the name of the vendor who sold you a service in connection with the job entry. It only applies to amount activities, and the job entry must be entered in the window Vendor Invoices in the Accounts Payable module.
Vendor Inv. No.	This field shows the number of the vendor invoice you received for the service you bought in connection with the job entry. It only applies to amount activities, and the job entry must be entered in the window Vendor Invoices in the Accounts Payable module. The vendor invoice number is shown in the “Invoice No.” field in the window Vendor Invoices.
Vendor Invoice Document	If this entry originates from a vendor invoice with an attached document then this field shows the document name.
Purch. Order No.	If the current job entry was created from a purchase order, the number of the purchase order in question is shown in this field.
Purchase Order Line No.	If the current job entry was created from a purchase order, this field shows the line on the purchase order in question on which the job entry is based.
Accrual Entry	This field shows if the current entry is an accrual entry, that is, if the entry was created as a result of raising a job accrual from a purchase order line in the window Job Accruals.
Quantity 1	This field shows the quantity used in the current job entry. The value cannot be changed here.
Quantity 2	The functionality of this field is similar to that of the field “Quantity” above.
Company No.	This field shows the company assigned to the job entry. The value cannot be changed here.
Task	The functionality of this field is similar to that of the field “Company No.” above.
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Remarks	This field shows is the remarks assigned to the job entry.
Activity Name	This field shows the activity text entered for the job entry.
Task Description	This field shows the text defined for the current task, if a task has been entered in the field “Task.”
Employee Name	This field shows the name of the employee entered in the field “Empl.” above.
Moved	This field shows whether the current entry has been transferred.
Transfer Date	If the current entry has been transferred, this field shows the date of the transfer.
Quantity, Transferred To	If the current entry has been transferred to new dimensions, this field shows the quantity transferred to the job assigned the new dimensions. A job is transferred to new dimensions in the window Job Transfer.
Billing Price, Transferred To	This field shows the total billing price, if any, transferred to the new dimensions on the job.
Quantity, Transferred From	If the current entry has been transferred to new dimensions in the window Job Transfer, this field shows the quantity transferred from the “old” dimensions of the current job entry.
Billing Price, Transferred From	If the current entry has been transferred to new dimensions in the window Job Transfer, this field shows the total billing price transferred from the “old” dimensions of the job entry to the new dimensions of the job entry.
Standard Billing Price	This field shows the standard billing price applied to the entry in question. The difference between the standard billing price, the billing price registered in windows such as Job Budgets and Job Journal, and the invoiced billing price (as found in the window Invoice Selection) can be used for performance analyses. For more information, please see “Appendix A: Price Calculation in the Job Cost Module.” Standard Up/Down This field shows the difference between the registered billing price and the standard billing price for the current entry within the selected period.
Total Up/Down	This field shows the difference between the amount invoiced for the current entry within the selected period and the standard billing price for the same period. This corresponds to the sum of the fields “Standard Up/Down” and “Billing Price, Up/Down.” Overtime Spec. The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Daily Description	This field shows any daily description associated with the current job entry.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field “Period To, Subscription” below show the starting and ending periods of the subscription.
Period To, Subscription	See the description of the field “Period From, Subscription” above.

Actions

This section shows the Actions available in the Job Card workspace.

Bottom Tab

Field	Description
View Vendor Invoice Document	This action allows you to view any document attached to a vendor invoice, for example, a scanned invoice or an e-mail. The action is enabled when at least one job entry in the table part originates from a vendor invoice with an invoice number specified. If the action is used on other types of job entry, an error message will be displayed.

Financial Job Card Workspace

Use this workspace to review detailed financial information about job entries that were entered, invoiced, or revenue-recognized for a specific job in a specific period.

Use selection criteria to narrow down the entries that are displayed. This workspace displays the open, changed, and closed amounts for the job entries, as well as information about work in progress and amounts that have been written up or down on the job.

This workspace is similar to the Job Card workspace, but this workspace displays the financial movements made on a job in detail, whereas the Job Card workspace displays details of work completed on the relevant job.

In the Financial Job Card tab in this workspace, you can define selection criteria for the job that the workspace displays. The first time that you open this workspace, you must specify these criteria, but after you have done this once, Maconomy saves the selection criteria for you. This means that each time that you open this workspace, Maconomy displays the last selection criteria that you entered.

In accordance with the selected criteria, the Job Entries sub-tab displays the open, changed, and closed amounts on entries that have been entered, invoiced, or revenue-recognized within the selected period, as well as information about work in progress and amounts that have been written up or down on the job. The entries that the sub-tab displays are summarized, and the resulting totals are displayed in some of the islands in the Financial Job Card tab. A number of these islands are structured in a similar way, all showing opening, closing, and changed amounts for the period specified in the tab.

The "Opening" amounts that these islands display include all of the actions performed on a job before the first date of the date range that you specify in the Financial Job Card tab, whereas "Closing" amounts include all of the actions performed within the selected date range. As the name indicates, the "Change" amounts display the changes made to the relevant amounts within a given period, that is, the difference between the relevant opening and closing amounts.

In addition, the Financial Job Card tab also displays information about differences between standard billing prices, registered billing prices, and invoiced billing prices related to the job in question. At any time, you can choose the currency in which the amounts in this tab should be displayed. This workspace thus provides detailed financial information about the history of the job and the changes made to the job's entries within a given period, thus providing information on both the job entry level and summarized totals at the job level. You can print the information that this workspace displays using the **Print…** action.

Financial Job Card Tab

This section includes the fields and descriptions for the Financial Job Card tab.

Job Island

Field	Description
Job	This is the number and name of the job for which information is shown. This value cannot be changed manually, but you can retrieve other jobs using the search functions in the Find menu.
Job Group	This is the job group to which the job is assigned.
Closed	If this field is marked, the job has been closed. To remove the mark, select the action “Reopen Job” in the window Jobs. To close a job, select the action “Close Job” in the window Jobs.

Revenue Recognition Island

This island is structured as a grid showing opening, closing, and changed amounts for a number of figures. Only those job entries and invoices on account which fulfill the criteria specified in the islands Show Entries and Selection Criteria form the basis of the amounts displayed in this island.

Field	Description
Opening	This column shows the opening amounts that are currently registered. The values are divided into the four rows “Revenue Recognized,” “Hereof Revenue Adjusted,” “Billing Price, Inv.,” and “Work In Progress.” Opening amounts include all actions carried out on a job before the first date of the date range specified in the island Show Entries in card part of the window.
Change	This column shows the changes made to the amounts in the rows “Revenue Recognized,” “Hereof Revenue Adjusted,” “Billing Price, Inv.,” and “Work In Progress” within the period specified in the island Show Entries in the card part of the window.

Field	Description
Closing	This column shows the closing amounts that are currently registered. The values are divided into the four rows “Revenue Recognized,” “Hereof Revenue Adjusted,” “Billing Price, Inv.,” and “Work In Progress.” Closing amounts include all actions carried out on a job within the selected date range specified in the island Show Entries in card part of the window.
Revenue Recognized	This row shows the opening, changed, and closing amounts that have been revenue-recognized on the job before and within the relevant period.
Hereof Revenue Adj.	This row shows the opening, changed, and closing amounts that have been revenue-adjusted on the job before and within the relevant period. If the job is capitalized at billing price, this is calculated as the revenue-recognized amount, less billing price registered, less invoiced up/down. If the job is capitalized at cost price, this is 0.
Cost, Inv.	This row shows the opening, changed, and closing billing prices that have been invoiced on the job before and within the relevant period. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Inv.	This row shows the opening, changed, and closing billing prices that have been invoiced on the job before and within the relevant period.
Work In Progress	This row shows the opening, changed, and closing amounts for work in progress that have been registered on the job before and within the relevant period. If the job is capitalized at billing price, this is calculated as the revenue-recognized amount, less invoiced, less transferred from, plus transferred to. If the job is capitalized at cost price, WIP is the open cost price.

Billing Price Deviation Island

As the structure of this island is similar to that described for the island Revenue Recognition, you should see the introduction to that island for further information about the structure, as well as the opening, closing, and changed amounts displayed.

The fields in this island show any differences between the registered billing price, the standard billing price, and the invoiced billing price. Based on these figures, you can analyze the performance of, for instance, a department, by comparing the standard billing price (the performance target) with the invoiced billing price (the sum actually invoiced to the clients). For more information, please see “Appendix A: Price Calculation in the Job Cost Module.”

Field	Description
Standard Billing Price	This row shows the sum of the standard billing prices registered on the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period.

Field	Description
Standard Up/ Down	This row shows the sum of the difference between the registered billing prices and the standard billing prices registered on the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period. The fields thus show the amounts by which the job exceeds or falls behind the performance target, compared with what was actually registered on the job.
Billing Price, Reg.	This row shows the sum of the billing prices registered on the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period.
Billing Price, Up/Down	This row shows the sum of the difference between the invoiced (plus open, not yet invoiced) billing prices and the registered billing prices entered on the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period. The fields thus show if the job has been written up or down when invoiced.
Billing Price, Inv.	This row shows the sum of the billing prices invoiced (plus open, not yet invoiced) on the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period.
Total Up/Down	This row shows the sum of the differences between the invoiced billing prices and the standard billing prices registered on the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period. The fields thus show the amounts by which the job exceeds or falls behind the performance target, compared with what was actually invoiced.

On Account Island

As the structure of this island is similar to that described for the island Revenue Recognition, you should see the introduction of that island for further information about the structure, as well as the opening, closing, and changed amounts displayed.

Field	Description
On Account, Net	This row shows the opening, changed, and closing on account amounts registered on the job before and within the relevant period. The fields thus show how much of the total job price has been invoiced or credited on account within the relevant period.
Tax On Account, Net	This row shows the opening, changed, and closing on account tax amounts registered on the job before and within the relevant period. The fields thus show the amount of sales tax included in any invoices on account or credit memos on account.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the criteria specified in this island are shown in the table part of this window. When the lines are displayed, the amounts on the relevant entries are summed and hence shown in the relevant islands in the card part of the window.
Origin	In this field, you can select the origin of the job entries you wish to see in the table part. Maconomy will retrieve job entries posted using journals of the selected type. The origin of a job entry is the name of the journal type from which they derive, for example, “Job Revenue Recognition.” If you leave the field blank, the origin will not have any influence on the selection criteria. Please note that not all of the listed journal types are relevant in the Job Cost module. Hence, if you select, for example, “Asset” in this field, no job entries will be shown in the table part.
Entry Type	In this field, you can select the entry type of the job entries you wish to see in the table part. Maconomy will retrieve job entries of the selected type. When a job entry is posted, Maconomy marks it as a certain type. A job entry can, for example, have the type “Registration” (for a normal time sheet entry) or “Reallocation” (for a reallocated job entry). For more information, please see the description of the field “Entry Type” in the table part of this window.
Show Accrual Entries	In this field, you can specify whether the table part should show accrual entries.
Activity Type	In this field, you can select the activity type of the job entries you wish to see in the table part. Maconomy will only retrieve job entries of the selected activity type.
Cost Type	In this field, you can select the cost type of the job entries you wish to see in the table part. Maconomy will only retrieve job entries of the selected cost type.
Employee No.	In these fields, you can enter a range of employee numbers to specify which job entries you wish to see in the table part. Maconomy will only retrieve job entries for employees with numbers within the specified range.
Exec. Company No.	The functionality of these fields is similar to that of the field “Employee No.” above.
Activity No.	The functionality of these fields is similar to that of the field “Employee No.” above.
Task	The functionality of these fields is similar to that of the field “Employee No.” above.

Field	Description
Overtime Spec.	The functionality of this field is similar to that of the field “Activity Type” above.
Show	In this field, you can choose whether entries included in the fixed price of a given job should be displayed in the table part of the window and hence be included in the calculations displayed in the card part of the window. If you leave the field blank, both kinds of entries (entries included in the fixed price and entries not included in the fixed price) will be included in the table part and hence also in the calculations made in the card part of the window.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the field “Employee No.” above.
Entity	The functionality of these fields is similar to that of the field “Employee No.” above.
Project	The functionality of these fields is similar to that of the field “Employee No.” above.
Purpose	The functionality of these fields is similar to that of the field “Employee No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Employee No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Employee No.” above.

Show Entries Island

Field	Description
Period	In these fields, you can enter a range of dates. The table part will show the job entries registered, invoiced, or revenue recognized within the specified period. The default values in these fields are the starting and ending date of the previous month.
Currency Type	In this field, you can choose the currency in which figures should be displayed. The options are “Job Currency,” “Base Currency,” and “Enterprise Currency.” All prices in the card and table parts are displayed in the currency type selected here. However, if you select “Job Currency,” cost prices are shown in the base currency. This is because cost prices are only stored in base currency and enterprise currency. The currency type selected in this field can be changed at any time.
Currency	This field shows the currency of the currency type selected in the field “Currency Type.”

Field	Description
Job Currency	This field shows the job's currency. The currency is retrieved from the window Job Information.
Base Currency	This field shows the currency used as base currency in the company to which the job is assigned. The company name is displayed in the island Company.

Registration/Invoicing Island

As the structure of this island is similar to that described for the island Revenue Recognition, you should see the introduction to that island for further information about the structure, as well as the opening, closing, and changed amounts displayed.

Field	Description
Cost, Reg.	This row shows the opening, changed, and closing cost prices registered on the job before and within the relevant period. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is "Job Currency," the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Reg.	This row shows the opening, changed, and closing billing prices registered on the job before and within the relevant period.
Cost, Open	This row shows the opening, changed, and closing amounts for open cost registered on the job before and within the relevant period. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is "Job Currency," the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Open	This row shows the opening, changed, and closing amounts for open billing prices registered on the job before and within the relevant period.
Cost, Inv.	This row shows the opening, changed, and closing cost invoiced on the job before and within the relevant period. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is "Job Currency," the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Inv.	This row shows the opening, changed, and closing billing prices invoiced on the job before and within the relevant period.
Billing Price, Up/ Down	This row shows the opening, changed, and closing amounts for billing prices which have been written up or down on the job before and within the relevant period. The fields thus show any differences between the billing price invoiced on the job and the billing price registered on the job.

Transfer Island

As the structure of this island is similar to that described for the island Revenue Recognition, you should see the introduction of that island for further information about the structure, as well as the opening, closing, and changed amounts displayed.

Field	Description
Cost, Transferred To	This row shows the sum of the cost transferred to the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Cost, Transferred From	This row shows the sum of the cost transferred from the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Transferred To	This row shows the sum of the billing prices transferred to the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period.
Billing Price, Transferred From	This row shows the sum of the billing prices transferred from the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period.

Ship to Customer Island

Field	Description
Customer	This field shows the number and first line of the name of the customer to whom the job pertains.

Bill to Customer Island

Field	Description
Bill to Customer	This field shows the number and first line of the name of the customer who is to be billed for the job.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the current job.

Settling Company Island

Field	Description
Settling Company	This field shows the number and name of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see the section “Multiple Companies” in the chapter “Introduction to the G/L Module.” Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Description Island

Field	Description
Internal	This field shows the job description entered for internal use in the window Jobs in the field “Internal.”
Ref.	This field shows a customer reference. This information is retrieved from the corresponding field in the window Jobs.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

Note that opening and closing figures for the changed amounts displayed in the table part are not included in the standard layout of this window. However, the opening and closing figures are maintained and can be added to the layout by means of Maconomy’s layout editing tools if so desired.

Field	Description
Entry Details	This field shows a link to the Job Entries workspace. When you click this link, the Job Entries workspace filter which will automatically focus on the job entry and show details.
G/L Entry Date	This field shows the date on which the current job entry was posted in the G/L module.
Entry Date	This field shows the entry date of the job entry. The job entries are sorted primarily by job entry date, then by transaction number.
Act. No.	This field shows the number of the activity registered on the job entry.
Task	This field shows the task registered on the job entry.

Field	Description
Empl.	This field shows the number of the employee registered on the job entry.
Empl. Cat.	This field shows the category of the employee registered on the job entry.
Description	This field shows the entry text specified when the job entry was entered.
Quantity	This field shows the quantity registered on the job entry.
Cost, Reg.	This field shows the cost registered on the job entry. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Reg.	This field shows the billing price registered on the job entry.
Revenue Recognized	This field shows the amount revenue-recognized during the period specified in the card part.
Quantity, Inv.	This field shows the quantity invoiced during the period specified in the card part.
Cost, Inv.	This field shows the cost invoiced during the period specified in the card part. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Inv.	This field shows the difference between the billing price that would have been invoiced before the beginning of the period specified in the card part if the job was closed at that time, and the billing price that would have been invoiced at the end of the selected period if the job was closed at that particular time.
Quantity, Up/Down	This field shows the difference between the quantity that would have been written up or down before the beginning of the period specified in the card part if the job was closed at that time, and the quantity that would have been written up or down at the end of the selected period, if the job was closed at that particular time.
Billing Price, Up/ Down	This field shows the difference between the registered billing price and the invoiced billing price registered on the current entry. If the invoiced billing price is greater than the registered billing price, the value will be

Field	Description
	positive. If the invoiced billing price is below the registered billing price, the value is negative.
Standard Billing Price	This field shows the standard billing price of the current entry.
Standard Up/Down	This field shows the difference between the registered billing price and the standard billing price registered on the current entry. If the registered billing price is greater than the standard billing price, the value will be positive. If the registered billing price is below the standard billing price, the value is negative.
Total Up/Down	This field shows the difference between the standard billing price and the invoiced (plus not yet invoiced) billing price of the current entry. This corresponds to the value of the field “Billing Price, Up/Down” plus the value of the field “Standard Up/Down.”
Cost, Transferred To	This field shows the cost transferred to new dimensions on the job during the period specified in the card part. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Cost, Transferred From	This field shows the cost transferred from “old” dimensions to new dimensions on the job during the period specified in the card part. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Transferred To	This field shows the billing price transferred to new dimensions on the job during the period specified in the card part.
Billing Price, Transferred From	This field shows the billing price transferred from “old” dimensions to new dimensions on the job during the period specified in the card part.
Incl. in Fixed Price	This field shows whether or not the entry is included in the fixed price of a job. If the field is marked, the entry is not included in the fixed price of a job. See the introduction to the window Invoice Selection for a description of how Maconomy determines whether or not entries are to be included in the fixed price of a job.
Exec. Company No.	This field shows the number of the company which carried out the activity on the current job entry.

Field	Description
Base Currency, Exec. Company	This field shows the base currency selected for the executing company in the window Company Information.
Cost, Exec. Company	This field shows the cost of one unit of the current activity in the executing company. If the responsible company is the same as the executing company, the cost in this field will be the same as the value in the field “Cost, Reg.” This amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Cost	This field shows the job entry cost per unit in the base currency. This amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Entry No.	This field shows the number of the job entry.
Origin	This field shows the origin of the individual job entry. When a job entry is posted, Maconomy assigns information about the journal type from which the job entry was originally derived, to the job entry. This could, for example, be “Time Sheet” or “Job Accrual.” Some entries are created without posting journals, for example, entries for direct invoicing. To such entries, the origin “Job” is assigned. The origin of a job entry never changes.
Entry Type	This field shows the entry type of the individual job entry. When a job entry is posted, Maconomy marks it as a certain type. The type will often be “Registration” (for example, time sheet and job journal entries). In the pop-up field “Entry Type” in the island Selection Criteria in the card part of this window, you can see the different entry types used by Maconomy. This is useful if a job entry changes type. If, for instance, a job entry is reallocated, the entry's origin will be preserved, but its type will be changed to “Reallocation” or “Reversal.” This way, you can in this window see that a particular entry is, for example, a reallocated time sheet entry.
Reallocated from Job No.	If the current job entry has previously been reallocated, this field shows the number of the job from which the job entry was reallocated.
Reallocated from Task	If the current job entry has previously been reallocated, this field shows the task from which the job entry was reallocated.

Field	Description
Vendor No.	This field shows the number of the vendor who sold you a service in connection with the job entry.
Vendor Name	This field shows the name of the vendor who sold you a service in connection with the job entry.
Vendor Inv. No.	This field shows the number of the vendor invoice you received for the service you bought in connection with the job entry. The vendor invoice number is shown in the field “Invoice No.” in the window Vendor Invoices.
Vendor Invoice Document	This field shows a document attached to a vendor invoice, such as a scanned invoice or an e-mail.
Purch. Order No.	If the current job entry was created from a purchase order, the number of the purchase order in question is shown in this field.
Purchase Order Line No.	If the current job entry was created from a purchase order, this field shows the line on the purchase order in question on which the job entry is based.
Accrual Entry	This field shows if the current entry is an accrual entry, that is, if the entry was created as a result of raising a job accrual from a purchase order line in the window Job Accruals.
Quantity 1	This field shows the quantity used in the current job entry.
Quantity 2	The functionality of this field is similar to that of the field “Quantity” above.
Company No.	This field shows the responsible company assigned to the job entry.
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Field	Description
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field “Period To, Subscription” below show the starting and ending periods of the subscription.
Period To, Subscription	See the description of the field “Period From, Subscription” above.
Remarks	This field shows the remarks assigned to the job entry.
Activity Name	This field shows the activity text entered for the job entry.
Task Description	This field shows the text defined for the current task, if a task has been entered in the field “Task.”
Employee Name	This field shows the name of the employee entered in the field “Empl.” above.
Employee Category	This field shows the category of the employee entered in the field “Empl.” above.
Overtime Spec.	This field shows any overtime specification associated with the current job entry.
Daily Description	This field shows any daily description associated with the current job entry.

Actions

This section shows the Actions available in the Financial Job Card workspace.

Bottom Tab

Field	Description
View Vendor Invoice Document	Use this action to view any document attached to a vendor invoice, for example a scanned invoice or an e-mail. This action is enabled when at least one job entry in the table part originates from a vendor invoice with an invoice number specified. If this action is used on other types of job entry, an error message will be displayed.

Pending Job Actions Workspace

Use this workspace to review pending job actions that might prevent you from processing your invoices or closing your jobs.

Examples include timesheets that have not been submitted or approved, open purchase order lines, and journals that have not been posted. This workspace lists your open jobs and their pending job actions.

Pending job actions refer to the activities that are related to a given job that are relevant when, for example, you are about to invoice a job or to close a job.

It may be convenient to check whether there are any open activities that prevent you from, for example, invoicing a job, and this workspace helps you to get a quick overview of pending actions so that you do not need to search in several different workspaces to get this information.

For example, when you attempt to close a job, Maconomy checks that a number of different conditions are satisfied. For example, all time sheets with entries on the given job must have been submitted and approved, and all invoices on account must have been fully reconciled. When Maconomy cannot close a job, you receive an error message that refers to the condition that is not satisfied. In this workspace you get a full overview of all such messages at once.

The Pending Job Actions tab displays information about open jobs (number, name, status, project manager, and so on), while Pending Job Actions sub-tab displays pending job actions. You can set some parameters that filter the pending action lines: you can set a date range, and you can filter out minor warnings that do not prevent job closing. The sub-tab also displays useful information about the job, such as last entry date, quote price, and so on.

Pending Job Actions Tab

This section includes the fields and descriptions for the Pending Job Actions tab.

Job Island

Field	Description
Job	This is the number and name of the job for which pending actions are displayed.
Status	This field displays the status of the job, either Quote or Order.
Estimated Ending Date	In this field, you can enter the date on which the job is expected to complete. The date is for information only.
Project Manager No.	In this field, you can enter the number of an employee created in the window Employees in the Set-Up module. Maconomy suggests the number of the user creating the job if this user has an employee number assigned to him. The project manager in this field is the one who can approve time and expense sheet lines if the fields in the island Approval indicate that the project leader can or must approve time and expense sheets. If so, this field must be completed. Furthermore, the project manager of a job can initiate the first job phase and end phases if job phases are used on the job.
Customer	In this field, you enter the number of the customer for whom the job is to be performed. Maconomy verifies that the number is that of an existing customer, and that the customer has not been blocked in the window Payment Information in the A/R module. If the customer's open balance has exceeded the credit limit, Maconomy shows a warning, and you can choose not to create the job. Note that if the current job is a template job, this field is not mandatory.

Field	Description
	This field also shows the customer's name as entered in the Customer Information Card in the A/R module. The name cannot be changed here, but you can change it in the window Job Information.
Main Job No.	If there is a main job related to this job, this field shows the number of the main job.
No. of Subjobs	This field shows the number of underlying jobs assigned to the job.
Currency	This field shows the currency of the job.
Number of Pending Job Actions	This field shows the number of pending job actions that you need to act on before you can close the job.
Updated Date	This field shows the date when the list of pending job actions was updated. Running the action “Close Jobs” will clear the field.

Selection Criteria Island

Field	Description
Date	In these fields you can specify a period for which you want to see pending job actions. By default, the fields will be empty and therefore show all entries. Running the action “Refresh List of Pending Job Actions” affects all actions, not only the visible ones.
Category	All pending job actions are grouped into the six categories listed below. You can select or deselect individual categories or use the field “Select All” to select or deselect all categories. Your selection is directly displayed in the table part of this window. Depending on your selections, each category below may show the following warnings and messages: ▪ Select All — Use this field to select or deselect all categories. ▪ Time and Expense — Time Sheet Not Submitted, Time Sheet Not Approved, Time Not Approved by Manager, Expense Sheet Not Submitted, Expense Sheet Not Approved, Expense Sheet Not Approved by Project Manager, Mileage Sheet Not Submitted, Mileage Sheet Not Approved, Mileage Not Approved by Project Manager ▪ Purchase — Requisition Line Not Closed, Request For Quote Not Closed, Purchase Order Line Not Closed ▪ Posting — Time Sheet Journal not posted, Job Accrual Journal not posted, Job Journal not posted, Central Time Sheet Transfer, Vendor Invoice Allocations not posted, Expense Sheet Journal not posted,

Field	Description
	Mileage Sheet Journal not posted, General Journal not posted, Item Journal not posted, Job Reallocation Journal not posted, Job Revenue Recognition Journal not posted, Vendor Invoices exist ▪ Invoicing — Open Job Entries, Open Job Entries Not Included in Fixed Price, Open Invoices On Account, Fixed Price Not Invoiced, Invoice Selection Has Been Approved, Draft Invoice For Editing ▪ Sales Orders — Order Quote Line Exists, Sales Order Not End Invoiced, Credit Order Not End Invoiced ▪ Miscellaneous — Job Entries Being Reallocated, Accrued Balance, Subjob Not Closed, Event Flow Not Closed, Event Not Closed, Distribution from Main Job, Job Entries Marked for Reallocation **Note:** Selection of the Miscellaneous check box displays "Asset not fully depreciated" in the Description field for a pending job action. You will not be able to close the job until you have removed the association of the asset to the job.
Only Lines Preventing Job Closing	Marking this field limits the number of warnings displayed in the list of pending actions to include only those that prevent a job from closing.

Job Progress Island

Field	Description
Last Progress Date	This field shows the date for which the progress information for the job was created.
Completion %, Hours	This field shows the completion percentage of the job, expressed as a percentage of total hours.
Completion %, Cost	This field shows the completion percentage of the job, expressed as a percentage of total costs.

Last Job Revenue Recognition Island

Field	Description
Date	The date displayed in this field is determined by the value in the field “Show Latest Approved Revenue Recognition” in the window Job Revenue Recognition (the island Calculate Revenue). If that field is marked, this field will show the date on which the latest revenue recognition was approved. If that field is not marked, this field will display the date on which revenue was recognized on the job.
Completion %	This field shows the completion percentage of the last job revenue recognition.

Field	Description
Revenue Recognition Amount	This field specifies the size of the amount to be recognized as revenue on the job. This amount can be calculated by Maconomy, and it will then correspond to the percentage of the fixed price shown in the field “Percentage, Recognized As Revenue” in the window Job Revenue Recognition. You can also specify an amount manually, and the percentage in the field “Percentage, Recognized As Revenue” will be updated to correspond to the specified amount. If the job is a fixed-price job, the amount specified cannot exceed the fixed price of the job as shown in the field “Fixed Price Basis.” If the job is a time and material job, the values in the fields “Limit Revenue” and “Compl. % Limit” will determine how large an amount you can recognize as revenue on the job. Note that if the job has “Quote” status, the amount must be 0 in this field. When you specify an amount manually, Maconomy will reset the date in the field “Date, New Revenue Recognition” as an indication that you must decide yourself on which date the recognition of the calculated revenue should be based. Note that if you need to make a manual change to a job that uses detailed revenue recognition, such changes cannot be made in this window, but must instead be entered in the window Job Revenue Recognition Details.

Invoicing Island

Field	Description
Oldest Open Entry	This field shows the oldest entry date of all open job entries on the job.
Last Invoice Date	This field shows the date of the last invoice made for the job. The date cannot be changed here.
Open Billing Price	This field shows amount for open billing prices registered on the job before and within the relevant period.
Net on Account	This field shows the on account amount registered on the job before and within the relevant period. The field shows how much of the total job price has been invoiced or credited on account within the relevant period.
Tax Net on Account	This row shows the on account tax amount registered on the job before and within the relevant period. The fields show the amount of sales tax included in any invoices on account or credit memos on account.
Drafts for Editing	This field is marked if there are draft invoices for editing.
Blanket Drafts for Editing	This checkbox indicates whether there are blanket draft invoices for editing. Blanket drafts are created when you approve invoice selection in Blanket Invoice Selection or apply the “Create Blanket Drafts” action in Blanket Invoicing Overview.

Field	Description
Submitted Drafts	This field shows the number of submitted invoice drafts.
Approved for Invoicing	This field is marked if the job has been approved for invoicing.

Price Island

Field	Description
Fixed Price	This field shows the fixed price of the job.
Budgeted Billing Price	This field shows the total budgeted billing price found on the last approved revision of the current budget on the job.
Quote Price	This field shows the approved quote price.

Pending Job Actions Sub-Tab

This section includes the fields and descriptions for the Pending Job Actions sub-tab.

Pending job actions are ordered in the table part according to the type (Description), Date (the date when the problem was created), and Related Empl. No. (pointing to a person who may be able to resolve the problem).

Field	Description
Category	This field assigns one of the six categories to each pending job action.
Description	This field shows the type of the pending action. The field may, for example, contain text such as "Subjob not closed.”
Details	This field shows the relevant details about the pending action. If, for example, the description is "Subjob not closed,” this field would contain the text "Subjob number," followed by the number of the subjob. In other words, this field contains key information about the pending job action.
Related Empl. No.	This field can show the number of an employee who may be able to help solve a problem related to an item listed in this table.
Related Empl. Name	For time sheets that must be submitted, Maconomy suggests the employee on the time sheet, and for time sheets that must be approved, Maconomy suggests the approver. This field shows the name of the employee specified in the field “Related Empl. No.”

Field	Description
Date	This field shows the date when the condition preventing the job from closing arose. For example, it would contain the first entry date of an unsubmitted expense sheet.
Prevents Job Closing	This field tells you whether the pending job action prevents the related job from being closed.

Actions

This section shows the Actions available in the Pending Job Actions workspace.

Top Tab

Field	Description
Refresh List of Pending Job Actions	Run this action to create an updated list of pending job actions for the job currently selected. When you close the job or refresh the list of pending actions, you may also receive warnings. This happens if, for example, there is an unposted vendor invoice with the job number (the invoice itself, not one of the lines). Such a warning may also be included in the list of pending job actions even though they do not prevent a job from being closed. This also appears from the field "Prevents Job Closing," which will then be unmarked (as opposed to other obstructions); that is, there is no direct obstruction to job closure.
Clear List of Pending Job Actions	Run this action to clear the list of pending job actions for the job currently selected. This can be useful if you decide that the list of already created pending job activities is irrelevant, especially if you report on the generated lists of pending job activities across jobs in an effort to close many jobs at a time.
Close Job	This action will attempt to close the job. If there are pending actions on the job that prevent it from being closed, an error message will be displayed, but the list of pending actions will not be updated.

Job Overview Workspace

Use this workspace to get a general overview of a job, including budgeted cost and billing price, hours entered, total amount of committed purchase orders, total amount invoiced, pre-invoice totals, customer balance due, and revenue recognized.

This workspace displays:

- Budgeted cost and billing price in current budget, planning, and baseline budgets
- Non-approved billing price from submitted time, expense, and mileage sheets
- Registered and open hours, cost and billing price split by time and amount
- Amount committed on purchase orders

- Next invoice date according to the invoicing plan
- Total amount invoiced on account and amount net on account
- Total amount invoiced and total write up/down
- Billing price set for carry forward
- Customer balance due for the job
- Latest job progress evaluation
- Revenue recognized on the job
- Latest approved revenue recognition by completion percentage or WIP evaluation

The workspace introduces the Factor budgeted, entered, and invoiced on the job. This is calculated as the ratio $(B_{time} + (B_{amount} - C_{amount})) / C_{time,}$ where B and C are the total billing price and total cost price in the current job budget, entered on the job, and invoiced on the job respectively, and the sub-scripts refer to the activity type (so B_{time} is the total billing price for time related activities). In addition, there is a factor for revenue recognized with the same formula, where B is revenue recognized on the job and C is total entered cost price in case of capitalization at billing price, and otherwise, the total invoiced cost price.

Job Overview Tab

Use this tab to get a general overview of a job, including budgeted cost and billing price, hours entered, total amount of committed purchase orders, total amount invoiced, pre-invoice totals, customer balance due, and revenue recognized.

Job Island

Field	Description
Job	This field shows the job number and name.
Currency	This field shows the job currency.
Invoiceable	This field shows whether the job is invoiceable and/or internal job.
Job Group	This field shows the job group.
Project Manager	This field shows the name of the project manager.
Main Job	This field shows the main job number and name if the job is a subjob.
No. of Subjobs	This field shows the number of subjobs if the job is a main job.
Closed	This check box indicates whether the job is closed.

Dates Island

Field	Description
Start Date	This field shows the date when the job was started, given by the project manager.
Estimated Ending Date	This field shows the expected ending date, given by the project manager.
Actual Completion	This field shows the date when the job was closed.

Price Island

Field	Description
Invoicing Method	This field shows whether the job is Fixed Price or Time & Material.
Fixed-Price Basis	This field shows whether the basis for fixed price is the budget or the quote.
Fixed Price Budget Type	If the fixed price is based on the budget, this field shows the budget type for the fixed price.
Fixed Price, Currency	This field shows the fixed price of the job in job currency.
Quote Price, Currency	This field shows the quote price in job currency.

Time Registrations Island

Field	Description
Hours Registered	This field shows the total number of hours registered for the job.
Cost Price Reg., Base	This field shows the registered cost price for time activities in the base currency of the job.
Billing Price Reg., Currency	This field shows the registered billing price for time activities in the job currency.
Latest Time Sheet Registrations	This field shows the date of the latest time sheet with registrations on the job. This includes unsubmitted time sheets.
Last Date Project Manager Time Approvals	This field shows the date of the last time the project manager approved time sheet lines for the job.

Time Registrations, Invoiced Sub-Island

Field	Description
Hours, Invoiced	This field shows the total number of hours invoiced for the job.
Hours, Up/Down	This field shows the write up/down in terms of hours.
Billing Price Invoiced, Currency	This field shows the billing price invoiced for time activities in job currency.
Billing Price Up/Down, Currency	This field shows the write up/down for time activities in job currency.
Cost Price Invoiced, Base	This field shows the invoiced cost price for time activities in the base currency of the job.

Time Registrations, Open Sub-Island

Field	Description
Hours, Open	This field shows the number of open hours, that is, hours registered but not invoiced.
Billing Price, Currency	This field shows the open billing price for time activities, in job currency.
Cost Price, Base	This field shows the open cost price for time activities in base currency.

Time Registrations, Non Approved Time Sheets Sub-Island

Field	Description
Billing Price, Currency	This field shows the total registered billing price on time sheets which has been submitted but not transferred for posting.

Time Registrations, Non Submitted Time Sheets Sub-Island

Field	Description
Number of Hours	This field shows number of hours from time sheet lines on the jobs for time sheets that have not been submitted. For time sheets in days, the number of days on the time sheets is converted to hours by multiplying with the number of hours per man day specified on the job.

Billing Island

Field	Description
Billing Price Up/Down, Total, Currency	This field shows the write up/down in job currency.

Invoice Selection Status Island

Field	Description
Open for Selection	This check box indicates whether the job is open for invoice selection.
Includes Sub Jobs	This check box is selected if the job is a main job with subjobs set up for invoicing on the main job.
Carry Forward, Currency	This field shows the total amount currently selected for carry forward with respect to invoice selection.
Drafts for Editing	This check box indicates whether draft invoices are currently being edited on the job. A related text field shows the number of drafts being edited.
Blanket Drafts for Editing	This checkbox indicates whether there are blanket draft invoices for editing. Blanket drafts are created when you approve invoice selection in Blanket Invoice Selection or apply the “Create Blanket Drafts” action in Blanket Invoicing Overview.
Submitted Drafts	This field shows the number of submitted invoice drafts.
Approved for Invoicing	This check box indicates whether drafts are currently approved for invoicing on the job.
Submitted by	This field shows the name of user who submitted this draft.
Submitted Date	This field shows the date when the draft was submitted.
Approved by	This field shows the name of the user who approved the job for invoicing.
Approval Date	This field shows the date on which the job was approved for invoicing.

Revenue Recognition Island

Field	Description
Job Parameter Setup	This field shows the name of the job parameter for revenue recognition setup.

Field	Description
Revenue Recognized, Currency	This field shows the revenue recognized in job currency.

Factor Island

Field	Description
Factor, Current Budget	This field shows the factor for the current job budget. This metric is only available for the current budget.
Factor, Reg.	This field shows the factor for the job according to total registered cost and billing price.
Factor, Invoiced	This field shows the factor for the job according to the total invoiced cost and billing price.
Factor, Revenue Recognized	This field shows the factor for the job according to revenue recognized.

Purchase Orders Island

Field	Description
Committed, Currency	This field shows the amount committed on purchase orders in job currency.

Customer Island

Field	Description
Customer	This field shows the customer number and name on the job.

Company Island

Field	Description
Company	This field shows the company number and name on the job.
Base Currency	This field shows the currency of the company on the job.

Current Budget Island

Field	Description
Created	This check-box shows if a budget for the current budget type has been created.

Field	Description
Budget Type	This field shows the budget type of the current budget. Budget types are maintained in the pop-up field “Budget Type” in the Popup Fields window in the Set-Up module.
Revision No.	This field shows the revision number of the current job budget.
Cost Price	This field shows the budgeted cost price in base currency.
Billing Price, Currency	This field shows the budgeted billing price in job currency.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Gross Margin, Base	The field shows the gross margin in the current budget.
Gross Margin Percentage	This field shows the gross margin percentage according to the budgeted cost and billing prices.
Markup Percentage	This field shows the markup percentage of the current budget, that is, the gross margin as a percentage of the total cost price.
Submitted	This checkbox indicates whether the budget has been submitted.
Submitted by	This field shows the user name of the person who submitted the project budget.
Date Submitted	This field shows the date on which the project budget was submitted.
Approved	This check box indicates whether the project budget has been approved.
Approved by	This field shows the user name of the person who approved the project budget.
Date Approved	This field shows the date on which the project budget was approved.

Amount Registrations Island

Field	Description
Cost Price Reg., Base	This field shows the registered cost price for amount activities in the base currency of the job.
Billing Price Reg., Currency	This field shows the registered billing price for amount activities in the job currency.

Field	Description
Latest Expense Sheet Registrations	This field shows the date of the latest submitted expense sheet that has registrations on the job. This does not include unsubmitted expense sheets.
Latest Mileage Sheet Registrations	This field shows the date of the latest submitted mileage sheet that has registrations on the job. This does not include unsubmitted mileage sheets.
Last Date Project Manager Expense Approvals	This field shows the date of the last time that the project manager approved expense sheet lines for the job.

Amount Registrations, Invoiced Sub-Island

Field	Description
Billing Price Invoiced, Currency	This field shows the currency for the invoiced billing price.
Billing Price Up/Down, Currency	This field shows the write up/down for amount activities in the job currency.
Cost Price Invoiced, Base	This field shows the invoiced cost price in the base currency.

Amount Registrations, Open Entries Sub-Island

Field	Description
Open Billing Price, Currency	This field shows the open billing price for amount activities in job currency.
Open Cost Price, Base	This field shows the open cost price in base currency.

Amount Registrations, Non Approved Expense Sheets Sub-Island

Field	Description
Billing Price, Currency	This field shows the total billing price on expense sheets that has been submitted but not transferred for posting.
Cost Price Excl. Tax, Base	This field shows the total cost excluding tax on expense sheets that have been submitted but not transferred.

Amount Registrations, Non Approved Mileage Sheets Sub-Island

Field	Description
Billing Price, Currency	This field shows the total billing price for from mileage sheets that have been submitted but not transferred for posting.
Cost Price Excl. Tax, base	This field shows the total cost excluding tax from mileage sheets which have been submitted but not transferred for posting.

Invoicing Island

Field	Description
Last Invoice	This field shows the date of the last invoice on this job.
Invoiced Total, Currency	This field shows the total invoiced billing price in job currency. The amount does not include on account invoices.

Invoicing Island, Invoicing on Account Sub-Island

Field	Description
Total Invoiced on Account, Currency	This field shows the total amount invoiced on account in job currency.
Net Invoiced on Account, Currency	This field shows the net amount on account in job currency.
Net Invoiced on Account, Collection, Currency	This field shows the net amount on account including contributions from a job collection.
Next Invoicing Date, Invoicing Plan	This field shows the date of the next invoice according to the invoicing plan.
Next Invoicing Phase, Invoicing Plan	This field shows the date of the next phase to be invoiced as determined by the job phases.

Invoicing Island, Pre-Invoicing

Field	Description
Pre-Invoiced, Pending Payment, Currency	This field shows the total amount for all pre-invoices on this job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice currency.

Field	Description
Pre-Invoiced, Pending Payment, Base	This field shows the total amount for all pre-invoices on this job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice base currency.
Pre-Invoiced, Pending Payment, Enterprise	This field shows the total amount for all pre-invoices on the job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice enterprise currency.

Invoicing Island, Gross Margin Sub-Island

Field	Description
Gross Margin, Invoiced, Base	This field shows the total gross margin for the invoices on the job in base currency.
Gross Margin Percentage, Invoiced	This field shows the gross margin percentage on invoiced job entries. This is calculated as (billing price minus cost price) divided by billing price.
Markup Percentage, Invoiced	This field shows the markup percentage on invoiced job entries. This is calculated as the gross margin divided by the cost price.

Customer Balance (Incl. Tax) Island

Field	Description
Customer Balance, Base	This field shows the open amount in accounts receivables for the customer on the job, in base currency.
Customer Balance Due, Base	This field shows the amount due for payment in accounts receivables for the customer, in base currency.

Latest Approved Progress Evaluation Island

Field	Description
Unit of Measure	This field shows the unit that job progress shows in hours or cost price.
Show Original Figures	If this check box is selected, the window shows original figures approved in Job Progress, otherwise it shows the updated figures.
Estimate Date	This field shows the date of the last approved evaluation.
Planned	This field shows the hours/cost planned in the Resource Planning module (not People Planner).
Actual	This field shows actual work completed.

Field	Description
ETC	This field shows the estimate to completion. The unit depends on your choice in the Unit of Measure field.
ETC, Days	This field shows the estimated time to completion in days.
Total	This field shows the total work (in hours or cost price), which is the sum of actual and estimate to completion.
Deviation	This field shows the latest deviation between the total in the latest approved evaluation of job progress compared to the previous evaluation.
Accumulated Deviation	This field shows the accumulated deviation, which is the sum of the Deviation fields of all of the previous rows related to the job, including the current one.
Baseline	This field shows budgeted work on the baseline budget.
Baseline Deviation	This field shows the current deviation of the planning budget from the baseline budget.
Completion Percentage	This field shows the completion percentage of the job in the latest approved evaluation of job progress.
Remarks	This field shows any remarks that have been entered about the job's latest approved progress evaluation.
Eval. Status	This field shows the status that was selected in the latest approved evaluation of job progress. Use this field for assigning a high-level job progress status such as "Red," "Yellow," "Green."

Actions

This section shows the Actions available in the Job Overview workspace.

Top Tab

Field	Description
Send Job to People Planner	This action will send the job, including budget, to People Planner. System parameters affecting this functionality are: ▪ Always Allow Send Action — If this is False, and Integration Status Notes are used, you can only push the job from Maconomy to People Planner once. After that, it will only be possible to import it from People Planner. ▪ Include Subjobs When Sending Job to People Planner — Allows including subjobs when sending jobs to People Planner.

Field	Description
	▪ Default Job Budget Type — If a value is entered, this will be the budget type sent. If a value is not entered, the budget type currently shown in Job Budgets will be sent. There is an exception if the job has been sent to People Planner previously using another budget type. In that case, this budget type will be used again. Note that with a large batch of budget lines, the performance of this action is impacted. However, it is possible to set up a Scheduled Background Task to recalculate job budgets periodically and therefore reduce the need to manually choose this action. The action is only available if add-ons for People Planner and Custom Actions are installed and the Enable Custom People Planner Actions system parameter is set to True.

Show Job Invoice Workspace

Use this workspace to find and review a past invoice for a job and, if necessary, reprint it. Additionally, you can cancel pre-invoices here.

Using the List of Invoices tab, you can retrieve a job invoice and see all of the relevant information without having to print it or look for old filed copies. This workspace displays how much tax Maconomy added. Note that this workspace only displays job invoices. You can view the invoices that you create in the Customer and Orders modules in the Show Invoice workspace in the Sales Orders module.

Using the **Print This** action, you can reprint the invoice in this workspace. With **Print…** you can reprint invoices in batches, which might be useful if you need to discard old copies because of a faulty printer or if they are lost. To reprint an old invoice, you must deselect the **Printed** field in the Invoice island. You cannot change the contents of any other fields in this workspace.

When you reprint an invoice, the new printout is always an exact copy of the original, even if you changed information on the job after the first printout. Maconomy saves the job information from the Jobs workspace at the printout of the original invoice and uses this job information on reprints.

Show Job Invoice Tab

This section includes the fields and descriptions for the Show Job Invoice tab.

Billing Address Island

Field	Description
Bill to Customer	This is the number of the customer who was invoiced. The other lines contain the customer's name and address. They are retrieved from the window Jobs.
Attn.	This is the customer's attention person to whom payment information is directed. It is retrieved from the window Jobs.

Field	Description
Country	This is the customer's country code. It is retrieved from the window Jobs.

Price Island

Field	Description
Invoice Currency	This is the currency the job was invoiced in. It is specified in the Job Information window. Billing Price Total This is the sum of the billing prices shown in the table part of the job invoice.
Billing Price Total	This is the total line billing price in the job's currency.
Invoice Discount %	This is the percentage used to calculate the invoice discount. It is retrieved from the Job Information card.
Invoice Discount	This is the invoice discount deducted from the invoice. It is retrieved from the Job Information card, where it was entered as a percentage.
Tax	This is the tax Maconomy calculated for the invoice. It is added to the invoice automatically. If multiple tax codes are enabled, the "Tax" field will be replaced by the following fields: "Total Tax," "Tax 1," "Tax 2," and, if enabled, "Tax 3." The "Total Tax" field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Net on Account	This field shows how much of the job price was invoiced on account and deducted from the final job invoice. If you are looking at an invoice on account, this field will show "0.00."
Tax on Account	This field shows how much tax has been added to any invoices on account for the job. It is deducted from the final job invoice. If you are looking at an invoice on account, this field will show "0.00." If multiple tax codes are enabled, the "Tax" field will be replaced by the following fields: "Total Tax on Account," "Tax on Account 1," "Tax on Account 2," and, if enabled, "Tax on Account 3." The "Total Tax on Account" field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Balance Due	This is the amount (in the job's currency) which is due from the bill-to customer. It is the total billing price, less any invoices on account and including tax.
Std. Currency	This is the bill-to customer's currency. It is retrieved from the Customer Information Card in the Accounts Receivable module.

Field	Description
Total In Standard	This is the amount from the “Balance Due” field converted into the bill-to customer’s currency.

Ship to Address Island

Field	Description
Customer	This is the number of the customer for whom the job was done. The other lines in this field show the ship-to customer’s name and address. They are retrieved from the window Jobs.
Attn.	This is the ship-to customer’s attention person to whom shipping information is directed. It is retrieved from the window Jobs.
Country	This is the customer’s country code. It is retrieved from the window Jobs.

Detailed Specification Island

Field	Description
Show	Select this field to show the lines from the detailed section below the summary section.
Contains Detailed Specification	This field indicates whether the invoice contains lines in the Detailed specification section.

Invoice Island

Field	Description
Invoice No.	This is the number of the job invoice. If you cannot remember the number of a job, you can use the search functions in the Find menu. The invoice number series is defined in the window System Numbers in the Set-Up module.
Printed	This field is marked by Maconomy if the invoice has been printed. You may want to reprint the invoice in at least two cases: 1. If the invoice was, for example, damaged in the printer or otherwise lost before sent to the customer. 2. If you need a copy for your own use or to send to the customer (if, for example, the customer claims to have misplaced the invoice). In case number 1, you will want to be able to print an exact copy of the invoice. To do this, remove the mark in this field and select “Print This” in the File menu, or select “Print…” in the File menu and mark the field “Incl. Printed” in the island Print Control before printing the selected invoices. When the invoice is reprinted, this field is marked again automatically.

Field	Description
	In case number 2, you may want to include an indication that the printed invoice is, in fact, a reprint. To do this, simply reprint the invoice without removing the mark in this field or marking the field “Incl. Printed” in the window Print Job Invoice. If the MPL variable “@ReprintOfInvoiceText” has been added to the invoice layout using Maconomy’s layout editing tools, a language-dependent text will be printed on the invoice. This text is taken from the window Language Texts in the Set-Up module and is displayed in the invoice language. The new printout is only a copy of the original invoice, and does not affect the accounts.
Job No.	This is the number of the job to which the invoice pertains. If it is a blanket invoice, this field shows the lowest job number of the jobs included in the job invoice. However, if the system parameter “Blanket invoicing per main job” is marked, the field shows the job number of the invoiced main job.
Invoice Name	This field shows the name of the invoice, which is derived from the job.
Invoice Date	This is the date the invoice was issued.
Due Date	This is the date the invoice becomes due. It is calculated automatically from the invoice date and terms of payment.
Department	This is the department associated with the job.
Settling Company	This field shows the name and number of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see “Multiple Companies” in “Introduction to the G/L Module.” Intercompany entries are described in the Intercompany Accounts window in the G/L module.
Reference	This is the reference entered in the “Ref.” field in the window Jobs.
Tax No.	This is the invoice’s tax number. It is retrieved from the window Job Information.
Draft Created	This field shows the name of the user who created the draft invoice (that is, who approved the invoice selection) and the date on which the draft invoice was created.
Invoice Approved	This field shows the name of the user who approved the job for invoicing and the date on which the job was approved for invoicing.
Invoice Printed	This field shows the name of the user who printed out the last invoice, currently shown in the window, and the date on which it was last printed. The name and date are not altered during reprint.

Field	Description
Invoice Supplement Name	Enter the invoice supplement name to use in the invoice.

Invoice Lines Sub-Tab

This section includes the fields and descriptions for the Invoice Lines sub-tab.

Field	Description
Description	This is the text describing the invoice line, retrieved from the window Invoice Editing. All invoice lines — both text lines and job entry lines appear in the same order as on the printed invoice.
Quantity	This is the number of units sold on the invoice line.
Unit Price	This is the unit price. For time activities it is the billing price per hour. For amount activities it is the total line billing price.
Billing Price Total	This is the total line billing price in the job's currency.
Base Salary Markup %	If the system parameter "Use markup % for time activities" is selected, then markup percentages in price lists are also applied to time registrations. This field shows the markup percentage relative to the base salary rate.
Job No.	This is the number of the job the current invoice line appears in.
Job Name	This is the name of the job in which the current invoice line appears.

Actions

This section shows the Actions available in the Show Job Invoice workspace.

Top Tab

Field	Description
Cancel Pre-Invoice	Select the pending pre-invoice, then use this action to cancel the pending pre-invoice. Once the pre-invoice is cancelled, no customer payments can be reconciled against the pre-invoice. The pre-invoice does not participate in any on account reconciliations for time and material invoices.
Undo Cancel Pre-Invoice	Select the pre-invoice, then use this action to reverse the cancellation of a cancelled pre-invoice. The pre-invoice returns to the **Payment Pending** state and can be either cancelled again or a payment can be reconciled against it.

Show Job Credit Memo Workspace

Use this workspace to find and review a past credit memo for a job and, if necessary, reprint it.

Use this workspace to quickly look up a job credit memo. Using the search functions in the List of Credit Memos tab, you can retrieve a job credit memo and see of the all relevant information without having to print it or look for old filed copies. This workspace displays how much tax Maconomy added. Note that this workspace only displays job credit memos. You can see the credit memos that you create in the Customer and Orders modules in the Show Credit Memo workspace in the Sales Orders module.

Using the **Print This** action, you can reprint the credit memo in this workspace. With **Print…** you can reprint credit memos in batches, which might be useful if you need to discard old copies because of a faulty printer or if they are lost. To reprint an old invoice, you must deselect the **Printed** field in the Invoice island. You cannot change any other fields in this workspace.

When you reprint a credit memo, the new printout is always an exact copy of the original, even if you changed information about the job after the first printout. Maconomy saves the job information from the Jobs workspace when printing the original credit memo and uses this job information on reprints.

Show Job Credit Memo Tab

This section includes the fields and descriptions for the Show Job Credit Memo tab.

Billing Address Island

Field	Description
Bill to Customer	This is the number of the customer who received the credit memo. The other lines in this field show the customer's name and address. They are retrieved from the window Jobs.
Attn.	This is the customer's attention person to whom payment information is directed. It is retrieved from the window Jobs.
Country	This is the customer's country code. It is retrieved from the window Jobs.

Price Island

Field	Description
Invoice Currency	This is the job currency. It is specified in the window Job Information.
Billing Price Total	This is the sum of the billing prices shown in the table part of the job credit memo.

Field	Description
Invoice Discount %	This is the percentage used to calculate the invoice discount. It is retrieved from the Job Information card.
Invoice Discount	This is the invoice discount deducted from the invoice. It is retrieved from the Job Information card, where it was entered as a percentage.
Tax	This is the tax Maconomy calculated for the invoice. It is added to the invoice automatically. If multiple tax codes are enabled, the “Tax” field will be replaced by the following fields: “Tax, Total,” “Tax 1,” “Tax 2,” and, if enabled, “Tax 3.” The “Tax, Total” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Net on Account	This field shows how much of the job price was credited on account and deducted from the final job invoice. If you are looking at an invoice on account, this field will show “0.00.”
Tax on Account	This field shows how much tax has been added to any credit memos on account for the job. It is deducted from the final job credit memo. If you are looking at a credit memo on account, this field will show “0.00.” If multiple tax codes are enabled, the “Tax on Account” field will be replaced by the following fields: “Tax, Total,” “Tax 1,” “Tax 2,” and, if enabled, “Tax 3.” The “Tax, Total” field calculates the sum of the other individual tax amount fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Total Credited	This is the amount (in the job’s currency) which is due from the bill-to customer. It is the total billing price, less any invoices on account and including tax.
Std. Currency	This is the bill-to customer’s currency. It is retrieved from the Customer Information Card in the Accounts Receivable module.
Total in Standard	This is the amount from the “Total Credited” field converted into the bill-to customer’s currency.

Ship to Address Island

Field	Description
Customer	This is the number of the customer for whom the job was done. The other lines will show the ship-to customer’s name and address. It is retrieved from the window Jobs.
Attn.	This is the ship-to customer’s attention person to whom shipping information is directed. It is retrieved from the window Jobs.

Field	Description
Country	This is the customer's country code. It is retrieved from the window Jobs.

Detailed Specification Island

Field	Description
Show	Select this field to show the lines from the detailed section below the summary section.
Contains Detailed Specification	This field indicates whether the invoice contains lines in the Detailed specification section.

Credit Memo Island

Field	Description
Credit Memo No.	This is the number of the job credit memo. If you cannot remember the number of a job, you can use the search functions in the Find menu. The invoice number series is defined in the window System Numbers in the Set-Up module.
Printed	This field is marked if the credit memo has been printed. If you want to reprint it, remove the mark and use the "Print…" function in the File menu. When it is reprinted, this field is marked again. The new printout is only a copy of the original credit memo, and has no effect on accounts.
Re. Invoice No.	This is the number of the job invoice from which the credit memo was created. If it shows "0," the credit memo was created manually.
Job No.	This is the number of the credit memo. If it is a blanket credit memo, this field shows the lowest job number of the jobs included in the job invoice.
Credit Memo Name	This is the name of the credit memo.
Credit Memo Date	This is the date the credit memo was issued.
Department	This is the department associated with the job.
Settling Company	This field shows the number and name of the settling company that applies to the current job. For further information about the influence of a settling company and how such a company is selected, please see the section "Multiple Companies" in the chapter "Introduction to the G/L Module." Intercompany entries are described in the window Intercompany Accounts in the G/L module.

Field	Description
Reference	This is the reference entered in the “Ref.” field in the window Jobs.
Tax No.	This is the credit memo’s tax number. It is retrieved from the window Job Information.
Draft Created	This field shows the name of the user who created the draft invoice (that is, who approved the invoice selection) and the date on which the invoice was drafted.
Credit Memo Approved	This field shows the name of the user who approved the job for crediting and the date on which the job was approved for crediting.
Credit Memo Printed	This field shows the name of the user who last printed out the job credit memo currently shown in the window and the last date when the job credit memo was printed. The name and date are not altered during reprinting.
Invoice Supplement Name	Enter the invoice supplement name to use in the credit memo.

Credit Memo Lines Sub-Tab

This section includes the fields and descriptions for the Credit Memo Lines sub-tab.

Field	Description
Description	This is the text describing the credit memo line, retrieved from the window Job Crediting. All credit memo lines—both text lines and job entry lines appear in the same order as on the printed credit memo.
Quantity	This is the number of units credited on the credit memo line.
Unit Price	This is the unit price.
Billing Price Total	This is the total line billing price in the job’s currency.
Base Salary Markup %	If the system parameter “Use markup % for time activities” is selected, markup percentages in price lists are also applied to time registrations. This field shows a markup percentage relative to the base salary rate.
Job No.	This is the job number that is associated with the credit memo line.
Job Name	This is the name of the job in the “Job No.” field.

Display Reconciliation of Job Invoice on Account Workspace

Use this workspace to review how job invoices and job credit memos on account have been reconciled.

An invoice on account is an invoice issued in advance of any work done. The customer then pays this invoice, and later when a subsequent invoice is produced, the amount paid in advance is deducted from that invoice. This is called a reconciliation of the invoice on account and occurs automatically. This workspace shows which invoices on account are reconciled against which invoices, what amounts are still waiting to be reconciled, and so on.

The functionality of this workspace is almost the same for both job invoices on account and job credit memos on account, so only job invoices on account are mentioned in the following, unless differences apply.

When you print a job invoice on account in the Invoice Selection workspace, Maconomy creates a line in the sub-tab of the Job Invoices On Account workspace that displays information about the invoice on account in question. You can view this line in the Display Reconciliation Of Job Invoice On Account tab in this workspace. When you perform a regular job invoicing, the job invoice can be reconciled (reduced) by an amount previously invoiced on account. The reconciliation amount can be as high as the invoiced amount, unless the invoiced amount is higher than the amount invoiced on account. If several invoices on account exist, you can use the Job Invoices On Account workspace to determine which invoices on account should be reconciled and the extent of the reconciliation. When an invoice on account is fully reconciled, Maconomy closes it. If the same job invoice is later credited, Maconomy reopens the reconciled invoices on account.

This workspace displays an overview of the reconciliation of an invoice on account. The Display Reconciliation Of Job Invoice On Account tab displays information about the current invoice on account. The Reconciliations of Job Invoice on Account sub-tab tracks details about the reconciliation of the invoice on account.

Display Reconciliation Of Job Invoice On Account Tab

This section includes the fields and descriptions for the Display Reconciliation Of Job Invoice On Account tab.

Invoice on Account Island

Field	Description
Invoice No.	This field shows the number of the current job invoice on account.
Debit/Credit	This field shows if the current window concerns a job invoice on account or a job credit memo on account. If the content of the field is “Debit,” it is an invoice on account; if the content of the field is “Credit,” it is a credit memo on account.
Invoice Name	— This field shows the name of the invoice which is derived from the job.
Invoice Date	This field shows the date of the current job invoice on account.

Field	Description
Due Date	This field shows the due date of the invoice on account.
Approved by	This field shows the name of the user who approved the job for invoicing.
Approval Date	This field displays the date on which the job was approved for invoicing.
Printed By	This field shows the name of the user who printed the invoice on account.
Printing Date	This field shows when the invoice on account was printed.
Incl. in Fixed Price	If this field is marked, the current job entry is not part of the fixed price of the job.

Reconciliation Amount Island

Field	Description
Amount, Base	This field shows the amount reconciled on the current invoice on account up till now, in the base currency of the company responsible for the job. If the amount is zero, the invoice on account has not been reconciled.
Amount, Currency	This field shows the amount reconciled on the current invoice on account up till now, in the job's currency. If the amount is zero, the invoice on account has not been reconciled.
Tax, Base	This field shows the tax amount reconciled on the current invoice on account up till now, in the base currency of the company responsible for the job. If multiple tax codes are enabled, the "Tax, Base" field will be replaced by the following fields: "Total Tax, Base," "Tax 1, Base," "Tax 2, Base," and, if enabled, "Tax 3, Base." The "Total Tax, Base" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, see the description in "Tax Codes."
Tax, Currency	This field shows the tax amount reconciled on the current invoice on account up till now, in the job's currency. If multiple tax codes are enabled, the "Tax, Currency" field will be replaced by the following fields: "Total Tax, Currency," "Tax 1, Currency," "Tax 2, Currency," and, if enabled, "Tax 3, Currency." The "Tax Total, Currency" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, see the description in "Tax Codes."
Reconciliation Amount	This field shows the amount to be reconciled on the current invoice on account in the window Job Invoices On Account.

Field	Description
Settled	If this field is marked, the current invoice on account is fully reconciled.

Invoice Amount Island

Field	Description
Invoiced, Base	This field shows the amount invoiced on account in the base currency of the company responsible for the job, excluding tax.
Invoiced, Currency	This field shows the amount invoiced on account in the job's currency, excluding tax.
Tax Code	This field shows the tax code used for the job. The tax code is specified in the window Job Information. If multiple tax codes are enabled, the "Tax Code" field will be replaced by the following fields: "Tax Code 1," "Tax Code 2," and, if enabled, "Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes."
Tax, Base	This field shows the tax amount invoiced on account in the base currency of the company responsible for the job. If multiple tax codes are enabled, the "Tax, Base" field will be replaced by the following fields: "Total Tax, Base," "Tax 1, Base," "Tax 2, Base," and, if enabled, "Tax 3, Base." The "Total Tax, Base" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Tax, Currency	This field shows the tax amount invoiced on account in the job's currency. If multiple tax codes are enabled, the "Tax, Currency" field will be replaced by the following fields: "Total Tax, Currency," "Tax 1, Currency," "Tax 2, Currency," and, if enabled, "Tax 3, Currency." The "Tax Total, Currency" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in "Tax Codes."

Job Island

Field	Description
Job	This field shows the number of the job to which the current job invoice on account pertains. It also shows the name of the job as entered in the Jobs window.

Reconciliations of Job invoice on Account Sub-Tab

This section includes the fields and descriptions for the Reconciliations of Job invoice on Account sub-tab.

Field	Description
Invoice No.	This field shows the number of the invoice or credit memo which has reconciled the current job invoice on account.
Allocation No.	This field shows the number of a job invoice allocation.
Debit/Credit	This field shows the type of the settling invoice or credit memo. The meaning of this field depends on the contents of the field “Debit/Credit” in the card part of the window, according to the following pattern: ▪ If the content of the field “Debit/Credit” in the card part is “Debit,” the card part contains a job invoice on account. ▪ If the content of the field “Debit/Credit” in the table part is “Credit” — The current reconciliation derives from either a job invoice or a job invoice on account, which has reconciled the current invoice on account. The amount which may still need to be reconciled has decreased. ▪ If the content of the field “Debit/Credit” in the table part is “Debit” — The current reconciliation derives from a job credit memo, which has credited a job invoice which reconciled the current invoice on account. The amount which may still need to be reconciled has increased. ▪ If the content of the field “Debit/Credit” in the card part is “Credit,” the card part contains a job credit memo on account. ▪ If the content of the field “Debit/Credit” in the table part is “Debit” — The current reconciliation derives from either 1) a job credit memo, which reconciled the current credit memo on account, or 2) a job invoice which reconciled the credit memo on Amount Reconciled, Base account and a job invoice for at least the same amount. Please note that in the latter case it is actually the invoice on account that reconciles the credit memo on account. The amount which may still need to be reconciled has decreased. ▪ If the content of the field “Debit/Credit” in the table part is “Credit” — The current reconciliation derives from a job credit memo, which credited a job invoice of the type described in item 2) above. The amount which may still need to be reconciled has increased.
Amount Reconciled, Base	This field shows the amount which was reconciled by the invoice or credit memo on the current line, in the base currency of the company responsible for the job.

Field	Description
Tax Reconciled, Base	This field shows the tax amount which was reconciled by the invoice or credit memo on the current line, in the base currency of the company responsible for the job. If multiple tax codes are enabled, the “Tax Reconciled, Base” field will be replaced by the following fields: “Total Tax Reconciled, Base,” “Tax 1 Reconciled, Base,” “Tax 2 Reconciled, Base,” and, if enabled, “Tax 3 Reconciled, Base.” The “Total Tax Reconciled, Base” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Amount Reconciled, Currency	This field shows the amount which was reconciled by the invoice or credit memo on the current line, in the job’s currency.
Tax Reconciled, Currency	This field shows the tax amount which was reconciled by the invoice or credit memo on the current line, in the job’s currency. If multiple tax codes are enabled, the “Tax Reconciled, Currency” field will be replaced by the following fields: “Total Tax Reconciled, Currency,” “Tax 1 Reconciled, Currency,” “Tax 2 Reconciled, Currency,” and, if enabled, “Tax 3 Reconciled, Currency.” The “Total Tax Reconciled, Base” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Reconciling Job No.	This field shows the number of the job that reconciles the on account invoice.
Reconciling Job Name	This field shows the name of the reconciling job as entered in the Jobs window.

Show Job Transfers Workspace

Use this workspace to review all job transfers.

For each job, you see information about each of the approved transfers that were made, including the transfer date, whether the transfer has been posted, the assigned posting date, and the dimensions to which the job has been transferred.

Use the Job Transfer workspace to transfer a job to other dimensions.

In the Show Job Transfers tab, you can see the name of the job and the customer that is assigned to it. The Job Transfers sub-tab displays information about all of the approved transfers that have been made on the job in question. Thus, this workspace provides an overview of any transfers, such as transfer date, whether or not the transfer in question has been posted, the assigned posting date, and the dimensions to which the job has been transferred. You transfer a job to other dimensions in the Job Transfer workspace. See the introduction to that workspace for more information about the possibilities for transferring jobs.

Show Job Transfers Tab

This section includes the fields and descriptions for the Show Job Transfers tab.

Job Island

Field	Description
Job	This field shows the number and name of the job.
Job Group	This field shows the job group to which the job is assigned.
Closed	This field shows whether the job has been closed.

Customer Island

Field	Description
Customer	This field shows the number and name of the ship-to customer assigned to the job.
Bill to Customer	This field shows the number and name of the bill-to customer assigned to the job.

Description Island

Field	Description
Internal	This field shows any internal description assigned to the job.
Description 2-3	In these fields, you can enter a description of the current job. The fields are for information only.
Ref.	This field shows any reference to a customer representative dealing with the order. The information is transferred from the window Jobs.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the job.
Base Currency	This field shows the currency used as base currency in the company specified in the field “Company” above.

Dimension Combination Island

Field	Description
Dim. Comb. No.	This field shows the number of a dimension combination assigned to the job.

Derived Company Island

This table shows the company dimension derived for the job and whether the company number must be overwritten on registrations upon derivation.

Derived Dimensions Island

Field	Description
Location	This field shows the value of the dimension “Location” assigned to the job.
Entity	This field shows the value of the dimension “Entity” assigned to the job.
Project	This field shows the value of the dimension “Project” assigned to the job.
Purpose	This field shows the value of the dimension “Purpose” assigned to the job.
Spec. 1-3	These fields show the values of the dimensions “Spec. 1-3” assigned to the job.
Local Spec. 1-3	These fields show the values of the dimensions “Local Spec. 1-3” assigned to the job.

Job Transfers Sub-Tab

This section includes the fields and descriptions for the Job Transfers sub-tab.

Field	Description
Transfer Date	This field shows the date on which the job displayed in the card part of the window was transferred. The date displayed in this field is thus the date that was specified in the field “Transfer Date” in the window Job Transfer when the transfer of the job was performed.
Posted	This field shows whether the job transfer journal created as a result of the transfer of the job has been posted.
Date Posted	This field shows the posting date of the job transfer journal. If the job transfer journal has not yet been posted, the field “Posted” will not be marked and this field will be blank.
Description	This field shows a description of the transfer. The description displayed in this field is the description entered in the field “Description” in the island Transfer in the window Job Transfer before the transfer of the job was performed.

Field	Description
Location	This field shows the value of the dimension “Location” to which the job was transferred.
Entity	This field shows the value of the dimension “Entity” to which the job was transferred.
Project	This field shows the value of the dimension “Project” to which the job was transferred.
Purpose	This field shows the value of the dimension “Purpose” to which the job was transferred.
Spec. 1-3	These fields show the values of the dimensions “Specification 1-3” to which the job was transferred.
Local Spec. 1-3	These fields show the values of the dimensions “Local Specification 1-3” to which the job was transferred.

Job Search Workspace

Use this workspace to see an overview of a group of jobs.

You define groups of jobs by choosing selection criteria in the Selection Criterion Specification workspace in the Set-Up module, then you can search for job groups in the Job Search workspace. Additionally in the Selection Criteria Specification workspace, you can define rules for filtering jobs. For example, you can create a rule that finds all jobs with a Project Manager set to a certain employee. Then in the Job Search workspace, you choose that selection criteria, run the Search action, and display a list of matching jobs in the Search Results tab.

In this workspace, Maconomy shows an overview of a certain selection of jobs. In the Selection Criterion Specification workspace in the Set-Up module you can define selection criteria to select different groups of jobs. In the Job Search workspace you can then browse through the different selection criteria specifications of the **Job** type as defined in the Selection Criterion Specification workspace and print out a list of the jobs that meet those criteria.

If the selection criterion specification contains a definition of a selection of events, this workspace also displays these events by job.

You might have defined a selection criterion specification to display all of the jobs for which the current job processing status is **Transferred to Development**. When a job acquires this status-that is, when you close an event in the Job Events workspace in the Contact Management module-the job matches the selection criterion specification and is displayed in this workspace. For more information about creating selection criterion specifications, see the description of the Selection Criterion Specification workspace in the Set-Up module.

When you browse through the selection criterion specifications, the Search Results sub-tab displays the result of the last job search that you performed for the current selection criterion specification. This sub-tab does not necessarily reflect the result of a job search using the current selection criterion specification. To update the search results, you must use the **Search** action in the Action menu.

Job Search Tab

This section includes the fields and descriptions for the Job Search tab.

Selection Criteria Island

Field	Description
Selection Criterion Specification No.	This field shows the number of the current selection criterion specification. The number was entered at the creation of the selection criterion specification in the window Selection Criterion Specification and cannot be changed in this field.
Description	This field shows the description of the current selection criterion specification. The number was entered at the creation of the selection criterion specification in the window Selection Criterion Specification and cannot be changed in this field.
Type	This field shows the type of the current selection criterion specification. The type was selected at the creation of the selection criterion specification in the window Selection Criterion Specification and cannot be changed in this field. In this window it is only possible to see selection criterion specifications of the type “Job.”
Public	This field shows whether the current selection criterion specification can be seen by all users or only by the user who created it.
Blocked	This field shows whether the current selection criterion specification has been blocked in the window Selection Criterion Specification.

Result Delimitation Island

Field	Description
No. Lines	If a selection criterion specification is very broad and includes a substantial number of jobs, it may cause a heavy system load. Therefore, a default limit of 200 jobs has been specified, so that the search is interrupted once 200 jobs have been found. You are free to change this value.

Print Control Island

Field	Description
Layout	When the action “Print Search Result” is selected, Maconomy prints out the overview of the jobs found. In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option. With this layout the jobs are printed with the information that is also shown in the table part.

Search Results Sub-Tab

This section includes the fields and descriptions for the Search Results sub-tab.

Field	Description
Job No.	The fields in the table part are shown as information only and cannot be changed. The fields show information on the job and on any events assigned to the job as well as the job processing status. If you select the layout “Standard” for your print, all fields in the table part are printed out. This field shows the number of the job which is included in the selection criterion specification in the island Selection Criteria.
Job Name	The functionality of this field is similar to that of the field “Job No.” above.
Customer No.	The functionality of this field is similar to that of the field “Job No.” above.
Customer Name	The functionality of this field is similar to that of the field “Job No.” above.
Event No.	This field shows the number of an event assigned to the job in the window Job Events or Events in the Contact Management module, if any selection criteria concerning events have been specified in the selection criterion specification in question. If this is not the case, the field is blank.
Event Type	The functionality of this field is similar to that of the field “Event No.” above.
Description	The functionality of this field is similar to that of the field “Event No.” above.
Completed	The functionality of this field is similar to that of the field “Event No.” above.
Closed	The functionality of this field is similar to that of the field “Event No.” above.
Result	The functionality of this field is similar to that of the field “Event No.” above.
New Job Processing Status	The functionality of this field is similar to that of the field “Event No.” above.

Actions

This section shows the Actions available in the Job Search workspace.

Top Tab

Field	Description
Search	When you select this action, Maconomy will perform a new search on the basis of the specified selection criterion specification. Any search result already shown in the table part is first reset.
Print Search Result	When you select this action, Maconomy will print out the jobs shown in the table part. The jobs are printed with the layout selected in the card part of the window. With the layout “Standard,” Maconomy prints out all information on the jobs shown in the table part.
Reset Search Result	When you select this action, the search result currently shown in the table part is reset.

Job Entry Overview Workspace

Use this workspace to review job entries and their associated invoice lines.

You cannot make any changes in this workspace.

All job entries in the system can be viewed through this workspace. You can choose a specific entry using the filter (List of Job Entries) tab. For each job entry, the workspace shows all invoice lines (in the Job Invoice Lines tab), though usually a job entry has no more than a few invoice lines.

The information in this workspace is useful if you need to track which job invoice certain job entries belong to.

The Job Entry Overview tab displays one job entry at a time. The Job Invoice Lines sub-tab displays the job invoice line or lines that were created based the job entry in the Job Entry Overview tab.

Job Entry Overview Tab

This section includes the fields and descriptions for the Job Entry Overview tab.

Entry Information Island

Field	Description
Job	This is the number and name of the job to which the current job entry belongs.
Activity No.	The number of the activity registered on the current job entry.

Field	Description
Activity Type	The activity type: Time or Amount.
Activity Name	The description of the activity registered on the current job entry.
Description	The description of the job entry as entered in for example a time sheet.
Task	The task registered on the current job entry.
Employee	The number and name of the employee registered on the current job entry.
Vendor	This is the vendor number and name if the current job entry concerns an amount activity, and the vendor of the service was registered on the job entry.
Vendor Invoice No.	If the current job entry is associated with a vendor invoice, the associated vendor invoice may be registered here.
Item No.	Any item number referenced by the current job entry.
Asset No.	When a job entry is created from asset depreciation, the asset number is on the job entry.
Remarks	Any remarks from the current job entry.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field “Period To, Subscription” below show the starting and ending periods of the subscription.
Period To, Subscription	See the description of the field “Period From, Subscription” above.
Entry No.	The number of the current job entry.
Date	The date of entry of the current job entry.
Entry Type	The type of the current job entry – for example “Registration” or “Reallocation.”
Journal No.	The number of the journal on which the current job entry was posted.
Journal Line No.	The number of the line in the journal on which the current job entry was posted.
Being Reopened	If this field is marked, the current job entry is being reopened, for instance in the window Time Sheets.

Field	Description
Approved for Inv.	If this field is marked, the current job entry has been approved for invoicing.
Accrual Entry	If this field is marked, the current job entry was created as part of an accrual.
Incl. in Fixed Price	If this field is marked, the current job entry is not part of the fixed price of the job.
Action	This field shows the action performed on the current job entry in the window Invoice Selection (“Invoice,” “Write Off,” or “Carry Forward”).
Origin	This field shows where the current job entry was created, for example in a Time Sheet.
External Cost	This field is marked if the job entry must be displayed as an external cost. If the job entry is later reallocated, the cost is treated as external, and therefore kept in the reallocation.
Direct Inv.	If this field is marked, the current job entry was marked for direct invoicing.
Over Invoicing Entry	If this field is marked, the current job entry is an over invoicing entry.
Reallocate	If this field is marked, the current job entry has been marked for reallocation.
Selected	If this field is marked, the current job entry has been selected for reallocation.
Date Reallocated	If the current job entry was reallocated, this field shows the date of reallocation.
Cost Type	This field shows if the current job entry is a Turnover or Outlay activity.
Reallocate	If this field is marked, the current job entry has been marked for reallocation in the window Invoice Selection.
Latest Reallocation Number	This field shows if the number of the latest reallocation of this job entry.
Amount Reallocated	If the current job entry was reallocated, this field shows the amount of the reallocation.
Reallocated from Instance Key	If the current job entry has previously been reallocated, this field shows the instance key of the entry from which the job entry was reallocated.
Reallocated from Job No.	If the current job entry has previously been reallocated, this field shows the number of the job from which the job entry was reallocated.

Field	Description
Reallocated from Task	If the current job entry has previously been reallocated, this field shows the task from which the job entry was reallocated.
Purch. Order No.	If the current job entry is part of a purchase order, this field shows the number of the purchase order.
Purchase Order Line No.	If the current job entry is part of a purchase order, this field shows the line number of the job entry in the purchase order.
G/L Entry Date	This field shows the date on which the current job entry was entered in the General Ledger.
Receivable Tax Code 1	This field shows the receivable G/L tax code of the current job entry. If multiple tax codes are enabled, the “Receivable Tax Code 1” field will be replaced by the following fields: “Receivable Tax Code 1-3”; “Receivable Tax 1-3, Currency”; Receivable Tax 1-3, Base”; and “Receivable Tax 1-3, Enterprise.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Invoice	If this field is marked, the current job entry has been selected for invoicing.
Overtime Spec.	This field shows any overtime specification on the current job entry.
Daily Description	This field shows any daily description entered on the current job entry.
Trans. No.	This field shows the transaction number of the current job entry.
Trans. Type	This field shows the transaction type of the current job entry. The field is for reference only and cannot be changed here.
Invoice No.	This field shows the number of the invoice where the current job entry was invoiced.
Invoicing Job No.	This field shows the number of the job invoiced on the invoice of the current job entry.
Date Posted	This field shows the date on which the invoice where the current job entry was invoiced was posted.
Close	If this field is marked, the current job entry will be closed after invoicing.
Closed	If this field is marked, the current job entry is closed.
Tax Code	This field shows the tax code registered on the current job entry. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if three tax

Field	Description
	levels are enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Item Tax Code	This field shows any tax code associated with any item registered on the current job entry.
Markup %	This field shows the markup percentage of the current job entry.

Billing Price Deviation Island

Field	Description
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity, employee, or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked, and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.” Total Standard Billing Price, Currency This field shows the total standard billing price of the current budget entry in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity, employee, or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked, and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.”
Standard Up/Down, Currency	This field shows the difference between the registered billing price and the standard billing price for the current entry in the currency of the job, within the selected period. This information can be used for performance analyses
Standard Billing Price, Base	This field shows the total budgeted standard billing price in the company’s base currency.
Standard Billing Price Total, Base	This field shows the total standard billing price of the current budget entry in the base currency of the company.

Field	Description
Standard Up/Down, Base	This field shows the difference between the registered billing price and the standard billing price for the current entry in the base currency of the company, within the selected period. This information can be used for performance analyses.
Standard Billing Price, Enterprise	This field shows the total budgeted standard billing price in the company's enterprise currency.
Standard Billing Price total, Enterprise	This field shows the total standard billing price of the current budget entry in the enterprise currency of the company.
Standard Up/Down, Enterprise	This field shows the difference between the registered billing price and the standard billing price for the current entry in the enterprise currency of the company, within the selected period. This information can be used for performance analyses.

Transfer Island

This island shows information about the current entry if the entry has been transferred to or from. For more information about job transfers, please see the overview of the Job Transfer window.

Field	Description
Moved	This field shows whether the entry has been transferred from and subsequently closed.
Transfer Date	If the current entry has been transferred, this field shows the date of the transfer.
Moved G/L entry date	If the current entry's registrations have been transferred to new dimensions and subsequently closed in the Job Transfer window, this field shows the G/L entry date that has been set on the new job entry.
Moved to Entry No.	This field shows the entry number of the new job entry that the current entry was transferred to.
Billing Price, Transferred To	This field shows the total billing price, if any, transferred to the new dimensions on the job.
Billing Price, Transferred From	If the current entry has been transferred to new dimensions in the window Job Transfer, this field shows the total billing price transferred from the "old" dimensions of the job entry to the new dimensions of the job entry.
Cost, Transferred To	This field shows the cost transferred to new dimensions on the job.
Cost, Transferred From	This field shows the cost transferred from "old" dimensions to new dimensions on the job entry.

Field	Description
Billing Price, Transferred To, Base	This field shows the billing price transferred to new dimensions on the job, in base currency.
Billing Price, Transferred From, Base	This field shows the billing price transferred form “old” dimensions to new dimensions on the job entry, in base currency.
Cost, Transferred To, Enterprise	This field shows the cost transferred to new dimensions on the job during the period specified in the card part, in enterprise currency.
Cost, Transferred From, Enterprise	This field shows the cost transferred from “old” dimensions to new dimensions on the job during the period specified in the card part, in enterprise currency.
Billing Price, Transferred To, Enterprise	This field shows the billing price transferred to new dimensions on the job during the period specified in the card part, in enterprise currency.
Billing Price, Transferred From, Enterprise	This field shows the billing price transferred form “old” dimensions to new dimensions on the job during the period specified in the card part, in enterprise currency.
Quantity, Transferred To	If the current entry has been transferred to new dimensions, this field shows the quantity transferred to the job assigned the new dimensions. A job is transferred to new dimensions in the window Job Transfer.
Quantity, Transferred From	If the current entry has been transferred to new dimensions in the window Job Transfer, this field shows the quantity transferred from the “old” dimensions of the current job entry.

Dimensions Island

Field	Description
Location	This field shows the location entered on the current job entry.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the job of the current job entry.
Base Currency	This field shows the base currency of the company shown in the field “Company No.” above.

Executing Company Island

Field	Description
Executing Company	This field shows the number and name of the executing company that applies to the current job.
Base Currency	This field shows the base currency of the company shown in the field “Company No.” above.

Price Island

This island shows a large number of details about the current job entry. The island is divided into sections, each of which deals with one of the possible currencies of the price of the current job entry: Job Currency, Base, Enterprise, and Original.

Field	Description
Currency	This field shows the job currency.
Billing Price, Reg.	This field shows the billing price registered on the job entry.
Open Billing Price, Currency	This field shows the total open billing price on the job. The amount includes job entries on subjobs that are set up to be invoiced on the main job.
Billing Price, Inv.	This field shows the billing price invoiced for the current job entry. Billing Price, Up/Down. This shows any difference between the billing price you have entered and the billing price you invoice when the job entry is closed. If the invoiced billing price is greater than the entered billing price, the value will be positive. If the invoiced billing price is below the entered price, the value is negative. The difference between the invoiced billing price and the standard billing price deviation (as seen in the field “Standard Up/Down”) is shown in the field “Total Up/Down.”

Field	Description
Billing Price Up/ Down Upon Cl., Currency	This field shows the amount written up/down on the invoice upon closing, in job currency.
Billing Price	This field shows the billing price of the current entry.
Billing Price for Inv., Currency	This field shows the billing price from this particular job entry currently selected for invoicing.

Price Island, Base Sub-Island

Field	Description
Cost, Reg.	This field shows the cost registered on the job entry. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Open Cost, Base	This is the open cost in base currency or company currency.
Cost, Inv., Base	This field shows the cost invoiced during the period specified in the card part. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the Show Entries island. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Cost for Inv., Base	This field shows the cost price currently selected for invoicing from this particular job entry.
Cost	This field shows the cost for the job entry.
Receivable Cost Excl. Tax, Base	This field shows the cost price excluding VAT.
Receivable Cost Incl. Tax, Base	This field shows the cost price including VAT. Notice that only if the job entry origin is a vendor invoice or an expense sheet will this amount possibly differ from the amount excluding tax.
Billing Price, Reg., Base	This field shows the total billing price entered for the entry in base currency.

Field	Description
Open Billing Price, Base	This field shows the current open billing price of the job—that is, the sum of non-invoiced registrations on the jobin base currency. The first time that you evaluate the job, this amount corresponds to the work in progress. Entries that are not part of the fixed price of the job are excluded.
Billing Price, Inv., Base	This field shows the billing price invoiced for the current job entry, in base currency.
Billing Price, Up/Down, Base	This field shows the write-up/-down amount for all of the entries being invoiced, in the company's currency. Write-up and write-down are the differences between the registered number of hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs are shown as negative figures.
Billing Price Up/Down Upon Cl., Base	This field shows the write-up or –down that occurred when the job entry was closed. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Billing Price, Base	This field shows the total budgeted billing price in the company's base currency.
Billing Price for Inv., Base	This field shows the billing price from this particular job entry currently selected for invoicing, in base currency.
Intercompany Price, Base	This field shows an intercompany price that will be used as the cost of one unit of the current activity if the executing company and the company responsible for the job in question are not identical.

Price Island, Enterprise Sub-Island

Field	Description
Cost, Reg. Enterprise	This field shows the entered cost for the job entry, in enterprise currency.
Open Cost, Enterprise	This is the open cost in enterprise currency.
Cost, Inv., Enterprise	This field shows the cost invoiced during the period specified in the card part, in enterprise currency.
Cost for Inv., Enterprise	This field shows the cost price currently selected for invoicing in enterprise currency.
Cost, Enterprise	This field shows the total of all budgeted cost prices of the jobs displayed in the table part of the window. If the field "Show Totals" in the Selection Criteria island has not been marked, this field will not show any value.

Field	Description
Receivable Cost Excl. Tax, Enterprise	This field shows the cost price excluding VAT, in enterprise currency.
Receivable Cost Incl. Tax, Enterprise	This field shows the cost price including VAT, in enterprise currency.
Billing Price, Reg., Enterprise	This field shows the total billing price entered for the entry, in enterprise currency.
Open Billing Price, Enterprise	This field shows the current open billing price of the job—that is, the sum of non-invoiced registrations on the jobin enterprise currency.
Billing Price, Inv., Enterprise	This field shows the opening, changed, and closing billing prices that have been invoiced on the job before and within the relevant period, in enterprise currency.
Billing Price Up/ Down, Enterprise	This field shows the amount by which the billing price has been written up or down. Write-up and write-down are the difference between the registered billing price and the invoiced billing price. Only completed entries will be included in the calculation.
Billing Price Up/ Down Upon Cl., Enterprise	This field shows the write-up or –down that occurred when the job entry was closed. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Billing Price, Enterprise	This field shows the total of all budgeted billing prices of the jobs displayed in the table part of the window. If the field “Show Totals” in the Selection Criteria island has not been marked, this field will not show any value.
Billing Price for Inv., Enterprise	This field shows the billing priced invoiced for the job entry, in enterprise currency.
Original Currency	This is the currency in which the invoice was registered (the entry’s original currency).
Original Cost	This field shows the cost on the job entry original which may, for example, be a vendor invoice in some other currency.
Accrual, Base	This field shows the amount to be registered for accrual on the line in the system’s base currency.
Accrual, Enterprise	This field shows the amount to be registered for accrual on the line in the system’s enterprise currency.
Cost, Exec. Company, Base	This field shows the cost of one piece of the current activity in the executing company, in the company’s base currency.

Field	Description
Cost, Exec., Company, Enterprise	This field shows the cost of one piece of the current activity in the executing company, in the company's enterprise currency.
Billing Price, Exec. Company, Currency	This field shows the initial billing price as set by the executing company. Notice that intercompany invoicing may lead to the job entry having another final billing price to the end customer.
Billing Price, Exec. Company, Enterprise	This field shows the initial billing price as set by the executing company. Notice that intercompany invoicing may lead to the job entry having another final billing price to the end customer.
Quantity Open	This field shows the number of open units registered in the current job entry. Please note that the open quantity of the job entry will only remain open after reallocation until the entry is invoiced.
Quantity Up/Down.	This field shows the difference between the quantity that would have been written up or down before the beginning of the period specified in the card part if the job was closed at that time, and the quantity that would have been written up or down at the end of the selected period, if the job was closed at that particular time.
Quantity Up/Down at Closing	This field shows the write-up or –down that occurred when the job entry was closed, in the currency of the job. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Quantity	In this field you can see the quantity of units that were registered for the activity and assigned to the job entry. If the entry is a time activity, the quantity will be hours.
Invoice Quantity	This field shows the quantity to be invoiced from the job entry.
Quantity Inv.	This field shows the quantity of units invoiced for the current job entry.
Quantity 1	This field shows the quantity entered for the entry.
Quantity 2	This field shows the quantity 2 entered for the entry.
Job Surcharge Entry	This field is marked if the job entry either in the billing price or in the job surcharge amount fields includes additional amounts that relate to a job surcharge rule percentage. See the Job Surcharge Rules window. If a surcharge derives dimensions, a second job entry marked as a surcharge entry is created, in addition to the actual registration.
Job Surcharge Amount	This field shows the job surcharge amount part of the billing price field. This field only shows an amount if the job surcharge rule is not set up to derive another activity for an additional job entry registration.

Field	Description
Job Surcharge Amount, Base	This field shows the job surcharge amount in the base currency.
Job Surcharge Amount, Enterprise	This field shows the job surcharge amount in the enterprise currency.
Base Price, Pc.	This field shows the unit billing price before adjustment that may have been set up in a job price list line.

Revenue Recognized Island

Field	Description
Orig. Revenue Recognized, Currency	Jobs set up for capitalization at billing price will recognize the total billing price as revenue upon creation of the job entry. The “Orig. Revenue Recognized” field remembers this initial revenue amount. Later, upon invoicing, the job entry billing price may unexpectedly be written up or down, thus changing the revenue recognized amount. The change is detectable by comparing to this original revenue.
Amount Recognized, Currency	This field shows the amount currently recognized as revenue on the job entry.
Orig. Revenue Recognized, Base	This field shows the original revenue recognized in base currency. See the “Orig. Revenue Recognized, Currency” field above.
Amount Recognized, Base	This field shows the amount currently recognized as revenue on the job entry in the base currency.
Orig. Revenue Recognized, Enterprise	This field shows the original revenue recognized in enterprise currency. See the “Orig. Revenue Recognized, Currency” field above.
Revenue Recognized, Enterprise	This field shows the amounts revenue recognized on the job entry in enterprise currency.

G/L Accrual Island

This island shows information about the current entry if the entry has been accrued in the G/L module. The island shows how the entry was accrued at the time of posting.

Field	Description
Accrual Type	This field shows the type of accrual. The type specifies how the accrual was posted.

Field	Description
Period From, Accrual	This field shows the period from which the job entry was accrued.
Period To, Accrual	This field shows the period to which the job entry was accrued.
Main Entry No.	This field is a reference from the accrual entry to the original entry (the entry that has been accrued).

Job Invoice Lines Sub-Tab

This section includes the fields and descriptions for the Job Invoice Lines sub-tab.

The table in this window shows job invoice lines that represent the invoice part (or total) of the job entry registration. Several lines may appear if the job entry has been split invoiced or partly invoiced more than once. Notice that these are not the lines that are printed on the invoice, but several job invoice lines are aggregated into invoice printout lines.

Field	Description
Invoice No.	This field shows the invoice number of the invoice on which all or part of the job entry registration was invoiced.
Line No.	This field shows the line number of the job invoice line. This field is used mostly for tracking purposes.
Debit/Credit	This field shows “Debit” for invoices and “Credit” for credit memos.
Activity No.	This field shows the activity number of the job invoice line, which is always the same as the job entry.
Activity Type	This field shows the activity type of the activity.
Task	This field shows the task name of the job entry as registered on the job invoice line.
Description	This field shows the job entry description as copied to the job invoice line.
Employee No.	This field shows the employee number of the job entry as copied to the job invoice line.
Quantity	This field shows the quantity that is included on the invoice after write-up/-down of the job entry quantity is closed.
Quantity, Up/Down	This field shows the quantity write-up or-down that occurred for the quantity registered and invoiced on the invoice for this job invoice line. Thus, if a job entry registers 100, then the job invoice line may close the total registered quantity 100 with a write-up/-down -30 and quantity 70 printed on the invoice.

Field	Description
Cost, Total, Base	This field shows the total cost in the job's base currency.
Billing Price, Curr.	This field shows the unit billing price as included on the invoice after write-up/-down of quantity and total billing price.
Billing Price, Total, Currency	This field shows the billing price that is included on the invoice after write-up/-down of the job entry billing price being closed.
Billing Price, Up/Down, Currency	This field shows the billing price write-up or –down that occurred for the billing price registered and invoiced on the invoice for this job invoice line. Thus, if a job entry registers a billing price of 100, then the job invoice line may close the total registered billing price 100 with a write-up/-down -30 and billing price 70 printed on the invoice.
Billing Price, Base	This field shows the unit billing price as included on the invoice after write-up/-down of quantity and total billing price.
Billing Price, Total, Base	This field shows the billing price that is included on the invoice after write-up/-down of the job entry billing price being closed.
Billing Price, Up/Down, Base	This field shows the amount written up/down on the invoice in base currency.
Closed Billing Price, Base	This field shows the closed standard billing prices in the company's base currency.
Cost, Total, Enterprise	This field shows the total cost in enterprise currency.
Billing Price, Enterprise	This field shows the unit billing price as included on the invoice after write-up/-down of quantity and total billing price.
Billing Price, Total, Enterprise	This field shows the billing price that is included on the invoice after write-up/-down of the job entry billing price being closed.
Billing Price, Up/Down, Enterprise	This field shows the write-up/-down amount for all the entries being invoiced, in enterprise currency. Write-up and write-down are the differences between the registered number of hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs as negative figures.
Cost, Total, Exec. Company, Base	This field shows the total cost of the current activity in the executing company, in base currency.
Cost, Total, Exec. Company, Enterprise	This field shows the total cost of the current activity in the executing company, in enterprise currency.

Field	Description
Billing Price, Total, Exec. Company, Currency	This field shows the total billing price of the current activity in the executing company, in base currency.
Billing Price, Total, Exec. Company, Enterprise	This field shows the total billing price of the current activity in the executing company, in enterprise currency.
Exec. Company No.	This field shows the number of the company carrying out the specified activity.
Tax Code 1	This field shows the G/L tax code, if any, used on the entry. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if three tax levels are enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax, Base	This field shows the tax amount for the billing price. If multiple tax codes are enabled, the “Tax, Base” field will be replaced by the following fields: “Tax Total, Base, “Tax 1, Base, “Tax 2, Base,” and, if enabled, “Tax 3, Base.” The “Total Tax, Base” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax, Currency	This field shows the tax amount for the billing price. If multiple tax codes are enabled, the “Tax, Currency” field will be replaced by the following fields: “Tax Total, Currency,” “Tax 1, Currency,” “Tax 2, Currency,” and, if enabled, “Tax 3, Currency.” The “Tax Total, Currency” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Tax, Enterprise	This field shows the tax amount in the enterprise currency.
Item Tax Code	This field shows the item tax code created.
Location	The functionality of this field is similar to that of the field “Task” above.
Entity	The functionality of this field is similar to that of the field “Task” above.
Project	The functionality of this field is similar to that of the field “Task” above.
Purpose	The functionality of this field is similar to that of the field “Task” above.

Field	Description
Spec. 1-3	The functionality of this field is similar to that of the field “Task” above.
Local Spec. 1-3	The functionality of this field is similar to that of the field “Task” above.
Customer No.	This is the customer number of the job.
Customer Group	This field shows the customer’s customer group. See the Popup Fields item Customer Group.
Responsible	This field shows the responsible employee on the job.
Posting Department	This field shows the posting department of the job entry. See Departments in the Posting Reference window.
Number Transferred	This field shows the quantity transferred to the job entry and invoiced on this job invoice line.
Billing Price, Transferred, Currency	This field shows the billing price transferred to the job entry and invoiced on this job invoice line.
Billing Price Transferred, Base	This field shows the billing price transferred to the job entry and invoiced on this job invoice line.
Billing Price Transferred, Enterprise	This field shows the billing price transferred to the job entry and invoiced on this job invoice line.
Deactivated, Base	Depending on the capitalization method, this field shows the amount deactivated upon closing the job entry billing price.
Invoice Date	This is the invoice date.
G/L Entry Date	This field shows the job entry finance entry date.
Invoice Discount	This field shows the discount given upon invoicing according to the customer setup.
Invoice Discount, Base	This field shows the discount given upon invoicing according to the customer setup.
Item No.	This field shows the item number if any item was registered on the job entry.
Company No.	This field shows the number of the company responsible for the job.
Basis Unit Price	This field shows the basis unit price before price list adjustments.

Field	Description
Cost Type	This field shows the cost type selected for the current activity in the Activities window: “Turnover” or “Outlays.”
Invoice Discount, Line, Enterprise	This field shows the discount given upon invoicing according to the customer setup.
Entry Type	The type of the current job entry – for example “Registration” or “Reallocation.”
Incl. in Fixed Price	If this field is marked, the current job entry is part of the fixed price of the job.
Deactivated, Enterprise	Depending on the capitalization method, this field shows the amount deactivated upon closing the job entry billing price.
Amount Recognized, Currency	This field shows the amount revenue-recognized upon invoicing.
Amount Recognized, Base	This field shows the amount revenue-recognized upon invoicing.
Revenue Recognized, Enterprise	This field shows the amount revenue-recognized upon invoicing.
Origin	This field shows the origin of the job entry.
Bill to Customer	This field shows the number of the customer who received the invoice.
Appropriation	This field shows the bill-to customer appropriation.
Reference, Invoice No.	Upon split billing this field shows the invoice number of the first invoice printed.
Overtime Spec.	This field shows any overtime specification entered for the current job entry.

Job Entry Analysis Workspace

Use this workspace to analyze job entry origin and posting details, as well as reallocation and more.

This is a building block workspace (a workspace used for building other more complicated workspaces). It shows a list of job entries, and for each job entry, it provides detailed information about the origin of that entry, such as what kind of journals were involved in the creation of the job entry. Additionally, it shows the number of other types of entries, such as finance entries, customer entries, and vendor entries, that were involved in the same transaction.

Job Entry Tab

This section includes the fields and descriptions for the Job Entry tab.

Entry Information Island

Field	Description
Job No.	This field displays the job number.
Activity No.	This field displays the activity number for the job entry.
Activity Type	This field shows the activity type of the activity for the job entry.
Activity Name	This field displays the activity name for the job entry.
Description	This field shows the description of the job entry.
Task	This field shows the task assigned to the entry.
Employee No.	This field displays the employee number for the job entry
Vendor	This field shows the number of the vendor if the job entry has been assigned to one.
Vendor Invoice No.	This field shows the number of the vendor invoice if the job entry is derived from one.
Item No.	This field shows the item number if items have been assigned to the job entry.
Asset No.	This field shows the asset number is on the job entry.
Remarks	This field shows any remarks which have been assigned to the job entry.
Period From, Subscription	If the current job entry originates from a subscription order, this field and the field “Period To, Subscription” below show the starting and ending periods of the subscription.
Period To, Subscription	See the description of the field “Period From, Subscription” above.
Entry No.	This field shows the number of the current job entry.
Date	This field shows the date when the job entry was registered.

Field	Description
Entry Type	This field shows the entry type of the individual job entry. When a job entry is posted, Maconomy marks it as a certain type. The type will often be “Registration” (for example, time sheet and job journal entries). This is useful if a job entry changes type. If, for instance, a job entry is reallocated, the entry’s origin will be preserved, but its type will be changed to “Reallocation” or “Reversal.” This way, you can in this window see that a particular entry is, for example, a reallocated time sheet entry.
Journal No.	This field shows the number of the journal on which the current job entry was posted.
Journal Line No.	This field shows the number of the line in the journal on which the current job entry was posted.
Being Reopened	If this field is marked, the current job entry is being reopened, for instance, when an invoice is being credited and job entries are being restored.
Approved for Inv.	If this field is marked, the current job entry has been approved for invoicing.
Accrual Entry	If this field is marked, the current job entry was created as part of an accrual.
Incl. in Fixed Price	If this field is marked, the current job entry is part of the fixed price of the job.
Action	This field shows the action performed on the current job entry in the window Invoice Selection (“Invoice,” “Write Off,” or “Carry Forward”).
Origin	This field shows where the current job entry was created, for example in a Time Sheet.
Direct Inv.	This field is marked if you have chosen direct invoicing for the entry in the table part of the window Invoice Selection. It cannot be changed here.
Over Invoicing Entry	If this field is marked, the current job entry is an over invoicing entry.
Reallocate	If this field is marked, the current job entry has been marked for reallocation.
Selected	If this field is marked, the current job entry has been selected for reallocation.
Date Reallocated	If the current job entry was reallocated, this field shows the date of reallocation.
Cost Type	This field shows if the current job entry is a Turnover or Outlay activity.

Field	Description
Reallocate	If this field is marked, the current job entry has been marked for reallocation in the window Invoice Selection.
Latest Reallocation Number	This field shows if the job entry has previously been (partly) reallocated. The number is an internal field used for keeping track of reallocation journals.
Amount Reallocated	If the current job entry was reallocated, this field shows the amount of the reallocation.
Reallocated from Instance Key	If the current job entry has previously been reallocated, this field shows the instance key of the entry from which the job entry was reallocated.
Reallocated from Job No.	If the current job entry has previously been reallocated, this field shows the number of the job from which the job entry was reallocated.
Reallocated from Task	If the current job entry has previously been reallocated, this field shows the task from which the job entry was reallocated.
Purch. Order No.	If the current job entry is part of a purchase order, this field shows the number of the purchase order.
Purchase Order Line No.	If the current job entry is part of a purchase order, this field shows the line number of the job entry in the purchase order.
G/L Entry Date	This field shows the date on which the current job entry was entered in the General Ledger.
Receivable Tax Code 1	This field shows the receivable G/L tax code of the current job entry. If multiple tax codes are enabled, the “Receivable Tax Code 1” field will be replaced by the following fields: “Receivable Tax Code 1-3,” “Receivable Tax 1-3, Currency,” “Receivable Tax 1-3, Base,” and “Receivable Tax 1-3, Enterprise.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Invoice	If this field is marked, the current job entry has been selected for invoicing.
Overtime Spec.	This field shows any overtime specification on the current job entry.
Daily Description	This field shows any daily description entered on the current job entry.
Trans. No.	This field shows the transaction number of the current job entry.
Trans. Type	This field shows the transaction type of the entry. The field is for reference only and cannot be changed here.

Field	Description
Invoice No.	This field shows the number of the invoice where the current job entry was invoiced.
Invoicing Job No.	This field shows the number of the job invoiced on the invoice of the current job entry.
Date Posted	This field shows the date on which the current job entry was posted.
Close	If this field is marked, the current job entry will be closed after invoicing.
Closed	If this field is marked, the current job entry is closed.
Tax Code	This field shows the tax code registered on the current job entry. If multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if three tax levels are enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
Item Tax Code	This field shows any tax code associated with any item registered on the current job entry.
Markup %	This field shows the markup percentage of the current job entry.

Billing Price Deviation Island

Field	Description
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job. Total Standard Billing Price, Currency This field shows the total standard billing price of the current budget entry in the currency of the job.
Standard Up/Down, Currency	This field shows the difference between the registered billing price and the standard billing price for the current entry in the currency of the job. This information can be used for performance analyses
Standard Billing Price, Base	This field shows the unit budgeted standard billing price in the company’s base currency.
Standard Billing Price Total, Base	This field shows the total standard billing price of the current budget entry in the base currency of the company.
Standard Up/Down, Base	This field shows the difference between the registered billing price and the standard billing price for the current entry in the base currency of the company. This information can be used for performance analyses.

Field	Description
Standard Billing Price, Enterprise	This field shows the unit budgeted standard billing price in the company's enterprise currency.
Standard Billing Price total, Enterprise	This field shows the total standard billing price of the current budget entry in the enterprise currency of the company.
Standard Up/Down, Enterprise	This field shows the difference between the registered billing price and the standard billing price for the current entry in the enterprise currency of the company. This information can be used for performance analyses.

Transfer Island

This island shows information about the current entry if the entry has been transferred to or from. For more information about job transfers, please see the overview of the Job Transfer window.

Field	Description
Moved	This field shows whether the entry has been transferred from and subsequently closed.
Transfer Date	If the current entry has been transferred, this field shows the date of the transfer.
Moved G/L entry date	If the current entry's registrations have been transferred to new dimensions and subsequently closed in the Job Transfer window, this field shows the G/L entry date that has been set on the new job entry.
Moved to Entry No.	This field shows the entry number of the new job entry that the current entry was transferred to.
Billing Price, Transferred To	This field shows the total billing price, if any, transferred to the new dimensions on the job.
Billing Price, Transferred From	If the current entry has been transferred to new dimensions in the window Job Transfer, this field shows the total billing price transferred from the "old" dimensions of the job entry to the new dimensions of the job entry.
Cost, Transferred To	This field shows the cost transferred to new dimensions on the job.
Cost, Transferred From	This field shows the cost transferred from "old" dimensions to new dimensions on the job entry.
Billing Price, Transferred To, Base	This field shows the billing price transferred to new dimensions on the job, in base currency.

Field	Description
Billing Price, Transferred From, Base	This field shows the billing price transferred form “old” dimensions to new dimensions on the job entry, in base currency.
Cost, Transferred To, Enterprise	This field shows the cost transferred to new dimensions on the job, in enterprise currency.
Cost, Transferred From, Enterprise	This field shows the cost transferred from “old” dimensions to new dimensions on the job, in enterprise currency.
Billing Price, Transferred To, Enterprise	This field shows the billing price transferred to new dimensions in enterprise currency.
Billing Price, Transferred From, Enterprise	This field shows the billing price transferred from “old” dimensions to new dimensions on the job, in enterprise currency.
Quantity, Transferred To	If the current entry has been transferred to new dimensions, this field shows the quantity transferred to the job assigned the new dimensions. A job is transferred to new dimensions in the window Job Transfer.
Quantity, Transferred From	If the current entry has been transferred to new dimensions in the window Job Transfer, this field shows the quantity transferred from the “old” dimensions of the current job entry.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the job of the current job entry.

Executing Company Island

Field	Description
Exec. Company No.	This field shows the number of the executing company that applies to the current job.
Base Currency	This field shows the base currency of the company shown in the field “Exec. Company No.” above.

Price Island, Currency Sub-Island

This island shows a large number of details about the current job entry. The island is divided into sections, each of which deals with one of the possible currencies of the price of the current job entry: Job Currency, Base, Enterprise, and Original.

Field	Description
Currency	This field shows the job currency.
Billing Price, Reg.	This field shows the billing price registered on the job entry.
Open Billing Price, Currency	This field shows the total open billing price.
Billing Price, Inv.	This field shows the billing price invoiced for the current job entry. Billing Price, Up/Down. This shows any difference between the billing price you have entered and the billing price you invoice when the job entry is closed. If the invoiced billing price is greater than the entered billing price, the value will be positive. If the invoiced billing price is below the entered price, the value is negative. The difference between the invoiced billing price and the standard billing price deviation (as seen in the field “Standard Up/Down”) is shown in the field “Total Up/Down.”
Billing Price Up/Down Upon Cl., Currency	This field shows the amount written up/down on the invoice upon closing, in job currency.
Billing Price	This field shows the billing price of the current entry.
Billing Price for Inv., Currency	This field shows the billing price from this particular job entry currently selected for invoicing.

Price Island, Base Sub-Island

Field	Description
Cost, Reg.	This field shows the cost registered on the job entry.
Open Cost, Base	This is the open cost in base currency or company currency.
Cost, Inv., Base	This field shows the cost invoiced.
Cost for Inv., Base	This field shows the cost price currently selected for invoicing from this particular job entry.

Field	Description
Cost	This field shows the cost for the job entry.
Receivable Cost Excl. Tax, Base	This field shows the cost price excluding VAT.
Receivable Cost Incl. Tax, Base	This field shows the cost price including VAT. Notice that only if the job entry origin is a vendor invoice or an expense sheet will this amount possibly differ from the amount excluding tax.
Billing Price, Reg., Base	This field shows the total billing price entered for the entry in base currency.
Open Billing Price, Base	This field shows the current open billing price.
Billing Price, Inv., Base	This field shows the billing price invoiced for the current job entry, in base currency.
Billing Price, Up/Down, Base	This field shows the write-up/-down amount. Write-up and write-down are the differences between the registered number of hours and the invoiced number of hours. Write-ups are shown as positive figures, and write-downs are shown as negative figures.
Billing Price Up/Down Upon Cl., Base	This field shows the write-up or –down that occurred when the job entry was closed. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Billing Price, Base	This field shows the total billing price in the company's base currency.
Billing Price for Inv., Base	This field shows the billing price from this particular job entry currently selected for invoicing, in base currency.
Intercompany Price, Base	This field shows an intercompany price that will be used as the cost of one unit of the current activity if the executing company and the company responsible for the job in question are not identical.

Price Island, Enterprise Sub-Island

Field	Description
Cost, Reg. Enterprise	This field shows the entered cost for the job entry, in enterprise currency.
Open Cost, Enterprise	This is the open cost in enterprise currency.
Cost, Inv., Enterprise	This field shows the cost, in enterprise currency.

Field	Description
Cost for Inv., Enterprise	This field shows the cost price currently selected for invoicing from this particular job entry.
Cost, Enterprise	This field shows the cost price in enterprise currency.
Receivable Cost Excl. Tax, Enterprise	This field shows the cost price excluding VAT, in enterprise currency.
Receivable Cost Incl. Tax, Enterprise	This field shows the cost price including VAT, in enterprise currency.
Billing Price, Reg., Enterprise	This field shows the total billing price entered for the entry, in enterprise currency.
Open Billing Price, Enterprise	— This field shows the current open billing price of the job—that is, the sum of non-invoiced registrations on the jobin enterprise currency.
Billing Price, Inv., Enterprise	This field shows the billing price invoiced for the current job entry in enterprise currency.
Billing Price Up/Down, Enterprise	This field shows the amount by which the billing price has been written up or down. Write-up and write-down are the difference between the registered billing price and the invoiced billing price.
Billing Price Up/Down Upon Cl., Enterprise	This field shows the write-up or –down that occurred when the job entry was closed. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Billing Price, Enterprise	This field shows the total billing price in the enterprise currency.
Billing Price for Inv., Enterprise	This field shows the billing price currently selected for invoicing in enterprise currency.
Original Currency	This is the currency in which the invoice was registered (the entry's original currency).
Original Cost	This field shows the cost on the job entry original which may, for example, be a vendor invoice in some other currency.
Accrual, Base	This field shows the amount to be registered for accrual on the line in the system's base currency.

Field	Description
Accrual, Enterprise	This field shows the amount to be registered for accrual on the line in the system's enterprise currency.
Cost, Exec. Company, Base	This field shows the cost of one piece of the current activity in the executing company, in the company's base currency.
Cost, Exec., Company, Enterprise	This field shows the cost of one piece of the current activity in the executing company, in the company's enterprise currency.
Billing Price, Exec. Company, Currency	This field shows the initial billing price as set by the executing company. Notice that intercompany invoicing may lead to the job entry having another final billing price to the end customer.
Billing Price, Exec. Company, Enterprise	This field shows the initial billing price as set by the executing company. Notice that intercompany invoicing may lead to the job entry having another final billing price to the end customer.
Quantity Open	This field shows the number of open units registered in the current job entry.
Quantity Up/Down.	This field shows the difference between the and the quantity that would have been written up or down at the end of the selected period, if the job was closed at that particular time.
Quantity Up/Down at Closing	This field shows the write-up or –down that occurred when the job entry was closed, in the enterprise currency. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Quantity	In this field you can see the quantity of units that were registered for the activity and assigned to the job entry. If the entry is a time activity, the quantity will be hours.
Invoice Quantity	This field shows the quantity to be invoiced from the job entry.
Quantity Inv.	This field shows the quantity of units invoiced for the current job entry.
Quantity 1	This field shows the quantity entered for the entry.
Quantity 2	This field shows the quantity 2 entered for the entry.
Job Surcharge Entry	This field is marked if the job entry either in the billing price or in the job surcharge amount fields includes additional amounts that relate to a job surcharge rule percentage. See the Job Surcharge Rules window. If a surcharge derives dimensions, a second job entry marked as a surcharge entry is created, in addition to the actual registration.

Field	Description
Job Surcharge Amount	This field shows the job surcharge amount part of the billing price field. This field only shows an amount if the job surcharge rule is not set up to derive another activity for an additional job entry registration.
Job Surcharge Amount, Base	This field shows the job surcharge amount in the base currency.
Job Surcharge Amount, Enterprise	This field shows the job surcharge amount in the enterprise currency.
Base Price, Pc.	This field shows the unit billing price before adjustment that may have been set up in a job price list line.

Revenue Recognized Island

Field	Description
Orig. Revenue Recognized, Currency	Jobs set up for capitalization at billing price will recognize the total billing price as revenue upon creation of the job entry. The “Orig. Revenue Recognized” field remembers this initial revenue amount. Later, upon invoicing, the job entry billing price may unexpectedly be written up or down, thus changing the revenue recognized amount. The change is detectable by comparing to this original revenue.
Amount Recognized, Currency	This field shows the amount currently recognized as revenue on the job entry.
Orig. Revenue Recognized, Base	This field shows the original revenue recognized in base currency. See the “Orig. Revenue Recognized, Currency” field above.
Amount Recognized, Base	This field shows the amount currently recognized as revenue on the job entry in the base currency.
Orig. Revenue Recognized, Enterprise	This field shows the original revenue recognized in enterprise currency. See the “Orig. Revenue Recognized, Currency” field above.
Revenue Recognized, Enterprise	This field shows the amount revenue-recognized in enterprise currency.

G/L Accrual Island

This island shows information about the current entry if the entry has been accrued in the G/L module. The island shows how the entry was accrued at the time of posting.

Field	Description
Accrual Type	This field shows the type of accrual. The type specifies how the accrual was posted.
Period From, Accrual	This field shows the period from which the job entry was accrued.
Period To, Accrual	This field shows the period to which the job entry was accrued.
Accrued at Registration	This field is marked if the job entry was accrued upon registration.
Main Entry Number	This field is a reference from the accrual entry to the original entry (the entry that has been accrued).

Job Invoice Overview Workspace

Use this workspace to review an invoice and its associated job entries, as well as review pre-invoices.

You cannot make any changes in this workspace.

The information in this workspace is useful if you need to track the job entries of a certain job invoice.

The Job Invoice Overview tab displays one job invoice at a time. The Job Invoice Lines sub-tab the job entries that make up the invoice that the Job Invoice Overview tab displays.

Job Invoice Overview Tab

This section includes the fields and descriptions for the Job Invoice Overview tab.

Billing Address Island

This island contains a number of fields showing information about the billing customer of the current job invoice.

Field	Description
Bill to Customer	This field shows the number of the customer billed on the current invoice.
Attn.	This is the name of the bill-to customer's attention personthe person to whom payment information is directed.
Country	This field shows the bill-to customer's country code. It is retrieved from the Customer Information Card in the Accounts Receivable module, when the job is created in the Jobs window.
E-mail	The functionality of this field is similar to that of the field "Country" above.
Phone	The functionality of this field is similar to that of the field "Country" above.

Field	Description
Fax	The functionality of this field is similar to that of the field “Country” above.
Telex	The functionality of this field is similar to that of the field “Country” above.
Department	The functionality of this field is similar to that of the field “Country” above.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the job of the current job invoice.

Price Island

This island shows a large number of details about the amounts on the current job invoice. The island is divided into sections, each of which deals with one of the possible currencies of the price of the current job entry: Job Currency, Base, Enterprise, and Standard.

If multiple tax codes are enabled, each tax-related field in this island will be expanded to multiple fields to display information about each tax level, except for the “Tax” check box at the bottom of the island. The tax fields including “Total” calculate the sum of the relevant individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”

Field	Description
Invoice Currency	This field shows the currency specified for the invoice.
Billing Price Total	This field shows the total billing price in the invoice currency.
Tax	This field shows the tax Maconomy calculated for the invoice in invoice currency.
Net on Account	This field shows the amount net on account.
Tax on Account, Currency	This field shows the tax net on account.
Total	This field shows the total billing price, including tax.
Total, Tax excl.	This field shows the part of the total billing price that was not taxed.
Invoice Discount	This is the invoice discount calculated from the percentage that the bill-to customer is set up to receive per default.

Field	Description
Exchange Rate	This field shows the exchange rate used when the invoice was posted.
Job Currency	This field shows the currency of the job. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “No,” then the invoice currency of all bill-to customers on the job will be equal to the currency of the job indicated in this field. If the currency is changed, then all invoice currencies will be changed accordingly. If the job parameter attribute “Allow Invoice on Account in Multiple Currencies” is set to “Yes,” then changing the currency on the job will have no consequences on invoice currencies of bill-to customers. Note that prices in the Job Price Information window will remain in the currency of the job, even if the invoice currency differs.
Item Sum, Job Currency	This field shows the total billing price in the job currency.
Tax	This field shows the tax Maconomy calculated for the invoice in the job currency.
Total, Job Currency	This field shows the total billing price, including tax, in the job currency.
Job, Invoiced Time, Job Currency	This field shows the billing price for time activities in the job currency.
Job, Invoiced Amount, Job Currency	This field shows the billing price for amount activities in the job currency.
Base Currency	This field displays the currency used as base currency in the company.
Total Cost	This field shows the total cost for the registrations that have been invoiced.
Sales Price Total, Base	This field shows the total invoice amount in the company’s base currency.
Invoice Discount, Base	This field shows the applicable discount amount on the job, expressed in the base currency of the company to which the job belongs.
Total, Base	This field shows the total billing price, including tax, in the base currency.
Tax, Base	If multiple tax codes are enabled, the “Tax, Base” field will be replaced by the following fields: “Tax Total, Base,” “Tax 1, Base,” “Tax 2, Base,”

Field	Description
	and, if enabled, “Tax 3, Base.” The “Total Tax, Base” field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in “Tax Codes.”
Total Tax Exempt, Base	This field shows the total tax exempt in base currency.
Net on Account, Base	This field shows the amount to invoice on account, expressed in the base currency of the company to which the job belongs.
Tax on Account, Base	This field shows the tax net on account in base currency.
Amount Rounding, Base	This is the rounding amount, in base currency. If currency rounding is used (in the Currency Rounding window), then the total interest amount should be rounded up, based on the currency rounding.
Exchange Rate Variance, Base	This field shows any exchange rate variance calculated by Maconomy for payments in foreign currency. The amount is shown in the base currency of the settling company. The amount corresponds to the difference between the base amount reconciled by the payment and the base amount actually paid. A variance will occur if exchange rates have changed. Also, the fact that your bank uses another exchange rate than what is specified in Maconomy will result in differences that are reflected in this field.
Total Cost, Enterprise	This field shows the total cost for the registrations that have been invoiced.
Billing Price Total, Enterprise	This field shows the total billing price of the time sheet line in enterprise currency.
Invoice Discount, Enterprise	This is the invoice discount amount specified in the purchase order, in enterprise currency.
Total, Enterprise	This field shows the total billing price, including tax, in the enterprise currency.
Tax, Enterprise	This field shows the total billing price, including tax, in the enterprise currency.
Net on Account, Enterprise	This field shows the amount net on account in enterprise currency.

Field	Description
Tax on Account, Enterprise	This field shows the tax net on account in enterprise currency.
Amount Rounding, Enterprise	This shows the rounding amount, in enterprise currency if currency rounding is used (in the Currency Rounding window).
Exchange Rate Variance Balancing, Enterprise	This field balances the exchange rate differences between currency and base and base and enterprise.
Exchange Rate Variance, Enterprise	This field shows any exchange rate variance calculated by Maconomy for payments in foreign currency, in the enterprise currency of the settling company. The amount corresponds to the difference between the base amount reconciled by the payment and the base amount actually paid. A variance will occur if exchange rates have changed. Also, the face that your bank uses another exchange rate than what is specified in Maconomy will result in differences that are reflected in this field.
Total Tax Exempt Billing Price, Enterprise	This field shows the part of the total billing price that was not taxed.
Total In Standard	This is the amount from the “Total Billing Price” field converted into the bill-to customer’s currency.
Exchange Rate Variance, Standard Currency	This field shows any exchange rate variance calculated by Maconomy for payments in foreign currency. The amount is shown in the standard currency of the settling company. The amount corresponds to the difference between the standard amount reconciled by the payment and the standard amount actually paid. A variance will occur if exchange rates have changed. Also, the fact that your bank uses another exchange rate than what is specified in Maconomy will result in differences that are reflected in this field.
Invoice Discount %	This is the invoice discount that the bill-to customer is set up to receive per default.
Tax	This field shows the tax Maconomy calculated for the invoice.
Exchange Rate Date	This is the exchange rate date. When converting amounts into the currency, Maconomy uses the exchange rates that are valid on this date according to the exchange rate table for sales selected in the System Information window in the Set-Up module for conversion of currency amounts.

Document Archive Island

Field	Description
Archive Number	This field shows the archive number of the attached document.
Description	This field shows the document archive description.

Ship to Address Island

Field	Description
Customer	This is a Ship-to Customer name, number and address.
Attn.	This field shows the attention person of the ship-to customer specified in the “Ship to Customer” field. The name is taken from the customer information card and cannot be changed here.
Country	This field shows the country of the ship-to customer specified in the “Ship to Customer” field. The country is taken from the customer information card and cannot be changed here.
E-mail	The functionality of this field is similar to that of the field “Country” above.
Phone	The functionality of this field is similar to that of the field “Country” above.
Fax	The functionality of this field is similar to that of the field “Country” above.
Telex	The functionality of this field is similar to that of the field “Country” above.

Settling Company Island

Field	Description
Settling Company	This field shows the number and name of the settling company that applies to the current job invoice.

Invoice Island

This island shows a large number of details about the current job invoice, including information about job and payment.

Field	Description
Invoice	This field shows the invoice number for the invoice whose details are shown in this window.
Job	This field shows the job number and name of the invoice.

Field	Description
Invoice Name	This field shows the name of the invoice.
Invoice Date	This is the invoice date. This date is used to calculate the invoice due date.
Type	This existing field shows Invoice for T&M invoices and Invoice On Account for invoices on account. For T&M invoices this will be changed to show T&M Invoice and for the new combined invoices the field will show T&M and On Account Invoice
Due Date	This is the due date of the invoice.
Department	This field shows the department associated with the job.
Reference	This is the reference entered in the “Ref.” field in the window Jobs.
Tax No.	This is the invoice’s tax number. It is retrieved from the window Job Information.
Customer Group	This field shows the customer group for the customer on this invoice.
End User No.	This is a unique end customer number. The end customer is a customer who buys from one or more of your direct customers.
Activity No.	This is the activity number, if any, on the invoice account. See the job parameter type “Invoicing on Account.”
Task Name	This is the task name, if any, on the invoice on account. See the job parameter type “Invoicing on Account.”
Enterprise	This is the enterprise dimension value, if any, on the invoice on account. See the job parameter type “Invoicing on Account.”
Segment	This is the segment dimension value, if any, on the invoice on account. See the job parameter type “Invoicing on Account.”
Area	This is the area dimension value, if any, on the invoice on account. See the job parameter type “Invoicing on Account.”
Remarks 1-3	In these fields you can enter any remarks concerning the current activity. The fields are for information only.
Appropriation	This field shows the bill-to customer appropriation.
Sales Rep.	This field shows the name of the sales representative specified in the field “Sales Rep. No.”
Sales Rep. No.	This is the number of the sales representative responsible for the customer.

Field	Description
Payment Terms	These are the payment terms that apply to the customer
Blanket Invoice	If this field is marked, the customer is invoiced on a blanket invoice.
Cust. Payment Mode	This field shows a customer payment mode. The customer payment mode is used for finding an offset account for the current payment. You can specify offset accounts by means of a dimension combination in the External Accounts window in the Banking module. A customer payment mode can, for example, be manual payment, check, or a bank account. Customer payment modes are created in the Customer Payment Modes window in the Banking module.
Invoice on Account	This field is marked if the invoice is on account.
Packing Slip No.	This is the packing slip number assigned.
Re. Invoice No.	This is the invoice number if the credit order was created from an invoice.
Origin	This field shows the origin of the invoice. This may be “Order Invoice,” “Job Cost Invoice,” or “Intercompany Settlement Invoice.” Notice, though, that this window only shows “Job Cost Invoices.”
Company Tax Code	This field shows the company tax code for the invoice.
Debit/Credit	This shows “Debit” for invoices and “Credit” for credit memos.
Posted	This field shows whether or not the current invoice has been posted. The field is automatically marked by Maconomy when an invoice is posted and cannot be edited manually.
Manually Approved	This field is marked if the invoice origin is an “Intercompany Settlement Invoice” that has been manually approved.
Printed	This field is marked if the job invoice has been printed. Any new printout is only a copy of the original, and has no effect on accounts.
Printed by	This field shows the person who printed out the last invoice, currently shown in the window. The name is not altered during reprint.
Printing Date	This field shows the last date at which the invoice, currently shown in the window, was printed. The date is not altered during reprint.
Version	This field shows the invoice version number

Dimensions Island

Field	Description
Location	This field shows the location.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Customer Island

Field	Description
Popup 1-5	These fields show the values of the fields “Customer Popup” in the island Extra Fields in the window Jobs for the job of the current invoice.

Job Invoice Lines Sub-Tab

This section includes the fields and descriptions for the Job Invoice Lines sub-tab.

The table part shows a large amount of information about the job entry or job entries that make up the current job invoice. Apart from the fields below, the table part contains fields concerning accruals, transfers, billing price deviations, and revenue recognition.

If multiple tax codes are enabled, the tax-related fields will be replaced by multiple fields that represent the different tax levels. For further information on multiple tax codes, please see the description in “Tax Codes.”

Field	Description
Job No.	The number of the job to which the current job entry belongs.
Entry No.	This is the number of the current job entry.
Journal No.	The number of the journal on which the current job entry was posted.
Journal Line No.	The number of the line in the journal on which the current job entry was posted.

Field	Description
Date Posted	This field shows the date on which the invoice where the current job entry was invoiced was posted.
Trans. No.	This field shows the transaction number of the current job entry.
Date	The date of entry of the current job entry.
Activity No.	The number of the activity registered on the current job entry.
Activity Type	The activity type: Time or Amount.
Activity Name	The description of the activity registered on the current job entry.
Task	The task registered on the current job entry.
Description	The description of the job entry as entered in for example a time sheet.
Employee No.	The employee registered on the current job entry.
Employee Name	The name of the employee registered on the current job entry.
Currency	This field shows the currency.
Original Currency	This is the currency in which the invoice was registered (the entry's original currency).
Billing Price, Curr.	This field shows the budgeted cost of the job in the job's currency.
Billing Price, Reg., Currency	This field shows the registered billing price in the job currency.
Open Sales Price, Currency	This field shows the total open sales price on the job. The amount includes job entries on subjobs that are set up to be invoiced on the main job.
Billing Price, Inv., Currency	This field shows the billing price invoiced for the current job entry.
Billing Price, Total, Currency	This field shows the total billing price when the invoice has been approved, in the currency of the job. It is the sum of the "Billing Price, Invoice" and "Billing Price to Inv." fields.

Field	Description
Billing Price for Inv., Currency	This field shows the billing price from this particular job entry currently selected for invoicing.
Billing Price, Up/ Down, Currency	This field shows the amount by which the billing price has been written up or down, in the currency of the job. Write-up and write-down are the difference between the registered billing price and the invoiced billing price. Only completed entries will be included in the calculation.
Billing Price Up/ Down Upon Cl., Currency	This field shows the write-up or –down that occurred when the job entry was closed, in the currency of the job. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Cost, Base	This field contains the cost of the job in base currency.
Cost, Reg., Base	This field shows the cost registered on the job entry. The amount is shown in base currency, depending on the currency type selected in the island Show Entries. Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Open Cost, Base	This is the open cost in base currency or company currency.
Cost, Inv., Base	This field shows the cost invoiced during the period specified in the card part. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the Show Entries island. Please note that if the currency type selected Is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Cost, Total, Base	This field displays the total estimated cost in base currency. Maconomy calculates the total cost by multiplying the number in the Quantity field by the cost per piece in the Cost field. If you do not have access to see cost information, as specified in the Actions window in the Set-Up module, this field displays 0.
Cost for Inv., Base	This field shows the cost price currently selected for invoicing from this particular job entry.
Receivable Cost Excl. Tax, Base	This field shows the cost price excluding VAT.
Receivable Cost Incl. Tax, Base	This field shows the cost price including VAT. Notice that only if the job entry origin is a vendor invoice or an expense sheet will this amount possibly differ from the amount excluding tax.

Field	Description
Billing Price, Base	This field shows the total budgeted standard billing price in the company's base currency.
Billing Price, Reg., Base	This field shows the registered billing price on the job entry in base currency.
Open Sales Price, Base	This field shows the open sales price in the currency of the job equivalent to the sum of job entries not yet invoiced on the current job.
Billing Price, Inv., Base	This field shows the billing price invoiced for the current job entry in base currency.
Billing Price, Total, Base	This field shows the total billing price when the invoice has been approved, in base currency. It is the sum of the "Billing Price, Invoice" and "Billing Price to Inv." fields.
Billing Price for Inv., Base	This field shows the billing price from this particular job entry currency selected for invoicing in base currency.
Billing Price, Up/ Down, Base	This field shows the amount by which the billing price has been written up or down. Write-up and write-down are the difference between the registered billing price and the invoiced billing price. Only completed entries will be included in the calculation.
Billing Price Up/ Down Upon Cl., Base	This field shows the write-up or –down that occurred when the job entry was closed. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Cost, Enterprise	This field shows the total of all cost prices of the jobs displayed in the table part of the window. If the field "Show Totals" in the Selection Criteria has not been marked, this field will not show any value.
Cost, Reg. Enterprise	This field shows the entered cost for the job entry, in enterprise currency.
Open Cost, Enterprise	This is the open cost in enterprise currency.
Cost for Inv., Enterprise	This field shows the cost price currently selected for invoicing from this particular job entry.
Cost, Inv. Enterprise	This field shows the cost invoiced during the period specified in the card part, in enterprise currency.
Cost, Exec. Company, Enterprise	This field shows the cost of one unit of the current activity in the executing company. If the responsible company is the same as the

Field	Description
	executing company, the cost in this field will be the same as the value in the field, “Cost, Reg.”
Receivable Cost Excl. Tax, Enterprise	This field shows the cost price excluding VAT.
Receivable Cost Incl. Tax, Enterprise	This field shows the cost price including VAT.
Billing Price, Enterprise	This field shows the total of all budgeted billing prices of the jobs displayed in the table part of the window. If the field “Show Totals” in the Selection Criteria island has not been marked, this field will not show any value.
Billing Price, Reg., Enterprise	This field shows the registered billing price in enterprise currency.
Open Billing Price, Enterprise	This field shows the current open billing price of the job on the current line, that is, the sum of non-invoiced registrations on the job. The first time that you evaluate the job, this amount corresponds to the work in progress. Entries that are not part of the fixed price of the job are excluded.
Billing Price, Inv., Enterprise	This field shows the opening, changed, and closing billing prices that have been invoiced on the job before and within the relevant period, in enterprise currency.
Billing Price Up/ Down, Enterprise	This field shows the amount by which the billing price has been written up or down. Write-up and write-down are the difference between the registered billing price and the invoiced billing price. Only completed entries will be included in the calculation.
Billing Price for Inv., Enterprise	This field shows the billing price invoiced on the job, excluding tax, in enterprise currency. For credit memos, the amount credited is shown as a positive amount.
Billing Price Up/ Down Upon Cl., Enterprise	This field shows the write-up or –down that occurred when the job entry was closed, in enterprise currency. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Original Cost	This field shows the cost on the job entry original which may, for example, be a vendor invoice in some other currency.
Quantity Open	This field shows the number of open units registered in the current job entry. Please note that the open quantity of the job entry will only remain open after reallocation until the entry is invoiced.
Quantity Inv.	This field shows the quantity of units invoiced for the current job entry.

Field	Description
Invoice Quantity	This field shows the quantity to be invoiced from the job entry.
Quantity, Up/Down	This field shows the quantity of write-ups and write-downs per item hitherto registered for the job entry. Write-up and write-down are the difference between the registered quantity and the invoiced quantity. Only completed entries will be included in the calculation. Write-ups are shown in positive figures, and write-downs in negative figures.
Quantity, Reg.	This field shows the quantity that has been entered.
Quantity Up/Down at Closing	This field shows the write-up or –down that occurred when the job entry was closed, in the currency of the job. Notice that this is an internal field to show any difference between write-up or –down upon creation and write-up or –down upon closing on fixed-price jobs.
Billing Price, Exec. Company	This field shows the initial billing price as set by the executing company. Notice that intercompany invoicing may lead to the job entry having another final billing price to the end customer.
Billing Price, Exec. Company, Enterprise	This field shows the initial billing price as set by the executing company. Notice that intercompany invoicing may lead to the job entry having another final billing price to the end customer.
Company No.	This field shows the number of the company that applies to the current job.
Exec. Company No.	This field shows the name of the company carrying out the specified activity.
Cost, Exec. Company	This field shows the cost of one unit of the current activity in the executing company. If the responsible company is the same as the executing company, the cost in this field will be the same as the value in the field “Cost, Reg.”
Base Currency, Exec. Company	This field shows the currency used as base currency in the executing company.
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity, employee, or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked, and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.”

Field	Description
Standard Billing Price, Base	This field shows the standard billing price registered for the current job entry in the base currency of the company that is responsible for the job.
Standard Billing Price, Enterprise	This field displays the standard billing price registered for the current job entry in the enterprise currency of the company that is responsible for the job.
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current budget entry in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity, employee, or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked, and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.”
Standard Billing Price, Base	This field shows the standard billing price of the current budget entry in the base currency of the company.
Standard Billing Price, Enterprise	This field shows the standard billing price of the current budget entry in the enterprise currency of the company.
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current budget entry in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity, employee, or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked, and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.”
Standard Billing Price Total, Base	This field shows the total standard billing price of the current budget entry in the base currency of the company.
Standard Billing Price Total, Enterprise	This field shows the total standard billing price of the current budget entry in the enterprise currency of the company.

Field	Description
Standard Up/Down, Currency	This field shows the difference between the registered billing price and the standard billing price for the current entry in the currency of the job, within the selected period. This information can be used for performance analyses
Standard Up/Down, Base	This field shows the difference between the registered billing price and the standard billing price for the current entry within the selected period. This information can be used for performance analyses.
Standard Up/Down, Enterprise	This field shows the difference between the registered billing price and the standard billing price for the current entry in the enterprise currency of the company, within the selected period. This information can be used for performance analyses.
Accrual, Enterprise	This field shows the amount to be registered for accrual on the line in the system's enterprise currency.
Entry Type	The type of the current job entry – for example "Registration" or "Reallocation."
Markup %	This field shows the markup percentage of the current job entry.
Close	If this field is marked, the current job entry will be closed after invoicing.
Closed	If this field is marked, the current job entry is closed.
Tax Code	This field shows the tax code registered on the current job entry. If multiple tax codes are enabled, the "Tax Code" field will be replaced by the following fields: "Tax Code 1," "Tax Code 2," and "Tax Code 3." For further information on multiple tax codes, please see the description in "Tax Codes."
Location	This field shows the location entered on the current job invoice.
Entity	The functionality of this field is similar to that of the field "Location" above.
Project	The functionality of this field is similar to that of the field "Location" above.
Purpose	The functionality of this field is similar to that of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Location" above.
Vendor	This is the vendor number if the current job entry concerns an amount activity, and the vendor of the service was registered on the job entry.

Field	Description
Vendor Invoice No.	If the current job entry is associated with a vendor invoice, the associated vendor invoice may be registered here.
Approved for Inv.	If this field is marked, the current job entry has been approved for invoicing.
Item No.	Any item number referenced by the current job entry.
Accrual, Base	This field shows the amount to be registered for accrual on the line in the system's base currency.
Amount Reallocated	If the current job entry was reallocated, this field shows the amount of the reallocation.
Date Reallocated	If the current job entry was reallocated, this field shows the date of reallocation.
Item Tax Code	This field shows any tax code associated with any item registered on the current job entry.
Direct Inv.	If this field is marked, the current job entry was marked for direct invoicing.
Being Reopened	If this field is marked, the current job entry is being reopened, for instance in the window Time Sheets.
Remarks	Any remarks from the current job entry.
Quantity	This is the entry quantity.
Quantity 2	This is the entry quantity 2.
Job Surcharge Entry	This field is marked if the job entry includes only quantity and amounts that relate to a job surcharge rule percentage. A job entry registering a normal amount and without this field marked may still include a job surcharge amount in the fields. See the Job Surcharge Rules window. If a surcharge derives dimensions, a second job entry marked as a surcharge entry is created, in addition to the actual registration.
Over Invoicing Entry	If this field is marked, the current job entry is an over invoicing entry.
Base Price, Pc.	This field shows the unit billing price before adjustment that may have been set up in a job price list line.
Job Surcharge Amount	This field shows the job surcharge amount part of the billing price field. This field only shows an amount if the job surcharge rule is not set up to derive another activity for an additional job entry registration.

Field	Description
Job Surcharge Amount, Base	This field shows the job surcharge amount in the base currency.
Reallocate	If this field is marked, the current job entry has been marked for reallocation.
Cost Type	This field shows if the current job entry is a Turnover or Outlay activity.
Purch. Order No.	If the current job entry is part of a purchase order, this field shows the number of the purchase order.
Purchase Order Line No.	If the current job entry is part of a purchase order, this field shows the line number of the job entry in the purchase order.
Accrual Entry	If this field is marked, the current job entry was created as part of an accrual.
G/L Entry Date	This field shows the date on which the current job entry was entered in the General Ledger.
Receivable G/L Tax Code	This field shows the receivable G/L tax code of the current job entry.
Overrun Adjustment	If this field is marked, the current job entry is an automatic overrun adjustment entry.
Invoice	If this field is marked, the current job entry has been selected for invoicing.
Invoicing Job No.	This field shows the number of the job invoiced on the invoice of the current job entry.
Intercompany Price, Base	This field shows an intercompany price that will be used as the cost of one unit of the current activity if the executing company and the company responsible for the job in question are not identical.
Origin	This field shows where the current job entry was created, for example in a Time Sheet.
Incl. in Fixed Price	If this field is marked, the current job entry is not part of the fixed price of the job.
Job Surcharge Amount, Enterprise	This field shows the job surcharge amount in the enterprise currency.
Latest Reallocation Number	This field shows if the number of the latest reallocation of this job entry.

Field	Description
Amount Recognized, Currency	The amount displayed in this field is determined by the value in the field “Show Latest Approved Revenue Recognition” in the Calculate Revenue island. If that field is marked, this field shows the approved amount registered as revenue on the job, in the company’s currency. If that field is not marked, this field will display the amount currently recognized as revenue in the job, but which has not yet been approved.
Amount Recognized, Base	The amount displayed in this field is determined by the value in the field “Show Latest Approved Revenue Recognition” in the Calculate Revenue island. If that field is marked, this field shows the approved amount registered as revenue on the job, in the base currency. If that field is not marked, this field will display the amount currently recognized as revenue in the job, but which has not yet been approved.
Revenue Recognized, Enterprise	This field shows the amounts revenue recognized on the job’s entries in enterprise currency.
Moved	This field shows whether the current entry has been transferred.
Transfer Date	If the current entry has been transferred, this field shows the date of the transfer.
Moved to Entry No.	This field shows whether the G/L entry date has been moved to the Entry No. field.
Moved G/L entry date	This field shows whether the G/L entry date has been transferred.
Quantity, Transferred To	If the current entry has been transferred to new dimensions, this field shows the quantity transferred to the job assigned the new dimensions. A job is transferred to new dimensions in the window Job Transfer.
Cost, Transferred To, Base	This field shows the cost transferred to new dimensions on the job during the period specified in the card part, in base currency.
Cost, Transferred To, Enterprise	This field shows the cost transferred to new dimensions on the job during the period specified in the card part, in enterprise currency.
Billing Price, Transferred To, Currency	This field shows the billing price transferred to new dimensions on the job during the period specified in the card part, in the currency of the job.
Billing Price, Transferred To, Base	This field shows the billing price transferred to new dimensions on the job during the period specified in the card part, in base currency.

Field	Description
Billing Price, Transferred To, Enterprise	This field shows the billing price transferred to new dimensions on the job during the period specified in the card part, in enterprise currency.
Quantity, Transferred From	If the current entry has been transferred to new dimensions in the Job Transfer window, this field shows the quantity transferred from the “old” dimensions of the current job entry.
Cost, Transferred From, Base	This field shows the cost transferred from “old” dimensions to new dimensions on the job during the period specified in the card part, in base currency.
Cost, Transferred From, Enterprise	This field shows the cost transferred from “old” dimensions to new dimensions on the job during the period specified in the card part, in enterprise currency.
Billing Price, Transferred From, Currency	If the current entry has been transferred to new dimensions in the Job Transfer window, this field shows the total billing price transferred from the “old” dimensions of the job entry to the new dimensions of the job entry, in the job currency.
Billing Price, Transferred From, Base	If the current entry has been transferred to new dimensions in the Job Transfer window, this field shows the total billing price transferred from the “old” dimensions of the job entry to the new dimensions of the job entry, in base currency.
Billing Price, Transferred From, Enterprise	If the current entry has been transferred to new dimensions in the Job Transfer window, this field shows the total billing price transferred from the “old” dimensions of the job entry to the new dimensions of the job entry, in enterprise currency.
Earliest Job Invoice Line	This field shows the date of the earliest invoice that included all or part of this job entry.
Latest Job Invoice Line	This field shows the date of the latest invoice that included all or part of this job entry.
Orig. Revenue Recognized, Currency	Jobs set up for capitalization at billing price will recognize the total billing price as revenue upon creation of the job entry. The “Orig. Revenue Recognized” field remembers this initial revenue amount. Later, upon invoicing, the job entry billing price may unexpectedly be written up or down, thus changing the revenue recognized amount. The change is detectable by comparing to this original revenue.
Orig. Revenue Recognized, Base	This field shows the original revenue recognized in base currency. See the “Orig. Revenue Recognized, Currency” field above.

Field	Description
Orig. Revenue Recognized, Enterprise	This field shows the original revenue recognized in enterprise currency. See the “Orig. Revenue Recognized, Currency” field above.
Action	This field shows the action performed on the current job entry in the window Invoice Selection (“Invoice,” “Write Off,” or “Carry Forward”).
Reallocate	If this field is marked, the current job entry has been marked for reallocation in the window Invoice Selection.
Selected	If this field is marked, the current job entry has been selected for reallocation.
Overtime Spec.	This field shows any overtime specification on the current job entry.
Run No., Export	Upon exporting data in the Export Data window or the stand-alone program Export Finance Data, an “Automatic Payment” number is assigned to the job entry as Run No. This field shows that number.
Revenue Recognition Group Key	This key refers to one of the revenue sum groups defined when detailed revenue recognition is set up in the job parameter type “Revenue Recognition” and two attributes “Detail By.”
Accrual Type	This field shows any accrual type selected for the current entry.
Accrual Period From	If the current entry has been accrued, this field shows the first period for which the accrual took place.
Accrual Period To	If the current entry has been accrued, this field shows the last period for which the accrual took place.
Accrued at registration	This field is marked if the job entry was accrued upon creation.
Main Entry Number	This field is a reference from the accrual entry to the original entry (the entry that has been accrued).
Subscription Period From	If this job entry originates from a subscription order of items, this field shows the subscription start date.
Subscription Period To	If this job entry originates from a subscription order of items, this field shows the subscription end date.
Line No.	This field shows the job invoice line number for the invoice that includes part or all of the job entry.
Debit/Credit	This field shows “Debit” for invoices and “Credit” for credit memos.

Field	Description
Print	If you mark this field, the line will be printed when you print the advertising order. The mark is removed automatically when the order has been printed.
Billing Price, Curr	This field shows the budgeted cost of the job in the job's currency.
Billing Price Up/ Down, Currency	This field shows the write up/down in job currency.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Cost, Total, Enterprise	This field shows the total allocated cost in the job's enterprise currency.
Billing Price Up/ Down, Enterprise	This field shows the amount by which the billing price has been written up or down. Write-up and write-down are the difference between the registered billing price and the invoiced billing price. Only completed entries will be included in the calculation.
Billing Price, Total, Enterprise	This field shows the total invoice amount in enterprise currency.
Billing Price, Total, Exec. Company, Currency	This field shows the total billing price of the current activity in the executing company, in job currency.
Billing Price, Total, Exec. Company, Enterprise	This field shows the total billing price of the current activity in the executing company, in enterprise currency.
Cost, Total, Exec. Company, Base	This field shows the total cost of the current activity in the executing company, in base currency.
Cost, Total, Exec. Company, Enterprise	This field shows the total cost of the current activity in the executing company, in enterprise currency.
Tax, Base	This field shows the tax amount invoiced on account in the base currency of the company responsible for the job. If multiple tax codes are enabled, the "Tax, Base" field will be replaced by the following fields: "Total Tax, Base," "Tax 1, Base," "Tax 2, Base," and, if enabled, "Tax 3, Base." The "Total Tax, Base" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in "Tax Codes."

Field	Description
Tax, Currency	This field shows the tax amount invoiced on account in the job's currency. If multiple tax codes are enabled, the "Tax, Currency" field will be replaced by the following fields: "Total Tax, Currency," "Tax 1, Currency," "Tax 2, Currency," and, if enabled, "Tax 3, Currency." The "Tax Total, Currency" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Customer No.	This is the customer number of the job.
Customer Group	In this field, you can select a customer group. The report will only include jobs for customers in this customer group. If you leave this field blank, department will have no influence on the selection criteria. You can only choose from the departments that have been created in the window Popup Fields.
Responsible	In this field, you can enter the identification of an employee responsible for jobs. The report will only include jobs assigned to this person. If you leave this field blank, it will have no influence on the selection criteria.
Posting Department	This field shows the posting department of the job entry. See Departments in the Posting Reference window.
Quantity	This field shows the part of the job entry quantity that has been invoiced on this invoice.
Deactivated, Base	Depending on the capitalization method, this field shows the amount deactivated upon closing the job entry billing price.
Closed Billing Price, Base	This field shows the closed standard billing prices in the company's base currency.
Invoice Date	This is the date when the invoice was issued.
G/L Entry Date	This field shows the date on which the current job entry was posted in the G/L module.
Internal Job	This field shows whether the current job entry belongs to a job for which the field "Internal Job" in the Jobs window has been marked.
Quantity, Up/Down	This field shows any difference between the quantity you have entered and the quantity you invoice when the job entry is closed. If you have invoiced more than the entered quantity, the value shown is positive. If you have invoiced fewer than the entered quantity, the value is negative.

Field	Description
Invoice Discount	This is the invoice discount amount deducted from the invoice. It is retrieved from the Job Information card, where it was entered as a percentage.
Invoice Discount, Base	This field shows the applicable discount amount on the job, expressed in the base currency of the company to which the job belongs.
Task	This field shows the task registered on the job entry.
Tax, Enterprise	This field shows the tax amount in the enterprise currency.
Invoice Discount, Line, Enterprise	This field shows the applicable discount amount on the job, expressed in the enterprise currency of the company to which the job belongs.
Deactivated, Enterprise	Depending on the capitalization method, this field shows the amount deactivated upon closing the job entry billing price.
Amount Recognized, Currency	The amount displayed in this field is determined by the value in the field “Show Latest Approved Revenue Recognition” in the Calculate Revenue island. If that field is marked, this field shows the approved amount registered as revenue on the job, in the company’s currency. If that field is not marked, this field will display the amount currently recognized as revenue in the job, but which has not yet been approved.
Amount Recognized, Base	The amount displayed in this field is determined by the value in the field “Show Latest Approved Revenue Recognition” in the Calculate Revenue island. If that field is marked, this field shows the approved amount registered as revenue on the job, in the base currency. If that field is not marked, this field will display the amount currently recognized as revenue in the job, but which has not yet been approved.
Revenue Recognized, Enterprise	This field shows the amount revenue-recognized during the period specified in the card part, in enterprise currency.
Deactivated Cost, Base	Depending on capitalization method, this field shows the amount deactivated upon closing the job entry cost price.
Deactivated Cost, Enterprise	Depending on capitalization method, this field shows the amount deactivated upon closing the job entry cost price, in the enterprise currency.
Number Transferred	This field shows the quantity transferred to the job entry and invoiced on this job invoice line.

Field	Description
Billing Price Transferred, Currency	This field shows the billing price transferred to the job entry and invoiced on this job invoice line, in the job currency.
Billing Price Transferred, Base	This field shows the billing price transferred to the job entry and invoiced on this job invoice line.
Billing Price Transferred, Enterprise	This field shows the billing price transferred to the job entry and invoiced on this job invoice line.
Bill to Customer	This is the number of the customer who is to be billed for the job.
Appropriation	This field shows the bill-to customer appropriation.
Reference, Invoice No.	Upon split billing this field shows the invoice number of the first invoice printed.
Accrual Type	This field shows the type of accrual. The type specifies how the accrual was posted.
Period From, Accrual	This field shows the period from which the job entry was accrued.
Period To, Accrual	This field shows the period to which the job entry was accrued.

Actions

This section shows the Actions available in the Job Invoice Overview workspace.

Top Tab

Field	Description
Print Copy	Use this action to print a copy of the invoice.

Show Job Invoice Reconciliations Workspace

Use this workspace to review invoices and the invoices/credit notes reconciling the invoice.

For each invoice, this workspace shows invoices on account or credit memos on account are part of the reconciliation.

Invoices Tab

This section includes the fields and descriptions for the Invoices tab.

Billing Address Island

Field	Description
Bill to Customer	This field shows the name, number, and address of the customer who was invoiced.
Attn.	This field shows the customer's attention person to whom the invoice was directed.
Country	This field shows the customer's country code.

Settling Company Island

Field	Description
Settling Company	This field shows the number and name of the settling company that applies to the current job.

Price Island

Field	Description
Invoice Currency	This field shows the currency of the invoice.
Billing Price Total	This field shows amount invoiced before on account reduction.
Invoice Discount %	This field shows the percentage used to calculate the invoice discount.
Invoice Discount	This field shows the invoice discount deducted from the invoice.
Tax	This field shows the tax Maconomy calculated for the invoice.
Net on Account	This field shows the on account reduction.
Tax on Account, Currency	This field shows the tax on account reduction.
Balance Due	This is the amount (in the invoice currency) which is due from the bill-to customer. It is the total billing price, less any invoices on account and including tax.

Field	Description
Std. Currency	This is the bill-to customer's currency. It is retrieved from the Company Specific Customer Information Card in the Accounts Receivable module.
Total In Standard	This is the amount from the "Total Due" field converted into the bill-to customer's currency.

Ship to Address Island

Field	Description
Ship to Customer	This is the name, number, and address of the customer for whom the job was done.
Attn.	This is the ship-to customer's attention person - to whom shipping information is directed.
Country	This is the customer's country code.

Invoice Island

Field	Description
Invoice No.	This is the number of the job invoice.
Debit/Credit	This field shows Debit for invoices and Credit for credit memos.
Invoice on Account	This field is marked if the current job invoice is on account.
Printed	This field is marked by Maconomy if the invoice has been printed. You may want to reprint the invoice in at least two cases: ▪ If the invoice was, for example, damaged in the printer or otherwise lost before sent to the customer. ▪ If you need a copy for your own use or to send to the customer (if, for example, the customer claims to have misplaced the invoice). In case no. 1, you will want to be able to print an exact copy of the invoice. To do this, remove the mark in this field, and select "Print This" in the File menu, or select "Print..." in the File menu and mark the field "Incl. Printed" in the island Print Control before printing the selected invoices. When the invoice is reprinted, this field is marked again automatically. In case no. 2, you may want to include an indication that the printed invoice is in fact a reprint. To do this, simply reprint the invoices without removing the mark in this field or marking the field "Incl. Printed" in the window Print Job Invoice. If the MPL variable "@ReprintOfInvoiceText" has been added

Field	Description
	to the invoice layout using Maconomy's layout editing tools, a language-dependent text will be printed on the invoice. This text is taken from the window Language Texts in the Set-Up module and is displayed in the invoice language. The new printout is only a copy of the original invoice, and does not affect the accounts.
Job No.	This is the number of the job to which the invoice pertains. If it is a blanket invoice, this field shows the lowest job number of the jobs included in the job invoice. However, if the system parameter "Blanket invoicing per main job" is marked, the field shows the job number of the invoiced main job.
Invoice Name	This field shows the name of the invoice which is derived from the job.
Invoice Date	This is the date the invoice was issued.
Due Date	This is the date the invoice becomes due. It is calculated automatically from the invoice date and terms of payment.
Department	This is the department associated with the job.
Reference	This is the reference entered in the "Ref." field in the window Jobs.
Tax No.	This is the invoice's tax number. It is retrieved from the window Job Information.
Draft Created	This field shows the name of the user who created the draft invoice, that is, who approved the invoice selection, and the date when the invoice was drafted.
Approved	This field shows the name of the user who approved the invoice draft for printing and the date when the job was approved for invoicing
Printed	This field shows the name of the user who printed out the last invoice, currently shown in the window, and the last date when it was printed. The name and date are not altered during reprint.

On Account Reconciliations Sub-Tab

This section includes the fields and descriptions for the On Account Reconciliations sub-tab.

Field	Description
Invoice No.	This is the number of the job invoice/credit memo on account.
Debit/Credit	This field shows the direction of the reconciliation.

Field	Description
Amount Reconciled, Currency	This field shows the amount reconciled in the job's currency.
Tax Reconciled, Currency	This field shows the tax amount reconciled in the job's currency. If multiple tax codes are enabled, the "Tax, Currency" field will be replaced by the following fields: "Total Tax, Currency," "Tax 1, Currency," "Tax 2, Currency" and, if enabled, "Tax 3, Currency." The "Tax Total, Currency" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in "Tax Codes."
Job No.	This field shows the number of the job to which the current job invoice on account pertains.
Job Name	This field shows the name of the job as entered in the window Jobs.
Reconciling Job No.	This field shows the number of the job which reconciles the on account invoice.
Reconciling Job Name	This field shows the name of the reconciling job as entered in the window Jobs.

Draft Invoice Selection Summary Workspace

Use this workspace to review approved draft invoices that are not yet printed and posted.

This workspace shows only totals for the draft invoice, such as total WIP available on the job, total WIP for invoicing, total billing price, and write up/down.

Draft Invoice Selection Summary Tab

This section includes the fields and descriptions for the Draft Invoice Selection Summary tab.

Work In Progress Island

Field	Description
WIP Available	This field shows the WIP available for invoicing for time activities and amount activities, as well as the total WIP.
WIP For Invoicing	This field shows the amount of WIP to be invoiced.
Carry Forward	This field shows the amount of WIP that is currently carried forward.
Billing Price	This field shows the billing price for the WIP selected for invoicing.

Field	Description
Write-Up/Down	This field shows the write-up/down.
Realization Rate	This field shows the realization rate. This is based on the Billing Price and the WIP for Invoicing fields for time.

Overview Island

Field	Description
For Invoicing on Account	This field shows amounts for invoicing on account.
Budgeted Billing Price	This field shows the total budgeted billing price found on the last approved revision of the current budget on the jobs that are included on the draft invoice.
Registered Billing Price	This field shows the total registered billing pricethat is, the sum of the billing prices registered to the individual entries.
Write Up/Down to Date	This field shows the write-up/down until today's date. Write-up and write-down are the difference between the registered billing price and the invoiced billing price. Write-ups are shown as positive figures, and write-downs as negative figures.
Realization Rate to Date	This field shows the realization rate to date.
Invoiced to Date	This field shows the amount invoiced to date for the jobs included in the draft invoice.
Net on Account	This field shows the amount net on account for the jobs that are included in the draft invoice.
Total Invoiced to Date	This field shows the sum of the invoiced billing price (time-and-material invoices) and the amount net on account, up to this date.

Show Invoice Foundation Workspace

Use this workspace to review the write-ups and write-downs made to invoiceable job entries.

For each job, you can see the invoiceable entries and the write-ups and write-downs made to them. You cannot make any changes in this workspace.

These job entries make up the invoice foundation that is related to a job.

This workspace facilitates the process of viewing write-up and write-down values for individual job entries that you have submitted and approved. You cannot change any values in this workspace, because it is exclusively intended for looking up invoiceable job entries that have been written up or down.

The Show Invoice Foundation tab enables you to select a job and view the data that is related to that job. You can also enter selection criteria for the current job to view the appropriate job entry

lines in the Job Entries sub-tab. Additionally, the Up/Down island in the Show Invoice Foundation tab enables you to view the total write-ups or write-downs for the lines shown in the sub-tab. The sub-tab displays the job entry lines that match the selection criteria that you provided in the Show Invoice Foundation tab. This gives you a detailed overview of write-ups and write-downs on each individual line.

Show Invoice Foundation Tab

This section includes the fields and descriptions for the Show Invoice Foundation tab.

Selection Criteria Island

Field	Description
Show Only Up/ Down Contributions	If you mark this checkbox, the table part will only display job entry lines whose values contribute to a write-up or write-down of the relevant invoice selection.
Show Only Approved For Invoicing	If you mark this check box, the table part will only display job entry lines that have been approved for invoicing.
Show Only Selected For Invoicing	If you mark this check box, the table part will only display job entry lines that have been selected for invoicing.
Fixed Price Entries	This pop-up field allows you to select whether the entries shown in the table part must be included in the fixed price or not. This field is only relevant if the current job is a fixed-price job. If you select “Included in Fixed Price,” only job entries included in the fixed price agreed on the job will be displayed in the table part. Selecting “Not Included in Fixed Price” will display all job entries not included in the fixed price, while selecting a blank value will display all entries without any consideration to fixed price.
Activity Type	This pop-up field lets you narrow the selection criteria down by selecting the desired value in the field. For instance, select “Time” if you only want job entries for time activities to be displayed in the table part for the current job.
Employee No.	These fields allow you to specify a range of employee numbers whose associated job entries should be displayed in the table part for the current job.
Activity No.	These fields allow you to specify a range of activity numbers. The job entries to which these activity numbers are assigned will be displayed in the table part for the current job.
Task	These fields allow you to specify a range of tasks. The job entries to which these tasks are assigned will be displayed in the table part for the current job.

Field	Description
Task Group 1-6	These fields allow you to specify a range of Task Group 1-6 values. The job entries to which these values are assigned will be displayed in the table part for the current job. For further information on work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”

Selection Criteria, Dimensions Island

Field	Description
Location	These fields allow you to specify a range of locations. The job entries to which these locations are assigned will be displayed in the table part for the current job.
Entity	These fields allow you to specify a range of entities. The job entries to which these entities are assigned will be displayed in the table part for the current job.
Project	These fields allow you to specify a range of projects. The job entries to which these projects are assigned will be displayed in the table part for the current job.
Purpose	These fields allow you to specify a range of purposes. The job entries to which these purposes are assigned will be displayed in the table part for the current job.
Spec. 1-3	These fields allow you to specify a range of Specification 1-3 values. The job entries to which these values are assigned will be displayed in the table part for the current job.
Local Spec. 1-3	These fields allow you to specify a range of Local Specification 1-3 values. The job entries to which these values are assigned will be displayed in the table part for the current job.

Job Island

Field	Description
Job	This field shows the job number and name associated with the current invoice selection.
Fixed Price Job	This field shows whether the job on the line is a fixed-price job or a time and material job. If the field is marked, the current job is a fixed-price job.
Job Group	This is the job group to which the job is assigned. It is entered in the “Jobs” window and cannot be changed here.
Company	This field shows the company number and name to which the current job belongs.
Customer	This field shows the number and name of the customer to which the current job belongs.

Field	Description
Bill to Customer	This field shows the number and name of the customer to whom the invoice for the current job should be sent.

Up/Down Island

Field	Description
To Date	These fields show the write-up/-down quantity and billing price of invoicing lines already invoiced. The “Quantity” column shows how many units have already been invoiced for the job. The “Billing Price” column shows how much has been invoiced for the job activity.
Selection	These fields show the write-up/down quantity and billing price resulting from invoicing the job entry lines displayed in the table part. Write-up and write-down are the differences between the registered quantity/amount and the invoiced quantity/amount. Write-ups are shown in positive figures, and write-downs in negative figures.
Total	These fields show the total write-up/-down quantity and billing price for the job. The fields calculate the sum of the relevant “To Date” and “Selection” fields. Write-up and write-down are the differences between the registered quantity/amount and the invoiced quantity/amount. Write-ups are shown in positive figures, and write-downs in negative figures.

Job Entries Sub-Tab

This section includes the fields and descriptions for the Job Entries sub-tab.

Field	Description
Job No.	This field shows the number of the job to which the relevant job entry line belongs.
Date	This field shows the entry date for the job entry.
Description	This field shows a description of the job entry.
Invoice Quantity	This field shows the quantity to be invoiced from the job entry.
Billing Price, Unit	This field shows the unit billing price in the job currency.
Billing Price to Inv.	This field shows the billing price to be invoiced, expressed in the job currency.
Approved for Inv.	This checkbox shows whether or not the job entry has been approved for invoicing.

Field	Description
Selected for Invoicing	This check box shows whether or not the job entry has been selected for invoicing.
Quantity, Up/Down, Selection	This field shows the potential write-up/-down quantity on the job entry line. Write-up and write-down are the differences between the registered quantity and the invoiced quantity. Write-ups are shown in positive figures, and write-downs in negative figures.
Billing Price, Up/Down, Selection	This field shows the potential write-up/-down billing price on the job entry line. Write-up and write-down are the differences between the registered billing price and the invoiced billing price. Write-ups are shown in positive figures, and write-downs in negative figures.
Quantity, Up/Down, To Date	This field shows the write-up/-down quantity already invoiced on the job entry line. Write-up and write-down are the differences between the registered quantity and the invoiced quantity. Write-ups are shown in positive figures, and write-downs in negative figures.
Billing Price, Up/Down, To Date	This field shows the write-up/-down billing price already invoiced on the job entry line. Write-up and write-down are the differences between the registered billing price and the invoiced billing price. Write-ups are shown in positive figures, and write-downs in negative figures.
Activity No.	This field shows the activity number associated with the job entry.
Activity Name	This field shows the name of the activity associated with the job entry.
Task	This field shows the task associated with the job entry.
Task Description	This field shows a description of the task associated with the job entry.
Location	This field shows the location associated with the job entry.
Entity	This field shows the entity associated with the job entry.
Project	This field shows the project associated with the job entry.
Purpose	This field shows the purpose associated with the job entry.
Spec. 1-3	These fields show the values for Specification 1-3 associated with the job entry.
Local Spec. 1-3	These fields show the values for Local Specification 1-3 associated with the job entry.

Field	Description
Task Group 1-6	These fields show the values for Task Groups 1-6 associated with the job entry. For further information on work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Employee No.	This field shows the number of the employee associated with the job entry.
Employee Name	This field shows the name of the employee associated with the job entry.

Show Job Reallocation Workspace

Use this workspace to review all of the reallocations that have been made to a specific job entry, the user who created the reallocation, and the user who approved the reallocation.

You cannot make any changes in this workspace.

This workspace resembles the Job Reallocation workspace, but it displays all of the allocations that have been made (as well as the time when they were created and approved).

Show Job Reallocation Tab

This section includes the fields and descriptions for the Show Job Reallocation tab.

Entry Information Island

Field	Description
Job No.	This field shows the number of the job to which the reallocated job entry was assigned.
Job Name	This field shows the name of the job.
Activity No.	This field shows the number of the activity that was specified for the job entry.
Task	This field shows the task that was assigned to the entry.
Description	This field shows the description of the activity specified on the job entry.
Employee No.	This field shows the number of the employee that was assigned to the job entry.
Employee Name	This field shows the name of the employee.
Vendor	This field shows the number of the vendor if the job entry was assigned to a vendor.

Field	Description
Vendor Name	This field shows the name of the vendor.
Vendor Invoice	This field shows the number of the vendor invoice if the job entry was derived from one.
Item No.	This field shows the item number if items were assigned to the job entry to be reallocated.
Description	This field shows the item description if items were assigned to the job entry to be reallocated.
Remarks	This field shows any remarks that were assigned to the job entry when it was reallocated.
Daily Description	This field shows any daily description associated with the job entry.
Reallocated from Job No.	If the current job entry has been reallocated more than once, this field shows the number of the job from which the job entry was reallocated earlier.
Reallocated from Task	If the current job entry has been reallocated more than once, this field shows the task from which the job entry was reallocated earlier.
Subcontractor Vendor No.	The subcontractor vendor number, if any.

Reallocation Island

Field	Description
Amount Reallocated	This field shows the amount of units that has been reallocated on the current job entry.
Cost Reallocated	This field shows the cost that has been reallocated on the current job entry.

Entry Island

Field	Description
Quantity	This field shows the quantity of units registered on the job.
Cost	This field shows the item cost for the job entry.
Cost, Reg.	This field shows the entered cost for the job entry.

Field	Description
Billing Price, Reg.	This field shows the total billing price entered for the entry.
Currency	This field shows the currency of the job.
Gross Margin %	This field shows the gross margin percentage which has been used in connection with the job entry.
Overtime Spec.	This field shows any specification of overtime on the current job entry.
Trans. No.	This field shows the transaction number of the job entry. Job entries are first sorted by entry date, then by transaction number. The value cannot be changed here.
Trans. Type	This field shows the transaction type of the entry. The field is for reference only and cannot be changed here.
Entry Date	This field shows the date when the job entry was registered.
Invoice No.	This field shows the number on the latest invoice initiated by the job entry.
Closed	This field shows whether the job entry has been completed.
Quantity Inv.	This field shows the quantity of units invoiced for the current job entry.
Billing Price, Inv.	This field shows the billing price invoiced for the current job entry.
Quantity, Up/Down	This field shows the quantity of write-ups and write-downs per item registered for the job entry so far. Write-up and write-down are the differences between the registered quantity and the invoiced quantity. Only completed entries will be included in the calculation. Write-ups are shown in positive figures, and write-downs in negative figures.
Billing Price, Up/ Down	This field shows amount by which the billing price has been written up or down. Write-up and write-down are the differences between the registered billing price and the invoiced billing price. Only completed entries will be included in the calculation.
Quantity, Transferred To	If the current entry has been transferred to new dimensions, this field shows the quantity transferred to the job assigned the new dimensions. A job is transferred to new dimensions in the window Job Transfer.
Cost, Transferred, To	This row shows the sum of the cost transferred to the job: the opening balance, the change over the selected period, and the closing balance at the end of the selected period. The amount is shown in enterprise currency or base currency, depending on the currency type selected in the Show Entries island.

Field	Description
	Please note that if the currency type selected is “Job Currency,” the cost is always shown in the base currency, as cost prices are only stored in base and enterprise currency.
Billing Price, Transferred To	This field shows the total billing price, if any, transferred to the new dimensions on the job.
Quantity	This field shows the quantity entered for the entry.
Quantity 2	This field shows the quantity 2 entered for the entry to be reallocated.
Standard Billing Price, Base	This field shows the standard billing price registered for the current job entry.
Standard Up/Down, Base	This field shows the difference between the registered billing price and the standard billing price for the current entry within the selected period. This information can be used for performance analyses.

Job Reallocation Entries Sub-Tab

This section includes the fields and descriptions for the Job Reallocation Entries sub-tab.

Field	Description
Job No.	In this field you can see the number of the job on which the entry was registered.
Act. No.	In this field you can see the number of the activity for the job entry.
Item No.	In this field you can see an item number if items were assigned to the job entry.
Empl.	In this field you can see the number of the employee that the job entry was assigned to.
Description	In this field you can see the description of the entry.
Created By	This field shows what user created the entry.
Creation Date	This field shows when the entry was created.
Changed By	This field shows what user last changed the entry.
Changed Date	This field shows when the entry was last changed.

Field	Description
Approved By	This field shows what user approved the entry.
Approval Date	This field shows when the entry was approved.
Quantity	In this field you can see the quantity of units that were registered for the activity and assigned to the job entry. If the entry is a time activity, the quantity will be hours.
Total Cost	In this field you can see the total cost price reallocated.
Billing Price Total	This field shows the billing price of the job in the job's currency. The "Time," "Amount," and "Total" fields show the three sums of the "Billing Price Open" and "Billing Price Invoiced" fields. The three sums are the invoiced billing price plus the open billing price for time activities, amount activities, and a total for all lines. The values cannot be changed here.
New Quantity	In this field you can see the number of units on the allocated entry.
New Cost Price	In this field you can see the unit price for the job entry created upon reallocation. New cost price Total This field shows the total cost price.

Job Purchase Processes Workspace

Use this workspace to review the requests for quotes, requisitions, and purchase orders that are associated with a job.

You can also view existing purchase processes and create additional purchase processes.

Job Purchase Processes Tab

This section includes the fields and descriptions for the Job Purchase Processes tab.

Job Island

Field	Description
Job	This is the number and name of the job.
Closed	If this field is marked, the job has been closed.
Project Manager	This is the number and name of the project manager.

Company Island

Field	Description
Company No.	This field shows the number of the company that applies to the current job.
Company Name	This field shows the name of the company that is shown in the field “Company No.”

Purchase Process Headers Sub-Tab

This section includes the fields and descriptions for the Purchase Process Headers sub-tab.

Field	Description
Purchase Process No.	This field shows the purchase process number that is related to the purchase order line.
Description	The description of the purchase process that is related to the purchase order line.
Status	The purchase process status may be either empty or “Closed.”
Requisition exists	This field is marked if a requisition exists in the purchase process.
Request for Quote exists	This field is marked if a request for quote exists in the purchase process.
Purchase Order exists	This field is marked if a purchase order exists in the purchase process.
Requisitioner Employee No.	In this field you may enter the employee number of the requesting employee.
Requisitioner Employee Name	This field shows the name of the requisitioner employee.
Purchase Employee No.	In this field you may enter the employee number of the employee who is responsible for the purchase order.
Purchaser Employee Name	This field shows the name of the purchase employee.
Company No.	This field shows the number of the company that applies to the current job.
Company Name	This field shows the name of the company that applies to the current job.

Actions

This section shows the Actions available in the Job Purchase Processes workspace.

Top Tab

Field	Description
Create New Requisition	When you select this action, a requisition is created and assigned to the purchase process. The new requisition is based on the information in the New Requisition island.
Create New Purchase Order	When you select this action, a purchase order is created and assigned to the purchase process. The new purchase order is based on the information in the New Purchase Order island.

Show Job Revenue Journals Workspace

Use this workspace to review the revenue recognition for all journals that are posted or are being posted (which is a temporary status while posting is in progress), together with their journal lines.

This workspace shows journals whether they have lines or not. A journal usually has some lines and this workspace shows those lines.

Job Revenue Journal Tab

This section includes the fields and descriptions for the Job Revenue Journal tab.

Journal Island

Field	Description
Journal No.	This field shows the journal number of the job revenue journal.
Created by	This field shows the user name of the person who created the job revenue journal. Date This field shows the date on which the job revenue journal was created.

Company Island

Field	Description
Company	This field shows the number and name of the company responsible for the journal used as a basis for the current template. The company number cannot be changed.
Base Currency	This field shows the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information for a detailed description of the concepts of company base currency and enterprise currency.

Transaction Numbering Island

Field	Description
Transaction Type	This field shows a default transaction type to be used when creating the lines. The default transaction type that is set up for the Job Revenue Journal in the given company will be shown initially.
Number Series	This field shows a transaction number series created in the popup field “Transaction No. Series” in the window Popup Fields in the Set-Up module. If you select a number series, Maconomy will automatically number your journal lines.

Entries Sub-Tab

This section includes the fields and descriptions for the Entries sub-tab.

Field	Description
Trans. No.	This field shows the transaction number of the transaction that generated the job revenue journal line.
Transaction Type	This field shows the type of transaction.
Entry Date	This field shows the date on which the job revenue recognition was calculated.
Entry Description	This field shows additional information about the job revenue journal line.
Job Revenue Recognition Type	This field shows the type of job revenue recognition.
Line No.	This field shows which specific journal line generated the job revenue journal line.
Revenue Amount, Currency	This field shows the revenue amount in original currency.
Revenue Adjustment, Currency	This field shows the revenue adjustment in original currency.
Revenue Adjustment, Base	This field shows the revenue adjustment in base currency.
Revenue Adjustment, Enterprise	This field shows the revenue adjustment in enterprise currency.
Currency	This field shows the currency of the registration (original currency).

Field	Description
Job No.	This field shows the job number, if the intercompany entry is related to a job.
Activity No.	This field shows the activity number, if the intercompany entry is related to a job.
Task	This field shows the task, if the intercompany entry is related to a job.
Tax Code	This field shows the tax code used on the intercompany entry.
Company No.	This field shows the company number of the job revenue journal line.
Location	This field shows the location.
Entity	This field shows the entity.
Project	This field shows the project.
Purpose	This field shows the purpose.
Spec. 1 - 3	These fields show specifications 1 through 3.
Local Spec. 1 - 3	These fields show local specifications 1 through 3.

Show Job Invoice Allocation Reconciliations Workspace

Use this workspace to review the on account invoice reconciliations related to a specific job invoice allocation.

Job Invoice Allocations Tab

This section includes the fields and descriptions for the Job Invoice Allocations tab.

Job Invoice Allocation Island

Field	Description
Job Invoice Allocation No.	This field shows the number of the job invoice allocation.
Reversal of Allocation No.	If the job invoice allocation is a reversal of a previous allocation, then this field shows the number of the reversed job invoice allocation.

Field	Description
Reverted by Allocation No.	If the job invoice allocation has been reversed, then this field shows the number of the reverting job invoice allocation.
Invoice Allocation Date	This field shows the date for the job invoice allocation.
Debit/Credit	This field shows the direction of the job invoice allocation.

Status Island

Field	Description
Submitted by	This field shows the name of the user who submitted the job invoice allocation.
Submitted Date	This field shows the date on which the job invoice allocation reconciliation was submitted.
Approved by	This field shows the name of the user who approved the job invoice allocation.
Approval Date	This field shows the date on which the job invoice allocation was approved.
Posted	This field shows whether or not the job invoice allocation has been posted.

Job Island

Field	Description
Job No.	This is the job number of the job invoice allocation.
Job Name	This field shows the name of the job as entered in the window Jobs.
Currency	This field shows the currency of the job.
Base Currency	This field shows the currency used as base currency in the Company of the job.
Company No.	This field shows the company number of the job.
Customer No.	This is the customer number of the job.
Customer Name	This field shows the customer name of the job.
Department	This is the department associated with the job.

Allocation Island

Field	Description
Billing Price, Currency	This field shows the budgeted cost of the job allocation reconciliation in the job's currency.
Cost Price, Base	This field shows the budgeted cost of the job allocation reconciliation in the job's base currency.
Up/Down, Currency	This field shows the amount by which the invoiceable amount has been written up or down, expressed in the currency of the job.

On Account Reconciliations Sub-Tab

This section includes the fields and descriptions for the On Account Reconciliations sub-tab.

Field	Description
Invoice No.	This is the number of the reconciled invoice on account.
Debit/Credit	This field shows the direction of the reconciliation.
Amount Reconciled, Currency	This field shows the amount reconciled on the invoice on account.
Job No.	This field shows the job number of the invoice on account.
Job Name	This field shows the job name of the invoice on account.

Show Job Invoice Allocation Entries Workspace

Use this workspace to review registrations (job entries) involved in job invoice allocation.

Job Invoice Allocations Tab

This section includes the fields and descriptions for the Job Invoice Allocations tab.

Job Invoice Allocation Island

Field	Description
Job Invoice Allocation No.	This field shows the number of a job invoice allocation.
Reversal of Allocation No.	If the job invoice allocation is a reversal of a previous allocation, then this field shows the number of the reversed job invoice allocation.

Field	Description
Reverted by Allocation No.	If the job invoice allocation has been reversed, then this field shows the number of the reverting job invoice allocation.
Invoice Allocation Date	This field shows the date of the invoice allocation.
Debit/Credit	This field shows the direction of the job invoice allocation.

Status Island

Field	Description
Submitted by	This field shows the name of the user who submitted the job invoice allocation.
Submitted Date	This field shows the date on which the job invoice allocation was submitted.
Approved by	This field shows the name of the user who approved the job invoice allocation.
Approval Date	This field shows the date on which the job invoice allocation was approved.
Posted	This field shows whether or not the job invoice allocation has been posted.

Job Island

Field	Description
Job No.	This is the job number of the job invoice allocation.
Job Name	This field shows the name of the job as entered in the window Jobs.
Currency	This field shows the currency of the job.
Base Currency	This field shows the currency used as base currency in the Company of the job.
Company No.	This is the customer number of the job.
Customer No.	This is the number of the customer associated with the job allocation entry.
Customer Name	This field shows the customer name of the job.
Department	This is the department associated with the job.

Allocation Island

Field	Description
Billing Price, Currency	This field shows the allocated billing price on the job allocation reconciliation in the job's currency.
Cost Price, Base	This field shows the allocated cost on the job allocation reconciliation in the job's base currency.
Up/Down, Currency	This field shows the amount by which the billing price has been written up or down, expressed in the currency of the job.

Job Entry Allocation Lines Sub-Tab

This section includes the fields and descriptions for the Job Entry Allocation Lines sub-tab.

Field	Description
Job No.	This field shows the job number of the allocated job entry.
Job Name	This field shows the job name of the allocated job entry.
Task	This field shows the task of the allocated job entry.
Employee No.	This field shows the number of the allocated job entry.
Quantity	This field shows the allocated quantity.
Quantity, Up/Down	This field shows the write up/down quantity resulting from the allocation of job entries. Write-up and write-down is the difference between the registered quantity and the invoiced quantity. Write-ups are shown as positive figures and write-downs as negative figures.
Billing Price, Curr.	This field shows the unit billing price of the allocation in the job's currency.
Billing Price, Total, Currency	This field shows the allocated billing price in the job's currency.
Billing Price, Up/Down Currency	This field shows the allocated write-up/down billing price in the job's currency. Write-up and write-down is the difference between the registered billing price and the invoiced billing price. Write-ups are shown as positive figures and write-downs as negative figures.
Cost, Total, Base	This field shows the total allocated cost in the job's base currency.
Tax Code 1	This field shows the tax code registered on the allocated job entry.

Field	Description
Accrual Type	This field shows the accrual type of the allocated job entry.
Period From, Accrual	This field shows the period from which the job entry was accrued.
Period To, Accrual	This field shows the period to which the job entry was accrued.
Activity No.	This field shows the number of the activity registered on the job entry.
Activity Type	This field shows the activity type. Time or Amount.
Origin	This field shows from which journal type the job entry originates, for example a Time Sheet.
Entry Type	This field shows the entry type of the job entry, for example “Registration” or “Reallocation.”
Description	The description of the allocated job entry as entered in, for example a time sheet.
Basis Unit Price	This field shows the basis unit price.
Item Tax Code	This field shows any tax code associated with any item registered on the job entry.
Item No.	The item number referenced by the job entry.
Exec. Company No.	This field shows the number of the company of the employee on the job entry.
Company No.	This field shows the number of the company responsible the job.
Location	This field shows the location of the job entry.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of this field is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of this field is similar to that of the field “Location” above.

Field	Description
Transaction Type, Registered	This field shows the registered transaction type of the job entry.

Reporting Section

This section includes the fields and descriptions for the Reporting section workspaces.

Print Job Volume Workspace

Use this workspace to generate a report showing the financial status of the jobs that you are managing, sorted by either job or customer.

Use selection criteria to specify the data that you want to see, then use the Print action to generate a PDF file containing the data. Review the PDF on screen or print it.

For each job, the report shows cost and billing prices for open entries, invoiced amounts, and how far the job has progressed. You can print the report sorted by jobs or customers. Note that any invoice discount that a vendor grants on a purchase order is not included in the report, because a purchase order can refer to several different jobs.

Print Job Volume Tab

This section includes the fields and descriptions for the Print Job Volume tab.

Selection Criteria Island

Field	Description
Job No.	In this field, you can enter a range of job numbers. The list will include the jobs numbered within the range. If you leave these fields blank, job number has no influence on the selection criteria.
Customer No.	In this field, you can enter a range of customer numbers. The list will include jobs for customers numbered within the range. If you leave these fields blank, customer number has no influence on the selection criteria.
Job Group	In this field, you can select a job group. The list will only include jobs belonging to this job group.
Department	In this field, you can select a department. The list will only include jobs assigned to this department.
Cust. Group	In this field, you can select a customer group. The list will only include jobs for customers in this customer group.
Company No.	In this field, you can specify a range of company numbers. The list will only include jobs for which companies within the specified range are responsible.

Field	Description
Location	In this field, you enter a range of locations so that the printout only includes jobs, which fall within the specified range of locations.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the job volume should be displayed. The job volume will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, the exchange rate date used in the conversion of amounts depends on whether fixed exchange rate information has been specified for the job in question. For jobs without fixed exchange rate information, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. For jobs with fixed exchange rate information, Maconomy uses the exchange rate information specified for the job in question in the window Job Price Information. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window. For more information about currency conversion in the Job Cost module, please see “Appendix A: Price Calculation in the Job Cost Module.”
Exchange Rate Date	In this field, you can specify an exchange rate date to be used for converting amounts into the reporting currency. The field only applies to jobs without fixed exchange rate information. When converting amounts for such jobs into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Only include end invoiced If you mark this field, only end-invoiced jobs or customers are included in the printout. Whether the printout is organized by jobs or customers depends on the layout that you select.

Only include jobs with open entries If you mark this field, only jobs with open entries or customers with jobs with open entries are included in the printout. Whether the printout is organized by jobs or customers depends on the layout that you select.

Field	Description
Layout	In this field, you select the layout of the job volume printout, that is, how the jobs are to be sorted. You can choose between “By Customer” and “By Job.” If you select “By Job,” the list will show open sales and costs (that is, prices for work which has been done but not yet invoiced), budgeted billing price, and the invoiced amount. It also shows how far the job has progressed, calculated as the ratio between the billing price of the work which has been done and the budgeted billing price. The information is sorted by job number and job group. If you select “By Customer,” the list shows open cost and billing prices, open on account amount, and budgeted billing prices for every company-specific customer in the selection criteria. Note that the company numbers specified in the fields “Company No.” will refer to the settling companies of the company specific customers included on the list.

Actions

This section shows the Actions available in the Print Job Volume workspace.

Top Tab

Field	Description
Print	Use this action to print the list of jobs.

Print Job Report Workspace

Use this workspace to generate job reports, such as a budget comparison at the activity level.

Enter and select information in the selection criteria fields to define each report. The report includes one page for each job, with general information about the job at the top, and the information that you selected below.

Use selection criteria to specify the data that you want to see, then use the Print action to generate a PDF file containing the data. Review the PDF on screen or print it.

The report includes one page for each job, with a header that shows general information about the job. Below the header the report displays budget and actual amounts for the number of hours used, cost, and billing price at the activity level. Below each total for Budget, Actual, and Invoiced, the report displays the total, less any outlays. The report can also show invoiced amounts by activity and a list of open purchase order lines.

If you did not select the **Can See Cost for Time** field in the Actions workspace in the Set-Up module for the current user, the report does not show costs.

Print Job Report Tab

This section includes the fields and descriptions for the Print Job Report tab.

Selection Criteria Island

Field	Description
Job No.	In this field, you can enter a range of job numbers. The report will include the jobs numbered within the range. If you leave these fields blank, job number has no influence on the selection criteria.
Status	In this field, you select the job status. The job report will only include jobs with this status. You can choose between “Quote” and “Order.” If you leave this field blank, job status has no influence on the selection criteria.
Job Group	In this field, you can select a job group. The report will only include jobs belonging to this job group. If you leave this field blank, job group will have no influence on the selection criteria. You can only choose from the job groups that have been created in the window Job Groups.
Company No.	In these fields, you can enter a range of company numbers, so that only job reports with a responsible company within the specified range are printed.
Department	In this field, you can select a department. The report will only include jobs assigned to this department. If you leave this field blank, department will have no influence on the selection criteria. You can only choose from the departments that have been created in the window Posting References in the G/L module.
Customer No.	In this field, you can enter a range of customer numbers. The report will include jobs for customers numbered within the range. If you leave these fields blank, customer number has no influence on the selection criteria.
Customer Group	In this field, you can select a customer group. The report will only include jobs for customers in this customer group. If you leave this field blank, department will have no influence on the selection criteria. You can only choose from the departments that have been created in the window Popup Fields.
Responsible	In this field, you can enter the identification of an employee responsible for jobs. The report will only include jobs assigned to this person.

Field	Description
	If you leave this field blank, it will have no influence on the selection criteria.
Main Job No.	In this field, you can enter the number of a primary job. The job report will only include jobs associated to the primary job. If you leave this field blank, it will have no influence on the selection criteria.
Location	In this field, you can enter a range of locations. The job report will only include jobs with the given locations.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Include Closed Jobs	If you mark this field, the job report will include closed jobs.
Incl. Subjobs	In this field you can specify if you want to include subjobs in the displayed figures. If you mark this field, and the range of job numbers includes one or more main jobs, the job report will include sums for all subjobs associated with the main jobs. If the currency of a subjob is different from the currency of the main job, the amounts are converted to the currency of the main job using the current exchange rate table for sales. If this field is not marked, the figures for main jobs are displayed excluding any associated subjobs.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Job Report workspace.

Top Tab

Field	Description
Print	Use this action to print the job report.

Print Employee Report Workspace

Use this workspace to generate a report that shows employees and the jobs that they have worked on, including the amount of time spent on customer-related activities versus the amount of time spent on internal activities.

Use selection criteria to specify the data that you want to see, then use the Print action to generate a PDF file containing the data. Review the PDF on screen or print it.

The report is sorted by activity number and shows the total number of hours recorded by the employee at cost and billing rates, any write-ups or write-downs, and the gross margin, gross margin percentage, and billing price of the employee's labor.

The report includes both customer-related and internal time. All of the amounts are shown in the base currency of the employee's company. If any of the jobs in the report use fixed exchange rate information, any currency conversions that were made in connection with these jobs are performed according to the fixed exchange rate information in question. You define fixed exchange rate information in the Job Price Information workspace.

Print Employee Report Tab

This section includes the fields and descriptions for the Print Employee Report tab.

Selection Criteria Island

Field	Description
Entry Date	In this field, you can enter a range of dates. The report will only include work entered within this period. Invoiced entries entered before these dates are not included, regardless of whether they were invoiced within the period.
Company No.	In this field, you can enter a range of company numbers. Maconomy only prints reports for employees with a responsible company within the specified range.
Employee No.	In this field, you can enter a range of employee numbers. Maconomy only prints employee reports for employees with numbers within the specified range.
Statistics 1-4	In this field, you can enter a range of statistic codes. Maconomy only prints employee reports for employees with statistic codes within the specified

Field	Description
	range. The statistic codes are entered in the window Employee Card in the Set-Up module.
Job No.	In this field, you can enter a range of job numbers. Maconomy only prints employee reports for jobs within the specified range.
Show Activities	You can mark this field if you wish the report to specify the activities involved. It will then show customer-related and internal time used.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.

Actions

This section shows the Actions available in the Print Employee Report workspace.

Top Tab

Field	Description
Print	Use this action to print the employee report.

Print Job Profitability Workspace

Use this workspace to generate a report that shows the profitability of jobs that have been invoiced in a specified period, sorted by job, customer, employee, or activity.

Use selection criteria on the Print Job Profitability tab to specify the data that you want to see, then use the Print action to generate a PDF file containing the data. Review the PDF on screen or print it.

The selections that you make in the Show Dimensions island determine the jobs, customers, employees, and activities to be shown. The selections that you make in the Include Dimensions island determine the job invoice lines that are included in the report.

Print Job Profitability Tab

This section includes the fields and descriptions for the Print Job Profitability tab.

Selection Criteria Island

Field	Description
Invoice Date	In this field, you can enter a range of dates. The job profitability report will only include invoices made within this period. Note that it does not take into account entry date only invoice date. Maconomy suggests the previous month as date range.
Job Group	In this field, you can select a job group, if you also select the “By Job” layout below. The report will only include jobs belonging to this group. If you leave this field blank, it will have no influence on the selection criteria. You can only choose between job groups created in the window Job Groups.
Job No.	In this field, you can enter a range of job numbers. The report will include the jobs numbered within the range. If you leave these fields blank, job number has no influence on the selection criteria.
Show Closed Only	If you mark this field, the report will only include jobs that have been closed. This is only possible if you choose the “By Job” layout. If you leave it blank, the report will include all relevant jobs, and if you mark it, you must enter a range of dates in the “Date Closed” field.
Date Closed	In this field, you can enter a range of dates. The report will only include jobs that have been closed within this period. It is only possible to complete the field if you have chosen the “By Job” layout, and if the “Show Only Closed” field is marked. If you mark the “Show Only Closed” field, you must complete this field. If you leave this field blank, it has no influence on the selection criteria.
Customer Group	In this field, you can select a customer group. The report will only include jobs for customers in this customer group. If you leave this field blank, department will have no influence on the selection criteria. The options shown are the customer groups that you have created in the window Popup Fields.
Customer No.	In this field, you can enter a range of customer numbers. The report will only include jobs for customers numbered within the range. If you leave these fields blank, customer number has no influence on the selection criteria.
Department	In this field, you can select a department. The report will only include jobs assigned to this department. If you leave this field blank, department will have no influence on the selection criteria. The options shown are the departments that you have created in the window Posting References in the G/L module.

Field	Description
Employee No.	In this field, you can enter a range of employee numbers. The report will only include employees numbered within this range. If you leave these fields blank, the report will include all employees relevant to the report.
Activity No.	In this field, you can enter a range of activity numbers. The report will only include activities numbered within this range. If you leave these fields blank, the report will include all activities relevant to the report.
Sales Rep No.	In this field, you can enter a range of sales representative numbers. The report will only include information for sales representatives within this range. This limit can only be applied to the “By Job” and “By Customer” printouts.

Show Dimensions Island

Field	Description
Company	In this field, you can enter a range of company numbers, if you wish to limit the printout to only include jobs, customers, employees, and activities assigned to companies within the specified range.
Location	The functionality of this field is similar to the functionality of the field “Company No.” above.
Entity	The functionality of this field is similar to the functionality of the field “Company No.” above.
Project	The functionality of this field is similar to the functionality of the field “Company No.” above.
Purpose	The functionality of this field is similar to the functionality of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Company No.” above.

Include Dimensions Island

Field	Description
Company	In this field, you can enter a range of company numbers if you wish to limit the printout to only include invoicing of job entries concerning jobs for which companies within the specified range are responsible.
Executing Company	In this field, you can enter a range of company numbers if you wish to limit the printout to only include invoicing of job entries on which companies within this range have been specified as the executing company.

Field	Description
Location	In this field, you can enter a range of locations if you wish to limit the printout to only include invoicing of job entries, which fall within the specified range of locations.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the job profitability report should be displayed. The report will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question. When converting amounts into the selected currency, the exchange rate date used in the conversion of amounts depends on whether fixed exchange rate information has been specified for the job in question. For jobs without fixed exchange rate information, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. For jobs with fixed exchange rate information, Maconomy uses the exchange rate information specified for the job in question in the window Job Price Information. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window. For more information about currency conversion in the Job Cost module, please see “Appendix A: Price Calculation in the Job Cost Module.”
Exchange Rate Date	In this field, you can specify an exchange rate date to be used for converting amounts into the reporting currency. The field only applies to jobs without fixed exchange rate information. When converting amounts for such jobs into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Sales Reporting Island

Field	Description
Include Outlays	If you mark this field, all activities will be summed, including activities of the type “Outlays.” If you do not mark the field, the report will not include amounts which derive from activities of the type “Outlays” when calculating invoiced amounts. When calculating the Gross Margin %, any gross margin derived from outlay activities will be included, however. For more information about outlay activities, please see the description of the window Activities.

Print Control Island

Field	Description
Show All	If you mark this field the report will include jobs, customers, employees, or activities for which movements in the given period.
Layout	In this field, you select the layout of the printout. You have the following options: “By Job,” “By Customer,” “By Employee,” and “By Activity.” Selecting “By Job” provides a list of jobs sorted by job group. For each job, the report shows the invoiced amounts, costs of amount activities, gross margin, and gross margin rate. It also shows costs of time activities, total gross margin, gross margin rate, and the amounts written up or down. The report shows totals by job group and a grand total. Primary job figures are the total of underlying job figures. If you select “By Customer,” you get a list of company-specific customers sorted by customer group. For every customer, the report shows invoiced amount, costs of invoiced services, gross margin, and gross margin percent. It shows costs of invoiced time activities, total gross margin, and gross margin percent by customer. Last, the report shows up- and down-written amounts, totals by customer group, and one grand total. Note that the company numbers specified in the fields “Company No.” will refer to the settling companies of the company-specific customers included on the list. If you select “By Employee,” the list is of employees. For every employee, the report shows invoiced and uninvoiced hours used, as well as a total invoiced sum. Note that the number of hours only originates from job invoice lines for time activities. Employee cost is shown, with the resulting gross margin and gross margin percent. Last, the report shows up- and down-written amounts and a grand total for all employees included in the report. If you select “By Activity,” the list is of activities. For every activity, the report shows the number of invoiced and uninvoiced hours, total invoiced amount, total cost, gross margin, and gross margin percent. Last in the report are up- and down-written amounts.

Actions

This section shows the Actions available in the Print Job Profitability workspace.

Top Tab

Field	Description
Print	Use this action to print the job profitability report.

Print Job Balance List Workspace

Use this workspace to generate a volume report for your jobs as of a specific date, sorted by job group.

The report includes one line for each job, summarizing all of the entries for the job. The line includes the job number, name, and open cost, open cost, open billing price, and open on account amounts.

The report also shows any amounts recognized as revenue, as well as any overrun adjustments on fixed-price jobs to which you assigned job parameters to specify overrun handling or revenue recognition per completion percentage.

No distinction is made between main jobs and sub-jobs.

Use selection criteria to specify the jobs and entries that you want to see, then use the Print action to generate a PDF file containing the data. Review the PDF on screen or print it.

Print Job Balance List Tab

This section includes the fields and descriptions for the Print Job Balance List tab.

Selection Criteria for Jobs Island

Field	Description
Job No.	In these fields, you can enter a range of job numbers. The job balance list will only include information about jobs within this range.
Ship to Customer	In these fields, you can enter a range of ship-to customer numbers. The job balance list will only include information about jobs whose ship-to customers' numbers fall within this range.
Bill to Customer	In these fields, you can enter a range of bill-to customer numbers. The job balance list will only include information about jobs whose bill-to customers' numbers fall within this range.
Company No.	In these fields, you can enter a range of company numbers. The job balance list will only include information about jobs assigned to responsible companies within this range.
Department	In this field, you can select a department. The job balance list will only include information about jobs assigned to this department.

Field	Description
Job Group	In this field, you can select a job group. The job balance list will only include information about jobs belonging to this group.
Customer Group	In this field, you can select a customer group. The job balance list will only include information about jobs for customers in this customer group.

Selection Criteria for Entries Island

Field	Description
Date	In this field, you can enter a date for which to print the job balance list. The list will only include jobs for which there is a volume before or on this date. The printout will only include jobs which were not closed on the selected date. You must enter a date. If you wish to make a list of today's job volume, you should use the Job Volume report, which is created faster.
Activity No.	In these fields, you can enter a range of activity numbers. The job balance list will only include entries posted on activities within this range.
Task	The functionality of these fields is similar to the functionality of the field "Activity No." above.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to the functionality of the field "Activity No." above.
Entity	The functionality of these fields is similar to the functionality of the field "Activity No." above.
Project	The functionality of these fields is similar to the functionality of the field "Activity No." above.
Purpose	The functionality of these fields is similar to the functionality of the field "Activity No." above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Activity No." above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Activity No." above.

Currency Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which the job balance list should be displayed. The balance list will be converted into and displayed in this currency. If the current user has been assigned to a company in the window Users, Maconomy suggests the company base currency of the company in question.

Field	Description
	When converting amounts into the selected currency, the exchange rate date used in the conversion of amounts depends on whether fixed exchange rate information has been specified for the job in question. For jobs without fixed exchange rate information, Maconomy uses the exchange rates valid on the date entered in the field “Exchange Rate Date” below, and the exchange rate table used is the exchange rate table selected in the window System Information in the Set-Up module. For jobs with fixed exchange rate information, Maconomy uses the exchange rate information specified for the job in question in the window Job Price Information. Please note that Maconomy performs currency conversion even though the original amount has been registered in the same currency as the one specified in this field, which may give rise to discrepancies between the registered amounts and the amounts shown in this window. For more information about currency conversion in the Job Cost module, please see “Appendix A: Price Calculation in the Job Cost Module.”
Exchange Rate Date	In this field, you can specify an exchange rate date to be used for converting amounts into the reporting currency. The field only applies to jobs without fixed exchange rate information. When converting amounts for such jobs into the reporting currency, Maconomy uses the exchange rates valid on this date according to the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. See also the field “Reporting Currency.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, the layouts “Standard,” “By Bill-to Customer,” and “By Ship-to Customer” are available. The “Standard” layout shows the job balance information of each job in the selection criteria, whereas the two other layouts show the balance information grouped by bill-to and ship-to customer, respectively. For each customer, the balance information is then shown grouped by job.
Show Subtotals For Time Activities	In this field, you can choose whether the printout should include subtotals per job for time activities. If you mark this field, the printout will include a line with the open sales price and the open cost for time activities. The printout also displays a grand total.
Show Subtotals For Amount Activities	In this field, you can choose whether the printout should include subtotals per job for amount activities. If you mark this field, the printout will include a line with the open sales price and the open cost for amount activities. The printout also displays a grand total
Show Subtotals For Adjustments	In this field, you can choose whether the printout should include subtotals per job for adjustments. If you mark this field, the printout will include a line with the open sales price, adjustment. The printout always displays a grand total. Adjustment amounts are created in connection with overruns or

Field	Description
	revenue recognition per completion percentage. See the description of the window Job Parameters for further information.

Actions

This section shows the Actions available in the Print Job Balance List workspace.

Top Tab

Field	Description
Print	Use this action to print the job balance list.

Print Time Sheet Overview Workspace

Use this workspace to generate a list of time sheets based on criteria that you choose.

You can include time sheets for specific companies, employees, supervisors, or secretaries. You can group the time sheets by department.

Use selection criteria to specify the data that you want to see, then use the **Print** action to generate a PDF file containing the data. Review the PDF on screen or print it.

If you select the **Daily Overview** field, you can choose to have the overview display figures for periods and dates, thus providing an overview of both daily time sheets and weekly time sheets.

You can generate the report for a single department, so that only employees in that department are included. Use the **Show Employees w/o Dept. Under** field to include employees who belong to another department.

Print Time Sheet Overview Tab

This section includes the fields and descriptions for the Print Time Sheet Overview tab.

Selection Criteria Island

Field	Description
Company No.	In these fields you can enter a range of company numbers, if you want to limit the printout so that it only shows time sheets for employees assigned to specific companies. If you do not specify any values in these fields, all time sheets are printed regardless of the employees' assigned company numbers.
Employee No.	In this field, you can specify a range of employee numbers if you wish to limit the printout to include only time sheets from specific employees. If you do not enter a value, all time sheets will be printed out regardless of employee number.
Supervisor	In this field, you can specify an employee number. The printout will only include time sheets for employees whose supervisor is the one specified

Field	Description
	here. If you do not enter a value in the field, all time sheets will be printed out regardless of supervisor.
Secretary	In this field, you can specify an employee number. The printout will only include time sheets for employees whose secretary is the one specified here. If you do not enter a value in the field, all time sheets will be printed out regardless of secretary.
Mentor	In this field, you can specify an employee number. The printout will only include time sheets for employees whose mentor is the one specified here. If you do not enter a value in the field, all time sheets will be printed out regardless of mentor.
Department	In this field, you can choose to have an overview of time sheets from employees assigned to a specific department.
Period, Date	In these fields, you can enter a period of dates for limiting the number of time sheets to be printed out. If you enter a period of dates in these fields, you cannot change the week numbers in the below fields “Period, Week/Year.” Entering dates in these fields means that it is possible to make an overview containing, for example, only the “A-part” of a certain split week time sheet.
Period, Week and Year	In these fields, you enter a period for limiting the number of time sheets to be printed out. The period must be specified as an interval from week/year to week/year.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout, “Standard” is the only option.
Show time sheets which are not	In this field, you can choose whether the report should show information on non-submitted, non-approved, or non-transferred time sheets. The option “Non-Submitted” shows the weeks for which the employee yet has to submit time sheets. Note that if you select this option, time sheets which are not within the employees’ employment period will also be included on the printout. If you want the printout to include only time sheets registered within the employment period of the employees, you must mark the field “Only Time Sheets Within Empl. Period.” The option “Non-Transferred” shows the weeks for which the employee has submitted time sheets (temporary or final) that still need to be transferred to a job journal by a supervisor. The option “Non-Approved” shows the weeks for which the employee has submitted time sheets which still need to be approved by the supervisor.
Daily Overview	If you mark this field, the overview will also display dates on which daily time sheets have not been submitted, approved, or transferred. If you do not mark this field, the overview only displays the periods (weeks or

Field	Description
	months) for which time sheets have not been submitted, approved, or transferred. The field is thus supposed to be marked for employees using daily time sheets.
Show Blocked Employees	In this field, you can specify that the printout of the time sheets overview should also show blocked employees. The printout will always show time sheets for employees who are not blocked and who are included in the specified selection criteria.
Only Time Sheets Within Period of Employment	If you mark this field, and you have chosen the option “Nonsubmitted” in the above field “Show time sheets which are,” the printout will include only time sheets registered within the employment period of the employees displayed on the printout. If you do not mark the field, the printout will also include any time sheets registered outside the employment period of each employee.
Show All Employees	In this field, you can specify if the overview should be printed for all employees or that the printout should only show employees who have not yet submitted time sheets or need to have their time sheets transferred or approved.
Show Employees Without Dept. Under	To print a time sheet overview for employees who are not assigned to a department, you must select a department in this field. The time sheets of the employees in question will be grouped under the selected department.

Actions

This section shows the Actions available in the Print Time Sheet Overview workspace.

Top Tab

Field	Description
Print	Use this action to print the time sheet overview.

Set-Up Section

This section includes the fields and descriptions for the Set-Up section workspaces.

Job Parameters Workspace

Use this workspace to define job parameters and the values for their attributes.

A job parameter has a job parameter type, a number of predefined attributes, and a number of values for the attributes.

For instance, you use the Pricing Method job parameter type to define whether a job should be assigned an Invoicing Method of **Fixed Price** or **Time and Material**. Pricing Method is the job parameter type, Invoicing Method is the attribute, and **Fixed Price** and **Time and Material** are values.

Once a job parameter has been defined here, it can be applied to appropriate jobs. You can apply many different parameters to each job. After you create job parameters, use the Job Parameter Selection Rules workspace to define which parameters can be used for which jobs.

You can create job parameters for Registration, Budgeting, Revenue Recognition, Pricing Principle, Events, Job Description, Planning, Invoice Selection, On Account Reconciliation, Invoicing On Account, Job Text Option Lists, Overhead Cost, Invoice Preparation, Employee Revenue Distribution, Charges, Time Transfer, and Write-Up/Down.

Define a Job Parameter

In the Job Parameters tab in this workspace, you specify the name and type of the job parameter, and assign an access level to the job parameter.

Based on the type of job parameter, Maconomy automatically populates the Job Parameter Attributes sub-tab with appropriate attributes. Each line in the sub-tab displays the name and the default values of an attribute. For example, when you create a job parameter of the Revenue Recognition type, the lines in the sub-tab display the eleven attributes that are predefined for the Revenue Recognition job parameter type.

You cannot change or delete the attributes in these lines manually.

You can, for example, define that the value of the Capitalization Method attribute should be **At Cost** or **At Billing Price**, or that the value of the Handling of Overrun attribute should be **Yes** or **No**.

You define the value of an attribute in the **Value** field in the sub-tab. Refer to the examples shown in the **Value Examples** field.

For most attributes, Maconomy has predefined values from which you can choose. You can create new values only if an attribute's value type is **Option List**.

You can define multiple different job parameters of a given type.

Example

For example, assume that you set up two different job parameters of the Revenue Recognition type, with different attribute values:

Parameter Name: At Cost, No Revenue Recognition	
Attribute Name	**Value**
Capitalization Method	At Cost
Revenue Recognition by Completion Percentage	No
Handling of Overrun	No

Parameter Name: At Billing Price with Revenue Recognition	
Attribute Name	**Value**
Capitalization Method	At Billing Price

Revenue Recognition by Completion Percentage	Yes
Handling of Overrun	No

You can create a job that uses capitalization at cost and at the same time does not handle overruns, because the first parameter (At Cost, No Revenue Recognition) supports that scenario.

However, you cannot create a job that uses capitalization at billing price and at the same time handles overrun, because neither of the parameters supports that scenario. You will have to set up a new Revenue Recognition job parameter for such a job.

Job Parameters Tab

This section includes the fields and descriptions for the Job Parameters tab.

Job Parameter Island

Field	Description
Name	In this field, you can specify the name of the job parameter. Once you have pressed Enter, the name cannot be changed.
Description	In this field, you can enter a description of the job parameter.
Type	In this field, you select the type of the job parameters determining the set-up of the jobs created in the system. You can choose among the following job parameter types: ▪ Registration ▪ Budgeting ▪ Events ▪ On Account Reconciliation ▪ Invoicing on Account ▪ Invoice Selection ▪ Job Description ▪ Planning ▪ Pricing Principle ▪ Revenue Recognition ▪ Charges ▪ Job Text Option Lists ▪ Write-Up/-Down ▪ Time Transfer

Field	Description
	▪ Surcharges Note that you can create several job parameters of the same type.
Blocked	If you select this check box, the job parameter is blocked and is thus not considered valid for new jobs. However, if an existing job parameter already applies to a job, it will continue to do so, even though the parameter has been blocked. Moreover, if a job parameter is blocked, it is not considered by Maconomy when job parameters are re-derived to jobs. You cannot select this check box if the job parameter in question has been specified as “Default” in one or more of the rules in the Job Parameter Selection Rules window.

Remarks Island

Field	Description
Remarks	In these five fields, you can assign remarks to the job parameter in question.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Access Level Island

Field	Description
Access Level	In this field, you can specify an access level for the job parameter in question. A user can only make changes to a given job parameter if he or she has been granted access to doing so. Moreover, in Maconomy windows as, for example, the window Job Parameter Selection, a user can only choose among job parameters to which he or she has been granted access. However, you should note that when a job is created and job parameters are derived to the job in question, Maconomy also derives job parameters to which the user does not have access; that is, any default parameter is applied to the job in question, even though the user creating the job does not have access to the relevant job parameters. The job parameters applied to a job are displayed in the window Job Parameter Selection. This field also shows the description of the specified access level.

Job Parameter Attributes Sub-Tab

This section includes the fields and descriptions for the Job Parameter Attributes sub-tab.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Attribute Name</td><td>This field shows the name of the job attribute assigned to the job parameter type selected in the card part of the window. If you have created a job parameter, Maconomy automatically generates lines showing the attributes identified by the job parameter type in question. As the attributes assigned to a job parameter type are predefined, it is not possible to create or delete these lines.
You can choose among the following job parameter types and assigned attributes:
Budgeting
▪ Approval of Quote Required — For this attribute, you can specify “Yes” or “No.” If you specify “Yes,” a budget must be submitted and approved before an order confirmation can be printed. If you specify “No,” an order confirmation can be printed immediately after the job has been converted to “Order” status, unless the quote has already been approved. In this case, the latest revision of the quote must be approved before an order confirmation can be printed. Note that if the value of the attribute “Check Budget Against Quote” is “Yes,” this attribute must also have the value “Yes.”
▪ Block Purchase Orders when Budget Not Approved — For this attribute, you can specify “All Activities,” “Turnover Activities,” “Outlay Activities” or a blank value. The attribute determines whether purchase orders can be created on the basis of budget lines if the current budget of the job in question has not been approved. The attribute comes into play when the user attempts to create purchase orders either directly from the job budget using the action “Create Purchase Orders,” or from requisition or request for quote lines assigned to a job. If you specify “All Activities,” purchase orders can only be created for the job if the current budget has been approved. This means that in the window Job Budgets, the action “Create Purchase Orders” is only available if the current budget has been approved. In the windows Requisitions and Requests for Quote, the action “Create Purchase Order” is only available if the table part does not contain any lines assigned to the job in question.
If you specify a blank value, the attribute does not have any effect. If you specify “Turnover Activities,” the action “Create Purchase Orders” in the window Job Budgets and the action “Create Purchase Order” in the windows Requisitions and Requests for Quote are only available if the current job budget has been approved or if the action will not result in the creation of any purchase order lines that are related to the job in question and contain activities of the type “Turnover Activities.”
Example: A requisition contains the following lines:
<table>
<tr><th>Job No.</th><th>Activity Type</th></tr>
<tr><td>1</td><td>Turnover</td></tr>
</table></td></tr>
</table>

Field	Description

Job No.	Activity Type
1	Outlay
2	Turnover

For job number 1 this parameter attribute is set to “Turnover Activities.” For job number 2, the attribute is set to a blank value. The action “Create Purchase Order” cannot be used for this requisition, as it would result in a purchase order line with a turnover activity assigned to job number 1. Please note that Maconomy disallows the action completely, meaning that although the line with the outlay activity and the line assigned to job 2, where the attribute is set to blank, do not conflict with the attribute on the individual jobs, Maconomy does not create a purchase order for these lines.

Similar functionality applies to the attribute value “Outlay Activities.”

- Check Budget against Quote — For this attribute, you can specify “Yes” or “No.” If you specify “Yes,” Maconomy will issue a warning when the quote is approved if the quote price deviates from the budgeted billing price of the latest approved revision of the budget. If you specify “No,” no such warning will be issued.
- Default Amount Activity — Every task must derive an activity. When a task is created automatically from the job budget, you can set a default derived activity for the task if the line type in the budget is specified as “Amount.” A workflow can be set up where tasks must be approved before registrations can be made on them. This allows nonfinance people, such as a project manager, to create the tasks in the job budget using default activities for later approval (and probable reassignment of activities) by a finance person.

  Maconomy checks that the activity you specify here is of the correct type.
- Default Outlay Activity — The functionality of this job parameter attribute is similar to that of the attribute “Default Amount Activity” above, but applies to budget lines of the type “Outlay.”
- Default Time Activity — The functionality of this job parameter attribute is similar to that of the attribute “Default Amount Activity” above, but applies to budget lines of the type “Time.”
- Detailed Time Budget — If you are working with a project with many tasks and many employees, the number of budget lines can increase significantly as there is typically a line for each combination of task and employee. This makes it difficult to review the budget and can be cumbersome to work with.

  Select this attribute to estimate time in a budget matrix that displays a row for each task and columns for employees or employee categories.

  Also, this attribute introduces a split between budgeting time and amount separately. The budgeting workspace splits the budgeting into three tabs: Time, Amount, and Full Budget. The following windows support this:

Field	Description
	▪ Time Budgets window — This window allows for budgeting of time activities for a given budget type. The table part displays time-related lines. Columns have been added to the table part to hold the employees and/or employee categories. ▪ Amount Budgets window — This window allows for estimation of amount activities for a given budget type. The table part displays amount-related lines. ▪ Time Budget Categories window — Use this window to specify which employee categories or specific employees should be available as columns in the Time Budgets window. ▪ Time Budget Details window — Use this window to display the price breakdown for a given budget time line. When adding hours in the budget matrix, lines in this window will be created and you can adjust details about the hours and prices. ▪ Time Budget Revisions and Amount Budget Revisions windows — These windows display revisions of budgets. Time budgeting in a budget matrix is available in the Budgeting section in the Jobs workspace. ▪ Keep Purchase Billing Price Upon Recalculation — This attribute and the attribute “Keep Purchase Cost Price Upon Recalculation” below control how Maconomy should act when you recalculate the budget, and the purchase currency differs from the base currency — but only if the cost or billing price was not found through the usual price lookup mechanism of Maconomy, but was entered manually (or, in the case of the billing price, was calculated as a markup percentage). The issue is the following: what happens to the cost and billing price if the exchange rate has changed since the last time the budget line was calculated? Using these job parameter attributes, you can specify that Maconomy should keep the price from the purchase currency rather than the base currency. For example: The base currency is GBP. A budget line specifies a billing price of EUR 400 for a time activity, which is entered manually. Since the budget line was created, the exchange rate has changed. If the job parameter attribute “Keep Purchase Billing Price Upon Recalculation” is true, Maconomy will keep the EUR 400 and adjust the billing price in base when you recalculate the budget. If the attribute were false, Maconomy would keep the base billing price in GBP and adjust the billing price in EUR when the budget is recalculated. ▪ Keep Purchase Cost Price Upon Recalculation — The functionality of this job parameter attribute is similar to that of the attribute “Keep Purchase Billing Price Upon Recalculation” above, but applies to the purchase cost.

Field	Description
	For example: The base currency is GBP. A budget line specifies a Euro purchase for EUR 5000, which is entered manually. Since the budget line was created, the exchange rate has changed. If the job parameter attribute “Keep Purchase Cost Price Upon Recalculation” is true, Maconomy will keep the EUR 5000 and adjust the cost in base when you recalculate the budget. If the attribute was false, Maconomy would keep the base cost in GBP and adjust the cost in EUR when the budget is recalculated. ▪ Limit Purchase Amount to Budget — For this attribute, you can specify “All Activities,” “Turnover Activities,” “Outlay Activities,” or a blank value. The attribute determines whether purchase orders assigned to a given job are allowed to cause job budget figures to be exceeded. The attribute comes into play when amounts are entered or changed on purchase order lines assigned to a job, or on budget lines for which purchase orders have been created. This can either be done manually in the window Purchase Orders or automatically as a result of using the action “Create Purchase Order” in the window Requests for Quote. The functionality is determined by a combination of the values in this attribute and the attribute “Limit Purchase on Line or Sum Level.” In the attribute “Limit Purchase on Line or Sum Level,” you specify whether the budget limit check should be made specifically against the budget line referenced in the field “Budget Line No.” on the purchase order line in question, or against the budget total of the job. In this attribute, you specify whether the functionality should apply to all activity types, to outlay or turnover activities only, or whether the functionality should be disabled. Below is a description of the functionality using different combinations of the two attributes. When a purchase order line assigned to an activity is created, Maconomy identifies a line in the current budget of the job in question to which the purchase order line corresponds. The number of this budget line is stamped on the purchase order line and is used in the process of determining whether the purchase order causes the budget to be exceeded. The functionality is as follows, depending on the settings of the two attributes mentioned above. The description is based on the situation where the user is entering an amount on a purchase order line assigned to an activity and thereby to a job budget line: ▪ All Activities, Limit on Line: Maconomy issues an error message if the amount on the purchase order line causes the cost price on the job budget line to which the purchase order line is assigned to be exceeded. Any other purchase order lines assigned to the same budget line are also included in this calculation. ▪ Outlay Activities, Limit on Line: As above. However, an error message is only issued if the activity on the line is an outlay activity. ▪ Turnover Activities, Limit on Line: As above. However, an error message is only issued if the activity on the line is a turnover activity.

Field	Description
	▪ All Activities, Limit on Sum: Maconomy issues an error message if the amount on the purchase order line causes the total cost price of the turnover and outlay activities on the job budget to be exceeded. ▪ Outlay Activities, Limit on Sum: The attributes only apply when the activity on the purchase order line is an outlay activity. If it is, Maconomy checks if the sum of the amount on the line plus the amounts on any other purchase order lines for outlay activities on the same job exceeds the total cost price of all lines with outlay activities in the budget of the job in question. If it does, an error message is issued. ▪ Turnover Activities, Limit on Sum: As above. However, functionality applies to turnover activities instead of outlay activities. Although the description above is based on scenarios where the user manually enters an amount on a purchase order line, similar functionality applies when amounts are indirectly entered on purchase orders, and when it is necessary to ensure that budget changes have not caused existing purchase orders to exceed the new budget. Therefore, the functionality also applies in the following situations: ▪ When using the action “Create Purchase Orders” in the window Job Budgets or the action “Create Purchase Order” in the windows Requisitions and Requests for Quote, because these actions cause the creation of purchase order lines with amounts. ▪ When using the actions “Submit Purchase Order” and “Approve Purchase Order” in the window Purchase Orders, because the budget may have changed since the last change to purchase order lines. In both cases, please note that if but one line causes the budget related to that line to be exceeded, the whole action is cancelled. This means that if you have, for example, selected the action “Create Purchase Order” for a request for quote, and one of the lines would cause the budget to be exceeded, no purchase order is created, even for lines that pertain to different jobs or lines that do not cause any budgets to be exceeded. Please also note that the attributes “Limit Purchase, Currency Margin” and “Limit Purchase, Percentage Margin” can be used for allowing the budget to be exceeded by a certain margin. The functionality also applies when changing amounts in the window Job Budgets, where Maconomy checks if the new amount will cause the budget to be exceeded by existing purchase orders. ▪ Limit Purchase on Line or Sum level — For this attribute, you can specify “Limit on Line” or “Limit on Sum.” For a description of the functionality of the attribute, see the attribute “Limit Purchase Amount to Budget.” ▪ Limit Purchase, Currency Margin — This system parameter is used in connection with the budget limit control described for the attribute “Limit

Field	Description
	Purchase Amount to Budget.” In this parameter, you can enter an amount by which purchases are allowed to exceed job budgets. The margin can be specified as an amount in the currency of the job in question (in this attribute) or a percentage (in the attribute “Limit Purchase, Percentage Margin”). In this way, you can specify a margin allowing a budget violation of, for example, 100 currency units, a given percentage, or both. Maconomy uses the margin (amount or percentage) resulting in the greater amount, thus allowing the greater budget violation. The amount specified in the parameter is automatically converted into the currency of the job using the exchange rate table for purchases. ▪ Limit Purchase, Percentage Margin — For a description of the functionality of this attribute, see the attribute “Limit Purchase, Currency Margin.” ▪ Postpone Copying of Template Job Budgets — Create a job from a template job that carries a job budget. Set this attribute to "Yes" if you do not want to copy the template job budget to the new job upon job creation. This setting enables job creation to perform faster, as the copy job budget process is delayed until the project manager needs the template job budget added to the new job. ▪ Price Control from Budgets — This attribute lets the job baseline budget control the job specific price list lines. ▪ Standard Price Employee Category — This attribute is used to select an employee category for price calculation if no employee or employee category is specified on a budget line. If detailed time budgeting is used, this attribute is used for price calculation for the non-allocated hours. **Employee Revenue Distribution** ▪ Activity for Revenue Distribution — This attribute is used for specifying an activity for the revenue recognition job entries. If the job is set up with a task list, then the activity can be derived from the task instead. ▪ Allow use of Revenue Distribution — Set this attribute to "Yes" to use the employee revenue distribution functionality. ▪ Even Distribution upon Invoicing — If this attribute is set to "Yes", Maconomy performs redistribution after printing invoices (except for invoices on account). ▪ Even Distribution upon Job Closing — If this attribute is set to "Yes", Maconomy performs redistribution when the job is closed (more precisely, all the jobs with the given job parameter). **Events** ▪ Job Processing — For this attribute, you can specify an existing option type. For jobs assigned to this job parameter, the options for job processing status in the windows Events and Job Events in the Contact Management module will be based on the options in the option type specified in this field.

Field	Description
	▪ Result Type — For this attribute, you can specify an existing option type. For jobs assigned to this job parameter, the options for results in the windows Events and Job Events in the Contact Management module will be based on the options in the option type specified in this field. **Invoice Preparation** ▪ Default Invoice Basis — This attribute is used to select the default basis for the invoice to be created by the **Prepare Invoice** action. The options are to prepare the invoice from the budget, or from the actuals with either Close All or Delimit. ▪ Include Budgets from Sub Jobs in case of Main Job Invoicing — If you set this attribute to "Yes", clicking the **Prepare Invoice** action includes the budget from sub jobs if the job is set up with main job invoicing and you prepare an invoice from the budget. ▪ Limit for Invoicing on Account, as % of Budget — This attribute allows you to specify a limit for how much can be invoiced on account as a percentage of the budgeted billing price. **On Account Reconciliation** ▪ Activity for job closing — For this attribute, you can enter an existing, invoiceable amount activity to be used for the closing of fixed-price jobs. Any difference between the quote price for a fixed-price job and the printed job invoices on account will be posted on this activity when closing the job, if you have specified an activity number in this field. ▪ Allow “Close All” in Job Invoice Allocation — For this attribute, you can on some jobs control the use of “Close All” for each individual job. ▪ Allow Invoicing on Account Only — For this attribute, you can specify whether or not Maconomy should allow job entries which are set up to be included in the fixed-price job to be invoiced on account only. If you enter the value “Yes” for this attribute, all fixed-price registrations on a job assigned to this parameter must be invoiced by means of on account invoices, and these will only be closed when the job is closed. If you have selected the value “Yes” for this attribute, you must hence also select the value “Yes” for the attribute “Create Invoice Upon Job Closing.” If you enter the value “No” for this attribute, there will be no restrictions as regards the way in which fixed-price registrations should be invoiced. ▪ Allow Moving Entries To/From Invoicing — If this attribute is enabled, you can move job entries from the Job Invoice Allocation single dialog workspace and make these available for invoicing. ▪ Carry Forward Full Amount on Invoices On Account — When you print an invoice on account, Maconomy sets the amount for reconciliation for subsequent invoices by default. This attribute enables you to change the

Field	Description
	default behavior, so that Maconomy does not set invoices on account for reconciliation unless you directly set an amount for reconciliation in any of the following workspaces: Invoice Selection, Blanket Invoice Selection, or Job Invoices on Account. ▪ Create invoice upon job closing — For this attribute, you can specify whether or not Maconomy should automatically create an invoice based on the quote price less amounts invoiced on account, that is, a zero invoice, when closing a fixed-price job. Any difference between the quote price and the sales price of the registered job entries is posted on the activity specified in the attribute “Activity For Job Closing” which is also identified by the job parameter type “Fixed Price Job Set-Up.” By specifying values for this attribute and the attribute “Allow Invoicing On Account Only” it is thus possible to, for example, specify that “normal” invoicing is allowed on fixed price jobs, but an invoice should still be created when the job is closed. Note that in this parameter you cannot use the combination of “Create Invoice Upon Job Closing” having the value “No” and “Allow Invoicing On Account Only” having the value “Yes.” ▪ Delimit Invoices On Account By Activity Type — With this attribute set to “Yes,” you can delimit invoices on account by activity. For example, you can set up two default tasks that derive a time activity and an amount activity and, through job invoice allocation, you can reconcile time invoices on account against time registrations and amount invoices on account against amount registrations. ▪ Delimit Invoices On Account By Employee — With this attribute set to “Yes,” you can delimit invoices on account by employee. ▪ Delimit Invoices On Account By Job — Set this attribute to "Yes" to delimit invoices on account by job in job invoice allocation. This is applicable for job collections which share invoices on account and you want to finely control which jobs reconcile shared invoices on account. ▪ Detailed Job Invoice Allocation — If this attribute is enabled, you can divide job entries and invoices on account into groups controlled by activities. You can have up to five groups. ▪ Delimit Invoices On Account By Invoice Date — Setting this attribute to “Yes” will delimit the invoices on account for reconciliation by invoice date. ▪ Job Invoice Allocation — With this attribute set to “Yes,” job entries included in the fixed price will not be invoiced, but they will appear in the window Job Invoice Allocation. The default value is” No.” ▪ Job Invoice Allocation upon Job Closing — With this attribute set to “Yes,” invoice allocation will take place when closing the job, provided that the invoice allocation will close open entries and invoices on account. For a fixed-price job the job can be closed if the fixed price equals the amount

Field	Description
	invoiced as part of the fixed price. This attribute can only be set to “Yes” if the attribute Job Invoice Allocation is set to “Yes.” ▪ On Account Reconciliation across Bill to Customers — If this attribute is set to “No,” Maconomy will only reconcile invoices on account against invoices with the same Bill-to Customer, unless the job is also set up to fixed price invoicing and to create an invoice upon closing of the job. This is specified by the job parameter attributes “Create invoice upon job closing” and “Invoicing Method.” If this attribute is set to “Yes,” Maconomy will reconcile invoices on account against all invoices on account of the job. The default value is “No.” **Overhead Cost** ▪ Exclude Overhead from Cost Price — If this attribute is set to "Yes", Maconomy excludes the overhead rate when looking up cost prices. This means that the entries for the job will have no overhead cost. In the case of intercompany transactions, this attribute controls the exclusion of overhead from the cost of the executing company. ▪ Exclude Overhead from Intercompany Price — If this attribute is set to "Yes", Maconomy excludes the overhead rate when looking up intercompany prices. This attribute only affects intercompany transactions, and can only be set to "Yes" if the "Exclude Overhead from Cost Price" attribute is also set to "Yes". ▪ Post Offset for Overhead Cost Separately — If this attribute is set to "Yes", Maconomy posts time on the job differently in the general ledger. The cost at base salary rate is posted using the existing posting reference for offset for cost, and the cost at the overhead cost rate is posted using a new posting reference. **Invoicing On Account** ▪ Activity required for Invoicing on Account — For this attribute you can specify whether an activity must be specified for invoices on account. If the job is set up with a task list, a task must be specified. Note that tasks are often set up to derive an activity and, in that case, setting this attribute to “Yes” requires that tasks be set up on invoices on account. ▪ Allow Invoice on Account in Multiple Currencies — If this job parameter attribute is set to “No,” the invoice currency on all bill-to customers in the window Bill To Customer Distribution will be the currency of the job and cannot be changed. If this job parameter attribute is set to “Yes,” every bill-to customer will by default be invoiced on account in the currency of the customer, regardless of the job currency. The invoice currency can be changed on every bill-to customer on the job.

Field	Description
	Notice, however, that changing the job parameter attribute for a job will not change the invoice currency on existing bill-to customers. Notice also that the attribute on job parameters already in use by existing jobs can always be set to “Yes,” thereby allowing this functionality. The opposite is less likely to happen: Changing the attribute to “No” is only allowed if jobs using the job parameter actually all have bill-to customers that only use an invoice currency equal to the job currency of the assigned job (this includes template jobs), and no previous invoices use another invoice currency. An error message will explain if one of the existing jobs blocks for setting the attribute to No. ▪ Allow Job Pre-Invoices — Select Yes to indicate that users are allowed to print pre-invoices on this job, or No to restrict printing. This attribute can be changed for an existing job even if it has pre-invoices on it already. This enables you to use pre-invoicing on specific stages of a job. ▪ Base Currency as Job Currency — For this attribute you can specify that all jobs with multi-currency invoicing are created with base currency as job currency. ▪ Default Activity for Invoicing on Account 1/2 — You use these attributes for stating default activity numbers when you create invoicing on account. The default activities are only applied if the job parameter attribute "Job Dimensions Required in On Account Invoicing" is set to "Yes.” ▪ Use Job Pre-Invoices by Default — Select Yes to indicate that Maconomy should set the type to Pre-Invoice rather than Invoice on Account. **Invoice Selection** ▪ Allow Combined T&M and On Account Invoicing — Set this parameter to **Yes** to enable the combination of T&M and on account invoicing on an invoice. If enabled, the option for "T&M and On Account" is an option for the **Invoice Type** field in Invoice Selection.. ▪ Allow Multiple Drafts — For this attribute you can specify whether or not it should be allowed to create multiple drafts. By default, this attribute is set to “No.” ▪ Approval of Invoicing Plan Lines — For this attribute, you can specify whether or not approval of invoicing plan lines is required before the lines can be invoiced. If you assign this parameter with the value “Yes,” the field “Approved” in the table part of the window Invoicing Plans must be marked on a given line before it can be invoiced. ▪ 'Close All' resets unit prices — If this attribute is enabled, clicking the **Close All** action in the Invoice Selection workspace resets the billing price to the original value in job entries for invoicing. You can enable or disable this attribute at any time for existing jobs. ▪ Combine T&M and On Account by Default — Copy to come.

Field	Description
	▪ Default Activity in Invoicing Plan — Attributes for stating default activity numbers when doing invoicing on account in Invoice Selection. The default activities are only applied if the job parameter attribute "Job Dimensions Required in On Account Invoicing" has the value "Yes." ▪ Invoice Draft Approval Required — If this attribute is enabled, Maconomy requires approval of invoice drafts. ▪ Invoice Editing Required — For this attribute, you can specify if invoices created for jobs using the job parameter in question must be edited in the window Invoice Editing before being printed. This means that if you specify “Yes,” the actions for printing the invoice are not available until the action “Close Editing” has been selected in the window Invoice Editing. ▪ Invoice Editing Required for Invoicing on Account — If this attribute is set to "Yes", Maconomy requires you to edit draft invoices on account . However, it may not be necessary for this attribute to be enabled if you prepare invoices on account from the On Account Invoice Selection workspace, or if you prepare invoices in batches by transferring them from invoicing plans. ▪ Invoice Editing Required for Zero Invoices — This attribute is only taken into consideration if the attribute “Invoice Editing Required” is set to “Yes.” In this attribute, you can specify whether invoice editing is also required for zero invoices reconciling on account invoices. This means that if you set the attribute to “No,” zero invoices reconciling on account invoices do not have to be edited in the window Invoice Editing before being printed. If you set the parameter to “Yes,” all invoices including zero invoices reconciling on account invoices must be edited. ▪ Invoice Name From Plan — For this attribute, you can specify whether the invoice name on the job is filled in with the description on the line that is transferred from the plan when using the action “Transfer Invoicing Plan.” If more than one line is transferred, then Maconomy only gets the description from one of the lines. This is also the case if the lines derive from different bill-to customers on the job. ▪ Invoice Reporting Codes Required — Set this attribute to "Yes" to not close invoice editing without invoice reporting codes. ▪ Preferred Invoice Date from Plan — For this attribute, you can specify whether or not Maconomy should transfer the preferred invoice date from an assigned invoicing plan to the field “Preferred Inv. Date” in the window “Invoice Selection,” when you select the action “Transfer Invoicing Plan.” If the assigned invoicing plan consists of several lines, Maconomy will transfer the date of the line most recently created. The date considered for invoicing plan lines which are assigned job phases or milestones is the completion date of the current phase/milestone.

Field	Description
	▪ Split by Invoicing Group — If you enable this attribute, you can split sub-jobs into groups when using main job invoicing. This allows Maconomy to produce one invoice for each group. Set up groups using the **Invoicing Group** field in the bill to customers of the main job. This is done in the Bill To Customer Distribution workspace. You can create two or more lines with the same bill to customer by assigning different Appropriations, which are labels used for referring to a source of funding) ▪ Transfer Invoicing Plan to Invoice Selection — For this attribute, you can specify whether or not the invoicing plan should be transferred to Invoice Selection. ▪ Validate Invoice Reporting Code Foundation — Set this attribute to "Yes" to not close invoice editing unless billing price and the invoice reporting codes billing price foundation match. **Job Descriptions** ▪ Note Type — For this attribute, you can specify an existing note type. For jobs assigned to the job parameter type in question, the options for headings in the window Job Descriptions will be based on the heading options in the note type specified in this field. **Planning** ▪ Budget Time by Employee — If this attribute is set to "True", you need to provide an employee number on job budget lines for time activities in the planning budget. On jobs with a job parameter where the "Duplicate Lines (time) on Planning Budget" attribute is enabled, the definition of duplicate is changed to include the **Employee** field if the "Budget Time by Employee" attribute is also enabled on the job. In general, job progress evaluation performs better if you do not allow duplicate lines. If you have duplicate lines but the duplicate lines have distinct employees, then it is possible to change the setup to Budget Time by Employee and not allow duplicate lines for time. If the **Create Budget Lines for Unbudgeted Tasks** check box is selected when running a job progress evaluation, and this attribute is also enabled for the job, you will need to create new lines with an employee number (from the actuals). ▪ Budget Time by Employee Category — Set this attribute to "Yes" for the planning budget to require a unique task, activity, and employee category on job budget lines. ▪ Prefill time sheet lines — For this attribute, you can specify to what extent the planning made for a given job in the window “Detailed Planning” in the

Field	Description
	Resource Planning module should be transferred to time sheet lines at the creation of time sheets. Only detailed planning lines with allocations of the booking type “Confirmed” can be transferred. The attribute can have one of these four values: ▪ Do Not Create Lines — On jobs for which this attribute is specified, Maconomy will not automatically transfer time sheet lines based on detailed resource plans at the creation of day- or week-based time sheets in the windows Daily Time Sheets or Time Sheets, respectively. ▪ Do Not Prefill — On jobs for which this attribute is specified, time sheet lines are automatically created on the basis of a detailed resource plan, but these will not be prefilled with the planned number of hours. ▪ Per Period — On jobs for which this attribute is specified, time sheet lines are automatically created on the basis of a detailed resource plan. The number of hours planned for the period covered by the time sheet (that is, a (split) week for weekly time sheets) is displayed for each day in the column Fixed Hours in the card part of the window “Time Sheets,” whereas the lines in the table part only display the job numbers derived from the detailed resource plan. The number of hours planned is thus not specified in the fields on the lines in the table part. On daily time sheet lines, the number of hours expected for the period covered by the weekly time sheet covering the day in question is inserted. ▪ Per Day — On jobs for which this attribute is specified, the planned number of hours for each day is specified on both weekly time sheet lines and daily time sheet lines. ▪ Specify estimated time to completion — For this attribute, you can specify whether or not employees must enter an estimate of time to completion for the job in question on their time sheets. The attribute can have one of these three values: ▪ None means that users are not allowed to enter the required time to completion on time sheet lines assigned to the job in question. ▪ Optional means that it is optional for each user to enter the required time to completion on time sheet lines for the job in question. ▪ Mandatory means that each user must enter the required time to completion on time sheet lines for the job in question. Having selected this value, it will not be possible to submit a time sheet containing lines (for a time activity) for the job in question unless the required time to completion has been specified. ▪ Duplicate lines (time) on planning budget — For this attribute, you can specify whether or not it should be possible to create two planning budget lines for a given job referring to the same time activity and task. If you specify the value “No,” it will thus not be possible to have two planning

Field	Description
	budget lines referring to the same combination of job, time activity and task. By means of this attribute you can avoid ambiguity as to which planning budget line a given registration on, for example, a time sheet on the job should refer. ▪ Duplicate lines (amount) on planning budget — For this attribute, you can specify whether or not it should be possible to create two planning budget lines for a given job referring to the same amount activity and task. If you specify the value “No,” it will thus not be possible to have two planning budget lines referring to the same combination of job, amount activity and task. By means of this attribute you can avoid ambiguity as to which planning budget line a given registration on, for example, a time sheet on the job should refer. ▪ Hours per Man Day — For this attribute, you can specify the number of hours to be suggested in the field “Hours per Man Day” in the window Jobs. ▪ Baseline Comparison — For this attribute, you can specify whether or not jobs should use a baseline budget for assessing job progress. If you specify the value “No,” the original estimate of the job is used for making progress evaluations. If you specify the value “Yes,” a baseline budget (the type of which is determined by the attribute “Baseline Budget Type” below) is used as the basis of job progress evaluation. The advantage of this is that you can evaluate the progress based on both time and amounts, and the baseline budget can be changed to reflect changes in the scope of a job. For more information, please see the description of the window “Job Progress.” ▪ Baseline, Budget Type — For this attribute, you can specify the budget type to be used as baseline budget. You must select a value for this attribute if the value of the attribute “Baseline Comparison” above is “Yes.” Job budget types are created in the window Popup Fields in the Set-Up module. ▪ Pre-fill Time Sheets — This attribute allows Do Not Create Lines, Do Not Prefill, Per Period, or Per Day values. The Do Not Create Lines value will turn off the functionality. The other values will create time sheet lines for resource detailed planning of employees, when the employee creates time sheets. ▪ Standard Week Calendar — For this attribute, you can specify the week calendar to be used for planning purposes in the Job Cost module. For instance, when changing the duration of a task in the window Job Budgets, the planned ending date will be moved accordingly. If a standard week calendar is specified for the job, the date will be moved by the specified number of working days as defined by the week calendar, instead of simply using calendar days. Week calendars are managed in the window “Week Calendars” in the Set-Up module.

Field	Description
	▪ Use Imported Budget Line Resource Allocation - Enable this parameter attribute to use the Update Job Budget Resource Allocations workspace. When this attribute is enabled, you cannot add a budget by employee or employee category in the planning budget. If you select a job parameter where this attribute is enabled on a job with a planning budget, Maconomy checks whether the budget has no lines on time or amount activities with an employee or employee category. **Pricing Principle** ▪ Fixed-Price Basis — For this attribute, you can specify whether the fixed price of a job should be transferred from the latest approved job budget of the type specified in the parameter attribute “Fixed-Price Budget Type,” or whether it should be transferred from the quote of the job. The attribute can thus have one of the values “Budget” or “Quote.” The attribute can be used for both fixed- price jobs and time and material jobs. The “fixed price” of a time and material job is hence either the total budgeted billing price of the latest approved budget of the job or the approved quote price of the job. ▪ Fixed-Price Budget Type — For this attribute, you can specify which budget type to apply, if you have selected the value “Budget” for the attribute “Fixed-Price Basis.” This attribute can only be given a value corresponding to one of the user-defined job budget types created in the window “Popup Fields” in the Set-Up module. ▪ Fixed-Price Inclusion Setup — For this attribute, you can specify what is included in the fixed price for a job. You can select any of the following values: ▪ Exclude Outlays — If you select this value, Maconomy excludes outlays (cost type defined on activity) from the fixed price. ▪ By Job Allocation Combination — If you select this value, a job allocation combination on the job controls what is included in the fixed price. ▪ By Task — If you select this value, the value of the **Included in Fixed Price** field in the task controls what is included in the fixed price. ▪ Include All — If you select this value, Maconomy includes all registrations in the fixed price. ▪ Invoicing Method — For this attribute, you can specify whether a job should be a time and material job or a fixed-price job. If you specify the option “Time and Material” for this attribute, Maconomy invoices the billing price of the actual costs entered in the windows Job Journal, Time Sheets, Expense Sheets, and so on, on jobs assigned this attribute.

Field	Description
	If you select the option “Fixed-Price,” you should note that fixed-price jobs are invoiced according to two principles, which depend on whether the attribute “Allow Invoicing On account Only” in the job parameter type “Fixed-Price Job Set-Up” has been given the value “Yes” or “No.” If that attribute is given the value “No,” the customer on the assigned job is invoiced up to the agreed quote price, which is specified in the windows “Jobs,” “Job Price Information,” or “Job Budgets.” In the window “Invoice Selection” you can select the action “Transfer Fixed Price.” This will write the invoice selection up or down to match the quote price, less previously invoiced job entries. If the attribute “Create Invoice Upon Job Closing” is assigned the value “Yes,” Maconomy will print a zero invoice upon the closing of a job. This invoice reconciles the printed invoices on account with the quote price. Any difference between the actual billing price and the quote price of the job is posted on the activity specified in the attribute “Activity for Job Closing” in the job parameter type “Fixed-Price Job Set-Up.” With the “actual billing price” of the job is understood the billing price of the activities entered on the job in the windows “Job Journal,” “Time Sheets,” “Expense Sheets,” and so on. The difference between these invoicing principles is reflected in several windows in Maconomy: “Invoice Selection,” “Itemize Invoice Selection,” and “Approve Invoice Selection” in the Job Cost module, and the window “Sales Orders” in the Sales Order module. In the latter window it is required that fixed-price jobs be invoiced in the Job Cost module. For more information about fixed-price jobs, please see the description of the windows mentioned and the description of the action “Close Job” in the window “Jobs.” **Progress Evaluation** ▪ Billing Price Based on Actuals and ETC - Enable this attribute to update the billing price in the planning budget based on revenue recognized when you perform progress evaluation. For time activities and for amount activities where the **Progress by Quantity** check box is selected, the total billing price is calculated as the sum of the registered billing price plus any write up/down and the estimated time to completion multiplied by the Progress Unit Billing Price. For amount activities where the **Progress by Quantity** check box is deselected, the total billing price is calculated as the sum of the registered billing price plus any write up/down and the estimated cost to completion marked up with the Progress Markup Percentage. This attribute is disabled by default. **Registration** ▪ Automatically approve employee control lines at creation — For this attribute, you can specify whether employees added to employee control lists in the window “Employee Control” should be approved automatically. If you specify “No,” the employee added must be approved in the windows “Employee Control” or “Employee Control Lines.”

Field	Description

	▪ Automatically Approve Project Manager’s Expense Sheet Lines — For this attribute, you can specify whether expense sheet lines belonging to the employee who is the project manager of the job specified on the line should automatically be approved. This way, the project manager does not have to manually approve his or her own expense sheet lines. Specify “Yes” if the lines should automatically be approved and “No” if the lines should be approved manually.
	▪ Automatically Approve Project Manager's Time Sheet Lines — For this attribute, you can specify whether time sheet lines belonging to the employee who is the project manager of the job specified on the line should automatically be approved. This way, the project manager does not have to manually approve his or her own time sheet lines. Specify “Yes” if the lines should automatically be approved and “No” if the lines should be approved manually.
	▪ Block Time and Expense Registrations Before Job Start Date — If this job parameter is set to yes, then employee will receive an error message if they try to register time or expenses before the job start date.
	▪ Notify Employee if listed in Employee Control — If this attribute is set to "Yes", employees are notified via a To-Do when they are listed in the Employee Control workspace.
	▪ Project Manager Can Register Time and Expenses Outside Allowed Period — If this job parameter is set to yes, then the project manager may register time and expenses before the job starting date.
	▪ Standard invoicing action for job entries on time and material jobs — For this attribute, you can specify a standard action to be applied to job entries on time and material jobs in connection with invoice selection. In the window Invoice Selection, the field “Action” in the table part allows you to specify whether to carry forward, invoice, or write off each entry. The value specified in this parameter attribute will be suggested in the field “Action” in the table part of the window “Invoice Selection” if the job in question is a time and material job.
	▪ Time Registration Rounding To Multiple Of Unit — This attribute allows you to specify how Maconomy should handle an attempt to enter time that is not a multiple of the chosen unit. You can choose one of the following options:
	  ▪ Round to the nearest multiple of the unit.
	  ▪ Round up to the nearest multiple of the unit.
	  ▪ Round down to the nearest multiple of the unit.

Field	Description
	▪ Leave the field blank if there should be no rounding. This option means you will get an error message if you try to enter time which is not a multiple of the specified unit. ▪ Time Registration Unit In Days — This number decides the rounding of registration in days. For example, if this value is set to 0.5 then time sheet registrations are rounded to half or full days. ▪ Time Registration Unit In Minutes — If a positive number of minutes (non-zero) is entered as a unit, every time registration on the jobs with the given parameter must be a multiple of this number. When the unit is zero, this restriction is disabled. ▪ Use Daily Description as Description Text on Job Entries — If this attribute is set to “Yes,” you specify that the Description (text) field on the Job Entry should be set to Daily Description instead of Entry Text, and the Daily Description field is not empty. **Revenue Recognition** ▪ Capitalization Method — For this attribute, you can specify whether a job assigned this job parameter should be capitalized at cost or at billing price. You can thus choose among the two options “At Cost” and “At Billing Price.” A job will only be capitalized if it belongs to a job group that is marked in the field “Capitalize Expenses” in the window Job Groups. ▪ Activity for Job Revenue Adjustment — For this attribute, you can specify an invoiceable amount activity to be used for entering revenue adjustments in connection with jobs using overrun handling or jobs using revenue recognition by completion percentage. However, if you are performing detailed revenue recognition by activity or task, the activity specified in this field will not be used for the posting of adjustment entries, if account references can be derived from the field “Open Billing Price, Adjustment” on the relevant activities. Please see the description of the action “Approve Revenue Recognition” in the window “Job Revenue Recognition Details” for a detailed description of how Maconomy determines where adjustment entries should be posted when performing detailed revenue recognition. ▪ Limit Revenue — For this attribute, you can specify whether the revenue to be recognized on time and material jobs using revenue recognition by completion percentage should be limited by the “fixed price” specified for the jobs. If you enter the value “Yes” in this attribute, you can specify the desired maximum completion percentage limit to apply to the relevant jobs in the attribute “Compl. % Limit” in this job parameter. If the revenue to be recognized on a time and material job is not limited, the completion percentage of a time and material job being revenue recognized can be larger than 100% meaning that more than the “fixed price” of the job can actually be recognized as revenue. However, as a fixed-price job can never be revenue-recognized for more than 100% of the job’s fixed price, the revenue to be recognized on such jobs will always be limited.

Field	Description
	▪ Calculate Completion Percentage From — In this attribute, you can specify the basis for the calculation of completion percentages calculated on jobs using revenue recognition by completion percentage. The calculation can be based on one of the two options “Cost Price” and “Billing Price.” If you select the option “Cost Price” in this attribute, the completion percentage of a given job will be calculated on the basis of the budgeted cost price from the latest approved revision of the budget type specified in either the attribute “Completion Percentage, Budget Type” or the job attribute “Fixed Price Budget Type.” If you select the option “Billing Price” in this attribute, the completion percentage of a given job will be calculated on the basis of the budgeted billing price of the latest approved revision of the budget type specified in either the attribute “Completion Percentage, Budget Type” or the job attribute “Fixed Price Budget Type.” See the introduction to the window “Revenue Recognition” for a thorough description of how Maconomy calculates the completion percentage and the amounts to be revenue recognized when you have selected one of the options in this attribute. ▪ Detail by — In this attribute, you can specify whether revenue recognition by completion percentage should be calculated on a more detailed level than the job level for jobs assigned this job parameter. You can enter one of the following values in this attribute: “Activity,” “Task,” “Location,” “Entity,” “Project,” “Purpose,” “Specification 1-3,” or “Local Specification 1-3.” If the value of this attribute is, for example, set to “Task,” the revenue recognition of the job will be based on completion percentages calculated for each individual task specified on the job. See the introduction to the window “Job Revenue Recognition Details” for more information about how to use detailed revenue recognition on jobs. Note that you can only specify a value in this field if you have specified “Yes” for the attribute “Revenue Recognition By Completion Percentage” in this job parameter. Moreover, if you want a job to use detailed revenue recognition, the job must also be assigned a job parameter of the type “Pricing Principle” in which it is specified that the “fixed price” of the job is determined by the job’s budget, rather than the quote price of the job. If you leave this field blank, revenue recognition by completion percentage will be calculated at the job level, insofar as you have specified the value “Yes” in the attribute “Revenue Recognition By Completion Percentage.” ▪ Detail by — The functionality of this attribute is similar to that of the above attribute also called “Detail By.” If you enter values in both of these attributes, revenue recognition of a job assigned this job parameter will be based on completion calculations of both of the values specified in the two attributes. This means that if you have entered “Task” in the other attribute and “Activity” in this attribute, revenue recognition on a job will be based on the completion percentage of each combination of task and activity

Field	Description
	registered on the job. An example of this combination is illustrated in the introduction to the window “Job Revenue Recognition Details.” If you have entered a value in the other “Detail By” attribute, the value in this field must be different from the value entered in the other attribute. Also note that there is no ordering or priority between the two attributes. This means that specifying, for example, “Task” and “Purpose” will generate the same results as if you specify “Purpose” and “Task.” See the introduction to the window “Job Revenue Recognition Details” for information about how to use detailed revenue recognition on jobs. ▪ Evaluation of Work in Progress — Copy to come. ▪ Completion % Limit — For this attribute, you can specify a completion percentage limit to apply to the jobs assigned to this job parameter. The value in this field will only have effect, if you have specified the value “Yes” in the attribute “Limit Revenue.” On fixed-price jobs, the completion percentage limit can have a value between 0% and 100%, whereas the value can be anything from 0% and up on time and material jobs. If, for example, you enter the value “120%” in this attribute, the completion percentage limit for fixed-price jobs assigned to this attribute will be 100%, whereas the limit will be 120% for time and material jobs. This is because it is not possible to recognize more revenue than the fixed price on a fixed-price job. If you enter the value “85%,” the revenue recognized on both fixed-price jobs and time and material jobs will not exceed 85% of the fixed price of the jobs. If you specify the value “0” in this attribute, you cannot recognize any revenue by completion percentage on fixed-price jobs and time and material jobs assigned to this job parameter. If the revenue to be recognized on a time and material job is not limited, the completion percentage of a time and material job being revenue recognized can be larger than 100%, meaning that more than the “fixed price” of the job can actually be recognized as revenue. However, a fixed-price job can never be revenue-recognized for more than 100% of the job’s fixed price. The value specified in this attribute only applies as the default value for the jobs assigned this parameter. This means that the percentage entered in this attribute can be manually changed by the user in the windows “Job Revenue Recognition” and “Job Revenue Recognition Details.” ▪ Completion Percentage, Budget Type — In this attribute, you can specify a budget type to be used when calculating the completion percentage of a job. The functionality of this attribute is useful if you need to let one particular job budget type determine the fixed price of a job, while another job budget type is used for calculating the completion percentage of a job. Specifying a budget type in this attribute thus allows you to separate the fixed-price budget of a job from the ongoing budget of a job. If you do not enter a value in this attribute, the completion percentage of a job will be based on the budget specified in the attribute “Fixed Price Budget Type.”

Field	Description
	See the introduction to the window “Job Revenue Recognition” for further information about the use of this attribute. ▪ Revenue Recognition By Completion Percentage — For this attribute, you can choose whether revenue on a job should be recognized according to completion percentage. Revenue recognition means that the entries of the job are registered as revenue in the G/L module. You can only specify the value “Yes” for this attribute if you have chosen the value “At Billing Price” for the attribute “Capitalization Method.” If you specify the value “No” for this attribute, and you have selected capitalization at billing price, Maconomy revenue recognizes the value of all registered entries on the job at their billing price, for example, employees’ registrations on the job in the window “Time Sheets.” The display of the value of a job thus created is only correct if the registrations actually reflect how far the job processing is. If you specify the value “Yes” for this attribute, any revenue can be recognized on a job according to the degree of completion of the job. The completion percentage is calculated or specified on a current basis for each job in the two windows “Job Revenue Recognition” and “Job Revenue Recognition Details.” However, as the revenue to be recognized on a time and material job should not necessarily be limited to the “fixed price” of the job, you can specify whether revenue should be limited in the attribute “Limit Revenue.” If you want to specify a limit to the completion percentage for the revenue to be recognized on jobs, this limit can be defined in the attribute “Compl. % Limit” in this job parameter. See the descriptions of these two attributes for more information about the possibilities for limiting the revenue to be recognized on both fixed-price jobs and time and material jobs. As you can recognize revenue by completion percentage on both fixed-price jobs and time and material jobs, you should see the introduction to the window “Job Revenue Recognition” for information about the setting up and handling of revenue recognition by completion percentage on these two types of jobs. ▪ Handling of Overruns — For this attribute, you can specify whether a job assigned this job parameter should handle overruns. An overrun occurs when the costs registered on a job exceed the agreed fixed price of the job. The “fixed price” of a time and material job can either be the budgeted billing price of the latest approved job budget or the approved quote price of the time and material job. To handle overruns, Maconomy must be set up to capitalize jobs at billing price. This is done in the attribute Capitalization Method. If the value “Yes” is specified for this attribute, the capitalization of a given job’s billing price is limited to the effective fixed price of the job. The basis of the effective fixed price of both time and material jobs and fixed-price jobs is

Field	Description
	specified in the job parameter type “Pricing Method” for the attribute “Fixed Price Basis.” Any adjustments are automatically made when posting is carried out as described below. The amount activity on which overrun adjustments are to be registered is specified in the attribute “Activity for Job Revenue Adjustments” in this job parameter. If the fixed price of a job is changed, Maconomy also adjusts (that is, creates, increases, or reduces) any overruns on the job. This means that the job is written up or down according to the agreed fixed price. The following paragraphs describe the entries made by Maconomy when you register entries giving rise to overruns on a fixed-price job. As this procedure is identical to the procedure applying to time and material jobs, special considerations applying to time and material jobs are described after the following example. Assume that a fixed-price job is created with a quote price of USD 6,000. As the job progresses, you enter registrations on the job using the job journal, time sheets, and so on. These entries are posted as usual to the account for work in progress. You register work and expenses for a total of USD 7,000 on the job, thus creating an overrun. The USD 1,000 by which the WIP account exceeds the fixed price is credited on the account for adjustment of work in progress (which is specified by means of a dimension combination in the window “Job Groups”), while the same amount is debited on the account for open sales price adjustment. The account for open sales price adjustment is specified by means of a dimension combination in the window “Activities” for the activity specified in the attribute “Activity for Job Revenue Adjustment” in the job parameter type “Revenue Recognition” if you use posting by activity, while it is specified in the window “Posting References” in the G/L module if you do not use posting by activity. At the same time, Maconomy writes down the job, creating the necessary job entries. Next, assume that the quote price is increased, for instance to USD 8,000. This means that there is no longer an overrun, as you have still only registered entries for USD 7,000 on the account for work in progress. Maconomy will then automatically debit the account for WIP adjustment for the USD 1,000, while the account for open sales price adjustment is credited the same amount. This way, the overrun is cancelled until the registrations on the job cause the WIP account to exceed the fixed price. If the same G/L account is used for the registration of work in progress and WIP adjustment, the balance on this account will never exceed the fixed price. The same applies to the open sales price if the same G/L account is used both for registration of open sales price and for adjusting the open sales price. Maconomy automatically creates any necessary entries caused by overruns. You can view these entries along with all the regular job entries in the window “Job Card.”

Field	Description
	For time and material jobs it applies that the invoice basis of the job should always be the basis for the invoicing on the job. Therefore, as revenue adjustment entries should not adjust the invoice basis of the job, any revenue adjustment entries created will be closed immediately after creation and hence they will not have any effect on the invoice basis of the job. If changes on the job result in overruns being cancelled, the automatic creation of reversing journals ensures that the relevant entries are adjusted in the same way as it applies to fixed price jobs. When closing a time and material job with handling of overruns, Maconomy automatically creates a job revenue recognition journal which when posted ensures that the revenue recognized on the job is equal to the amount invoiced on the job. ▪ Recognize Revenue by Completion Percentage — This attribute recognizes revenue of a fixed price job by the completion percentage. This parameter requires job capitalization at billing price. ▪ Revenue Adjustment at Missing Budget — For this attribute, you can specify whether a registration on a detail level should be considered at approval of a revenue recognition, if the detail level in question is not assigned a budget line that contains an amount which is included in the fixed price of the relevant job. If this attribute is assigned the value “No,” Maconomy will not make a revenue adjustment journal when selecting the action “Approve Revenue Recognition” in the window “Job Revenue Recognition Details,” if no budget line assigned to the job contains a specification of a corresponding detail level which is to be included in the fixed price of the job. This means that if detailed revenue recognition is to be carried out on the basis of, for example, activities, and you have made a registration on an activity for which there is no corresponding budget line, Maconomy will ignore the registration in question and hence not create an adjustment journal for the detail level in question when the action “Approve Revenue Recognition” is selected. If you specify the value “Yes” in this attribute, Maconomy will make a revenue adjustment at every detail level, even though no corresponding budget line has been created for the job in question. This means that if you have, for example, registered GBP 100 on a given detail level for which no corresponding budget line has been created, the fixed price on the line in the window “Job Revenue Recognition Details” will be zero. When approving the revenue recognition in the window, the amount registered will be compared to the amount budgeted hence resulting in a removal of the revenue and a resetting to zero of the line. ▪ Evaluate Work in Progress — For this attribute, you can specify if it should be possible to evaluate the WIP of a job in the window “Evaluation of Work in Progress.” The attribute can have one of two values: “Yes” or “No.” You cannot select “Yes” if the job parameters “Handling of Overrun” or

Field	Description
	“Recognize Revenue by Completion Percentage” of the job parameter type “Revenue Recognition” are set, or if the job parameter attribute “Fixed-Price” of the “Invoicing Method” job parameter of the job parameter type “Pricing Method” is set to “Yes.” Also, the job must be capitalized at billing price. For jobs where this attribute is set to “Yes,” it is possible to revenue-recognize an amount or a percentage of the open entries of jobs without a job budget. For instance, you can choose to recognize 85% of the registered entries on a job (the open billing price) as revenue. When the job is closed, a revenue adjustment journal is created which ensures that the revenue recognized on the job is equal to the amount actually invoiced on the job. Jobs where this attribute is set to “No” will not be displayed in the window “Evaluation of Work in Progress.” For more information, please see the description of the window “Evaluation of Work in Progress.” ▪ Posting of Contract Deviation and Posting of Invoice Deviation — For these attributes, you can specify a posting method for job cost entries in the general ledger. In the Job Cost module, there is a distinction between three types of billing prices: The Billing Price is the price which is actually invoiced to a customer. The Contracted Billing Price is the price which was agreed with the customer, usually reflected in a job price list. The Standard Billing Price is an estimated target price which can be used as a standard of measure when analyzing job performance (see also the section “Price Types” in “Appendix A”). Using these attributes, you can have deviations between these billing prices reflected in the General Ledger, for example, for use in G/L reports. Note that it is only possible to select the attribute “Posting of Contract Deviation” if one or both of the system parameters “Use standard billing price for amount activities” or “Use standard billing price for time activities” has been marked in the Set-Up module. Even though these two attributes are described together, they are independent of each other. The attribute “Posting of Contract Deviation” has influence on the postings at the time of registration of the job entries, and the attribute “Posting of Invoice Deviation” has influence on the postings at the time of invoicing of the job entries. However, it is easier to describe the effect of the attributes when they are combined in the examples below, as each example shows both registration and invoicing for completeness. The effect of the posting method depends on whether the job group to which the job belongs is capitalized and, if it is, on the capitalization principle of the current job. The posting principle of each attribute is described below using the same example: Consider a job on which time has

Field	Description

been registered, and which is now ready to be invoiced. Let the following facts apply:

Standard Billing Price (performance target)	200
Standard Up/Down	20
Contracted Billing Price (as agreed with customer)	220
Up/Down	-10
Billing Price (actual)	210

In the example, the cost factor is omitted for clarity, as the posting of costs is not affected by these job parameter attributes. Furthermore, the affected posting references are emphasized.

Note that the relevant posting references can both be defined in the window “Posting References” in the G/L module and per activity in the table part of the window “Activities.” If the field “Post by Activity” is marked in the window “System Information” in the Set-Up module, the references in the window” Activities” are used. If the field is not marked, the references in the window “Posting References” are used.

Posting of Contract Deviation = “No”; Posting of Invoice Deviation = “No” — On jobs for which both these attributes have the value “No,” the following postings take place when a job is invoiced:

Capitalization Method: At Billing Price			
Event	**Accounts**	**Debit**	**Credit**
Registration	Open Billing Price		220
	Work in Progress	220	
Invoice	Open Billing Price	220	
	Work in Progress		220
	Item Sales		210
	A/R Control Account	210	

Capitalization Method: At Cost Price			
Event	**Accounts**	**Debit**	**Credit**
Invoice	Item Sales		210

Field	Description

Capitalization Method: At Cost Price			
Event	**Accounts**	**Debit**	**Credit**
	A/R Control Account	210	

- Posting of Contract Deviation = “No”; Posting of Invoice Deviation = “Yes” — On jobs for which the attribute “Posting of Contract Deviation” is set to “No” and “Posting of Invoice Deviation” is “Yes,” the following postings take place when a job is invoiced:

Capitalization Method: At Billing Price			
Events	**Accounts**	**Debit**	**Credit**
Registration	Open Billing Price		220
	Work in Progress	220	
Invoice	Open Billing Price	220	
	Work in Progress		220
	Item Sales		220
	Invoice Deviation	10	
	A/R Control	210	

Capitalization Method: At Cost Price Or without capitalization			
Event	**Account**	**Debit**	**Credit**
	Item Sales		220
	Invoice Deviation	10	
A/R Control Account	210		

- Posting of Contract Deviation = “Yes”; Posting of Invoice Deviation = “No” — On jobs for which the attribute “Posting of Contract Deviation” is set to “Yes” and “Posting of Invoice Deviation” is “No,” the following postings take place when a job is invoiced:

Capitalization Method: At Billing Price			
Event	**Accounts**	**Debit**	**Credit**
Registration	Open Billing Price		220
	Work in Progress	220	

Field	Description

Capitalization Method: At Billing Price

Event	Accounts	Debit	Credit
Invoice	Open Billing Price	220	
	Work in Progress		220
	Item Sales		210
	A/R Control Account	210	

Capitalization Method: At Cost Price

Event	Account	Debit	Credit
Invoice	Item Sales		210
	A/R Control Account	210	

- Posting of Contract Deviation = “Yes”; Posting of Invoice Deviation = “Yes” — On jobs for which both the attribute “Posting of Contract Deviation” and “Posting of Invoice Deviation” are “Yes,” the following postings take place when a job is invoiced:

Capitalization Method: At Billing Price

Event	Accounts	Debit	Credit
Registration	Open Billing Price		220
	Work in Progress	220	
	Contract Deviation		20
	Contract Deviation Offset	20	
Invoice	Open Billing Price	220	
	Work in Progress		220
	Item Sales		210
	Invoice Deviation	10	
	A/R Control Account	210	

Field	Description
	Capitalization Method: At Cost Price Or without capitalization

Event	Accounts	Debit	Credit
	Item Sales		210
	Invoice Deviation	10	
	A/R Control Account	210	

- Posting of Standard Billing Price — A standard billing price can be used as a measuring point for performance analyses in which you compare the actual, registered billing price with the standard billing price. In this way, the standard billing price acts as a target price which should be achieved for this activity. The standard billing price is derived in the same way as the regular billing price, except that the item price list system is not used.
  - Set this parameter to **No** to track this target price for items or services outside of the company.
  - Set this parameter to **Yes** to post this price for items or services for the job.
- Posting References Based on Job Balance — Select this attribute to enable the job balance to determine the posting reference. When you post a job entry or an invoice/credit memo on account and capitalize at billing price, Maconomy reflects the amount posted either in an Asset account (Accrued Revenue) or in a Liability account (Deferred Revenue). You must combine these two accounts to view the job balance between work in progress and invoiced on account.

  If you post an entry that shifts the job balance from negative to positive, the amount you posted is split such that Deferred Revenue is reflected as zero, with the remaining amount reflected as an increase in Accrued Revenue. The opposite happens when the job balance is shifted from positive to negative. The amount you posted is split such that Accrued Revenue is reflected as zero, with the remaining amount reflected as an increase in Deferred Revenue. In effect, it is the current job balance that determines the posting reference.
- Revenue Recognize According to Approved Budget — For this attribute, you can specify if it should be possible to perform revenue recognition by completion percentage on the basis of the latest approved revision of the job budget or on the basis of the latest revision (whether approved or not). If the latest approved revision is used as the basis, the budget must be approved whenever the budget is changed and you wish to perform revenue recognition. Consequently, a great number of job budget revisions are generated if you perform revenue recognition often. By setting the value

Field	Description
	of this attribute to “No,” you can revenue-recognize a job without having to approve the job budget first. The attribute can have one of two values: “Yes” or “No.” **Charges** ▪ Add Charges to Invoice On Account — This attribute specifies whether charges should be added to invoices on account. ▪ Calculate Charges after On Account Reduction — This attribute specifies whether the calculation on time-and-material invoices should be based on the invoice amount after on-account reduction. ▪ Charges on Credit Memos — This attribute specifies whether charges should be applied to credit memos, and if they are, whether those charges should be debited or credited. **Job Text Option Lists** ▪ Text 1 Option List — In this attribute, you can specify an option list to be applied to the field “Text 1” in the island Extra Text in the window “Jobs.” If such an option list is specified in this field and the job parameter is assigned to a given job, the field “Text 1” on the job may only contain values from the option list specified in this attribute. By using options lists, you can hence restrict the contents of the text fields entered on a current job. If you do not specify an option list in this field, you can enter any text you like in the corresponding field in the window Jobs. ▪ Text 2-20 Option List — The functionality of these attributes is similar to that described for the attribute “Text 1 Option List” above. ▪ Revision Code Option List — In this attribute, you can specify an option list to be applied to the field “Revision Code” in the island Revision in the window “Job Budget Revisions.” If such an option list is specified in this field, and the job parameter is assigned to a given job, the field “Revision Code” may only contain values from the option list specified in this attribute. By using options lists, you can hence restrict the contents of this field. If you do not specify an option list in this field, you can enter any text you like in the corresponding field in the window “Job Budget Revisions.” **Write-Up/Down** ▪ Activity for Write-Up/Down — In this attribute, you can specify an activity to be used on the new invoice line created when writing a job up or down in the Invoice Selection window. For more information, please see the description of the Transfer Write-Up/Down to Fixed Allocation Combination attribute above. ▪ Activity for Write-Up/Down, Job Inv. Alloc. — In this attribute, you can specify an activity to be used when writing a job up or down in the Job Invoice Allocation window. For more information, please see the description of the Transfer Write-Up/Down to Fixed Allocation Combination attribute.

Field	Description
	▪ Allow only Write-Up/Down at Close All, Job Inv. Alloc. — With this attribute set to Yes you can only write a job up or down in the window Job Invoice Allocation by selecting the Close All option on the allocation lines. This makes it impossible to write the job up or down by adjusting the quantities or billing prices on the allocation lines. ▪ Allow Write-Up/Down at Transfer of Billing Price Only — If this attribute is selected (value is “Yes”), you can only write a job up or down in the Invoice Selection window by selecting the Transfer Desired Sales Price action or Transfer Fixed Price action. This makes it impossible to write the job up or down by adjusting the quantities or billing prices on the invoice lines directly in the Invoice Selection window or Itemize Invoice Selection window. Furthermore, it will not be possible to select the action Transfer Budget action in the Invoice Selection window. You can only select this attribute if the Transfer Write-Up/Down to Fixed Allocation Combination action is selected. ▪ Entity for Write-Up/Down — The functionality of this field is similar to that of the Activity for Write-Up/Down field above. ▪ Entity for Write-Up/Down, Job Inv. Alloc. — In this attribute, you can specify an entity to be used when writing a job up or down in the Job Invoice Allocation window. For more information, please see the description of the Transfer Write-Up/Down to Fixed Allocation Combination attribute. ▪ Local Spec. 1-3 for Write-Up/Down — The functionality of these fields is similar to that of the field “Activity for Write-Up/Down” above. ▪ Local Spec. 1-3 for Write-Up/Down, Job Inv. Alloc. — Copy to come. ▪ Location for Write-Up/Down — The functionality of this field is similar to that of the field “Activity for Write-Up/Down” above. ▪ Location for Write-Up/Down, Job Inv. Alloc. — In this attribute, you can specify a location to be used when writing a job up or down in the Job Invoice Allocation window. For more information, please see the description of the Transfer Write-Up/Down to Fixed Allocation Combination attribute. ▪ Project for Write-Up/Down — The functionality of this field is similar to that of the field “Activity for Write-Up/Down” above. ▪ Project for Write-Up/Down, Job Inv. Alloc. — In this attribute, you can specify a project to be used when writing a job up or down in the Job Invoice Allocation window. For more information, please see the description of the Transfer Write-Up/Down to Fixed Allocation Combination attribute. ▪ Purpose for Write-Up/Down — The functionality of this field is similar to that of the field “Activity for Write-Up/Down” above. ▪ Purpose for Write-Up/Down, Job Inv. Alloc. — Copy to come.

Field	Description
	▪ Spec. 1-3 for Write-Up/Down — The functionality of these fields is similar to that of the field “Activity for Write-Up/Down” above. ▪ Spec. 1-3 for Write-Up/Down, Job Inv. Alloc. — Copy to come. ▪ Task for Write-Up/Down — The functionality of this field is similar to that of the Activity for Write-Up/Down field above. ▪ Task for Write-Up/Down, Job Inv. Alloc. — In this attribute, you can specify a task to be used when writing a job up or down in the Job Invoice Allocation window. For more information, please see the description of the Transfer Write-Up/Down to Fixed Allocation Combination attribute. ▪ Transfer Write-Up/Down to Fixed Allocation Combination — If this attribute is selected (value is “Yes”), the actions “Transfer Desired Sales Price” and “Transfer Fixed Price” create a job entry with the difference between the desired sales price and the total current sales price on the work in progress that has been selected for invoicing in the window Invoice Selection. In this way, a write-up or write-down on the jobs for which the current job parameter is selected will be placed and subsequently posted on a fixed allocation combination which is also defined in this job parameter. This means that any deviation from the price originally calculated by Maconomy on the basis of job price lists, markup percentages, and so on, will be reflected in the invoice ultimately sent to the customer. How the price is reflected in the invoice depends on the invoice layout selected for the job. Often, the write-up/-down will be shown as a separate line in the invoice. When a new desired sales price or a fixed price is transferred in the window “Invoice Selection,” Maconomy checks if the desired sales price or fixed price corresponds to the calculated price of work in progress (registered entries). If this attribute is “No,” Maconomy will adjust the registered quantities or unit billing prices to match the desired sales price. If this attribute is “Yes,” Maconomy instead creates a line marked for direct invoicing with the calculated difference (credit or debit). The allocation combination of the new invoice line is specified in the other attributes to this job parameter. Moreover, if the attribute “Allow Write-Up/Down at Transfer of Billing Price Only” is “Yes,” it is not possible to create write-ups or write-downs directly by adjusting the prices and quantities on existing invoice lines. ▪ Transfer Write-Up/Down to Fixed Allocation Combination, Job Inv. Alloc. — Copy to come. **Time Transfer** ▪ Unit in Minutes — If you specify a non-zero number of minutes on this parameter, then time on time sheets in hours will be transferred as rounded up to a multiple of the specified number of minutes.

Field	Description

	▪ Unit in Days — If you specify a non-zero number of days on this parameter, then time on time sheets in days will be transferred as rounded up to a multiple of the specified number of days.
	▪ Upper Limit in Minutes — If you specify a non-zero number of minutes on this parameter, then time on time sheets in hours will be limited to the specified number of minutes per entry per day.
	▪ Upper Limit in Days — If you specify a non-zero number of days on this parameter, then time on time sheets in days will be limited to the specified number of days per entry per day.
	▪ Cost Based on Rounded Time — This is a Yes/No parameter. If you choose 'Yes' in this parameter, job entries will be created with a registered total cost based on the cost rate and the rounded quantity for time (rounded up to multiple of one of "Time Transfer Unit" attributes described above. If you choose 'No', the registered total cost will be based on the original, un-rounded quantity.
	Surcharges
	▪ Action on Missing Surcharges, Budget — This attribute controls how Maconomy will react if you approve job budgets without surcharge and the job is set up to apply a surcharge. For budgets, the action applies to "Submit Budget".
	  ▪ [blank] — If the value is left blank, then the user is not given any message upon forgotten surcharge calculation when approving the job budget.
	  ▪ **Warn** — (Warning) Select this option so that the user receives a warning but can continue processing.
	  ▪ **Stop** — (Error) Select this option so that the user receives an error, and cannot go forward until the error is resolved.
	  ▪ **Calculate** — (None) Select this option so the user receives no message, but surcharges are *automatically* calculated when the user *approves* the job budget (if the user did not already perform the surcharge calculation before approval).
	Setup for a job can change anytime.
	▪ Action on Missing Surcharges, On Account — The attribute controls how Maconomy will react if you approve account invoicing without surcharge and the job is set up to apply a surcharge.
	  ▪ [blank] — If the value is left blank, then the user is not given any message upon forgotten surcharge calculation when approving the account invoicing.

Field	Description
	▪ **Warn** — (Warning) Select this option so that the user receives a warning but can continue processing. ▪ **Stop** — (Error) Select this option so that the user receives an error, and cannot go forward until the error is resolved. ▪ **Calculate** — (None) Select this option so the user receives no message, but surcharges are *automatically* calculated when the user *approves* the account invoicing (if the user did not already perform the surcharge calculation before approval). Setup for a job can change anytime. ▪ Action on Missing Surcharges, T&M — The attribute controls how Maconomy will react if you approve invoice selection without surcharge and the job is set up to apply a surcharge. ▪ [blank] — If the value is left blank, then the user is not given any message upon forgotten surcharge calculation when approving the selection. ▪ **Warn** — (Warning) Select this option so that the user receives a warning but can continue processing. ▪ **Stop** — (Error) Select this option so that the user receives an error, and cannot go forward until the error is resolved. ▪ **Calculate** — (None) Select this option so the user receives no message, but surcharges are *automatically* calculated when the user *approves* the selection (if the user did not already perform the surcharge calculation before approval). ▪ Apply Surcharges at Invoicing, On Account — Set to **Yes** to enable calculation of surcharge at invoicing for invoices on account. Set to **No** to disable calculation of surcharges at invoicing for invoices on account. ▪ Apply Surcharges at Invoicing, T&M — Set to **No** to calculate the job surcharge at registration. Set to **Yes** to calculate the job surcharge as part of invoice selection. **Note:** This setting can only be set to **No** when the "Keep Dimensions on Surcharge" attribute is set to **Yes**. Setup for a job can only change before job entries are registered. ▪ Keep Dimensions on Surcharges — Select **No** to indicate that he surcharge entry gets (likely incomplete) dimensions from the surcharge rule line. The dimensions of the underlying basis for the calculation of surcharge (i.e. the job budget lines, job entries or on account entries selected for invoicing) are not kept. Instead, the job surcharge entries receive dimensions derived only from the standard task for surcharge and the dimensions specified on the

Field	Description
	surcharge rule line. Maconomy first takes the dimensions specified on the surcharge rule line, then overwrites by the standard task for surcharge (if any). Select **Yes** to indicate that the surcharge entry will get the "same" dimensions as the entry for which it charges., the standard task for surcharge, and the dimensions on the surcharge rule line. Maconomy first takes the dimensions from the job entry (or on account entry), then overwrites by the dimensions specified on the surcharge rule line (if any). **Note:** This setting can only be set to No when "Apply Surcharge at Invoicing, T&M" is set to **Yes**. This setting affects the calculation of surcharge in job budgets and the calculation of surcharge at invoicing. **It does not affect surcharges applied at registration**. **Value**

Field	Description
Value	In this field, you can specify the value to apply to the attribute on the line in question. For attribute values which have been predefined by Maconomy, this field will contain a default value, which can be changed manually. In such situations, you can only choose among the values defined in the Maconomy system, for example, “At Cost” or “At Billing Price” for the attribute “Capitalization Method.” Other attribute values, such as option lists used in connection with events and job descriptions are not predefined in the system and must thus be created by the user before they can be assigned an attribute in this window. As it is possible to define several different job parameters of a given type, you can, for example, define several parameters of the type “Revenue Recognition” all having different values for the available attributes. Changing a value for an attribute is only possible if no job is assigned the job parameter in question. The values available for each attribute are displayed in the field “Value Examples.” See the below description of the field “Type” for further information on available values.
Type	This field shows the available types to choose from when entering a value for an attribute in the field “Value.” The field is automatically filled in by Maconomy. Examples of values displayed in this field are “Yes” and “No”; values which are, for example, available for the attributes “Handling of Overruns” and “Include Outlays in Fixed-Price,” whereas the predefined values “At Cost” and “At Billing Price” are the values available for the attribute “Capitalization Method.” Other value examples are text, which could, for example, be a number of an activity, which would be a valid value for the attribute “Activity for Job Revenue Adjustment” or an option list, which would be available for the attribute “Header Type” in the job parameter type “Job Descriptions.”

Field	Description
Value Example	This field shows examples of values of the type displayed in the field “Type” on the line in question. The values displayed in this field cannot be changed manually.
Remarks	In this field, you can enter a remark for the attribute in question.
Change Allowed Even If Used	Some job parameter attributes are flexible so that you can change them even if the parameter is selected on some jobs. This field shows which attributes have this property. A check mark in this field indicates that this parameter attribute can be changed even if it is used.

Job Parameter Derivation Fields Workspace

Use this workspace to control whether job parameters are rederived when you change the fields for a job.

Note that the settings in this workspace affect all of your jobs.

When you change a field in any job-related workspace, it might be appropriate to change the job's parameters as well. For this reason, Maconomy, by default, rederives job parameters every time that you make such a change.

Because this process can be time consuming, you have the option to turn off the **Always Derive Job Parameters** option in this workspace.

If you turn off this option, Maconomy only derives job parameters for a job once, when the job is created. You still have the option to rederive job parameters manually. For information about this, see the description of the Job Parameter Selection workspace.

However, in your Maconomy setup, you might have specified that some fields govern the use of certain job parameters. For example, a job parameter might depend on the value of the **Popup 5** field. If you change the value in the pop-up field, you want the job parameter to change accordingly, without having to remember to rederive the job parameters manually. For this purpose, you can add job parameter derivation fields in the Job Parameter Derivation Fields sub-tab in this workspace.

If you deselect the **Always Derive Job Parameters** field in the Job Parameter Derivation Fields tab and add the **Popup 5** field in the Job Parameter Derivation fields sub-tab, Maconomy rederives job parameters if, and only if, you change the **Popup 5** field.

Job Parameter Derivation Fields Tab

This section includes the fields and descriptions for the Job Parameter Derivation Fields tab.

Job Parameter Derivation Island

Field	Description
Always Derive Job Parameters	The field is marked by default, meaning that Maconomy will rederive job parameters for a job whenever it is changed in any way for example, if the

Field	Description
	job name is changed, or a different value is selected in one of the job pop-up fields. If you unmark the field and leave the table part empty, Maconomy will never rederive job parameters for a job unless you do so manually in the window Job Parameter Selection.

Job Parameter Derivation Fields Sub-Tab

This section includes the fields and descriptions for the Job Parameter Derivation Fields sub-tab.

Field	Description
Internal Field Name	If the field “Always Derive Job Parameters” is unmarked, you can specify the internal name of a job field here. If, for instance, you want to rederive job parameters whenever the budget type is changed for the job, enter the field “CurrentBudgetType” in this field. You can search for any of the properties (for example, internal name or external name) of all the fields in the JobHeader relation by pressing Ctrl+G. When you press Return, the external name of the field is displayed in the field “External Field Name”; in this case, the name is “Current Budget.” From now on, whenever the current budget type is changed on the job in the window Job Budgets, Maconomy will rederive the job parameters for the job.
External Field Name	This field shows the external name of the internal field name entered in the field “Internal Field Name” above.

Job Groups Workspace

Use this workspace to enter information, primarily related to capitalization setup, for job groups.

You must create at least one job group in this workspace before you can begin setting up jobs in the Jobs workspace. You cannot delete a job group after you create it.

In Maconomy, jobs are organized into groups. For each group, you use this workspace to designate whether you will capitalize costs or post them as expenses. You can also specify a job number if the budget is to be used as the standard for all new jobs that belong to the current job group.

For auditing purposes, you should print and file this workspace every time that you change job group information.

Job Groups Tab

This section includes the fields and descriptions for the Job Groups tab.

Job Group Island

Field	Description
Name	Enter the name of the job group here. This name is the unique identifier of the group, and you must enter a name. There is no limit to the number of characters you can type here. You can change the name of an existing job group, but you cannot delete a group once it has been created. The name must be specified.

Capitalize Island

Field	Description
Capitalize Expenses	In this field, you specify whether to capitalize expenses or post them to a P & L account. This is referred to as a job's capitalization status. If this field is marked, expenses are capitalized (that is, posted to a balance sheet account, typically an account for Work in Progress or WIP). This means costs are held in inventory until the job is invoiced. If this field is not marked, costs from amount activities are expensed immediately (posted to a Profit & Loss account). When a job is created in the window Jobs, the capitalization status is retrieved from the job group. The capitalization status of an existing job is not changed if the job group status is changed here.
Work in Progress, Time	In this field, enter the number of a dimension combination containing the account on which you want to register work in progress for time activities. The dimension combination can also contain other dimension values to be used in this connection. You can enter a dimension combination number regardless of whether the "Capitalize Expenses" field is marked. If it is not, the posting reference will be used for finding a capitalization account for jobs that were created while the job group was capitalized.
Work in Progress, Amount	In this field, enter the number of a dimension combination containing the account on which you want to register work in progress for amount activities. The dimension combination can also contain other dimension values to be used in this connection. You can enter a dimension combination number regardless of whether the "Capitalize Expenses" field is marked. If it is not, the posting reference will be used for finding a capitalization account for jobs that were created while the job group was capitalized.
Work in Progress, Adjustment, Time	In this field, enter the number of a dimension combination containing the account on which you want to register adjustments to work in progress for time activities. The dimension combination can also contain other dimension values to be used in this connection. The posting reference is used for

Field	Description
	handling of overruns, revenue recognition by completion, evaluation of work in progress, and employee revenue distribution. You can enter a dimension combination number regardless of whether the “Capitalize Expenses” field is marked. If it is not, the posting reference will be used for finding a capitalization account for jobs that were created while the job group was capitalized.
Work in Progress, Adjustment, Amount	In this field, enter the number of a dimension combination containing the account on which you want to register adjustments to work in progress for amount activities. The dimension combination can also contain other dimension values to be used in this connection. The posting reference is used for handling of overruns, revenue recognition by completion, evaluation of work in progress, and employee revenue distribution. You can enter a dimension combination number regardless of whether the “Capitalize Expenses” field is marked. If it is not, the posting reference will be used for finding a capitalization account for jobs that were created while the job group was capitalized.

Standard Budget Island

Field	Description
Job	In this field, you can enter a job number. The job budget from the specified job will automatically be copied to a job created within the current job group. The budget of the job selected as standard cannot be deleted. If the system parameter “Recalculate Job Budget When Copying” in the window System Parameters in the Set-Up module is not marked, a simple line-by-line copying of the budget is made. However, currency amounts will be recalculated to the new job’s currency. If “Recalculate Job Budget When Copying” is marked, Maconomy will recalculate the budget when it is copied. This means that the price fields (costs and billing prices in base and currency plus Net Cost, Base), the field “Markup %,” and the fields concerning purchase orders are not copied, but are recalculated on the basis of information of the job concerning the customer, the employees, and the job price list. That is why the new budget does not necessarily show the same amounts as the budget that it was copied from. For more information about currency conversion in the Job Cost module, please see “Appendix A: Price Calculation in the Job Cost Module.” Note that you cannot enter the number of a template job in this field. This field shows the name of the selected job. You cannot change the name here.

Standard Values Island

Field	Description
Employee Control	In this field, you can select if you want to apply employee control when creating a job from the current job group. The selection can be changed on the individual jobs. You can select two forms of employee control for a job:

Field	Description
	1. By specifying that job entries can only be made for employees who are included in the job's budget of the type specified by means of the system parameters "Use Fixed Budget Type for Employee Control" and "Budget Type No. for Employee Control." If, for instance, the system parameter "Use Fixed Budget Type for Employee Control" has been marked, and the system parameter "Budget Type No. for Employee Control" indicates the budget type "Standard," a job registration for a given employee is only allowed if the employee in question appears in the latest revision of the job's budget of the type "Standard." This control can be strengthened to only include employees who are included in the job's approved budget of the type in question. 2. By specifying that only employees listed in the job's employee control list can make registrations on the job. This is the preferred method. For more information, please see the description of the window Employee Control. Also see the description of the field "Employee Control" in the window Jobs.

User Island

See the chapter "Getting Started" for a description of the fields in the island User.

Activities Workspace

Use this workspace to enter information about job activities.

You assign each job entry to an activity, which is used to categorize the job expenses. Some examples are Drawing, Driving, Materials, and External Consultants. The activities that are associated with job entries determine the general ledger accounts to which the entries are posted.

You can create a chart of activities to record every type of job activity used in the Job Cost module. Having arranged your job entries by activity type, you can compare budget estimates with actual figures. The activities also provide a basis for invoicing.

If you have many activities that use the same rules for posting to general ledger accounts, you can simplify set up by using job posting references. You can set up job posting references in the Job Posting References workspace and then refer to them from the Activities workspace. You can also refer to a general job posting reference and still add lines in this workspace for exceptions to the job posting reference.

If you select **Post by Activity** in the System Information workspace, you must specify in the Job Posting Reference Lines sub-tab a number of dimension combinations that refer to the G/L accounts to which Maconomy should post entries about the individual activities. The sub-tab contains a line for each department that you created in the Posting References workspace in the G/L module. For more information, see the description of the **Department** field in this workspace.

For auditing purposes, you shoul print and file this workspace every time that you change an activity.

Activities Tab

This section includes the fields and descriptions for the Activities tab.

Activity Island

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Activity No.</td><td>In this field, you enter the number of the new activity.
When you design your activity chart, it is important to systematically number activities and use the same number of characters for all activities. Please note that Maconomy's standard printouts only show five characters (this can be changed with Maconomy's layout editing tools).</td></tr>
<tr><td>Description</td><td>In this field, you enter the name of the activity. The text is shown with the activity number on all activity printouts and in several windows to minimize the risk of entering a wrong activity number.
The text you enter is furthermore created as an entry in the window Language Texts in the Set-Up module. It is then possible to assign a translation of the activity description to the languages used in Maconomy. This makes it possible, for example, to send an invoice to a German company with the activity descriptions in German. For more information about activity descriptions in other languages, please see the description of the window Language Texts in the Set-Up module.</td></tr>
<tr><td>Activity Type</td><td>In this field, you select an activity type for the activity. There are three types to choose from: “Time,” “Amount” and “Summary.” You cannot change the selected value in this field on existing activities. Time activities are used for recording hours in time sheets, and amount activities are used for recording other costs of a job (that is, items and services not related to employee hours, such as commissioned work and internal use of materials).
<table>
<tr><th>Activity No.</th><th>Name</th><th>Type</th></tr>
<tr><td>101</td><td>Draft</td><td>Time</td></tr>
<tr><td>102</td><td>Layout</td><td>Time</td></tr>
<tr><td>103</td><td>Typography</td><td>Time</td></tr>
<tr><td>199</td><td>Text</td><td>Summary</td></tr>
<tr><td>…</td><td></td><td></td></tr>
<tr><td>501</td><td>Mileage, own car</td><td>Amount</td></tr>
<tr><td>502</td><td>Cab</td><td>Amount</td></tr>
<tr><td>503</td><td>Courier</td><td>Amount</td></tr>
<tr><td>599</td><td>Transport</td><td>Summary</td></tr>
<tr><td>…</td><td></td><td></td></tr>
</table></td></tr>
</table>

Field	Description
Cost Type	In this field, you can select a cost type for the current activity. You cannot change the cost type of existing activities. You can choose between the following values: “Turnover,” “Outlays,” or blank according to the following guidelines: ▪ If the activity type is “Time” — You can only select the cost type “Turnover.” ▪ If the activity type is “Amount” — You can choose between the cost types “Turnover” and “Outlays.” If you select the type “Outlays,” the current amount activity will be used for registering outlays, that is, expenses incurred on behalf of customers. The difference between outlay activities and regular amount activities is that outlay activities are not included in the job turnover, and consequently in the gross margin calculation of the job. In printouts and in turnover reports such as the window Print Job Report, amounts entered on outlay activities will be displayed separately. If a margin is made on an outlay, the margin can be entered on an amount activity of the type “Turnover” or possibly as a job surcharge using a job surcharge rule, and the margin will then be included in the job’s turnover. ▪ If the activity type is “Summary” — You can only select the cost type blank.
Allocation Group	Select an Allocation Group in this popup field. The application uses this group in the Job Invoice Allocation window to present an overview of the allocation split by allocation group. It also affects the Balance action in the Job Invoice Allocation window; see the description of the Job Invoice Allocation window for more information.
Invoice	In this field, you indicate whether the current activity is normally one that is to be invoiced to the client. If you mark this field, Maconomy will automatically suggest that job entries for the activity should be invoiced. When creating an entry for the activity in question, a billing price is automatically displayed for the activity in the field “Billing Price to Inv.” in the window Invoice Selection and in the fields “Billing Price, Curr.” and “Billing Price, Base” the window Job Budgets. The amount in the field “Billing Price to Inv.” can be changed on the invoice and on the job budget. If you do not mark this field, Maconomy will not suggest a price in the field “Billing Price to Inv.” in the window Invoice Selection or in the fields “Billing Price, Curr.” and “Billing Price, Base” in the External Invoice window Job Budgets. It will then not be possible to enter a billing price for these activities. This field must be marked in order for entries to the given activity to be capitalized. This is true even if the job is be assigned to a job group that is to be capitalized. This is because noninvoiceable entries are treated as closed job entries and will only be recorded as costs. They will not be available for further processing.

Field	Description
	To use this functionality, you will have to set up the list of groups in Popup Fields, set up the allocation group on all relevant activities, and set the 'Detailed Job Invoice Allocation' job parameter to Yes. The parameter is of type "On Account Reconciliation."
External Invoice	This field is used to specify how entries registered for the activity are to be posted in a general journal. The field can only be marked for amount activities, and only if the field "Invoice" above has also been marked. Upon posting of an entry to an activity with a mark in this field, Maconomy will create a closed job entry with a cost of zero, specifying the amount as billing price (a credit results in a positive billing price). In addition, the amount is posted to the account specified as the Sales account by means of a dimension combination in the table part of this window. This field can be used to record job income that is to be treated as an increase in the job's billing price. For example, this function can be used by advertising agencies who wish to express a media commission as an increase in the job's billing price rather than a reduction in the job's cost.
Employee Utilization	Here you may indicate the employee utilization type. Select from pop-up type "Employee Utilization" as defined in the Popup Types window.

Company Island

Field	Description
Company	In this field, you can specify the number of the company to be used as executing company. If a company in Maconomy owns, for example, a copier, this copier can be created as an amount activity with the company in question registered as owner in this field. When the activity is used on a job, Maconomy will create intercompany entries between the job's company and the company in this field (the executing company) when posting, if the two companies are different. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. If you do not specify a company in this field, Maconomy will use the employee's company as executing company when registering. If no employee is specified, the job's company will be used. If you change the company number in this field, or you enter a company number in the empty field, the value in the field "Base Currency" may be changed. This happens if another base currency has been selected in the window Company Information for the company in question. If this is the case, please note that the values in the price fields in the island Price are not changed, but are now shown in the new base currency. It is therefore recommended to adjust the price fields right away if the selected company has a different base currency. This field also shows the name of the specified company.

Field	Description
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Dimension Combination Island

Field	Description
Dimension Combination	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current activity. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the activity.

Derived Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location if you want a value to be derived from the current activity. If you also want the specified value to overwrite existing values for the dimension, complete the field “Overwrite.” If you do not choose overwriting, the dimension value will only be derived if the dimension field for which derivation is taking place has neither been completed manually nor by entering a registration code. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the windows Dimension Derivation and Dimension Combinations for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.

Field	Description
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Creation Island

Field	Description
Create from Activity No.	You use this field to specify the activity number you wish to use as a template and copy from to create the activity. All the information from the existing activity will be copied to the new activity, except activity number, description and anything you have entered yourself. Table lines with activity references will also be copied.

Outlay Settlement Island

Field	Description
Settle via Vendor	In this field, you can specify for amount activities whether the outlays made by employees on the current activity should be reimbursed via a vendor. The outlays are registered in the window Expense Sheets. In the window Employees in the Set-Up module, each employee can be assigned to a vendor, so that the A/P module can be used for handling reimbursements for the employees. In practice, this means that when an expense sheet is transferred, Maconomy creates entries on the vendor to which the employee in question is assigned, instead of on the account for outlay settlement specified by means of a dimension combination in the window Posting References in the G/L module. The vendor entries created in this process must be approved for payment before reimbursement can take place unless the system parameter “Automatically approve expense sheets for payment” has been marked, in which case the vendor entries are approved automatically.

Sales Orders Island

Field	Description
Create Order	If you mark this field, job budget lines created using the current activity will have a mark in the field “Create Sales Order” on the job budget line. This field can only be marked for amount activities.

Print Control Island

Field	Description
Statistics 1-4	In these fields, you can enter an optional code for the activity. The statistics codes can be selected or deselected in the selection criteria for various printouts of which activities are a part.

Access Level Island

Field	Description
Access Level	In this field, you can enter an access level. A user only has access to the current activity if he has been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working with for instance a job entry, you can only enter an activity to which you have access, and in this window you can only see and edit the activities to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, any user can register time and expenses on the activity. This field also shows a description of the access level.

Activity Usage Island

Field	Description
Allow Time Registration	Select this field to make the activity available for time registration in windows such as Time Sheets and SpeedSheet. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected. You cannot allow time registration for Amount activities if the “Disallow reg. on amount act. in time sheets” field is selected in the Systems Parameter window. You cannot allow time registration for Summary activities.
Allow Expense Registration	Select this field to make the activity available for the registration of expenses. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected. You cannot allow expense registration for Time activities.
Allow Mileage Registration	Select this field to make the activity available for mileage registration. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected. You cannot allow mileage registration for Time activities.
Allow Purchasing	Select this field to make the activity available in purchasing-related windows.

Field	Description
	This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected. You cannot allow purchasing for Time activities.
Allow Invoicing on Account	Select this field to make the activity available in invoicing on account-related windows. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected.
Allow Invoicing Plan	Select this field to make the activity available in job invoicing plans. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected.

Remarks Island

Field	Description
Remarks	In these fields you can enter any remarks concerning the current activity. The fields are for information only.

Status Island

Field	Description
Blocked	In this field, you specify whether or not the activity is blocked. If the field is marked, the activity is blocked and cannot be used in any other windows in the Job Cost module.

Rates Island

Field	Description
Time Unit	Use this field to specify the time unit for prices on time activities.
Cost	In this field, you enter the cost rate per piece for amount activities. This amount is suggested when you budget and when you make job entries in the window Job Journal. If there is no amount in this field, Maconomy uses the cost of the item whose item number is entered in the “Item No.” field. If there is neither an amount here nor a number in the “Item No.” field, a zero cost value will be suggested for the amount activity. If the activity is a time activity, you cannot enter a value here, as activity costs are always based on employees.
Intercompany Price	In this field, you can enter an intercompany price which will be used as the cost of 1 unit of the current activity if the executing company and the company responsible for the job in question are not identical.

Field	Description
Billing Price	If the activity is a time activity, a billing rate per hour is entered here. This amount is suggested in budgeting, and is used for entries in the window Job Journal. This is the case if you have indicated in the “Hourly Rate” field in the window System Information that the hourly rate is to be based on the activity. If the hourly rate is not based on the activity, Maconomy alerts you if you enter a value here. If you do not enter a value in this field, and if the hourly rate is based on the activity, Maconomy will look for the billing price of an item number in the “Item No.” field. If no amount is entered here, and no item number is entered in the “Item No.” field, Maconomy will suggest a zero billing price for the time activity in Job Budgets and in Job Journal entries. If this is an amount activity, enter a billing price per unit here. This will be suggested in budgeting and in recording entries in the Job Journal. As with time activities, if you leave this field blank, Maconomy will use the billing price of the item in the “Item No.” field. If no billing price is entered here, and no item number is present, Maconomy will suggest a zero billing price in Job Budgets and in Job Journal entries. For more information about price calculation, please see “Appendix A: Price Calculation in the Job Cost Module.”
Markup %	In this field, you enter the markup percentage of cost to be used in calculating the billing price of job costs entered in the Job Journal, the window Vendor Invoices (and allocated in the window Invoice Allocation), or the General Journal. The value entered here is used if you wish to add a profit to sale of goods and services in conjunction with jobs that do not involve direct employee hours or the inventory system. This field only applies to amount activities. If you enter a values in the fields “Cost” and “Billing Price,” Maconomy will always calculate a markup percentage and show it in this field.
Standard Billing Price	In this field, you can enter a standard billing price for the current activity. A standard billing price can be used as a measuring point for performance analyses in which you compare the actual, registered billing price with the standard billing price. In this way, the standard billing price acts as a target price which should be achieved for this activity. The standard billing price is derived in the same way as the regular billing price, except for the fact that the item price list system is not used. For more information about price calculation, please see “Appendix A: Price Calculation in the Job Cost Module.”
Standard Markup %	The functionality of this field is similar to that of the field “Markup %” above, except for the fact that it relates to a standard markup percentage. The standard markup percentage is used to calculate a standard billing price which is described above.
Item	In this field, you enter the number of an item, whose cost and billing prices will be suggested in budgeting and in entries in the window Job Journal. If the activity is a time activity, Maconomy will use only the item’s billing price (not

Field	Description
	the cost). This occurs only if you have indicated in the “Hourly Rate” field in System Information that the activity’s hourly rate be determined by the activity (rather than by employee). This field provides the ability to establish uniform pricing of activities, in that a single item (used to determine price) can be assigned to several activities. Pricing for all these activities can then be controlled by re-pricing the given item. The billing price of the item is entered in a price list in the Inventory module. In order for Maconomy to suggest the item’s billing price as described above, you must assign the same price list to the job for which the activity is being used. When calculating the price, Maconomy includes any relevant quantity discounts, but not item or customer discount agreements. An item’s billing price is not used if you have entered a billing price in the “Billing Price” field. Likewise, its cost will not be used if a value has been entered in the “Cost” field. Maconomy verifies that the item number you enter is that of an item which is not discontinued, and that the field “Activity No.” is blank for the item in the window Item Information Card in the Inventory module.
Job Price Group	In this field, you enter the number of a job price group. The current activity is assigned to the specified job price group. When a reference is made to a job price group on a line in a job price list, all activities assigned to the job price group in question will determine the price on the current job price list line. For a more detailed description of job price groups, please refer to the description of the window Job Price Groups.
Tax Code	If you do not use tax tables (that is, the field “Use Tax Tables” is not marked in the System Information window), select in this field the tax code to be used when invoicing or crediting job entries for the activity. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field will be replaced by the following fields: “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.” If you are not applying differentiated tax rates (rates by inventory item), a blank value in this field will indicate that the job entry associated with the given activity will be posted to the account for non-taxed item sales, specified by means of a dimension combination either in this window or in the Posting References window in the G/L module (see the description of the “Department” field in the table part of this window). You should only enter a value here for activities of the Time or Amount type. If you use differentiated tax and tax tables, the tax code is found by means of a tax table. For further information on this functionality, see the description of the “Reporting Code” field.

Field	Description
	The tax codes that appear in this window are defined in the Tax Codes window in the G/L module.
Item Tax Code	In this field, you can select an item tax code created in the window Popup Fields. Maconomy uses the field to determine which tax code to use for calculation of tax on the current activity, as the reporting code is one of the tax code selection criteria in the window Tax Tables in the G/L module. In the selection, Maconomy uses the tax table specified in the window Company Information for the company responsible for the job. The tax code, however, is only transferred from a tax table, if the field “Use Tax Tables” has been selected in the window System Information, and only if the company responsible for job has been assigned a tax table. If no tax table has been assigned to the responsible company, or if differentiated tax has been selected but not the use of tax tables, Maconomy transfers the tax code specified for each activity in the window Activities. If neither the field “Use Tax Tables” nor the field “Differentiated Tax” has been marked, Maconomy uses the standard tax code, which is specified in the window System Information in the Set-Up module. If you use tax tables, and the system parameter “Get on account tax code from tax table” is marked, the tax code to be transferred to on account invoices is found in a tax table. But instead of using the item tax in this field, Maconomy uses the on account tax code in the field “On Account Tax Code” in the window System Information in the Set-Up module (along with various other information) to point out the relevant tax table line. If the system parameter “Get on account tax code from tax table” is not marked, the standard tax code specified in the window System Information is always used as the tax code on invoices on account. For further information about the information used to point out the correct tax code, please see the description of the window Tax Tables in the G/L module. The reporting code is used in connection with posting of job entries to determine which tax report entries to create when posting on the current job. Based on the tax report entries, it is possible to create tax reports showing tax and tax basis postings associated with a given tax report field. However, this type of reporting can only be done, if extended tax reporting has been selected in the window System Information.

Posting Island

Field	Description
Job Posting Reference Name	In this field, you specify a job posting reference to use for the activity (they are set up in the Job Posting References window.)
Description	If you enter a Job Posting Reference Name, the corresponding description will be retrieved and shown in this field.

Registrations Island

Field	Description
Limit, Time Sheets	In this field, you can enter the daily maximum quantity to be registered by a given employee on the activity on time sheets. This means that the combined quantity registered for this activity on time sheets and daily time sheets on a given day by a certain employee cannot exceed the quantity specified in this field. If the field is left blank, registrations on the activity in question are not limited to a certain number. The value for this field is in hours or days, depending on the time unit selected in the **Time Unit for Prices** field.
Limit, Expense Sheets	In this field, you can enter the daily maximum quantity to be registered by a given employee on the activity on expense sheets. If the field is left blank, registrations on the activity in question are not limited to a certain number.
Employee Required	If you mark this field, an employee number must be specified when making registrations to the amount activity displayed in the window. On time activities this field is always marked and cannot be removed. If this field is marked, an employee number must be entered in windows such as Job Journal, Job Reallocation, Invoice Selection, General Journal, Invoice Allocation, Purchase Orders, and so on, when registering amounts on the activity in question. Thus, the effect of the field applies in all those windows in which you can make registrations on activities and employees. In this connection, you should note that it is not possible to use activities requiring an employee number in windows in which no field for specifying an employee number exists, for example, the windows Sales Orders, Subscription Orders, and Credit Memos. The field can be marked for an amount activity even though registrations without a specification of an employee number have already been made for the activity in question. The default value of this field when creating an activity is marked for time activities and unmarked for amount activities.
Quantity 1 from Quantity on Expense Sheet	If you mark this field, the quantity entered in the field “Quantity” on an expense sheet line is automatically transferred to the field “Quantity 1” on the same line. This is useful if you want to transfer the quantity to the General Ledger, as the number entered in the field “Quantity” is not transferred to G/L. For instance, if the current activity concerns mileage, you would often want the number of miles transferred to the General Ledger for reporting. Marking this field makes it unnecessary to repeat the entry of miles in the field “Quantity 1.” Please note that if a value has already been entered in the field “Quantity 1,” the value in the field “Quantity” is not transferred. Marking this field for time activities would normally not be useful.
Quantity 2 from Quantity on Expense Sheet	The functionality of this field is similar to that of the field “Quantity 1 from Quantity on Expense Sheet,” but transfers the quantity to the field “Quantity 2” instead.

Field	Description
Expense Justification Help Text	The information in this field is available on the expense sheet line and informs the user about the type of information required to complete the Expense Justification field. If this field is not empty the user will have to complete the Expense Justification before submitting the expense sheet.
Accrual Type	In this field, you can select an accrual type to automatically be suggested on entries to the current activity. The field can only be completed for amount activities. This means that each time, for example, a job entry is created for the current activity in the window Job Journal, the accrual type in this field will be suggested on the entry where it can, however, be changed. Please note that when accrual type has been selected in this field, all entries to the activity in question must be accrued, meaning that the field “Accrual Type” cannot be blanked for entries to such an activity. This also means that activities where a value has been selected in this field cannot be used on time sheets.
Progress by Quantity	Select this check box to indicate if task progress for an amount activity is tracked according to quantity rather than cost price. If this field is selected, then a job estimate to completion for an expense on this activity is based on quantity rather than cost price, and the corresponding job budget line quantity field is updated from changes to the estimate.

Texts Island

Field	Description
Job Budget Line Texts	In this field, you can specify the default description to be used for the activity when entered on a job budget line. The following options are available: ▪ Copy Activity Text — If you select this option, leaving the field “Description” empty on a job budget line on which the current activity is specified will cause Maconomy to copy the activity description (in the field “Description” in this window) to the field “Description” on the job budget line. The activity description will not overwrite any manually entered description on the budget line. ▪ Copy Task Description — If you select this option, leaving the field “Description” empty on a job budget line on which the current activity is specified will cause Maconomy to copy the task description (in the field “Description” in the window Task Lists or Job Private Task Lists) to the field “Description” on the Time and Expense Sheet Lines AP, GL, Job Journal Line Texts job budget line. However, the task description will not overwrite any manually entered description on the budget line. ▪ Do Not Prefill — If you select this option, Maconomy will copy neither the activity nor the task description to job budget lines. Hence, the field

Field	Description
	"Description" must always be completed manually on job budget lines where the current activity is entered.
Time and Expense Sheet Lines Texts	The functionality of this field is similar to that of the field "Job Budget Line Texts." However, this field pertains to descriptions on time and expense sheet lines instead of job budget lines.
AP, GL, Job Journal Line Texts	The functionality of this field is similar to that of the field "Job Budget Line Texts." However, this field pertains to descriptions on A/P, G/L and job journal related entry lines, for instance general journal lines, invoice allocation lines, purchase order lines, request for quote lines and requisition lines.
On Account Invoicing Line Texts	In this field, you can specify the default description to be used for the activity when entered on invoice on account lines. The following options are available: ▪ Copy Activity Text — If you select this option, leaving the field "Description empty on an invoice on account line on which the current activity is specified will cause Maconomy to copy the activity description (in the field "Description" in this window) to the field "Description" on the invoice on account line. The activity description will not overwrite any manually entered description on the invoice on account line. ▪ Copy Task Description — If you select this option, leaving the field "Description" empty on an invoice on account line on which the current activity is specified will cause Maconomy to copy the task description (in the field "Description" in the window Task Lists or Job Private Task Lists) to the field "Description" on the invoice on account line. However, the task description will not overwrite any manually entered description on the invoice on account line. ▪ Do Not Prefill — If you select this option, Maconomy will copy neither the activity nor the task description to invoice on account lines. Hence, the field "Description" must always be completed manually on invoice on account lines where the current activity is entered.

Standard Job Budget Text Island

Field	Description
Name	If the name of a standard job budget text is entered in this field, Maconomy will apply this standard text whenever the current activity is used in the windows Job Planning or Job Budgets. The standard text will be transferred to job budget lines to which the current activity is attached. When in use, it is possible to see and edit the text in the window Job Budget Texts.

Standard Note Island

Field	Description
Note	In this field, you can specify the number of a note created in the window Notes in the Set-Up module. The field is used for adding a number of extra fields in which the user can enter information about the activity on the purchase lines (lines in the table part of the windows Requisitions, Requests for Quote and Purchase Orders). This could, for example, be useful if the activity information is too generic and therefore does not provide sufficiently specific information. For instance, if the activity is for a print job, the basic information about the activity is static, but each time a printing job is ordered, you may wish to also register such information as the paper quality, binding, and so on. It is therefore useful to add a number of fields so that a user ordering a print job is allowed to enter this information. You may have many types of generic activities in your system, and most likely they do not all require the same additional information. Therefore Maconomy allows you to use this functionality to extend any activity by any number of fields. An activity is assigned additional fields by assigning the activity to a note where the headings in the table part represent the additional fields in which the user should enter specific information about the specific activity ordered on a given purchase line. Whenever the activity is entered on a purchase line, a copy of the note specified on the activity is automatically created and assigned to the purchase line in question. However, if the system parameter “Standard note is derived from Activity before Task” is not marked, and a standard note has been specified for the task specified on the purchase line, the note assigned to the purchase line will be a copy of the one specified on the task in question. In the window Notes, the user can then enter the required information in the table part of the note assigned to the purchase line. The information entered in the note will also appear on external printouts. For a description on how to set up standard notes for activities and tasks, see the description of the system parameter “Standard note is derived from Activity before Task” in the Set-Up module. This field also shows a description of the specified note.

Default Values Island

Field	Description
‘Included in Fixed Price’ on Tasks	If this field is selected, tasks created with this activity will have the corresponding field selected. This field and the job parameter Fixed Price Inclusion Setup determines whether registrations on a certain task are included in fixed price. Changing the field will not invoke any update of existing tasks.
‘External Cost’ on Job Journals lines	If this field is selected, job journal lines created with this activity will have the corresponding field selected. This field determines whether registration costs are reallocated along in case the entry is reallocated later. Changing this field will not invoke any update of existing job journal lines.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Job Posting Reference Lines Sub-Tab

This section includes the fields and descriptions for the Job Posting Reference Lines sub-tab.

Field	Description
Line No.	This field shows the line number in the table part.
Department	This field shows the name of a department created in the window Posting References in the G/L module. The table part of this window is used for designating various posting references by department for the relevant activity. These posting references are only used if sales and cost of sales are posted by activity. You select this in the field “Post by Activity” in the window System Information in the Set-Up module. The posting references are made by means of dimension combinations created in the window Dimension Combinations in the G/L module. These dimension combinations can contain references to both accounts and other dimension values to be used when posting. For further information on the functionality of dimension combinations, see the description of the window Dimension Combinations in the G/L module. When creating a time or amount activity, Maconomy automatically creates a line in the table part for each department. For summary activities, the table part is empty. If you later create more departments, you must manually create lines in the table part corresponding to these. The departments are shown as pop-up values when you create lines. It is the selection of a department on a job that determines the set of posting references to be used in connection with the relevant activities. If the “Department from Employee” field in the window System Information is marked, Maconomy will use the posting reference “Offset” of the employee’s department (instead of the job’s department) when making entries to time activities.
Job Group	You can select a job group that will be a target group for the line.
Employee Type	You can select an employee type that will be a target group for the line.
Item Group	You can select an item group that will be a target group for the line.
Transaction Type Group No.	You can specify a transaction type group number that will be a target group for the line.
Accrual	You can select whether this line is used for accrued registrations, non-accrued registrations, or all registrations.

Field	Description
Job Invoice Allocation	You can specify whether the line is to be used for “normal” invoices, job invoice allocations, or both.
Offset Account	In this field, enter the number of a dimension combination containing the G/L account to be used as an offset in posting job journals where the given activity is used together with the relevant department. The dimension combination can also contain references to other dimension values to be used in this connection. For the sake of clarity, the following description of the posting of the activity’s prices uses the term “account.” Rather than accounts, posting references are actually used, where an account number and any other dimension values are found by means of a dimension combination. When posting job entries for capitalized jobs, the activity’s cost is credited to the account referred to in the dimension combination specified here. If you have chosen to capitalize “At Cost” (in the window Job Parameters), the cost is debited to the WIP account assigned to the job’s job group. If you have chosen to capitalize “At Billing Price,” the cost is debited to the account specified in the “Open Cost” field in this window. If “Post Hours in Job Journal” or “Post Amount in Job Journal” is chosen (for time or amount activities, respectively), the activity’s cost will be posted to the account referred to in the dimension combination in this field, for non-capitalized jobs. The P&L account will be debited by the equivalent amount. If “Department from Employee” is chosen in the window System Information, the account entered here will be used for the department given for the employee, when entering to time activities.
Offset Account, Overhead Cost	This posting reference is used for posting time on a job (time sheets and job journal) if an overhead rate has been specified, and if the job is set up with a job parameter of type Overhead Cost where the Post Offset for Overhead Cost Separately line is selected.
P&L	In this field, enter the number of a dimension combination containing the G/L account to be used for entries in the window General Journal, for invoice allocations in the window Invoice Allocation, for item deliveries (for orders marked as “Invoice in Job Cost”) and for jobs being posted to Profit & Loss (instead of being capitalized). The dimension combination can also contain references to other dimension values to be used in this connection. Job expenses (at cost) for the activity are then posted to the account and any other dimension values referred to in the dimension combination specified in this field. The account information card of the account referenced here contains a reference to a tax code. This tax code will be applied for registration of ingoing tax when you make registrations for the current activity. However, if you use tax tables, the tax code is found by means of the relevant tax table. For further information on this, see the description of the field “Reporting Code” in the card part.

Field	Description
	When you select “Post Hours in Job Journal” or “Post Amount in Job Journal” in System Information, Maconomy posts job journal entries to the account and any other dimension values in the dimension combination, if the entries are not being capitalized.
Cost Price	In this field you may enter the number of a dimension combination for the posting of cost price to an account.
Open Cost Price	In this field, enter the number of a dimension combination containing the number of the G/L account to be used if the job is being capitalized and if you have selected the capitalization method “At Billing Price” in the job parameter type “Revenue Recognition” for the job in question. The dimension combination can also contain references to other dimension values to be used in this connection. For the sake of clarity, the following description of the posting of the activity’s prices uses the term “account.” Rather than accounts, posting references are actually used, where an account number and any other dimension values are found by means of a dimension combination. When the job entry is posted, the cost is debited to this account and any other dimension values in the dimension combination. If the job entry is posted via job journal, the cost is credited to the “Offset Account.” If the job entry is posted via a general journal, the cost is credited the set-off account specified in the general journal. If the job journal is posted via an allocated vendor invoice journal, the cost is credited to the vendor control account. When the job is invoiced, entry cost is credited to this account and the cost of sales account is debited by the cost.
Billing Price, Taxable	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Billing Price, Tax Exempt	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Billing Price, Export	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Open Billing Price	In this field, enter the number of a dimension combination containing the G/L account to be used if the job is being capitalized and if you have selected the capitalization method “At Billing Price” in the job parameter type “Revenue Recognition” for the job in question. The dimension combination can also contain references to other dimension values to be used in this connection. When a job entry is posted, the billing price is credited to this account and any other dimension values specified in the dimension combination, and debited to the WIP account.

Field	Description
	When the job is invoiced, the billing price is debited to this account and any other dimension values specified in the dimension combination, and credited to the WIP account.
Open Billing Price, Adjustment	In this field, enter the number of a dimension combination containing the G/L account to be used if the job is being capitalized and if you have selected the capitalization method “At Billing Price” in the job parameter type “Revenue Recognition” for the job in question The dimension combination can also contain references to other dimension values to be used in this connection. If the job parameters assigned to a job specifies that overruns should be handled, this account and any other dimension values in the dimension combination will be used for adjusting the open billing price when overruns are registered on the job. An overrun occurs when the costs registered on the job exceed the fixed quote price of the job. The adjustment itself is carried out automatically when the job entries are posted. For further information, please see the description of the system parameter attribute “Handling of Overruns” in the window Job Parameters. The activity used in connection with overruns on jobs is specified in the job parameter attribute “Activity for Job Revenue Adjustment” in the window Job Parameters. The activity must be an invoiceable amount activity.
Cost Price Transferred Internally	In this field, enter the number of a dimension combination containing the number of the G/L account to be used if costs on job entries are transferred between dimensions as a result of a job transfer carried out in the window Job Transfer. The posting reference is used when posting a job transfer journal created for a job using capitalization at billing price and for which the field “Post By Activity” has been marked in the window System Information. When posting such a journal, postings are made to the accounts for open cost and open billing price as well as to this account and the account for sales transferred internally.
Billing Price Transferred Internally	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Standard Billing Price	Same as the field with the same name in the Job Posting References sub-tab.
Standard Billing Price, Offset	Same as the field with the same name in the Job Posting References sub-tab.
Invoice Deviation	In this field, enter the number of a dimension combination containing the number of the G/L account to be used for posting the difference between the contracted billing price and the billing price actually invoiced. This dimension combination is used for jobs for which the job parameter attributes “Posting of Contract Deviation” is set to “No” and “Posting of

Field	Description
	Invoice Deviation" is set to "Yes." For more information, please see the description of the job parameter type "Revenue Recognition."
Contract Deviation	In this field, enter the number of a dimension combination containing the number of the G/L account to be used for posting the difference between the standard billing price and the contracted billing price. This dimension combination is used for jobs for which the job parameter attributes "Posting of Contract Deviation" is set to "Yes" and "Posting of Invoice Deviation" is set to "No." For more information, please see the description of the job parameter type "Revenue Recognition."
Contract Deviation, Offset	In this field, enter the number of a dimension combination containing the number of the G/L account to be used for posting the offset of the difference between the contracted billing price and the actual billing price. This dimension combination is used for jobs for which the job parameter attributes "Posting of Contract Deviation" is set to "Yes" and "Posting of Invoice Deviation" is set to "No." For more information, please see the description of the job parameter type "Revenue Recognition."
P&L, Intercompany	In this field, enter the number of a dimension combination containing the G/L account to be used for intercompany entries in the window General Journal, for invoice allocations in the window Invoice Allocation, for item deliveries (for orders marked as "Invoice in Job Cost") and for jobs being posted to Profit & Loss (instead of being capitalized). The dimension combination can also contain references to other dimension values to be used in this connection. Job expenses (at cost) for the activity are then posted to the account and any other dimension values referred to in the dimension combination specified in this field. When you select "Post Hours in Job Journal" or "Post Amount in Job Journal" in System Information, Maconomy posts job journal entries to the account and any other dimension values in the dimension combination, if the entries are not being capitalized.
Cost Price, Intercompany	In this field you may enter the number of a dimension combination for the posting of cost price to an account.
Open Cost Price, Intercompany	In this field, enter the number of a dimension combination containing the number of the G/L account to be used if open costs on job entries involve two companies. The posting reference is used for registering the cost of the responsible company (that is, the intercompany price) on non-invoiced job entries. When the entries are invoiced, the amounts are moved from this account to the account "Cost of Sales, Intercompany." This means that the posting reference "Item Sales, Intercomp." can be balanced with the sum of the two posting references "Open Cost, Intercomp." and "Cost of Sales, Intercomp."
Billing Price, Intercompany	In this field you may enter the number of a dimension combination for the posting of billing price to an account.

Field	Description
Job Accrual	You can select whether this line is used for accrued registrations, non-accrued registrations, or all registrations.
Invoice Discount	This field shows the invoice discount deducted from the invoice.
Invoiced On Account	This field shows the total amount invoiced on account.
Popup 1-5	You can use these fields to enter further target groups for the line.
Customer Popup 1-5	You can use these fields to enter further target groups for the line.
Employee Popup 1-5	You can use these fields to enter further target groups for the line.

Actions

This section shows the Actions available in the Activities workspace.

Top Tab

Field	Description
Update Task Usage	If you change the setup of task usage on an activity, use this action to update all the tasks that derive the given activity to ensure that all maintain the same usage settings.

Task Lists Workspace

Use this workspace to create a task list, which represents the steps in a workflow. You can assign a task list to one or more jobs.

This functionality is typically relevant if you work with a number of standard workflows, each consisting of a number of tasks. A task list reflects a workflow, and by using task lists you can specify which workflow is to be used on a given job. For each job entry, you can specify which task is being performed on the job. This also enables you to report on the tasks that are performed on each job.

You assign the task list to each job individually. If you specify a task list, all entries and budget lines related to a given job require that you assign a task from the list the job in question. You can block tasks that should no longer be used, and you can limit the access to using tasks in the task lists using Maconomy's extended access control system.

You can assign a task list to more than one job, in which case it is called a shared task list and is maintained in this workspace. You can also make a task list specific to a single job, in which case it is called a job-specific (or job-private) task list and is maintained in the Job Tasks workspace or

in this workspace. For more information about using shared vs. job-private task lists, see the description of the Job Tasks workspace.

You can copy an existing task list and use it as a template for a new task list.

All users can create and edit tasks. However, if you set the task up to derive an amount or time activity, you must have permission to change amount and time activities, respectively, as defined in the Actions workspace in the Set-Up module. If you have permission to create and edit tasks that derive time and amount activities, the new or edited task might require the approval of another user, either in this workspace or the Approve Tasks workspace. For more information, see the description of the Approve Tasks workspace.

Task Lists Tab

This section includes the fields and descriptions for the Task Lists tab.

Task List Island

Field	Description
Name	In this field, you can enter a name for a task list when creating one. Maconomy checks that the specified task list does not already exist. The name is a unique identification of the task list.
Description	In this field, you can enter a short description of the task list.

Access Level Island

Field	Description
Access Level	In this field, you can assign the task list to an access level. A user only has access to the current task list (and thereby using the tasks in the task list) if he has been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working with for instance a job entry, you can only enter a task from a task list to which you have access, and in this window you can only see and edit the task lists to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to tasks and task lists may depend on other factors. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, any user can register time and expenses on the tasks available in the task list. You can only specify an access level to which you have access yourself. This field also shows a description of the access level.

Daily Descriptions Island

Field	Description
Use Daily Descriptions	Select this check box to use daily descriptions on the task. You can add a description to any combination of task, activity, and day in the time sheet. This field acts as a default value for tasks created in the current task list. If the task list is assigned to one or more jobs, changing the value of the field also changes the default setting for the jobs that use the task list. You can select or deselect the corresponding field in the sub-tab for each task individually. **Note:** If you are creating a task (that is not included in the current task list) from a time or amount budget line, the value in this check box automatically uses the same value for daily descriptions in the Tasks tab.

Dimension Combination Island

Field	Description
Dimension Combination	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from tasks in the current task list. The values in this dimension combination will be used in cases where Maconomy is deriving dimension values from a task in the current list, but where no value can be derived for one or several dimensions from the task line in question. When deriving values from a task as a result of a registration being made, Maconomy uses the following list of priorities to find a dimension value to be derived for each dimension: 1. If a value has been specified for the dimension in question on the task line, this value is used along with the line’s specification of whether to overwrite. 2. If no dimension value had been specified on the task, Maconomy will attempt to find a value for the dimension in the dimension combination specified on the task line (if any). If a dimension combination has been specified on the task line, the following list of priorities is used for finding a value in the dimension combination: a. If a value has been specified for the dimension on the topmost line comprising the company to which the registration pertains, this value is used along with the line’s specification of whether to overwrite. b. If no dimension value was found in the table part of the dimension combination, Maconomy uses the value specified in the card part of the dimension combination, along with the card part’s specification of whether to overwrite.

Field	Description
	3. If no value could be found for the dimension in the dimension combination of the task line or if no dimension combination has been specified on the task line Maconomy uses the value (if any) specified in the card part of the task list, along with the card part's specification of whether to overwrite. 4. If no value has been specified in the card part of the task list, either, Maconomy will attempt to find a value for the dimension in the dimension combination specified in the card part of the task list (if any). The method used for finding a value here is similar to the one described in item 2. 5. If no value could be found for the dimension in the dimension combination in the task list's card part or if no dimension combination has been specified in the card part of the task list no value is derived for the dimension in question from the task. See the section on dimension derivation in the chapter "Introduction to the G/L module" as well as the description of the windows Dimension Derivation and Dimension Combinations for further information about dimension derivation.

Derived Activity Island

Field	Description
Activity	In this field, you can enter the number of a standard activity which is equivalent to one of the activities created in the window Activities. If you subsequently enter new information on a job assigned to this task list, and you do not specify an activity on the job itself, the activity number from this field will be copied to the job provided that no activity number for the current task is entered in the table part of this window. If you also mark the field "Overwrite," the activity in this field will overwrite any manually entered activity on the line.

Derived Dimensions Island

Field	Description
Location	In this field, you can enter the number of a location. This location will be used when deriving dimension values from those tasks in the list where no location has been specified. Even if you have specified a dimension combination in the field "Dim. Comb. No." above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. When deriving values from a task as a result of a registration being made, Maconomy uses the following list of priorities to find a dimension value to be derived for the dimension Location: 1. If a location has been specified on the task line, this location is used along with the line's specification of whether to overwrite.

Field	Description
	2. If no location had been specified on the task, Maconomy will attempt to find a value for the dimension in the dimension combination specified on the task line (if any). If a dimension combination has been specified on the task line, the following list of priorities is used for finding a location in the dimension combination: a. If a location has been specified on the topmost line comprising the company to which the registration pertains, this location is used along with the line's specification of whether to overwrite. b. If no location was found in the table part of the dimension combination, Maconomy uses the location specified in the card part of the dimension combination, along with the card part's specification of whether to overwrite. 3. If no location could be found in the dimension combination of the task line or if no dimension combination has been specified on the task line Maconomy uses the location (if any) specified in the card part of the task list, along with the card part's specification of whether to overwrite. 4. If no location has been specified in the card part of the task list, either, Maconomy will attempt to find a location in the dimension combination specified in the card part of the task list (if any). The method used for finding a location here is similar to the one described in item 2. 5. If no location could be found in the dimension combination in the task list's card part or if no dimension combination has been specified in the card part of the task list no location is derived from the task. See the section on dimension derivation in the chapter "Introduction to the G/L Module" as well as the description of the windows Dimension Derivation and Dimension Combinations for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field "Activity No." above.
Project	The functionality of this field is similar to the functionality of the field "Activity No." above.
Purpose	The functionality of this field is similar to the functionality of the field "Activity No." above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Activity No." above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Activity No." above.

Job Island

Field	Description
Job Specific	This field is marked by Maconomy if this current task list is job specific. A shared task list is automatically copied to a new task list and made job-specific if the task list is changed in the context of a job, for example in the window Job Tasks or by creating a task directly from a job budget. For more information, see the window Job Tasks. If the field is not marked, you can make the current task list job-specific manually by entering a job number in the field “Job No.” in this island.
Job	This field shows the number and name of the job to which the current job-specific task list is assigned, if the task list is job-specific. See also the field “Job Specific” above. You cannot enter a job number if the task list is currently used by multiple jobs. Also, you cannot enter a job number if the job already uses a task list.

Standard Tasks Island

Field	Description
Time Budgeting	In this field, you can enter a task to be used by default when time-related budget lines on jobs.
Amount Budgeting	In this field, you can enter a task to be used by default when creating amount-related budget lines on jobs.
Registration	In this field, you can enter a task to be used by default when making registrations on jobs. When you make registrations on a job assigned to this task list and if you do not enter a task on the job in question, the task from this field is automatically copied to the registration.
Revenue Recognition	In this field, you can enter a task to be used by default at the creation of a revenue recognition adjustment. At overrun adjustment or revenue adjustment on the basis of completion percentage on jobs to which a task list is assigned, the task from this field is automatically copied to the adjustment entry. Maconomy will also use the task specified in this field on revenue recognition entries in connection with the closing of fixed-price jobs for which the system has been set up to automatically create an invoice upon job closing. The value of the job parameter attribute is specified in the job parameter type “Fixed-Price Job Set-Up” in the window Job Parameters. If you enter a derived activity on the task in question, you can register the revenue adjustment on another activity than the one specified in the job parameter attribute “Activity for Job Revenue Adjustment” in the job parameter type “Fixed-Price Set-Up.” However, you should not enter other derived dimensions on the task in question as this could lead to wrong postings in the G/L module.

Field	Description
Mileage	In this field, the user may enter a task name which will be used as standard for these kinds of registrations if the user does not actively give a task name upon registering.
Invoicing Plan	In this field, the user may enter a task name which will be used as standard for these kinds of registrations if the user does not actively give a task name upon registering.
Invoicing On Account 1	In this field, the user may enter a task name which will be used as standard for these kinds of registrations if the user does not actively give a task name upon registering.
Invoicing On Account 2	In this field, the user may enter a task name which will be used as standard for these kinds of registrations if the user does not actively give a task name upon registering.
Write Up/Down, Invoice Selection	In this field, the user may enter a task name which will be used as standard for these kinds of registrations if the user does not actively give a task name upon registering.
Write Up/Down, Job Inv. Allocation	In this field, the user may enter a task name which will be used as standard for these kinds of registrations if the user does not actively give a task name upon registering.
Special Tax	In this field, the user may enter a task name which will be used as standard for these kinds of registrations if the user does not actively give a task name upon registering.
Employee Revenue Distribution	Use this field to specify a standard task for the revenue adjustment entries created from Employee Revenue Distribution window.
Surcharge	Use this field to specify a task for the job surcharge.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Tasks Sub-Tab

This section includes the fields and descriptions for the Tasks sub-tab.

Field	Description
Task	In connection with the creation of a task list, you can enter the name of the current task into this field. Maconomy checks that the specified task already exists on the current task list. It is allowed to specify tasks which are assigned to other task lists.

Field	Description
Description	In this field, you can enter a short description of the task.
Blocked	In this field, you can specify if the current task is blocked. If it is blocked, no entries can be registered on the task. Blocking or unblocking a task does not revoke any approval of the task.
Derived Act. No.	In this field, you can enter an activity number for the current task. If you enter a number, it will be applied in connection with a job to which the current task list is assigned, provided that no activity number is entered by the user. If no number is entered in this field, the activity number entered in the card part of this window, if any, will be used. Note that to enter, change or delete an amount or time activity in this field, you need permission in the window Actions in the Set-Up module to change amount or time activities.
Overwrite Activity	In this field, you can specify if the activity shown in the field “Derived Act. No.” should overwrite any manually entered activity.
Activity Name	This field shows the activity text entered for the activity in the window Activities.
Activity Type	This field shows the activity type of the activity as specified in the window Activities.
Job Price Group No.	In this field you enter the number of a job price group. The current task is assigned to the specified job price group. When a reference is made to a job price group on a line in a job price list, all tasks assigned to the job price group in question will determine the price on the current job price list line. For a more detailed description of job price groups, please refer to the description of the window Job Price Groups.
Included in Fixed Price	This field and the job parameter Fixed Price Inclusion Setup determines whether registrations on a certain task are included in the fixed price. When a task is created, the value of this field will be set from the default value coming from the derived activity, or if the task does not derive an activity, it will be set to true. Modification of this field can only be done if no jobs are using the task list.
Allow Time Registration	Select this field to make the activity available for time registration in windows such as Time Sheets and SpeedSheet. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected. You cannot allow time registration for Amount activities if the “Disallow reg. on amount act. in time sheets” field is selected in the Systems Parameter window. You cannot allow time registration for Summary activities.
Allow Expense Registration	Select this field to make the activity available for the registration of expenses.

Field	Description
	This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected. You cannot allow expense registration for Time activities.
Allow Mileage Registration	Select this field to make the activity available for mileage registration. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected. You cannot allow mileage registration for Time activities.
Allow Purchasing	Select this field to make the activity available in purchasing-related windows. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected. You cannot allow purchasing for Time activities.
Allow Invoicing on Account	Select this field to make the activity available in invoicing on account-related windows. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected.
Allow Invoicing Plan	Select this field to make the activity available in job invoicing plans. This field is the default value for the corresponding field on tasks if you created a task with the Overwrite Activity field selected.
Requisition Type	Select the type of requisition: Values may be added in Requisition Types such as Taxi, Car, or Courier.
Access Level	In this field, you can enter an access level on the task in question. A user only has access to the current task if he has been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working with for instance a job entry, you can only enter a task to which you have access, and in this window you can only see and edit the tasks to which you have access.
Budget Update Access Level	In this field, you can enter an access level on the task in question to restrict its use in the window Job Budgets. A user only has access to the current task if he has been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working on the budget you can only enter a task to which you have access, and in this window you can only edit the tasks to which you have access. If you do not have the specified access level, then you can still see the budget lines with that task, but you will not be able to change (or create) budget lines with the given task.
Use Daily Descriptions	If you mark this field, making registrations on the current task in the window Time Sheets will require that you complete the “Daily Description” field also. Marking or unmarking this field overrules the setting of the corresponding field in the card part. For more information about daily descriptions, see the description of the island Daily Descriptions in the card part of this window.
Approved	If you mark this field, the current task is approved. If you remove the mark, the approval is revoked. Only users who have been allowed to approve

Field	Description
	tasks in the window Actions in the Set-Up module can add or remove the mark in this field. You can define whether tasks need to be approved or not, and whether approval is needed for activities of the type Amount, Time, or both types. This is determined on a system-wide level in the window System Information in the Set-Up module. Users cannot make registrations on tasks that are not approved.
Approved by	This field shows the name of the user who last approved the current task. If the task is not approved, the field is blank.
Approval Date	This field shows the date of the latest approval of the current task. If the task is not approved, the field is blank.
Standard Note No.	In this field, you can specify the number of a note created in the window Notes in the Set-Up module. The field is used for adding a number of extra fields in which the user can enter information about the task on purchase lines (lines in the table part of the windows Requisitions, Requests for Quote and Purchase Orders) where the current note is used. This could, for example, be useful if the task information is too generic and therefore does not provide sufficiently specific information. For instance, if the task is for consultancy services, the basic information about the task is static, but each time a consultancy service is ordered, you may wish to also register such information as the type of work in question, the skill level required, and so on. It is therefore useful to add a number of fields so that a user ordering a consultancy service is allowed to enter this information. Once the line has been created and a note has automatically been assigned to it, you can enter the additional information by opening the window Notes in the Set-Up module, selecting the note assigned to the purchase line, and specifying the relevant data in the table part. You may have many types of generic tasks in your system, and most likely they do not all require the same additional information. Therefore Maconomy allows you to extend any task by any number of additional fields. Fields are added assigning the task to a note where the headings in the table part represent the additional fields in which the user should enter specific information about the specific task specified on a given purchase line. Whenever the task is entered on a purchase line, a copy of the note specified on the task is automatically created and assigned to the purchase line in question. However, if the system parameter “Standard note is derived from Activity before Task” is marked, and a standard note has been specified for the activity specified on the purchase line, the note assigned to the purchase line will be a copy of the one specified on the activity in question. In the window Notes, the user can then enter the required information in the table part of the note assigned to the purchase line. The information entered in the note will also appear on external printouts. For a description on how to set up standard notes for activities and tasks, see the description of the system parameter “Standard note is derived from Activity before Task” in the Set-Up module.

Field	Description
Note Description	This field shows a description of the note specified in the field “Standard Note No.” above.
Statistics 1-4	In these fields, you can enter an optional code for the task. The statistics codes can be selected or deselected in the selection criteria for various printouts of which tasks are a part.
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current task. However, any dimension derivation values specified on the current line will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the line. If Maconomy is deriving dimension values from the task, and a value can be found neither in the dimension combination nor on the line itself, Maconomy will attempt to find a value for the dimension in the card part. In the card part, the dimension value can also be specified in a dimension field or through a dimension combination. For a detailed description of the procedure used when Maconomy derives dimension values from tasks, please see the description of the fields “Dim. Comb. No.” and “Location” in the card part of this window, and the description of the field “Derived Location” in the table part.
Derived Location	In this field, you can enter the name of a location. This location will be used when deriving dimension values from the current task. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. When deriving values from a task as a result of a registration being made, Maconomy uses the following list of priorities to find a dimension value to be derived for the dimension Location: 1. If a location has been specified on the task line, this location is used along with the line’s specification of whether to overwrite. 2. If no location had been specified on the task, Maconomy will attempt to find a value for the dimension in the dimension combination specified on the task line (if any). If a dimension combination has been specified on the task line, the following list of priorities is used for finding a location in the dimension combination: a. If a location has been specified on the topmost line comprising the company to which the registration pertains, this location is used along with the line’s specification of whether to overwrite.

Field	Description
	b. If no location was found in the table part of the dimension combination, Maconomy uses the location specified in the card part of the dimension combination, along with the card part's specification of whether to overwrite. 3. If no location could be found in the dimension combination of the task line or if no dimension combination has been specified on the task line Maconomy uses the location (if any) specified in the card part of the task list, along with the card part's specification of whether to overwrite. 4. If no location has been specified in the card part of the task list, either, Maconomy will attempt to find a location in the dimension combination specified in the card part of the task list (if any). The method used for finding a location here is similar to the one described in item 2. 5. If no location could be found in the dimension combination in the task list's card part or if no dimension combination has been specified in the card part of the task list no location is derived from the task. See the section on dimension derivation in the chapter "Introduction to the G/L module" as well as the description of the windows Dimension Derivation and Dimension Combinations for further information about dimension derivation.
Overwrite Location	The functionality of this field is similar to that of the field "Overwrite Activity" above.
Derived Entity	The functionality of this field is similar to that of the field "Derived Act. No." above.
Overwrite Entity	The functionality of this field is similar to that of the field "Overwrite Activity" above.
Derived Project	The functionality of this field is similar to that of the field "Derived Act. No." above.
Overwrite Project	The functionality of this field is similar to that of the field "Overwrite Activity" above.
Derived Purpose	The functionality of this field is similar to that of the field "Derived Act. No." above.
Overwrite Purpose	The functionality of this field is similar to that of the field "Overwrite Activity" above.
Derived Spec. 1-3	The functionality of these fields is similar to that of the field "Derived Act. No." above.

Field	Description
Overwrite Spec. 1-3	The functionality of these fields is similar to that of the field “Overwrite Activity” above.
Derived Local Spec. 1-3	The functionality of these fields is similar to that of the field “Derived Activity No.” above.
Overwrite Local Spec. 1-3	The functionality of these fields is similar to that of the field “Overwrite Activity” above.

Actions

This section shows the Actions available in the Task Lists workspace.

Top Tab

Field	Description
Copy Task List	When you select this action, Maconomy copies the contents of the task list specified in the field “Task List” in the card part of the window into the current task list. If the field “Overwrite when duplicated” in the card part is marked, a task in the current task list will be overwritten if there is a task with an identical name in the copied list; otherwise, the task is left out from the copied list. If the field “Overwrite Derived Dimensions” is marked, the dimension derivations specified in the card part of this window will be overwritten by the corresponding dimension derivations from the copied task list. The copied tasks do not replace the current list, but are added to the list.
Mark All for Daily Descriptions	When you select this action, the field “Use Daily Descriptions” in the card part is marked, and all tasks in the table part are marked in the field “Use Daily Descriptions.” For more information about daily descriptions, see the description of the island Daily Descriptions in the card part of this window.
Unmark All for Daily Descriptions	When you select this action, the field “Use Daily Descriptions” in the card part is unmarked, and all tasks in the table part are unmarked in the field “Use Daily Descriptions.” For more information about daily descriptions, see the description of the island Daily Descriptions in the card part of this window.

Approve Tasks Workspace

Use this workspace to approve changes to tasks, if your Maconomy settings require approval when someone creates or edits a task.

You can define whether tasks need to be approved or not, and whether approval is needed for activities of the type Amount, Time, or both types. You set this up in the **Task Approval** field in

the System Information workspace in the Set-Up module. Users cannot make entries on tasks that are not approved.

In the Approve Tasks tab in this workspace, you can define selection criteria to select a certain group of tasks, for example, all tasks from a certain range of task lists or jobs. In the Tasks sub-tab, you can perform operations on individual tasks, for instance approve them. The sub-tab is identical to the sub-tab in the Task Lists workspace; the **Task List** field is the only additional field in this workspace. However, you cannot add or delete tasks in this workspace.

Using the **Approve All Possible** action, you can approve all tasks to which you have access in one operation. To approve tasks in this workspace you must be given this permission in the Actions workspace in the Set-Up module.

Approve Tasks Tab

This section includes the fields and descriptions for the Approve Tasks tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the criteria specified in this island are shown in the table part of this window.
Job No.	In these fields, you can specify a range of job numbers, if you wish to limit the number of lines shown in the table part of this window. The table part will only display tasks on task lists referenced by the jobs within the specified range of job numbers. If you do not enter a range, job numbers will not be considered in the selection.
Project Manager No.	In these fields, you can specify a range of employee numbers. The table part will only display tasks on task lists referenced by jobs for which the employees within the specified range are project managers. It you do not enter a range, project managers will not be considered in the selection.
Task	In these fields, you can specify a range of task names. The table part will only display tasks with names within the specified range. If you do not enter a range, task names will not be considered in the selection.
Task List	In these fields, you can specify a range of task lists. The table part will only display tasks belonging to task lists within the specified range. If you do not enter a range, task lists will not be considered in the selection.
Activity No.	In these fields, you can specify a range of activity numbers. The table part will only display tasks deriving activities within the specified range. If you do not enter a range, activity numbers will not be considered in the selection.
Show Only with Overwrite Activity	If you mark this field, the table part only shows tasks where the field “Overwrite Activity” is marked.
Include Approved	If you mark this field, the table part includes tasks which have already been approved, even if they are blocked and the field “Include Blocked” below is not marked.

Field	Description
Include Blocked	If you mark this field, the table part includes tasks which have been blocked, even if they have been approved and the field “Include Approved” above is not marked.
Include Opportunity Tasks	If you mark this field, the table part includes opportunity tasks, that is tasks created for opportunity budgets.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Job No.” above.
Entity	The functionality of this field is similar to that of the field “Job No.” above.
Project	The functionality of this field is similar to that of the field “Job No.” above.
Purpose	The functionality of this field is similar to that of the field “Job No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Job No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Job No.” above.

Tasks Sub-Tab

This section includes the fields and descriptions for the Tasks sub-tab.

Field	Description
Task List	This field shows the name of the task list to which the current task is assigned.
Task	In this field you can change the name of the current task.
Description	In this field you can change the description of the current task.
Derived Act. No.	In this field, you can enter an activity number for the current task. If you enter a number, it will be applied in connection with a job to which the current task list is assigned, provided that no activity number is entered manually. If no number is entered in this field, the activity number entered in the card part of this window, if any, will be used.

Field	Description
	Note that to enter, change, or delete an amount or time activity in this field, you need permission in the window Actions in the Set-Up module to change amount or time activities.
Overwrite Activity	In this field, you can specify if the activity shown in the field “Derived Act. No.” should overwrite any manually entered activity.
Approved	If you mark this field, the current task is approved. If you remove the mark, the approval of the current task is revoked. Only users who have been allowed to approve tasks in the window Actions in the Set-Up module can add or remove the mark in this field.
Blocked	In this field, you can specify if the current task is blocked. If it is blocked, no entries can be registered on the task. Blocking or unblocking a task does not revoke any approval of the task.
Approved by	This field shows the name of the user who last approved the current task. If the task is not approved, the field is blank.
Approval Date	This field shows the date of the latest approval of the current task. If the task is not approved, the field is blank.
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the window Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current task. However, any dimension derivation values specified on the current line will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the line. For more information, see the description of the corresponding field in the window Task Lists.
Activity Name	This field shows the activity text entered for the activity in the window Activities.
Activity Type	This field shows the activity type of the activity as specified in the window Activities.
Derived Location	In this field, you can enter the name of a location. This location will be used when deriving dimension values from the current task. Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination. For more information, see the description of the corresponding field in the window Task Lists.
Overwrite Location	In this field, you can specify if the location shown in the field “Derived Location” should overwrite any manually entered location. The functionality of this field is similar to that of the field “Overwrite Location” above.

Field	Description
Derived Entity	The functionality of this field is similar to that of the field “Derived Location” above.
Overwrite Entity	The functionality of this field is similar to that of the field “Overwrite Location” above.
Derived Project	The functionality of this field is similar to that of the field “Derived Location” above.
Overwrite Project	The functionality of this field is similar to that of the field “Overwrite Location” above.
Derived Purpose	The functionality of this field is similar to that of the field “Derived Location” above.
Overwrite Purpose	The functionality of these fields is similar to that of the field “Overwrite Location” above.
Derived Spec. 1-3	The functionality of these fields is similar to that of the field “Derived Location” above.
Overwrite Spec. 1-3	The functionality of these fields is similar to that of the field “Overwrite Location” above.
Derived Local Spec. 1-3	The functionality of these fields is similar to that of the field “Derived Location” above.
Overwrite Local Spec. 1-3	The functionality of these fields is similar to that of the field “Overwrite Location” above.
Job Price Group No.	In this field you can enter or change the number of a job price group to which the current task is assigned. In the window Job Price Lists you can make a reference to a job price group on a line in a job price list. All tasks assigned to the job price group in question will take the price on the current job price list line. For a more detailed description of job price groups, please refer to the description of the window Job Price Groups.
Statistics 1-4	In these fields, you can enter an optional code for the task. The statistics codes can be selected or deselected in the selection criteria for various printouts of which tasks are a part.
Access Level Name	In this field, you can enter an access level on the task in question. A user only has access to the current task if he has been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working with for instance a job entry, you can only enter a task to which you have access, and in this window you can only see and edit the tasks to which you have access.
Standard Note No.	In this field, you can specify the number of a note created in the window Notes in the Set-Up module. The field is used for adding a number of extra fields in which the user can enter information about the task on

Field	Description
	purchase lines (lines in the table part of the windows Requisitions, Requests for Quote, and Purchase Orders) where the current note is used. For more information, see the description of the corresponding field in the window Task Lists.
Note Description	This field shows a description of the note specified in the field “Standard Note No.” above.
Use Daily Descriptions	For more information, see the description of the corresponding field in the window Task Lists.

Actions

This section shows the Actions available in the Approve Tasks workspace.

Top Tab

Field	Description
Approve All Possible	When you select this action, you approve all tasks in the table part which you have access to approving. You have access to approving a task if you have been given access to approving tasks in the window Actions in the Set-Up module.

Job Price Lists Workspace

Use this workspace to enter and maintain price lists for employee, activity, task, and allocation combinations.

You can define cost prices, billing prices, intercompany prices, markup percentages, and overtime charges. You can assign a price list to jobs.

This workspace displays one issue of the price list at a time. Each price list issue is identified by a job price name and an issue number. You can browse through the issues.

You assign a price list to each job in the Job Price Information workspace. Note, however, that lines in the price list can be superseded by price lines that you entered directly for the job in the Job Price Information workspace. You use price lists in all of the Job Cost workspaces where Maconomy calculates prices based on employee number and activity—for example, the Job Journal, Job Budgets, and Time Sheets workspaces.

When you press Return on a line in the sub-tab of a workspace where Maconomy calculates prices, and you specified a price list for the job in question, Maconomy searches the price list to find a cost price, an intercompany price, a billing price, and a markup percentage. Maconomy picks the prices based on the combination of activity, employee, task, and dimension values specified on the line. In addition, if you entered an overtime specification on the line, Maconomy calculates an additional overtime charge. If the price list line from which Maconomy calculated the original price does not include an overtime specification, Maconomy scans the price list for a line that has an overtime specification and an allocation combination that does not contradict that of the original line, and adds the overtime charge to the price.

If several lines in the Job Price List Lines sub-tab of this workspace match the combination of employee, activities, task, and dimension values that you entered on a line in, for example, a job budget, Maconomy picks the prices from the price list line that has the lowest line number. If you did not specify an amount on the line that has the lowest number, Maconomy does not pick the price from the next matching price list line. Instead, Maconomy retrieves the price from another workspace. For example, Maconomy retrieves the price from the employee's information card if the activity is a time activity.

You can select a line for adjustment or deletion by selecting the **Marked** field on the relevant line in the Job Price List Lines sub-tab. If you want to select all of the lines, you can use the **Mark Lines** action in the action menu. If you need to adjust cost prices, intercompany prices, billing prices, or markup percentages, enter the new prices in the Adjust Job Price List island and then use the **Adjust Marked** action. When you use this action, Maconomy updates all of the lines for which you select the **Marked** field, according to the values that you enter in the Adjust Job Price List island. However, you can change the values on the lines manually.

If you need to delete some or all lines in a job price list, use the **Delete Marked** action. When you do this, Maconomy automatically deletes all of the lines for which you select the **Marked** field.

You can copy the lines from an existing job price list to a new price list using the **Copy Job Price List** action. You identify the job price list to be copied in the Copy Job Price List island.

Use the **Delete Job Price List** action to delete the currently displayed issue of the job price list. However, you cannot delete the latest issue of a price list.

Job Price Lists Tab

This section includes the fields and descriptions for the Job Price Lists tab.

Job Price List Island

Field	Description
Name	In this field, you can enter the name of the current price list. The field must be completed. It is possible to change the name of an existing job price list. This will cause the names of all issues of the job price list to be changed. When the job price list has been created, it cannot be deleted again (it is, however, possible to delete issues of the job price list). For this reason, you should remember to select currencies in the island Currency, if applicable, before you press Return to create the job price list, as the currency selections cannot be changed after creating the job price list.
Issue	This field shows the number of the price list issue currently shown in the window.
Period	This field shows the period in which the currently displayed issue of the job price list is valid. The period is shown as a starting date and an ending date. If no period is shown, the displayed issue is the only issue of the job price list. If only an ending date is shown, the displayed issue is the first issue of the job price list, and if only a starting date is shown, the displayed issue is the latest issue of the job price list.

Field	Description
Default Time Unit	Use this field to specify the default time unit for prices on time activities. You must fill in this field in both the tab and sub-tab. When you create a line in the sub-tab, the field is auto-populated with the default value from this field. Price calculation relies on the time unit specified on the line.
Description	In this field, you can enter a description of the current job price list. The description is shown when you select the price list in the windows Customer Information Card and Job Price Information.

Access Level Island

Field	Description
Access Level	In this field, you can specify an access level. A user only has access to the current job price list if he or she is granted access to this level or a higher level in the window User Access Levels in the Set-Up module. Only users with access to the price list can see and edit the price list in this window, and select it in other windows. If no access level is specified, all users have access to the current job price list. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to job price lists may depend on other factors. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the Set-Up module. This field also shows the description of the specified access level.

Adjust Job Price List Island

Field	Description
New Markup %	In this field, you can enter a markup percentage to apply to all lines having a mark in the field “Marked” in the table part of the window. The markup percentage specified in this field is applied to the relevant lines when you select “Adjust Marked” in the Action menu. However, the percentage assigned to each line can be changed manually on the lines, if needed. Please note that the markup percentage in this field does not apply to the standard billing price. To change the markup percentage of the New Standard Markup % standard billing price, use the field “New Standard Markup %” below. Note that if you want to adjust the markup percentage on the lines; and the adjustment percentages specified in the rows showing the cost, intercompany, and billing prices are all 0; the cost, intercompany, and billing prices on the lines in the table part are not reset to zero, but will keep their current prices when you adjust the markup percentage. See also the description of the below field “Cost Price” for further information on this island.

Field	Description
New Standard Markup %	The functionality of this field is similar to that of the field “New Markup %” above, but applies to the standard billing price percentage.
New Intercompany Price %	The functionality of this field is similar to that of the field “New Markup %” above, but applies to the intercompany billing price percentage.
Cost	In these three fields, you can enter a new cost price, an adjustment percentage to the existing cost price, and specify a rounding unit. Changes specified in this island are applied to the lines in the table part of the window by selecting the action “Adjust Marked.” However, you should note that changes only apply to lines on which the field “Marked” has been selected. If you enter only an adjustment percentage and/or a rounding unit and select the action “Adjust Marked,” Maconomy adjusts the existing cost prices on the selected lines in accordance with the values specified. If you want to assign new cost prices of a certain amount to all selected lines, this is done by simply specifying the new cost price in the field “New Price” and selecting the action “Adjust Marked.” Note that if you enter a value in the fields “New Price” or “New Markup %,” the fields “Adjustment, %” and “Rounding” are automatically blanked (reset to zero) when you press Return, and if you enter a value in one of the fields “Adjustment, %” and “Rounding,” the fields “New Price” and “New Markup %” are automatically blanked. The changes made can be inspected in the corresponding fields in the table part of the window. The prices assigned to the lines can be changed manually. If you change prices on a job price list, these changes only apply to new entries made on the basis of the price list. Historical data is thus not affected by a change in the prices on an assigned job price list.
Intercompany Price	In these fields, you can enter a new intercompany price and an adjustment percentage to the existing intercompany price and specify a rounding unit. The functionality of these fields is similar to that of the field “Cost Price” above.
Billing Price	In these fields, you can enter a new billing price and an adjustment percentage to the existing billing price and specify a rounding unit. The functionality of these fields is similar to that of the field “Cost Price” above.
Standard Billing Price	In these fields, you can enter a new standard billing price and an adjustment percentage to the existing standard billing price and specify a rounding unit. The functionality of these fields is similar to that of the field “Cost Price” above. For more information about the standard billing price, please see the field “Standard Billing Price” in the table part below.

Adjust Overtime Charge Island

Field	Description
New Charge %, Overhead	Enter an overtime charge percentage for the overhead rate to apply to all sub-tab lines on which the **Marked** field has been selected. The overtime charge percentage specified in this field is applied to the relevant lines when you use the **Adjust Marked** action. However, the percentage assigned to each line can be changed manually on the lines, if needed. Note that if you specify zero as a value in this field or any of the fields in this island, marked lines in the sub-tab will not be changed to zero when you adjust them. Entering a zero value means that the corresponding fields on marked sub-tab lines should be left as they are.

Field	Description
New Charge %, Base Salary	Enter an overtime charge percentage for the base salary rate to apply to all sub-tab lines on which the **Marked** field has been selected. The overtime charge percentage specified in this field is applied to the relevant lines when you use the **Adjust Marked** action. However, the percentage assigned to each line can be changed manually on the lines, if needed. Note that if you specify zero as a value in this field or any of the fields in this island, marked lines in the sub-tab will not be changed to zero when you adjust them. Entering a zero value means that the corresponding fields on marked sub-tab lines should be left as they are.
New Charge %, Intercompany Price	The functionality of this field is similar to that of the field “Overtime Charge %, Base Salary” above.
New Charge %, Billing Price	The functionality of this field is similar to that of the field “Overtime Charge %, Base Salary” above.
Charge, Cost	The functionality of this field is similar to that of the field “Overtime Charge %, Base Salary” above, but applies to the field “Overtime Charge, Cost.”
Charge, Intercompany Price	The functionality of this field is similar to that of the field “Overtime Charge %, Base Salary” above.
Charge, Billing Price	The functionality of this field is similar to that of the field “Overtime Charge %, Base Salary” above.

Selection Criteria Island

Field	Description
Activity No.	In these fields, you can specify a range of activity numbers. The table part only shows lines with activity numbers within the specified range,

Field	Description
	and lines with no activity number. Leave these fields blank to view lines with any activity number.
Activity Type	The functionality of this field is similar to that of the field “Activity No.” above.
Price Group, Act.	The functionality of this field is similar to that of the field “Activity No.” above.
Employee No.	The functionality of this field is similar to that of the field “Activity No.” above.
Empl. Category	The functionality of this field is similar to that of the field “Activity No.” above.
Employee Type	The functionality of this field is similar to that of the field “Activity No.” above.
Price Group, Empl.	The functionality of this field is similar to that of the field “Activity No.” above.
Task	The functionality of this field is similar to that of the field “Activity No.” above.
Price Group, Task	The functionality of this field is similar to that of the field “Activity No.” above.
Responsible Company	Enter a range of responsible companies to limit the lines shown in the Job Price List Lines sub-tab to match the range specified.
Executing Company	Enter a range of executing companies to limit the lines shown in the Job Price List Lines sub-tab to match the range specified.
Overtime Spec.	The functionality of this field is similar to that of the field “Activity No.” above.
Cost	The functionality of this field is similar to that of the field “Activity No.” above.
Billing Price	The functionality of this field is similar to that of the field “Activity No.” above.
Intercompany Price	The functionality of this field is similar to that of the field “Activity No.” above.
Markup %	The functionality of this field is similar to that of the field “Activity No.” above. Show Only Marked If you mark this field, the table part will only display lines having a mark in the field “Marked.”

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Currency Island

Field	Description
Currency, Cost	In this field, you can enter the currency of the job price list for cost. The currency cannot be changed on an existing job price list. If the currency on a job is not identical to the one in the job price list assigned to the job, the exchange rate table for purchase valid at the time of registration is used for currency conversion.
Currency, Intercomp.	In this field, you can enter the currency of the job price list for intercompany prices. The currency cannot be changed on an existing job price list. If the currency on a job is not identical to the one in the job price list assigned to the job, the enterprise exchange rate table valid at the time of registration is used for currency conversion.
Currency, Sales	In this field, you can enter the currency of the job price list for sales prices. The currency cannot be changed on an existing job price list. If the currency on a job is not identical to the one in the job price list assigned to the job, the exchange rate table for sales valid at the time of registration is used for currency conversion.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Activity No.” above.
Entity	The functionality of this field is similar to that of the field “Activity No.” above.
Project	The functionality of this field is similar to that of the field “Activity No.” above.
Purpose	The functionality of this field is similar to that of the field “Activity No.” above.
Specification 1-3	The functionality of these fields is similar to that of the field “Activity No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Activity No.” above.

Job Price List Lines Sub-Tab

This section includes the fields and descriptions for the Job Price List Lines sub-tab.

Field	Description
Line No.	When you create a line, you can specify the number of the line here. The other lines in the sub-tab are renumbered accordingly. If you do not enter a number, the line is added at the bottom of the table.

Field	Description
Act. No.	In this field, you can enter the number of an activity for which you want to calculate a price or a markup. If you leave this field blank, the activity number is not included in the combination of factors that cause the line to be used on an entry in, for example, a job journal. Note that for a job price list line to be activated when you are making job entries, all completed fields on the price list line must match the job entry.
Activity Type.	In this field, you can enter the type of an activity for which you want to calculate a price or a markup. You can choose one of the predefined values “Time” or “Amount.” If you leave this field blank, and if you have specified an activity number in the **Act. No.** field on the line, Maconomy automatically derives the type of the activity specified.
Price Group, Act.	The functionality of this field is similar to that of the **Act. No.** field.
Empl.	The functionality of this field is similar to that of the **Act. No.** field.
Employee Category No.	The functionality of this field is similar to that of the **Act. No.** field.
Employee Type	The functionality of this field is similar to that of the **Act. No.** field. In cases where a job budget line in the Job Budgets workspace has been assigned to an employee category, but not to an employee, Maconomy compares the employee type specified as a membership criterion with the value in this field. The current job price list line is only used if the employee type on the category is blank, if this field is blank, or if both fields have the same value.
Price Group. Empl.	The functionality of this field is similar to that of the **Act. No.** field. In cases where a job budget line in the Job Budgets workspace has been assigned to an employee category, but not to an employee, Maconomy compares the job price group that belongs to the employee category with the value in this field when the price is calculated from a general job price list.
Task	The functionality of this field is similar to that of the **Act. No.** field.
Price Group, Task	The functionality of this field is similar to that of the **Act. No.** field.
Responsible Company	Enter the number of the responsible company for which you want to calculate a price or a markup. If you leave this field blank, the responsible company is not included in the combination of factors that cause the line to be used on an entry in, for example, a job journal.
Executing Company	Enter the number of the executing company for which you want to calculate a price or a markup. If you leave this field blank, the activity number executing company is not included in the combination of factors that cause the line to be used on an entry in, for example, a job journal.

Field	Description
Marked	This field is used for selecting a line for adjustment or deletion. You can select this field can be marked or by using the **Mark Lines** action. When you have selected a number of fields as “Marked,” you can adjust the cost, intercompany and billing prices, the markup percentage, or the overtime charge specifications on the marked lines by entering the appropriate values in the Adjust Job Price List and Adjust Overtime Charge islands and subsequently using the **Adjust Marked** action. In this way, all selected lines are updated in accordance with the values specified in the Adjust Job Price List and Adjust Overtime Charge islands. If you want to deselect the lines that were marked, you can use the **Unmark Lines** action. However, if you want to deselect only a few lines, you can manually remove the selection in the **Marked** field on the lines in question. If you want to delete all or some of the lines in the sub-tab, you can use the **Delete Marked** action. When you use this action, all lines whose **Marked** field is selected are deleted from the job price list in question. See the description of the relevant actions for further information about these actions.
Location	The functionality of this field is similar to that of the **Act. No.** field.
Entity	The functionality of this field is similar to that of the **Act. No.** field.
Project	The functionality of this field is similar to that of the **Act. No.** field.
Purpose	The functionality of this field is similar to that of the **Act. No.** field.
Spec. 1-3	The functionality of this field is similar to that of the **Act. No.** field.
Local Spec. 1-3	The functionality of this field is similar to that of the **Act. No.** field.
Cost	The cost price specified in this field can be split into base salary rate and overhead rate, which are used for time activities. Note that this is optional: if no base salary rate and no overhead rate are specified, then the cost price is interpreted as the base salary rate. If a cost price and a base salary rate and/or overhead rate are specified, the cost price must equal the base salary rate plus the overhead rate. The value specified in this field is the cost per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)

Field	Description
Base Salary Rate	A nonzero base salary rate in the price list overrides a base salary rate on employees and employee categories. The base salary rate is only used for time activities. If no base salary rate and no overhead rate have been specified, the cost price on the line is interpreted as the base salary rate. The value specified in this field is the base salary rate per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Overhead Rate	A nonzero overhead rate in the price list overrides an overhead cost rate on employees and employee categories. The overhead rate is only used for time activities. The value specified in this field is the overhead rate per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Intercompany Price	In this field, you can enter an intercompany price to be used for the current combination of activity, employee, task, and dimension values on job entries in workspaces such as Job Journal. The amount is entered in the currency selected in the **Currency, Intercomp.** field in the Currency island. If you do not enter a value here, Maconomy finds the intercompany price using the order of priorities described in “Appendix A: Price Calculation in the Job Cost Module,” even if another line with a higher line number matches the job entry. You cannot enter both an intercompany price and an intercompany price percentage on the same line. If you specify an intercompany price on a line on which an intercompany price percentage has already been specified, the intercompany percentage is set to 0 (and vice versa). The value specified in this field is the intercompany price per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Intercompany Price %	In this field, you can enter an intercompany price percentage to be used for the current combination of activity, employee, task, and dimension values on job entries in workspaces such as Job Journal. If you specify an intercompany price percentage, the intercompany price on each job entry is calculated as the specified percentage of the billing price on the entry in question.

Field	Description
	You cannot enter both an intercompany price percentage and an intercompany price on the same line. If you specify a percentage on a line on which an intercompany price has already been specified, the intercompany price is set to 0 (and vice versa).
Zero Intercompany Price %	Select this check box to specify that the zero value in the **Intercompany %** field is equal to zero and not undefined.
Billing Price	In this field, you can enter a billing price to be used for the current combination of activity, employee, and dimension values on job entries in workspaces such as Job Budgets. The amount is entered in the currency selected in the **Currency, Sales** field in the Currency island. If you do not enter a value here, Maconomy finds the cost using the order of priorities described in “Appendix A: Price Calculation in the Job Cost Module,” even if another line with a higher line number matches the job entry. The value specified in this field is the billing price per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Markup %	In this field, you can enter a markup percentage to be used for the current combination of activity, employee, task, and dimension values on job entries in workspaces such as, Job Budgets. If you do not enter a value here, Maconomy finds the markup percentage using the order of priorities described in “Appendix A: Price Calculation in the Job Cost Module,” even if another line with a higher line number matches the job entry. Note that there is no connection between the **Billing Price** and **Markup %** fields in this workspace. This means that the billing price on a line is not calculated from the cost when you enter a markup percentage on the same line.
Zero Markup %	Select this check box to specify that the zero value in the **Markup %** field is equal to zero and not undefined. When this check box is selected, Maconomy does not attempt to derive a sales price, potentially with an indicated markup, from a different source, such as a general price list or an employee record.
Base Salary Markup %	If the **Use markup % for time activities** system parameter is selected, markup percentages in price lists are also applied to time entries. In this field, you can specify a markup percentage relative to the base salary rate.
Zero Base Salary Markup %	Select this check box to specify that the zero value in the **Base Salary Markup %** field is equal to zero and not undefined.

Field	Description
	When this check box is selected, Maconomy does not attempt to derive markup percentages from a different source, such as a general price list or an employee record, to be applied to time entries.
Standard Billing Price	The functionality of this field is similar to that of the **Billing Price** field. Contrary to the entered billing price, the standard billing price cannot be changed in workspaces such as Job Budgets and Job Journal. The difference between the standard billing price, the entered billing price, and the invoiced billing price (as found in the Invoice Selection workspace) can be used for performance analyses. For more information, see “Appendix A: Price Calculation in the Job Cost Module.” The value specified in this field is the standard billing price per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Standard Markup %	The functionality of this field is similar to that of the **Markup %** field, but applies to the standard billing price only.
Zero Standard Markup %	Select this check box to specify that the zero value in the **Standard Markup %** field is equal to zero and not undefined.
Zero Adjustment %	Select this check box to specify that the zero value in the **Adjustment %** field is equal to zero and not undefined.
Standard Base Salary Markup %	This is similar to the preceding field, but for specifying the standard billing price as a markup percentage applied to the base salary rate.
Zero Standard Base Salary Markup %	Select this check box to specify that the zero value in the **Standard Base Salary Markup %** field is equal to zero and not undefined. When this check box is selected, Maconomy does not attempt to derive markup percentages from a different source, such as a general price list or an employee record, to be applied to time entries.
Activity Name	This field shows the name of the activity specified in the **Act. No.** field on the line in question.
Task Description	This field shows the description of the task specified in the **Task** field on the line in question. However, you should note that if several descriptions exist for the task specified in the **Task** field on the line, this field is automatically blanked by Maconomy.
Employee Name	This field shows the name of the employee specified in the **Employee** field on the current line.

Field	Description
Overtime Spec.	In this pop-up field, you can select an overtime specification for the current line. Overtime specifications are defined in the Popup Fields workspace in the Set-Up module. When entering time, for example, in a time sheet, a user can specify that the work was performed using overtime, for instance, during the weekend. The price for that entry is then found in the following way: 1. The basic price is found for the current combination of activity, employee, task, and so on, on the time sheet line. 2. If a matching overtime specification (for example, “Weekend”) is entered on the price list line on which Maconomy found the price, the amounts or percentages entered in the **Overtime Charge** fields are added to the price. 3. If no matching overtime specification is found on the line, Maconomy scans the price list for a line with the overtime specification in question that does not contradict the allocation combination from the time sheet line. For instance, the job price list may contain a line that is blank except froform the overtime specification “Weekend” and some percentage specifications in the **Overtime Charge %** fields. 4. On the basis of this, the final price is calculated and used in subsequent billings. 5. If no matching overtime specification is found in the price list, no overtime is calculated. You can choose to enter the addition to the price as an amount or as a percentage of the original price. Additions to cost, intercompany price, and billing price can be entered separately.
Overtime Charge %, Overhead	Enter a value to determine the percentage of the overhead rate before it is added to the cost of the job entry as calculated by the current price list. This applies only if you have specified an overtime specification in the **Overtime Spec.** field. You can enter a value that is greater than or equal to -100%. Note that if you enter zero as a value, this indicates that the field should be left as is, and no calculations will occur.
Overtime Charge %, Base Salary	Enter a value to determine the percentage of the base salary rate should be added to the cost of the job entry as calculated by the current price list. This applies only if you have specified an overtime specification in the **Overtime Spec.** field. You can enter a value that is greater than or equal to -100%. Note that if you enter zero as a value, this indicates that the field should be left as is, and no calculations will occur.

Field	Description
Overtime Charge, Cost	If an overtime specification has been selected in the **Overtime Spec.** pop-up field, you can enter in this field an amount that should be added to the cost of a job entry as calculated by the current price list. The value specified in this field is the cost per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line) For more information about overtime specifications, see the description of the **Overtime Spec.** field.
Overtime Charge %, Intercompany	The functionality of this field is similar to that of the **Overtime Charge %, Cost** field, but specifies the addition to the intercompany price.
Overtime Charge, Intercompany	The functionality of this field is similar to that of the **Overtime Charge %, Cost** field, but specifies the addition to the intercompany price. The value specified in this field is the intercompany overtime charge per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Overtime Charge %, Billing	The functionality of this field is similar to that of the **Overtime Charge %, Cost** field, but specifies the addition to the billing price.
Overtime Charge, Billing	The functionality of this field is similar to that of the **Overtime Charge %, Cost** field, but specifies the addition to the billing price. The value specified in this field is the billing overtime charge per hour or day, depending on the following: ▪ The time unit specified in the line ▪ The time unit specified in the Job Price Lists tab (if the time unit is not specified in the line)
Time Unit	Use this field to specify the time unit for prices on time activities. You must fill in this field in both the tab and sub-tab. When you create a line here, the field is auto-populated with the default value from the tab. Price calculation relies on the time unit specified on the line.
Currency, Cost	In this field, you can specify the currency of the cost price. If blank, the cost is in the currency specified in the tab.
Currency, Intercomp.	Similar to **Currency, Cost**, but for intercompany price.

Field	Description
Currency, Sales	Similar to **Currency, Cost**, but for the sales price.

Actions

This section shows the Actions available in the Job Price Lists workspace.

Top Tab

Field	Description
New Issue	When you use this action, an issue of the current price list is created. All lines and fields from the previous issue are copied to the new issue. However, any lines that cannot be transferred are skipped when creating the issue. Price list lines that pertain to employees who have been blocked since the last edition was created are thus not included in the new edition. You can only use this action if you have entered a starting date for the new issue in the **Start Date** field. See the description of that for more information about job price list issues.
Mark Lines	When you use this action, all lines displayed in the sub-tab are marked; that is, Maconomy selects the **Marked** field on each line. Having specified a line as “Marked,” you can adjust or delete it. See the description of the **Marked** field in the sub-tab of this workspace for information about the functionality of this field. If you want to unmark one or more lines, manually remove the mark in the **Marked** field.
Unmark Lines	When you use this action, all lines with a mark in the **Marked** field are unmarked. The functionality of this action is useful if you have, for example, copied lines from a job price list on which all lines were marked. If you do not want to have all these lines marked on the new job price list, the lines can easily be unmarked by using this action.
Adjust Marked	Use this action to apply any non-zero value specified in the fields under the Adjust Overtime Cost island to selected lines in the sub-tab. If you have specified new prices as amounts rather than percentage adjustments, this action displays an error if the marked lines include lines with different time units (following the logic that the time unit is taken from the tab if it is blank on a line in the sub-tab). This applies only if you have specified an overtime specification in the **Overtime Spec.** field.
Delete Marked	When you use this action, all lines with a mark in the **Marked** field are deleted.
Copy job price list	When you use this action, the lines from the job price list specified in the Copy Job Price List island in the tab of this workspace are copied to the current job price list. To avoid duplicate lines, Maconomy only copies those lines that are different from already existing lines on the source price list. If the job price list to which new lines are copied is assigned another currency than the currency used on the source

Field	Description
	price list, Maconomy automatically converts the copied amounts into the currency used on the target price list by using the current day's exchange rate.

Job Price Groups Workspace

Use this workspace to enter and maintain job price groups.

Each job price group is made up of activities, employees, and tasks that are all priced in the same way.

This window is used for creating and maintaining job price groups. A job price group can be made up of activities, employees, and tasks, all pointing to a specific price in a job price list. If, for instance, a whole group of employees has the same cost price, these employees can be put together in a job price group. Hereafter, you only need to create one single line for employees with the same cost price in the window Job Price Lists by simply specifying the job price group instead of one line per employee.

Use selection criteria to specify which price groups you want to see in the sub-tab of the workspace. The groups are created in the sub-tab. Maconomy assigns activities, tasks, and employees to job price groups using the **Job Price Group No** field in the Activities, Job Tasks, Task Lists, and Employees workspaces.

Job Price Groups Tab

This section includes the fields and descriptions for the Job Price Groups tab.

Selection Criteria Island

Field	Description
Price Group No.	In these fields, you can specify a range of job price group numbers, if you want to limit the number of lines shown in the table part of this window. The table will display lines within the range specified here. If you do not specify a range, all job price groups will be displayed in the table part when you press Return.

Job Price Groups Sub-Tab

This section includes the fields and descriptions for the Job Price Groups sub-tab.

Field	Description
Price Group No.	In this field, you can specify the number of the job price group you want to create. Maconomy verifies that the number entered is not in use. The number of existing price groups cannot be changed.
Description	In this field, you can enter a description of the job price group.
Access Level	In this field, you can specify the name of an access level. A user only has access to the current job price group if he or she is granted access to this

Field	Description
	level or a higher level in the window User Access Levels in the Set-Up module. Only users with access to the current job price group can see and edit the price group in this window. In other windows, for example, the windows Activities and Employees, it is only possible to assign an employee, activity or task to job price groups to which the user has access. In addition, the selection of job price groups in the window Job Price Lists will be limited to the job price groups to which the user has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current job price group.

Job Surcharge Rules Workspace

Use this workspace to enter and maintain job surcharge rules.

Each rule determines when Maconomy automatically applies surcharges for spent goods, such as office supplies. Maconomy applies surcharges to budgeted amounts as well as actual job costs.

You can apply surcharges to jobs or to customers. If you apply a surcharge rule to a customer, it is automatically applied to all of the jobs associated with the customer.

For each job surcharge rule, you can define a set of criteria that determine when Maconomy is to automatically create surcharges for consumable goods such as paper, pens, and so on. Maconomy creates surcharges when you budget on jobs and post job-cost-related journals. By assigning a job surcharge rule to a customer in the A/R module, you can ensure that the same surcharge rule applies to all jobs that you create for the same customer.

A job surcharge rule calculates one or more surcharges that are either added as the last line or lines on the job invoice or added to the line or lines that derive the job surcharge. Maconomy calculates the surcharge as a percentage of the activities that you enter.

In the Job Surcharge Rules Lines sub-tab, you can define a number of ranges of activity numbers, employees, and dimension values. If you assigned a job surcharge rule to a job, and the entry of an activity in the job budget falls within the ranges that you defined on one of the lines in the surcharge rule in question, Maconomy calculates a job surcharge that is displayed on a new line. At posting, a surcharge appears as an extra job entry. Maconomy retrieves the dimension values on the extra entry from the dimension derivation fields on the surcharge rule line that was activated at the entry of the job budget line.

If you do not specify a derived activity number or derived dimension values, Maconomy adds the job surcharge to the job entry that activates the rule.

Note that Maconomy only displays the surcharge in the G/L module if the value of the **Capitalization Method** job parameter attribute in the **Revenue Recognition** job parameter type for the job in question is **At Billing Price**, because the cost of a job entry that Maconomy creates from a surcharge line is 0. For more information about capitalization methods, see the description of the **Capitalization Method** job parameter attribute in the Job Parameters workspace.

Job Surcharge Rules Tab

This section includes the fields and descriptions for the Job Surcharge Rules tab.

Job Surcharge Rule Island

Field	Description
Name	In this field, you can enter the name of the job surcharge rule you are creating. In the window Customer Information Card, you can assign a customer to this rule by specifying a name in the field “Job Surcharge Rule.” The rule will then be used as standard for the customer in question.
Description	In this field, you can enter a description of the rule.
Blocked	Mark this field to block the current rule. A blocked job surcharge rule cannot be used in budgeting, job invoicing, and posting.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the criteria specified in this island are shown in the table part of this window.
Activity Type	Use this field to restrict on the rule lines shown in the table. If this field is completed, then the table only includes rules that either do not restrict on activity type or which restrict on the same activity type as this type.
Activity No.	In this field, you can specify an activity number, if you wish to limit the number of lines shown in the table part of this window. The table part displays the lines whose range of activity numbers includes the specified values. If you do not specify an activity number, the activity numbers will not apply on the lines shown in the table part.
Employee No.	The functionality of this field is similar to the functionality of the field “Activity No.” above.
Task	The functionality of this field is similar to the functionality of the field “Activity No.” above.
Entry Date	Use the field to restrict on the rule lines shown in the table. The table only includes rules either without restriction on the entry date or with a restriction on entry date range which includes this date.

Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to the functionality of the field “Activity No.” above.
Entity	The functionality of this field is similar to the functionality of the field “Activity No.” above.
Project	The functionality of this field is similar to the functionality of the field “Activity No.” above.
Purpose	The functionality of this field is similar to the functionality of the field “Activity No.” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Activity No.” above.

Job Surcharge Rule Lines Sub-Tab

This section includes the fields and descriptions for the Job Surcharge Rule Lines sub-tab.

Field	Description
% Sales Price	If the specified allocation combination activates the job surcharge rule, a surcharge is calculated using the value in this field. If, for instance, you enter “5” in this field, the job surcharge is calculated as 5 percent of the sales price of the activities causing the job surcharge.
Activity Type	Use this field to specify that the given surcharge line only applies to Time or Amount activities.
Activity No. From	Using this field and the field “Activity No. To,” you can specify a range of activities. A job registration must fall within this range to activate the current job surcharge rule line. If you do not enter a range, activity numbers are not considered in determining whether the current line is to be activated. Note that in order for the line to be activated, the registration must lie within all ranges specified on the surcharge rule line.
Activity No. To	Using this field and the field “Activity No. From,” you can specify a range of activities. A job registration must fall within this range to activate the current job surcharge rule line. If you do not enter a range, activity numbers are not considered in determining whether the current line is to be activated. Note that for the line to be activated, the registration must lie within all ranges specified on the surcharge rule line.
Employee No. From	The functionality of this field is similar to that of the field “Activity No. From” above.
Employee No. To	The functionality of this field is similar to that of the field “Activity No. To” above.

Field	Description
Task From	The functionality of this field is similar to that of the field “Activity No. To” above.
Task To	The functionality of this field is similar to that of the field “Activity No. To” above.
Entry Date From	Use the field to specify that the surcharge line only applies to entries with an entry date including and after a given date. Surcharge at invoicing on account is calculated as of the preferred invoice date or current date, if the former is blank. Surcharge on job budgets is calculated as of the current date.
Entry Date To	The end of the date range described above.
Location From	The functionality of this field is similar to that of the field “Activity No. From” above.
Location To	The functionality of this field is similar to that of the field “Activity No. To” above.
Entity From	The functionality of this field is similar to that of the field “Activity No. From” above.
Entity To	The functionality of this field is similar to that of the field “Activity No. To” above.
Project From	The functionality of this field is similar to that of the field “Activity No. From” above.
Project To	The functionality of this field is similar to that of the field “Activity No. To” above.
Purpose From	The functionality of this field is similar to that of the field “Activity No. From” above.
Purpose To	The functionality of this field is similar to that of the field “Activity No. To” above.
Spec. 1-3 From	The functionality of these fields is similar to that of the field “Activity No. From” above.
Spec. 1-3 To	The functionality of these fields is similar to that of the field “Activity No. To” above.
Derived Activity No.	In this field, you can enter the activity number to be used on job surcharges created from the current surcharge rule line. If you enter a time activity, you must also enter an employee. If you want job surcharges to be the last lines on quotes and invoices, the activities used for job surcharges should be assigned high numbers, as the lines are sorted by number. This field must be completed. If you do not enter an activity number, but you specify other dimensions to be derived from the line, surcharges created from the current line will be assigned the activity number of the entry activating the surcharge. If you neither specify an activity number nor any other dimension values (including

Field	Description
	employee and task) on the line, surcharges created from the current line will be added to the job entry activating the job surcharge.
Derived Employee No.	In this field, you can enter the employee number to be used on job surcharges created from the current surcharge rule line, if a time activity has been specified on the line. If you do not enter an employee number, but you specify other dimensions to be derived from the line, surcharges created from the current line will be assigned the employee number of the entry activating the surcharge. If you neither specify an employee number nor any other dimension values (including activity number and task) on the line, surcharges created from the current line will be added to the job entry activating the job surcharge.
Derived Task	In this field, you can enter the task to be used on job surcharges created from the current surcharge rule line. Please note that if you specify a task, the current surcharge rule line will only be used in connection with registrations on jobs assigned to task lists which contain the task specified in this field. If you do not enter a task name, but you specify other dimensions to be derived from the line, surcharges created from the current line will be assigned the task of the entry activating the surcharge. If you neither specify a task nor any other dimension values (including activity number and employee) on the line, surcharges created from the current line will be added to the job entry activating the job surcharge.
Derived Location	In this field, enter the location to be used on job surcharges created from the current surcharge rule line. If you do not enter a location, the location on the surcharge will be retrieved from the budget line which caused the surcharge. If you do not enter a location, but you specify other dimensions, to be derived from the line, surcharges created from the current line will be assigned the location of the entry activating the surcharge. If you neither specify a location nor any other dimension values on the line (including activity number, employee, and task), surcharges created from the current line will be added to the job entry activating the job surcharge.
Derived Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Derived Project	The functionality of this field is similar to the functionality of the field “Location” above.
Derived Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Derived Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Job Parameter Selection Rules Workspace

Use this workspace to set up rules that control which job parameters are used with which jobs.

When you create a job, the job parameter selection rules control:

- Which job parameters can be applied to the job.
- Which attribute values can be used in the job parameters.
- Default values for these attributes.

In the Job Parameter Selection Rules tab, enter the name and description of the rule and a priority level. In the **Job Criterion** field, identify the jobs to which this rule will apply.

In the Parameter Selection Rule Lines sub-tab, define the job parameters that are valid when this rule is applied. Specify default values for the parameters in the **Standard Value** field.

For example, assume that you have a job parameter selection rule that includes a job parameter of the **Revenue Recognition** type that has the **Capitalization Method** attribute with the default value of **At Cost**. Maconomy automatically assigns this value to any job that you create using this job parameter selection rule.

Using job parameter selection rules, you can define exactly which job parameter attribute values should be assigned to new jobs and which job parameter attribute values should be considered valid for the jobs. You can specify that a certain set of job parameter selection rules should be valid, for example, for all jobs that belong to one particular company.

When you create a new job, Maconomy derives the relevant values for the job based on the job parameter selection rules. Then, each time that you make changes to a given job, Maconomy rederives all of the values that are determined by job parameters (unless you turn off this feature in the Job Parameter Derivation Fields Workspace).

When you create a job and Maconomy derives the relevant job parameter attribute values for the job, Maconomy displays this information in the Job Parameter Selection workspace.

Example

Assume that you have created a number of job parameters in the Job Parameters workspace. These job parameters are now to be combined in a number of job parameter selection rules. Before you create your rules, you create a number of selection criterion specifications of the **Job** type in the Selection Criterion Specifications workspace in the Set-Up module. You create the following selection criterion specifications:

Selection Criterion Specification No.	**US**
Description	Jobs belonging to a US company

Selection Criterion Specification No.	**German**
Description	Jobs belonging to a German company

Next you assign each of these selection criterion specifications to a job parameter selection rule.

- For jobs that match the US selection criterion specification, you define that the following job parameters should be valid: **Capitalization** = **At Billing Price**, **Pricing Principle** = **Time and Material**, and **Events** = **No Events**.

- For jobs that match the German selection criterion specification, you specify: **Fixed Price Set-Up** = **Fixed Quote Excl. Outlays** and **Pricing Principle** = **Fixed-Price**.

Now, when you use the US selection criteria, Maconomy will use the US parameters and when you use the German selection criteria, Maconomy will use the German parameters.

Priorities

Each job parameter selection rule must have a priority, defined in the **Priority** field in the Job Parameter Selection Rules tab. The lower the number, the higher the priority.

Maconomy uses these priority numbers when multiple rules could be applied to the same job. Using the example above, when you create a job that belongs to a German company, Maconomy applies the rule that uses the values **Fixed-Price** and **Fixed Quote Excl. Outlays**.

However, because this rule does not define all available job parameter types, Maconomy attempts to find the remaining job parameter type values in other job parameter selection rules. This search is based on the selection criterion specification and the priority that you defined for each job parameter selection rule.

When Maconomy finds valid job parameters for all of the job parameter types, Maconomy uses these to set up the job.

Defaults

If you create a job to which no selection criterion specifications apply, Maconomy automatically uses the default job parameter selection rule. This rule contains default values for all of the available job parameter types.

You cannot assign the default rule to any selection criterion specification.

The priority specified for the default rule determines when the rule is applied. This means that you can set up the default job parameter selection rule to be the first rule that Maconomy considers when it derives job parameter attribute values.

Rederived Values

Each time that you change the fields for a job, Maconomy automatically rederives the job parameters for the job (unless you turn off this feature in the Job Parameter Derivation Fields Workspace).

Parameter Selection Rules Tab

This section includes the fields and descriptions for the Job Parameter Selection Rules tab.

Job Parameter Selection Rule Island

Field	Description
Rule No.	This field shows the identification number of the job parameter selection rule. The number is automatically applied by Maconomy and cannot be changed manually. Note that rule number “1” is a default job parameter selection rule containing default values for all job parameters available in the system. This job parameter selection rule can be interpreted as “a selection criterion specification that matches all jobs.” This default rule is thus used when Maconomy is to derive values for a certain job, and no other rules match the job in question. No selection

Field	Description
	criterion specification can be assigned this default rule. However, you should note that the priority specified on this rule determines when in the process of derivation the values defined in this rule should be applied. The user can manually define the priority of all job parameter selection rules created.
Description	In this field, you can enter a description of the job parameter selection rule in question.
Priority	In this field, you can specify the priority of the job parameter selection rule in question. The priority is determined by a number for which it applies that the lower the number, the higher the priority. An example of the use of the priority specified in this field could be: You have created two job parameter selection rules, R1 and R2. If a given job matches both these rules, the priorities specified in these two rules will determine which of the rules is to be considered valid for the job in question; that is, if R2 has been given a higher priority than R1, the job parameters specified in R2 will be considered valid for the job in question. If R2 does not contain a specification of any valid job parameters of a given type, the valid job parameters of that type will be taken from the next selection rule matching the job; that is, Maconomy searches the rules by decreasing priority. You can change the priority number of a job parameter selection rule in this field. However, you should note that if you change the priority number of a given rule to another number which is already in use on an existing selection rule, that selection rule and any other rules with higher numbers, that is, lower priorities, will have their priorities revised by one number as the priority number of the rule in question is changed. An example could be the following: You have created 4 rules with the following priorities: ▪ x, priority 1 ▪ y, priority 2 ▪ z, priority 3 ▪ w, priority 4 and you create a rule r with the priority number 3, which is already in use on rule z. Rule z will then have its priority changed from 3 to 4, and rule w will have its priority changed from 4 to 5.

Message Island

Field	Description
Action	In this field, you can select the action to be taken by Maconomy when the job parameter selection rule in question is activated, that is, when a job is created and Maconomy is to derive the different job parameters from the valid job parameter selection rules to the job in question. The functionality is used to warn or prevent

Field	Description
	users from creating jobs having certain characteristics. You can choose among the following three options: ▪ Ignore — This is the default value assigned to all job parameter selection rules upon creation. If you select this option, no action will be taken by Maconomy when the job parameter selection rule in question is activated. In other words, Maconomy will not issue any warnings/messages when a job is created on the basis of a job parameter selection rule assigned this action. ▪ Issue Warning — If you select this action, Maconomy will issue a warning/ message when the job parameter selection rule in question is activated, that is, when you create a job, Maconomy will issue warnings/messages informing you from which job parameter selection rules the relevant job parameters to be assigned to the new job are derived. See the description of the below field “Message” for information on the contents of such messages. ▪ Issue Error — If you select this action, Maconomy will issue an error message when the job parameter selection rule in question is activated. Having selected this action for a job parameter selection rule, it will thus not be possible to create jobs which have characteristics determined by the selection criterion specification specified on the relevant job parameter selection rule. However, the job might still be created if some other job parameter selection rule matches the job in question and has a lower priority number, that is, higher priority, than the job parameter selection rule assigned with this action. See the description of the below field “Message” for information on the contents of such messages.
Message Text	In this field, you can specify a message text to be displayed when the job parameter selection rule in question is activated. Note that a message text is not displayed for job parameter selection rules assigned the action “Ignore.” Hence, this field is only relevant for the actions “Issue Warning” and “Issue Error.” If you do not specify a text in this field, system-generated messages are displayed when job parameter selection rules assigned the actions “Issue Warning” or “Issue Error” are activated.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Job Criterion Island

Field	Description
Selection Criterion Specification No.	In this field, you can specify a selection criterion specification number of the type “Job.” If you specify a value in this field, and if a given job is identified by the selection criterion specification entered in this field, the job parameters defined in the table part of the window will be considered valid for the job in question. However, you should note that this only applies if the valid job

Field	Description
	parameters are not being determined by another selection criterion specification having a higher priority. By means of selection criterion specifications, you can thus, for example, specify that a certain set of job parameter selection rules should be valid for all jobs belonging to one certain company, whereas another set of parameter selection rules should be valid for jobs belonging to another company. If you do not specify a selection criterion specification in this field, the job parameter selection rule is interpreted as a rule matching all jobs, and the priority specified on the rule thus determines when in the process of derivation the rule is considered by Maconomy. Note that Maconomy is provided with a default job parameter selection rule containing default values for all job parameters available in the system. This job parameter selection rule can be interpreted as “a selection criterion specification that matches all jobs.” This default rule is thus used when Maconomy is to derive values for a certain job and no other rules match the job in question. No selection criterion specification can be assigned this default rule.
Description	This field shows a description of the selection criterion specification specified in the above field “Selection Criterion Specification No.”

Remarks Island

In these fields, you can enter remarks to the job parameter selection rule in question.

Parameter Selection Rule Lines Sub-Tab

This section includes the fields and descriptions for the Parameter Selection Rule Lines sub-tab.

Field	Description
Parameter Type	This field displays the job parameter type of the job parameter specified in the field “Parameter Name.” The value in this field cannot be changed manually.
Parameter Name	In this field, you can enter the name of a job parameter created in the window Job Parameters. This field is used to specify which job parameters should be valid for jobs meeting the conditions specified in the card part of the window. The available job parameters can be found by using the action “Find Job Parameter” in the Find menu. It is not mandatory to enter parameters for all job parameter types created in the system in one job parameter selection rule. If you do not specify values for all job parameter types in a job parameter selection rule, the method for deriving parameters to jobs, as well as the priorities and selection criterion specifications specified for each job parameter selection rule ensure that one default parameter value is derived for each parameter type to each job when created.

Field	Description
	You can enter more than one of the values of a given job parameter type attribute in a job parameter selection rule; that is, you can, for example, enter both of the values “At Cost” and “At Billing Price” for the job parameter type “Revenue Recognition” in one job parameter selection rule, but only one of these values can be assigned the value “Default.” Specifying both of the above-mentioned values in a job parameter selection rule means that both values are considered valid for jobs meeting the criteria specified in the assigned selection criterion specification. However, only the value defined as the default will be derived to a job when it is created or changed. In this connection you should note that if you want to manually change the parameters derived to a job in the window Job Parameter Selection, you can only enter parameters specified in the relevant job parameter selection rules. In other words, if no job parameter selection rule contains the job parameter attribute value “At Cost” for the job parameter type “Capitalization Method,” it will not be possible to specify that a given job should be capitalized at cost. See the description of the below field “Default Value” for further information. If you delete a line on a job parameter selection rule which is already in use on one or more jobs, the jobs to which the parameter which has now been deleted or changed was derived will continue to have the “old” value until an action results in a change of job parameter selection rule for the job in question or until the “old” parameter is manually changed for the job in question in the window Job Parameter Selection.
Description	This field shows the description of the parameter specified in the field “Parameter Name.”
Standard Value	In this field, you can specify whether a given job parameter should be assigned a default value. If you mark this field for a given job parameter, a job meeting the conditions specified in the card part of the window will be assigned this job parameter and the specified value when the job is created. For each type of job parameter entered in the table part of the window, one line must be defined as default value. If you have, for example, specified two lines of the job parameter type “Revenue Recognition” having the parameter names “At Cost” and “At Billing Price,” you must mark the field “Default” for one of these job parameters or alternatively remove the job parameter type from the job parameter selection rule by deleting it. Note that you cannot mark a blocked job parameter as default. Note that when the parameters of a job are re-derived, the parameter marked as default will be applied to the job, even if the user creating/modifying the job does not have access to the default parameter. See also the description of the field “Overwrite” below.
Overwrite	If you mark this field, the job parameter marked as default will overwrite any other valid job parameter of the given type, when job parameters are rederived to a certain job. The functionality of this field is only relevant when rederivation of parameters gives rise to using another job parameter selection rule than the one previously used for deriving parameters to a given job, that is, if the job parameter selection rule from which job parameters are rederived to a given

Field	Description

job is the same as the rule previously used on that job, the field “Overwrite” will not have any effect.

An example of the functionality of this field can be illustrated as follows:

You have created the following two job parameter selection rules:

Rule No. 101:

Parameter Type	Parameter Name	Default	Overwrite
T1	A	Ð	
T1	B		

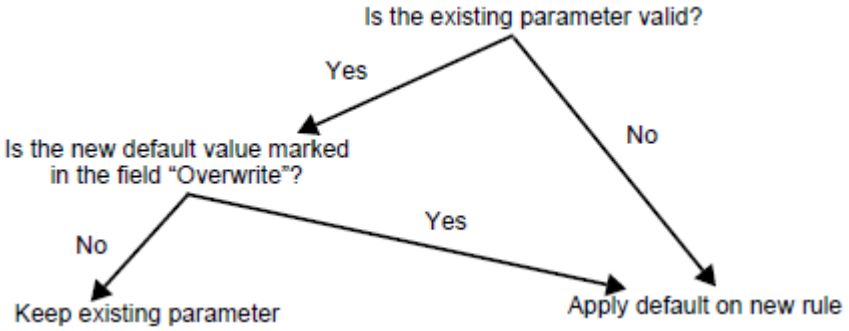
Rule No. 102:

Parameter Type	Parameter Name	Default	Overwrite
T1	A		
T1	C	Ð	Ð

You create a job. At the creation of the job, job parameters are derived to the job from rule no. 101. As the parameter A is specified as default value for the parameter type T1 on rule no. 101, the parameter A is assigned to the new job.

You then make a change to the job resulting in a rederivation of job parameters to the job. The change made on the job means that parameters are now rederived from job parameter selection rule no. 102. As rule no. 102 includes the parameter type T1 having the parameters A and C; C marked as default value and overwrite, the parameter C will be the new valid parameter of the type T1 derived and assigned to the job in question.

If the parameter C in rule no. 102 had been marked as default value, but had not been marked in the field “Overwrite,” the parameter C would not be assigned the job as default value, as the parameter A already assigned to the job is also valid on rule no. 102. The fact that the parameter A of the parameter type T1 on the rule no. 101 is also valid on rule no. 102 thus means that at rederivation from rule no. 102, the parameter A is the parameter derived and assigned to the job, even though parameter A is not marked as default value on rule 102. The functionality of this field can also be illustrated as follows:



Field	Description
	The field can only be marked for job parameters marked as default parameters.
Blocked	This field shows whether or not the current job parameter is blocked. A job parameter is blocked in the window Job Parameters and the mark in this field can thus not be changed here.
Remarks 1-5	These fields show remarks, if any, assigned to the job parameter in question. The remarks are entered in the window Job Parameters and cannot be changed here.

Actions

This section shows the Actions available in the Job Parameter Selection Rules workspace.

Top Tab

Field	Description
Copy Rule	When you select this action, Maconomy copies the table part lines from the job parameter selection rule specified in the island Copy Rule to the rule currently displayed in this window. However, Maconomy only copies parameters that do not already exist on the new job parameter selection rule. Note that when you copy a job parameter selection rule, the marks in the fields “Standard Value” and “Overwrite” might change for already existing lines, as copied lines are interpreted as new lines.

Invoice Layout Rules Workspace

Use this workspace to enter and maintain invoice layout rules, which determine the invoice's level of detail, the headers and subtotals shown, and more.

You must specify an invoice layout rule for every job. When a new job is created, the invoice layout rule can be taken from the one specified (if any) for the customer to which the job belongs.

Maconomy uses a job's invoice layout rule to suggest a layout for invoices in the Invoice Selection workspace and the Invoice Editing workspace, and for the customer's quotes in the Quote Editing workspace. However, you must accept the suggestions in every case.

You can set up invoices and invoice selections at four levels and arrange them according to dimensions and budget structure. For example, you can display tasks on the first level and employees on the second level.

Maconomy always displays at least one amount line on an invoice. You can indicate that an invoice be printed without any amount lines (for example, if you select a blank value in the **Level 1** field for invoices). In such cases, Maconomy still prints the total invoice amount on a line above the total.

Invoice Layout Rules Tab

This section includes the fields and descriptions for the Invoice Layout Rules tab.

Invoice Layout Rule Island

Field	Description
Name	In this field, you can specify the name of the current invoice layout rule. Note that an invoice layout rule cannot be deleted, once it has been created. However, the name can be changed in this field at any time.
Description	In this field, you can enter a description of the rule.

Quote Island

Field	Description
Incl. Text Lines	In this field, you can select whether text lines created in the Job Budget Texts workspace are to be transferred from a job budget to the quote when the actions “Transfer to Quote” and “Print Quote” are used in the Job Budgets workspace.
Create Quote Directly From Budget	In this field, you can specify whether the layout of a quote is to include lines from the budget. If you select this field, the quote contains the same lines as the budget, in the same order, and you cannot make selections in the remaining fields in this island except for the “Total Price Only” field. If the “Filter Budget Lines on Transfer to Quote” system parameter is selected, the budget lines are also filtered when you use the “Transfer to Quote” action. This means that irrelevant lines are omitted from the budget. Such lines may exist if the current job was created using a job template. The job template functionality allows you to set up template budgets that are automatically copied to new jobs. In some cases, it is an advantage to create a large number of lines in the template budgets, taking into account all possible activities and costs. The budget responsible of each job then only needs to fill in quantities and prices on the relevant budget lines, leaving irrelevant lines untouched. However, if the job budget lines are not filtered, irrelevant lines must be manually deleted from the quote after they have been transferred from the budget. A budget line is deemed relevant (and not filtered away) in the following cases: ▪ The total billing price is different from 0. ▪ A text line or group of text lines where the following line will be transferred, including the case where the text line or group of text lines is located at the very bottom of the budget. ▪ A subtotal which sums a group of lines of which at least one is transferred.

Field	Description
Create Invoice on Account from Quote	Select this check box to specify that the initial invoice printout lines should be prepared for an invoice on account based on job quote lines. The **Use for On Account Invoicing** check box in the Invoice Level Details island should be deselected if you wish to select this check box.
Transfer from Budget	Select a dimension to transfer from each job budget line to quote lines. You can choose up to two dimensions to transfer. The following dimensions are available for selection: ▪ Blank (no value is transferred) ▪ Task ▪ Activity ▪ Location ▪ Entity ▪ Project ▪ Purpose ▪ Specification 1-10 ▪ Local Spec. 1-10 ▪ Employee No. ▪ Employee Category No.
Use External Description	If this field is selected, the External Description field on job budget lines is used when transferring budget lines to quotes. For budget lines where the external description is empty, the text in the existing description field is transferred. The default value when creating budget lines for the external description is the existing (internal) description.
Time	The selections made in this column concern time activities.
Amount	The selections made in this column concern amount activities.
Level 1	In this field, you can specify the level of detail in quotes using the current layout rule. You cannot select a level of detail for one type of activity and blank for the other; either complete both fields or leave them both blank. The following options are available: ▪ Blank — No lines are shown on the quote. This means that the quote only contains one line showing the total billing price from the job budget. ▪ Registration — The layout shows information about each budget line on a job. This means that one line is created for each job budget line.

Field	Description
	▪ Activity — The layout shows information about a job, summed by activity. This means that one line is created for each activity in the job budget. ▪ Summary Activity — The layout only shows information about those summary activities which are affected by the activities in the job budget. This means that one line is created for each summary activity in the job budget.
Total Price Only	If you select this field, Maconomy leaves out unit price and quantity by default from time and/or amount activities on the quote lines. This choice can, however, be changed for the individual lines in the Quote Editing workspace.
Total Price Only, On Account	Two Boolean fields are available for time and amount. Use these fields to select if invoice drafts should use "total price only" for on account invoices. The default value is **true**, corresponding to current functionality. **Note:** Unlike the other fields in this island, this field does not depend on whether "Use for invoicing on account" is selected or not.

Invoice Preparation Island

Field	Description
Group Budget Lines	If you select this field, the Prepare Invoice action in the Invoice Preparation workspace groups the budget lines using the dimensions specified in Levels 1 to 4 in the Invoice Selection island of the Invoice Layout Rules workspace. For example, if you choose to group the invoice by Task, the Prepare Invoice action sets the budget for invoicing on account with one line per task and with the budgeted billing price for each task. If you do not select this field, the Prepare Invoice action shows the budget lines as they appear in the Job Budgets workspace. Percentage invoicing is available only if you select the Group Budget Lines field.
Use Line Ordering from Budget	If you selected Group Budget Lines, selecting this field arranges the lines based on their order in the budget. If you do not select this field, the budget lines are arranged using the dimension number/name that you used to group them, such as the task name.
Keep Descriptions from Budget	If you selected Group Budget Lines, the Prepare Invoice action in the Invoice Preparation workspace uses the internal and external descriptions from the budget instead of the standard descriptions. If you do not select this field, the Prepare Invoice action uses the internal and external descriptions from the dimensions that you used to group the budget lines.

Registration Specification Island

Field	Description
Time	If Registration is selected as a specification level for Time entries, Field1 must not be empty. The fields are filled from left to right, meaning that if Field2 is left blank, Field3 cannot have a value. Default values are Text for Field1 and blank for the others.
Amount	If Registration is selected as a specification level for Amount entries, Field1 must not be empty. The fields are filled from left to right, meaning that if Field2 is left blank, Field3 cannot have a value. Default values are Text for Field1 and blank for the others.

Combined T&M and On Account Island

Field	Description
Position	When you approve an invoice selection, and the Invoice Type field is set to “T&M and On Account,” the draft invoice includes both of these items. Use the Position field to determine the layout, as follows: ▪ **On Account First** — Select this option to place on account lines above the lines for T&M. ▪ **T&M First** — Select this option to place the T&M lines above the lines for the on account specification. ▪ **Together** — Select this option to place the T&M and on account lines together. This option applies the invoice layout rule to both T&M and on account. **Note:** The settings in this field affect both summary and detailed specification.
T&M Text	This field allows you to specify the text in a header for the T&M specification on invoices. If the field is left blank, no header is inserted. Each entry in this T&M Invoice Header popup field is associated with a language text, and the text on the invoice depends on both the chosen header in this field and the language of the invoice, as set up under Language Texts. **Note:** Headers and subtotals for T&M and On Account do not appear if the **Position** field is set to "Together".
T&M Header	If this check box is selected, a header is inserted for the T&M portion on invoices which include both T&M and on account invoicing.
T&M Subtotal	If this check box is selected, a subtotal is inserted for the T&M portion on invoices which include both T&M and on account invoicing.
On Account Text	This field is similar to the **T&M Text** field in that it is a popup with entries associated with language texts. This field is for indicating the text for the header and/or subtotal for the on account portion on invoices.

Field	Description
On Account Header	If this check box is selected, a header is inserted for the on account portion on invoices which include both T&M and on account invoicing.
On Account Subtotal	If this check box is selected, a subtotal line is inserted for the on account portion on invoices which include both T&M and on account invoicing.

Blanket Invoicing Island

Field	Description
Job Heading	Select this check box to include a heading that shows the time unit for each job on blanket invoices. This is especially relevant if the "Allow Blanket Invoicing Hours and Days" system parameter is selected because then blanket invoices can include a mixture of jobs invoiced in days and jobs invoiced in hours.
Job Invoice Name, Heading	If you select this field, a line for each job is inserted on blanket invoices with the line showing the invoice name of that job. The text on the invoice line placed in front of the invoice name is set up in Language Texts on the record with key1 @JobInvoiceNameLine.
Job Subtotal	If you select this field and perform blanket invoicing or crediting, a subtotal is printed below each group of invoice/credit memo lines that belong to the same job.
Main Job Invoicing	If you select this field on an invoice layout rule and apply the rule to a main job, the main job and its subjobs are approved and invoiced (or credited) together. This has an impact in the following workspaces: ▪ Invoice Selection — When you approve a main job for which an invoice layout rule with a mark in this field has been selected, the whole main job/subjob structure is approved (if any other requirements for approval have also been fulfilled). ▪ Approve Invoice Selection — If a main job (that uses an invoice layout rule on which this field is marked) is included in the job selection criteria, the invoice selection for that job and the associated subjobs are approved when you use the “Approve” action. A subjob is only approved if the associated main job is also included in the job selection criteria. ▪ Invoice Editing — The full invoice (main job and subjobs) is displayed in this workspace, and a draft invoice that includes both main and subjobs can be printed. For more information, see the description of the respective windows. You can approve a mix of jobs where some subjobs are in credit and some are in debit. The result of the combined Main Job Invoice Selection Combine Invoice Lines job invoicing determines whether Maconomy prints an invoice or a credit memo to the customer.

Field	Description
	Note that you cannot change this field if you have already invoiced a job to which the current invoice layout rule applies. Also note that if this field is selected, you cannot invoice any subjobs if you do not have access to the main job. Conversely, if you have access to the main job, you can invoice all associated subjobs regardless of special access restrictions. This field cannot be selected for jobs specified as fixed-price jobs, that is, where “Fixed Price” has been selected in the “Invoicing Method” job parameter attribute in the “Pricing Method” job parameter type for the job in question.
Main Job invoice Selection	This field can only be selected if the “Main Job Invoicing” field is also selected. If this field is selected, invoice selection is performed from the main job only. This means that in the Invoice Selection workspace you cannot select a subjob that is subordinate to a main job that uses an invoice layout rule on which this field is selected, but only the main job. When you create an invoice selection for the main job, all entries on the main job and the associated subjobs are summarized and displayed in the sub-tab. The layout of the invoice selection lines is based on the invoice layout rule assigned to the main job.
Combine Invoice Printout Lines	This field can only be selected if the “Main Job Invoicing” field is also selected. If this field is selected, all lines from a main job and the associated subjobs are summarized and combined on the printed invoice, and the invoice layout rule of the main job is applied. If this field is not selected, the invoice lines from the main job and the subjobs are printed separately, using the invoice layout rule selected for each job.

Invoice Island

Field	Description
Create Invoice from Quote	In this field, you can specify whether the layout of an invoice is to include lines from the quote. If you select this field, the invoice contains the same lines as the quote, in the same order, and therefore the only other relevant field in this island is “Total Price Only.”
Period Indication	In this field, you can specify for jobs invoiced on the basis of time and material whether the invoice layout is to include a header that indicates the period covered by the invoice/credit memo. For invoices, the period is determined by the first and last entry dates of the entries included in the invoice. For credit memos with restored job entries, the period covers the first and last entry dates of the entries included in the invoice being credited, whereas the period is today’s date on credit memos without restored job entries. You can choose to have the period specified by dates, week numbers, or months. Maconomy automatically inserts the period text as a header in the invoice, and it can be edited as a normal text line in the Invoice Editing workspace. In the Language Texts workspace in the Set-Up module a language-dependent text can be configured to precede the period indication.

Field	Description
Show Items Separately	If you select this field, Maconomy collects job entries that have identical item numbers and descriptions into one invoice line when invoicing cost of sales on a job. In this way, the cost of sales is shown more clearly and independent of the posting of deliveries on the job. The field can only be selected if you have selected a level of detail in the field “Level 1.”
Show Time Quantity in Subtotals	If you select this field, the number of hours can appear on subtotal invoice lines.
Split Invoice Lines on Unit Billing Price	If this field is selected, Maconomy splits job entries with different unit billing price onto different lines on the invoice. Thus, instead of showing an average unit price, multiple lines are created for each of the unit prices. If the system is set up to keep quantity upon write-up/down, then Maconomy updates the unit billing price on the job entries when you change the billing price for invoicing in the sub-tab of the Invoice Selection workspace, provided that the Close Balance field is selected. In this case, Maconomy adjusts the job entries to have the same unit billing price.

General Island

Field	Description
Show Line Amounts	In this field, you can specify whether external printouts that contain lines should show the extended price on each line. If you select this field, an extended price is shown on quote and order confirmation lines created from budget lines by using the “Transfer to Quote” action in the Job Budgets workspace. In addition, an extended price is shown on invoice lines created using the “Approve Invoice Selection” action in the Invoice Selection workspace. If the values in the fields “Level 1” are blank, this field is not relevant. Note that quotes, order confirmations, and invoices that do not have line amounts are taxed with the tax rate for the full amount. It is therefore recommended that you select this field and select values in the “Level 1” fields if you are working with differentiated tax or with tax-exempt activities.
Show Base Salary Cost	Select this check box to show base salary costs on the detailed invoice specification. This field works similarly to the related field in the Invoice Layout Rules workspace; see that description for details.
Show Markup Separately	Select this check box to show a possible markup separately, on its own line in the draft. You can specify whether you want Maconomy to show the markup on amount activities on a separate line in quotes and order confirmations. If you select this field, the layout of quote lines and order confirmation lines created by using the “Transfer to Quote”action in the Job Budgets workspace shows the cost price instead of the billing price. Similarly, only the cost price is shown on invoice selections created by using the “Approve for Invoicing” action. The difference between the billing price and the cost price (that is, the markup) of each line is summed and shown separately on the bottom line.

Field	Description
	If the job is set up to make a detailed invoice specification, this field also affects the detailed invoice specification. Surcharge entries created by the action Calculate Surcharge are excluded from the markup that is shown separately.
Show Write Down Separately	Select this check box to show a possible write-down separately, on its own line in the draft. If the job is set up to make a detailed invoice specification, this also affects the detailed invoice specification. If the invoice layout rule is set up to show amounts on lines, the draft invoice that is created when you approve an invoice selection on a job shows the amount that is being invoiced, including any write-up/down that you may have selected. You can show write-down on a single, separate line and then instead show the billing price excluding write down on the specification. This is enabled by selecting this field. The text on this line (such as Courtesy discount) can be set up in the Language Texts workspace on the entry with key1 @JobWriteDownLine. Surcharge entries created by the action Calculate Surcharge are excluded from the write down that is shown separately.
Time Unit	Use this field to specify the time unit for quotes and invoices. If you leave this field blank, the time unit on the job determines the time unit on printed quotes and invoices.

Invoice Selection Island

Field	Description
Time and Amount Act. on Separate Lines	If you select this field, Maconomy groups time and amount activities on separate invoice selection lines. If, for example, you group invoice lines by Task and Employee, you will get two lines per employee if the employee has entered on both time and amount activities. This allows you to handle time and amount entries differently in the Invoice Selection workspace.
Time	The selections made in the fields “Level 1” and “Level 2” in this column concern time activities.
Amount	The selections made in the fields “Level 1” and “Level 2” in this column concern amount activities.
Level 1	In this field, you can specify the level of detail on the first level on invoice selections that use the current layout rule. You cannot select a level of detail for one type of activity and blank for the other; either complete both fields or leave them both blank. The following options are available: ▪ Activity — The layout shows information about a job, summed by activity. This means that one line is created for each activity on which entries have been made on the job.

Field	Description
	▪ Employee — The layout shows information about a job, summed by employee. This means that one line is created for each employee specified in job entries on the job. ▪ Task — The layout shows information about a job, summed by task. This means that one line is created for each task that has been performed in connection with the job. ▪ <other dimensions> — The layout shows information about a job, summed by dimension value. This means that one line is created for each dimension value on which entries have been made on the job. ▪ Task Group 1-6 — The layout shows information about a job, summed by its work breakdown structure. This means that one line is created for each line that is associated with the selected task group level. For more information about work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.”
Level 2-4	In these fields, you can specify the level of detail on subsequent levels on invoice selections using the current layout rule. The functionality of these fields is similar to the functionality of the “Level 1” field.

Invoice Level Details Island

Field	Description
Time	The selections made in the fields “Level 1” and “Level 2” in this column concern time activities.
Amount	The selections made in the fields “Level 1” and “Level 2” in this column concern amount activities.
Subtotal	If you select one or more of these fields, and you have selected a specification on all relevant levels in the following fields, the invoice layout shows subtotals for the selected levels.
Level 1	In this field, you can specify the level of detail on the first level on invoice selections that use the current layout rule. You cannot select a level of detail for one type of activity and blank for the other; either complete both fields or leave them both blank. The following options are available: ▪ Activity — The layout shows information about a job, summed by activity. This means that one line is created for each activity on which entries have been made on the job. ▪ Employee — The layout shows information about a job, summed by employee. This means that one line is created for each employee specified in job entries on the job.

Field	Description
	▪ Task — The layout shows information about a job, summed by task. This means that one line is created for each task that has been performed in connection with the job. ▪ <other dimensions> — The layout shows information about a job, summed by dimension value. This means that one line is created for each dimension value on which entries have been made on the job. ▪ Task Group 1-6 — The layout shows information about a job, summed by its work breakdown structure. This means that one line is created for each line that is associated with the selected task group level. For more information about work breakdown structure and task groups, see the descriptions under “Job Tasks” and under “Job Budgets.” ▪ Job — The layout shows information about a job, summed by job. This means that one line is created for each job included on a blanket invoice. ▪ Overtime Specification — The layout shows information about a job, summed by overtime specification as indicated on the time sheet. ▪ Employee Category — The layout shows information about a job, summed by the primary employee category. ▪ Entry Date — The layout shows information about a job, summed by entry date. Job entries created for direct invoicing get the preferred invoice date as entry date (current date if no preferred invoice date is specified).
Level 2-4	In these fields, you can specify the level of detail on subsequent levels on invoices that use the current layout rule. The functionality of these fields is similar to the “Level 1” field.
Total Price Only	If you select this field, the corresponding fields in the sub-tab of the Invoice Editing workspace is marked. This means that the “Quantity” and “Billing Price” fields are not included in the invoice journal and the invoice because only the total price is shown.
Use for On Account Invoicing	When this check box is selected, the setup in the group of fields is used when generating the lines for invoicing on account. Lines are grouped up to four levels with sub-totals for each level, as specified. When the check box is not selected, the lines are generated directly from the lines in the sub-tab part of the workspace for on account invoice selection. If the **Create Invoice on Account from Quote** field in the Quote island is selected, you cannot select this check box.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Invoice Detail Layout Rules Workspace

In the Jobs workspace, you can assign a rule regarding detailed invoice layout.

The selected rule applies to invoices that you print for the job.

Detailed Invoice Layout Rule Tab

This section includes the fields and descriptions for the Detailed Invoice Layout Rule tab.

Invoice Details Layout Rule Island

Field	Description
Name	This field shows the name of the rule.
Description	Enter a description of the rule.

Invoice Island

Field	Description
Period Indication	Select a value in this field to control whether to show a period indication on the detailed invoice specification. Valid values are Date, Week, and Month. The field works similar to the related field in the Invoice Layout Rules window. Please see that description for details.
Show Items Separately	Use this field to control whether to show items separately on the detailed invoice specification. Select this field to show items separately. The field works similar to the related field in the Invoice Layout Rules window. Please see that description for details.
Split on Unit Billing Price	Select this check box to split invoice lines on the unit billing price on the detailed invoice specification. The field works similar to the related field in the Invoice Layout Rules window. Please see that description for details.
Show No. of Hours in Subtotals	Select this check box to show the number of hours in subtotals on the detailed invoice specification.
Check same Hours as in Summary	If you select this field, Maconomy verifies that the total number of hours is equal on the detail level and on the summary level.

Registration Specification Island

Field	Description
Time	The selections made in this row concern time activities.
Amount	The selections made in this row concern amount activities.
Fields 1 – 3	The field works similar to the related field in the Invoice Layout Rules window. Please see that description for details.
Separator	Select separator values from the drop-down in both fields: Space, Comma, Period, Dash, Semicolon, Colon, Slash, Backslash.

Blanket Invoicing Island

Field	Description
Job Heading	Select this check box to show the job heading on the detailed invoice specification.
Job Invoice Name	Select this check box to insert a line for each job on blanket invoices, with that line showing the invoice name of that job. You can do this if you use the Invoice Name field for a client PO number or other reference. The text on the invoice line placed in front of the invoice name is set up in Language Texts on the record with key1 @JobInvoiceNameLine.
Job Subtotal	Select this check box to show the job subtotal on the detailed invoice specification.

General Island

Field	Description
Show Line Amounts	Select this check box to show line amounts on the detailed invoice specification. The field works similar to the related field in the Invoice Layout Rules window. Please see that description for details.
Show Base Salary Cost	Select this check box to show base salary costs on the detailed invoice specification. The field works similar to the related field in the Invoice Layout Rules window. Please see that description for details.
Apply to On Account Invoices	Detailed layout rules are applied to T&M invoices and invoices that combine T&M and On Account. On the latter, the detailed layout rule is applied to both the T&M lines and the On Account lines on the invoice. If this check box is selected, the detailed layout rule is also applied to on account invoices (without T&M).

Invoice Level Details Island

Field	Description
Time	The selections made in the “Level” fields in this column concern time activities.
Amount	The selections made in the “Level” fields in this column concern amount activities.
Subtotal	Select this check box to show the job subtotal on the detailed invoice specification.
Level 1 - 3	In this field, you can specify the level of detail on the first level on invoice selections using the current layout rule. You cannot select a level of detail for one type of activity and blank for the other; either complete both fields or leave them both blank. The field works similar to the related field in the Invoice Layout Rules window. Please see that description for details.
Level 4	This field has the same definition as Levels 1-3, however, there is no subtotal field for Level 4.
Total Price Only	If you select this field, Maconomy will leave out unit price and quantity by default from time and/or amount activities on the quote lines. This choice can, however, be changed for the individual lines in the window Quote Editing.
Use for On Account Invoicing	Same as the check box with the same name in the Invoice Layout Rules tab of the Invoice Layout Rules single dialog workspace, but for the detailed specification.

Combined T&M and On Account Island

Field	Description
T&M Text	Same as the field with the same name in the Invoice Layout Rules tab of the Invoice Layout Rules single dialog workspace, but for the detailed specification.
T&M Header	Same as the check box with the same name in the Invoice Layout Rules tab of the Invoice Layout Rules single dialog workspace, but for the detailed specification.
T&M Subtotal	Same as the check box with the same name in the Invoice Layout Rules tab of the Invoice Layout Rules single dialog workspace, but for the detailed specification.
On Account Text	Same as the field with the same name in the Invoice Layout Rules tab of the Invoice Layout Rules single dialog workspace, but for the detailed specification.

Field	Description
On Account Header	Same as the check box with the same name in the Invoice Layout Rules tab of the Invoice Layout Rules single dialog workspace, but for the detailed specification.
On Account Subtotal	Same as the check box with the same name in the Invoice Layout Rules tab of the Invoice Layout Rules single dialog workspace, but for the detailed specification.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Job Invoice Customer Aggregation Workspace

Use this workspace to restore missing lines in the Blanket Invoice Selection workspace.

Under certain circumstances, a line for a bill-to customer may be missing from the List of Blanket Invoice Collections tab in the Blanket Invoice Selection workspace. This happens when you have not invoiced the customer during the last 12 months, you use blanket invoicing, and you include the following fields in the panel that displays the list of bill-to customers:

- Total amount invoiced for time-and-material invoices
- Total amount invoiced on account
- Total on account reconciliation

Use the fields in this workspace to restore missing lines.

Job Invoice Customer Aggregation Tab

This section includes the fields and descriptions for the Job Invoice Customer Aggregation tab.

Maintain for Passive Jobs Island

Field	Description
Include Closed and Blocked Jobs	Select this check box to include both closed and blocked jobs.
Job Created Date	Enter a range of to and from dates to capture a range of dates. Jobs that were created within this range are included within the calculation.
Aggregation for Year	Enter the year for which to run the aggregation.

Actions

This section shows the Actions available in the Job Invoice Customer Aggregation workspace.

Top Tab

Field	Description
Maintain for Passive Jobs	The job and customer will again be included in the Job Blanket Invoice Selection and Blanket Invoice Selection views.

Job Allocation Combinations Workspace

Use this workspace to enter and maintain rules that govern the allocation combinations that are allowed for job entries.

An allocation combination is the combination of dimension values that you use when you create a job entry. You can set up rules governing allocation combinations and apply the rules to jobs.

A rule serves three purposes:

- It controls which combinations of dimension values are allowed when you create a job entry. For example, it can determine that only activities in a certain range can be used when you enter time on a time sheet or post a job journal.
- It controls whether a job entry with certain dimensions will be included in the fixed price of a job.
- It determines which dimensions can be used in a job entry and which are mandatory to include in a job entry.

Note: The rules do not apply to budget journal entries in the Budget Journal workspace in the Budget module.

Note: The **Fixed Price Contract Budget** job parameter must have the **Include Outlays in Fixed Price** attribute set to **Yes** or the job allocation combinations are ignored.

Use the Job Allocation Combinations tab to specify the dimensions that you can and must specify manually when you create entries for the jobs that are assigned this rule. In the Lines sub-tab, enter the combinations of activities, dimension values, and tasks that are allowed.

If you want to create general allocation combination rules to apply to all of the jobs in Maconomy, or to jobs that belong to certain companies, you can create these rules in the G/L Allocation Combinations and Company Allocation Combinations workspaces in the G/L module. Maconomy then applies all of the rules—from the Job Allocation Combinations workspace, the G/L Allocation Combinations workspace, and the Company Allocation Combinations workspace—to the relevant jobs.

You can also specify rules that control whether entries are included in the fixed price of both fixed-price jobs and time and-materials jobs. Entries that are not included in the fixed price are invoiced separately.

For this to work, the job must be set up with a Pricing Principle job parameter with the Fixed-Price Inclusion attribute set to **By Job Allocation Combination**. This functionality applies to all fixed-price jobs that you assign to the job allocation combination in question, and to those time and materials jobs that you assign to the job allocation combination and that you set up to use revenue recognition by completion percentage and/or to handle overruns.

If you create a completely blank line, Maconomy displays a warning, because that type of line would allow all allocation combinations on job entries.

Job Allocation Combinations Tab

This section includes the fields and descriptions for the Job Allocation Combinations tab.

Job Allocation Island

Field	Description
Name	In this field, you can enter the name of the current compilation of allocation rules. Maconomy checks that the specified allocation rule already exists. The name will thus act as a unique identification of the individual allocation combination, and it is therefore advisable to use the search function in the Find menu when an already existing combination is required.
Verify Combinations	In this field, you can define whether or not it should only be possible to enter information on the combinations of activities, specifications, and tasks specified in the table part of the window. If you mark this field, you can only enter information in, for example, a job journal in accordance with the information specified on the lines of the job allocation combination rule assigned to the job in question. Note that this field is closely linked to the field “Verify Combinations” in the table part of the window. If you have marked this field, you can mark the field “Verify Combinations” on one or more lines in the table part of the window. In this way, you can define that only some of the lines in the table part should be verified by Maconomy when registering entries on a job assigned to the job allocation combination rule in question, whereas other lines with other combinations should not be verified. Marking this field thus activates the selections made in the table part of this window. If you do not mark this field, all combinations will be allowed. Define fixed price combinations By marking this field, you define whether certain job allocation combinations specified in the table part of the window should be excluded from the fixed price of a job. If you mark this field, you can mark the field “Not Included in Fixed Price” on one or more lines in the table part of the window thus excluding entries related to combinations on the marked lines from the fixed price of a given job assigned to the job allocation combination rule in question. This functionality applies to both fixed price jobs and to those time and material jobs which have been set up to handle overruns or to recognize revenue by completion percentage. See the description of the window Job Parameters for information about setting up jobs with the desired parameters.

Field	Description
	Note that if you remove the mark in this field, all marks, if any, in the field “Not Included in Fixed Price” on the lines in the table part are automatically removed by Maconomy.

Registration Control Island

Field	Description
Location	In these fields, you can specify whether it is allowed or required to manually enter a value for the dimension Location. In the column “Allowed,” you can specify that it is possible to enter a value for the dimension Location in manually entered entries to jobs assigned to the current allocation combination rule. If you do not mark the field, the dimension must be derived, and Maconomy will reject the manual specification of a value for the dimension Location. In the column “Required,” you can specify that it is mandatory to manually enter a value for the dimension Location in entries to jobs assigned to the current allocation combination rule. If you mark the field, you must manually enter a value in the field “Location” on registration lines, as dimension derivation is not allowed. When you mark this field, the field “Allowed” is automatically marked too. See the chapter “Introduction to the G/L Module” and the window Dimension Derivations for a further description of dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Lines Sub-Tab

This section includes the fields and descriptions for the Lines sub-tab.

Field	Description
Verify Combinations	In this field, you can define whether the line in question should be used for specifying allowed allocation combinations. Having marked this field on a line, Maconomy thus verifies whether the combinations entered on, for example, a job journal are allowed in accordance with the information specified on the line in the relevant job allocation combination rule. Note that this field can only be marked, if the field “Verify Combinations” in the card part of the window has been marked.
Excluded from Fixed Price	In this field, you define whether the dimension combinations on the line in question should be excluded from the fixed price of a job assigned to the job allocation combination rule in question. If you mark this field, entries composed by the combination on the line are not included in the fixed price of a job using this rule. Note that this field can only be marked, if the field “Define Fixed Price Combinations” in the card part of the window has been marked.
Act. No. From	This field and the field “Act. No. To” represent a range of activities. If the field “Allow Combination” is marked, and you post to jobs assigned to the current allocation rule, you are allowed to post to the job if the activity of the job is within the specified range. The interval of activities can be further limited by the ranges specified for tasks and G/L dimensions in the rest of the table. It is only possible to enter a range in this field, if the field “Allow Dimension Intervals” in the window System Information in the Set-Up module is marked.
Act. No. To	The functionality of this field is similar to that of the field “Act. No. from” described above.
Task From	The functionality of this field is similar to that of the field “Act. No. from” described above.
Task To	The functionality of this field is similar to that of the field “Act. No. from” described above.
Location From	The functionality of this field is similar to that of the field “Act. No. From” above.
Location To	The functionality of this field is similar to that of the field “Act. No. To” above.
Entity From	The functionality of this field is similar to that of the field “Act. No. From” above.
Entity To	The functionality of this field is similar to that of the field “Act. No. To” above.

Field	Description
Project From	The functionality of this field is similar to that of the field “Act. No. From” above.
Project To	The functionality of this field is similar to that of the field “Act. No. To” above.
Purpose From	The functionality of this field is similar to that of the field “Act. No. From” above.
Purpose To	The functionality of this field is similar to that of the field “Act. No. To” above.
Spec. 1-3 From	The functionality of these fields is similar to that of the field “Act. No. From” above.
Spec. 1-3 To	The functionality of these fields is similar to that of the field “Act. No. To” above.
Local Spec. 1-3 From	The functionality of these fields is similar to that of the field “Act. No. From” above.
Local Spec. 1-3 To	The functionality of these fields is similar to that of the field “Act. No. To” above.

Job Posting References Workspace

Use this workspace to specify job posting references.

You can then refer to these job posting references from the Activities workspace.

A job posting reference specifies the general ledger accounts to which certain types of entries should be posted under certain conditions (depending on the department, employee type, job group, item group, and so on).

In the Activities workspace, you can set up the accounts and conditions for each activity separately. However, if many activities share the same rules, it is easier to set up a job posting reference in this workspace. Instead of copying many lines in the sub-tab of the Activities workspace, you can refer to the references that you set up in this workspace.

Job Posting References Tab

This section includes the fields and descriptions for the Job Posting References tab.

Job Posting Reference Island

Field	Description
Reference Name	In this field, you specify the name of the job posting reference.
Description	In this field, you can specify a description of the job posting activity.

Access Level Island

Field	Description
Access Level	In this field, you can specify an access level. If you specify an access level, the description will also be visible in this field.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Job Posting Reference Lines Sub-Tab

This section includes the fields and descriptions for the Job Posting Reference Lines sub-tab.

The fields in the table part are the same as the fields in the table part of the Activities windows.

Field	Description
Line No.	This field shows which specific journal line generated the job revenue journal line.
Department	This field shows the name of a department created in the Posting References window in the G/L module. The table part of this window is used for designating various posting references by department for the relevant activity. These posting references are only used if sales and cost of sales are posted by activity. You select this in the field “Post by Activity” in the System Information window in the Set-Up module. When creating a time or amount activity, Maconomy automatically creates a line in the table part for each department. For summary activities, the table part is empty. If you later create more departments, you must manually create lines in the table part corresponding to these. The departments are shown as pop-up values when you create lines. It is the selection of a department on a job that determines the set of posting references to be used in connection with the relevant activities. If the “Department form Employee” field in the System Information window is marked, Maconomy will use the posting reference “Offset” of the employee’s department (instead of the job’s department) when making entries to time activities.
Job Group	You can select a job group that will be a target group for the line.
Employee Type	You can select an employee type that will be a target group for the line.
Item Group	You can select an item group that will be a target group for the line.
Transaction Type Group No.	You can specify a transaction type group number that will be a target group for the line.

Field	Description
Accrual	You can select whether this line is used for accrued registrations, non-accrued registrations, or all registrations.
Job Invoice Allocation	You can specify whether the line is to be used for “normal” invoices, job invoice allocations, or both.
Offset Account	In this field, enter the number of a dimension combination that contains the G/L account to be used as an offset in posting job journals where the given activity is used together with the relevant department. The dimension combination can also contain references to other dimension values to be used in this connection. For the sake of clarity, the following description of the posting of the activity’s prices uses the term “account.” Rather than accounts, posting references are actually used, where an account number and any other dimension values are found by means of a dimension combination. When posting job entries for capitalized jobs, the activity’s cost is credited to the account referred to in the dimension combination specified here. If you have chosen to capitalize “At Cost” (in the Job Parameters window), the cost is debited to the WIP account assigned to the job’s job group. If you have chosen to capitalize “At Billing Price,” the cost is debited to the account specified in the “Open Cost” field in this window. If “Post Hours in Job Journal” or “Post Amount in Job Journal” is chosen (for time or amount activities, respectively), the activity’s cost will be posted to the account referred to in the dimension combination in this field, for non-capitalized job. The P&LL account will be debited by the equivalent amount. IF “Department from Employee” is chosen in the System Information window, the account entered here will be used for the department given for the employee, when entering to time activities.
Offset Account, Overhead Cost	This posting reference is used for posting time on a job (time sheets and job journal) if an overhead rate has been specified, and if the job is set up with a job parameter type of “Overhead Cost” where the “Post Offset for Overhead Cost Separately” line is selected.
P&L	In this field, enter the number of a dimension combination that contains the G/L account to be used for entries in the General Journal window, for invoice allocations in the Invoice Allocation window, for item deliveries (for orders marked as “Invoice in Job Cost”), and for jobs being posted to Profit & Loss (instead of being capitalized). The dimension combination can also contain references to other dimension values to be used in this connection. Job expenses (at cost) for the activity are then posted to the account and any other dimension values referred to in the dimension combination specified in this field. The account information card of the account referenced here contains a reference to a tax code. This tax code will be applied for registration of ingoing tax when you make registrations for the current activity. However,

Field	Description
	if you use tax tables, the tax code is found by means of the relevant tax table. For further information on this, see the description of the “Reporting Code” field in the card part. When you select “Post Hours in Job Journal” or “Post Amount in Job Journal” in the System Information window, Maconomy posts job journal entries to the account and any other dimension values in the dimension combination, if the entries are not being capitalized.
Cost Price	In this field, enter the number of a dimension combination that contains the G/L account to which you want to post cost of sales relating to the given activity and given department. This only applies if the field “Post by Activity” in the System Information window has been marked. The dimension combination can also contain references to other dimension values to be used in this connection. Note that cost of sales only occurs for jobs that are capitalized.
Open Cost Price	This field shows the open cost price.
Billing Price, Taxable	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Billing Price, Tax Exempt	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Billing Price, Export	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Open Billing Price	In this field, enter the number of dimension combination that contains the G/L account to be used if the job is being capitalized and if you have selected the capitalization method “At Billing Price” in the job parameter type “Revenue Recognition” for the job in question. The dimension combination can also contain references to other dimension values to be used in this connection. When a job entry is posted, the billing price is credited to this account and any other dimension values specified in the dimension combination, and debited to the WIP account. When the job is invoiced, the billing price is debited to this account and any other dimension values specified in the dimension combination, and credited to the WIP account.
Open Billing Price, Adjustment	In this field, enter the number of a dimension combination containing the G/L account to be used if the job is being capitalized and if you have selected the capitalization method “At Billing Price” in the job parameter type “Revenue Recognition” for the job in question. The dimension combination can also contain references to other dimension values to be used in this connection.

Field	Description
	If the job parameters assigned to a job specify that overruns should be handled, this account and any other dimension values in the dimension combination will be used for adjusting the open billing price when overruns are registered on the job. An overrun occurs when the costs registered on the job exceed the fixed quote price of the job. The adjustment itself is carried out automatically when the job entries are posted. For further information, please see the description of the system parameter attribute “Handling of Overruns” in the Job Parameters window. The activity used in connection with overruns on jobs is specified in the job parameter attribute “Activity for Job Revenue Adjustment” in the Job Parameters window. The activity must be an invoiceable amount activity.
Cost Price Transferred Internally	In this field, enter the number of a dimension combination that contains the number of the G/L account to be used if costs on job entries are transferred between dimensions as a result of a job transfer carried out in the Job Transfer window. The posting reference is used when posting a job transfer journal created for a job using capitalization at billing price and for which the field “Post By Activity” has been marked in the System Information window. When posting such a journal, postings are made to the accounts for open cost and open billing price as well as to this account and the account for sales transferred internally.
Billing Price Transferred Internally	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Standard Billing Price	This posting reference is used upon posting of invoices if the job attribute is turned on.
Standard Billing Price, Offset	This posting reference is used upon posting of invoices if the job attribute is turned on.
Invoice Deviation	In this field, enter the number of a dimension combination that contains the number of the G/L account to be used for posting the difference between the contracted billing price and the billing price actually invoiced. This dimension combination is used for jobs for which the job parameter attributes “Posting of Contract Deviation” is set to “No” and “Posting of Invoice Deviation” is set to “Yes.” For more information, please see the description of the job parameter type “Revenue Recognition.”
Contract Deviation	In this field, enter the number of a dimension combination that contains the number of the G/L account to be used for posting the difference between the standard billing price and the contracted billing price. This dimension combination is used for jobs for which the job parameter attributes “Posting of Contract Deviation” is set to “Yes” and “Posting of Invoice Deviation” is set to “No.” For more information, please see the description of the job parameter type “Revenue Recognition.”

Field	Description
Contract Deviation, Offset	In this field, enter the number of a dimension combination that contains the number of the G/L account to be used for posting the offset of the difference between the contracted billing price and the actual billing price. This dimension combination is used for jobs for which the job parameter attributes “Posting of Contract Deviation” is set to “Yes” and “Posting of Invoice Deviation” is set to “No.” For more information, please see the description of the job parameter type “Revenue Recognition.”
P&L Intercompany	In this field, enter the number of a dimension combination that contains the G/L account to be used for intercompany entries in the General Journal window, for invoice allocations in the Invoice Allocation window, for item deliveries (for orders marked as “Invoice in Job Cost”) a, and for jobs being posted to Profit & Loss (instead of being capitalized). The dimension combination can also contain references to other dimension values to be used in this connection. Job expenses (at cost) for the activity are then posted to the account and any other dimension values referred to in the dimension combination specified in this field. When you select “Post Hours in Job Journal” or “Post Amount in Job Journal” in the System Information window, Maconomy posts job journal entries to the account and any other dimension values in the dimension combination, if the entries are not being capitalized.
Cost Price, Intercompany	In this field you may enter the number of a dimension combination for the posting of cost price to an account.
Open Cost Price, Intercompany	In this field, enter the number of a dimension combination that contains the number of the G/L account to be used if open costs on job entries involve two companies. The posting reference is used for registering the cost of the responsible company (that is, the intercompany price) on non-invoiced job entries. When the entries are invoiced, the amounts are moved from this account to the account “Cost of Sales, Intercompany.” This means that the posting reference “Item Sales, Intercomp.” Can be balanced with the sum of the two posting references “Open Cost, Intercomp.” And “Cost of Sales, Intercom.”
Billing Price, Intercompany	In this field you may enter the number of a dimension combination for the posting of billing price to an account.
Job Accrual	You can select whether this line is used for accrued registrations, non-accrued registrations, or all registrations.
Invoice Discount	This field shows the invoice discount deducted from the invoice.
Invoiced On Account	This field shows the total amount invoiced on account.

Field	Description
Work in Progress, Unrealized Exchange Rate Variance	Enter a dimension combination to allow the selection of a dimension combination for posting of unrealized exchange rate variance on WIP.
Invoiced on Account, Unrealized Exchange Rate Variance	Enter a dimension combination to allow the selection of a dimension combination for posting of unrealized exchange rate variance IOA.
Work in Progress, Variance, Time	Enter a dimension combination to allow the selection dimension combination for posting of the offset unrealized exchange rate variance on WIP (time related).
Work in Progress, Variance, Amount	Enter a dimension combination to allow the selection dimension combination for posting of the offset unrealized exchange rate variance on WIP (amount related).
Invoiced on Account, Variance	Enter a dimension combination to allow the selection dimension combination for posting of the offset unrealized exchange rate variance on IOA.s
Popup 1-5	You can use these fields to enter further target groups for the line.
Customer Popup 1-5	You can use these fields to enter further target groups for the line.
Employee Popup 1-5	You can use these fields to enter further target groups for the line.

Time Sheet References Workspace

Use this workspace to specify the activity references that employees can use in the Time Sheets workspace.

When you enter time in the Time Sheets workspace, you can enter values in the **Time Activity 1-3** fields and the **Amount Activity 1 - 4** fields, in addition to the Monday - Sunday fields. These fields let you record time and expense amounts that are independent of the activity entered on the current time sheet line. Instead, the time and expense amounts are associated with activities specified in the Time Sheet References workspace.

These references are to activities that you have already set up in the Activities workspace.

Examples

Assume that you entered the following information in the Time Sheet References workspace:

- In the **Time Activity 1** field, you specified the **Transport** activity. In the **Time Activity 2** field, you entered the activity **Working after hours**.
- In the **Amount Activity 1** field, you entered the activity **Subsistence Allowance**.

Example 1—In the sub-tab of the Time Sheets workspace, you specify a job number, an activity number (used for meetings with customer), and a quantity (6 hours) in the Monday column. In the **Time Activity 1** field on the same line, you enter the quantity 2. The result is that 6 hours of customer meeting time is entered, along with 2 units of the activity **Transport**.

Example 2—A consultant works for 10 hours for a customer. Two of those hours are after normal working hours. The employee is also entitled to subsistence allowance. In the Time Sheets workspace, she registers 10 hours of the activity **External Meetings**. In the **Time Activity 2** field on the same line, she enters the amount 2, for two hours of working after hours. Finally, in the **Amount Activity 1** field, she enters the quantity 1, for one unit of subsistence allowance. This way, the consultant does not need to enter working after hours and subsistence allowance on separate lines in the time sheet.

Time Sheet References Tab

This section includes the fields and descriptions for the Time Sheet References tab.

Time Activities Island

Field	Description
Time Activity 1-3	In these fields, you specify the number of the time activities which you wish to use in the fields “Time Activity 1-3” in the table part of the window Time Sheets. The time activity can be defined in the window Activities in the Job Cost module.

Amount Activities Island

Field	Description
Amount Activity 1-4	In these fields, you can specify the number of the amount activities which you wish to use in the fields “Amount Activities 1-4” in the table part of the window Time Sheets. The amount activities can be defined in the window Activities in the Job Cost module.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Standard Job Budget Texts Workspace

Use this workspace to create and maintain the standard job budget texts used in the Job Budget Texts workspace.

If you assign a standard job budget text to an activity in the Activities workspace, Maconomy automatically enters the text into any line in the job budget where the activity is specified.

Standard Job Budget Texts Tab

This section includes the fields and descriptions for the Standard Job Budget Texts tab.

Standard Job Budget Text Island

Field	Description
Name	In this field, you enter a name for the list of text lines below.
Description	In this field, you can describe the standard budget text.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Lines Sub-Tab

This section includes the fields and descriptions for the Lines sub-tab.

Field	Description
Description	In this field, you enter the desired text lines.

Standard Invoice Text Lists Workspace

Use this workspace to create standard texts that are used in Invoice Editing and On Account Invoice Selection.

Each text has a code. When you enter the code on a line in Invoice Editing, Maconomy automatically enters the text into the line.

When you create a text list, you can select it on a job in the **Standard Invoice Text List** field in the Jobs workspace. You can also set this up on template jobs and pass it on to the jobs that you create from the template. In addition, you can change to another list in the Invoice Editing workspace.

Standard Invoice Text List Tab

This section includes the fields and descriptions for the Standard Invoice Text List tab.

Text List Island

Field	Description
Name	Enter the name of the list of standard texts.

Field	Description
Description	Enter a description of the list.
Access Level	Enter the access level of the list. This controls which lists you can view and edit, and which lists you have access to when selecting a list on a job. Once a job has a reference to a list, it can be used from Invoice Editing without any further access control.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Standard Text Sub-Tab

This section includes the fields and descriptions for the Standard Text sub-tab.

Field	Description
Code	This field shows a brief code or mnemonic for the standard text.
Text	This field shows the standard text, which is inserted in Invoice Editing when you enter the corresponding code.
Created by	This field shows the name of user who created the line.
Created on	This field shows the date the line was created.
Changed by	This field shows the name of user who changed the line.
Changed on	This field shows the date the line was changed.
Version	This field shows the number of times this information has been changed.

Mileage Rules Workspace

Use this workspace to define the rules used in the Mileage Sheets workspace.

Each mileage rule is linked to a specific activity that you set up in the Activities workspace.

The benefit of setting up mileage rules is to avoid having to enter the same information several times in the Mileage Sheets workspace. After you set up the mileage rules:

- The unit price and activity number are used to fill in these fields in the Mileage Sheet that you create.
- The task is always the default task for mileage entry for the specific job.

Mileage Rules Tab

This section includes the fields and descriptions for the Mileage Rules tab.

Country Island

Field	Description
Country No.	In this field, you specify the country number. The number is derived from the setup window Countries.
Name	This field shows the country name.

Mileage Rules Sub-Tab

This section includes the fields and descriptions for the Mileage Rules sub-tab.

Field	Description
Rule No.	In this field you can enter a mileage rule number. You can set up as many rules as you want for each country.
Name	In this field you can enter a name for the mileage rule.
Description	In this field, you can enter a description of the mileage rule to supplement the Name field.
Act. No.	In this field you can specify the activity number associated with this mileage rule.
Company No.	In this field you can specify the number of the company that uses this specific mileage rule number.
Start Date	In this field you can enter the first day when the mileage rule should apply.
End Date	In this field you can enter the last day when the mileage rule should apply.
Minimum	In this field you can specify the lower limit (km/miles) for which this specific mileage rule applies.
Maximum	In this field you can specify the upper limit (km/miles) for which this specific mileage rule applies.
Vehicle	In this field you can specify whether the vehicle used is a company car or a private car.
Mileage Rate	In this field you can enter the specific rate that applies to this mileage rule. This rate will be suggested as the "Unit Price, Currency" on the mileage sheet line if the line satisfies the mileage rule.
Currency	In this field you can specify the currency of the Mileage Rate.

Field	Description
Remarks	In this field you can enter additional remarks about the mileage rule.

Customer Tax Return Types Workspace

Use this workspace to set up the tax return types to be used for entering customer tax returns for a specific year.

Tax Return Year Tab

This section includes the fields and descriptions for the Tax Return Year tab.

Year Island

Field	Description
Year	This field displays the year for which the customer tax return types are valid.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Tax Return Type Sub-Tab

This section includes the fields and descriptions for the Tax Return Type sub-tab.

Field	Description
Name	Use this field to enter the tax return type name. This is a mandatory field which opens in new state.
Description	Use this field to enter a tax return type description.
Original Due Date	Use this field to enter a due date for the tax return type. This is a mandatory field.
Extension Due Date	Use this field to enter a tax return type extension date.

Resource Planning Overview

In this module, you can perform detailed planning based on job budgets, including planning the internal and external use of resources, time frames, and so on.

In addition, you can generate reports to give you an overview of each job's use of time, employee plans, available time, and so forth.

The workspaces in this module are only available if you have acquired Maconomy's Resource Planning add-on. However, if you have acquired the Human Resource add-on, you have access to the skill-related workspaces in the Set-Up submenu.

Allocation Section

This section includes the fields and descriptions for the Allocation workspaces.

Employee Absence Calendars Workspace

Use this workspace to maintain information about each employee's absences.

The Employee Absence Calendars tab contains information about the employee. In the Absence Calendar Lines sub-tab you can enter information about the dates on which the employee in question is absent, as well as the reason for the absence, for example, illness, leave of absence, vacation, and so on.

When you have entered the relevant absence, you can submit the absence calendar lines as an indication that they now contain the correct information and are ready for approval. You do this using the **Submit** field on the lines in question and then using the **Submit Absence** action. The person who is responsible for approving the lines can then approve them using a similar method, making the absence lines effective. For more information about the approval procedure and effective absence calendar lines, see "Calendar Lines Entering into Effect."

You create absence type definitions in the Popup Fields workspace in the Set-Up module.

If you want to delimit the Absence Calendar Lines sub-tab to display only specific periods of absence or types, you can enter a range for this in the Selection Criteria island. If you enter a specific range of time, all new lines that you enter must overlap the date that you specified as the first day of absence.

Employee Absence Calendars Tab

This section includes the fields and descriptions for the Employee Absence Calendars tab.

Employee Information Island

Field	Description
Employee No.	This field displays the number of the employee to whom the lines in the table part are assigned.
Name	This field displays the name of the current employee.

Secretary Island

Field	Description
Employee No.	This field displays the number of the secretary assigned to the employee in question.
Name	This field displays the name of the secretary assigned to the employee in question.

Absence Approver Island

Field	Description
Absence Approver	These fields display the number and name of the absence approver of the employee in question.

Supervisor Island

Field	Description
Employee No.	This field displays the number of the employee's supervisor.
Name	This field displays the name of the employee's supervisor.

Mentor Island

Field	Description
Employee No.	This field displays the number of the tutor assigned to the employee in question.
Name	This field displays the name of the tutor assigned to the employee in question.

Selection Criteria Island

Field	Description
Show Absence After	In this field, you can enter a date for which table lines should be displayed in the table part of the window. Only lines specifying absence which overlaps the specified date will be displayed. Maconomy suggests today's date.
Absence Type	In this field, you can enter an absence type if you wish to delimit the lines displayed in the table part of the window. Only lines of the specified absence type will be displayed.

Vacation Period island

Field	Description
Name	Copy to come.
Period	Copy to come.

Field	Description
Time Unit	This field shows the time unit of the vacation period of the date selected.

Absence Information, Selected Period island

Field	Description
Allowance	Copy to come.
Carried Forward	Copy to come.
Available, Period	This field displays the quantity per absence type that is available for use in the current period. The value in this field is based on the selected time unit for the period. If the use of negative absence balance limit is enabled, and an employee's current balance is negative, it is color coded red.
Available, Date	Copy to come.
Booked	Copy to come.
Allowance Req.	Copy to come.

Absence Information, Today island

Field	Description
Available	This field displays the quantity per absence type that is available for use on the current date. The value in this field is based on the selected time unit for the period. If the use of negative absence balance limit is enabled, and an employee's current balance is negative, it is color coded red.

Absence Calendar Lines Sub-Tab

This section includes the fields and descriptions for the Absence Calendar Lines sub-tab.

Field	Description
First Day of Absence	In this field, you can enter the first day of the current absence period. If you enter an absence date which overlaps dates for which planning lines have been created in the window Detailed Planning, Maconomy will issue a warning, and the planned number of hours on the days in question will be deleted when the line becomes effective.
Duration	Enter the duration of the current absence period. If you enter an absence period which overlaps dates for which planning lines have been created in the Detailed Planning workspace, Maconomy issues a warning, and the planned number of hours on the specified days are deleted when the line becomes effective. This field accepts a decimal number. The number is interpreted as hours or days according to the value in the **Time Unit** field. If the time unit is days: ▪ The value is limited to be a positive increment of 0.5. ▪ The value counts days, including non-working days. Thus, registering a duration of two and a half days starting Friday covers Saturday and Sunday, with no actual absence. If the time unit is hours: ▪ Any positive decimal number is accepted. ▪ The value counts working hours thus skips non-working days. Thus, registering a duration of 20 hours starting Friday extends into Monday and Tuesday (counting absences on those working days).
Last Day of Absence	Enter the last day of the current absence period. If you entered a value in the **Duration** field, Maconomy automatically calculates the last day of absence on the basis of the first day of absence and the duration. If you enter an absence period which overlaps dates for which planning lines have been created in the Detailed Planning workspace, Maconomy issues a warning, and the planned number of hours on the days in question are deleted when the line becomes effective. **Note:** Regardless of time unit, this field and the **Duration** field is kept in sync according to hours or days. You can register absences for a period that covers more than one Vacation Period. The first day of absence decides the required time unit. Thus, this alone may lead to a vacation period with registrations on both hours and days.

Field	Description
Absence Type	In this field, you can select the reason for the absence, for example, vacation or illness. Absence types are created in the window Popup Fields in the Set-Up module.
First Day is Half Day	Select this check box if the first day of absence is only half a day. If you selected **Hours** as the Time Unit value upon registration, selecting this check box calculates the appropriate number of hours in the **Hours, First Day** field.
Last Day is Half Day	Select this check box if the last day of absence is only half a day. **Attention:** Always use the **Last Day is Half Day** field to record a single half day. This allows an additional registration with the same starting date and **First Day is Half Day** field selected. If you selected **Hours** as the Time Unit value upon registration, selecting this check box calculates the appropriate number of hours in the **Hours, Last Day** field.
Temporary	If you mark this field, the specified absence will be considered as tentatively planned and will therefore not affect the planning, even if absence approval is used, and the line is approved. If a planning line is created in the window Detailed Planning for the employee in question for a date covered by an absence line which is marked as temporary, Maconomy will issue a warning. However, if absence approval is used, a warning is only issued if the absence line in question is approved.
Remarks	In this field, you can enter a remark to the absence.
Substitute 1 – 5	These fields can be used to support the handling of substitute approvals. If you want a specific employee—in addition to the holder of approvalto be able to approve absence calendar lines created on the basis of the current approval setup, you can enter the number of the employee in these fields. This employee is then granted the possibility of approving the absence calendar line.
Time Unit	This field shows the time unit of the absence calendar line. When a new absence calendar line is created, the value is initialized according to the vacation calendar appropriate for the context employee and context selected date, or current date if no context date is available. You can change the value in the creation step in order to comply with another intended vacation period when selecting the actual starting date. The correct value according to the appropriate vacation period setup is calculated when the user saves the new line. If the initial or user selected value differs from the appropriate value AND a time value field (such as **Duration**, **Hours, First Day**, and **Hours, Last Day**) is not zero, then an error message displays stating that you must change the time unit value and reconsider the quantities selected according to the changed time unit. This ensures that the time unit is selected according to the vacation period

Field	Description
	upon creation. Later updates to the registration does not change the time unit.
Hours, First Day	Enter the number of hours of absence on the first day of absence. If you enter a value of zero, the first day is a full day of absence. An error message appears to prevent the use of this field if the selected time unit is days. An error message also appears if you simultaneously edit this field and select the **First Day is Half Day** field. If you edit this field, the **First Day is Half Day** field is automatically recalculated.
Hours, Last Day	Enter the number of hours of absence on the last day of absence. If you enter a value of zero, the first day is a full day of absence. An error message appears to prevent the use of this field if the selected time unit is days. An error message also appears if you simultaneously edit this field and select the **Last Day is Half Day** field. If you edit this field, the **Last Day is Half Day** field is automatically recalculated.
Submit	In this field, you can mark the current line for submission. When the action “Submit Absence” is selected, only lines on which this field is marked are submitted. For further information about the effects of submitting a line, see the description of that action.
Submitted	This field shows whether the current line has been submitted.
Submitted by	If the current line has been submitted, this field shows the name of the user who submitted the line.
Date Submitted	If the current line has been submitted, this field shows the date on which the submission took place.
Approve	In this field, you can mark the current line for approval. When the action “Approve Absence” is selected, only lines on which this field is marked are approved. For further information about the effects of approving a line, see the description of that action, as well as the introduction to this window.
Approved	This field shows whether the current line has been approved.
Approved by	If the current line has been approved, this field shows the name of the user who approved the line.
Approval Date	If the current line has been approved, this field shows the date on which the approval took place.
Reject	In this field, you can mark the current line for rejection. When the action “Reject Absence” is selected, only lines on which this field is marked are rejected. For further information about the effects of rejecting a line, see the description of that action.
Rejected	This field shows whether the current line has been rejected.

Field	Description
RejectedBy	If the current line has been rejected, this field shows the name of the user who rejected the line.
Rejected on	If the current line has been rejected, this field shows the date on which the rejection took place.
Reopen	In this field, you can mark the current line for reopening. When the action “Reopen Absence” is selected, only lines on which this field is marked are reopened. For further information about the effects of reopening a line, see the description of that action.
Reopened	This field shows whether the current line has been reopened.
Synchronized with Time Sheets	This field shows whether time sheet lines have been created automatically upon approval for the entire absence period. You cannot change this value.
Working Time	This field shows a decimal number in hours or days, according to the current value of the **Time Unit** field. If the time unit is hours, the value in this field is equal to the value in the **Duration** field. If the time unit is days: ▪ The value counts working days. Thus, a duration of 2½ days starting Friday shows the working time of one day (Friday). If the time unit is hours: ▪ The value counts working hours. Thus, a duration of 20 hours starting Friday shows a working time of 20 hours (always equal to duration).

Actions

This section shows the actions available in the Employee Absence Calendars workspace.

Top Tab

Field	Description
New Absence Entry	Use this action to create an absence entry. Maconomy automatically selects a value in the **Time Unit** field upon creation. The value is set according to the vacation period for the current user employee and current date. If you enter a value but did not change the initially displayed time unit, and this time unit differs from the final time unit as defined by the vacation period, an error message appears stating you must explicitly select another time unit and reconsider the values. You can register an absence for a period that extends over more than one employee revision that may include changing Absence Hours per Day, week calendar, and working hours.

Field	Description
Submit Absence	Use this action to submit the absence request for approval. This action is only available to the currently selected employee, his or her secretary, the assigned absence approver, and the supervisor of the selected employee. If the use of negative absence balance is enabled and the employee submits a request that exceeds their regular absence allowance, the system displays a message with their total negative absence balance if the submission is approved. If an absence registration exceeds both the employee's available allowance and negative absence balance limit, an error message displays and the submission will not go through.
Approve Absence	Use this action to approve a submitted absence request for approval. This action is only available to the employee assigned as absence approver and to the supervisor of the selected employee. When you select this action, all lines in the table part that are marked for approval in the **Approve** field are approved, causing the lines to take effect (unless the **Temporary** field is marked). Please note that if a line being approved covers one or more dates overlapping with the detailed planning of the employee, this causes the planned hours on the days in question to be deleted as described in “Calendar Lines Entering into Effect”. If the approval is cancelled at a later point, the cancellation does not cause any planned hours deleted in the process described above to be restored. When approval has been cancelled for a line, the line must be resubmitted and approved again to become effective. When a line has been approved, the only field that can be changed on the line in question is the **Temporary** field. However, unmarking this field on an approved line will not cause the line to become effective, as the approval will then be cancelled, and the line must be resubmitted and approved before becoming effective. If the **Automatically Create Time Sheet Lines from Approved Absence** system parameter is selected, then selecting this action updates the time sheet(s) with the approved absence. If the time sheet is in days, the absence is registered as 1.0 for each day of absence (0.5 for half days). If the use of negative absence balance is enabled, the system displays a message upon approval with the employee's total negative absence balance.
Reject Absence	This action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field “Approve and Reject Absence” in the window Actions has been marked can select the action. When you select this action, all lines in the table part that are marked for rejection in the field “Reject” are rejected as an indication that the absence on the lines in question is not accepted. This causes the lines to be closed without affecting the planning.

Field	Description
	Once a line has been rejected, changing information on the line causes the rejection and submission of the line to be cancelled. This means that the employee can change the information and resubmit it for approval without having to first reopen the line or create one.
Reopen Absence	This action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field “Reopen Absence” in the window Actions has been marked can select the action. When you select this action, all lines in the table part that are marked for reopening in the field “Reopen” are reopened, causing them to no longer be rejected, submitted, or approved. If a previously approved line is reopened, it is once again possible to change the information on it. When the relevant changes have been made, the line must be resubmitted and approved to become effective.
Rederive Substitutes	This action is used to re-derive substitutes on open approval tasks based on the current Absence Calendar Lines. Any substitutes referenced on the approval task will be transferred and overwrite the substitutes that are currently specified.

Absence Calendar Lines Workspace

Use this workspace to view information about one absence calendar line at a time.

This workspace contains the same information as the Employee Absence Calendar Lines workspace, but oriented in a different way.

Choose an absence line from the List of Absence Calendar Lines tab. In the sub-tab below, Maconomy displays information about the employee, the absence, and the status of the line (submitted, approved, and so on).

You can change a limited amount of information, and submit, approve, reject, and reopen absence calendar lines.

Absence Calendar Lines Tab

This section includes the fields and descriptions for the Absence Calendar Lines tab.

Employee Information Island

Field	Description
Employee	These fields show the name and number of the employee to which the current absence calendar line pertains.

Absence Island

Field	Description
First Day of Absence	This field shows the first day in the range of dates covered by the current absence calendar line.
Duration	Enter the duration of the current absence period. If you enter an absence period which overlaps dates for which planning lines have been created in the Detailed Planning workspace, Maconomy issues a warning, and the planned number of hours on the specified days are deleted when the line becomes effective. This field accepts a decimal number. The number is interpreted as hours or days according to the value in the **Time Unit** field. If the time unit is days: ▪ The value is limited to be a positive increment of 0.5. ▪ The value counts days, including non-working days. Thus, registering a duration of two and a half days starting Friday covers Saturday and Sunday, with no actual absence. If the time unit is hours: ▪ Any positive decimal number is accepted. ▪ The value counts working hours thus skips non-working days. Thus, registering a duration of 20 hours starting Friday extends into Monday and Tuesday (counting absences on those working days).
Last Day of Absence	Enter the last day of the current absence period. If you entered a value in the **Duration** field, Maconomy automatically calculates the last day of absence on the basis of the first day of absence and the duration. If you enter an absence period which overlaps dates for which planning lines have been created in the Detailed Planning workspace, Maconomy issues a warning, and the planned number of hours on the days in question are deleted when the line becomes effective. **Note:** Regardless of time unit, this field and the **Duration** field is kept in sync according to hours or days. You can register absences for a period that covers more than one Vacation Period. The first day of absence decides the required time unit. Thus, this alone may lead to a vacation period with registrations on both hours and days.
Absence Type	In this field, you can select the reason for the absence, for example, vacation or illness. Absence types are created in the window Popup Fields in the Set-Up module.

Field	Description
Working Time	This field shows a decimal number in hours or days, according to the current value of the **Time Unit** field. If the time unit is hours, the value in this field is equal to the value in the **Duration** field. If the time unit is days: ▪ The value counts working days. Thus, a duration of 2½ days starting Friday shows the working time of one day (Friday). If the time unit is hours: ▪ The value counts working hours. Thus, a duration of 20 hours starting Friday shows a working time of 20 hours (always equal to duration).
First Day is Half Day	Select this check box if the first day of absence is only half a day. If you selected **Hours** as the Time Unit value upon registration, selecting this check box calculates the appropriate number of hours in the **Hours, First Day** field.
Last Day is Half Day	Select this check box if the last day of absence is only half a day. **Attention:** Always use the **Last Day is Half Day** field to record a single half day. This allows an additional registration with the same starting date and **First Day is Half Day** field selected. If you selected **Hours** as the Time Unit value upon registration, selecting this check box calculates the appropriate number of hours in the **Hours, Last Day** field.
Temporary	If you mark this field, the specified absence will be considered as tentatively planned and will therefore not affect the planning, even if absence approval is used, and the line is approved. If a planning line is created in the window Detailed Planning for the employee in question for a date covered by an absence line which is marked as temporary, Maconomy will issue a warning. However, if absence approval is used, a warning is only issued if the absence line in question is approved.
Remarks	In this field, you can enter a remark to the absence.
Time Unit	This field shows the time unit of the absence calendar line. When a new absence calendar line is created, the value is initialized according to the vacation calendar appropriate for the context employee and context selected date, or current date if no context date is available. You can change the value in the creation step in order to comply with another intended vacation period when selecting the actual starting date. The correct value according to the appropriate vacation period setup is calculated when the user saves the new line. If the initial or user selected value differs from the appropriate value AND a time value field (such as **Duration**, **Hours, First Day**, and **Hours, Last Day**) is not zero, then an

Field	Description
	error message displays stating that you must change the time unit value and reconsider the quantities selected according to the changed time unit. This ensures that the time unit is selected according to the vacation period upon creation. Later updates to the registration does not change the time unit.
Hours, First Day	Enter the number of hours of absence on the first day of absence. If you enter a value of zero, the first day is a full day of absence. An error message appears to prevent the use of this field if the selected time unit is days. An error message also appears if you simultaneously edit this field and select the **First Day is Half Day** field. If you edit this field, the **First Day is Half Day** field is automatically recalculated.
Hours, Last Day	Enter the number of hours of absence on the last day of absence. If you enter a value of zero, the first day is a full day of absence. An error message appears to prevent the use of this field if the selected time unit is days. An error message also appears if you simultaneously edit this field and select the **Last Day is Half Day** field. If you edit this field, the **Last Day is Half Day** field is automatically recalculated.
Submitted	This field shows whether the current line has been submitted.
Submitted by	If the current line has been submitted, this field shows the name of the user who submitted the line.
Date Submitted	If the current line has been submitted, this field shows the date on which the submission took place.
Approved	This field shows whether the current line has been approved.
Approved by	If the current line has been approved, this field shows the name of the user who approved the line.
Approval Date	If the current line has been approved, this field shows the date on which the approval took place.
Rejected	This field shows whether the current line has been rejected.
Rejected by	If the current line has been rejected, this field shows the name of the user who rejected the line.
Rejected on	If the current line has been rejected, this field shows the date on which the rejection took place.
Reopened	This field shows whether the current line has been reopened.
Synchronized with Time Sheets	This field shows whether time sheet lines have been created automatically upon approval for the entire absence period. You cannot change this value.

Actions

This section shows the Actions available in the Absence Calendar Lines workspace.

Top Tab

Field	Description
New Absence Calendar Line	Use this action to create an absence entry line. Maconomy automatically selects a value in the **Time Unit** field upon creation. The value is set according to the vacation period for the current user employee and current date. If you enter a value but did not change the initially displayed time unit, and this time unit differs from the final time unit as defined by the vacation period, an error message appears stating you must explicitly select another time unit and reconsider the values. You can register an absence for a period that extends over more than one employee revision that may include changing Absence Hours per Day, week calendar, and working hours.
Submit Absence	Use this action to submit the absence request for approval. This action is only available to the currently selected employee, his or her secretary, the assigned absence approver, and the supervisor of the selected employee. If the use of negative absence balance is enabled and the employee submits a request that exceeds their regular absence allowance, the system displays a message with their total negative absence balance if the submission is approved. If an absence registration exceeds both the employee's available allowance and negative absence balance limit, an error message displays and the submission will not go through.
Approve Absence	Use this action to approve a submitted absence request for approval. This action is only available to the assigned absence approver and to the supervisor of the selected employee. When you select this action, the current absence line is marked for approval, causing it to become effective (unless the **Temporary** field has been marked). Please note that if a line being approved covers one or more dates overlapping with the detailed planning of the employee, this causes the planned hours on the days in question to be deleted as described in “Calendar Lines Entering into Effect.” If the use of negative absence balance is enabled, the system displays a message upon approval with the employee's total negative absence balance. When a line has been approved, the only field that can be changed on the line in question is the **Temporary** field. However, deselecting this field on an approved line will not cause the line to become effective, as the approval will then be cancelled, and the line must be resubmitted and approved before becoming effective. The cancellation of the approval does not cause any planned hours deleted in the process described above to be restored.

Field	Description
	When approval has been cancelled for a line, the line must be resubmitted and approved again to become effective.
Reject Absence	This action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field “Approve and Reject Absence” in the window Actions has been marked can select the action. When you select this action, the current absence line is rejected as an indication that the absence is not accepted. This causes the line to be closed without affecting the planning. Once a line has been rejected, changing information on the line causes the rejection and submission of the line to be cancelled. This means that the employee can change the information and resubmit it for approval without having to first reopen the line or create one.
Reopen Absence	This action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field “Reopen Absence” in the window Actions has been marked can select the action. When you select this action, the current absence is reopened, causing it to no longer be rejected, submitted, or approved. If a previously approved absence is reopened, it is once again possible to change the information on it. When the relevant changes have been made, the line must be resubmitted and approved to become effective.

Employee Absence Overview Workspace

Use this workspace to review an employee's absences for the duration of the employee's vacation calendar.

The Absence Details sub-tab shows each day in the vacation calendar. Each day on which the employee is absent is color-coded to reflect the type of absence and whether the absence is submitted and/or approved.

Employee Absence Overview Tab

This section includes the fields and descriptions for the Employee Absence Overview tab.

Field	Description
Show Vacation Period No.	Enter a vacation period number for which absence will be shown in the sub-tab.
Description	This field shows the description of the selected vacation period.

Absence Detail Sub-Tab

Field	Description
Month	This field shows the name of the month on the current line.
Year	This field shows the year on the current line.
Monday - Sunday	Each field corresponds to one day of the month and contains the number of that day within the month.

Team Absence Overview Workspace

Use this workspace to review the absences, during a single month, for all employees on a team.

The Absence Details sub-tab shows each day in the month that you select. Each day on which a team member is absent is color-coded to reflect the type of absence and whether the absence is submitted and/or approved.

Team Absence Overview Tab

This section includes the fields and descriptions for the Team Absence Overview tab.

Field	Description
Show Month	Enter the number of a month within a year for which absence will be shown in the sub-tab.
Show Year	Enter the year for which absence will be shown in the sub-tab.
Team Number	Enter a team number. Employees who belong to this team will be shown in the sub-tab. You can only enter a team that is marked for use with absence management and of which the selected employee is a member.
Team Name	This field shows the name of the selected team.

Absence Details Sub-Tab

This section includes the fields and descriptions for the Absence Details Sub-Tab.

Field	Description
Team Member	Enter the number of an employee who is a member of the specified team to be shown in the sub-tab.
Employee Name	This field shows the name of the employee on the current line.

Field	Description
Mon - Sun	Each field shows one day of the month and contains the number of that day within the month.

Approver Absence Overview Workspace

Use this workspace to review the absences, during a single month, for all employees who have the same absence approver.

The Absence Details sub-tab shows each day in the month that you select. Each day on which an employee is absent is color-coded to reflect the type of absence and whether the absence is submitted and/or approved.

Approver Absence Overview Tab

This section includes the fields and descriptions for the Approver Absence Overview tab.

Field	Description
Show Month	Select a month for which absence will be shown in the sub-tab.
Show Year	Enter the year for which absence will be shown in the sub-tab.

Absence Details Sub-Tab

This section shows fields and descriptions for the Absence Details sub-tab.

Field	Description
Employee No.	This field shows the number of the employee on the current line.
Employee Name	This field shows the name of the employee on the current line.
Monday - Sunday	Each field corresponds to one day of the month and contains the number of that day within the month.

Absence Entry Overview Workspace

Use this workspace to review all absence entries.

Choose an absence line from the List of Absence Entries tab. In the sub-tab below, Maconomy displays information about the employee, the absence, and the status of the line (submitted, approved, and so on).

You can change a limited amount of information, and submit, approve, reject, and reopen absence calendar lines

Absence Entry Overview Tab

This section includes the fields and descriptions for the Absence Entry Overview tab.

Field	Description
Employee Number	Enter the employee number for this entry.
Entry Type	Enter the entry type.
Absence Type	Enter the absence type for this entry. When you create a Carry Forward registration, the value in this field may be added as allowance to the current period, if allowance in the previous period can cover this.
Entry Date	Enter the date of this entry. The meaning of this field is dependent on the type of entry. For entries of type Allowance or Carry Forward with a positive Number of Days, this field (together with Valid Till) determines the period in which the allowance granted by this entry can be used. For entries of type Allowance and Carry Forward with a negative Number of Days, that number will be deducted from entries valid on this Entry Date. For entries of type Allowance Request, this field specifies the date for the request. For entries of type Absence, this field (together with Valid Till) shows the employee's period of absence.
Valid Till	Enter the date after which this entry expires. This field can only be completed for entries of type Allowance or Carry Forward with a positive number of days.
Time Registered	Enter the duration of the current absence period. If you enter an absence period which overlaps dates for which planning lines have been created in the Detailed Planning workspace, Maconomy issues a warning, and the planned number of hours on the specified days are deleted when the line becomes effective. This field accepts a decimal number. The number is interpreted as hours or days according to the value in the **Time Unit** field. If the time unit is days: ▪ The value is limited to be a positive increment of 0.5. ▪ The value counts days, including non-working days. Thus, registering a duration of two and a half days starting Friday covers Saturday and Sunday, with no actual absence. If the time unit is hours: ▪ Any positive decimal number is accepted. ▪ The value counts working hours thus skips non-working days.

Field	Description
	Thus, registering a duration of 20 hours starting Friday extends into Monday and Tuesday (counting absences on those working days).
Time Used	The field shows the used allowance on an allowance entry. The value displayed is in hours or days, according to the value of the **Time Unit** field.
Time Unit	This field shows the time unit of the absence entry.
Reason	Enter the reason for this entry.
Submitted	This field shows whether the current line has been submitted.
Submitted by	If the current line has been submitted, this field shows the name of the user who submitted the line.
Date Submitted	If the current line has been submitted, this field shows the date when it was submitted.
Approved	This field shows whether the current line has been approved.
Approved by	If the current line has been approved, this field shows the name of the user who approved the line.
Approval Date	If the current line has been approved, this field shows the date when it was approved.
Rejected	This field shows whether the current line has been rejected.
Rejected by	If the current line has been rejected, this field shows the name of the user who rejected the line.
Rejected on	If the current line has been rejected, this field shows the date when it was rejected.
Reason for Rejection	If the current line has been rejected, this field shows the reason for its rejection.
Entry Date	Enter the entry date for the new Allowance entry.
Valid Till	Enter the date after which the new Allowance entry will expire.
Number of Days	Enter the number of days granted on the new Allowance entry.
Reason	Enter the reason for approval of this entry.

Employee Allowance Sub-Tab

This section includes the fields and descriptions for the Absence Calendar Lines sub-tab.

Field	Description
Employee No.	This field shows the number of the employee on the current line.
Employee Name	This field shows the name of the employee on the current line.
Allowance, Prev. Period	This field shows the number of days of absence allowance for the employee in the previous period.
Carried Forward, Prev. Period	This field shows the number of days that have been carried forward to the previous period (from an earlier period).
Available, Prev. Period	This field shows the number of days of allowance remaining at the end of the previous period. These days could potentially be transferred to the current period as carry-forward days.
Approved Allowance, Cur. Period	This field shows the number of days of allowance that have been approved for this employee in the current period.
Unapproved Allowance Adjustments , Cur. Period	This field shows the number of days of allowance that have been submitted but not approved for this employee in the current period.
Unsubmitted Allowance Adjustments , Cur. Period	This field shows the number of days of allowance that have been created but not submitted for this employee in the current period.
Total Allowance , Cur. Period	Enter the number of days of allowance that the employee should be granted for the current period. This field shows the difference between approved and unsubmitted allowance. You can change it to a value greater or less than the approved allowance, resulting in creation of a positive or negative allowance entry for this employee.
Approved Carry Forward, Cur. Period	This field shows the number of days that have been carried forward from the previous period to the current one for this employee.
Unapproved Carry Forward Adjustments , Cur. Period	This field shows the number of days that will be carried forward from the previous period to the current one for this employee when the Approve Adjustment action is run.

Field	Description
Unsubmitted Carry Forward Adjustments , Cur. Period	This field shows the number of days that will be carried forward from the previous period to the current one for this employee when the actions Submit Adjustment and Approve Adjustment are run.
Total Carry Forward, Cur. Period	Enter the number of days to be carried forward from the previous period to the current one. This field shows the difference between approved and open carry forward days. It can be changed to a value greater or less than the approved carry forward days, which will result in a positive or negative carry forward entry being created for this employee.

Actions

Field	Description
New Absence Entry	Use this action to create an absence entry. Maconomy automatically selects a value in the **Time Unit** field upon creation. The value is set according to the vacation period for the current user employee and current date. If you enter a value but did not change the initially displayed time unit, and this time unit differs from the final time unit as defined by the vacation period, an error message appears stating you must explicitly select another time unit and reconsider the values. You can register an absence for a period that extends over more than one employee revision that may include changing Absence Hours per Day, week calendar, and working hours.

Field	Description
Submit Absence Entry	When you select this action, the selected absence entry is submitted as an indication that it now contains the desired information and is ready to be approved. The availability of this action is dependent on Entry Type. Additionally, this action is only available to the currently selected employee, that employee's secretary, the employee who is specified as absence approver for the currently selected employee, and the supervisor of the selected employee. Furthermore, users for whom the field "Submit Absence" in the Actions window has been marked can select this action.
Approve Absence Entry	When you select this action, the selected absence entry is approved, causing it to take effect. The availability of this action is dependent on Entry Type. Additionally, this action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field "Approve and Reject Absence" in the Actions window has been marked can select this action.
Reject Allowance Request	This action rejects an entry of type Allowance Request. A reason for rejection can be specified in the field Reason. This action is only enabled for entries of type Allowance Request. This action is only available to the employee who is specified as absence approver for the currently selected employee and to the

Field	Description
	supervisor of the selected employee. Furthermore, users for whom the field "Approve and Reject Absence" in the Actions window has been marked can select this action.
Reopen Absence Entry	When you select this action, the current entry is reopened, and as a result it is no longer rejected, submitted, or approved. If a previously approved entry is reopened, it is once again possible to change the information on it. When the relevant changes are made, the entry must be resubmitted and approved to become effective. Some entries cannot be reopened. Entries of type Absence or Allowance Request cannot be reopened. Allowance and Carry Forward entries cannot be reopened if the allowance days they grant have already been used by an employee. The availability of this action is dependent on Entry Type . This action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field "Reopen Absence" in the Actions window has been marked can select this action.

Absence Transfer Workspace

Use this workspace to adjust allowance for a period and carry forward days from a previous period for employees in batch.

Absence Transfer Tab

This section includes the fields and descriptions for the Absence Transfer Tab.

Field	Description
Vacation Calendar	This field shows the number of the vacation calendar that includes the vacation period to be edited.
Period Number, Current Period	Enter the number of the vacation period to be edited.
Description, Current Period	This field shows the description of the selected vacation period.
Period Start, Current Period	This field shows the starting date of the current period.
Period End, Current Period	This field shows the ending date of the current period.
Time Unit, Current Period	This field shows the time unit of the vacation period shown as Current Period. The value cannot be changed here.
Period Number, Previous Period	This field shows the number of the previous period.

Field	Description
Description, Previous Period	This field shows the description of the previous vacation period.
Period Start, Previous Period	This field shows the starting date of the previous period.
Period End, Previous Period	This field shows the ending date of the previous period.
Time Unit, Previous Period	This field shows the time unit of the vacation period shown as Previous Period. The value cannot be changed here.
Absence Type	Enter an absence type to show absence allowance for.
Show Lines	When selected, the lines in the table part are shown.
From/To Employee No.	Enter a range of employee numbers for filtering in the table part.
From/To Company No.	Enter a range of company numbers for filtering in the table part.

Batch Allowance Adjustment Wizard

Field	Description
Default Allowance, Current Period	This field shows the default number of days of allowance to be set for employees in this vacation period. The value of this field is taken from the 'Default Allowance' field on the vacation period.
New Allowance	Enter the number of days of absence allowance. This number will be transferred to all employees in the table part when the action Batch Allowance Adjustment is run. This field will, by default, contain the number from the 'Default Allowance' field on the vacation period.
Include Previous Period Negative Absence Balance	Select this check box to include the employees' negative absence balances in the system calculation when moving to a new period.

Employee Yearly Allowance Sub-Tab

This section shows the fields and descriptions for the Employee Yearly Allowance sub-tab.

Field	Description
Employee No.	This field shows the number of the employee on the current line.
Employee Name	This field shows the name of the employee on the current line.

Field	Description
Time Unit, Prev. Period	This field shows the time unit of the previous period.
Absence Hours per Day, Prev. Period	This field shows the value of the **Absence Hours per Day** field as described in the Employee Revisions sub-tab in the Employees workspace. The exact value shown is from the employee revision valid on the first day of the previous vacation period, but several employee revisions each with differing Absence Hours per Day may exist in the previous vacation period. The appropriate employee revision's Absence Hours per Day is invoked upon batch allowance adjustments.
Allowance, Prev. Period	This field shows in the time unit of the previous vacation period.
Carried Forward, Prev. Period	This field shows the number of days or hours that have been carried forward to the previous period (from an earlier period). The displayed value depends on the selected time unit for the previous period
Available, Prev. Period	This field shows the number of days or hours of allowance remaining at the end of the previous period. These days could potentially be transferred to the current period as carry-forward days. The displayed value depends on the selected time unit for the previous period.
Time Unit, Cur. Period	This field shows the time unit of the current period.
Absence Hours per Day, Cur. Period	This field shows the value of the **Absence Hours per Day** field as described in the Employee Revisions sub-tab in the Employees workspace. The exact value shown is from the employee revision valid on the first day of the current vacation period.
Approved Allowance, Cur. Period	This field shows the allowance that has been approved for this employee in the time unit selected for the current period.
Unapproved Allowance Adjustments , Cur. Period	This field shows the allowance that has been submitted but not approved for this employee in the time unit selected for the current period.
Unsubmitted Allowance	This field shows the allowance that has been created but not submitted for this employee in the time unit selected for the current period.

Field	Description
Adjustments , Cur. Period	
Total Allowance, Cur. Period	Enter the allowance to be granted to the employee for the current period. This field shows the difference between approved and unsubmitted allowance. You can change it to a value greater or less than the approved allowance, resulting in creation of a positive or negative allowance entry for this employee. **Note:** Ensure that you are entering the correct value according to the time unit selected for the current period. Using the **Batch Allowance Adjustment** action may update this field.
Approved Carry Forward, Cur. Period	This field shows the allowance that has been carried forward from the previous period to the current one for this employee. The displayed value is shown in the time unit of the current period.
Unapproved Carry Forward Adjustments, Cur. Period	This field shows the allowance that will be carried forward from the previous period to the current one for this employee when the **Approve Adjustment** action is run. The displayed value is shown in the time unit of the current period.
Unsubmitted Carry Forward Adjustments, Cur. Period	This field shows the allowance that will be carried forward from the previous period to the current one for this employee when the **Submit Adjustment** and **Approve Adjustment** actions are run. The displayed value is shown in the time unit of the current period.
Total Carry Forward, Cur. Period	Enter the allowance to be carried forward from the previous period to the current one. This field shows the difference between approved and open carry forward days. It can be changed to a value greater or less than the approved carry forward days, which will result in a positive or negative carry forward entry being created for this employee. **Note:** Ensure that you are entering the correct value according to the time unit selected for the current period.

Actions

Field	Description
Batch Allowance Adjustment	Use this action to create allowance entries with values according to the time unit of the current vacation period. **Note:** The **Available Prev. Period** value in the time unit of the previous vacation period may differ from the time unit of the current vacation period.

Field	Description
	This action updates the **Total Allowance, Cur. Period** field in the Employee Yearly Allowance sub-tab in order to prepare allowance adjustments for the listed employees. **Example A:** If the vacation period setup provides 25.0 days as Default Allowance, Days and a particular employee has 8.0 hour working days all week, then this action adds a value of 200.0 hours in this employee's **Total Allowance, Cur. Period** field. If you have allowed the use of negative absence balance, the system takes the previous period's negative absence balance into account when calculating the value in the **Total Allowance, Cur. Period** field. **Example B:** Similar to the example above, an employee is given 200.0 hours in the **Total Allowance, Cur. Period** field. However, the employee also has a negative absence balance of -8.0 hours in the previous period. When the**Include Previous Period Negative Absence Balance check box** is selected in this action's wizard, the system calculates the value of the **Total Allowance, Cur. Period** to be only 192.0 hours for this employee. Note that an adjustment may ask for less allowance than already granted (even down to the employee having zero allowance after the approval). If the **Total Allowance, Cur. Period** field was updated to less allowance than previously approved, then a negative allowance entry was created awaiting submission and approval. When taking the previous period's negative absence balance into account, the total adjustment may attempt to go below zero allowance. A message is displayed to explain this and will carry through an adjustment only to zero allowance for the employee. **Example:** The employee has a negative absence balance of -8.0 hours in the previous period and already has 10.0 hours of allowance approved in the current period. A batch adjustment asking to go to 7.0 hours and *including* the negative absence balance is a total adjustment of -11.0. When this is calculated by the system, a notification displays to state that the total adjustment to zero will not fully include the previous period negative absence balance. Based on this example, it is not recommended to make batch adjustments including the previous period's negative absence balance after other allowance has been granted for the current period.
Submit Adjustment	Use this action to submit all unsubmitted allowance and carry forward entries for employees shown in the sub-tab.
Approve Adjustment	Use this action to approve all unapproved allowance and carry forward entries for employees shown in the sub-tab.

Employee Calendars Workspace

Use this workspace to maintain a detailed plan for one employee, one day at a time.

In the Detailed Planning workspace, you can make plans for an employee per planning slot—for example, specifying that the employee is to work on a given task for three hours on a given day. In the Employee Calendars workspace, you can further refine that planning slot by specifying the exact times on which the employee should work on the task. For instance, if the task involves a meeting from 1:00 PM to 4:00 PM, you can specify that in this workspace and add a remark.

In the Employee Calendars tab, enter a date for which you want to see the plan. If the employee is absent on that day, the employee's first day of absence is shown in the Absence island.

In the Planning Slots sub-tab, enter specific times for the hours planned on the given day. You can adjust the plan by specifying a time range that does not match the planned number of hours.

Employee Calendars Tab

This section includes the fields and descriptions for the Employee Calendars tab.

Employee Information Island

Field	Description
Employee No.	This field shows the number of the employee to whom the current absence calendar line pertains.
Name	This field shows the name of the employee shown in the field “Employee No.” above.

Absence Island

Field	Description
First Day of Absence	This field shows the first day in the range of dates covered by the current absence calendar line.
Time Unit	This field shows the time unit of the absence.
Duration	In this field, you can enter the duration of the current absence period. If you enter an absence period which overlaps dates for which planning lines have been created in the window Detailed Planning, Maconomy will issue a warning, and the planned number of hours on the days in question will be deleted when the line becomes effective.
Last Day of Absence	In this field, you can enter the last day of the current absence period. If you enter a value in the field “Duration,” Maconomy will automatically calculate the last day of absence on the basis of the first day of absence and the duration. If you enter an absence period which overlaps dates for which planning lines have been created in the window Detailed Planning, Maconomy will issue a warning, and the planned number of hours on the days in question will be deleted when the line becomes effective.

Field	Description
Absence Type	In this field, you can select the reason for the absence, for example, vacation or illness. Absence types are created in the window Popup Fields in the Set-Up module.
First Day is Half Day	Select this field if the first day of an absence is a half day.
Last Day is Half Day	Select this field if the last day of an absence is a half day, or to indicate any single half day.
Hours, First Day	Enter the number of hours of absence on the first day of absence. If you enter a value of zero, the first day is a full day of absence. An error message appears to prevent the use of this field if the selected Time Unit is "Days". An error message also appears if you simultaneously edit this field and select the **First Day is Half Day** field. If you edit this field, the **First Day is Half Day** field is automatically recalculated.
Hours, Last Day	Enter the number of hours of absence on the last day of absence. This field behaves similarly to the **Hours, First Day** field.
Temporary	If you mark this field, the specified absence will be considered as tentatively planned and will therefore not affect the planning, even if absence approval is used, and the line is approved. If a planning line is created in the window Detailed Planning for the employee in question for a date covered by an absence line which is marked as temporary, Maconomy will issue a warning. However, if absence approval is used, a warning is only issued if the absence line in question is approved.
Remarks	In this field, you can enter a remark to the absence.
Submitted	This field shows whether the absence has been submitted.
Submitted by	If the absence has been submitted, this field shows the name of the user who submitted the absence.
Date Submitted	If the absence has been submitted, this field shows the date on which the submission took place.
Approved	This field shows whether the absence has been approved.
Approved by	If the absence has been approved, this field shows the name of the user who approved the absence.
Approval Date	If the absence has been approved, this field shows the date on which the approval took place.
Rejected	This field shows whether the absence has been rejected.
Rejected by	If the absence has been rejected, this field shows the name of the user who rejected the absence.

Field	Description
Rejected on	If the absence has been rejected, this field shows the date on which the rejection took place.
Reopened	This field shows whether the absence has been reopened.
Synchronized with Time Sheets	This field shows whether time sheet lines have been created automatically upon approval for the entire absence period. You cannot change this value.

Day Island

Field	Description
Date	In this field, you can enter a date to see the planning information for the current employee on the date in question.
Day of the Week	This pop-up field displays the weekday of the current date. You can change the currently displayed date by changing the value in this field. Note that if you change the weekday to a previous day, the date is adjusted to that weekday in the following week.
Week	This field displays the week number of the current date. You can change the currently displayed date by changing the value in this field. The date changes to the Monday in the specified week.
Year	This field displays the year of the current date. You can change the currently displayed date by changing the value in this field. The date changes to the Monday in the specified week of the specified year.

Planning Slots Sub-Tab

This section includes the fields and descriptions for Planning Slots sub-tab.

Field	Description
Job No.	This field shows the job number specified in the current planning slot.
Job Name	This field shows the name of the current job.
Task	This field shows the task specified in the current planning slot.
Task Description	This field shows the description of the current task.
Act. No.	This field shows the activity specified in the current planning slot.

Field	Description
Activity Name	This field shows the name of the current activity.
Quantity	This field shows the number of hours planned for the current employee on the current date. If you change this field, and a starting time has been specified, the ending time will be recalculated to reflect the new number of hours.
Booking Type	In this field, you can specify the type of the allocation on the planning line. The types are “Preliminary,” “Requested,” and “Confirmed.” By specifying a booking type, you can indicate whether the planned hours should be considered tentative or permanent. Allocations of the type “Confirmed” are considered permanent, whereas the less restricted preliminary allocations are preliminary. Requested bookings are allocations that either could not be converted from “Preliminary” to “Confirmed,” or allocations that are to be reviewed by some other person before they are converted to “Confirmed.” See the introduction to the window for further details. The default value of the field is “Confirmed,” and this type will be suggested for planning lines with no relation to planning budget lines. If the current planning line was created on the basis of a planning budget line, the planning line automatically inherits the allocation type of the related planning budget line. Any subsequent changes made to the allocation type of the related budget line are automatically transferred to the planning line. This means that the value of this field is automatically overwritten with the new type selected for the planning budget line upon approval of the budget line. The value of the field can be changed to “Preliminary” or “Requested” as required, but it can only be changed to “Confirmed” if the current allocation does not conflict with other confirmed allocations. If a conflict occurs so that the current allocation and one or more other confirmed allocations would cause the planning time of the employee on the current line to be exceeded, the allocation type of the current line will automatically be set to “Requested.” Note that if you change the allocation type, allocations on dates before the date specified in the field “Never Before” will not be converted. If you change the booking type on a planning line from “Confirmed” to “Preliminary,” the hours on the line will be reallocated within the time span of the confirmed allocations. However, if the field “Keep Distribution” in the card part is marked, the hours are reallocated as described in this field. Note that you cannot create more than three versions, one of each booking type, of planning lines which are similar, that is, have the same combination of job, activity, task, and employee and/or employee category.
Started	In this field, you can enter a starting time for the activity in the current planning slot. If you change this field, the ending time will be recalculated to reflect the length of the planning slot as specified in the field “Quantity.”
Finished	In this field, you can enter an ending time for the activity in the current planning slot. If you change this field, the number of hours in the field

Field	Description
	“Quantity” will be recalculated to reflect the number of hours between the starting and ending times.
Remarks	In this field, you can enter any remarks concerning the current planning slot.
Description	This field shows the description from the corresponding line in the detailed plan.

Actions

This section shows the Actions available in the Employee Calendars workspace.

Top Tab

Field	Description
Delete Absence	When you select this action, any absence entry as shown in the island Absence is deleted.
Submit Absence	This action is only available to the currently selected employee, his or her secretary, the employee who is specified as absence approver for the currently selected employee, and the supervisor of the selected employee. Furthermore, users for whom the field “Submit Absence” in the window Actions has been marked can select the action. When you select this action, the absence specified in the island Absence is submitted as an indication that it now contains the desired information and is ready to be approved.
Approve Absence	This action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field “Approve and Reject Absence” in the window Actions has been marked can select the action. When you select this action, the absence in the island Absence is approved, causing it to become effective (unless the field “Temporary” has been marked). Please note that if an approved absence line covers one or more dates overlapping with the detailed planning of the employee, this causes the planned hours on the days in question to be deleted as described in “Calendar Lines Entering into Effect.” When a line has been approved, the only field that can be changed on the line in question is the field “Temporary.” However, unmarking this field on an approved line will not cause the line to become effective, as the approval will then be cancelled, and the line must be resubmitted and approved before becoming effective. The cancellation of the approval does not cause any planned hours deleted in the process described above to be restored. When approval has been cancelled for an absence line, the line must be resubmitted and approved again to become effective.

Field	Description
Reject Absence	This action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field “Approve and Reject Absence” in the window Actions has been marked can select the action. When you select this action, the absence in the island Absence is rejected as an indication that the absence is not accepted. This causes the absence line to be closed without affecting the planning. Once an absence line has been rejected, changing information on the line causes the rejection and submission of the line to be cancelled. This means that the employee can change the information and resubmit it for approval without having to first reopen the line or create one.
Reopen Absence	This action is only available to the employee who is specified as absence approver for the currently selected employee and to the supervisor of the selected employee. Furthermore, users for whom the field “Reopen Absence” in the window Actions has been marked can select the action. When you select this action, the absence in the island Absence is reopened, causing it to no longer be rejected, submitted, or approved. If a previously approved line is reopened, it is once again possible to change the information on it. When the relevant changes have been made, the line must be resubmitted and approved to become effective.

Detailed Planning Workspace

Use this workspace to plan the use of your company's employees, either as independent plans or as a refinement of existing job budgets' long-term plans.

Maconomy automatically remembers your selection criteria when you open this workspace again. In addition, if you select the **Remember all settings in det. plan. windows** system parameter, Maconomy remembers all of the settings in this workspace and the Detailed Employee Planning workspace, including starting date, ranges, and so on.

If you create a job budget for a job in the Job Cost module, this workspace enables you to do more detailed planning to define exactly who should perform which tasks, for how long, and on which dates.

Use the Detailed Planning tab to enter a planning start date and specify whether you want planning to be done on a weekly or daily basis. You can also define the period of the time horizon for which you want to plan by entering the number of units (days/weeks). For example, if you select that four units should be displayed, you can make plans for four weeks in the Planning Lines sub-tab. You can also indicate whether or not lines should be shown in the sub-tab. For performance reasons, it might be advantageous not to have lines shown before you want to work in the sub-tab.

The Planning Lines sub-tab consists of a grid structure with slots; each planning slot specifies a period of either a week or a day, depending on your selection in the Detailed Planning tab. For example, if you select "Week" in the tab, each planning slot unit in the sub-tab corresponds to a week. If you enter the starting date as May 1, 2015, you can then enter hours for the week numbers 18, 19, 20, and 21 in the four slots.

You can create a detailed plan as an independent plan by manually entering the job number, task number, and activity number on a planning line. If you do this and then select the **Automatically assign planning lines to budgets** system parameter, Maconomy tries to link the manually entered line to an existing line in the latest approved revision of the planning budget. To do this, use the same method that is described in the Job Progress workspace in the Job Cost module. The number of the matching job budget line is shown in the sub-tab. If Maconomy fails to find a matching job budget line, or if the matching job budget line has already been assigned to a planning line, Maconomy interprets the manually entered line as an additional task that is not mentioned in the planning budget.

You can also choose to create a detailed plan based on job budget lines. Then when you use the **Create Plan from Job Budgets** action Maconomy suggests what should be included in the detailed planning. The suggestion is based on the latest approved revision of all planning budgets that describe tasks that are to be performed within a range of dates that overlap the time range that the workspace displays.

If you create planning lines using this action, Maconomy transfers information from the relevant job budget lines and displays them on the planning lines that you created. The transferred information covers data on the job in question, the employees assigned to the job, and the planned number of hours. After you do this transfer, you can only change this information on the job budget line in question, but Maconomy transfers potential changes to the assigned planning lines in this workspace.

After you create detailed planning lines from job budgets, you can allocate the transferred number of hours to the specified employee on the new planning lines. If you created the planning lines from job budget lines that specify an employee category instead of a specific employee, you can allocate the number of hours that you transferred to planning lines to one or more employees who belong to the category in question. This enables you to plan for several employees to work on the same task created based on a job budget line. You can thus choose to create a long-term plan by using a job budget, which you can later refine by allocating the planned number of hours to the employees in question, when you have decided exactly who should perform the task.

Another way to transfer planning lines to this workspace is to have Maconomy automatically allocate hours on planning lines in the Job Planning workspace in the Job Cost module. You cannot move or delete automatically allocated lines. For more information, see the description of the Job Planning workspace.

If you plan more hours on a task in this workspace than are specified on the job budget line on which the planning is based, you can set Maconomy up to issue a message. You can also let Maconomy solve the situation by removing the overtime hours from one of those employees who has been allocated hours on the task by selecting a method in the **Resolve Exceeding Task Allocation** field.

When you maintain information in the planning process, you can use the **Distribute Quantity** action to enter the number of hours that an employee is supposed to work on a planning line. Depending on the distribution method that you select in the Distribution island, Maconomy then distributes the hours for the employee in question on the line of the job, activity, and task from the specified starting date and ahead in time. Maconomy makes this distribution based on the principle of avoiding overtime, if possible. If this is not possible, Maconomy tries to distribute the hours of overtime on normal working days, if you specified in the System Information workspace that overtime is allowed. If this is not sufficient, Maconomy distributes potential overtime on days that are not typically working days, such as Saturdays and Sundays. However, for each date, you can never allocate more hours to an employee than the employee's maximum number of working hours according to the employee revision that applies on the date in question. For more

information about employee revisions, see "Date-Dependent Employee Revisions" in the introduction to the Employees workspace.

During the planning process, you can always see the planned number of hours for each employee and whether one or more employees have been allocated too many or too few hours (compared to the hours during which the employees in question are available in the period) in the Employee Availability island. When you create or change a detailed plan, this island displays information about the employees' work load. This enables you to always see if you have allocated to one or more employees too many or too few hours within the specified time frame. You can set Maconomy up to give a warning if you have allocated too many hours to an employee in a given week, compared to the employee's planning time. See "Central Concepts of Resource Planning" for more information on planning time.

Maconomy also issues a warning if you allocate hours in a planning slot to an employee who is not available during the period for which you are planning. This ensures that you cannot plan hours for an employee without being aware that the employee in question will be absent during the planned period. Maconomy transfers information about employees' absence periods from effective lines in the Employee Absence Calendars workspace. For more information about effective absence calendar lines, see "Calendar Lines Entering into Effect."

When you allocate hours to an employee on a planning line, you can select a booking type of each allocation: **Confirmed**, **Requested**, or **Preliminary**. By specifying a booking type, you can indicate whether the planned hours should be considered tentative or permanent. It may, for example, be uncertain whether a given project will be realized or how much time is needed for its completion; but on the other hand, you may want to signal that certain resources may be required for a certain period in the detailed planning. By creating allocations of the booking type **Preliminary**, you can reserve the resources that are required for such a project on a preliminary basis.

Maconomy considers allocations of the booking type **Confirmed** to be permanent, whereas less restricted allocations should be of the type **Preliminary**. Allocations of the type **Requested** are allocations that Maconomy either could not convert from **Preliminary** to **Confirmed**, or allocations that are to be reviewed by some other person before they are converted to **Confirmed**.

You can convert allocations of any booking type into another booking type if this does not create a conflict with other allocations. This means that you cannot convert a preliminary allocation, for example, to a confirmed allocation if the converted allocation together with any other confirmed allocations to the same employee would cause the planning time of that employee to be exceeded. For each task you can create three versions of allocations: one for each booking type. You can select or change the booking type in the detailed planning in this workspace or at the planning budget level in the Job Planning workspace in the Job Cost module. You can do this for either each planning line, or for a selection of planning lines by means of the actions **Convert to Preliminary**, **Convert to Requested**, or **Convert to Confirmed**.

Similarly, in the job planning you can do the conversion for one budget line or for all of the budget lines of the planning budget. To obtain an overview of any conflicting or potentially conflicting allocations, you can print a conflict report in the Reporting menu in this module.

Note that if you do not want to use the functionality of booking types, the **Use Confirmed Bookings Only** system parameter allows you to omit the use of the three booking types; all allocations are then automatically of the type **Confirmed**.

If you need to modify a large number of resource plan allocations, you do not need to enter the changes manually. Instead, you can delete a large number of detailed planning allocations or

redistribute the allocations to another employee using the **Delete Allocations** and **Replace Employee** actions. You can specify a selection of planning lines to be deleted/reallocated using the selection criteria in this workspace and by entering the date range for which you want to delete the selected lines in the Delete Allocation island. You can also choose to delete/transfer all of the allocations on planning lines that have a specific employee by entering an employee number in this island.

Note that you can select individual lines as "locked." Maconomy then shows a warning if you try to delete or move locked allocations, which are typically used for fixtures such as customer meetings, which you cannot move without affecting a third party.

You cannot perform allocations for planning lines that are derived from budget lines that have been put on hold in the Job Planning workspace in the Job Cost module.

If you specify skill requirements, either in the Skill Requirements workspace or in the Job Planning workspace in the Job Cost module, the detailed planning reflects this. When you allocate hours to an employee on a task in the Detailed Planning workspace, Maconomy checks whether the employee in question has the skills that are required for the task that you specified on the current job budget line. Similar functionality applies in the Job Cost module, so that when you approve a job's planning budget, Maconomy checks each new or modified skill requirement against the employees who you allocated to perform the tasks specified on the lines.

When planning with consideration to skill requirements, you can use the Task Staffing workspace to look up employees who have skills that match the requirements of the tasks that you are planning. When performing searches, Maconomy takes into account the skills, skill levels, and employee category specified on the planning budget line, as well as the available time and potential overtime for each employee. You can select employees who are included in the search as required, and then you can transfer them to the detailed resource plan by means of the **Transfer to Plan** action.

As part of the planning process, time sheet users or project managers can enter an estimated time-to-completion when revising a planning budget in the Job Cost module. When you approve the revised planning budget, any estimates for a task are displayed in the detailed planning, and you then know whether you should add any resources to or remove them from each task in the detailed planning. For each estimate specified for a task, you must also enter a date. This date stamping is used in the detailed planning to inform Maconomy as of which date the estimate should be implemented in the detailed plan.

In addition, you can choose to have Maconomy automatically create time sheet lines based on the detailed planning. You do this by specifying values in the **Pre-fill Time Sheet Lines** job parameter attribute. In this job parameter, you can define whether time Maconomy should create time sheet lines automatically, and to which extent the planning performed in this workspace should be transferred to time sheet lines when you create time sheets. When you create a time sheet for a day or a week in the Time Sheets or Daily Time Sheets workspaces, Maconomy determines whether the detailed planning contains any allocations of the booking type **Confirmed** for the employee for the day/week in question. If this is the case, Maconomy creates a number of time sheet lines that correspond to the detailed planning lines for this day/week. This means that for all of the planning lines that specify that the employee in question will be working on a specific task, the system creates a corresponding time sheet line.

You can print a detailed plan for each employee or for each job, on a weekly or daily basis. The printout shows the employee load, the number of hours allocated to each job, and to which employees, and so on. The printout also shows the number of hours still to be planned for each task, compared to the number of hours specified on the assigned job budget lines.

Detailed Planning Tab

This section includes the fields and descriptions for the Detailed Planning tab.

Plan Island

Field	Description
Start Date	In this field, you can specify the date on which the detailed planning should start. If “Week” has been selected in the field “Planning Unit,” the starting date will always be the Monday in the week in question.
Day of the Week	This field displays on which weekday the starting date falls. If “Week” has been selected in the field “Planning Unit,” this field will have the value “Monday.” If “Day” has been selected as planning unit, this field can contain any weekday. If you change the value in this field, Maconomy will adjust the starting date in the field “Starting Date” to the first coming weekday that corresponds to the weekday in this field, and which is equal to or after the date already specified in the field “Starting Date.”
Week	In this field, you can enter a week number. If you enter a week number, the starting date will be adjusted to the first weekday in the specified week in the year specified in the field “Year.” If you do not enter a specific week, this field will display the week number of the current week.
Year	In this field, you can enter a year. If you do not enter a specific year, this field will display the year of the starting date entered in the field “Starting Date.”
Planning Unit	This field can have either the value “Week” or the value “Day,” and it defines the time span to be displayed in the window. If, for example, you select the value “Week,” each planning slot unit in the table part will indicate a period covering a week. If you have selected the value “4” in the field “Units Shown,” you can plan four weeks ahead in time. Moreover, the value in this field indicates whether the number of hours in the fields in the island Employee Availability are shown per day or per week. Maconomy remembers the value selected in this field by the user in question and displays the same value the next time that the user opens this window.
Number of Units Shown	This field can have a value between 1 and 10. The value in this field specifies the number of planning slots to be included in the planning section shown in the table part of the window. If the planning unit is specified as, for example, a week, and you enter the value “4” in this field, it means that it will be possible to plan for 4 weeks ahead, which also means that you can only enter hours in the first four planning slots.

Availability Overview Island

In this island you can select up to ten employees for planning. It will only be possible to select employees set up with the **Hour** Time Unit.

Field	Description
Employee Information No.	In these fields, you can enter the numbers of ten employees. Each time that this window is opened, Maconomy remembers and shows the values in these fields previously entered by the user opening the window. See also the description of the **Keep** field.
Employee Information Name	This field displays the name of the employee specified in the field “Employee No.”
Planning Time, Day	This column shows the planning time for the employee specified in the field “Employee No.” for the detailed plan’s first planning unit. The unit in this field will be either “Day” or “Week,” depending on the value selected in the field “Planning Unit.” See “Central Terms in The Resource Planning Module” in the introduction to this module for further information on planning time.
Planning Time, Total	This column shows the total planning time for the employee specified in the field “Employee No.” for the selected time span defined in the island Plan. See “Central Terms in The Resource Planning Module” in the introduction to this module for further information on planning time.
Planned Time, Day	This column shows the number of hours planned for the employee in the detailed plan’s first planning unit. The unit in this field will be either “Day” or “Week,” depending on the value selected in the field “Planning Unit.”
Planned Time, Total	This column shows the total number of hours planned for the employee in the selected time span of the detailed plan. The selected time span is defined in the island Plan.
Remaining Time, Day	This column shows the remaining time available, compared to the time planned for the employee specified in the field “Employee No.” The value in this field is thus calculated as the value in the field “Planning Time, Unit,” minus the value in the field “Planned time, Unit.” A negative value in this field means that the employee is planned to work for more hours than his fixed number of working hours. The unit in this field will be either “Day” or “Week,” depending on the value selected in the field “Planning Unit.”
Remaining Time, Total	This column displays the total remaining time available, compared to the planned time of the time span for the employee. The value in this field is thus calculated as the value in the field “Planning Time, Total,” minus the value in the field “Planned time, Total.” A negative value in this field means that the employee is planned to work for more hours than his fixed number of working hours.
Load %, Day	This column shows the employee’s work load in percentages per day/week for the first unit. The load percentage corresponds to the part of the employee’s planning time for which hours have been planned. This means that if the employee’s planning time is 30 hours per week, and 15 hours have been planned for the employee in the week in question, this field will contain the value 50%.

Field	Description
Load %, Total	This column shows the employee's total work load in percentages for the selected time span defined in the field "Units Shown." The load percentage corresponds to the part of the employee's planning time for which hours have been planned. This means that if the employee's planning time is 30 hours per week, and 15 hours have been planned for the employee in the week in question, this field will contain the value 50%.
Keep	If you mark this field, Maconomy is not allowed to automatically change the employee shown on the current line. When you change information on a line in the table part of the window, Maconomy checks whether the employee entered on the line is shown in the island Employee Availability. If this is not the case, Maconomy will, if possible, insert this employee into the island Employee Availability. In this case, Maconomy will select an unused row if the field "Keep" is not marked for the row in question, and if there is an unused row. If all rows are in use, Maconomy will select the "oldest" row, that is, the row containing an employee for whom changes have not been made for the longest period in time. By marking this field, you can ensure that information about the employee specified on the line in question will be maintained and thus always shown in the island Employee Availability.

Selection Criteria Island

Field	Description
Show Lines	In this field, you can mark whether or not the table part of the window should show the lines matching the criteria specified in this island. For performance reasons, it can be advantageous not to have lines shown before all selection criteria have been specified.
Empl. Category No.	In these fields, you can enter a range of employee category numbers. Only planning lines assigned to employee category numbers within the specified range will be shown in the table part of the window.
Empl. No.	In these fields, you can enter a range of employee numbers. Only planning lines assigned to employees with numbers within the specified range will be shown in the table part of the window.
Project Manager No.	In this field, you can enter a project manager number. Only planning lines assigned to jobs having the specified employee as project manager will be shown in the table part of the window.
Job No.	In these fields, you can enter a range of employee numbers. Only planning lines assigned to job numbers within the specified range will be shown in the table part of the window.
Company No.	In these fields, you can enter a range of company numbers. Only planning lines assigned to company numbers within the specified range will be shown in the table part of the window.

Field	Description
Activity No.	In these fields, you can enter a range of activity numbers. Only planning lines assigned to activity numbers within the specified range will be shown in the table part of the window.
Task	In these fields, you can enter a range of task numbers. Only planning lines assigned to task numbers within the specified range will be shown in the table part of the window.
Booking Type	In this field, you can select one of the three booking types “Preliminary,” “Requested,” or “Confirmed.” Only planning lines having the specified booking type will be shown in the table part of the window and will be affected when you select the actions “Delete Allocations,” “Replace Employee” or one of the three actions for converting the booking type. If the field is left blank, planning lines with allocations of any of the three types will be shown in the table part and will be affected by the above actions. For more information about booking types, see “Booking Type.”

Transfer to Slot Island

Field	Description
Started	In this field, you can enter a starting time which you want to transfer to the planning slot. If you enter a starting time in this field, it will be transferred to the planning slot when you change the number of hours for a day on a line in the table part of the window. Once the starting time has been transferred to the planning slot, the field is cleared so that you do not accidentally transfer the starting time to other planning slots. Note that you can only transfer a starting time when the planning unit is “Day.” The times can be viewed and edited in the window Employee Calendars.
Finished	In this field, you can enter a finishing time which you want to transfer to the planning slot. For more information, see the description of the field “Started” above. Note that you cannot enter a starting and a finishing time at the same time.
Remarks	In this field, you can enter a remark which you want to transfer to the planning slot. For more information, see the description of the field “Started” above.

Allocation Island

Field	Description
Range	The two pop-up fields in this field determine the date range within which Maconomy should distribute hours in the detailed planning when hours are specified in the field “Distribute Quantity” in the table part. In the first field, you can select an option determining the starting date of the date range. Note that if the date specified in the field “Never Before” below is before the starting date in this field, the distribution of hours will never be before that date, regardless of the option selected in this field. The default value of the first field is “Planned Starting Date,” but you can choose from the following options:

Field	Description
	▪ **First Within View** — If you select this option, Maconomy will distribute the entered number of hours as from the first date within the selected planning span, that is, the date specified in the field “Start Date” in the island Plan. ▪ **First Possible Starting Date** — If you select this option, Maconomy will distribute the specified number of hours as from the date specified as the first possible starting date for the task. If no such date has been specified, the date specified in the field “Never Before” will be used. If that date is also blank, Maconomy will use the date specified in the field “Start Date” in the island Plan. ▪ **Planned Starting Date** — If you select this option, distribution of hours will take place as from the date specified as the planned starting date for the task. If no such date has been specified, the date specified in the field “Never Before” will be used. If that date is also blank, Maconomy will use the date specified in the field “Start Date” in the island Plan. In the other field of the range, you can select an option determining the ending date of the date range within which Maconomy should distribute hours in the detailed planning when hours are specified in the field “Distribute Quantity” in the table part. The selected ending date of the range can never be before the starting date selected in the first option in this field or in the field “Never Before.” The default value of the field is “Within View,” but you can select among the following options: ▪ **Last Within View** — If you select this strategy, Maconomy will distribute the entered number of hours within the period covered by the starting date selected in this island and the last date of the time span selected in the island Plan. If, for example, Maconomy is to distribute 80 hours, and the period defined by the starting date selected and the ending date of the time span is, for example, five days, Maconomy will distribute all 80 hours equally on the plan’s five days, even if this means that the employee in question will be assigned overtime working hours. If overtime is not allowed, Maconomy will issue an error message telling you that distribution of the specified number of hours on the employee in question is not possible. ▪ **Planned Ending Date** — If you select this strategy, Maconomy will distribute the specified number of hours within the period covered by the starting date selected in this island and the planned ending date entered on the line. If no planned ending date has been entered, there will be no upper limit for the period within which

Field	Description
	Maconomy will distribute the number of hours. If the number of hours cannot be distributed without resulting in overtime for a given employee, distribution can only be carried out if overtime is allowed. Please note that use of this strategy might mean that the hours distributed might exceed the selected planning span. ▪ **Last Possible Ending Date** — This strategy corresponds to the strategy “Before Planned Ending Date” described above, only will Maconomy use the date specified as “Last possible ending date” instead of the planned ending date. Note that regardless of the selected strategy, Maconomy will never distribute so many hours to a given employee on a given date that the total distribution for the employee on this date exceeds the employee’s maximum number of working hours for the date. The employee’s maximum working hours for the employee on a given date is found in the employee revision applying on the date in question. For further information about employee revisions, see “Date-Dependent Employee Revisions” in the introduction to the window Employees. In addition, Maconomy will never distribute hours on a task before the date specified in the field “Estimate Date” in the table part, if an estimate has been specified for the task.
Never Before	In this field, you can enter a date. This date will be used as the starting date when Maconomy distributes hours specified in the field “Distribute Quantity” in the table part, regardless of whether any starting date has been specified in the first range field above. In other words, Maconomy will never distribute hours before the date in this field. By default, the date will be today’s date, but you can change it. If the date is blank, the first date used for distribution will be determined by the date specified in the field “Start Date” in the island Plan. Note that if you convert the allocation type of a planning line, either manually or by means of the actions in this window, allocations on dates before the date specified in this field will not be converted.
Method	In this field, you can select a distribution method to be used when allocating hours to a given employee. The following options are available: ▪ **Early Allocation** — If you select this option, Maconomy will allocate as many hours as possible as early in the plan as possible, when a number of hours is specified in the field “Distribute Quantity” on a line in the table part of the window. If the specified number of hours cannot be allocated within the available planning time of the employee in question, you can choose that Maconomy should attempt to allocate the remaining number of hours on days off (for example, weekends) by marking the field “Include Days Off” in this island. If the specified number of hours can still not be allocated as desired, you can choose how Maconomy should react to such situations in the field “Unattainable.”

Field	Description
	▪ **Even Allocatio**n — If you select this option, Maconomy will allocate the number of hours specified in the field “Distribute Quantity” evenly on the line within the time span defined in the window. If you have, for example, specified that the window should show 5 units of the type “Week,” and you enter 100 hours in the field “Distribute Quantity,” 20 hours will be allocated to the employee specified on the line for each of the 5 weeks. If the employee in question is absent in 1 of the weeks covered by the time span within which the hours must be allocated, the hours will not be allocated to the week in question, and instead the 100 hours are allocated to the 5 remaining weeks, that is, 25 hours for each week. If the specified number of hours cannot be allocated within the available planning time of the employee in question, you can choose whether or not Maconomy should attempt to allocate the remaining number of hours on days off (for example, weekends) by marking the field “Include Days Off” in this island. If the specified number of hours can still not be allocated as desired, you can choose how Maconomy should react to such situations in the island Unattainable. ▪ **Fixed Allocatio**n — If you select this option, a fixed number of hours can be allocated to each unit within the plan from a specified starting date/week until a specified ending date/week, or until all requested hours have been allocated. The number of hours to be allocated on a planning line with repeating allocation is specified in the below field “Fixed Number of Hours.” The distribution method selected in this field applies to the planning unit specified in the field “Planning Unit,” that is, the planning unit determines how the distribution method should be applied to the planning lines. In this connection you should note that if the current planning unit is “Week,” the selected method will apply to weeks, but within each week the hours are applied to the days as if the distribution method “Early Allocation” had been selected. If the current planning unit is “Days,” the selected method will apply as described in the above options.
Fixed Number of Hours	If the distribution method “Repeating Allocation” has been selected, you must specify the number of hours to be repeatedly allocated to each relevant unit in this field. See the above description of the distribution method “Repeating Allocation” for further information on the functionality of this field.
Include Days Off	If you mark this field, Maconomy will include days off for the allocation of the hours specified. Specifying that days off should be Unattainable considered implies that if all hours specified could not be distributed on working days including any allowed overtime registered for the employee in question, Maconomy will attempt to distribute any remainder of hours on days off (nonworking days, for example, weekends). If only part of the hours can be allocated this way, Maconomy will issue an error message. If this field is not marked, days off are considered equal to absence days, on which no hours

Field	Description
	can be allocated to an employee. Note that this option cannot be selected for the distribution method “Repeating Allocation.”
Unattainable	In this field, you can choose how the system should react if a requested number of hours cannot be allocated to the employee in question. You can select one of the following two options: ▪ **Cancel Allocation** — If you select this option, the requested allocation is automatically cancelled, and Maconomy will issue an error message. ▪ **Allocate Best Number of Hours**— If you select this option, Maconomy will attempt to allocate as many hours as possible in accordance with the specifications entered in the window. The hours which could not be allocated will automatically be cut off, and Maconomy will issue a message informing you how many hours were allocated and how many hours were cut off.

Delete Allocation Island

Field	Description
Employee	In these fields, you can specify the name and number of an employee to be used when either of the actions “Delete Allocations” or “Replace Employee” is selected. Depending on which of the two actions you select, the hours allocated in the detailed planning to the employee specified in these fields will be either deleted or transferred to the employee specified in the “Employee” fields in the island Replace Allocation. If an employee has not been specified in these fields, allocations for all employees matching the selection criteria in the island “Selection Criteria” will be deleted/transferred when one of the above actions is selected.
Date Range	In these fields, you can enter a date range. This date range specifies the period for which allocations will be deleted or reallocated, respectively, when selecting the actions “Delete Allocations” or “Replace Employee.” This date range will always be used in connection with these two actions, regardless of the time span selected in the island Plan. The default values of these fields cover the period from the current date to the end of the time span specified in the island Plan, but you can change the dates as required. Note, however, that if you leave the first or last of these two fields blank, all allocations included in the selection criteria and assigned to the employee specified in this island, if any, will be deleted/reallocated back or forward in time, respectively.

Replace Allocation Island

Field	Description
Employee	In these fields, you must specify the name and number of the employee to whom the hours allocated to the employee specified in the “Employee” fields in the island Delete Allocation should be transferred when the action “Replace Employee” is selected.

Redistribute Allocation Island

Field	Description
Keep Distribution	This field is used in connection with the action “Replace Employee” to specify whether or not the hours to be transferred to a new employee should be reallocated using the existing allocation of hours on weeks/days. If this field is marked, the allocations in question will be transferred directly to the new employee with no changes to the existing allocation of hours on weeks/days, that is, for each day only the employee will be changed, not the number of hours allocated. However, if the planning unit selected in the island “Plan” is “Week,” the allocations in question are considered kept as long as each week covered by the allocation period is reallocated as many hours as originally planned. This means that the hours may be reallocated within each week with consideration to any other hours planned for the employee on the days in question. If this field is not marked, the existing allocations will be transferred to the new employee within the period in which the hours were originally allocated. The hours to be reallocated will be transferred in either of two ways: If an identical planning line already exists for the employee, the hours will be reallocated automatically within the period in question. If an identical line does not exist, the system will create a planning line, and the hours to be reallocated will be added to the value of the field “Distribute Quantity” on the line. See also the description of the action “Replace Employee.”

Properties Island

Field	Description
Use Previous Ranges	In this field, you can select which range of job budget lines to be included when the action “Create Plan from Job Budgets” is used. This field is also used for determining which planning lines should be shown in the table part of the window. If you mark this field, Maconomy will include all job budget lines on which the date in the field “First Possible Starting Date” in the window Job Budgets is earlier than the last date of the selected planning section. If you do not mark this field, the date specified in the field “Planned Starting Date” will be used instead of the date in the field “First Possible Starting Date.”
Ignore Blank Dates	This field is used in connection with the field “Use Previous Ranges” above. If you mark this field, Maconomy will not include planning lines having a blank value in the field “First Possible Starting Date.” Alternatively, if the field “Use Previous Ranges” is not marked, Maconomy will not include planning lines having a blank value in the field “Planned Starting Date.”
Resolve Exceeding Task Alloc.	In this field, you can specify the strategy to be used when more hours have been planned on a given task in this window than specified on the job budget line that forms the basis of the planning. If you select a strategy in this field, Maconomy will try to solve the situation by removing the exceeding hours from one or more of those employees to whom hours on the task have been distributed in one of the following ways:

Field	Description
	▪ **Remove Smallest Allocations First** — If you select this strategy, Maconomy will remove hours from the employee(s) who have been allocated the fewest number of hours on the task in a slot (if there are allocations of hours which are not provided with a specification of an employee, these allocations will always be removed first). If, for example, employee A has been allocated a total of 100 hours on the task (with for example 0.5 hours on a Friday), and another employee has been allocated a total of 10 hours (2 days of 5 hours), Maconomy will remove the half-hour from employee A, as this is the smallest single allocation. ▪ **Remove Most Loaded First** — If you select this strategy, Maconomy will reduce the number of hours for any employees who have been allocated the most hours compared to the defined planning time. Allocations of hours with a specification of an employee are removed before allocations without a specification of an employee. When there are more allocations with the same value, Maconomy will select the employees who do not have the employee category specified for the task as their primary category. See the description of planning time in “Central Terms in The Resource Planning Module” in the introduction to this module for information about the calculation of planning time. ▪ **Remove External First** — If you select this strategy, Maconomy will reduce the number of hours for the employees who are not assigned to the company responsible for the job in question, and who are therefore regarded as external. When there are several external employees, Maconomy will select the employees who do not have the employee category specified for the task as their primary category. When all task allocations for these employees have been deducted, and if there are still exceeding task allocations, Maconomy will use the strategy “Remove Most Loaded First” as described above. As the default, this field has the value specified for the corresponding field in the window System Information. However, the value can be changed manually in this window. Note that if an estimated time-to-completion has been specified for a task, Maconomy will only remove allocations on the task that are after the estimate date. In addition, Maconomy will never remove hours allocated on dates before the date specified in the field “Never Before” in the island Allocation.

Planning Lines Sub-Tab

This section includes the fields and descriptions for the Planning Lines sub-tab.

Field	Description
Job No.	This field shows the job number assigned to the current planning line, if it has been created on the basis of a job budget. If you create an independent detailed plan, you can enter a job number in this field. If the system parameter “Automatically assign planning lines to budgets” is marked, Maconomy will try to link the manually entered line to an existing line in the latest approved revision of the planning budget, as described in the introduction to this window.
Empl. No.	In this field, you can enter the number of the employee for whom you want to plan the specified number of hours on the job, activity, and task specified on the line. If you change the contents of this field, the system will check whether the new employee specified matches any skill requirements created for the task on the line in the window Skill Requirements. If requirements have been created which the employee does not meet, a warning will be issued for each unmet requirement. If the planning line is created for a job which uses automatic allocation and transferred using this action “Create Plan from Job Budgets,” and if the line does not have an employee specified, the current task will be allocated automatically if you enter an employee in this field.
Employee Name	This field shows the name of the employee entered in the “Empl. No.” field.
Empl. Category No.	This field shows the number of the employee category assigned to the current planning line. If an employee has been specified in the field “Empl. No.,” this employee must belong to the specified employee category. If the current planning line refers to a job budget line, the employee category number must be the same as the number specified on the job budget line. If no employee category number has been specified on the job budget line, you are free to enter any number in this field. Employee categories are created in the window Employee Categories in the Set-Up module.
Booking Type	In this field, you can specify the type of the allocation on the planning line. The types are “Preliminary,” “Requested,” and “Confirmed.” By specifying a booking type, you can indicate whether the planned hours should be considered tentative or permanent. Allocations of the type “Confirmed” are considered permanent, whereas the less restricted preliminary allocations are preliminary. Requested bookings are allocations that either could not be converted from “Preliminary” to “Confirmed,” or allocations that are to be reviewed by some other person before they are converted to “Confirmed.” See the introduction to the window for further details. The default value of the field is “Confirmed,” and this type will be suggested for planning lines with no relation to planning budget lines. If the current planning line was created on the basis of a planning budget line, the planning

Field	Description
	line automatically inherits the allocation type of the related planning budget line. Any subsequent changes made to the allocation type of the related budget line are automatically transferred to the planning line. This means that the value of this field is automatically overwritten with the new type selected for the planning budget line upon approval of the budget line. The value of the field can be changed to “Preliminary” or “Requested” as required, but it can only be changed to “Confirmed” if the current allocation does not conflict with other confirmed allocations. If a conflict occurs so that the current allocation and one or more other confirmed allocations would cause the planning time of the employee on the current line to be exceeded, the allocation type of the current line will automatically be set to “Requested.” Note that if you change the allocation type, allocations on dates before the date specified in the field “Never Before” will not be converted. If you change the booking type on a planning line from “Confirmed” to “Preliminary,” the hours on the line will be reallocated within the time span of the confirmed allocations. However, if the field “Keep Distribution” in the card part is marked, the hours are reallocated as described in this field. Note that you cannot create more than three versions, one of each booking type, of planning lines which are similar, that is, have the same combination of job, activity, task, and employee and/or employee category.
Quantity, Remaining	This field shows the number of hours that remain to be planned after the estimate date, compared to the estimated time-to-completion for the job budget line referring to the current planning line. As an example, 100 hours may be budgeted on a planning budget line. Now 80 hours are planned in the detailed plan before the date 01/03/2004, and 20 hours after 01/03/2004. Then the value of this field is 0, since 100 hours have been planned (and 100 hours is required by the job budget line). Then assume that it is specified on the job budget line that as of 01/03/2004, the estimated time-to-completion is 40 hours. Since only 20 hours have been planned for this task after the date 01/03/2004, it means that an additional 20 hours should be planned. Therefore, this field will now show a quantity of 20. If no such estimate has been made for the planning budget line, this field shows the number of hours that remain to be planned in the detailed planning, compared to the quantity budgeted on the planning line. If the value in this field is lower than zero, it means that more hours have been planned than specified on the relating job budget line.
Distribute Quantity	When a number of hours is entered in this field, Maconomy will first remove all distributions already made on the current planning line. Then Maconomy distributes the entered number of hours for the specified employee on the current line’s job, activity, and task from the entered starting date and ahead in time on the basis of the strategy and distribution method selected in the island Allocation in the card part of the window. You can only enter a number in this field if you have specified an employee in the field “Empl. No.” This field is automatically reset when Maconomy has distributed the hours.

Field	Description
	Maconomy distributes the hours on the basis of the principle of avoiding overtime. If this is not possible, Maconomy will try to distribute overtime equally on working days. If this is not sufficient, potential overtime is distributed on days which are typically not working days, such as Saturdays and Sundays. If you have defined that overtime is not allowed in the field “Overtime, Empl.” in the window System Information in the Set-Up module, Maconomy will issue an error message if it is not possible to plan the current number of hours without using overtime. Note that Maconomy will never distribute so many hours to a given employee on a given date that the total distribution for the employee on this date exceeds the employee’s maximum number of working hours for the date. The employee’s maximum working hours for the employee on a given date are found in the employee revision applying on the date in question. For further information about employee revisions, see “Date-Dependent Employee Revisions” in the introduction to the window Employees. In addition, if an estimated time-to-completion has been specified for a given task, Maconomy will never distribute hours on the task before the date specified in the field “Estimate Date” in the table part, regardless of the strategy selected in the card part.
Total	This field shows the total number of hours distributed on the current planning line for the entire plan.
Act. No.	This field shows the activity number assigned to the current planning line, if it has been created on the basis of a job budget. If you create an independent detailed plan, you can enter an activity number in this field.
Task	This field shows the task assigned to the current planning line, if it has been created on the basis of a job budget. If you create an independent detailed plan, you can enter a task in this field.
Locked	By marking this field, you specify that the current planning line is “locked.” This means that Maconomy will show a warning if you try to delete or move the allocation on the line. Locking is typically used for fixtures such as customer meetings, and so on, which cannot be moved without affecting a third party. In the window Job Planning in the Job Cost module, you can mark a whole task this way. If you do that, all planning lines created on the basis of the task will be marked as locked. You can, however, unmark individual planning lines. Note that you cannot change this field if the planning line is a result of automatic resource allocation in the window Job Planning.
Day/Week	This field displays the number of hours during which the current employee should work on the job, activity, and task in question in the first planning unit covered by the plan’s planning span. This unit can indicate either a day or a week, depending on what has been specified in the field “Planning Unit” in the card part of the window. If the current planning unit is “Week,” the heading of this field will be “<week number>, <the starting date of the week>” — for example, “20, 05-10-2004.”

Field	Description
	The week number displayed in this field will be the starting week specified in the island Plan. If the planning unit selected is “Day,” the heading of this field is determined by the format selected in the field “Detailed Plan Column Title Format” in the window System Information in the Set-Up module. The format can be “<weekday> <date>” (“Mon 05-10-2004”), “<weekday> <day in month>” (“Mon 10”), or simply “<day in month>” (“10”).
Quantity, Orig.	This field shows the number of hours specified on the job budget line which forms the basis for the current planning line. If the planning line is created automatically by means of the action “Create Plan from Job Budgets,” the value in this field is transferred from the job budget line in question.
Est. Time to Compl.	This field shows the latest approved estimated time-to-completion for the planning budget line on which the current planning line is based. If this field is blank, no estimated time-to-completion has been specified for the planning budget line on which the current planning line is based.
Estimate Date	If an estimate has been specified for the current planning budget line, this field will show the date as of which the estimate applies. If this field is blank, no estimated time-to-completion has been specified for the planning budget line on which the current planning line is based. Empl. Category Name This field shows the name of the employee category specified in the field “Empl. Category No.”
Planned Starting Date	In this field, you can enter the planned starting date for the task specified on the current planning line. If this line has been created on the basis of a job budget line, the planned starting date can only be changed on the job budget line in question in the window Job Budgets in the Job Cost module.
Planned Ending Date	The functionality of this field is similar to that of the field “Planned Starting Date.”
First Possible Starting Date	The functionality of this field is similar to that of the field “Planned Starting Date.”
Last Possible Ending Date	The functionality of this field is similar to that of the field “Planned Staring Date.”
First Planned Date	This field displays the date of the first allocation, if any, on the current line.
Latest Planned Date	This field displays the date of the last allocation, if any, on the current line.
Budget Type	This field shows the budget type of the job budget of the job budget line on the basis of which the current planning line is created.

Field	Description
Budget Revision No.	This field shows the revision number of the job budget line on the basis of which the current planning line is created.
Budget Line No.	If the current planning line is created on the basis on a job budget, this field shows the line number of the job budget line on the basis of which the current planning line was created. Note that if the budget uses hierarchical table structure, the budget line number will be in “dotted notation,” for example “1.2,” as described in “Hierarchical Table Part Structure” in the chapter “Getting Started with the Java™ Client.”
Description	This field shows the description of the job budget line on the basis of which the current planning line is created.
Activity Name	This field shows the name of the activity specified in the field “Activity No.” on the current line.
Task Description	This field shows the description of the task specified in the field “Task” on the current line.

Actions

This section shows the Actions available in the Detailed Planning workspace.

Top Tab

Field	Description
Previous Unit	With this action, you can move the planning span back in time so that the current plan’s starting date will be changed to one planning unit before the existing starting date. This action does not affect automatically allocated lines.
Next Unit	With this action, you can move the planning span ahead in time so that the current plan’s starting date will be changed to one planning unit after the existing starting date. This action does not affect automatically allocated lines.
Create Plan from Job Budgets	With this action, you can create a number of planning lines on the basis of a range of job budget lines. If you select this action, Maconomy will look through all jobs that might potentially contribute to new planning lines. When Maconomy decides whether or not a planning line is to be included in the creation of planning lines, the following are considered: ▪ Only non-completed job budget lines which belong to the latest approved revision of the planning budget for a given job are included. ▪ Only job budget lines covered by the selection criteria in the sub-tab are included, and only if they have the value specified in the **Use Previous Ranges** and **Ignore Blank Dates** fields.

Field	Description
	If no planning lines refer to the current job budget line (neither within nor outside the selected planning span), a planning line is created. Unless the job budget line contains a specific employee, no employee number is inserted and the planner must manually define an employee number. Maconomy will not try to distribute the number of hours in question. Instead, the number of hours on the job budget line is shown in the **Quantity, Remaining** field on the planning line. If a planning line already refers to the job budget line in question, Maconomy calculates the number of hours planned before, as well as after, the selected starting date of the detailed plan. If the number of hours planned before the selected starting date is larger than or equal to the number of hours specified on the job budget line, all distributions assigned to the line after the plan's selected starting date are removed. Otherwise, Maconomy creates a planning line having the value in the **Quantity, Remaining** field as the difference between the number of hours on the job budget line and the number of hours already distributed for this job budget line before the selected starting date of the detailed plan. Note that this might result in a negative quantity in the **Quantity, Remaining** field, meaning that the negative quantity must be removed from the plan. If the job budget line has been put on hold in the Job Planning workspace, it is not considered. ▪ Only jobs with time in hours are included. ▪ Replace Employee — When you select this action, Maconomy replaces the employees on planning lines covered by the selection criteria and the date range selected in the island "Delete Allocation" with the employee specified in the field "New Employee No." in the island Replace Allocation. This is done by reallocating all hours on the planning lines in question to the new employee. If a specific employee has been entered in the field "Employee No." in the island Delete Allocation, only planning lines with this employee, and which meet the selection criteria and date range specified, will be reallocated. Before performing the replacement, Maconomy first issues a warning informing you how many hours and weeks/days will be transferred. If the field "Keep Distribution" in the field Redistribute Allocation is marked, the hours to be reallocated will be directly transferred to the new employee with no changes to the existing allocation of hours on weeks/days. Note that the reallocation of hours for each date is only made if the resulting allocations do not conflict with employee's maximum number of working hours for the date (found in the employee revision applying on the date in question) and if the allocations do not conflict with any criteria specified on the planning lines or corresponding job budget

Field	Description
	lines in question. If an employee category has, for example, been specified, replacement is only made if the new employee belongs to the specified category. Likewise, if skill requirements have been specified for job budget lines, and these requirements are not met by the new employee, Maconomy issues a warning. Employees on planning lines originating from job budget lines with an assigned employee cannot be replaced. Note also that you cannot replace employees on automatically allocated planning lines. For further information about employee revisions, see “Date-Dependent Employee Revisions” in the introduction to the window Employees.
Delete Allocations	When you select this action, Maconomy deletes the planning lines in the table part that meet the selection criteria specified in the island “Selection Criteria” and the date range specified in the island “Delete Allocation.” If an employee has been specified in the field “Employee No.” in the island Delete Allocation in the card part, only allocations to this employee will be deleted. Otherwise, all planning lines that meet the selection criteria and date range specified will be deleted. Before performing the deletion, the system issues a warning informing you how many hours and weeks/days will be deleted. Note that automatically allocated planning lines from the window Job Planning cannot be deleted using this action.
Delete Completed Lines	When you select this action, Maconomy deletes all planning lines which are covered by the selection criteria specified in the island Selection Criteria and which refer to job budget lines marked as “Completed.” Job budget lines are marked as completed in the window Job Planning. This action does not affect automatically allocated lines.
Convert to Preliminary	When you select this action, Maconomy converts the allocation types of all planning lines in the table part into “Preliminary.” Note that allocations on dates before the date specified in the field “Never Before” will not be converted.
Convert to Requested	When you select this action, Maconomy converts the allocation types of all planning lines in the table part into “Requested.” Note that allocations on dates before the date specified in the field “Never Before” will not be converted.
Convert to Confirmed	When you select this action, Maconomy converts the allocation types of all planning lines in the table part from “Preliminary” to “Confirmed.” If the conversion of the allocation type on a budget line would conflict with other confirmed allocations for the employee allocated on the line — that is, the current allocation and one or more other confirmed allocations would cause the planning time of the employee on the current line to be exceeded — this line will, instead, be converted into “Requested” and a warning will be issued.

Field	Description
	Note that allocations on dates before the date specified in the field “Never Before” will not be converted.

Detailed Employee Planning Workspace

Use this workspace to plan the use of your company's employees.

This workspace contains a subset of the functionality that is available in the Detailed Planning workspace. You typically use this workspace to support the corresponding component in the Maconomy Portal.

This workspace contains a subset of the functionality that is available in the Detailed Planning workspace. You typically use this workspace to support the corresponding component in the Maconomy Portal.

For this reason, this section describes only the differences between this workspace and the Detailed Planning workspace. However, the description of the individual fields is included in this workspace. For a complete overview of detailed resource planning in Maconomy, see the description of the Detailed Planning workspace.

- In this workspace, you can only view and plan for one employee at a time.
- You can see and manipulate the planning allocations for each day for an entire month at a time.
- The planning unit is always **Day**.

Detailed Employee Planning Tab

This section includes the fields and descriptions for the Detailed Employee Planning tab.

Allocation Island

Field	Description
Range	The two pop-up fields in this field determine the date range within which Maconomy should distribute hours in the detailed planning for the current employee when hours are specified in the field “Distribute Quantity” in the table part. In the first field, you can select an option determining the starting date of the date range. Note that if the date specified in the field “Never Before” below is before the starting date in this field, the distribution of hours will never be before that date, regardless of the option selected in this field. The default value of the first field is “Planned Starting Date,” but you can choose from the following options: ▪ **First Within View** — If you select this option, Maconomy will distribute the entered number of hours as from the first date within the selected planning span, that is, the date specified in the field “Start Date” in the island Plan.

Field	Description
	▪ **First Possible Starting Date** — If you select this option, Maconomy will distribute the specified number of hours as from the date specified as the first possible starting date for the task. If no such date has been specified, the date specified in the field “Never Before” will be used. If that date is also blank, Maconomy will use the date specified in the field “Start Date” in the island Plan. ▪ **Planned Starting Date** — If you select this option, distribution of hours will take place as from the date specified as the planned starting date for the task. If no such date has been specified, the date specified in the field “Never Before” will be used. If that date is also blank, Maconomy will use the date specified in the field “Start Date” in the island Plan. In the other field of the range, you can select an option determining the ending date of the date range within which Maconomy should distribute hours in the detailed planning for the current employee when hours are specified in the field “Distribute Quantity” in the table part. The selected ending date of the range can never be before the starting date selected in the first option in this field or in the field “Never Before.” The default value of the field is “Within View,” but you can select among the following options: ▪ **Last Within View** — If you select this strategy, Maconomy will distribute the entered number of hours within a period of one month from the starting date selected in this island. Maconomy will distribute all hours equally within that month, even if this means that the employee in question will be assigned overtime working hours. If overtime is not allowed, Maconomy will issue an error message telling you that distribution of the specified number of hours on the employee in question is not possible. ▪ **Planned Ending Date** — If you select this strategy, Maconomy will distribute the specified number of hours within the period covered by the starting date selected in this island and the planned ending date entered on the line. If no planned ending date has been entered, there will be no upper limit for the period within which Maconomy will distribute the number of hours. If the number of hours cannot be distributed without resulting in overtime for a given employee, the allocation can only be carried out if overtime is allowed. Please note that the use of this strategy might mean that the hours allocated exceed the planning span. ▪ **Last Possible Ending Date** — This strategy corresponds to the strategy “Before Planned Ending Date” described above, only will Maconomy use the date specified as “Last possible ending date,” instead of the planned ending date. Note that regardless of the selected strategy, Maconomy will never distribute so many hours to a given employee on a given date that the total distribution

Field	Description
	for the employee on this date exceeds the employee's maximum number of working hours for the date. The employee's maximum working hours for a given date are found in the employee revision applying on the date in question. For further information about employee revisions, see "Date-Dependent Employee Revisions" in the introduction to the window Employees. In addition, Maconomy will never distribute hours on a task before the date specified in the field "Estimate Date" in the table part if an estimate has been specified for the task.
Never Before	In this field, you can enter a date. This date will be used as the starting date when Maconomy distributes hours specified in the field "Distribute Quantity" in the table part, regardless of whether any starting date has been specified in the first range field above. In other words, Maconomy will never distribute hours before the date in this field. By default, the date will be today's date, but you can change it. If this date is blank, the first date used for distribution will be determined by the date specified in the field "Start Date" in the island Plan. Note that if you convert the allocation type of a planning line, either manually or by means of the actions in this window, allocations on dates before the date specified in this field will not be converted.
Method	In this field, you can select a distribution method to be used when allocating hours to a given employee. The following options are available: ▪ **Early Allocation** — If you select this option, Maconomy will allocate as many hours as possible as early in the plan as possible when a number of hours is specified in the field "Distribute Quantity" on a line in the table part of the window. If the specified number of hours cannot be allocated within the available planning time of the employee in question, you can choose that Maconomy should attempt to allocate the remaining number of hours on days off (for example, weekends) by marking the field "Include Days Off" in this island. If the specified number of hours still cannot be allocated as desired, you can choose how Maconomy should react to such situations in the field "Unattainable." ▪ **Even Allocation** — If you select this option, Maconomy will allocate the number of hours specified in the field "Distribute Quantity" evenly on the line within the time span defined in the window. If the specified number of hours cannot be allocated within the available planning time of the employee in question, you can choose whether or not Maconomy should attempt to allocate the remaining number of hours on days off (for example, weekends) by marking the field "Include Days Off" in this island. If the specified number of hours still cannot be allocated as desired, you can choose how Maconomy should react to such situations in the field "Unattainable."

Field	Description
	▪ **Fixed Allocation** — If you select this option, a fixed number of hours can be allocated to each unit within the plan from a specified starting date until a specified ending date, or until all requested hours have been allocated. The number of hours to be allocated on a planning line with repeating allocation is specified in the field “Fixed Number of Hours.” Within the planning span, the hours are applied to the days as if the distribution method “Early Allocation” had been selected.
Fixed Number of Hours	If the distribution method “Fixed Allocation” has been selected, you must specify the number of hours to be repeatedly allocated to each day in this field. See the above description of the distribution method “Fixed Allocation” for further information on the functionality of this field.
Include Days Off	If you mark this field, Maconomy will include days off for the allocation of the hours specified. Specifying that days off should be considered implies that if all hours specified cannot be distributed on working days, including any allowed overtime registered for the employee in question, Maconomy will attempt to distribute any remainder of hours on days off (nonworking days, for example, weekends). If only part of the hours can be allocated this way, Maconomy will issue an error message. If this field is not marked, days off are considered equal to absence days, on which no hours can be allocated to an employee. Note that this option cannot be selected for the distribution method “Fixed Allocation.”
Unattainable	In this field, you can choose how the system should react if a requested number of hours cannot be allocated to the employee in question. You can select one of the following two options: ▪ **Cancel Allocation** — If you select this option, the requested allocation is automatically cancelled, and Maconomy will issue an error message. ▪ **Allocate Best Number of Hours** — If you select this option, Maconomy will attempt to allocate as many hours as possible in accordance with the specifications entered in the window. The hours which could not be allocated will automatically be cut off, and Maconomy will issue a message informing you how many hours were allocated and how many hours were cut off.

Delete Allocation Island

Field	Description
Date Range	In these fields, you can enter a date range. This date range specifies the period for which allocations will be deleted or reallocated, respectively, for the current employee when selecting the action “Delete Allocations” or “Replace Employee.” This date range will always be used in connection with these two actions, regardless of the time span selected.

Field	Description
	The default values of these fields cover the period from the current date to the end of the time span specified, but you can change the dates as required. Note, however, that if you leave the first or last of these two fields blank, all allocations included in the selection criteria and assigned to the current employee, if any, will be deleted/ reallocated backward or forward in time, respectively.

Replace Allocation Island

Field	Description
New Employee No.	In this field, you must specify the number of the employee to whom the hours allocated to the current employee should be transferred when the action “Replace Employee” is selected. Only employees with the **Hour** time unit can be selected.
Name	This field displays the name of the employee specified in the field “New Employee No.” above.

Redistribute Allocation Island

Field	Description
Keep Distribution	This field is used in connection with the action “Replace Employee” to specify whether or not the hours to be transferred to a new employee should be reallocated using the existing allocation of hours on days. If this field is marked, the allocations in question will be transferred directly to the new employee with no changes to the existing allocation of hours on days; that is, for each day only the employee will be changed; not the number of hours allocated. If this field is not marked, the existing allocations will be transferred to the new employee within the period in which the hours were originally allocated. The hours to be reallocated will be transferred in either of two ways: If an identical planning line already exists for the employee, the hours will be reallocated automatically within the period in question. If an identical line does not exist, the system will create a planning line, and the hours to be reallocated will be added to the value of the field “Distribute Quantity” on the line. See also the description of the action “Replace Employee.”

Properties Island

Field	Description
Use Previous Ranges	In this field, you can select which range of job budget lines should be included when the action “Create Plan from Job Budgets” is used. This field is also used for determining which planning lines should be shown in the table part of the window. If you mark this field, Maconomy will include all job budget lines on which the date in the field “First Possible Starting Date” in the window Job Budgets is earlier than the last date of the selected planning section. If you do

Field	Description
	not mark this field, the date specified in the field “Planned Starting Date” will be used instead of the date in the field “First Possible Starting Date.”
Ignore Blank Dates	This field is used in connection with the field “Use Previous Ranges” above. If you mark this field, Maconomy will not include planning lines having a blank value in the field “First Possible Starting Date.” Alternatively, if the field “Use Previous Ranges” is not marked, Maconomy will not include planning lines having a blank value in the field “Planned Starting Date.”
Resolve Exceeding Task Alloc.	In this field, you can specify the strategy to be used in cases when more hours have been planned on a given task in this window than specified on the job budget line that forms the basis of the planning. If you select a strategy in this field, Maconomy will try to solve the situation by removing the excess hours from one or more of those employees to whom hours on the task have been distributed in one of the following ways: ▪ **Remove Smallest Allocations First** — If you select this strategy, Maconomy will remove hours from the employee(s) who have been allocated the fewest number of hours on the task in a slot (if there are allocations of hours which are not provided with a specification of an employee, these allocations will always be removed first). If, for example, employee A has been allocated a total of 100 hours on the task (with, for example, 0.5 hours on a Friday), and another employee has been allocated a total of 10 hours (2 days of 5 hours), Maconomy will remove the half-hour from employee A, as this is the smallest single allocation. ▪ **Remove Most Loaded Firs**t — If you select this strategy, Maconomy will reduce the number of hours for those employees who have been allocated the most hours, compared to the defined planning time. Allocations of hours with a specification of an employee are removed before allocations without a specification of an employee. When there are more allocations with the same value, Maconomy will select the employees who do not have the employee category specified for the task as their primary category. See the description of planning time in the “Central Concepts of Resource Planning” in the introduction to this module for information about the calculation of planning time. ▪ **Remove External First** — If you select this strategy, Maconomy will reduce the number of hours for the employees who are not assigned to the company being responsible for the job in question, and who are, therefore, regarded as external. In situations where there are several external employees, Maconomy will select the employees who do not have the employee category specified for the task as their primary category.

Field	Description
	When all task allocations for these employees have been deducted, and if there are still excess task allocations, Maconomy will use the strategy “Remove Most Loaded First” as described above. As the default, this field has the value specified for the corresponding field in the window System Information. However, the value can be changed manually in this window. Note that if an estimated time-to-completion has been specified for a task, Maconomy will only remove allocations on the task that are after the estimate date. In addition, Maconomy will never remove hours allocated on dates before the date specified in the field “Never Before” in the island Allocation.

Employee Information Island

Field	Description
Employee No.	This field shows the number of the current employee.
Name	This field shows the name of the employee in the field “Employee No.”

Plan Island

Field	Description
Start Date	In this field, you can specify the date on which the detailed planning should start.

Selection Criteria Island

Field	Description
Show Lines	In this field, you can mark whether or not the table part of the window should show the lines matching the criteria specified in this island. For performance reasons, it can be advantageous not to have lines shown before all selection criteria have been specified.
Empl. Category No.	In these fields, you can enter a range of employee category numbers. Only planning lines assigned to employee category numbers within the specified range will be shown in the table part of the window.
Project Manager No.	In this field, you can enter a project manager number. Only planning lines assigned to jobs having the specified employee as project manager will be shown in the table part of the window.
Job No.	In these fields, you can enter a range of job numbers. Only planning lines assigned to job numbers within the specified range will be shown in the table part of the window.

Field	Description
Company No.	In these fields, you can enter a range of company numbers. Only planning lines assigned to company numbers within the specified range will be shown in the table part of the window.
Activity No.	In these fields, you can enter a range of activity numbers. Only planning lines assigned to activity numbers within the specified range will be shown in the table part of the window.
Task	In these fields, you can enter a range of task numbers. Only planning lines assigned to task numbers within the specified range will be shown in the table part of the window.
Booking Type	In this field, you can select one of the three booking types “Preliminary,” “Requested,” or “Confirmed.” Only planning lines having the specified booking type will be shown in the table part of the window and will be affected when you select the actions “Delete Allocations,” “Replace Employee,” or one of the three actions for converting the booking type. If this field is left blank, planning lines with allocations of any of the three types will be shown in the table part and will be affected by the above actions. For more information about booking types, see “Booking Type.”

Transfer to Slot Island

Field	Description
Started	In this field, you can enter a starting time which you want to transfer to the planning slot. If you enter a starting time in this field, it will be transferred to the planning slot when you change the number of hours for a day on a line in the table part of the window. Once the starting time has been transferred to the planning slot, the field is cleared so that you do not accidentally transfer the starting time to other planning slots. Note that you can only transfer a starting time when the planning unit is “Day.” The times can be viewed and edited in the window Employee Calendars.
Finished	In this field, you can enter a finishing time which you want to transfer to the planning slot. For more information, see the description of the field “Started” above. Note that you cannot enter a starting and a finishing time at the same time.
Remarks	In this field, you can enter a remark which you want to transfer to the planning slot. For more information, see the description of the field “Started” above.

Planning Lines Sub-Tab

This section includes the fields and descriptions for the Planning Lines sub-tab.

Field	Description
Job No.	This field shows the job number assigned to the current planning line, if it has been created on the basis of a job budget. If you create an independent detailed plan, you can enter a job number in this field. If the system parameter “Automatically assign planning lines to budgets” is marked, Maconomy will try

Field	Description
	to link the manually entered line to an existing line in the latest approved revision of the planning budget, as described in the introduction to the window Detailed Planning.
Empl. Category No.	This field shows the number of the employee category assigned to the current planning line. The current employee must belong to the specified employee category. If the current planning line refers to a job budget line, the employee category number must be the same as the number specified on the job budget line. If no employee category number has been specified on the job budget line, you are free to enter any number in this field. Employee categories are created in the window Employee Categories in the Set-Up module.
Booking Type	In this field, you can specify the type of the allocation on the planning line. The types are “Preliminary,” “Requested,” and “Confirmed.” By specifying a booking type, you can indicate whether the planned hours should be considered tentative or permanent. Allocations of the type “Confirmed” are considered permanent, whereas the less restricted preliminary allocations are preliminary. Requested bookings are allocations that either could not be converted from “Preliminary” to “Confirmed,” or allocations that are to be reviewed by some other person before they are converted to “Confirmed.” See the introduction to the window Detailed Planning for further details. The default value of the field is “Confirmed,” and this type will be suggested for planning lines with no relation to planning budget lines. If the current planning line was created on the basis of a planning budget line, the planning line automatically inherits the allocation type of the related planning budget line. Any subsequent changes made to the allocation type of the related budget line are automatically transferred to the planning line. This means that the value of this field is automatically overwritten with the new type selected for the planning budget line upon approval of the budget line. The value of this field can be changed to “Preliminary” or “Requested” as required, but it can only be changed to “Confirmed” if the current allocation does not conflict with other confirmed allocations. If a conflict occurs so that the current allocation and one or more other confirmed allocations would cause the planning time of the current employee to be exceeded, the allocation type of the current line will automatically be set to “Requested.” Note that if you change the allocation type, allocations on dates before the date specified in the field “Never Before” will not be converted. If you change the booking type on a planning line from “Confirmed” to “Preliminary,” the hours on the line will be reallocated within the time span of the confirmed allocations. However, if the field “Keep Distribution” in the card part is marked, the hours are reallocated as described in this field. Note that you cannot create more than three versions, one of each booking type, of planning lines which are similar, that is, have the same combination of job, activity, task, and employee and/or employee category.

Field	Description
Quantity, Remaining	This field shows the number of hours that remain to be planned after the estimate date, compared to the estimated time-to-completion for the job budget line referring to the current planning line. As an example, 100 hours may be budgeted on a planning budget line. Now 80 hours are planned in the detailed plan before the date 01/03/2004, and 20 hours after 01/03/2004. Then the value of this field is 0, since 100 hours have been planned (and 100 hours are required by the job budget line). Then assume that it is specified on the job budget line that as of 01/03/2004 the estimated time-to-completion is 40 hours. Since only 20 hours have been planned for this task after the date 01/03/2004, it means that an additional 20 hours should be planned. Therefore, this field will now show a quantity of 20. If no such estimate has been made for the planning budget line, this field shows the number of hours that remain to be planned in the detailed planning, compared to the quantity budgeted on the planning line. If the value in this field is less than zero, it means that more hours have been planned than specified on the relating job budget line.
Distribute Quantity	When a number of hours is entered in this field, Maconomy will first remove all distributions already made on the current planning line. Then Maconomy distributes the entered number of hours for the current employee on the current line's job, activity, and task from the entered starting date and ahead in time on the basis of the strategy and distribution method selected in the island Allocation in the card part of the window. This field is automatically reset when Maconomy has distributed the hours. Maconomy distributes the hours on the basis of the principle of avoiding overtime. If this is not possible, Maconomy will try to distribute overtime equally on working days. If this is not sufficient, potential overtime is distributed on days which are typically not working days, such as Saturdays and Sundays. If you have defined that overtime is not allowed in the field "Overtime, Empl." in the window System Information in the Set-Up module, Maconomy will issue an error message if it is not possible to plan the current number of hours without using overtime. Note that Maconomy will never distribute so many hours to a given employee on a given date that the total distribution on this date exceeds the employee's maximum number of working hours for the date. The employee's maximum working hours on a given date is found in the employee revision applying on the date in question. For further information about employee revisions, see "Date-Dependent Employee Revisions" in the introduction to the window Employees. In addition, if an estimated time-to-completion has been specified for a given task, Maconomy will never distribute hours on the task before the date specified in the field "Estimate Date" in the table part, regardless of the strategy selected in the card part.
Total	This field shows the total number of hours distributed on the current planning line for the entire plan.

Field	Description
Act. No.	This field shows the activity number assigned to the current planning line if it has been created on the basis of a job budget. If you create an independent detailed plan, you can enter an activity number in this field.
Task	This field shows the task assigned to the current planning line, if it has been created on the basis of a job budget. If you create an independent detailed plan, you can enter a task in this field.
Locked	By marking this field, you specify that the current planning line is “locked.” This means that Maconomy will show a warning if you try to delete or move the allocation on the line. Locking is typically used for fixtures such as customer meetings, and so on, which cannot be moved without affecting a third party. In the window Job Planning in the Job Cost module, you can mark a whole task this way. If you do that, all planning lines created on the basis of the task will be marked as locked. You can, however, unmark individual planning lines. Note that you cannot change this field if the planning line is a result of automatic resource allocation in the window Job Planning.
Day 1	This field displays the number of hours during which the current employee should work on the job, activity, and task in question in the first planning unit covered by the plan’s planning span. The heading of this field is determined by the format selected in the field “Detailed Plan Column Title Format” in the window System Information in the Set-Up module. The format can be “<weekday> <date>” (for example, “Mon 05-10-2004”), “<weekday> <day in month>” (“Mon 10”), or simply “<day in month>” (“10”).
Day 2	This field corresponds to the field “Day 1” described above. If the selected time span is just one day, this field contains the value zero, which cannot be changed. The actual title of the field will be the date following the weekday specified as the starting date in the island Plan.
Day 3-31	The functionality of these fields is similar to that of the field “Day 2” above.
Quantity, Orig.	This field shows the number of hours specified on the job budget line which forms the basis for the current planning line. If the planning line is created automatically by means of the action “Create Plan from Job Budgets,” the value in this field is transferred from the job budget line in question.
Est. Time to Compl.	This field shows the latest approved estimated time-to-completion for the planning budget line on which the current planning line is based. If the field is blank, no estimated time-to-completion has been specified for the planning budget line on which the current planning line is based.
Estimate Date	If an estimate has been specified for the current planning budget line, this field will show the date as of which the estimate applies. If the field is blank, no estimated time-to-completion has been specified for the planning budget line on which the current planning line is based.

Field	Description
Empl. Category Name	This field shows the name of the employee category specified in the field “Empl. Category No.”
Planned Starting Date	In this field, you can enter the planned starting date for the task specified on the current planning line. If this line has been created on the basis of a job budget line, the planned starting date can only be changed on the job budget line in question in the window Job Budgets in the Job Cost module.
Planned Ending Date	The functionality of this field is similar to that of the field “Planned Starting Date.”
First Possible Starting Date	The functionality of this field is similar to that of the field “Planned Starting Date.”
Last Possible Ending Date	The functionality of this field is similar to that of the field “Planned Staring Date.”
First Planned Date	This field displays the date of the first allocation, if any, on the current line.
Latest Planned Date	This field displays the date of the last allocation, if any, on the current line.
Budget Type	This field shows the budget type of the job budget to which the job budget line on the basis of which the current planning line is created.
Budget Revision No.	This field shows the revision number of the job budget line on the basis of which the current planning line is created.
Budget Line No.	If the current planning line is created on the basis on a job budget, this field shows the line number of the job budget line on the basis of which the current planning line was created. Note that if the budget uses a hierarchical table structure, the budget line number will be in “dotted notation,” for example “1.2,” as described in “Hierarchical Table Part Structure” in the chapter “Getting Started with the Java™ Client.”
Description	This field shows the description of the job budget line on the basis of which the current planning line is created. However, the content of this field can be changed manually if the current line was not created on the basis of a job budget line.
Activity Name	This field shows the name of the activity specified in the field “Activity No.” on the current line.

Field	Description
Task Description	This field shows the description of the task specified in the field “Task” on the current line.
Job Name	This field shows the name of the job specified in the field “Job No.” on the current line.

Actions

This section shows the Actions available in the Detailed Employee Planning workspace.

Top Tab

Field	Description
Previous Unit	With this action, you can move the planning span backward in time so that the current plan’s starting date will be changed to one planning unit before the existing starting date.
Next Unit	With this action, you can move the planning span ahead in time so that the current plan’s starting date will be changed to one planning unit after the existing starting date.
Create Plan from Job Budgets	With this action, you can create a number of planning lines on the basis of a range of job budget lines. If you select this action, Maconomy will look through all jobs that might potentially contribute to new planning lines. When Maconomy decides whether or not a planning line is to be included in the creation of planning lines, the following are considered: ▪ Only non-completed job budget lines which belong to the latest approved revision of the planning budget for a given job will be included. ▪ Only job budget lines covered by the selection criteria in the table part of the window will be included, and only if they have the value specified in the fields “Use Previous Ranges” and “Ignore Blank Dates.” ▪ If no planning lines refer to the current job budget line (neither within nor outside the selected planning span), a planning line will be created. Unless the job budget line contains a specific employee, no employee number will be inserted, and the planner must manually define an employee number. Maconomy will not try to distribute the number of hours in question. Instead, the number of hours on the job budget line will be shown in the field “Quantity, Remain.” on the planning line. ▪ If a planning line already refers to the job budget line in question, Maconomy will calculate the number of hours planned before, as well as after, the selected starting date of the detailed plan. If the number of hours planned before the selected starting date is larger than or equal

Field	Description
	to the number of hours specified on the job budget line, all distributions assigned to the line after the plan's selected starting date will be removed. Otherwise, Maconomy will create a planning line having the value in the field "Quantity, Remain." as the difference between the number of hours on the job budget line and the number of hours already distributed for this job budget line before the selected starting date of the detailed plan. Note that this might result in a negative quantity in the field "Quantity, Remain.," meaning that the negative quantity must be removed from the plan. ▪ If the job budget line has been put on hold in the window Job Planning, it will not be considered.
Replace Employee	When you select this action, Maconomy replaces the employees on planning lines covered by the selection criteria and the date range selected in the island "Delete Allocation" with the employee specified in the field "New Employee No." in the island Replace Allocation. This is done by reallocating all hours on the planning lines in question to the new employee. Only planning lines with the current employee, and which meet the selection criteria and date range specified, will be reallocated. Before performing the replacement, Maconomy first issues a warning informing you how many hours and days will be transferred. If the field "Keep Distribution" in the window Redistribute Allocation is marked, the hours to be reallocated will be directly transferred to the new employee with no changes to the existing allocation of hours on days. Note that the reallocation of hours is only made if the resulting allocations do not conflict with the maximum number of hours for the new employee, as well as any criteria specified on the planning lines or corresponding job budget lines in question. If an employee category has, for example, been specified, replacement is only made if the new employee belongs to the specified category. Likewise, if skill requirements have been specified for job budget lines, and these requirements are not met by the new employee, Maconomy issues a warning. Employees on planning lines originating from job budget lines with an assigned employee cannot be replaced. Note also that you cannot replace employees on automatically allocated planning lines.
Delete Allocations	When you select this action, Maconomy deletes the planning lines in the table part that meet the selection criteria specified in the island "Selection Criteria" and the date range specified in the island "Delete Allocation," for the current employee. Before performing the deletion, the system issues a warning informing you how many hours and days will be deleted. Note that automatically allocated planning lines from the window Job Planning cannot be deleted using this action.

Field	Description
Delete Completed Lines	When you select this action, Maconomy deletes all planning lines which are covered by the selection criteria specified in the island Selection Criteria and which refer to job budget lines marked as “Completed.” Job budget lines are marked as completed in the window Job Planning.
Convert to Preliminary	When you select this action, Maconomy converts the allocation types of all planning lines in the table part into “Preliminary.” Note that allocations on dates before the date specified in the field “Never Before” will not be converted.
Convert to Requested	When you select this action, Maconomy converts the allocation types of all planning lines in the table part into “Requested.” Note that allocations on dates before the date specified in the field “Never Before” will not be converted.
Convert to Confirmed	When you select this action, Maconomy converts the allocation types of all planning lines in the table part from “Preliminary” to “Confirmed.” If the conversion of the allocation type on a budget line would conflict with other confirmed allocations for the employee allocated on the line — that is, the current allocation and one or more other confirmed allocations would cause the planning time of the employee on the current line to be exceeded — this line will, instead, be converted into “Requested,” and a warning will be issued. Note that allocations on dates before the date specified in the field “Never Before” will not be converted.

Skill Requirements Workspace

Use this workspace to assign skills to a job's planning budget lines on which you have specified time activities.

You can define the skills that are required for employees to be assigned to a task that you specified in the planning budget.

The tab displays information about the current job budget line and the employee who is assigned to it. In the sub-tab, you can create a list of skill requirements that should be met for the job budget line in question. You can specify whether a skill is mandatory, preferred, undesired, or disallowed, as well as which level of the skill the employee who will perform the work on the task should possess.

The functionality in this workspace also applies to the Job Planning workspace in the Job Cost module. However, in that workspace you can only enter one skill requirement for each budget line. Entering information in the **Skill No.**, **Level**, and **Requirement Type** fields in that workspace corresponds to creating a line in the Skill Requirements sub-tab in this workspace. If you change a requirement in either of the two workspaces, the change is also reflected in the other workspace.

If you use this workspace together with the Job Planning or Job Budgets workspaces, this workspace automatically displays the job budget line that you are currently browsing in the Job Cost module.

You can modify, delete, or insert from a job budget line a skill requirement if the budget line belongs to the latest budget revision, but you have not yet approved the revision. If you have submitted the budget, Maconomy gives you a warning, and the budget is no longer submitted.

Thus you should resubmit it after you modify the skill requirement on the budget line so that it can be approved.

Skill Requirements Tab

This section includes the fields and descriptions for the Skill Requirements tab.

Job Budget Line Island

Field	Description
Job	This field displays the name and number of the job.
Activity	This field displays the name and number of the activity specified on the job budget line.
Task	This field displays the task specified on the job budget line.
Task Description	This field displays the description of the task specified on the job budget line.
Line No.	This field displays the line number of the job budget line.
Description	This field displays a description of the job budget line.
Revision No.	This field displays the revision number of the job budget line.

Staffing Island

Field	Description
Employee Category No.	This field displays the number of the employee category specified on the job budget line.
Employee Category Name	This field displays the name of the employee category specified on the job budget line.
Employee No.	This field displays the number of the employee specified on the job budget line.
Name	This field displays the name of the employee specified on the job budget line.

Skill Requirements Sub-Tab

This section includes the fields and descriptions for the Skill Requirements sub-tab.

Field	Description
Type	This field shows the type of the skill specified in the field “Skill No.” on the line.
Skill No.	In this field, you can enter the number of a skill to assign the job budget line to a specific skill. You can enter a skill which is not assigned to the employee specified on the job budget, if any, but Maconomy will issue a warning unless the field “Requirement Type” below has the value “Preferred” or “Undesired.” If the value of this field is “Disallowed,” a warning is issued if the employee possesses the skill at the level specified in the field “Level” or a level above it. It is not possible to specify a grouping skill in this field.
Skill Name	This field shows the name of the skill specified in the field “Skill No.” above.
Level	In this field, you can enter the required level of the skill specified for the job budget line. This means that an employee assigned to the task on the job budget line should possess the skill at this level or better. Note that if you specify a level which does not comply with the one specified for the employee on the job budget line, a warning will be issued.
Requirement Type	In this field, you can specify to what degree employees should possess the skill level to be allowed to be assigned to the task. If an employee has been specified on the job budget line in the card part, Maconomy will issue a warning each time the skill requirement is entered or changed in a way so that the specified employee does not meet the skill requirement. The default value of the field is “Mandatory,” but you can choose among the following options: ▪ **Mandatory** — If you select this value, only employees possessing the skill at the specified level or higher should be assigned to the task. ▪ **Preferred** — This value means that employees possessing the skill at the specified level or higher are preferred to employees who do not. ▪ **Undesired** — This option means that employees that either do not possess the specified skill at all or possess the skill at a level below the specified level are preferred to employees who do. ▪ **Disallowed** — If you select this value, only employees that do not possess the skill at the specified level or higher should be assigned to the task. This means that only employees that either do not possess the specified skill at all or possess the skill at a level below the one specified for the skill should be assigned to the task.

Field	Description
Main Skill 1 No.	This field shows the number of the skill which is the immediate main skill of the current skill.
Main Skill 1 Name	This field shows the name of the skill which is the immediate main skill of the current skill.
Main Skill 2 No.	This field shows the number of the skill which is the main skill of the skill specified in the field “Main Skill 1 No.” above.
Main Skill 2 Name	This field shows the name of the skill which is the main skill of the skill specified in the field “Main Skill 1 No.” above.
Main Skill 3 No.	This field shows the number of the skill which is the immediate main skill of the skill specified in the field “Main Skill 2 No.” above.
Main Skill 3 Name	This field shows the name of the skill which is the immediate main skill of the skill specified in the field “Main Skill 2 No.” above.
Main Skill 4 No.	This field shows the number of the skill which is the immediate main skill of the skill specified in the field “Main Skill 3 No.” above.
Main Skill 4 Name	This field shows the name of the skill which is the immediate main skill of the skill specified in the field “Main Skill 3 No.” above.
Top-level Skill No.	This field shows the number of the top-level skill of the current skill.
Top-level Skill Name	This field shows the name of the top-level skill of the current skill.
Remarks	In this field, you can enter some remarks regarding the current skill requirement.

Task Staffing Workspace

Use this workspace with the Detailed Planning workspace to perform searches for employees who have skills that match the skill requirements of the tasks that you are planning.

You create these requirements tasks by assigning skills to tasks in the Skill Requirements workspace or in the Job Planning workspace in the Job Cost module. You can also book employees for a specific number of hours within a specific period.

The Task Staffing tab displays a job budget line; use the **Search** action to have Maconomy search for employees who match the skill requirements and employee category specified on that job budget line. You can modify each search using selection criteria, such as available hours and potential overtime for an employee. The Skill Search Results sub-tab shows the results of each search.

When you have found a suitable employee, you can book him or her for a specific number of hours within a specific period. You do this by entering the number of hours, the period, and other booking information in the Booking island, and then using the **Book** action.

When you perform a search, Maconomy takes into account the skills, skill levels, and employee category specified on the job budget line, as well as the available time and potential overtime for

each employee. Maconomy also checks whether employees have already been allocated hours on the job budget line by means of the detailed planning, because employees who are already allocated on the task in question are never included in search results. The results of a search show to what degree the employee on the line matches the skill and skill level requirements of the job budget line, including the number of skill level requirements that could not be met and the number of skill level requirements for which the employee is overqualified. It also displays the potential load percentage of the employee in question, as well as any potential extra overtime hours he or she must work if he or she is allocated for the task on the budget line.

Based on this information in the search results, Maconomy automatically finds the employee in the search results who best matches the search criteria if the current planning budget line belongs to the latest approved revision of its job budget. Maconomy prioritizes as follows: The highest skill match percentage of an employee has the highest priority. If two employees have the same skill match percentage, Maconomy gives priority to the employee who has the highest number of hours available. If further criteria are needed to find the best-suited employee, Maconomy prioritizes in the following order: the fewest hours of potential overtime, the highest level match percentage, and the smallest number of unmet skill levels. Maconomy automatically selects the employee who is best suited for the task according to this prioritization to be transferred to the detailed resource planning, but you can select other employees as required. You can then transfer the selected employees in the search results to the detailed resource plan using the **Transfer to Plan** action.

If you have not entered skills and skill levels for the current planning budget line, you can use this workspace to perform searches based on employee search criteria. You can then choose to search for, for example, employees who will not have any potential overtime if you allocate them to the task on the budget line, or employees for whom at least a specific number of hours is available.

Note that the search results only provide an up-to-date picture when the search is performed, and after some time they may no longer be relevant, because some of the employees shown in the Skill Search Results sub-tab may have been allocated for other purposes, or their skills may have been changed in the meantime. In addition, if you change the selection criteria in the Task Staffing tab, the search results in the sub-tab are not automatically updated. To see the results of the modified selection criteria, use the **Search** action again.

You can use the **Allocate Automatically** action to have Maconomy allocate an employee to the current task automatically.

Note that job budget lines that you have put on hold in the Job Planning workspace in the Job Cost module are not displayed in this workspace.

The information in the Task Staffing tab in this workspace is shared with the Browse Employee Skills workspace, where you can perform searches for employees who match up to ten skills and selection criteria, rather than matching the criteria on a job budget line.

Task Staffing Tab

This section includes the fields and descriptions for the Task Staffing tab.

Job Budget Line Island

Field	Description
Job	This field displays the name and number of the job.
Activity	This field displays the name and number of the activity specified on the line.
Task	This field displays the task specified on the job budget line.
Task Description	This field displays a description of the task specified on the job budget line.
Line No.	This field displays the line number of the job budget line.
Employee Category No.	This field displays the number of the employee category assigned to the job budget line.
Employee Category Name	This field displays the name of the employee category assigned to the job budget line.
Description	This field displays a description of the job budget line.
Revision No.	This field displays the revision number of the job budget line.

Show Island

Field	Description
Show Lines	When this field is marked, the table part will show the employees who match the criteria set up in the island Employee Criteria, allowing you to book them to the current task.

Customer Island

Field	Description
Customer No.	This field displays the customer number.
Name	This field displays the name of the customer.

Booking Island

Field	Description
Employee No.	In this field, you can enter the number of the employee to be booked on the current job budget line according to the information in this island when the action “Book” is selected.
No. Hours	In this field, you can specify the number of hours during which the employee specified in the field above should be booked on the current job budget line when the action “Book” is selected.
Method	In this field, you can select a distribution method to be used when the action “Book” is selected. The functionality of the field corresponds to that of the field “Method” in the window Detailed Planning.
Planning Unit	In this field, you can select a planning unit which can be either “Week” or “Day.” The planning unit is used if the distribution method selected in the field “Method” above is either “Fixed Allocation” or “Even Allocation” and determines whether the number of hours booked when the action “Book” is selected should be interpreted as the number of hours to be allocated on each day or within each week. If the booking method is “Even Allocation,” and the planning unit is “Day,” this means that an even number of hours is booked for each day in the relevant range of dates (until the specified number of hours has been booked). If the booking method is “Even Allocation,” and the planning unit is “Week,” an even number of hours is allocated within each week, but the number of hours booked on the individual days within each week is not necessarily evenly allocated, as the hours are applied to the days as if the distribution method “Early Allocation” had been selected. If the distribution method is “Fixed Allocation,” and the planning unit is “Day,” the number of hours specified in the field “Hours for Fixed Allocation” is allocated to each day within the relevant range of dates (until the specified number of hours has been booked), while the planning unit “Week” causes the specified number of hours to be allocated to each week, the number of hours booked on the individual days within each week once again being allocated as if the distribution method “Early Allocation” had been selected.
Within Planned Range	If you mark this field, the period within which hours are booked when the action “Book” is selected will be the period from the starting date to the planned ending date of the current job budget line. If you do not mark this field, the period will run from the starting date until the specified number of hours has been booked, regardless of the planned ending date of the budget line. However, in neither case will hours be allocated to dates before the date specified in the field “Never Before” (if any).
Never Before	In this field, you can enter a date to be used as the starting date when Maconomy distributes hours as a result of selecting the action “Book,” regardless of whether any starting date on the current job budget line exists. In other words, Maconomy will never distribute hours before the date in this field.

Field	Description
Hours for Fixed Allocation	If the distribution method “Fixed Allocation” has been selected, you must specify the number of hours to be repeatedly allocated to each planning unit in this field. See the above description of the distribution method “Fixed Allocation” for further information on the functionality of this field.
Include Days Off	If you mark this field, Maconomy will include days off for the allocation of the hours allocated when the action “Book” is selected. Specifying that days off should be considered implies that if all hours specified cannot be distributed on working days, including any allowed overtime registered for the employee in question, Maconomy will attempt to distribute any remainder of hours on days off (nonworking days, for example, weekends). If only part of the hours can be allocated this way, Maconomy will issue an error message. If this field is not marked, days off are considered equal to absence days, on which no hours can be allocated to an employee. Note that this option cannot be selected for the distribution method “Fixed Allocation.”
Unattainable	In this field, you can choose how the system should react if the action “Book” is selected, and the requested number of hours cannot be allocated to the employee in question. You can select one of the following options: ▪ **Cancel Allocation** — If you select this option, the requested allocation is automatically cancelled, and Maconomy will issue an error message. ▪ **Allocate Best Number of Hours**— If you select this option, Maconomy will attempt to allocate as many hours as possible in accordance with the specifications entered in this window. The hours which could not be allocated will automatically be cut off, and Maconomy will issue a message informing you how many hours were allocated and how many hours were cut off.

Workload Island

Field	Description
Quantity	This field shows the number of hours budgeted for the job budget line.
Est. Time to Compl.	This field shows the latest estimated number of hours to completion for the current job budget line. If no progress estimate has been made, the field shows the entire budgeted quantity.
Hereof Planned	This field shows the number of hours that have already been planned for the job budget line in the window Detailed Planning. If an estimate-to-completion has been specified for the budget line, the field shows the number of hours planned on or after the estimate date.
Remains for Planning	This field shows the difference between the values in the fields “Est. Time to Completion” and “Hereof Planned.” This means that if an estimate-to-completion has been specified, this field expresses the number of hours remaining to be planned after the estimate date. However, if more hours than estimated to completion have been planned after the estimate date, the value

Field	Description
	of the field will be zero, instead of a negative amount. If no estimate-to-completion has been specified for the job budget line, this field expresses the number of hours that remain to be planned for the whole period of the job budget line.
Planned Range	These fields show the date range between the planned starting date and the planned ending specified for the job budget line.
Broadest Range	These fields show the date range between the first possible starting date and the last possible ending date specified for the job budget line.

Employee Criteria Island

Field	Description
Employee No.	In these fields, you can enter a range of employee numbers. Only employees with employee numbers within the specified range will be included in the search results.
Primary Category	If you mark this field, only employees having the employee category specified on the job budget line as primary category will be included in the search results. If no employee category has been specified on the job budget line, all employees matching the remaining criteria in this island will be included in the search results.
Company No.	In these fields, you can enter a range of company numbers. Only employees assigned to companies within the specified range will be included in the search results.
Employee Type	In this pop-up field, you can select an employee type. Only employees belonging to the specified type will be included in the search results.
Department	In this pop-up field, you can select a department. Only employees assigned to the specified department will be included in the search results.
Min. Hours Available	In this field, you can enter a minimum number of hours to specify that the search results should only show employees who are available for at least this number of hours within the time frame specified in the fields “Date Range,” and who match the other selection criteria.
Overtime Acceptance	In this field, you can specify to what extent overtime is accepted when Maconomy calculates the hours available for an employee to see if the employee matches the search criteria specified in this island. The option “None” is the default value of the field, but you can select among the following options: ▪ **None** — If you select this strategy, Maconomy will calculate the hours available without taking overtime into account.

Field	Description
	▪ **Moderate** — This option means that the hours available are calculated by taking overtime into account. However, overtime is considered only on regular working days, that is, not including weekends and national holidays. ▪ **High** — If you select this option, the hours available are calculated by taking overtime into account. Overtime may be considered for all days, both regular working days and weekends, and so on. Note that overtime will never be considered on dates for which an employee has been specified as absent in the employee absence calendar. For further information about effective absence calendar lines, see “Calendar Lines Entering into Effect.”
Overtime Threshold	In this field, you can enter a maximum number of overtime hours to be considered when Maconomy calculates the number of hours available for an employee to see if this employee matches the search criteria. If an employee matches the criterion in the field “Min. Hours Available” by taking overtime into consideration, this employee is not considered to match the search criteria if the total amount of overtime exceeds the threshold specified in this field. If you enter a value of “0” in this field, there will be no limit to the number of overtime hours when Maconomy calculates the number of hours available for an employee. If overtime should be entirely disallowed, the field “Overtime Acceptance” should have the value “None.”
Date Range	In these fields, you can enter a date range. The number of available hours and overtime for an employee will be calculated within this date range. Maconomy will automatically suggest the interval between the planned starting date and the planned ending of the job budget line, however with a few exceptions: ▪ If no planned starting date or planned ending date has been specified on the job budget line, the first possible ending and last possible ending date are used. ▪ If, after this, the first date of the interval is blank, today’s date will be used. If the ending date of the interval is blank, this field will default to one month after the starting date of the interval. ▪ If the starting date of the interval is before today’s date, this date will default to today’s date, instead. If both the starting date and ending date of the interval are before today’s date, the ending date will default to one month after today’s date.
Skill Deviation Acceptance	In this field, you can specify which strategy to apply when Maconomy considers skill requirements as one of search criteria determining which employees should be shown in the search results. Employees will be considered to match the skill requirements, and thereby be shown, if the employees match the other search criteria specified in this window and match the skill requirements according to the value in this field. The option “Moderate” is the default value of the field, but you can select among the following options:

Field	Description
	▪ **None** — If you select this option, Maconomy will only show employees who meet all of the specified skill requirements when performing searches. ▪ **Moderate** — This option means that Maconomy will show employees who meet all of the specified skill requirements or employees who do not meet the requirements of the type “Preferred” and “Undesired” when performing searches. ▪ **High** — If you select this option, Maconomy will show all employees, disregarding whether or not they meet the specified skill requirements, when performing searches. By selecting a strategy in this field, you can have Maconomy also include employees who do not meet skill requirements in the search. In this case, an employee possessing only a mandatory skill will be taken into account in the search, and the user will be informed that the skill requirements have not been met. The following table shows how the requirement type specified for the job budget line and the strategy selected in the search criteria will together affect search results. The different options of this field are shown horizontally, and the various requirement types are shown vertically. “EL” represents the level possessed by an employee for a given skill, and “SR” is the skill requirement of the job budget line. An employee will be included in the search results shown in the table part if the following criteria are met:

	None	**Moderate**	**High**
Mandatory	EL ≥ SR	EL ≥ SR	Always shown
Preferred	EL ≥ SR	Always shown	Always shown
Undesired	EL < SR	Always shown	Always shown
Disallowed	EL < SR	EL < SR	Always shown

This can be illustrated by an example: A skill is assigned a level list of the levels 1-5, 5 being the best. A skill requirement is then created for a job budget line with this skill and level 4 being mandatory. If the value of this field is then set to “None,” an employee must have at least level 4 to be included in the search results. If, on the other hand, the value of this field is changed to “High,” the search results will show the employee, regardless of whether or not he meets the skill requirements. For skills which are not assigned a graded level list, “≥” is replaced by “=” and “<“by “¦” in the above table, which means that the employee must have exactly the skill level required by the job budget line to be included in the search results.

Employee Criteria, Dimensions Island

Field	Description
Location	In these fields, you can enter a range of location numbers. Only employees assigned to locations within the specified range will be included in the search results.
Entity	In these fields, you can enter a range of entity numbers. Only employees assigned to entities within the specified range will be included in the search results.
Project	In these fields, you can enter a range of projects. Only employees assigned to projects within the specified range will be included in the search results.
Purpose	In these fields, you can enter a range of purposes. Only employees assigned to purposes within the specified range will be included in the search results.
Specification 1-3	In these fields, you can enter a range of specifications. Only employees assigned to specifications within the specified range will be included in the search results.
Local Spec. 1-3	In these fields, you can enter a range of local specifications. Only employees assigned to specifications within the specified range will be included in the search results.

Skill Search Results Sub-Tab

This section includes the fields and descriptions for the Skill Search Results sub-tab.

Field	Description
Employee No.	This field shows the number of the employee on the line who matches the skill requirement and selection criteria specified.
Name	This field displays the name of the employee in the field “Employee No.” above.
Transfer to Plan	If you mark this field, the employee information on the current line is transferred to the detailed resource plan for the job budget line displayed in the card part when you select the action “Transfer to Plan.” When a search is performed by means of the action “Search,” Maconomy automatically marks the employee in the search results who matches the search criteria the best and, thus, is suggested as the employee best suited for the job. However, other employees can be marked as required. Employees already planned to work on the job cannot be marked and transferred.
Primary Category No.	This field displays the number of the employee’s primary category.
Category Name	This field displays the name of the employee’s primary category.

Field	Description
Skill Match %	This field shows for an employee how many of the skills specified on a job budget line he possesses. The degree is displayed as a fraction, calculated as the number of skills possessed by the employee divided by the total number of skills specified on the job budget line.
Hours Available	This field shows the number of hours the employee is available within the date range defined in the selection criteria. Only the number of hours of available planning time is considered.
Required Overtime	This field shows how many hours of overtime the current employee should work to be available for the number of hours required within the specified date range. The overtime hours needed are calculated as the difference between the number of hours the employee is available and the number of hours planned for him in the window Detailed Planning.
Potential Overtime	This field displays the potential number of overtime hours for the current employee within the specified date range, assuming that the number of hours specified in the field “Min. Hours Available” is added to the current workload of this employee. The value in this field is the sum of the existing number of overtime hours for the employee within the specified date range and the number specified in the field “Required Overtime” above.
Potential Load Percentage	This field shows the potential load of the current employee within the specified date range, assuming that the number of hours specified in the field “Min. Hours Available” is added to the current workload of this employee. The higher the number in this field, the greater the workload of the employee. A number that exceeds 100 means that the employee will have to work overtime. The load percentage corresponds to the part of the employee’s planning time for which hours have been planned. This means that if the employee’s planning time is 30 hours per week, and 15 hours have been planned for the employee in the week in question, this field will contain the value 50 %.
Level Match %	This field shows to what degree the current employee matches the skill levels required on the job budget line. This value is calculated as the average of the level match % of each skill requirement specified for the job budget line. For each requirement, the level match % is calculated as follows: ▪ If the skill level of an employee is exactly as required, the value is 100%. The value will also be 100% if an employee does not possess a skill level which has been specified as undesired or disallowed on the job budget line. ▪ If the employee does not possess a mandatory or preferred skill at all, the value is 0%.

Field	Description
	▪ Otherwise, the level of the employee in question will be either below or above the mandatory level, and the level match % will be below 100% to indicate that the employee would be either underqualified or overqualified for the task on the job budget line. In this case, the level match % is calculated by using the calculation value specified in the window Level Lists for each level on the list assigned to the required skill. The calculation value is used to specify the distance between the levels on the list. For the level farthest away from the required level on the list, the level match % is 0%, and for the other levels, Maconomy calculates the level match % as a percentage of the difference between the required level and the current level.
Assigned	This field shows whether the employee is already assigned to this task in Detailed Planning. You cannot change this value.
Assigned in Future	This field displays whether the employee is already assigned to this task in Detailed Planning, but for a future starting date. You cannot change this value.
Number of Skill Deviations	This field displays the number of skill level requirements specified on the current job budget line which cannot be met by the current employee, that is, the employee has been assigned a lower skill level than required for the skills in question. This field is only relevant if the field “Skill Deviation Acceptance” is marked.
Number of Overqualifications	This field displays the number of skill level requirements specified on the current job budget line for which the current employee is overqualified, that is, the employee has been assigned a higher skill level than required for the skills in question. This field is only relevant if the field “Skill Deviation Acceptance” is marked.

Actions

This section shows the Actions available in the Task Staffing workspace.

Top Tab

Field	Description
Search	When you select this action, Maconomy searches for employees for the task who match the requirements specified for the current job budget line, and the search criteria entered in the Employee Criteria island. The results of the search are displayed in the sub-tab, and the results of the previous search are deleted. This action excludes employees with the **Day** time unit.

Field	Description
Reset Search Criteria	When you select this action, the contents of the editable fields of the card part of the window will be cleared.
Reset Search Result	When you select this action, the search results in the table part of the window will be cleared.
Transfer to Plan	When you select this action, Maconomy automatically creates lines in the detailed planning for the employees with a mark in the field “Transfer to Plan” on lines in the table part of the window. Only marked employees on planning budget lines belonging to the latest approved revision of their job budget will be transferred. The transferred employees are automatically allocated on the task specified on the job budget line in the card part of this window. The lines can be viewed and edited in the window Detailed Planning. Employees already planned to work on the job, as well as deleted employees, cannot be marked and transferred.
Book	This action is only available when the current job budget line is part of the latest approved revision of the planning budget of the job in question. When you select this action, Maconomy distributes the number of hours specified in the field “No. Hours” for the employee specified in the island Booking. The hours are allocated on the current job budget line from the entered starting date and ahead in time on the basis of the information in the island Booking. However, no hours are allocated to days before any date specified in the field “Never Before.” In addition, if an estimated time-to-completion has been specified for the job budget line, Maconomy will never distribute hours before the estimate date specified for the job budget line, regardless of the strategy and method selected. Maconomy distributes the hours on the basis of the principle of avoiding overtime. If this is not possible, Maconomy will try to distribute overtime equally on working days. If this is not sufficient, potential overtime is distributed on days which are typically not working days, such as Saturdays and Sundays. If you have defined that overtime is not allowed in the field “Overtime, Empl.” in the window System Information in the Set-Up module, Maconomy will issue an error message if it is not possible to plan the current number of hours without using overtime. Note that Maconomy will never distribute so many hours to a given employee on a given date that the total distribution on this date exceeds the employee’s maximum number of working hours for the date. The employee’s maximum working hours on a given date are found in the employee revision applying on the date in question. For further information about employee revisions, see “Date-Dependent Employee Revisions” in the introduction to the window Employees.
Book Automatically	This action is only available when the current task in the card part fulfills the following criteria:

Field	Description
	▪ It has a starting date or a latest estimate date. ▪ It has an ending date. ▪ An allocation method has been selected for the task in the Booking island. ▪ It has no more than one associated detailed planning line, which has been created using automatic allocation in the window Job Planning in the Job Cost module. ▪ An employee is specified in the island Booking. When these criteria are met, and you select this action, the employee selected in the card part is automatically allocated to work on the task. If a detailed planning line exists for the task, and it was previously created using automatic allocation, the allocation is deleted and an allocation is created. If the employee on the previously created allocation was different from the employee specified in this window, the previous employee will be substituted with the new one.
Remove from Plan	This action is only available when the current job budget line is part of the latest approved revision of the planning budget of the job in question. When this action is selected, the bookings of the employee specified in the island Booking are removed from the resource plans of the current job budget line. However, only bookings after the date specified in the field “Never Before” are removed.

Task Search Workspace

Use this workspace to perform searches for tasks that match the availability and skills of a certain employee.

The Task Search tab displays one employee at a time. Use the **Search** action to have Maconomy search for tasks that match the skills and availability defined for the employee in question. You can modify each search via a number of different selection criteria, such as how precisely the tasks should match the skills of the employee, or that the task should require a certain number of hours. The Search Results sub-tab displays the results of each search.

In many respects, this workspace is similar to the Task Staffing workspace. However, the starting point is different: In the Task Staffing workspace, you begin with a task and search for employees who fit the criteria for performing that task. In this workspace, you begin with an employee and search for tasks that match his or her availability and skills profile.

In the following, the term "task" is intended as the equivalent of a job budget line.

When you have found a suitable task for an employee, you can book him or her for a specific number of hours within a specific period by entering the required number of hours for a task in the Task Search tab, specifying the period and various other booking information in the Booking island, and using the **Book** action.

When you perform a search, Maconomy evaluates the lines of the latest approved revision of the planning budget of every job that the selection criteria identify. Maconomy only evaluates lines on which time activities are specified. For every line, Maconomy looks for a task, taking into account

the skills required, the employee category, and the timing information specified on the job budget line, and compares this to the skills and the available time and potential overtime for the employee in the Task Search tab. The results of a search display the degree to which the task on the line matches the skills of the employee, including the number of skill level requirements that are not met and the number of skill level requirements for which the employee is overqualified. It also displays the number of hours as yet unstaffed.

Based on this information in the search results, you can pick the task that suits the employee best. You can then enter the number of hours of the employee's time you want to allocate to each task in the Search Results tab and use the **Book** action to allocate the employee to the tasks in the detailed resource plan.

If you have not entered skills and skill levels for the current planning budget line, Maconomy disregards employees' skills when you perform the search. For instance, you can search for tasks to be completed within a certain date, and where the number of unstaffed hours is less than a particular number of hours.

Note that the search results only provide an up-to-date picture when you perform the search, and after some time they may no longer be relevant because some of the tasks displayed in the Search Results sub-tab may have been allocated to other employees, or their skill specifications may have been changed. In addition, if you change the selection criteria in the Task Search tab, the search results in the sub-tab are not automatically updated. To see the results of the modified selection criteria, use the **Search** action again.

Note that job budget lines that you put on hold in the Job Planning workspace in the Job Cost module are not displayed in this workspace.

Task Search Tab

This section includes the fields and descriptions for the Task Search tab.

Employee Information Island

Field	Description
Employee No.	This field shows the number of the current employee.
Name	This field shows the name of the employee.
Primary Employee Category	This field displays the name and number of the primary employee category to which the employee is assigned.

Booking Island

Field	Description
Method	In this field, you can select a distribution method to be used when the action “Book” is selected. The functionality of the field corresponds to that of the field “Method” in the window Detailed Planning.

Field	Description
Planning Unit	In this field, you can select a planning unit which can be either “Week” or “Day.” The planning unit is used if the distribution method selected in the field “Method” above is either “Fixed Allocation” or “Even Allocation” and determines whether the number of hours booked when the action “Book” is selected should be interpreted as the number of hours to be allocated on each day or within each week. If the booking method is “Even Allocation,” and the planning unit is “Day,” this means that an even number of hours is booked for each day in the relevant range of dates (until the specified number of hours has been booked). If the booking method is “Even Allocation,” and the planning unit is “Week,” an even number of hours is allocated within each week, but the number of hours booked on the individual days within each week is not necessarily evenly allocated, as the hours are applied to the days as if the distribution method “Early Allocation” had been selected. If the booking method is “Fixed Allocation,” and the planning unit is “Day,” the number of hours specified in the field “Hours for Fixed Allocation” is allocated to each day within the relevant range of dates (until the specified number of hours has been booked), while the planning unit “Week” causes the specified number of hours to be allocated to each week, the number of hours booked on the individual days within each week once again being allocated as if the distribution method “Early Allocation” had been selected.
Within Planned Range	If you mark this field, the period within which hours are booked when the action “Book” is selected will be the period from the starting date to the planned ending date of the current job budget line. If you do not mark this field, the period will run from the starting date until the specified number of hours has been booked, regardless of the planned ending date of the budget line. However, in neither case will hours be allocated to dates before the date specified in the field “Never Before” (if any).
Never Before	In this field, you can enter a date to be used as the starting date when Maconomy distributes hours as a result of selecting the action “Book,” regardless of whether any starting date on the current job budget line exists. In other words, Maconomy will never distribute hours before the date in this field.
Hours for Fixed Allocation	If the distribution method “Fixed Allocation” has been selected, you must specify the number of hours to be repeatedly allocated to each planning unit in this field. See the above description of the distribution method “Fixed Allocation” for further information on the functionality of this field.
Include Days Off	If you mark this field, Maconomy will include days off for the allocation of the hours allocated when the action “Book” is selected. Specifying that days off should be considered implies that if all hours specified cannot be distributed on working days, including any allowed overtime registered for the employee in question, Maconomy will attempt to distribute any remainder of hours on days off (nonworking days, for example, weekends). If only part of the hours can be allocated this way, Maconomy will issue an error message. If this field is not marked, days off are considered equal to absence days, on which no hours can be allocated to an employee. Note that this option cannot be selected for the distribution method “Fixed Allocation.”

Field	Description
Unattainable	In this field, you can choose how the system should react if the action “Book” is selected, and the requested number of hours cannot be allocated to the employee in question. You can select one of the following options: ▪ **Cancel Allocation** — If you select this option, the requested allocation is automatically cancelled, and Maconomy will issue an error message. ▪ **Allocate Best Number of Hours** — If you select this option, Maconomy will attempt to allocate as many hours as possible in accordance with the specifications entered in this window. The hours which could not be allocated will automatically be cut off, and Maconomy will issue a message informing you how many hours were allocated and how many hours were cut off.

Selection Criteria Island

Field	Description
Job No.	In these fields, you can enter a range of job numbers. Only lines from the latest approved revision of the planning budget for jobs with numbers within the specified range will be included in the search results. The entered range will be remembered. That means that if you enter a range, close the window, and open it again, the range will be reentered into these fields. However, the range will only be remembered for the remaining part of the day. This applies to all fields in this island.
Company No.	In these fields, you can enter a range of company numbers. Only budget lines from jobs for which a company within the specified range is the responsible company will be included in the search results.
Primary Cat. Only	If you mark this field, only job budget lines for which an employee category is specified which is equal to the primary employee category of the current employee are included in the search results.
Date Range	In these fields, you can enter a date range. Only budget lines where the planned range (that is, the interval between the planned staring date and the planned ending date) overlaps the date range specified in these fields will be included in the search results. The default date range is from today’s date and 30 days ahead.
Unstaffed Hours <	In this field, you can specify a number of hours. Only budget lines where the number of unstaffed hours is less than or equal to the specified number of hours will be included in the search results.
Limit Search Results	If you mark this field, the number of search results will be limited to the number specified in the field “Max. No. of Results” below. Limiting the number of search results makes the search faster, and often it is only relevant to see a limited number of tasks.

Field	Description
Max. Search Results	In this field, you can specify the maximum number of results that you want Maconomy to find. This means that as soon as Maconomy has found the specified number of results, the search is interrupted. Searching for tasks is a complicated routine, and limiting the number of results that Maconomy returns can save the Maconomy server some work, resulting in better overall performance. The default value is 5. Note that the limit specified here is only observed if the field “Limit Search Results” above is marked.
Skill No.	In this field, you can specify a skill number. If you do so, only budget lines for which the specified skill has been entered (either preferred skill or mandatory skill), regardless of skill level, are included in the search results.
Skill Name	In this field, you can specify the name of the skill.
Skill Deviation Acceptance	In this field, you can specify which strategy to apply when Maconomy considers skill requirements as one of search criteria determining which tasks should be shown in the search results. The functionality of this field is similar to that of the field “Skill Deviation Acceptance” in the window Task Staffing.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can enter a range of location numbers. Only budget lines for jobs on which a location with a number within the specified range is specified will be included in the search results.
Entity	The functionality of these fields is similar to that of the field “Location” above.
Project	The functionality of these fields is similar to that of the field “Location” above.
Purpose	The functionality of these fields is similar to that of the field “Location” above.
Specification 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Search Results Sub-Tab

This section includes the fields and descriptions for the Search Results sub-tab.

Field	Description
Unstaffed	This field displays the number of hours still remaining to be staffed for the current task (job budget line).
Book Hours	In this field you can enter the number of hours you want to allocate for the current employee to the task on the current line when the action “Book” is selected. By default, this field shows the number of unstaffed hours (shown in the field “Unstaffed” above). If the number of unstaffed hours is negative (the task is overbooked), this field shows zero hours.
Skill Match %	This field shows the degree to which the current employee possesses the skills required to perform the task on the current line. The degree is displayed as a fraction, calculated as the number of skills possessed by the employee divided by the total number of skills specified on the job budget line.
Level Match %	This field shows the degree to which the current employee matches the skill levels required to perform the task on the current line. The value is calculated as the average of the level match % of each skill requirement specified for the job budget line. For each requirement, the level match % is calculated as follows: ▪ If the skill level of an employee is exactly as required, the value is 100%. The value will also be 100% if an employee does not possess a skill level which has been specified as undesired or disallowed on the job budget line. ▪ If the employee does not possess a mandatory or preferred skill at all, the value is 0%. ▪ Otherwise, the level of the employee in question will be either below or above the mandatory level, and the level match % will be below 100% to indicate that the employee would be either underqualified or overqualified for the task on the job budget line. In this case, the level match % is calculated by using the calculation value specified in the window Level Lists for each level on the list assigned to the required skill. The calculation value is used to specify the distance between the levels on the list. For the level farthest away from the required level on the list, the level match % is 0%, and for the other levels, Maconomy calculates the level match % as a percentage of the difference between the required level and the current level.
Assigned	This field shows whether the employee is already assigned to this task in Detailed Planning. You cannot change this value.

Field	Description
Assigned in Future	This field shows whether the employee is already assigned to this task in Detailed Planning, but for a future starting date. You cannot change this value.
Number of Skill Deviations	This field displays the number of skill level requirements specified on the current job budget line which could not be met by the current employee; that is, the employee has been assigned a lower skill level than required for the skills in question. This field is only relevant if the value of the field “Skill Deviation Acceptance” is other than “None.”
Number of Overqualifications	This field displays the number of skill level requirements specified on the current job budget line for which the current employee is overqualified; that is, the employee has been assigned a higher skill level than required for the skills in question. This field is only relevant if the value of the field “Skill Deviation Acceptance” is other than “None.”
Job No.	This field shows the number of the job to which the current job budget line belongs.
Job Name	This field shows the name of the job to which the current job budget line belongs.
Empl. Cat. No.	This field shows the number of the employee category specified on the current job budget line.
Empl. Cat. Name	This field shows the name of the employee category specified on the current job budget line.
Act. No.	This field shows the number of the activity specified on the current job budget line.
Description	This field shows the description specified on the current job budget line.
Task	This field shows the number of the task specified on the current job budget line.
Task Description	This field shows the description of the task specified on the current job budget line.
Quantity	This field shows the quantity of hours specified on the current job budget line.
Est. Time to Compl.	This field shows the estimated time-to-completion specified on the current job budget line.
Estimate Date	This field shows the estimate date specified on the current job budget line.
Planned Starting Date	This field shows the planned starting date specified on the current job budget line.

Field	Description
Planned Ending Date	This field shows the planned ending date specified on the current job budget line.
Activity Name	This field shows the name of the activity specified on the current job budget line.
Remarks 1-10	These fields show the remarks specified on the current job budget line.
Booking Type	This field shows the booking type specified on the current job budget line.

Actions

This section shows the Actions available in the Task Search workspace.

Top Tab

Field	Description
Search	When you select this action, the previous results shown in the sub-tab are deleted, and Maconomy searches for job budget lines matching the requirements specified for the current employee and the search criteria entered in the Selection Criteria island. This action only searches for tasks on jobs with the **Hour** time unit.
Reset Search Criteria	When you select this action, the contents of the editable fields of the card part of the window will be cleared.
Reset Search Result	When you select this action, the search results in the table part of the window will be cleared.

Bottom Tab

Field	Description
Transfer To Plan	Note that this action is executed for the current line in the table part, that is, the line in which the cursor is placed. When you select this action, Maconomy creates a planning line in the detailed resource plan, linking the current employee to the current job budget line. No booking is made. If the employee already exists in the detailed resource plan, Maconomy does not create a line.
Book	Note that this action is executed for the current line in the table part, that is, the line in which the cursor is placed. This action is only available when the current job budget line is part of the latest approved revision of the planning budget of the job in question. When you select this action, Maconomy distributes the number of hours specified in the field “Book

Field	Description
	Hours" for the current employee. The hours are allocated on the current job budget line from the entered starting date and ahead in time on the basis of the information in the island Booking. However, no hours are allocated to days before any date specified in the field "Never Before." In addition, if an estimated time-to-completion has been specified for the job budget line, Maconomy will never distribute hours before the estimate date specified for the job budget line, regardless of the strategy and method selected. Maconomy distributes the hours on the basis of the principle of avoiding overtime. If this is not possible, Maconomy will try to distribute overtime equally on working days. If this is not sufficient, potential overtime is distributed on days which are typically not working days, such as Saturdays and Sundays. If you have defined that overtime is not allowed in the field "Overtime, Empl." in the window System Information in the Set-Up module, Maconomy will issue an error message if it is not possible to plan the current number of hours without using overtime. Note that Maconomy will never distribute so many hours to a given employee on a given date that the total distribution for the employee on this date exceeds the employee's maximum number of working hours for the date. The employee's maximum working hours on a given date are found in the employee revision applying on the date in question. For further information about employee revisions, see "Date-Dependent Employee Revisions" in the introduction to the window Employees.
Remove from Plan	Note that this action is executed for the current line in the table part, that is, the line in which the cursor is placed. This action is only available when the current job budget line is part of the latest approved revision of the planning budget of the job in question. When this action is selected, the bookings of the current employee are removed from the resource plan of the current job budget line. However, only bookings after the date specified in the field "Never Before" are removed.

Absence Administration Procedures

The steps below provide a general workflow for the absence management process.

To manage absences, complete the following steps:

1. Choose a vacation calendar in the filter. All employees using that vacation calendar display in the table part.
2. Select the new period to work within the card part.
3. Select the absence type. Each type of absence must be processed separately.
   The table part displays the total and remaining allowances for the previous period, with an initial allowance and carry forward days for the selected period.
4. Edit the values for the selected period for each employee, as needed.

   Use the Apply Suggestions wizard to quickly set an initial allowance for the new period for all employees. However, carry forward days must always be entered manually.

5. After you enter the values, you can then submit and approve them, using the appropriate actions. Upon approval, Maconomy makes the new allowance available to the listed employees, while days carried forward are deducted from the previous period and placed in the new one.

   Reopen Action

   After approval is carried out, the values for this period can no longer be changed. If the assigned allowance has not yet been booked yet by the employee, use the Reopen action to undo approval, if needed.

   Booking Vacation

   This process can be carried out either before or after the end of the vacation year. However, employees are not able to book any vacation in the new period until some allowance is assigned.

Lookup Section

This section includes the fields and descriptions for the Lookup workspaces.

Browse Employee Skills Workspace

Use this workspace to find employees who have certain skills.

The Browse Employee Skills tab provides the Skill Requirements island, where you can enter up to ten skill requirements as search criteria. You can also modify a search using selection criteria, such as employee category and time available for each employee. However, it is not necessary to specify both skill requirements and employee selection criteria as search criteria to perform a search. Use the **Search** action to perform the search. The Skill Search Results sub-tab displays the search results.

The functionality of this workspace corresponds to that of the Task Staffing workspace, except that this workspace enables you to search for employees who match selection criteria, whereas in the Task Staffing workspace you search for skills that match the criteria on a job budget line. See also the Task Staffing workspace for more information.

The results of a search display for each employee to what degree the employee matches the search criteria, including the number of skill level criteria that are not met and the number of skill level criteria for which the employee is overqualified. It also displays the employee's potential load percentage, as well as any potential extra overtime hours.

Based on this information, Maconomy automatically orders the employees in the search results according to how well they meet the search criteria, displaying the employee with the highest match first in the Skill Search Results sub-tab. When ordering the search results, Maconomy prioritizes as follows: The highest skill match percentage of an employee has the highest priority. If two employees have the same skill match percentage, Maconomy gives priority to the one who has the highest number of available hours. If further criteria are needed to find the best-suited employee, Maconomy prioritizes in the following order: the fewest hours of potential overtime, the highest level match percentage, and the lowest number of unmet skill levels.

The search results only provide an up-to-date picture when the search is performed, and after some time they may no longer be relevant, because some of the employees shown in the Skill Search Results sub-tab may have been allocated for other purposes, or their skills may have been changed. In addition, if you change the selection criteria in the Browse Employee Skills tab,

the search results in the sub-tab are not automatically updated. To see the results of the modified selection criteria, use the **Search** action again.

Browse Employee Skills Tab

This section includes the fields and descriptions for the Browse Employee Skills tab.

Skill Requirements Island

Field	Description
Skill No.	In this field, you can enter the number of a skill. The search results will only include employees who possess the level specified in the field “Level” for this skill. You can insert the skill number on any free line, and the information will automatically be moved to the next free line in the island. If you delete a skill number in this field, the entire line will be deleted, and any lines following it will be moved up.
Name	This field shows the name of the skill specified in the field “Skill No.” above.
Level	In this field, you can enter the required level for this skill. The search results will only include information on employees who possess the specified level of the skill.
Description	This field shows a description of the specified level.
Requirement Type	In this field, you can specify to what degree employees should possess the skill level specified to be included in the search results. You can choose among the following options: ▪ **Mandatory** — If you select this value, only employees possessing the skill at the specified level or higher will be included in the search results. ▪ **Preferred** — This value means that employees possessing the skill at the specified level or higher are preferred to employees who do not, but that all employees are included in the search results if they match the other search criteria specified. Note that this value has the same meaning as the option “Mandatory” if the field “Skill Deviation Acceptance” is set to “None.” ▪ **Undesired** — This option means that employees who either do not possess the specified skill at all or possess the skill at a level below the specified level are preferred to employees who do, but that all employees are included in the search results if they match the other search criteria specified. Note that this value has the same meaning as the option “Disallowed” if the field “Skill Deviation Acceptance” is set to “None.”

Field	Description
	▪ **Disallowed** — If you select this value, only employees who do not possess the skill at the specified level or higher will be included in the search results. This means that only employees who either do not possess the specified skill at all or possess the skill at a level below the one specified for the skill will be included in the search results.
Skill Deviation Acceptance	In this field, you can specify which strategy to apply when Maconomy considers skill requirements as one of the search criteria determining which employees should be shown in the search results. Employees will be considered matching the skill requirements, and thereby be shown, if they match the search criteria specified in this window and match the skill requirements according to the value in this field. The option “Moderate” is the default value of the field, but you can select among the following options: ▪ **None** — If you select this option, Maconomy will only show employees who meet all of the specified skill requirements when performing searches. ▪ **Moderate** — This option means that Maconomy will show employees who meet all of the specified skill requirements or employees who do not meet the requirements of the type “Preferred” and “Undesired” when performing searches. ▪ **High** — If you select this option, Maconomy will show all employees, disregarding whether or not they meet the specified skill requirements, when performing searches. By selecting a strategy in this field, you can have Maconomy also include employees who do not meet skill requirements in the search. In this case, an employee only possessing a mandatory skill will be taken into account in the search, and the user will be informed that the skill requirements have not been met. See also the field “Skill Deviation Acceptance” in the window Task Staffing for examples of how the requirement type specified for the job budget line and the strategy selected in the search criteria will together affect search results.

Employee Criteria Island

Field	Description
Employee No.	In these fields, you can enter a range of employee numbers. Only employees with numbers within the specified range will be included in the search results.
Employee Category	In these fields, you can enter a category name and number. Only employees assigned to the employee category with this name and number will be included in the search results.

Field	Description
Primary Employee Category	If you mark this field, only employees having the employee category specified in the field “Employee Category No.” above as primary category will be included in the search results.
Company No.	In these fields, you can enter a range of company numbers. Only employees assigned to companies with numbers within the specified range will be included in the search results.
Employee Type	In this pop-up field, you can specify an employee type. Only employees assigned to this type will be included in the search results.
Department	In this pop-up field, you can specify a department. Only employees assigned to this department will be included in the search results.
Min. Hours Available	In this field, you can enter a minimum number of hours to specify that the search results should only show employees who are available for at least this number of hours within the time frame specified in the fields “Date Interval,” and who match the other selection criteria.
Overtime Acceptance	In this field, you can specify to what extent overtime is accepted when Maconomy calculates the hours available for an employee to see if the employee matches the search criteria specified in this island. The option “None” is the default value of the field, but you can select among the following options: ▪ **None** — If you select this strategy, Maconomy will calculate the hours available without taking overtime into account. ▪ **Moderate** — This option means that the hours available are calculated by taking overtime into account. However, overtime is considered only on regular working days, that is, not including weekends and national holidays. ▪ **High** — If you select this option, the hours available are calculated by taking overtime into account. Overtime may be considered for all days, both regular working days and weekends, and so on. Note that overtime will never be considered on dates for which an employee has been specified as absent on an effective line in the employee absence calendar. For further information about effective absence calendar lines, see “Calendar Lines Entering into Effect.”
Overtime Threshold	In this field, you can enter a maximum number of overtime hours to be considered when Maconomy calculates the number of hours available for an employee to see if this employee matches the search criteria. If an employee matches the criterion in the field “Min. Hours Available” by taking overtime into consideration, this employee is not considered to match the search criteria if the total amount of overtime exceeds the threshold specified in this field. If you enter a value of “0” in this field, there will be no limit to the number of overtime hours when Maconomy calculates the number of hours available for

Field	Description
	an employee. If overtime should be entirely disallowed, the field “Overtime Acceptance” should have the value “None.”
Date Range	In these fields, you can enter a date range. The number of available hours and overtime for an employee will be calculated within this date range. Maconomy will automatically suggest the interval between the planned starting date and the planned ending of the job budget line, however with a few exceptions: ▪ If no planned starting date or planned ending date has been specified on the job budget line, the first possible ending and last possible ending date are used. ▪ If, after this, the first date of the interval is blank, today’s date will be used. If the ending date of the interval is blank, this field will default to one month after the starting date of the interval. ▪ If the starting date of the interval is before today’s date, this date will default to today’s date, instead. If both the starting date and ending date of the interval are before today’s date, the ending date will default to one month after today’s date.

Employee Criteria, Dimensions Island

Field	Description
Location	The functionality of these fields is similar to that of the fields “Company No.” in the Employee Criteria island.
Entity	The functionality of these fields is similar to that of the fields “Company No.” in the Employee Criteria island.
Project	The functionality of these fields is similar to that of the fields “Company No.” in the Employee Criteria island.
Purpose	The functionality of these fields is similar to that of the fields “Company No.” in the Employee Criteria island.
Specification 1	The functionality of these fields is similar to that of the fields “Company No.” in the Employee Criteria island.

Skill Search Results Sub-Tab

This section includes the fields and descriptions for the Skill Search Results sub-tab.

Field	Description
Employee No.	This field shows the number of the employee on the line who matches the skill requirement and selection criteria specified.
Name	This field displays the name of the employee in the field “Employee No.” above.

Field	Description
Transfer to Plan	If you mark this field, the employee information on the current line is transferred to the detailed resource plan for the job budget line displayed in the card part when you select the action “Transfer to Plan.” When a search is performed by means of the action “Search,” Maconomy automatically marks the employee in the search results who matches the search criteria the best and, thus, is suggested as the employee best suited for the job. However, other employees can be marked as required. Employees already planned to work on the job cannot be marked and transferred.
Primary Category No.	This field displays the number of the employee’s primary category.
Category Name	This field displays the name of the employee’s primary category.
Skill Match %	This field shows for an employee how many of the skills specified on a job budget line he possesses. The degree is displayed as a fraction, calculated as the number of skills possessed by the employee divided by the total number of skills specified on the job budget line.
Hours Available	This field shows the number of hours the employee is available within the date range defined in the selection criteria. Only the number of hours of available planning time is considered.
Required Overtime	This field shows how many hours of overtime the current employee should work to be available for the number of hours required within the specified date range. The overtime hours needed are calculated as the difference between the number of hours the employee is available and the number of hours planned for him in the window Detailed Planning.
Potential Overtime	This field displays the potential number of overtime hours for the current employee within the specified date range, assuming that the number of hours specified in the field “Min. Hours Available” is added to the current workload of this employee. The value in this field is the sum of the existing number of overtime hours for the employee within the specified date range and the number specified in the field “Required Overtime” above.
Potential Load Percentage	This field shows the potential load of the current employee within the specified date range, assuming that the number of hours specified in the field “Min. Hours Available” is added to the current workload of this employee. The higher the number in this field, the greater the workload of the employee. A number that exceeds 100 means that the employee will have to work overtime. The load percentage corresponds to the part of the employee’s planning time for which hours have been planned. This means that if the employee’s planning time is 30 hours per week, and 15 hours have been planned for the employee in the week in question, this field will contain the value 50 %.

Field	Description
Level Match %	This field shows to what degree the current employee matches the skill levels required on the job budget line. This value is calculated as the average of the level match % of each skill requirement specified for the job budget line. For each requirement, the level match % is calculated as follows: ▪ If the skill level of an employee is exactly as required, the value is 100%. The value will also be 100% if an employee does not possess a skill level which has been specified as undesired or disallowed on the job budget line. ▪ If the employee does not possess a mandatory or preferred skill at all, the value is 0%. ▪ Otherwise, the level of the employee in question will be either below or above the mandatory level, and the level match % will be below 100% to indicate that the employee would be either underqualified or overqualified for the task on the job budget line. In this case, the level match % is calculated by using the calculation value specified in the window Level Lists for each level on the list assigned to the required skill. The calculation value is used to specify the distance between the levels on the list. For the level farthest away from the required level on the list, the level match % is 0%, and for the other levels, Maconomy calculates the level match % as a percentage of the difference between the required level and the current level.
Number of Skill Deviations	This field displays the number of skill level requirements specified on the current job budget line which cannot be met by the current employee, that is, the employee has been assigned a lower skill level than required for the skills in question. This field is only relevant if the field “Skill Deviation Acceptance” is marked.
Number of Overqualifications	This field displays the number of skill level requirements specified on the current job budget line for which the current employee is overqualified, that is, the employee has been assigned a higher skill level than required for the skills in question. This field is only relevant if the field “Skill Deviation Acceptance” is marked.

Actions

This section shows the Actions available in the Browse Employee Skills workspace.

Top Tab

Field	Description
Search	This action searches for employees matching the restrictions on skills and available time in the tab. The result of the search is displayed in the sub-tab. This action excludes employees with the **Day** time unit.
Reset Search Criteria	When you select this action, the contents of the editable fields of the card part of the window will be cleared.
Reset Search Result	When you select this action, the search results in the table part of the window will be cleared.

Reporting Section

This section includes the fields and descriptions for the Reporting workspaces.

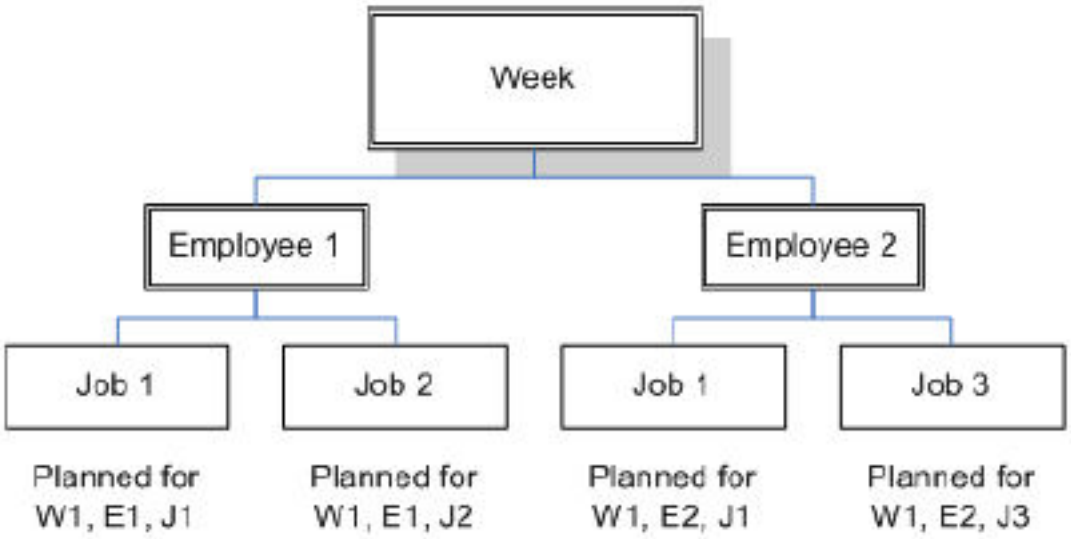
Print Employee Load Workspace

Use this workspace to print a report that shows how many hours each employee has been allocated on the relevant jobs.

Maconomy creates this report based on information from the Detailed Planning workspace.

The report shows information as an analysis in three levels, based on user-defined selection criteria that cover time ranges, employees, and jobs. For each of these levels, you can select from the values **Day**, **Week**, **Employee**, **Employee Category**, or **Job**.

The planned number of hours on jobs can, for example, be grouped by week numbers that are grouped by employees, which are again grouped by jobs. In this case, the upper level shows the selected time span, split on weeks. The next level shows the selected employees, by employee number, placed under the relevant week numbers. The third level shows the planned number of hours per job, grouped on employee, split on the relevant week numbers. The following figure shows the selected groupings.



Using the groupings illustrated in this example, the report shows the following totals:

- For the first level, it shows a total for the week (independent of job number and employee), showing the total number of hours available, planned, and at disposal, respectively.
- For the second level, it shows a total for the employee in week number 1 (independent of job number). The total shows the employee's work load percentage for the week, which is the difference between the total number of hours planned for the employee and the planning time of the employee.
- For level three, it shows a workload percentage by job, compared to the employee's total planning time in week number 1. This enables you to see the workload of the employee assigned to the job in question.

In this example, all of the hours shown for the second and third levels are hours that are planned for the week specified in level one. The information on one level is thus always relative to information on higher levels.

Using these three levels and the selection criteria for "Week," "Day," "Employee," "Employee Category," or "Job," you can perform various analyses of the detailed planning, depending on which information you want to include in the analyses.

This enables you to obtain an overview of the number of employees for whom planning has been performed on a particular project and information on the workload for each of these employees. The report thus shows each employee's planning time, time at disposal, and workload percentage.

Because the report includes only planned time for employees, it does not cover planning lines on which an employee has not been specified. Note that if an employee's time is planned directly in the Job Budgets workspace, this information does not appear in the workload report, unless this is also specified on a planning line.

You can delimit the printout to include, for example, only certain jobs, certain employees, or allocations of a certain booking type.

Print Employee Load Tab

This section includes the fields and descriptions for the Print Employee Load tab.

Time Selection Criteria Island

Field	Description
Planning Date	In these fields, you can enter a range of planning dates. The printout will only include information on dates within the specified range. If you enter a range of dates and a week in the field “Planning Week/Year,” the report will only include the part of the week specified in these fields, if the range of dates does not cover the entire week. If you enter a week number in the field “Planning Week/Year,” but no range of dates in these fields, the date will automatically be set to the Monday in the specified week.
Planning Week/Year	In these fields, you can enter a range of planning week/years. The printout will only include information on week/years within the specified range. See also the above description of the field “Planning Date.”

Employee Selection Criteria Island

Field	Description
Employee No.	In these fields, you can enter a range of employee numbers. Only employees with numbers within the specified range will be included on the printout.
Employee Category No.	In these fields, you can enter a range of employee category numbers. Only employees assigned to a primary employee category with a number within the specified range will be included on the printout.
Company No.	In these fields, you can enter a range of company numbers. Only employees assigned to companies with numbers within the specified range will be included on the printout.
Location	In these fields, you can enter a range of locations. Only employees assigned to locations within the specified range will be included on the printout.
Entity	The functionality of these fields is similar to that of the field “Location.”
Project	The functionality of these fields is similar to that of the field “Location.”
Purpose	The functionality of these fields is similar to that of the field “Location.”
Spec.1-3	The functionality of these fields is similar to that of the field “Location.” Local Spec. 1-3 The functionality of these fields is similar to that of the field “Location.”

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Level 1	In this pop-up field, you can select the information to be shown on the first level of the printout. You can choose between the options “Week,” “Day,” Employee,” “Employee Category,” or “Job.”
Level 2	In this pop-up field, you can select the information to be shown on the second level of the printout. You can choose between the options “Week,” “Day,” Employee,” “Employee Category,” or “Job.”
Level 3	In this pop-up field, you can select the information to be shown on the third level of the printout. You can choose between the options “Week,” “Day,” Employee,” “Employee Category,” or “Job.”
Load % Above	This field and the field “Load % Below” are used to specify a range of load percentages. An employee’s load percentage for a given period is calculated on the basis of the relation between the number of hours planned for the employee in the window Detailed Planning and the employee’s planning time. If the value in this field is equal to the value in the field “Load % Below,” the printout will include all employees regardless of their load percentage. If the value in this field is less than the value in the field “Load % Below,” the printout will include only employees with a load percentage higher than the value in this field and less the value in the field “Load % Below.” If the value in this field is higher than the value in the field “Load % Below,” the printout will include only employees with a load percentage higher than the value in this field or less than the value in the field “Load % Below.”
Load % Below	This field and the field “Load % Above” are used to specify a range of load percentages. See the preceding description of the field “Load % Above” for more information on this functionality of this field.
Include Preliminary Bookings	If you mark this field, allocations of the booking type “Preliminary” will be included in the printout.
Include Requested Bookings	If you mark this field, allocations of the booking type “Requested” will be included in the printout.
Include Confirmed Bookings	If you mark this field, allocations of the booking type “Confirmed” will be included in the printout.

Job Selection Criteria Island

Field	Description
Job No.	In these fields, you can enter a range of job numbers. The printout will only include employees assigned to jobs within the specified range.
Job Group	In this pop-up field, you can enter a job group. The printout will only include employees assigned to jobs belonging to the selected job group.
Company No.	In these fields, you can enter a range of company numbers. The printout will only include employees assigned to jobs with a responsible company within the specified range.
Sales Rep. No.	In this field, you can enter the number of a sales representative. The printout will only include employees assigned to jobs to which the specified sales representative is assigned.
Project Manager No.	In this field, you can enter the number of a project manager. The printout will only include employees assigned to jobs to which the specified project manager is assigned.
Popup 1-5	In these fields, you can select additional information on jobs. The printout will only include employees assigned to jobs on which the selected pop-up values are specified.
Location	In these fields, you can enter a range of locations. The printout will only include employees assigned to jobs with locations within the specified range.
Entity	The functionality of these fields is similar to that of the field “Location.”
Project	The functionality of these fields is similar to that of the field “Location.”
Purpose	The functionality of these fields is similar to that of the field “Location.”
Spec 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Print Planning Conflicts Workspace

Use this workspace to print a report that provides an overview of jobs that have conflicting or potentially conflicting allocations to employees in the detailed planning.

Conflicts arise in the detailed planning if two or more allocations of the **Confirmed** type to the same employee cause the planning time of this employee to be exceeded, making the employee overbooked. A conflict is potential if the conversion of an allocation from the booking type **Preliminary** or **Requested** to **Confirmed** and other confirmed allocations to the same employee cause this employee to be overbooked. For a description of the different booking types, see the introduction to the Detailed Planning workspace.

Maconomy creates the conflict report based on information from the detailed resource planning and presents the information that it extracts as an analysis in three levels. The report displays information on the levels of job, time, and employee. The time level can be either week or day, depending on the time unit that you define in the selection criteria. The data from the lower levels is grouped by the data from the upper levels.

As illustrated previously, all of the information shown for the second and third levels is for the job identified in level one. The information on one level is thus always relative to information on higher levels.

On the employee level, the conflict information that is displayed covers the number of preliminary, requested, and confirmed allocations of hours; the number of potential overtime hours; the allowed number of overtime hours for the employee; and the potential load percentage-that is, the number of hours of the employee's planning time for which he will be allocated if all of the preliminary allocations for the employee are converted to confirmed allocations.

On the job level, the report displays a list of allocations that conflict with the current job. The conflicting allocations are listed by booking type, that is, **Preliminary**, **Requested**, and **Confirmed** allocations. For each booking type, the report shows for the job in question the number of hours allocated and the potential load percentage of the employee allocated, that is, the load percentage if the employee's involvement in the job is cancelled.

This information on the employee and job levels allows you to foresee conflicts in the period examined. Based on this information, you can take actions to either avoid or try to solve conflicts by redistributing allocations to other employees, or, if the conflicts are potential, by not converting preliminary allocations to confirmed.

In addition to using the three levels, you can modify the report by specifying a planning unit, that is, whether the time unit on level two should be a day or a week. Finally, you can set a lower limit for the load percentage of employees so that only employees who have workloads that are above a certain percentage are included in the report.

Print Planning Conflicts Tab

This section includes the fields and descriptions for the Print Planning Conflicts tab.

Selection Criteria Island

Field	Description
Job No.	In these fields, you can enter a range of job numbers. The printout will only include conflict information on jobs within the specified range.
Project Manager No.	In this field, you can enter the number of a project manager. The printout will only include conflict information for jobs to which the specified project manager is assigned.
Date	In these fields, you can enter a range of dates. The printout will only include resource allocations within the specified date range.
Planning Unit	In this field, you can select a planning unit (day or week). The printout will group conflict information for each job by the specified time unit.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Min. Load %	In this field, you can enter a load percentage. The printout will only include employees with a potential load percentage above the specified percentage.
Include Preliminary Conflict Bookings	In this field, you can choose whether or not conflicting allocations of the booking type “Preliminary” should be included in the report.
Include Requested Conflict Bookings	In this field, you can choose whether or not conflicting allocations of the booking type “Requested” should be included in the report.
Include Confirmed Conflict Bookings	In this field, you can choose whether or not conflicting allocations of the booking type “Confirmed” should be included in the report.

Actions

This section shows the Actions available in the Print Planning Conflicts workspace.

Top Tab

Field	Description
Print	Use this action to print the planning conflicts report.

Print Resource Requirement Workspace

Use this workspace to print a report that shows the future resource requirements within given employee categories.

The report shows the planned hours, the available hours, and the requested hours for each employee category. If the employee resources have more available time than the planned tasks require, the report shows a negative requirement, which indicates that there will be a future surplus of available time for employees.

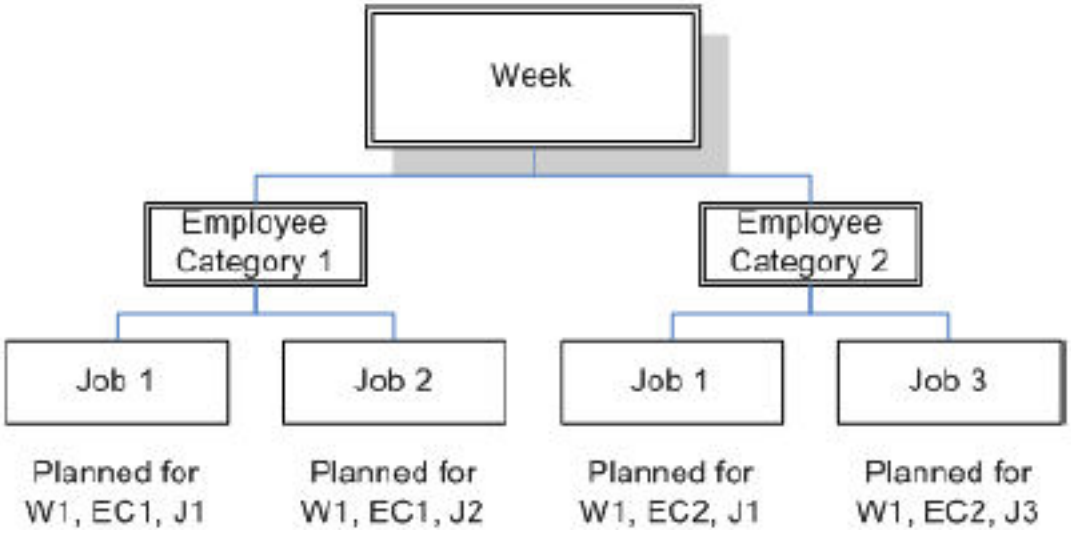
Maconomy creates this report based on information on planning budgets of jobs and the sum of the relevant employees' planning time within a given period. By comparing the number of hours planned but not yet allocated to employees within an employee category on planning budget lines to the available planning time of employees, the report presents you with an analysis of any gaps in future staffing.

The information that Maconomy extracts is presented as an analysis in three levels, based on user-defined selection criteria. The report displays the requirements in the levels of time and

employee category. The time level can be week, month, or quarter. After you define these criteria, the third level, **Job**, is of interest. This level provides you with the information that you need for assessing the importance of meeting the requirements, and groups the requirements by job, by project manager, or by customer, depending on the angle from which you need to examine resource requirements within the specified period.

Either grouping can be the first, second, or third level, but you cannot repeat the same criterion on two different levels. The data from the lower levels is grouped by the data from the upper levels. Note that resource requirements that you entered as unallocated time do not apply to one particular job, and, therefore, only planned time is shown on job-specific and lower levels.

As an example of an analysis, the required number of hours can be grouped by week number, which is grouped by employee category, which is again grouped by job. In this case, the upper level shows the selected time span, the next level shows the selected employee categories placed under the relevant week number, and the last level shows the requested number of hours per job, grouped by employee category, split on the relevant week numbers. The selected groupings are shown in the following figure.



Using the groupings shown in this example, the report shows the following totals:

- For the first level, a total is shown for the week (independent of job number and employee category), displaying the total number of planned, available, and required hours, respectively.
- For the second level, a total is shown for the employee category in week number 1 (independent of job number).
- For level three, the results are shown by job, compared to the total planning time of the employee category in week number 1. This enables you to see the work planned for each employee category for the job in question.

In this example, all of the hours shown for the second and third levels are hours planned and requested for the week specified in level one. The information on one level is, thus, always relative to information on higher levels.

Using these three levels and the selection criteria for **Time**, **Employee**, or **Job**, you can perform various analyses, depending on which information you want to include in the analyses. In this

way, you can extract information in a report that gives you an overview of the future resource requirements within a specified period of time for certain jobs, customers, or project managers. The analysis allows you to foresee any shortcomings in employee resources in the period examined. Based on this information, you can deal with, for example, extra workloads in peak seasons, because you can now foresee how many extra resources are needed according to planned tasks, and then hire free-lance staff.

In addition to using these three levels, you can modify the report by, for example, specifying whether or not it should include only the latest approved budgets and whether it should include allocations of a certain booking type. By specifying a revision code in the job selection criteria you can indicate that only a certain revision of the job budgets should be included. You can also specify whether the probability percentage of the job budgets should be included in the calculation. Finally, you can set an upper or lower limit for what the report should include. This limit applies to each level in the report so that only data that exceeds this limit is shown on the printout. You can, for example, define a lower limit for the resource requirements of ten, which means that the report only displays information on jobs that request more than ten hours of resources.

When Maconomy calculates available time, the report is based on the assumption that the budgeted number of hours is distributed evenly throughout the date range of the job planning. Similarly, the hours that are available within each employee category are assumed to have been allocated evenly within the date range in question. In addition, the report always places available time in each employee's primary category. However, if the selection criteria exclude a specific employee's primary category, available time is reported for each of the categories within the selection criteria to which that employee belongs.

Print Resource Requirement Tab

This section includes the fields and descriptions for the Print Resource Requirement tab.

Time Selection Criteria Island

Field	Description
Date Range	In these fields, you can enter a range of dates. The printout will only include information on dates within the specified range. If you enter a week number in the field “Time Unit/ Year,” but no range of dates in these fields, the date will automatically be set to the Monday in the specified week.
Time Range Type	In this pop-up field, you can specify which type of interval to use for the report. The options available are “Week,” “Month,” or “Quarter.”
Time Unit/ Year	In these fields, you can enter a range of weeks, months, or quarters. The printout will only include information within the specified range. See also the description of the field “Time Range” above.

Employee Selection Criteria Island

Field	Description
Employee Category No.	In these fields, you can enter a range of employee category numbers. The printout will only include information on resource requirements for employees belonging to employee categories with a number within the specified range.
Employee Type	In this pop-up field, you can select an employee type. The printout will only include information on resource requirements for employees belonging to the specified type.
Department No.	In this pop-up field, you can select a department. The printout will only include information on resource requirements for employees assigned to the specified department.
Company No.	In these fields, you can enter a range of company numbers. The printout will only include information on resource requirements for employees assigned to companies with numbers within the specified range.
Location	In these fields, you can enter a range of locations. The printout will only include information on resource requirements for employee assigned to locations within the specified range.
Entity	The functionality of these fields is similar to that of the field “Location.”
Project	The functionality of these fields is similar to that of the field “Location.”
Purpose	The functionality of these fields is similar to that of the field “Location.”
Spec.1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Primary Category Only	If this field is marked, only hours available within primary categories will be included.

Print Control Island

Field	Description
Layout	In this field, you can select which layout to use for the printout. If no additional layouts for the current printout have been added in the window Print Layout in the Set-Up module, “Standard” is the only option.
Level 1	In this pop-up field, you can select the information to be shown on the first level of the printout. You can choose between the options “Time Range,” “Employee Category,” “Job,” “Customer,” and “Project Manager.”

Field	Description
Level 2	In this pop-up field, you can select the information to be shown on the second level of the printout. You can choose between the options “Time Range,” “Employee Category,” “Job,” “Customer,” and “Project Manager.”
Level 3	In this pop-up field, you can select the information to be shown on the third level of the printout. You can choose between the options “Time Range,” “Employee Category,” “Job,” “Customer,” and “Project Manager.”
Resource Requirement Above	In this field, you can enter a number of hours. The printout will only show information on resource requirements which exceed the specified number of hours.
Resource Requirement Below	In this field, you can enter a number of hours. The printout will only show information on resource requirements which are below the specified number of hours.
Include Preliminary Bookings	If you mark this field, allocations of the booking type “Preliminary” will be included in the printout.
Include Requested Bookings	If you mark this field, allocations of the booking type “Requested” will be included in the printout.
Include Confirmed Bookings	If you mark this field, allocations of the booking type “Confirmed” will be included in the printout.

Job Selection Criteria Island

Field	Description
Job No.	In these fields, you can enter a range of job numbers. The printout will only include information on resource requirements for jobs within the specified range.
Job Group	In this pop-up field, you can enter a job group. The printout will only include information on resource requirements for jobs belonging to the selected job group.
Project Manager No.	In this field, you can enter the number of a project manager. The printout will only include information on resource requirements for jobs to which the specified project manager is assigned.
Customer Group	In this field, you can enter a customer group. The printout will only include information on resource requirements for jobs to which customers within the specified customer group are assigned.
Customer No.	In these fields, you can enter a range of customer numbers. The printout will only include information on resource requirements for jobs to which

Field	Description
	customers with customer numbers within the specified range are assigned.
Popup 1-5	In these fields, you can select additional information on jobs. The printout will only include information on resource requirements for jobs on which the selected pop-up values are specified.
Company No.	In these fields, you can specify a range of company numbers. The printout will only include information on resource requirements for jobs assigned to responsible companies with company numbers within the specified range.
Location	In these fields, you can enter a range of locations. The printout will only include information on resource requirements for jobs with locations within the specified range.
Entity	The functionality of these fields is similar to that of the field “Location.”
Project	The functionality of these fields is similar to that of the field “Location.”
Purpose	The functionality of these fields is similar to that of the field “Location.”
Spec 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”
Budget Revision Code	In this field, you can enter the number of a revision code. The printout will include information on the specified revision code of the job budgets. If you do not mark this field, the report will include information on the latest job budget revisions.
Latest Appr. Budget	If you mark this field, the printout will only include information on resource requirements from job budgets belonging to the latest approved revision.
Include Probability	If this field is marked, the requirement will be calculated as hours budgeted, multiplied by the probability % of the jobs in question.

Set-Up Section

This section includes the fields and descriptions for the Set-Up workspaces.

Level Lists Workspace

Use this workspace to create lists of levels that define a number of skill grading scales.

This can be practical if two employees possess the same skill, but at different levels. For example, two employees might speak Japanese, but not equally fluently. By assigning a list of

levels to each skill you can specify to what degree each employee possesses the skill. Skill levels could, for example, be **Novice**, **Some**, **Fluent**, and **Expert**.

When you create a skill level list, you provide a name and a grading method. The list can be graded or nongraded, depending on the nature of the skill levels that the list covers. You then create the levels in the Levels sub-tab.

A level list such as **Novice**, **Some**, **Trained**, and **Experienced** constitutes a graded list; **Experienced** is clearly a better level than**Novice**. However, in other cases it does not make sense to grade the skill levels. For the skill **Driver's License**, for example, it is not necessary to indicate how well employees master the skill, but merely whether they possess the skill or not. You would likely assign to this skill a nongraded level list consisting of the levels **Yes** and **No**.

In the Levels sub-tab, for each level you must provide a calculation value. This value is relevant for graded level lists and is used to define the distance between the levels on the list when Maconomy performs a number of calculations. As you create the levels in the list, Maconomy automatically orders the levels in the list according to their calculation values, inserting the level with the lowest calculation value first. Note that for lists graded by the method **Best First**, a low calculation value is best, whereas for lists using the method **Best Last**, a high calculation value is best.

You can insert into and delete levels from a list. However, if you insert a level into a list, the calculation value of the existing levels following the new one is increased by one. If you delete a level, the calculation value of the following levels is reduced by a value corresponding to the difference between the level that you delete and the level that immediately follows it.

You assign level lists to skills in the Skills workspace. If you apply a graded level list to skills that you set up in a skill hierarchy, you can tell Maconomy to calculate a level for a skill. For more information on skill hierarchies and automatic level calculation, see the Skills workspace.

Level Lists Tab

This section includes the fields and descriptions for the Level Lists tab.

Level List Island

Field	Description
Name	In this field, you can specify the name of the level list.
Description	In this field, you can enter a description of the level list.
Grading Method	In this field, you can specify whether or not the levels assigned to the level list should be graded. The default value of the field is “Best last,” but you can change this value, as no skills are assigned to the list. The options for this field are: ▪ **Non-graded** — If you select this option, the levels of the level list are not graded, and it will not be possible to have Maconomy calculate the average level for skills assigned to this level list.

Field	Description
	▪ **Best First** — If this option is selected, the levels assigned to the level list are graded. This means that the levels which occur first in the list are considered better than the last ones. ▪ **Best Last** — If this option is selected, the levels assigned to the level list are graded. The levels which occur last in the list are considered better than the first ones.

Access Level Island

Field	Description
Access Level	In these fields, you can assign the level list to an access level. A user only has access to the level list (and thereby use of the levels in the level list) if he has been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working with skills, you can only assign a level list to skills to which you have access, and in this window you can only see and edit the level lists to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to levels and level lists may depend on other factors. For further information about the standard access control configuration, see “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, any user has access to the levels available in the level list. You can only specify an access level to which you have access yourself.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Levels Sub-Tab

This section includes the fields and descriptions for the Levels sub-tab.

Field	Description
Level	In this field, you can enter the name of the level on the current line.
Description	In this field, you can enter a description of the level on the current line.
Calculation Value	If the level list is graded, that is, the option in the field “Grading Method” is either “Best first” or “Best last,” you can specify a calculation value in this field. This value is used when the system calculates to what degree an employee matches the skill requirements on a job budget line in the windows Task Staffing and Browse Employee Skills, as well as for calculations in connection with automatic level specification.

Field	Description
	By default, the value of the field will be “1” on the first line of the level list, “2” on the second line, and so forth, but the default value can be changed. However, the calculation values of the list must always be in increasing order. For a level list for which the field “Grading Method” is set to “Best first,” this means that a low calculation value corresponds to a better level than a high calculation value, whereas for a list with the option “Best last,” a high calculation value represents a better level than a low calculation value. If the calculation value is changed, an employee associated with a skill assigned to this level list will have the level of that skill reevaluated for levels being automatically calculated. This reevaluation may imply that an employee who previously matched a skill requirement no longer matches that requirement and vice versa.

Skills Workspace

Use this workspace to create skills for planning purposes.

When you create a skill, you must provide a type for the new skill. Examples of types could be **Languages**, **Travel Preferences**, or **Technical**, but you can create other types. In addition, you must specify which level list to apply. You can then assign the skill to employees in the Employee Skills workspace, where for each employee you can specify at which level he or she possesses the skill.

If you have entered this skill information, you can specify on a planning budget that only employees who have specific skills at a certain level should be allocated to a task when you perform detailed planning. You do this in the Skill Requirements workspace.

In the Skill Hierarchy island, you can structure skills in a hierarchy to define whether a skill represents a general knowledge of a field or is highly specialized. This workspace shows a line for each skill that is a subskill of the current skill. When you create a skill, you can place it in a hierarchy by entering a main skill for the skill in this island. If this main skill is in a hierarchy itself, the hierarchy is adjusted to include the new skill. If, for example, the main skill is in a hierarchy with one main skill above it, this becomes the top-level skill of the new skill, and it is shown in this island.

Two different skills in a skill hierarchy do not need to use the same level list, so you can, for example, use one level list for very specialized skills and another level list for more general skills.

If you use a graded level list in a skill hierarchy, you can have Maconomy automatically deduce a level for skills at a higher hierarchy level, provided that the skills apply the same level list. For more information on skill hierarchies, see "Skills" in the introduction to the module.

You can delete a skill if you have not associated the skill with an employee or a skill requirement. If you delete a skill that has subskills, Maconomy gives you a warning, and it updates the skill hierarchy to which it belongs so that all of the subskills of the skill are moved up in the hierarchy. The skills that are immediate subskills of the current skill become subskills of the main skill to the deleted skill. If the current skill has no main skill, each of the subskills becomes a top-level skill of its own skill hierarchy. You change the status of a subskill by editing the **Main Skill** field in the Skills tab in this workspace.

You can print skills out by number and/ or type.

Skills Tab

This section includes the fields and descriptions for the Skills tab.

Skill Island

Field	Description
Skill	In these fields, you specify the name and number of the skill.
Type	In this field, you can specify the type of the skill. Skills types are created in the window Popup Fields.
Grouping Skill	If you mark this field, the skill is only intended for grouping other skills in a skill hierarchy and cannot be assigned to an employee, just as it should not be assigned a level list. For example, a skill could be used as the general denominator “Databases” for a number of subskills concerning specific databases. In this case, “Databases” denotes a skill group, and it would not be possible to assign an employee with this skill, whereas the employee could be assigned to one or more of the subskills.

Skill Hierarchy Island

Field	Description
Level	This field displays the level at which the skill is placed in the skill hierarchy to which it is assigned. If the skill is at the top level of the skill hierarchy, the value of this field is “1.” A skill without subskills or main skills, that is, which is situated in a hierarchy with just this one skill, will also belong to level 1.
Number of Subskills	This field displays the number of subskills of the skill, that is, the number of skills immediately below the skill in the skill hierarchy. If the value of this field is “0,” the skill is at the bottom of the hierarchy.
No.	This field displays the skill number of the main skills of the skill in the fields “Main Skills 1-4” and “Top-level Skill below.
Name	This field displays name of the main skills of the skill in the fields “Main Skills 1-4” and “Top-level Skill” below.
Main Skill 1	In this field, you can specify a main skill for the skill. The main skill should be the skill immediately above the current skill in the skill hierarchy. This means that you cannot enter the current skill or any subskills to it in this field. If the current skill has been assigned to any employees, the value of this field cannot be changed.
Main Skill 2	This field shows the main skill of the skill in the field “Main Skill 1” above. If no parent exists at this level, this field will be empty.
Main Skill 3	This field shows the main skill of the skill in the field “Main Skill 2” above. If no parent exists at this level, this field will be empty.
Main Skill 4	This field shows the main skill of the skill in the field “Main Skill 3” above. If no parent exists at this level, this field will be empty.

Field	Description
Top-level Skill	This field shows the top-level skill of the current skill. If the skill is at level 1 in the skill hierarchy, this field will be empty.

Level Specification Island

Field	Description
Level List	In these fields, you specify which level list to apply for the skill using the skill name and number. You can change the values of these fields as long as no employees have been associated with the skill and no skill requirements refer to this skill. If the current skill has been marked as a grouping skill in the field "Grouping Skill," the skill should not be assigned a level list.
Automatic Level Specification	In this field, you can specify whether Maconomy should automatically calculate a level for the skill, if it is positioned above the bottom level in a skill hierarchy. The default value of this field is "Blank," but you can choose among the following options: ▪ **Blank** — This option means that automatic level specification will not be used, and that a level for the skill must be specified manually by the user. ▪ **Lowest Level** — This value means that the level of this skill will automatically be set to the lowest level specified for all of its subskills for a given employee. ▪ **Average Level** — If you select this value, the level of the skill will automatically be set to the average of the levels of all of its subskills for a given employee. If a subskill in the hierarchy is not possessed by the employee, this subskill is weighted as follows: If the bottom skill in the hierarchy uses the lowest level on the level list, the subskill will be assigned this level. Otherwise, Maconomy will use the calculation values of the levels on the level list to calculate the average difference of the levels between the bottom skill and the lowest level on the list. This value is then subtracted from the level of the bottom skill, and the results will be assigned to the subskill. If you have selected a strategy in this field, you do not need to specify a level of this skill on employees, as the level is automatically derived, provided that you have assigned at least one subskill of the hierarchy to an employee in the window Employee Skills. As an example, imagine a simple hierarchy with three skills: Skill (1) has the subskills (2) and (3), and they apply a level list consisting of the levels "1"-"8." If an employee is given level 6 for skill (2) and level 8 for skill (3), the system automatically calculates a level for skill (1), if you select a strategy in this field on skill (1). If you select the value "Average Level," for instance, skill (1) is automatically given level 7 for this employee.

Field	Description
	You cannot use automatic level specification for a skill if it is assigned a nongraded level list, or if any of its subskills apply a level list which is different from the one specified for this skill.

Access Level Island

Field	Description
Access Level	In these fields, you can assign the skill to an access level. A user only has access to the skill if he has been assigned to this level or a level above this in the window User Access Levels. This access control ensures that when working with skills, you can only assign a level list to skills to which you have access, and in this window you can only see and edit the skills to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to levels and level lists may depend on other factors. For further information about the standard access control configuration, see “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, any user has access to the skill. You can only specify an access level to which you have access yourself.

Employee Skills Workspace

Use this workspace to specify an employee's skills.

You can assign to each employee one or more skills and a rating for each of them.

You create this rating by defining a list of levels that specifies for each employee the degree to which he or she has mastered the skill in question. The tab includes general information about the employee, and the sub-tab displays a list of the skills that the employee in question possesses, sorted by skill types.

You can require that a task be performed by an employee who has specific skills at a certain level. You do this in the Skill Requirements workspace by assigning skills to jobs' planning budgets lines on which you have specified time activities. When you allocate hours on a task for an employee in the Detailed Planning workspace, Maconomy checks whether the employee in question has the skills required for the task that you specified on the current job budget line. Similar functionality applies in the Job Cost module, so that when you approve a job's planning budget, Maconomy checks each new or modified skill requirement against the employees who are allocated to perform the tasks specified on the lines.

Note that if you delete a skill level for an employee who has been allocated hours in the detailed planning on lines that require that he or she possesses the skill at this level, Maconomy issues a warning.

Employee Skills Tab

This section includes the fields and descriptions for the Employee Skills tab.

Employee Information Island

Field	Description
Employee No.	This field shows the number of the employee.
Name	This field displays the name of the employee.
Blocked	This field displays whether or not the employee is blocked for registration.
Position	This field displays the position of the employee. The information originates from the window Employees in the Set-Up module.
Profession	The functionality of this field is similar to that of the field “Position” above.
Education	The functionality of this field is similar to that of the field “Position” above.
Date Employed	The functionality of this field is similar to that of the field “Position” above.
Termination Date	The functionality of this field is similar to that of the field “Position” above.
Department	The functionality of this field is similar to that of the field “Position” above.
Primary Employee Category No.	The functionality of this field is similar to that of the field “Position” above.
Employee Type	The functionality of this field is similar to that of the field “Position” above.

Company Island

Field	Description
Company	These fields display the name and number of the company to which the employee is assigned.

Extra Fields Island

Field	Description
Popup 1-5	These fields display the contents of the fields “Popup 1” to “Popup 5” assigned to the employee in the card part of the window Employees in the Set-Up module.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Employee Skills Sub-Tab

This section includes the fields and descriptions for the Employee Skills sub-tab.

Field	Description
Skill Type	This field shows the type of the skill specified in the field “Skill No.” on the line.
Skill No.	By entering the number of a skill in this field, you can assign the employee to a skill.
Skill Name	This field shows the name of the skill.
Level	In this field, you can enter the level of the current skill to specify how well the employee masters the skill. The level must be an option included in the level list assigned to the skill. If automatic level specification has been selected for this skill in the window Skills, the level of the skill will automatically be calculated, provided that at least one of its subskills has also been associated with the employee. Maconomy will recalculate the level of the skill if one or more of the subskills are associated with the employee, or if the level of one of its subskills is changed. The value of the field cannot be changed by the user, unless there are no subskills associated with this skill. If the skill has no subskills, the level of the skill must be specified manually in this field.
Skill Acquired On	In this field, you can enter the date when the employee acquired the current skill.
Level Acquired On	In this field, you can enter the date when the employee acquired the current skill level. If the current level is changed, this field will be changed to today’s date by default, but you can change the date.
Expiry Date	In this field, you can enter the expiration date of the specified employee's skill.
Main Skill 1 No.	This field shows the number of the skill which is the immediate main skill of the current skill.
Main Skill 1 Name	This field shows the name of the skill which is the immediate main skill of the current skill.
Main Skill 2 No.	This field shows the number of the skill which is the immediate main skill of the skill specified in the field “Main Skill 1 No.” above.
Main Skill 2 Name	This field shows the name of the skill which is the immediate main skill of the skill specified in the field “Main Skill 1 No.” above.
Main Skill 3 No.	This field shows the number of the skill which is the immediate main skill of the skill specified in the field “Main Skill 2 No.” above.

Field	Description
Main Skill 3 Name	This field shows the name of the skill which is the immediate main skill of the skill specified in the field “Main Skill 2 No.” above.
Main Skill 4 No.	This field shows the number of the skill which is the immediate main skill of the skill specified in the field “Main Skill 3 No.” above.
Main Skill 4 Name	This field shows the name of the skill which is the immediate main skill of the skill specified in the field “Main Skill 3 No.” above.
Top-level Skill No.	This field shows the number of the top-level skill of the current skill.
Top-level Skill Name	This field shows the name of the top-level skill of the current skill.
Course No.	In this field, you can enter the number of a course. This is the course which qualified the current employee for the skill on the current line.
Course Name	This field shows the name of the course which qualified the employee for the current skill.
Remarks	In this field, you can enter some remarks regarding the current employee skill.

SD_RP_Employee_SkillsWS_Actions

This section shows the Actions in the Employee Skills workspace.

Top Tab

Field	Description
Import Empl. Skills from Talent Management	Use this action to import an employee's skills from Talent Management, and create a background task to add, update, or remove an employee's skills in Maconomy.

Absence Types Workspace

Use this workspace to create and maintain absence types for employee absences.

Use absence types to specify the type of absence entered in the Employee Absence Calendars workspace in the Resource Planning Module.

In the Absence Type Derivations sub-tab, you can specify on which dimensions absence can be entered if Maconomy creates time sheet lines automatically from approved absences (see the "Automatically Create Time Sheet Lines from Approved Absence" system parameter).

Absence Type Tab

This section includes the fields and descriptions for the Absence Type tab.

Absence Type Island

Field	Description
Title	This field shows the title of the absence type.
Company	This field shows the company number of the absence type. If no company number is entered, the settings apply to all employees for whom there is no company-specific Absence Type.
Description	This field shows a description of the absence type.

Absence Balance

Field	Description
Use Allowance Requests	Select this check box to add time from approved allowance requests to an employee's absence allowance.
Require Allowance	Select this check box to require the use of absence allowance per employee.
Negative Absence Balance Limit, Days	Enter the number of days of absence that the employee may register once they have exceeded their absence allowance. If you are using the **Hours** time unit, this is automatically converted to hours when registering absence. **Note:** This field accepts negative values only. An error message displays if you enter a positive value.

Color-coding

Field	Description
Restricted	Copy to come.
Open Code	Copy to come.
Submitted Code	Copy to come.
Rejected Code	Copy to come.

Field	Description
Approved Code	Copy to come.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Absence Type Derivations Sub-Tab

This section includes the fields and descriptions for the Absence Type Derivations sub-tab.

Field	Description
Description	This field shows a description of the absence type.
Job No. (Derived)	An absence time sheet line will get this job number.
Task (Derived)	An absence time sheet line will get this task name.
Activity No. (Derived)	An absence time sheet line will get this activity number if not overwritten upon derivation.
Location (Derived)	An absence time sheet line will get these dimension values if not overwritten upon derivation.
Entity (Derived)	An absence time sheet line will get this Entity dimension value if not overwritten upon derivation.
Project (Derived)	An absence time sheet line will get this Project dimension value if not overwritten upon derivation.
Purpose (Derived)	An absence time sheet line will get this Purpose dimension value if not overwritten upon derivation.
Spec 1 – 10 (Derived)	An absence time sheet line will get these Specification 1 to 10 dimension values if not overwritten upon derivation.
Local Spec. 1 – 10 (Derived)	An absence time sheet line will get these Local Spec. 1 to 10 dimension values if not overwritten upon derivation.
Valid From	In this field the administrator can add a date from which the line criteria are valid.
Valid To	In this field the administrator can add a date to which the line criteria are valid.
From Company No.	Employees belonging to this company will match the criteria.
To Company No.	Employees belonging to this company will match the criteria.

Field	Description
From Supervisor No. – To Supervisor No.	Employees having a supervisor with an employee number in this range will match the criteria.
From Employee No. – To Employee No.	Employees having a number in this range will match the criteria.
Employee Type	In this field you can select an employee type.
Department	In this field you can select a department.
From Location – To Location	Employees having a Location dimension in this range will match the criteria.
From Entity – To Entity	Employees having an Entity dimension in this range will match the criteria.
From Project – To Project	Employees having a Project dimension in this range will match the criteria.
From Purpose – To Purpose	Employees having a Purpose dimension in this range will match the criteria.
From Spec. 1-10 – To Spec. 1-10	Employees having Specification 1 to 10 dimensions in these ranges will match the criteria.
From Local Spec. 1-10 – To Local Spec. 1-10	Employees having Local Spec. 1 to 10 dimensions in these ranges will match the criteria.

Vacation Calendars Workspace

Use this workspace to set up vacation calendars and vacation periods.

Absence is managed on a periodic basis. Each employee is assigned a vacation calendar which defines periods where absence accounting takes place. At any time before or during a period, you can perform a batch-mode, year-end process to adjust or grant an initial allowance to employees and transfer days from the previous period to the next one. You can also import balances using standard Maconomy import functionality.

Vacation calendars are used to define periods in which absence can be booked. A vacation period can correspond to a calendar year (such as from January to December) or cover an arbitrary period (such as a fiscal period that runs from the beginning of May to end of following April), depending on how vacation is managed in a given company. A vacation calendar can be global or company-specific.

Vacation calendars also hold certain settings which determine how allowance and booking are handled. These are defined for each period separately.

Use the **Vacation Calendars tab** to add or modify existing vacation calendars, including adding the availability of different absence types.

Use the **Vacation Period tab** to add or modify existing vacation periods that are used in the calendars, such as setting period start and end dates.

Vacation Calendar Tab

This section includes the fields and descriptions for the Vacation Calendars tab.

Field	Description
Vacation Calendar No.	Enter the number that identifies the vacation calendar.
Description	Enter a description for the vacation calendar.
Company No.	Enter a company number for the vacation calendar. If no company number is specified, this vacation calendar is a global one that can be used by employees in any company. Otherwise, the calendar can only be used by employees in the specified company.
Open Code	This field specifies the code to use for color-coding absence for restricted types in the calendar when the absence has not yet been submitted. If no value is specified, the default code is "1."
Submitted Code	This field specifies the code to use for color-coding absence for restricted types in the calendar when the absence has been submitted, but not yet approved. If no value is specified, the default code is "2."
Rejected Code	This field specifies the code to use for color-coding absence for restricted types in the calendar when the absence has been rejected. If no value is specified, the default code is "3."
Approved Code	This field specifies the code to use for color-coding absence for restricted types in the calendar when the absence has been approved. If no value is specified, the default code is "4."
Absence Type 1 - 5	In this field, you can select an absence type to show absence statistics for in the window Employee Absence Calendars. The absence types defined here will be shown for employees using this vacation calendar.

Vacation Period Sub-Tab

This section includes the fields and descriptions for the Vacation Period sub-tab.

Field	Description
Vacation Period No.	Enter the number that identifies the vacation period.

Field	Description
Description	Enter a description for the vacation period.
Period Start	Enter the date of the first day in this period.
Period End	Enter the date of the last day in this period.
Default Allowance, Days	Enter the number of days of initial absence allowance for this period. This number will be used as a default value when assigning allowance for employees at the beginning of a vacation period in **Time & Expenses » Absence Administration » Periodic Balance » Absence Transfer**. This field is not influenced by the **Time Unit** field.
Maximum Days, Carry Forward	Enter the maximum number of days that can be carried forward from one vacation period to another.
Valid Till, Carry Forward	Enter the date when the days that are carried forward from the previous period should expire. An employee can only use carried-forward days up to this date.
Allow Booking Over Period End	Select this check box to allow absence registrations to start in one vacation period and end in another vacation period. **Note:** If each period uses a different time unit, this leads to a vacation period with registrations on both hours and days. It is not recommended to select this check box if the current vacation period and next vacation period are set up to accept registrations in different time units. This allows you to avoid a vacation period with a mix of hours and days registrations.
Time Unit	elect one of the following options from the drop-down list: ▪ Hours ▪ Days Absence registrations of any absence type created within the period are registered using the selected time unit. Information on absence registrations in this period are shown in hours or days, according to the current value of this field. The value can be changed and subsequent registrations in the vacation period will follow this time unit. Thus, a vacation period can have mixed time unit registrations. However, it is not recommended to have a vacation period with a mix of hours and days registrations.
Suggested Maximum days for Absence Booking	Enter the suggested maximum number of days that can be booked with a single absence request. A warning will be given when approving requests that cover more than the number of days that is specified in this field.

Human Resources Overview

This chapter describes the Human Resource module. This module is an add-on to Standard Maconomy.

The HR module supports the HR-related functions within your company. For instance, you can store information about the employment terms of each employee, including compensation, stock option plans, and position history. In addition, you can use the facilities in the HR module to plan and manage recruitments, enabling you to maintain well-structured and documented hiring processes.

Registration Section

Use this section to enter employee positions, set up compensation agreements, set up and edit stock option agreements, create personnel requisitions, and enter information about course participants.

Applicant Single Dialog Workspace

Use this workspace to create applicants for a personnel requisition.

Field	Description

Applicants Sub-Tab

Use this section to create a line for each applicant for the position, specifying the contact person representing the applicant.

Field	Description
Contact Person No.	In this field, you must specify the number of the contact person representing the applicant when creating an applicant registration line. Contact persons are created in the window Contact Persons in the Contact Management module.
Name	This field shows the name of the contact person specified in the field “Contact Person No.” above.
Employee No.	If the contact person specified in the field “Contact Person No.” above is assigned to an employee, that is, the person applying for the position on the personnel requisition is already an employee in your organization, this field shows the employee number of the employee in question. If the contact person is not assigned to an employee, this field is blank.
E-mail	This field shows the e-mail address of the contact person specified on the current line. The e-mail address of contact persons is specified in the window Contact Persons in the Contact Management module.
Result	In this field, you can specify the result or outcome of the current step in the hiring process pertaining to the current applicant, for instance “Invite to Interview” or “Reject.” The field corresponds to the field “Result” on the

Field	Description
	currently open event in the event flow assigned to the current applicant registration line. Therefore, the options available in the field are the ones available in the option list specified in the field “Result Type” on the event in question. When you mark the field “Closed” on the current line, the result specified in this field will determine the next step in the process. For further information about this and for information about the correlation between applicant registration lines and event flows, see the introduction to the window “Personnel Requisition Types.”
Closed	Mark this field to proceed to the next step in the hiring process for the current applicant. The field corresponds to the field “Closed” on the currently open event in the event flow assigned to the current applicant registration line. Therefore, marking this field on the current line will cause Maconomy to close the event in question and run the action “Create Secondary Events” for the event flow in question. Thereby, the result specified in the field “Result” will determine the next step in the process. Please note that this requires that the system has been set up as described in the introduction to the window “Personnel Requisition Types.” In particular, the functionality described above is based on the assumption that the field “Create Secondary Events when Closing” is marked on the event flow type specified in the card part of the personnel requisition. If it is not, marking this field will not cause you to proceed to the next step, as Maconomy will then not automatically create an event representing the next step. For further information about this and for information about the correlation between applicant registration lines and event flows, see the introduction to the window “Personnel Requisition Types.”
Status	This field shows the last result entered in the field “Result” on the current line.
Next Step	This field shows a short description of the current step in the hiring procedure pertaining to the current applicant registration line, that is, the step which must be carried out in order to proceed in the process. When you have carried out this step, enter the outcome in the field “Result” and mark the field “Closed” to proceed to the next step. The text is retrieved from the field “Description” on the open event in the event flow assigned to the current applicant registration line.
Total Time Consumption	In this field, you can specify the number of hours the employee in the field “Employee No., Time Sheet” has spent working on the current step in the hiring procedure. The field shows the value from the field “Accumulated Time” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the

Field	Description
	accumulated time on each event in the selected event flow is transferred to time sheets for the employees specified on the individual events in the flow. For further information, see the description of the action “Transfer to Time Sheet.”
Job No.	In this field, you can specify the job on which the time spent on the current step in the hiring process of the current applicant registration line should be posted. The field shows the value from the field “Job No.” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the current applicant registration line. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” When you create a line, Maconomy suggests the value from the corresponding field in the card part of the window. Each time you enter a new step in the hiring process, Maconomy suggests the value specified in the corresponding field in the card part of the event flow assigned to the current line, but you can change the job number here.
Task	In this field, you can specify the task on which the time spent on the current step in the hiring process of the current applicant registration line should be posted. The field shows the value from the field “Task” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the current applicant registration line. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” Maconomy suggests the value specified in the corresponding field in the card part of the window but you can change the task number here.
Activity No.	In this field, you can specify the activity on which the time spent on the current step in the hiring process of the current applicant registration line should be

Field	Description
	posted. The field shows the value from the field “Activity No.” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the current applicant registration line. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” Maconomy suggests the value specified in the corresponding field in the card part of the window but you can change the activity number here.
Employee No., Time Sheet	In this field, you can specify the employee who is to handle the current step in the hiring process of the current applicant registration line. The field shows the value from the field “Employee No.” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can also use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in this field. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” Maconomy suggests the value specified in the corresponding field in the card part of the window but you can change the employee number here.
Selected Value 1-10	In these fields, you can specify a number of values for further specification of the current personnel requisition. You can only use values available in the respective option lists specified in the fields “Option List 1-5” in the card part of the window. If a given option list field in the card part has been left blank, any text can be entered in the corresponding value field. The fields can be used for further specification of the applicant registration line. Maconomy suggests the values specified in the corresponding value fields in the card part of the window but you can change the values here.
Document Archive No.	In this field, you can assign a document archive to the current applicant registration line. By assigning a document archive to an applicant registration line, you can keep track of the various documents related to the applicant registration, for example, application, resume, correspondence, contracts, and

Field	Description
	so on. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Description	This field shows a description of the document archive specified in the field “Archive No.” above.
Document Count	This field displays the number of documents in the Document Archive.

Employee Positions Single Dialog Workspace

Use this workspace to enter positions that are available to employees in your company.

The Employee Positions tab displays information about the currently selected employee. The Employee Positions sub-tab displays the previous positions in the company that the current employee held, and thus functions as an employee position history. This enables you to see information about previous positions held by an employee.

Note: Each tab field functions the same as the corresponding field in the tab in the Employees workspace. Updating information here causes the corresponding information to be updated accordingly, and vice-versa.

Browse through the employees created in the Employees single dialog workspace in the Set-up module.

You can add employee positions for any employee created in the Employees single dialog workspace in the Set-up module.

When an employee changes to another position, such as for a promotion, enter the new position by adding a line in the sub-tab, entering the effective date in the **Date Employed** field, and entering additional information about the person's employment in the new position.

Define the time period during which the employee is to hold the position on a given line by entering the employment date and leaving the termination date blank (if the position runs for an indefinite period) or by entering both the employment date and a termination date (if the end of the period is known). If you leave the termination date blank on a given line and add a line with a later employment date, Maconomy automatically populates the termination date for the line with the earlier employment date, so that the period on that line ends on the day before the employment date on the new line. This prevents the periods from overlapping.

When a person's employment with the company is terminated, enter information about the termination in the line where you specify a termination position. A termination position is a regular position that you create in the Position Information Card single dialog workspace with the **Termination** field selected.

By adding a line with a termination position, you can, for example, enter information about the reason for the termination and store documents that pertain to the termination. When you enter a termination position in a line in the Employee Positions sub-tab, Maconomy automatically populates the **Last Working Day** and **Last Payday** fields with the date that you entered in the **Termination Date** field, resulting in a period of only one day. Maconomy does this because the

termination position represents a point in time, rather than a period. However, you can change the dates in the line to match any agreements made with the employee regarding the termination.

You can also skip the creation of a termination position line, instead entering a termination date for the last position that the employee held. However, using that method means that you cannot keep information about the termination separate from the last position. For instance, you must store any documents that pertain to the termination in the same archive as the documents that pertain to the last position, which makes it difficult to see what pertains to the position and what pertains to the termination.

Employee Positions Tab

This section shows information about the currently selected employee.

Employee Information Island

Field	Description
Employee No.	This field displays the number of the current employee.
Name	In this field, you can specify the name of the current employee.
Initials	In this field, you can specify the initials of the current employee
Blocked	If you mark this field, the employee is blocked. For further information, see the description of the field “Blocked” in the window Employees. Sometime sub-bullets appear When sub-bullets appear within a Reference Topic, I would like to retain their sub-bullet formatting.
Department	In this field, you can specify the department to which the employee belongs. For further information, see the description of the field “Department” in the window Employees.
Position	If you do not wish to register position history in the table part, you can specify in this field the position currently held by the employee instead. The field is for reference only.
Week Calendar No.	In this field, you can specify the number of a week calendar created in the window Week Calendars in the Set-Up module. This way, you can indicate the week calendar applying to the employee during his or her employment in the position on the line. Maconomy continuously updates the employee’s information card in the window Employees with the week calendar specified on the position line with the latest starting date, unless you leave the field blank, in which case the employee information is not updated. Changing the week calendar in the window Employees does, however, not cause the position line with the latest starting date to be updated accordingly. Therefore, if you want the week calendar used by Maconomy, for example, for looking up the number of working hours in a given week to be different

Field	Description
	from the one specified on the latest position line, you must specify the relevant week calendar in the window Employees. Approval Principle — Time Supervisor / Project Manager / Approval Required for Transfer None/Optional / None/Optional / None — The user only has to submit or temporarily submit the time sheet. Mandatory / None/Optional / The supervisor has to release or approve the time sheet in the window Time Sheets, thus transferring all of the lines on the time sheet. The time sheet is only released if the field “Transf. Non-Appr. Time Sheets” has been marked in the window System Information.
Date Employed	In this field, you can specify the date on which the employee was hired. The field is for information only.
Termination Date	In this field, you can specify the date on which the employee’s employment with the company was or is to be terminated. The date in this field may be updated when a value is entered in the field “Termination Date” on a table line containing a termination position. For further information on this, see the description of the field “Termination Date” in the table part. For further information on the effects of the termination date, see the description of the field “Termination Date” in the window Employees.
Notice Date	If the employee has been terminated or has resigned, you can enter the date on which the employee was given or gave notice in this field.

SD_HR_Company Island

Field	Description
Company	In these fields, you can specify the name and number of the company in which the employee is employed.

Document Archive Island

Field	Description
Document Archive	Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.

Field	Description
	<table><tr><th>Field</th><th>Description</th></tr><tr><td>**Document Count**</td><td>This field displays the number of documents in the Document Archive.</td></tr></table>

Employee Positions Sub-Tab

This section shows the individual positions held by the current employee throughout his or her employment with the company, and the table part thus functions as an employee position history

Field	Description
Position No.	In this field, you can specify the number of a position created in the window Position Information Card.
Name	In this field, you can specify the name of the position on the current line. Maconomy suggests the name specified on the information card of the position entered in the field “Position No.” on the line, but you can change the name here.
Description	In this field, you can enter a description of the current position.
Date Employed	In this field, you can enter the date on which the employee takes up the position on the current line. When creating a line with a termination position, Maconomy automatically transfers the value from the field “Termination Date” to this field, unless you have manually specified another date. This is done because the termination position represents a point in time rather than a period.
Termination Date	In this field, you can specify the date at which the employee ceases to hold the position specified on the current line. However, if a termination position has been specified on the line, this field represents the date on which the employee’s employment with the company was/is to be terminated. As a termination usually represents a point in time rather than a period, Maconomy automatically transfers the value from this field to the fields “Engagement Date,” “Last Working Day,” and “Last Payday” when creating a line with a termination position, unless you have manually specified other values. If a termination position has been specified on the line, the field “Termination Date” in the card part is automatically updated each time you change the date in this field. However, if the table part contains more than one line with a termination position, the card part is only updated if you enter a termination date later than that of the other lines with termination positions.
Termination	This field shows whether the position specified on the current line is a termination position. Positions are marked as termination positions in the window Position Information Card. For further information on the use of termination positions and their functionality, please see the introduction to this

Field	Description
	window and the description of the field “Termination” in the window Position Information Card.
Last Working Day	In this field, you can specify the employee’s last working day in the position specified on the line. When creating a line with a termination position, Maconomy automatically transfers the value from the field “Termination Date” to this field, unless you have manually specified another date. This is done because the termination position represents a point in time rather than a period.
Last Payday	In this field, you can specify the employee’s last payday related to the position specified on the line. When creating a line with a termination position, Maconomy automatically transfers the value from the field “Termination Date” to this field, unless you have manually specified another date.
Week Calendar No.	In this field, you can specify the number of a week calendar created in the window Week Calendars in the Set-Up module. This way, you can indicate the week calendar applying to the employee during his or her employment in the position on the line. Maconomy continuously updates the employee’s information card in the window Employees with the week calendar specified on the position line with the latest starting date, unless you leave the field blank, in which case the employee information is not updated. Changing the week calendar in the window Employees does, however, not cause the position line with the latest starting date to be updated accordingly. Therefore, if you want the week calendar used by Maconomy, for example, for looking up the number of working hours in a given week to be different from the one specified on the latest position line, you must specify the relevant week calendar in the window Employees.
Selected Value 1-5	In these fields, you can specify a number of values for further specification of the employee position, for instance to indicate the reason for the position change. You can only select values available in the respective option lists specified in the island Option List Fields in the information card of the position specified on the current line. If a given option list field in the position information card has been left blank, any text can be entered in the corresponding value field.
Date 1-5	In these fields, you can specify a number of dates pertaining to the current employee position. The fields are for information only.
Remark 1-3	In these fields, you can specify a number of remarks pertaining to the current employee position. The fields are for information only.
Document Archive No.	In this field, you can assign a document archive to the employee position on the current line. The document archive assigned to an employee position can, for example, contain files such as the employment contract, termination papers, or other documents relevant to the employee position. You can only specify a document archive to which you have been granted access. Document archives are created in the window Document Archives in the Set-

Field	Description
	Up module. See the description of that window for further information on the use of document archives.
Document Count	This field displays the number of documents in the Document Archive.
Approved	This field shows whether the current employee position has been approved. The approval of employee positions is not part of standard Maconomy functionality, but if you wish to be able to approve employee positions, you can set up a workflow using the Workflow module, allowing you to add an approval action to, for example, Portal components in which positions are registered.
Approved by	This field shows the name of the user who approved the current employee position. If the position has not been approved, this field is blank. For further information, see the field “Approved” above.
Approval Date	This field shows the date on which the current employee position was approved. If the position has not been approved, this field is blank. For further information, see the field “Approved” above.
Created by	This field shows the name of the user who created the information on the current line.
Created on	This field shows the date on which the information on the current line was created.
Changed by	This field shows the name of the last user who changed the information on the current line.
Changed on	This field shows the last date on which the information on the current line was changed.
Version	This field shows the version number of the current line, indicating how many times information has been changed on the line. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Actions

This section shows the Actions available with this window.

Top Tab

Field	Description
Attach Document to Employee	This action allows you to attach a document to the employee in the card part.

Bottom Tab

Field	Description
Attach Document to Employee Position	This action allows you to attach a document to the employee position in the table part.

Compensation Agreements Single Dialog Workspace

Use this workspace to set up compensation agreements with employees, board members, and others.

Compensation includes standard salaries, bonuses, and company cars. The compensation of each employee and board member in your system can include more than one of these forms. You can therefore set up multiple compensation agreements to calculate in various ways.

The Compensation Agreements tab displays information about the currently selected contact person. Use the Compensation Agreements sub-tab to create a line for each compensation agreement that you make with the contact person.

Before you create a compensation agreement in this workspace, create the person for whom this agreement is intended using the Contact Persons workspace in the Contact Management module. A contact person is any type of person who is related to the company, including employees, board members, partners, and so on.

The Compensation Agreements tab in this workspace displays information about the currently selected contact person. The Compensation Agreements sub-tab functions as a history of previous agreements with this contact person. To enter information in the sub-tab, create a line for each compensation agreement with the contact person. Enter the following details:

- The number of a specific compensation type — Created in the Compensation Agreement Types workspace, the compensation type is a compensation agreement template from which Maconomy retrieves certain default information when creating agreements.
- The effective period of the agreement.
- The time unit to use.
- The frequency with which compensation is paid.
- The value of the agreement — For example, the amount offered as salary in the currency specified in the line.

When an agreement becomes invalid, for example, because it was renegotiated, add the lines for the new period but do not delete the existing lines. If necessary, change the ending date of the existing lines.

Maconomy uses the length of the period, the frequency, and the time unit to calculate a total agreement value, or the total amount that the agreement represents. If you enter a total agreement value for the whole period, Maconomy calculates the value per time unit. For more information, see the description of the **Time Unit** and **Amount, Currency** fields.

The value that you enter for a compensation agreement does not need to be a fixed amount. It can also depend on the value of another agreement. For example, a compensation package can consist of a fixed salary of 5,000 (in the monetary currency used) plus an additional 10% of the salary as a bonus. To prepare a template for this type of package, use the Compensation Types

workspace to create a compensation type with one or more subordinate compensation types. When you enter this compensation type in a compensation agreement line, Maconomy automatically creates an agreement line for each subordinate compensation type and assigns each line to the agreement line that contains the main compensation type. All you need to do is enter the value for the agreement line with the main compensation type and the relevant percentages or values for the automatically created agreement lines. To continue the preceding example, the compensation agreement would consist of a line with the value **5000** in the **Amount, Currency** field, and another line whose value in the **Parent Agreement** field refers to the fixed salary line (that is, the agreement line that contains the main compensation type) and contains the value **10** in the **%** field. As an alternative, enter the target value of the dependent agreement (500) and have Maconomy calculate the percentage (10%) based on the target value and the fixed amount (5,000).

After you enter one or more compensation agreement types with subordinate compensation types in the Compensation Agreements sub-tab, add any number of additional agreements where you enter a subordinate type. Maconomy then automatically assigns the new line to the line that has the relevant main compensation type and calculates the value of the new line based on the value of the line that has the main compensation type. For more information about setting up compensation types, see the description of the Compensation Types workspace.

You can only delete a given line in this workspace if no other lines in the Compensation Agreements sub-tab refer to this line in the **Parent Agreement No.** field.

Compensation Agreements Tab

This section shows information about the currently selected contact person.

Contact Person Island

Field	Description
Contact Person No.	This field shows the number of the currently selected contact person. The contact person does not necessarily have to be assigned to an employee. This allows you to create compensation agreements for, for example, board members and partners.
Employee Number.	This field shows the number of the employee assigned to the contact person specified in the field “Contact Person No.” above, that is, the employee with whom the agreement is made. If the contact person is not assigned to an employee, this field is blank.
Name	This field shows the name of the contact person specified in the field “Contact Person No.” above.
Country	This field shows the country to which the current contact person belongs.
Blocked	This field shows if the current contact person has been blocked. It is not possible to create or edit agreements for blocked contact persons.

Total Island

Field	Description
Reporting Currency	In this field, you can specify the currency in which you want the amount in the field “Total Value” below to be displayed.
Total Value	This field shows the total value of the agreements currently shown in the table part. The field shows the sum of the values in the field “Value of Agreement, Currency” on the lines in the table part, converted into the currency specified in the field “Reporting Currency” above.

Employee Information Island

Field	Description
Responsible Employee	This field shows the number of the employee responsible for the current contact person. For further information, see the description of the field “Responsible Employee” in the window Contact Persons in the Contact Management module.
Name	This field shows the name of the employee shown in the field “Employee No.” above.

Selection Criteria Island

Field	Description
Compensation Category	In this field, you can select a compensation category. The table part will only show compensation agreements belonging in the selected category, and when creating lines, this category is suggested in the field “Category.” Compensation categories are created in the window Popup Fields in the Set-Up module.
Compensation Type No.	In this field, you can specify a range of compensation type numbers. The table part will only show compensation agreements pertaining to types within the specified range.
Company No.	In this field, you can specify a range of company numbers. The table part will only show compensation agreements pertaining to companies within the specified range.
Period	In this field, you can specify a range of dates. The table part will only show compensation agreements whose period covers at least one date within the specified range.

Compensation Agreements Sub-Tab

In this section, you can create a line for each compensation agreement made with the contact person.

Field	Description
Compensation Type No.	When creating an agreement line, enter in this field the number of a compensation type created in the card part of the window Compensation Types. The compensation type contains template information which will be transferred to the fields on the current line. Furthermore, if there are subordinate compensation types assigned to the compensation type specified here, Maconomy automatically creates a line for each subordinate compensation type. On these lines, the field “Parent Agreement” will automatically contain a reference to the line which you created. Once one or more compensation agreement types with subordinate compensation types has been specified in the table part, you can add any number of additional agreements where you specify a subordinate type. Doing so will cause Maconomy to automatically assign the new line to the line with the relevant main compensation type, so that the value of the new line can be calculated on the basis of the value of the line with the main compensation type. Please note, however, that on subordinate lines, the date range specified in the fields “Starting Date” and “Ending Date” must be within the range specified for the line with the main compensation type to which the subordinate lines are assigned. For further information on setting up compensation types, see the description of the window Compensation Types.
Name	This field shows the name of the compensation type specified on the line.
Category	In this field, you can specify the category of the current compensation agreement. You can choose from the categories created in the pop-up type “Compensation Categories” in the window Popup Fields. Compensation categories are used for grouping compensation elements, making it possible to, for example, only view compensations of a given category in the table part. If a value has been specified in the field “Compensation Category” in the island Selection Criteria in the card part, Maconomy suggests this category when you create a line. If no compensation category has been specified in the card part, Maconomy suggests the category of the compensation type specified on the line.
Starting date	In this field, you can specify the date from which the current compensation agreement is effective. Together, this field and the field “Ending Date” on the line compose the period in which the agreement applies. Based on the length of this period and the time unit specified in the field “Time Unit” on the line, Maconomy will calculate the number of time units covered by this period, and insert this number into the field “Number of Time Units,” which is automatically updated if you subsequently change the period or the time

Field	Description
	unit. For further information about the effects of the number of time units, see the description of the field “Number of Time Units.” Maconomy suggests the starting date entered on the compensation type specified in the field “Compensation Type No.” on the line. This default starting date is specified in the window Compensation Types. Please note, however, that no two lines with the same compensation type can have the same starting date.
Ending Date	In this field, you can specify the last date on which the current compensation agreement applies. For information on the functionality of the field, see the description of the field “Starting Date” above. Maconomy suggests the default ending date specified for the compensation type specified in the field “Compensation Type No.” on the line. This default ending date is specified in the window Compensation Types.
Time Unit	In this field, you can specify a time unit representing the frequency at which the value of the current agreement is paid out. Based on the length of the period specified by means of the fields “Starting Date” and “Ending Date” on the line and the time unit specified here, Maconomy will calculate the number of time units covered by the period, and insert this number into the field “Number of Time Units,” which is automatically updated if you subsequently change the period or the time unit. For further information about the effects of the number of time units, see the description of the field “Number of Time Units.” Time units are created in the window Popup Fields.
Number of Time Units	In this field, you can specify the number of times the value of the current agreement should be paid out. The number of time units is used in the calculation of the total agreement value in the field “Value of Agreement, Currency,” as the total agreement value is calculated as follows: Number of Time Units × Value of Agreement, Currency Therefore, changing the number of time units will affect the total value of the agreement. When you specify a period and a time unit in the fields “Starting Date,” “Ending Date,” and “Time Unit,” Maconomy will automatically calculate the number of time units covered by the period, and insert this number into this field. However, you can change the number manually, for example, if the current compensation agreement is not a period related compensation. If, for instance, the compensation is a one-time fee, you can specify “1” in this field. Changing the number of time units does not affect the period or time unit on the line.
Currency	In this field, specify the currency in which the compensation agreement value in the field “Amount, Currency” should be specified.
Amount, Currency	In this field, specify the value of the current agreement per time unit, expressed in the currency specified in the field “Currency” on the current line. If, for instance, the current agreement represents a monthly salary,

Field	Description
	you can specify “Month” in the field “Time Unit,” and the monthly salary in this field. As an alternative, you can specify the total agreement value for the whole period of the agreement in the field “Value of Agreement, Currency,” causing Maconomy to calculate the value per time unit and insert it into this field. The value per time unit will thus be calculated as the total agreement value divided by the number of time units. If the field “Parent Agreement” contains a reference to another compensation agreement line, the agreement value can also be specified as a percentage of the value of the referenced agreement. This is done by specifying the desired percentage in the field “%.” Maconomy will then calculate the amount value of the current agreement per time unit and insert it into this field. However, if you manually specify an amount in this field on a line which refers to another compensation agreement, Maconomy will calculate the relevant percentage based on the specified amount and the value of the referenced agreement, and insert the calculated percentage into the field “%.” Similarly, if you specify a value in the field “Value of Agreement, Currency,” Maconomy will calculate the value per time unit and insert it into this field, causing the field “%” to be updated accordingly. This allows you to enter a target amount value for the agreement and have Maconomy calculate the relevant percentage. Furthermore, as you can enter an amount value instead of a percentage, the value of compensation agreement lines assigned to another compensation agreement line (whether created manually or automatically) does not have to depend on the manually created line. This means that you can use compensation types with subordinate compensation types as a means of creating template compensation packages.
%	If the value of the current agreement should be based on the value of another agreement that is, the field “Parent Agreement” contains a reference to another compensation agreement line, you can specify in this field the value of the current agreement expressed as a percentage of the value of the referenced compensation agreement. If you do so, Maconomy calculates the amount value of the current agreement and inserts it into the field “Amount, Currency.” However, if you manually specify an amount in the field “Amount, Currency” or the field “Value of Agreement, Currency” on a line which refers to another compensation agreement, Maconomy will calculate the relevant percentage based on the specified amount and the value of the referenced agreement, and insert the calculated percentage into this field. For further information on specifying agreement values, see the description of the field “Amount, Currency.”
Agreement Value, Currency	In this field, specify the total value of the current agreement for the whole period specified on the line, expressed in the currency specified in the field “Currency.” For further information on the functionality of the field and how to enter values for compensation agreements, see the description of the field “Amount, Currency” above.

Field	Description
Pay by	In this field, you can specify the first date on which the value per time unit on the current line should be paid out.
Agreement Date	In this field, you can specify the date on which the agreement was negotiated with the contact person.
Company No.	In this field, you can specify the number of the company to which the compensation agreement pertains.
Company Name	This field shows the name of the company shown in the field “Company No.” above.
Estimated Amount, Currency	In this field, you can specify the amount which, prior to negotiating compensations with the contact person, is expected to be granted on the compensation agreement line. Maconomy suggests the amount from the corresponding field on the compensation type specified on the line. Conductors of wage negotiations can use this amount as a guideline when negotiating the compensation amount.
Estimated Agreement Value, Currency	In this field, you can specify the total agreement value which, prior to negotiating compensations with the contact person, is expected to be granted on the compensation agreement line. Maconomy suggests the amount from the corresponding field on the compensation type specified on the line. Conductors of wage negotiations can use this amount as a guideline when negotiating the agreement value to be entered in the field “Value of Agreement, Currency.”
Minimum Amount, Currency	In this field, you can specify the minimum amount which conductors of wage negotiations are allowed to grant contact persons on compensation agreement lines with the current type. If an amount lower than this amount is entered in the field “Amount, Currency,” Maconomy displays an error message. Maconomy suggests the amount from the corresponding field on the compensation type specified on the line.
Maximum Amount, Currency	In this field, you can specify the maximum amount which conductors of wage negotiations are allowed to grant contact persons on compensation agreement lines with the current type. If an amount higher than this amount is entered in the field “Amount, Currency,” Maconomy displays an error message. Maconomy suggests the amount from the corresponding field on the compensation type specified on the line.
Estimated %	In this field, you can specify the percentage which, prior to negotiating compensations with the contact person, is expected to be granted on the compensation agreement line. Maconomy suggests the percentage from the corresponding field on the compensation type specified on the line. Conductors of wage negotiations can use this percentage as a guideline when negotiating the percentage to be entered in the field “%.”

Field	Description
	You can only specify a value in this field if the current compensation agreement is a subordinate agreement.
Minimum %	In this field, you can specify the minimum percentage which conductors of wage negotiations are allowed to grant contact persons on the current compensation agreement line. Prior to negotiating compensations with the contact person, conductors of wage negotiations can use this percentage as a guideline when negotiating the percentage to be entered in the field "%." Maconomy suggests the percentage from the corresponding field on the compensation type specified on the line. You can only specify a value in this field if the current compensation agreement is a subordinate agreement.
Maximum %	In this field, you can specify the maximum percentage which conductors of wage negotiations are allowed to grant contact persons on the current compensation agreement line. Prior to negotiating compensations with the contact person, conductors of wage negotiations can use this percentage as a guideline when negotiating the percentage to be entered in the field "%." Maconomy suggests the percentage from the corresponding field on the compensation type specified on the line. You can only specify a value in this field if the current compensation agreement is a subordinate agreement.
Deferral %	If any deferrals apply to the current compensation agreement, you can specify the relevant percentage in this field. If you specify a percentage, Maconomy will calculate a deferral amount based on the agreement value and the percentage specified.
Deferral Amount, Currency	If any deferrals apply to the current compensation agreement, you can specify the relevant deferral amount in this field. If you specify an amount, Maconomy will calculate a deferral percentage based on the agreement value and the deferral amount specified.
Payment Currency	In this field, you can specify the currency in which the compensation should be paid out.
Payment Currency Exchange Rate	In this field, you can specify the exchange rate between the currency specified in the field "Payout Currency" and the currency specified in the field "Currency" on the current line. Based on this exchange rate and the value in the field "Agreement Value, Currency," Maconomy will calculate a value for the field "Agreement Value, Payment Currency." If you do not specify a value, Maconomy will calculate a value for the field "Agreement Value, Payment Currency" using the exchange rate valid on the date specified in the field "Exchange Rate Date" on the line. The exchange rate valid on that date is looked up in the standard sales exchange rate table specified in the window System Information.

Field	Description
Exchange Rate Date	In this field, you can specify the exchange rate date to be used for calculating a value for the field “Agreement Value, Payment Currency.” The field is only used if you do not specify a value in the field “Payment Currency Exchange Rate.” If no payment currency exchange rate is specified on the line, Maconomy will calculate a value for the field “Agreement Value, Payment Currency” using the exchange rate valid on the date specified in this field. The exchange rate valid on this date is looked up in the standard sales exchange rate table specified in the window System Information.
Agreement Value, Payment Currency	In this field, you can specify the total agreement value in the payment currency specified on the line. If you specify a value in the field “Payment Currency Exchange Rate,” Maconomy will calculate a value for this field based on the exchange rate and the value in the field “Agreement Value, Currency.” If you do not specify a payment currency exchange rate, a value is calculated using the exchange rate valid on the date specified in the field “Exchange Rate Date.” The exchange rate valid on that date is looked up in the standard sales exchange rate table specified in the window System Information.
Next Follow-Up	In this field, you can specify the next date on which to follow up on the current compensation agreement, for instance the next negotiation date.
Description	This field shows the description of the next follow up date, as entered in the Next Follow Up field.
Access Level	In these fields, you can specify an access level. You only have access to the current compensation agreement if you have been assigned to the same or a higher level in the window Access Levels. This means that in this window, a given user can only see the compensation agreements to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to compensation agreements may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current compensation agreement.
Description	This field shows the description of the selected access level, as entered in the window Access Levels.
Agreement No.	This field shows the agreement number of the current agreement line. When you create a compensation agreement line, a number is automatically retrieved from the Compensation Agreement Series in the window Number Series in the Set-Up module.
Parent Agreement	If the current line represents a subordinate agreement, this field shows the number of the agreement line to which the current line is assigned. If you manually add a new line, specifying an agreement type which is a subordinate to one of the agreement types specified on the other lines,

Field	Description
	Maconomy automatically completes this field with the number of the line containing the main agreement type in question, thus assigning the new line to the relevant main line. If the line contains a main compensation agreement type, this field is blank. If this field contains a value, specifying a value in the field “%” on the line will cause the fields “Amount, Currency” and “Value of Agreement, Currency” to be calculated on the basis of the percentage specified and the field “Amount, Currency” on the agreement referenced in this field. For further information on this, see the description of the field “%.”
Selected Value 1-5	In these fields, you can specify a number of values for further specification of the current compensation agreement, for instance to indicate the reason for a raise. You can only use values available in the respective option lists specified in the fields “Option List 1-5” in the window Compensation Types for the compensation type specified on the current line. If a given option list field in the compensation type has been left blank, any text can be entered in the corresponding value field. Maconomy suggests the values specified in the corresponding value fields in the window Compensation Types for the compensation type specified on the current line.
Date 1-5	In these fields, you can specify a number of dates relating to the current compensation agreement. Maconomy suggests the dates specified in the corresponding fields in the window Compensation Types for the compensation type specified on the current line.
Amount 1-5	In these fields, you can specify a number of amounts relating to the current compensation agreement. Maconomy suggests the amounts specified in the corresponding fields in the window Compensation Types for the compensation type specified on the current line. The amounts are for information and reporting purposes only, and have no influence on the value of the compensation agreement.
Real 1-5	In these fields, you can specify a number of figures relating to the current compensation agreement. The figures are for information and reporting purposes only, and have no influence on the value of the compensation agreement.
Remarks 1-3	In these fields, you can enter additional remarks about the current compensation agreement.
Approved	This field shows whether the current compensation agreement has been approved using the action “Approve Compensation Agreement.”
Approved by	This field shows the name of the user who approved the current compensation agreement using the action “Approve Compensation Agreement.” If the agreement has not been approved, this field is blank. For further information, see the field “Approved” above.
Approval Date	This field shows the date on which the current compensation agreement was approved using the action “Approve Compensation Agreement.” If the

Field	Description
	agreement has not been approved, this field is blank. For further information, see the field “Approved” above.
Document Count	This field displays the number of documents in the Document Archive.
Incl. in Gross Pay Calculation	The **Incl. in Gross Pay** field is renamed to **Incl. in Gross Pay Calculation**. Select this field to specify if the compensation agreement should contribute to the gross pay calculation.
Incl. in Base Salary Calculation	The **Incl. in Base Salary** field is renamed to **Incl. in Base Salary Calculation.** Select this field to specify if the compensation agreement should contribute to the base salary calculation.
Incl. Result in Total Base Salary	Select this field to specify if the compensation agreement should contribute to the total base salary result and base salary rate when doing base salary calculations. Note that you can only enable this field if you also enabled the **Incl. in Base Salary Calculation** field.
Created by	This field shows the name of the user who created the information on the current line.
Created on	This field shows the date on which the information on the current line was created.
Changed by	This field shows the name of the last user who changed the information on the current line.
Changed on	This field shows the last date on which the information on the current line was changed.
Version	This field shows the version number of the current line, indicating how many times information has been changed on the line. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.

Field	Description
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Actions

This section shows the Actions available with this window.

Bottom Tab

Field	Description
Approve Compensation Agreement	When you select this action, the compensation agreement on the currently selected line is approved, causing the field “Approved” on the line to be marked and the fields “Approved on” and “Approved by” to be completed. Approval is used in the Maconomy Portal where you can set up Maconomy’s Workflow functionality to include approval as part of working with compensation agreements.
Remove Approval	When you select this action, the approval of the compensation agreement on the currently selected line is removed, causing the field “Approved” on the line to be unmarked and the fields “Approved on” and “Approved by” to be blanked.

Stock Option Agreements Single Dialog Workspace

Use this workspace to set up stock option agreements with your employees and others.

You assign stock option agreements to contact persons so that you can create stock option agreements for employees as well board members and partners. To create agreements for your employees, you must assign each employee to a contact person. Here, the term "contact person" includes employees and other company-related persons.

A stock option agreement is an agreement that the company will grant the employee or company-related person (for instance, a board member) a given number of stock options of a given type within a certain period. For example, a stock option agreement could say that the company grants the employee Hugo Rune 2,000 options for B-shares at a given price over the next two years.

When you create a stock option agreement, enter the contact person who represents the employee or company-related person for whom the agreement is intended, and enter a stock option agreement type. The stock option agreement type determines the stock type and contains template information that Maconomy transfers to the new agreement. The agreement type also functions as a framework of defined rules with which the agreements classified under that type must comply. For instance, the agreement type defines the total number of shares to be allocated to the agreements classified under it, and Maconomy ensures that the number of shares granted to a specific agreement does not exceed the remaining number of shares that are available for that agreement type. For more information, see the description of the fields in the Stock Option Agreement Types workspace.

You can set up a detailed vesting plan for the options granted in the agreement. For example, you can set up a plan wherein the first 1,000 options vest after one year, the next 500 vest after 18

months, and the remaining options vest after two years. Set up the vesting plan in the Stock Option Agreement Lines sub-tab, where you enter a line for each vesting period, including the number of options to vest in that period. You also use this sub-tab to enter the exercisings that the contact person for the agreement must perform. When a contact person wants to exercise an option, you select the line that contains the shares to be exercised, enter the relevant number of shares and the market price per share on the current day, and select **Exercise** in the **Transaction Type** field. Maconomy ensures that the options for the selected line have vested and that the number of shares exercised does not exceed the number of shares granted on that line. When you use the **Register Transaction** action, the exercising is stored in the database and appears in the Stock Option Exercisings workspace, where you can see all exercisings performed by the specific contact person.

You can also cancel stock options. For example, if an employee leaves the company, thereby forfeiting shares not yet exercised, cancel the employee's remaining shares by entering a **Cancellation** transaction type for the employee's remaining number of shares. The method for entering cancellations is similar to that for entering exercises in that you must provide values for the same fields. However, leave the **Share Price** field blank for cancellations. Just like exercises, cancellations are stored in the database and appear in the Stock Option Exercisings workspace.

Note: The stock option information, exercises, and cancellations that you enter in this workspace are for information and reporting purposes only. No entries are made in Maconomy's G/L module, and the entries therefore have no effects on your accounts.

Stock Option Agreements Tab

Use this section to set up stock option agreements with your employees and with other company-related persons.

Stock Option Agreement Island

Field	Description
Agreement No.	In this field, you can specify an identification number when creating a stock option agreement. Both letters and numbers can be used in the identification number. If you do not specify a value, the agreement is assigned the next available number from the number series “Stock Option Agreement Series” in the window Number Series in the Set-Up module. Once the agreement has been created, the number can no longer be changed.
Agreement Type	In this field, you must specify a stock option agreement type when creating a stock option agreement. The stock option agreement type contains certain template information which is transferred to the new agreement, but can subsequently be changed for the agreement. Furthermore, the agreement type functions as a framework for all agreements of the type in question, meaning that the information on each agreement must comply with the overall rules defined on its agreement type. For instance, the number of shares granted on a given agreement cannot exceed the remaining number of shares available for the agreement type in question.

Field	Description
	For further information, see the description of the fields in the window Stock Option Agreement Types.
Share No.	This field shows the number of the stock which the current stock option agreement concerns. The stock number is determined by the stock option agreement type and cannot be changed here.
Currency	This field shows the currency in which the stock shown in the field “Share No.” above is traded. The value is retrieved from the window Stock Information Card and cannot be changed here.
Share Denomination	In this field, you can specify the share denomination value of the options granted on the current agreement. Maconomy suggests the value from the corresponding field on the stock option agreement type to which the current agreement belongs, but you can change it here. For further information about share denomination, see the description of the field “Share Denomination” on in the window Share Information Card.
Purchase Price of Shares	In this field, you can specify the share price at which the stock options on the agreement are granted to the contact person, that is, the price at which the contact person should be allowed to purchase shares when exercising stock options under the agreement. Maconomy suggests the stock purchase price specified on the stock option agreement type of the current agreement, but you can change the price for the current agreement here.
Number of Shares	In this field, you can specify the total number of options to be granted to the contact person under the current stock option agreement. Maconomy suggests the number of shares per agreement specified on the stock option agreement type of the current agreement, but you can change the number for the agreement here. Maconomy ensures that this number does not exceed the remaining number of shares available for the agreement type of the current agreement. Furthermore, when setting up a vesting plan in the table part, Maconomy ensures that the total number of shares granted in the table part does not exceed this number.
Earliest Exercising Date Allowed	In this field, you can specify the earliest exercising date allowed for shares under the current agreement. The first and last exercising dates comprise a period within which the options granted on the current agreement may be exercised. When setting up a vesting plan in the table part, the first and last exercising dates on each line must be within this period. Maconomy suggests the earliest exercising date on the stock option agreement type of the current agreement, but you can change the date for the agreement here.
Last Exercising Date Allowed	In this field, you can specify the last exercising date allowed on the current agreement. For further information on the functionality of the field, see the description of the field “First Exercising Date” above.
Agreement Date	In this field, you can specify the default agreement date to be used in stock option agreements of the current type. The agreement date represents the date on which a given stock option agreement is legally binding.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value 1-5” in this island as well as on lines in the table part. This means that the fields “Value 1-5” in this island and on lines in the table part can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field.
Value	In these fields, you can specify a number of values for further specification of the agreement. You can only specify values available in the respective option lists specified in this island. If a given option list field in the position information card has been left blank, any text can be entered in the corresponding value field. The fields can be used for further specification of the agreement. If you enter a value in a given value field, this value will be suggested in the corresponding field in the table part of the window when creating table lines.

Amount Island

Field	Description
Amount 1-5	In these fields, you can specify a number of amounts relating to the current stock option agreement. Maconomy suggests the values from the corresponding fields on the stock option agreement type of the current agreement, but you can change them here. If you enter a value in a given value field, this value will be suggested in the corresponding field in the table part of the window when you create table lines.

Remarks Island

In these fields, you can enter additional remarks about the current agreement.

Contact Person Island

Field	Description
Contact Person	In these fields, you must specify the name and number of the contact person to whom the agreement pertains when creating a stock option agreement. The contact person does not necessarily have to be assigned to an employee. This allows you to create stock option agreements, for example, board members and partners. Only contact persons who are not assigned to a contact company can be specified.
Employee No.	This field shows the number of the employee assigned to the contact person specified in the field “Contact Person No.” above, that is, the employee with which the agreement is made. If the contact person is not assigned to an employee, this field is blank.

Company Island

Field	Description
Company	In these fields, you can specify the name and number of the company to which the stock option agreement pertains.

Access Level Island

Field	Description
Access Level	In these fields, you can specify an access level. You only have access to the current stock option agreement if you have been assigned to the same or a higher level in the window Access Levels. This means that on, for example, stock option agreement reports, users can only see stock option agreements to which they have access. Furthermore, in this window, a given user can only see the stock option agreements to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to stock option agreements may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current stock option agreement.

Status Island

Field	Description
Approved	This field shows whether the current compensation agreement has been approved using the action “Approve Compensation Agreement.”
Approved by	This field shows the name of the user who approved the current compensation agreement using the action “Approve Compensation Agreement.” If the agreement has not been approved, this field is blank. For further information, see the field “Approved” above.
Approval Date	This field shows the date on which the current compensation agreement was approved using the action “Approve Compensation Agreement.” If the agreement has not been approved, this field is blank. For further information, see the field “Approved” above.
Closed	This field shows whether the current compensation agreement has been closed.
Date Closed	This field shows the date on which the current compensation agreement was closed. If the agreement has not been closed then this field is blank.

Dates Island

Field	Description
Dates 1-5	In these fields, you can specify a number of dates relating to the current stock option agreement. Maconomy suggests the values from the corresponding fields on the

Field	Description
	stock option agreement type of the current agreement, but you can change them here. The fields are for information only. If you enter a value in a given value field, this value will be suggested in the corresponding field in the table part of the window when you create table lines.

Stock Options Agreement Lines Sub-Tab

Use this section to register the exercisings made by the contact person to whom the agreement pertains.

Field	Description
Earliest Exercising Date Allowed	In this field, you can specify the first date on which the contact person is allowed to start exercising the options on the current line. The earliest exercising date can therefore be considered the vesting date. The first and last exercising dates comprise a period within which the options granted on the current line may be exercised, meaning that when registering stock option exercisings for the current line, Maconomy will only accept a posting date within this period. The first and last exercising dates on each line must be within the period specified in the fields “First Exercising Date” and “Last Exercising Date” in the card part. If you leave one of the fields blank when creating a new line, Maconomy suggests the value from the corresponding field in the card part, but you can change the date suggested.
Last Exercising Date Allowed	In this field, you can specify the last date on which the contact person is allowed to start exercising the shares on the current line. For further information on the functionality of the field, see the description of the field “First Exercising Date” above.
Number of Shares	In this field, you can specify the number of options which the contact person is allowed to exercise within the period specified in the fields “First Exercising Date” and “Last Exercising Date” on the current line. Maconomy checks that the number on the current line plus the sum of the numbers on the other lines in the table part does not exceed the number of shares specified in the field “Number of Shares” in the card part. When you create a line, Maconomy suggests the number of shares remaining to be allocated in order to reach the number of shares specified in the card part.
Purchase Price of Shares	In this field, specify the price at which the options on the current line are offered to the contact person, that is, the price at which the contact person can exercise the options on the current line. Maconomy suggests the stock purchase price specified in the card part of the window, but you can change the price for each line here.
Share Denomination	In this field, you can specify the share denomination value per share granted on the current agreement. Maconomy suggests the value from the corresponding field in the card part of the window, but you can change it

Field	Description
	here. For further information about share denomination, see the description of the field “Share Denomination” in the window Share Information Card.
Number of Shares Available	This field shows the number of shares available for exercising on the current line, that is, the difference between the number in the field “No. of Shares” and the number of shares already exercised or cancelled on the current line (see the fields “Number Exercised” and “Number Cancelled”).
Transaction Type	When the contact person wants to exercise stock options, the registration of the exercising takes place on the table line containing the options which the contact person wants to exercise. An exercising is registered by selecting “Exercise” in this field, entering the number of shares to be exercised in the field “Number of Shares, Transaction,” and specifying the date on which the exercising takes place in the field “Posting Date.” Once this information has been entered on all lines for which options are to be exercised, select the action “Register Transaction” to carry out the transaction. This causes the specified shares to be registered as exercised and the field “Number Available” on each line to be updated. Maconomy creates a stock option agreement transaction entry for each line on which shares were exercised. These entries can be viewed in the window Stock Option Exercisings, allowing you to keep track of the exercisings made by each contact person. It is also possible to cancel stock options. If, for instance, an employee leaves the company, thus forfeiting the shares that he or she has not yet exercised, you can cancel the employee’s remaining options by registering a cancellation transaction for the remaining number of shares. The procedure for cancelling options is similar to registering exercisings. However, you specify “Cancellation” in this field instead of “Exercising.” When you select the action “Register Transaction,” the number of shares specified in the field “Number of Shares, Transaction” is cancelled, causing the available number of shares on the line to be reduced accordingly. Maconomy creates a stock option agreement transaction entry for each line on which cancellations were registered. Both exercisings and cancellations specified in the table part are carried out when the action “Register Transaction” is selected.
Posting Date, Transaction	When registering exercisings and cancellations on a given line, specify in this field the date on which the shares are to be exercised or cancelled. For further information on exercising and cancelling options, see the description of the field “Transaction” above.
Number of Shares, Transaction	When registering exercisings and cancellations on a given line, specify in this field the number of shares to be exercised or cancelled, depending on the type of transaction. For further information on exercising and cancelling options, see the description of the field “Transaction” above.
Stock Market Price, Transaction	When registering exercisings and cancellations on a given line, specify in this field the market price of the shares at the time at which the transaction takes place. If you leave the field blank and if a share price applying to the date specified in the field “Posting Date” on the current line has been specified for the stock in question, Maconomy suggests that price. Share

Field	Description
	prices for stocks on specific dates are specified in the table part of the window Stock Information Card. For further information on exercising and cancelling options, see the description of the field “Transaction” above.
Number Exercised	This field shows the total number of shares exercised on the current line. Each time a transaction of the type “Exercising” is carried out for the line, Maconomy adds the number of shares exercised to this field.
Total Canceled	This field shows the total number of cancelled, exercised shares for the line. Each time a transaction of the type “Cancellation” is carried out for the line, Maconomy adds the number of shares cancelled to this field. Last Possible exercise date In this field, you can specify a deadline for entering exercising information on the current line. Whereas the fields “First Exercising Date” and “Last Exercising Date” comprise a period within which the posting date of all exercisings on the line must fall, this field is used for specifying the last date on which exercising registration can be entered on the current line. This means that after this date, it is no longer possible to specify “Exercising” in the field “Transaction.” However, cancellations can still be entered after the deadline. The field is used if, for example, an employee has resigned and must decide whether to exercise his or her options by a certain date. When this date has passed, the options can no longer be exercised.
Selected Value 1-5	In these fields, you can specify a number of values for further specification of the agreement. You can only specify values that are available in the respective option lists specified on the card. If a given option list field on the card has been left blank, any text can be entered in the corresponding value field. The fields can be used for further specification of the agreement. If a value has been entered in the corresponding field in the card, this value will be suggested when you create a line.
Date1-5	In these fields, you can specify a number of dates that relate to the current stock option agreement type. When a stock option agreement of the current type is crated, the dates specified in this field are also suggested in the corresponding fields in the card part of the new agreement.
Amount 1-5	In these fields, you can specify a number of amounts that relate to the current stock option agreement type. When a stock option agreement of the current type is created, the amounts specified in this field are also suggested in the corresponding fields in the card part of the new agreement.
Remarks 1-5	In these fields, you can specify a number of remarks about the current stock option agreement. The fields are for information only.

Actions

This section shows the Actions available with this window.

Top Tab

Field	Description
Register Transaction	When you select this action, Maconomy carries out the transactions specified on the individual lines in the table part. This means that for lines where the field “Transaction” contains the value “Exercising,” Maconomy registers the exercising of the number of shares specified in the field “Number of Shares, Transaction” on the lines in question. Similarly, for lines where the field “Transaction” contains the value “Cancellation,” Maconomy registers the cancellation of the number of shares specified in the field “Number of Shares, Transaction.” For further information on specifying exercisings and cancellations on a line, please see the description of the field “Transaction.” For each line for which a transaction is registered, Maconomy creates a stock option agreement transaction entry with information about whether it is an exercising or a cancellation, the number of shares involved, entry date, stock market value per share, and so on, allowing you to run reports on the individual transactions made. The entries can subsequently be viewed and edited in the window Stock Option Exercisings which shows all of the transactions made for a given stock option agreement. However, no registrations are made in Maconomy’s G/L module, and the registrations therefore have no effects on your accounts. The entries are for information and reporting purposes only.

Stock Option Exercisings Single Dialog Workspace

Use this workspace to view and edit the individual exercisings and cancellations entered on a stock option agreement.

The Stock Option Exercisings tab displays information about the currently selected stock option agreement, retrieved from the Stock Option Agreements workspace. The Stock Option Agreement Entries sub-tab displays the stock option agreement transaction entries that have been entered for this agreement. You can edit the information in the sub-tab, if needed.

Maconomy creates a stock option agreement transaction entry each time that you enter a stock option exercising or cancellation using the **Register Transaction** action in the Stock Option Agreements workspace. For more information about this process, see the description of the **Register Transaction** action and the **Transaction Type** field in the Stock Option Agreements workspace.

Edit the stock option agreement transaction entries in the Stock Option Agreement Entries sub-tab. This makes it easy to correct entries that contain wrong information. When you change information in an entry, Maconomy updates the information in the stock option agreement line under which this transaction was originally entered. For example, if you reduce the number of options exercised for a given entry in the sub-tab, Maconomy increases the number of options available for exercising in the stock option agreement line.

You cannot manually create or delete lines in the sub-tab. You can only create lines using the **Register Transaction** action in the Stock Option Agreements workspace.

Stock Option Exercisings Tab

This section shows information about the currently selected stock option agreement, retrieved from the window Stock Option Agreements.

Stock Option Agreement Island

Field	Description
Agreement No.	This field shows the identification number of the current stock option agreement.
Agreement Type	This field shows the agreement type of the current stock option agreement.
Share No.	This field shows the number of the stock which the current stock option agreement concerns.
Currency	This field shows the currency in which the stock shown in the field “Stock No.” above is traded.
Share Denomination	This field shows the share denomination value per share of the current stock according to the card part of the current stock option agreement. For further information about share denomination, see the description of the field “Share Denomination” in the window Share Information Card.
Purchase Price of Shares	This field shows the share price at which the stock options on the agreement are granted to the contact person, that is, the price at which the contact person is allowed to purchase shares when exercising stock options under the agreement.
Number of Shares	In this field, you can specify the total number of options to be granted to the contact person under the current stock option agreement. Maconomy suggests the number of shares per agreement specified on the stock option agreement type of the current agreement, but you can change the number for the agreement here. Maconomy ensures that this number does not exceed the remaining number of shares available for the agreement type of the current agreement. Furthermore, when setting up a vesting plan in the table part, Maconomy ensures that the total number of shares granted in the table part does not exceed this number.
Earliest Exercising Date Allowed	This field shows the earliest exercising date allowed for shares under the current agreement. For further information, see the description of the corresponding field in the window Stock Option Agreements.
Last Exercising Date Allowed	This field shows the last exercising date allowed for shares under the current agreement. For further information, see the description of the corresponding field in the window Stock Option Agreements.

Field	Description
Agreement Date	This field shows the agreement date of the current agreement. This date represents the date on which the agreement is legally binding.

Option List Fields Island

Field	Description
List	These fields show the option lists containing the values available for further specification in the fields “Value 1-5” on lines in the table part. This means that the fields “Value 1-5” on lines in the table part can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field. The option lists also contain the values available in the fields “Selected Value 1-5” in this island, but as the fields in the card part are all closed, you cannot enter information in these fields. Information for the value fields in this island can only be entered in the card part of the window Stock Option Agreements.
Value	These fields show the options selected in the corresponding fields in the card part of the window Stock Option Agreements. For further information, see the description of the corresponding fields in the window Stock Option Agreements.

Amount Island

Field	Description
Amount 1-5	These fields show a number of amounts pertaining to the current stock option agreement. The information cannot be changed here but can be entered in the corresponding fields in the card part of the window Stock Option Agreements. For further information, see the description of the corresponding fields in the window Stock Option Agreements.

Remarks Island

These fields show a number of remarks about the current stock option agreement. The information cannot be changed here but can be entered in the corresponding fields in the card part of the window Stock Option Agreements. For further information, see the description of the corresponding fields in the window Stock Option Agreements.

Contact Person Island

Field	Description
Contact Person	These fields show the name and number of the contact person to whom the agreement pertains.
Employee No.	This field shows the number of the employee assigned to the contact person specified in the field “Contact Person No.” above, that is, the employee to which the agreement pertains.

Company Island

Field	Description
Company	These fields show the name and number of the company to which the stock option agreement pertains.

Access Level Island

Field	Description
Access Level	In these fields, you can specify an access level. You only have access to the current stock option agreement if you have been assigned to the same or a higher level in the window Access Levels. This means that on, for example, stock option agreement reports, users can only see stock option agreements to which they have access. Furthermore, in this window, a given user can only see the stock option agreements to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to stock option agreements may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current stock option agreement.

Status Island

Field	Description
Approved	This field shows whether the current compensation agreement has been approved using the action “Approve Compensation Agreement.”
Approved by	This field shows the name of the user who approved the current compensation agreement using the action “Approve Compensation Agreement.” If the agreement has not been approved, this field is blank. For further information, see the field “Approved” above.
Approval Date	This field shows the date on which the current compensation agreement was approved using the action “Approve Compensation Agreement.” If the agreement has not been approved, this field is blank. For further information, see the field “Approved” above.
Closed	This field shows whether the current compensation agreement has been closed.
Date Closed	This field shows the date on which the current compensation agreement was closed. If the agreement has not been closed then this field is blank.

Dates Island

Field	Description
Date1-5	These fields show a number of dates pertaining to the current stock option agreement. The information cannot be changed here but can be entered in the corresponding

Field	Description
	fields in the card part of the window Stock Option Agreements. For further information, see the description of the corresponding fields in the window Stock Option Agreements.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Stock Option Agreement Entries Sub-Tab

This section shows the individual stock option agreement transaction entries registered for the agreement in question.

Field	Description
Entry Type	This field shows whether the current entry represents an exercising or a cancellation of options. You can change the exercising type, for example, to correct an erroneous registration. If you change the transaction type, the stock option agreement line on which the transaction resulting in the current entry was originally registered is updated accordingly. This means that the numbers in the fields “Number Exercised” and “Number Cancelled” are updated to reflect the changes in the entry. For information about exercisings and cancellations, please see the description of the field “Transaction Type” and the action “Register Transaction” in the window Stock Option Agreements.
Entry Date	This field shows the date on which the shares on the current entry were exercised or cancelled. You can change the date, for example, to correct an erroneous registration.
Number of Shares	This field shows the number of shares exercised or cancelled on the current entry. You can change the number, for example, to correct an erroneous registration. If you change the number of shares, the stock option agreement line on which the transaction resulting in the current entry was originally registered is updated accordingly. This means that

Field	Description
	the numbers in the fields “Number Exercised” and “Number Cancelled” are updated to reflect the changes in the entry.
Share Denomination	In this field, you can specify the nominal value per share of the options exercised or cancelled on the current entry. You can change the number, for example, to correct an erroneous registration.
Purchase Price of Shares	This field shows the price at which the option on the current line was offered to the contact person. This means that if the entry represents an exercising, this field shows the price at which the contact person purchased the shares.
Market Price of Shares	This field shows the market price of the shares at the time at which the transaction resulting in the current entry took place.
Selected Value 1-5	These fields show the options selected in the corresponding fields in the card part of the window Stock Option Agreements. For further information, see the description of the corresponding fields in the window Stock Option Agreements.
Date1-5	These fields contain a number of dates relating to the current entry. You can change the dates, for example, to correct an erroneous registration.
Amount 1-5	These fields contain a number of amounts relating to the current entry. You can change the amounts, for example, to correct an erroneous registration.
Remarks 1-5	These fields contain a number of remarks relating to the current entry. You can change the remarks, for example, to correct an erroneous registration.

Personnel Requisitions Single Dialog Workspace

Use this workspace to create personnel requisitions to manage hiring procedures. Personnel requisitions ensure that the correct procedure is followed for all applicants, so that each time that you need to hire staff, you can, for example, invite suitable applicants to an interview and send rejection notices to the others.

Use the Personnel Requisition tab to enter general information about the available position and the personnel requisition type. Use the Applicants sub-tab to create a line for each applicant for the position, entering the contact person who represents the applicant.

Maconomy uses the event flow and event plan functionality to manage the handling of each application. This correlation between applicant entry lines and event flows is described in the introduction to the Personnel Requisition Types workspace, which also explains how to set up event flow types and event plans to support the hiring procedures in your company. The descriptions of this workspace and its fields are therefore based on the assumption that you have set the system up as suggested in the introduction to the Personnel Requisition Types workspace.

In the Personnel Requisition tab, enter general information about the position to be filled and the relevant personnel requisition type. The personnel requisition type contains template information

that Maconomy uses to automatically populate certain fields in the tab when you create a personnel requisition. However, you can change the information after you create the requisition. The template information from the personnel requisition type includes an event flow type that identifies the event plan to be used in managing the hiring procedure for each applicant.

In the Applicants sub-tab, create a line for each applicant for the position, entering the contact person who represents the applicant. In other words, create applicants as contact persons using the Contact Persons workspace in the Contact Management module before you enter them in this workspace. Each time that you add an applicant, Maconomy creates an event flow that follows the specified personnel requisition type and assigns it to the contact person who represents the applicant. Maconomy then uses the **Create Events from Plan** action on the new event flow to create the event that corresponds to the first step in the hiring procedure.

Using the event flow and event plan functionality, Maconomy keeps track of the status of each applicant and the next step to be taken according to procedure. Maconomy also keeps each applicant entry line updated appropriately. The **Next Step** field displays the next step to take. In the **Result** field, enter the outcome of that step.

When you have defined the outcome of a step as well as other relevant information, select the **Closed** field to continue to the next step. Maconomy updates the line to show the next step (if applicable) based on the result of the step that you closed. After you select the applicant to be hired for the position, use the **Create Employee** action in the Contact Persons workspace to convert the contact person into an employee. If the contact person is already an employee, update the information in the Employee Positions workspace.

Personnel Requisitions Tab

Use this section to specify general information about the position to be filled and the relevant personnel requisition type.

Personnel Requisition Island

Field	Description
Requisition No.	In this field, you must specify a personnel requisition number when creating a personnel requisition. Both letters and numbers can be used in the identification number. If you do not specify a number, the personnel requisition is assigned the next available number in the Personnel Requisition series specified in the window Number Series. Once the personnel requisition has been created, the number can no longer be changed.
Description	In this field, you can specify the name of the current personnel requisition.
Requisition Type No.	In this field, specify the type of the current personnel requisition when creating a requisition. The personnel requisition type contains template information which is transferred to the fields on the current requisition.
Event Flow Type	In this field, you can specify the event flow type to be used on the event flows created for the individual applicant registration lines in the table part. Each time you create an applicant registration line in the table part, Maconomy will create an event flow of this type and assign it to the contact

Field	Description
	person on the line in question. As the event flow type contains a reference to the event plan from which events are automatically created in the event flow of each applicant, the event flow type is also used for indicating which hiring procedure should be followed for the current requisition. Maconomy suggests the event flow type specified on the personnel requisition type in the field “Requisition Type No.” above, but you can change it for the current requisition, for example, if you wish to follow a different procedure than indicated by the personnel requisition type.
Position	In these fields, you can specify the name and number of the position which the current personnel requisition concerns, that is, the position to be filled. Maconomy suggests the position specified on the personnel requisition type entered in the field “Requisition No.” above, but you can change it for the current requisition.
Replacement for Employee	If the person hired for the position to which the current requisition pertains is to replace a given employee, specify in these fields the name and number of the employee in question. The fields are for information only.

Terms Island

Field	Description
Planned Monthly Salary	In this field, you can specify the monthly salary which the company is planning to offer the person hired in connection with the current personnel requisition. If you specify a planned monthly salary, Maconomy automatically calculates a value for the field “Planned Annual Salary” based on the planned monthly salary specified, and vice versa.
Planned Annual Salary	In this field, you can specify the annual salary which the company is planning to offer the person hired in connection with the current personnel requisition. If you specify a planned annual salary, Maconomy automatically calculates a value for the field “Planned Monthly Salary” based on the planned annual salary specified, and vice versa.
Monthly Salary	When the position on the current requisition has been filled, you can specify in this field the monthly salary agreed upon with the person hired. If you specify an annual salary, Maconomy automatically calculates a value for the field “Annual Salary” based on the monthly salary specified, and vice versa.
Annual Salary	When the position on the current requisition has been filled, you can specify in this field the annual salary agreed upon with the person hired. If you specify an annual salary, Maconomy automatically calculates a value for the field “Monthly Salary” based on the annual salary specified, and vice versa.
Found Market Salary Level	In this field, you can specify whether the pay statistics for the type of position to be filled has been checked in order to be able to offer a suitable salary.

Field	Description
Incl. Overtime	In this field, you can specify whether the salary information specified in this island includes any overtime which the person hired has to take on or if overtime is to be paid separately.
Expected Date of Hire	In this field, you can specify the date on which you expect to hire a person for the open position.

Advertising Island

Field	Description
Advertising Source	In this field, you can specify how the job opening was advertised, for example, internally, in local papers, on web pages, and so on.
Advertising Costs	In this field, you can specify how much it cost to advertise the job opening to which the current requisition pertains.

Status Island

Field	Description
Approved	This field shows whether the current compensation agreement has been approved using the action “Approve Compensation Agreement.”
Approved by	This field shows the name of the user who approved the current compensation agreement using the action “Approve Compensation Agreement.” If the agreement has not been approved, this field is blank. For further information, see the field “Approved” above.
Approval Date	This field shows the date on which the current compensation agreement was approved using the action “Approve Compensation Agreement.” If the agreement has not been approved, this field is blank. For further information, see the field “Approved” above.
Closed	This field shows whether the current compensation agreement has been closed.
Date Closed	This field shows the date on which the current compensation agreement was closed. If the agreement has not been closed then this field is blank.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value” in this island as well as on lines in the table part. This means that the fields “Value” in this island and on lines in the table part can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field.

Field	Description
Value	In these fields, you can specify a number of values for further specification of the personnel requisition. You can only specify values available in the respective option lists specified in this island. If a given option list field has been left blank, any text can be entered in the corresponding value field. If you enter a value in a given value field, this value will be suggested in the corresponding field in the table part of the window when creating table lines.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Executing Company Island

Field	Description
Executing Company	In these fields, you can specify the name and number of the company responsible for conducting the recruitment on the current personnel requisition. Maconomy suggests the company specified on the personnel requisition type entered in the field “Requisition Type No.” above, but you can change it for the current requisition. If you specify a value in the field “Job No.,” you must specify in this field the number of the company responsible for the job in question.

Job Cost Island

Field	Description
Job	In these fields, you can specify the job on which the time spent on recruitment for the position on the current personnel requisition should be posted. Maconomy suggests the value from the corresponding field on the personnel requisition type of the current requisition. You can use these fields if you want time spent on the recruitment to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in

Field	Description
	the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the applicant registration line to which the event in question is assigned. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” When you create an applicant registration line, Maconomy suggests this value in the corresponding field on the line in question. If you specify a job, you must specify in the field “Executing Company” in the island Executing Company the name and number of the company responsible for the job in question.
Activity No.	In this field, you can specify the activity on which the time spent on recruitment for the position on the current personnel requisition should be posted. Maconomy suggests the value from the corresponding field on the personnel requisition type of the current requisition. You can use this field if you want time spent on the recruitment to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the applicant registration line to which the event in question is assigned. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” When you create an applicant registration line, Maconomy suggests this value in the corresponding field on the line in question.
Task	In this field, you can specify the task on which the time spent on recruitment for the position on the current personnel requisition should be posted. Maconomy suggests the value from the corresponding field on the personnel requisition type of the current requisition. You can use this field if you want time spent on the recruitment to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the applicant registration line to which the event in question is assigned. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” When you create an applicant registration line, Maconomy suggests this value in the corresponding field on the line in question.

Requisitioner Island

Field	Description
Requisitioner	In these fields, you can specify the name and number of the employee who requested that a new person be hired. The fields are for information only.

Recruitment Employee Island

Field	Description
Recruitment	In these fields, you can specify the name and number of the employee who recruited the person hired in connection with the current requisition. If an employee is created from the contact person representing one of the applicants by using the action “Create Employee” in the window Contact Persons, the information in these fields is transferred to the employee created.

Supervisor Island

Field	Description
Employee	In these fields, you can specify the name and number of the employee who will be the supervisor of the person hired in connection with the current requisition. If an employee is created from the contact person representing one of the applicants by using the action “Create Employee” in the window Contact Persons, the information in these fields is transferred to the employee created.

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field you can enter a dimension combination number to be assigned to the employee.

Derived Company Island

Field	Description
Company No.	In this field, you can specify the number of the company responsible for conducting the recruitment on the current personnel requisition.

Derived Account Island

Field	Description
Account No.	In this field you can enter an account number to be assigned to the employee.
Overwrite	copy to come.

Derived Dimensions Island

Field	Description
Location	In this field, you can enter a location to be assigned to the employee.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec.1-3	The functionality of these fields is similar to that of the field “Location” above.
Overwrite	copy to come.

Access Level Island

Field	Description
Access Level	In these fields, you can specify an access level. You only have access to the current personnel requisition if you have been assigned to the same or a higher level in the window Access Levels. This means that in other windows, users can only refer to personnel requisitions to which they have access. Furthermore, in this window, a given user can only see the personnel requisitions to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to personnel requisitions may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current personnel requisition.

Document Archive Island

Field	Description
Document Archive	In these fields, you can assign a document archive name and number to the current personnel requisition. By assigning a document archive to a personnel requisition, you can keep track of the various documents related to the requisition. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.

Field	Description
Document Count	This field displays the number of documents in the Document Archive.

Applicants Sub-Tab

Use this section to create a line for each applicant for the position, specifying the contact person representing the applicant.

Field	Description
Contact Person No.	In this field, you must specify the number of the contact person representing the applicant when creating an applicant registration line. Contact persons are created in the window Contact Persons in the Contact Management module.
Name	This field shows the name of the contact person specified in the field “Contact Person No.” above.
Employee No.	If the contact person specified in the field “Contact Person No.” above is assigned to an employee, that is, the person applying for the position on the personnel requisition is already an employee in your organization, this field shows the employee number of the employee in question. If the contact person is not assigned to an employee, this field is blank.
E-mail	This field shows the e-mail address of the contact person specified on the current line. The e-mail address of contact persons is specified in the window Contact Persons in the Contact Management module.
Result	In this field, you can specify the result or outcome of the current step in the hiring process pertaining to the current applicant, for instance “Invite to Interview” or “Reject.” The field corresponds to the field “Result” on the currently open event in the event flow assigned to the current applicant registration line. Therefore, the options available in the field are the ones available in the option list specified in the field “Result Type” on the event in question. When you mark the field “Closed” on the current line, the result specified in this field will determine the next step in the process. For further information about this and for information about the correlation between applicant registration lines and event flows, see the introduction to the window “Personnel Requisition Types.”
Closed	Mark this field to proceed to the next step in the hiring process for the current applicant. The field corresponds to the field “Closed” on the currently open event in the event flow assigned to the current applicant registration line. Therefore, marking this field on the current line will cause Maconomy to close the event in question and run the action “Create Secondary Events” for the event flow in question. Thereby, the result specified in the field “Result” will determine the next step in the process.

Field	Description
	Please note that this requires that the system has been set up as described in the introduction to the window “Personnel Requisition Types.” In particular, the functionality described above is based on the assumption that the field “Create Secondary Events when Closing” is marked on the event flow type specified in the card part of the personnel requisition. If it is not, marking this field will not cause you to proceed to the next step, as Maconomy will then not automatically create an event representing the next step. For further information about this and for information about the correlation between applicant registration lines and event flows, see the introduction to the window “Personnel Requisition Types.”
Status	This field shows the last result entered in the field “Result” on the current line.
Next Step	This field shows a short description of the current step in the hiring procedure pertaining to the current applicant registration line, that is, the step which must be carried out in order to proceed in the process. When you have carried out this step, enter the outcome in the field “Result” and mark the field “Closed” to proceed to the next step. The text is retrieved from the field “Description” on the open event in the event flow assigned to the current applicant registration line.
Total Time Consumption	In this field, you can specify the number of hours the employee in the field “Employee No., Time Sheet” has spent working on the current step in the hiring procedure. The field shows the value from the field “Accumulated Time” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to time sheets for the employees specified on the individual events in the flow. For further information, see the description of the action “Transfer to Time Sheet.”
Job No.	In this field, you can specify the job on which the time spent on the current step in the hiring process of the current applicant registration line should be posted. The field shows the value from the field “Job No.” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the current applicant registration line. In the time sheet, the time is registered on a line

Field	Description
	with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” When you create a line, Maconomy suggests the value from the corresponding field in the card part of the window. Each time you enter a new step in the hiring process, Maconomy suggests the value specified in the corresponding field in the card part of the event flow assigned to the current line, but you can change the job number here.
Task	In this field, you can specify the task on which the time spent on the current step in the hiring process of the current applicant registration line should be posted. The field shows the value from the field “Task” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the current applicant registration line. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” Maconomy suggests the value specified in the corresponding field in the card part of the window but you can change the task number here.
Activity No.	In this field, you can specify the activity on which the time spent on the current step in the hiring process of the current applicant registration line should be posted. The field shows the value from the field “Activity No.” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in the field “Employee No., Time Sheet” on the current applicant registration line. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” Maconomy suggests the value specified in the corresponding field in the card part of the window but you can change the activity number here.

Field	Description
Employee No., Time Sheet	In this field, you can specify the employee who is to handle the current step in the hiring process of the current applicant registration line. The field shows the value from the field “Employee No.” on the open event in the event flow assigned to the current applicant registration line, and changing the value in this field causes the field on the event to be updated accordingly, and vice versa. You can also use this field if you want time spent on recruitment activities to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flows. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question, that is, the employee specified in this field. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. For further information, see the description of the action “Transfer to Time Sheet.” Maconomy suggests the value specified in the corresponding field in the card part of the window but you can change the employee number here.
Selected Value 1-10	In these fields, you can specify a number of values for further specification of the current personnel requisition. You can only use values available in the respective option lists specified in the fields “Option List 1-5” in the card part of the window. If a given option list field in the card part has been left blank, any text can be entered in the corresponding value field. The fields can be used for further specification of the applicant registration line. Maconomy suggests the values specified in the corresponding value fields in the card part of the window but you can change the values here.
Document Archive No.	In this field, you can assign a document archive to the current applicant registration line. By assigning a document archive to an applicant registration line, you can keep track of the various documents related to the applicant registration, for example, application, resume, correspondence, contracts, and so on. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Description	This field shows a description of the document archive specified in the field “Archive No.” above.
Document Count	This field displays the number of documents in the Document Archive.

Actions

This section shows the Actions available with this window.

Top Tab

Field	Description
Attach Document to Personnel Requisition	This action allows you to attach a document to the personnel requisition in the card part.

Course Participants Single Dialog Workspace

Use this workspace to enter information about the participants in your courses.

The Course Participants tab contains general information about the selected course. In the Course Participants sub-tab, enter the individual participants for the course.

> **Note:** The information in the Course Participants tab comes from the Course Information Card workspace. Changes that you make here update that information as well.

Throughout this description, the term "participant" is used to mean any contact person who is specified in a line in this workspace, whether enrolled or not.

You create courses in the Course Information Card workspace. After you create a course, start inviting participants to the course and enter the people who enroll. If too many people want to enroll, you can maintain a waiting list.

In the Course Participants sub-tab, enter the individual participants in the current course. For each line, enter a contact person who represents a potential participant. This means that a contact person entered in a line is not entered as enrolled until you select the **Enrolled** field in the line. This enables you to create a list of contact persons to be invited to the course and let these potential participants enroll individually.

In each line, enter information about whether the participant has been invited to the course, whether that participant has enrolled, and so on. Use the Selection Criteria Island to limit the number of participants that the Course Participants sub-tab displays. For example, you can limit the participants you want to view to those on the waiting list.

Maconomy's Resource Management Portal module offers a functionality that automates most of the enrollment procedure and allows invited participants to enroll through a link sent by e-mail. For more information about this, see the description of the Course component in the Portal Modules manual.

After a course is completed, the trainers can evaluate and enter the skill levels that the individual participants acquired. Use the **Transfer Skill** action to transfer the skill level information to the Employee Skills workspace, thus automatically updating skill data for employees in your system.

This workspace also provides a number of actions for easily entering all participants currently displayed in the Course Participants sub-tab as invited, enrolled, and so on.

Course Participants Tab

This section shows general information about the currently selected course.

Course Island

Field	Description
Course No.	This field shows the number of the currently selected course.
Name	In this field, you can enter a description of the current course.
Course Type No.	This field shows the number of the course type of the current course.
Blocked	This field shows whether the current course has been blocked. When a given course is blocked, it is no longer possible to change information in the card or table part of this window.
Trainer No.	If the trainer on the current course is an employee in your company, you can specify in this field the number of the employee in question. If you specify an employee number, Maconomy automatically completes the field “Trainer Name” with the name of the employee in question. If the trainer is not an employee, leave this field blank and manually enter the name of the trainer in the field “Trainer Name.”
Trainer	If the trainer on the current course is not an employee in your company, specify in this field the name of the trainer. If the trainer is an employee, leave this field blank and specify the number of the employee in question in the field “Trainer No.” above. This causes Maconomy to automatically complete this field with the name of the employee in question.

Course Period Island

Field	Description
Starting Date	In this field, you can specify the date on which the current course is scheduled to start.
Ending Date	In this field, you can specify the date on which the current course is scheduled to end.
Started	In this field, you can specify the time at which the current course is scheduled to start, either on the starting date of the course or generally on each day throughout the course, depending on your use of the system.
Finished	In this field, you can specify the time at which the current course is scheduled to end, either on the ending date of the course or generally on each day throughout the course, depending on your use of the system.

Skill Island

Field	Description
Skill	In these fields, you can specify the name and number of the skill to which the current course pertains, that is, the skill which the participants will acquire at a certain level by participating in the course. When the course has been completed, the trainer or trainers can specify the acquired skill level for each participant and select the action “Transfer Skill” to transfer the skill levels to the window Employee Skills, thus automatically updating skill data for employees in your system. For further information, see the description of the action “Transfer Skill.”
Skill Type	This field shows the type of the skill specified in the field “Skill No.” above.

Course Description Island

Field	Description
Description 1-5	In these fields, you can specify a number of texts describing the current course.
www	In this field, you can specify a web address pertaining to the current course.

Participants Island

Field	Description
Max. Number of Participants	In this field, you can specify the maximum number of participants allowed on the current course. If you specify a number, Maconomy automatically ensures that the number of participants enrolled for the current course does not exceed the specified number. If you do not wish to limit the number of participants allowed, specify 0. Participants are enrolled for courses by marking the field “Enrolled” in the table part of the window.
Number Enrolled	This field shows how many participants have enrolled for the current course. Participants are registered as enrolled by marking the field “Enrolled” in the table part of the window.
Max. Number on Waiting List	In this field, you can specify the maximum number of people allowed on the waiting list for the current course. If you specify a number, Maconomy automatically ensures that the number of participants on the waiting list does not exceed the specified number. If you do not wish to limit the size of the waiting list, specify 0. Participants are put on the waiting list by marking the field “On Waiting List” in the table part of the window.
Number on Waiting List	This field shows how many participants are currently on the waiting list for the current course. Participants are registered on the waiting list by marking the field “On Waiting List” in the table part of the window.

Field	Description
Closed for Enrollment	Select this field to close the course for enrollment. When a course is closed for enrollment it will not be possible to enroll more participants in the course.

Option List Fields

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value” in this island. This means that the fields “Value” in this island can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field. Maconomy suggests the option lists and values specified in the window Course Types for the course type of the current course.
Value	In these fields, you can specify a number of values for further specification of the current course. You can only use values available in the respective option lists specified in this island. If a given option list field has been left blank, any text can be entered in the corresponding value field. The fields can be used for further specification of the current course. Maconomy suggests the values specified in the window Course Types for the course type of the current course.

Selection Criteria Island

Field	Description
Contact Person No.	In these fields, you can specify a range of contact person numbers. The table part will only show lines pertaining to contact persons within the specified range.
Employee No.	In these fields, you can specify a range of employee numbers. The table part will only show lines pertaining to contact persons assigned to employees within the specified range. Lines with contact persons that do not represent employees are not shown if you specify a range of employee numbers.
Show Invited Only	If you mark this field, the table part will only show lines on which the field “Invited” has been marked.
Show Not Invited Only	If you mark this field, the table part will exclude lines on which the field “Invited” has been marked.
Show Enrolled Only	If you mark this field, the table part will only show lines on which the field “Enrolled” has been marked.
Show Enrolled Incl. Waiting List	If you mark this field, the table part will only show lines on which either the field “Enrolled” or the field “On Waiting List” has been marked.

Course Location Island

In this island, you can specify the address at which the course is to take place as well as various contact information (for example, phone number and e-mail address) pertaining to the course location or course administration.

Field	Description
Attn.	In this field, you can specify an attention person.
Country	In this field, you can specify the name of the country in which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Phone	In this field, you can specify the phone number which participants should use in relation to the current lesson, for instance the phone number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Fax	In this field, you can specify the fax number which participants should use in relation to the current lesson, for instance the fax number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Telex	In this field, you can specify the telex number which participants should use in relation to the current lesson, for instance the telex number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
E-mail	In this field, you can specify the e-mail address which participants should use in relation to the current lesson, for instance the e-mail address of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.

Access Level Island

Field	Description
Access Level	Here you can enter an access level created in the window Access Levels. Users only have access to information about the current course, and can only refer to it in other windows if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to courses may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module.

Field	Description
	If you do not specify an access level, all users will have access to see information about the current course.

Document Archive Island

Field	Description
Document Archive	In these fields, you can assign a document archive name and number to the current course. By assigning a document archive to a course, you can keep track of the various documents related to the course. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field displays the number of documents in the Document Archive.

Company Island

Field	Description
Company	These fields show the name and number of the company to which the course pertains.

Job Cost Island

Field	Description
Job No.	In this field, you can specify the number of a job if the current course is related to a given job or the course activities should be registered on a given job. However, as no automatic posting is made in connection with courses, the field is for information only.
Job Name	This field shows the name of the job specified in the field “Job No.” above.
Activity No.	In this field, you can specify the number of an activity if the current course is related to a given activity or the course activities should be registered on a given activity in the Job Cost system. However, as no automatic posting is made in connection with courses, the field is for information only.
Task	In this field, you can specify the name of a task if the current course is related to a given task or the course activities should be registered on a given task. However, as no automatic posting is made in connection with courses, the field is for information only.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Course Participants Sub-Tab

Use this section to register the individual participants at the current course.

Field	Description
Contact Person No.	In this field, you can specify the number of the contact person representing the course participant. If the specified contact person is an employee, that is, an employee number is specified for the contact person in the window Contact Persons, the number of the employee in question is automatically transferred to the field “Employee No.”
Employee No.	If the contact person specified on the current line is an employee, that is, an employee number is specified for the contact person in the window Contact Persons, the number of the employee in question is shown in this field.
Name	This field shows the name of the contact person specified on the current line.
Invited	In this field, you can specify whether the current contact person has been invited to the course. Mark the field to indicate that the contact person has been invited. Maconomy’s Resource Management Portal module offers functionality that automates most of the enrollment procedure and allows invited participants to enroll through a link sent by e-mail. For further information on this, see the section on the Course component in the Portal Modules manual.
Enrolled	In this field, you can specify whether the current contact person has enrolled to the course. Mark the field to indicate that the contact person has enrolled. If you mark the field, today’s date is automatically inserted into this field “Enrollment Date.” Maconomy’s Resource Management Portal module offers functionality that automates most of the enrollment procedure and allows invited participants

Field	Description
	to enroll through a link sent by e-mail. For further information on this, see the section on the Course component in the Portal Modules manual.
On Waiting List	In this field, you can specify whether the current contact person is on the waiting list, for instance because the maximum number of participants has already been reached. Mark the field to indicate that the contact person is on the waiting list.
Enrollment Date	In this field, you can specify the date on which the current participant enrolled for the course. If you mark the field “Enrolled,” today’s date is automatically inserted into this field.
Blocked	Mark this field if you wish to block the current participant. When the field is marked, it is not possible to change information on the current line. Please note that although blocked, participants marked as enrolled are counted in the total number of participants enrolled in the current course.
Participation %	Upon completion of the course, you can specify in this field the participation percentage of the current participant, that is, the amount of time the participant was present compared to the total running time of the course.
Completed	Upon completion of the course, you can specify in this field whether the current participant completed the course. The action “Transfer Skill” only applies to lines on which this field is marked.
Skill Level	In this field, you can specify in this field the level at which the participant acquired the skill which the course concerned, that is, the skill specified in the card part. This way, the trainer can evaluate the skills acquired by the individual participants and enter the information here. Using the action “Transfer Skill,” you can have Maconomy transfer the skill level information to the window Employee Skills upon course completion, thus automatically updating skill data for employees in your system. If no skill has been specified in the card part, you cannot enter a skill level in this field.
Skill Description	This field shows a description of the skill specified in the field “Skill Level,” if any.
Skill Text	Upon completion of the course, you can enter in this field a text describing the skills acquired by the participant.
Skill transferred	In this field, you can specify whether the skill level acquired by the current participant has been transferred to your employee skill management system, typically the window Employee Skills in Maconomy. Using the action “Transfer Skill,” you can have Maconomy automatically transfer the skill level information to the window Employee Skills, thus automatically updating skill data for employees in your system. If you need to edit the skill level for a given participant after transferring skills, you can unmark this field and specify the relevant skill level, and then press Enter before selecting the action “Transfer Skill” again.

Field	Description
Document Archive No.	In this field, you can assign a document archive to the current course participant registration. By assigning a document archive to a course participant registration, you can keep track of the various documents related to the participant registration, for example, enrollment forms, and so on. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Description	This field shows a description of the document archive specified in the field “Archive No.” above.
Document Count	This field displays the number of documents in the Document Archive.
Job No.	In this field, you can specify the number of a job if the participation of the current participant is related to a given job or the course activities of the current participant should be registered on a given job. However, as no automatic posting is made in connection with courses, the field is for information only.
Activity No.	In this field, you can specify the number of an activity if the participation of the current participant is related to a given activity or the course activities of the current participant should be registered on a given activity. However, as no automatic posting is made in connection with courses, the field is for information only.
Task	In this field, you can specify the number of a task if the participation of the current participant is related to a given task or the course activities of the current participant should be registered on a given task. However, as no automatic posting is made in connection with courses, the field is for information only.
Selected Value 1-10	In these fields, you can specify a number of values for further specification of the current course participant. You can only use values available in the respective option lists specified in the card part of the window. If a given option list field has been left blank, any text can be entered in the corresponding value field. Maconomy suggests the values specified in the corresponding fields in the card part of the window.
E-mail	This field shows the e-mail address of the contact person specified on the current line.

Actions

This section shows the Actions available with this window.

Top Tab

Field	Description
Invite Participants	When you select this action, Maconomy marks the field “Invited” on all participants shown in the table part.
Enroll to Course	When you select this action, Maconomy marks the field “Enrolled” on all participants shown in the table part.
Enroll to Waiting List	When you select this action, Maconomy marks the field “On Waiting List” on all participants shown in the table part.
Cancel Enrolments	When you select this action, Maconomy deselects the field “Enrolled” on all participants shown in the table part.
Transfer Skill	When you select this action, Maconomy transfers the skill information specified in the table part to the window Employee Skills, thus automatically updating skill data for employees in your system. Information is only transferred for participants registered as employees in your system. This means that the action only includes lines on which the field “Employee No.” contains a value. Furthermore, the action only affects participants for whom the field “Course Completed” has been marked and for which the field “Skill Transferred” has not. For each of these lines, Maconomy runs the following procedure: If the employee already possesses the skill specified in the card part of the window, the value in the field “Skill Level” on the current line is transferred to the line in the window Employee Skills on which the skill in question is registered. Please note that the skill level is transferred even if it is located on a lower level in the skill level list. For further information on skill level lists, see the window Level Lists in the Resource Planning module. If the employee in question does not already possess the skill specified in the card part of the window, an employee skill line with the skill in question is created before transferring the skill level.
Attach Document to Course	This action allows you to attach a document to the course in the card part.

Bottom Tab

Field	Description
Attach Document to Participant	This action allows you to attach a document to the course participant in the table part.

User Masking Workspace

Use this workspace to enter user masking information.

User masking enables you to mask personal information that is related to former employees. This feature deletes some relevant records according to your specifications and masks relevant fields in other records. You provide a masking value that replaces the instances of the user and/or employee information that you select to be masked.

See the *Deltek Maconomy 2.2.x Enhancements Guide* for related procedures.

User Masking Tab

Use this section to set default values for user masking.

Set default values Island

Field	Description
User mask	Enter the string to use to mask user names. You can enter any string, with a maximum length of 50 characters. The masking routine replaces the selected user names with this string. You must enter a value in this field.
Employee mask	Enter the string to use to mask employee names. The masking routine replaces all employee names that have the selected numbers with this string. You can enter any string, with a maximum length of 50 characters. You must enter a value in this field.

User Masking Sub-Tab

Use this section to associate a user name and employee number with user masking.

Field	Description
User Name	Enter or search for the user name(s) that you want to mask. The masking routine replaces occurrences of this user name with the value that you enter in the **User mask** field. The value in this column is not validated. This enables you to locate and mask information for user names that have already been removed from Maconomy, but that still exist in various locations, such as change logs and database tables. You can specify just user names, just employee numbers, or both user names and employee numbers.

Field	Description
Employee No.	Enter or search for the employee number(s) whose associated names you want to mask. The masking routine replaces all employee names that have the selected numbers with the value that you enter in the **Employee mask** field. The value in this column is validated; the employee number must exist in Maconomy. You can specify just employee numbers, just user names, or both employee numbers and user names.

Actions

This section describes the action(s) associated with user masking.

Field	Description
Perform User and Employee Masking	Select this action to run the masking routine according to the masking specifications that you provide.

Company Masking Single Dialog Workspace

Use this single dialog workspace to enter company masking information.

Company Masking Tab

Use this section to set default values for company masking.

Set default values Island

Field	Description
User mask	Enter the string to use to mask all user names for the specified company. You can enter any string, with a maximum length of 50 characters. The masking routine replaces all user names associated with the specified company with this string. You must enter a value in this field.
Employee mask	Enter the string to use to mask all employee names for the specified company. The masking routine replaces all employee names associated with the specified company with this string. You can enter any string, with a maximum length of 50 characters. You must enter a value in this field.

Company Masking Sub-Tab

Use this section to specify companies whose user and employee information you want to mask.

Field	Description
Company No.	Enter the number of the company whose user and employee information you want to mask. If you want to mask user and employee information for more than one company, you can enter several company numbers.

Actions

This section describes the action(s) associated with company masking.

Field	Description
Perform Company Masking	Runs the masking routine according to the masking specifications you provide. All user and employee information associated with the specified company are masked. If you click this action after specifying several company numbers in the Company Masking sub-tab, all user and employee information associated with the specified companies are masked.

Employee Revisions Single Dialog Workspace

Use this workspace to show the employee revisions.

Employee Revision Selection Criteria Tab

Use this section to choose the selection criteria to display the employee revisions.

Employee Revision Selection Criteria Island

Field	Description
Selection Criteria	Choose the selection criteria to display the employee revisions: ▪ **Previous**— If you select this criteria, the previous employee revisions display. ▪ **Current** — This criteria is selected by default. It displays the current employee revision. ▪ **Next** — If you select this criteria, the next employee revisions displays. ▪ **All Revisions** — If you select this criteria, the system shows all revisions. Using null dates in both From Date and To Date also selects all revisions. Thus, no revisions are shown when the **Selection Criteria** field is left blank.

Field	Description
	▪ **Within Range** — If you select this criteria, Maconomy uses the dates that you set in the **Selection Range** field. If any revision overlaps the range fully or partly, it will be included.
Selection Range	Select the date range of the employee revisions.

Employee Revisions Sub-Tab

Use this section to enter information related to the employee revisions.

Field	Description
From Date	Enter or select the starting date of the employee revisions.
To Date	Enter or select the ending date of the employee revisions.
Is Current	This field is automatically selected if the line contains the current revision.
Change Description	Enter a short description of the employee revision.
Name 1	Enter the employee's name.
Title	Enter the employee's personal title, for example, Mr., Ms., or Dr.
Names 2-5	Enter the names of the employees.
Phone	Enter the contact number of the current employee.
Soc. Security No.	Enter the employee's social security number. This field is for reference only. If you entered social security number validation rules for the employee's country in the Rules of Validation workspace in Set-Up module, Maconomy verifies that the social security number complies with the validation rules.
Country	Enter the employee's country of residence.
Blocked	Select the check box to block the employee. A blocked employee cannot be used in any other workspaces.
Time Unit	Specify the unit of time for the employee, as either Hour or Day. This field affects the interpretation of every field that represents time on the employee and is the Time Unit on new time sheets created by (or

Field	Description
	for) the employee in the period covered by the current employee revision.
Cost	Enter the employee's cost per hour or day (depending on the Time Unit). If the field is blank, Maconomy uses the cost of the item in the **Item No.** field. If both fields are blank, the cost for time activities for this employee is considered zero.
Base Salary Rate	This field shows the base salary rate for the employee. If you change this field, Maconomy updates the Cost with the sum of this field and the overhead rate. The base salary rate is per hour or day, depending on the Time Unit.
Overhead Rate	This field shows the overhead cost rate allocated to the employee. If you change this field, Maconomy updates the Cost with the sum of this field and the base salary rate. The overhead rate is per hour or day, depending on the Time Unit.
Overhead Rate %	This field shows all the costs associated with the employee that is not strictly his salary.
Overhead Rate as %	Select the check box to show the percentage of all the costs associated with the employee that is not strictly his salary.
Overhead Maintenance	This field indicates whether the overhead maintenance cost is being updated by a batch update or employee specific. Note that it is not possible to delete a revision if you selected batch update.
Intercompany Price	Enter a price to use as the cost when the employee registers hours on a job assigned to another company than the one in which the employee is employed. However, the calculation of cost prices may also depend on other factors. The intercompany price is per hour or day, depending on the Time Unit.
Billing Price	Enter the billing price per hour for entries registered by the current employee. The billing price is per hour or day, depending on the Time Unit.
Sales Employee	Select the check box to mark the employee as a sales employee.
Item No.	Enter a warehouse item, from which the sales price and cost is suggested in budgeting, and which is used in job journal entries for this employee. Maconomy verifies that the item you enter exists in the system and is not discontinued.
Account Manager	Select the check box to mark the employee as an account manager.
Zip Code	Enter the zip code of the employee.

Field	Description
Postal District	Enter the name of the postal district in which the current employee resides.
Profession	Enter the employee's profession. This is for reference only.
Education	Enter the employee's education. This is for reference only.
Position	Enter the employee's position. This is for reference only.
Alternative Job Title	Enter a job title with a different classification level than **Position** field.
EEO Classification	Use this field for equal employment opportunity tracking.
Bank Name	Enter the name of the employee's bank. This field is for reference only.
Reg. No.	Enter the registration number of the employee's bank. This field is for reference only.
Bank Acc. No.	Enter the employee's bank account number. This field is for reference only.
Date Employed	Enter the date when the employee started working. This is for reference only.
Termination Date	Enter the date the employment was terminated.
Time Sheet Start Date	Enter the date the employee starts using timesheets. Maconomy automatically keeps the field synchronized with the **Date Employed** field unless you manually enter a different value.
Time Sheet End Date	Enter the date the employee stops using timesheets. Maconomy automatically keeps the field synchronized with the **Termination Date** field unless you manually enter a different value.
Check-in	Select one of the following options to enable or disable multiple check-in entries for the employee: ▪ **Disabled** — Select this option to disable multiple check-ins for the employee. ▪ **Optional** — Select this option to enable multiple check-in entries per day. However, the employee is not required to submit check-in entries on any work day. When the employee submits the time sheet, Maconomy does not validate the check-in balance.

Field	Description
	▪ **Required** — If the work day has fixed hours, selecting this option requires the employee to register at least one check-in entry for the day. ▪ **Required To Match Or Exceed Time Sheet** — Select this option to require the employee to enter checked-in time that is equal or greater than the registered work hours in the timesheet prior to submission. ▪ **Required To Match Time Sheet** — Select this option to require the employee to enter checked-in time that is equal to the registered work hours in the timesheet prior to submission.
Base Salary, Code	Enter a base salary code that denotes a salary group, and so on. The field is for reference only.
Base Salary	Enter the base salary rate for the employee. If you change this field, Maconomy updates the Cost with the sum of this field and the overhead rate. The amount must be entered in the base currency of the company. The base salary rate is per hour or day, depending on the Time Unit.
Salary Supplement, Code	Enter a salary supplement code that denotes a salary group, and so on. The field is for reference only.
Salary Supplement	Enter the employee's salary supplement, if applicable. The amount must be entered in the base currency of the company.
Overtime Rate, Code	Enter the overtime rate code that denotes a salary group, and so on. The field is for reference only.
Overtime Rate	Enter the employee's hourly rate for overtime work. The amount must be entered in the base currency of the company.
Withholding Rate	Enter the employee's withholding rate. This field is for reference only.
Allowance per Month	Enter the employee's monthly tax allowance, if applicable. This field is for reference only.
Allowance per Fortnight	Enter the employee's fortnightly tax allowance, if applicable. This field is for reference only.
Allowance per Week	Enter the employee's weekly tax allowance, if applicable. This field is for reference only.
Allowance per Day	Enter the employee's daily tax allowance, if applicable. This field is for reference only.
Tax Allowance Card	Select the check box if the employee has a valid tax allowance card. This field is for reference only.

Field	Description
Tax Allowance	Enter the employee's total tax allowance. This field is for reference only.
Pension Plan, Company	Select the check box if the employee joined a company pension plan. The field is for reference only.
Pension Type, Company	Enter the employee's company pension plan. The fields are for reference only.
Pension Amount, Company	Enter the amount to be paid to the employee's company pension.
Pension Plan, Personal	Select the check box if the employee has a private pension plan. The field is for reference only.
Pension Type, Personal	Enter the employee's private pension plan. The field is for reference only.
Pension Amount, Personal	Enter the amount to be paid to the employee's private pension.
Remarks 1-5	Enter information related to the current employee.
Supervisor, No.	Enter the number of a senior employee. Unless you give the user the access to all time sheets in the Actions workspace, the user will only have access to changing, creating, approving, and printing his or her own time sheets and those of junior employees.
Maximum Working Time	Enter the maximum number of time per day that can be entered for the employee in the Time Sheets workspace in the Job Cost module. This field is per hour or day, depending on the Time Unit.
Absence Hours per Day	Enter the maximum number of absence hours per day. By default, the value in this field is zero.
Use Fixed Working Time as Maximum	Select the check box to automatically set the fixed working time as maximum and override the maximum working time.
Employee Type	Select the employee type that you created in the Popup Fields workspace.
Willing to Relocate	Select the check box to indicate that the employee is willing to relocate.

Field	Description
Employment No.	Enter the employment number of the employee associated with the entry. If the employee has several functions in the company, you can use this number to indicate one of the functions.
Subcontractor Vendor, No.	Select a subcontractor vendor number (if any) for the employee. Job entries posted for the employee have the reconciliation subcontractor number assigned accordingly.
Department	Enter the department to which the employee belongs.
Secretary, No.	Enter the number of a secretary assigned to the employee. Among the tasks of a secretary can be entering the employee's time sheets and transferring them for further editing in the Job Journal single dialog workspace.
Fixed Working Time, Monday-Sunday	Enter the employee's working hours for each day. If you change an existing working time, a warning message displays stating that absence registrations using allowance already exist for the period (employee revision), and changing the value may require allowance adjustment.
Minimum Working Time	Enter the minimum amount of working time to be calculated for the employee.
Deviation Allowed	Specify the amount to use for calculating the minimum amount of time, which the employee must specify for each day in a time sheet. The minimum number of hours is calculated as the fixed working time less the number in this field.
Week Calendar No.	Enter or select a week calendar to assign to the current employee.
Job Price Group No.	Enter or select the number of the job price group assigned to the current employee.
Popup 1-5	Select various information about the employee. For each field, you can choose from the options created as values Employee Popup 1 - Employee Popup 5 in the Popup Fields single dialog workspace.
Statistics 1-4	Enter a number of statistics codes for further specification of the employee. For example, you can use the statistics codes as selection criteria in a number of printouts.
Vendor No.	Specify the number of a vendor, thus associating the employee with a vendor in the A/P module. This way, outlay reimbursements to a given employee can be handled through the A/P module.
Primary Employee Category No.	This field shows the number of the primary employee category of the employee.

Field	Description
Reduction %	Enter a reduction percentage of the employee's available time, "planning time," as part of the fixed amount of working time.
Document Archive No.	Assign a document archive number to the employee in question.
E-mail	Specify the e-mail address of the employee. The field is for reference only.
Personal Email Address	Enter the contact person's personal e-mail address.
E-mail when responsible for approval	Select the check box if the employee prefers to be notified if he is responsible for approval, for example, a purchase order or an expense sheet. The field is for information only, as Maconomy does not automatically notify the employee.
E-mail when responsible for invoice allocation	Select the check box if the employee prefers to be notified if he is responsible for allocating an invoice. The field is for information only, as Maconomy does not automatically notify the employee.
Standard Billing Price	Enter the standard billing price per hour for entries registered by the current employee. The standard billing price is used if the **Use standard billing price for time activities** system parameter is enabled, otherwise the standard billing price is set to equal the registered billing price.
Initials	Specify the initials by which the employee is known in the company. Maconomy checks that other employees do not use the initials in the system.
Maiden Name	Enter the employee's maiden name.
Name in Local Alphabet	Enter the employee's name in their local alphabet.
Gender	In this field, you can specify the gender of the employee. You can select any of the following values: ▪ **Male** ▪ **Female** ▪ **Diverse** ▪ **Prefer not to classify**
Date of Birth	Enter the employee's date of birth.

Field	Description
Mobile	Specify the primary mobile phone number of the current employee. The field is for reference only.
Mobile 2	Specify the secondary mobile phone number of the current employee. The field is for reference only.
Phone 2	Specify the secondary phone number of the current employee. The field is for reference only.
Notice Date	Enter the date when the employee is given notice if he was terminated or the date when he gave notice if he resigned.
Retirement Date	Specify the date when the employee has retired or is expected to retire.
Date 1-5	Specify a number of dates related to the current employee.
Amount 1-5	Specify a number of amounts related to the current employee.
Option List 1-10	Select a number of option lists containing values that you wish to use for further specification of the employee.
Selected Value 1-10	Specify values available in the respective option lists you specified. If you have not entered an option list in one of the **Option List** fields, you can enter any value in the corresponding value field.
Text 1-5	Enter additional text to apply to the employee in question.
Real 1-5	Specify a number of figures relating to the current employee.
Boolean 1-5	Assign attributes to the current employee.
Absence Approver, No.	Specify the number of the employee responsible for approving absence for the current employee.
Fixed Number of Absence Hours, Monday-Sunday	Enter how many hours the current employee is expected to be absent for each day in the week.
Working Hours Range	This field shows the range of the actual working hours.
Permitted Deviation, Work Hours	Specify the maximum permitted difference between the actual working hours and the number of registered hours. The difference is shown in the **Balance** field in the time sheet. This field cannot be completed for employees with Day as Time Unit.

Field	Description
Checked in, Expected Time, Monday-Sunday	Enter the time when the current employee is expected to check in for work.
Checked Out, Expected Time, Monday-Sunday	Enter the time when the current employee is expected to check out from work.
Mentor No.	Enter the number of a mentor assigned to the employee, for instance to help train the employee. The mentor assigned in this field is automatically granted read-only access to the time and expense sheets of the employee in question.
Substitute 1-5	These fields show the substitute approvers who support the handling of substitute approvals.
Must Use Time Sheets	Select the check box to require the current employee to create time sheets.
Posting Reference, Commission	Enter the number of a dimension combination that contains the G/L account to use when posting general journals from commission calculations in the Commission Calculation single dialog workspace.
Posting Reference, Commission Offset	Enter the number of a dimension combination that contains the G/L account to use when posting general journals from commission calculations in the Commission Calculation single dialog workspace.
Transfer Location	Select the check box to derive the location of the dimension Account from the current employee.
Transfer Entity	Select the check box to derive the entity of the dimension Account from the current employee.
Transfer Project	Select the check box to derive the project of the dimension Account from the current employee.
Transfer Purpose	Select the check box to derive the purpose of the dimension Account from the current employee.
Transfer Spec. 2-3	Select the check box to derive the entries of these fields for the dimension Account from the current employee.
Transfer Local Spec. 1-3	Select the check box to derive the entries of these fields for the dimension Account from the current employee.
Description	Enter information that describes the current employee.
Selected Value	Enter or choose a value from the selected option list.

Field	Description
Dimension Comb. No.	Enter the number of a dimension combination of the Dimension Derivation type created in the Dimension Combinations single dialog workspace.
Dim. Comb., Description	Enter the description of the dimension combination.
Account No.	Enter the employee's bank account number. This field is for reference only.
Account Name	Enter the employee's bank account name. This field is for reference only.
Overwrite Account	Select the check box to overwrite the existing account.
Local Account No.	Enter the employee's local account number.
Local Account, Description	Enter a description of the employee's local account number.
Overwrite Local Account	Select the checkbox to require local account set on the employee to overwrite local accounts set on higher-level relations.
Entity	Enter a value for the dimension Entity if you want a value to be derived from the current employee.
Entity, Description	Enter a description of the Entity assigned to the employee.
Overwrite Entity	Select this check box to control whether the Entity can be overwritten by the derived Entity specified on this account.
Project	Enter a value for the dimension Project if you want a value to be derived from the current employee.
Project, Description	Enter a description of the Project assigned to the employee.
Overwrite Project	Select this check box to control whether the Project can be overwritten by the derived Project specified on this account.
Purpose	Enter a value for the dimension Purpose if you want a value to be derived from the current employee.
Purpose, Description	Enter a description of the Purpose assigned to the employee.
Overwrite Purpose	Select this check box to control whether the Purpose can be overwritten by the derived Purpose specified on this account.

Field	Description
Spec. 2-3	Enter a value for the dimension Specification if you want a value to be derived from the current employee.
Spec. 2-3, Description	Enter a description of the Specification assigned to the employee.
Overwrite Spec. 2-3	Select this check box to control whether the Specification can be overwritten by the derived Specification indicated on this account.
Local Spec. 1-3	Enter a value for the dimension Local Specification if you want a value to be derived from the current employee.
Local Spec. 1-3, Description	Enter a description of the Local Specification assigned to the employee.
Overwrite Local Spec. 1-3	Select this check box to control whether the Local Specification can be overwritten by the derived Local Specification indicated on this account.

Set-Up Section

Use this section to set up company positions, compensation types, company-operated stock types and stock option agreement types, and personnel requisition types, as well as template information for new courses and lesson plans.

Position Information Card Single Dialog Workspace

Use this workspace to set up the positions that you use to operate your company and to enter general information about each position.

You assign positions such as support consultant, secretary, or software engineer to employees in the Employee Positions workspace, where the Employee Positions sub-tab enables you to enter the individual positions in the company held by a given employee. When you create a line in the Employee Positions workspace, Maconomy transfers certain information from the position information card; the information in this workspace thus functions as a template for employee positions.

Position Information Card Tab

Use this window to set up information for different positions in your company.

Position Island

Field	Description
Position No.	In these fields, you must specify a position name and number when creating a position. Both letters and numbers can be used in the position name and number. Once the position has been created, the number can no longer be changed.

Field	Description
Description	Here you can enter a description of the position.
Termination	Mark this field if the current position represents termination rather than an actual position. In the table part of the window Employee Positions contains the individual positions held by a given employee throughout his or her employment with the company, and the table part of that window thus functions as an employee position history. This makes it possible to see information about previous positions held by the employee. When registering this position history, you create one line for each position held by the employee in a given period. However, you may also want to add a separate line when the employment is terminated, for example, to register information about the reason for the termination and for storing any documents pertaining to the termination. Therefore, you can set up so-called termination positions in this window. When a termination position, that is, a position where this field has been marked is entered on a line in the window Employee Positions, Maconomy automatically completes the fields “Termination Date,” “Last Working Day” and “Last Payday” with the date entered in the field “Engagement Date,” as the termination position represents a point in time rather than a period. However, you can change the dates on the line to match any agreements made with the employee.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Option List Fields Island

Field	Description
Option List 1-5	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value 1-5” on employee agreement lines with the current position. This means that when entering the current position on a line in the table part of the window Employee Positions, the fields “Value 1-5”

Field	Description
	on that line can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field on employee agreement lines with the current position.

Remarks Island

In these fields, you can enter additional remarks about the current position.

Compensation Models Single Dialog Workspace

Use this workspace to set up compensation models.

The purpose of a compensation model is to collect the compensation types that will be applied to employees (or contact persons) in one or more companies.

Compensation Model Tab

This section includes the fields and descriptions for the Compensation Model tab.

Compensation Model Island

Field	Description
Name	This field shows the name of the compensation model.
Description	Enter a description of the compensation model.
Currency	Specify the default currency for new compensation types added to the model. This field can be left blank.
Pay Period	Select the default pay period for new compensation types added to the model. This field can be left blank.
Pay Period Calendar	This field shows the pay period calendar to use for calculating gross pay. Note that you cannot change the calendar once a gross pay calculation has been calculated for the compensation model.
Exchange Rate Table	Specify the exchange rate table to use in the compensation model. If you do not specify an exchange rate table, Maconomy automatically uses the company specific enterprise exchange rate table.
Base Salary Method	Specify the calculation method to use for calculating base salary with the calculation pay period specified for the calculation, and an effective period for each agreement.

Posting Island

Field	Description
Posting Reference, Offset Name	Enter the name of the posting reference to use for posting gross pay and base salary rate results.
Posting Reference, Offset Number	Enter the number of the posting reference to use for posting gross pay and base salary rate results.
Posting Description, Offset	Enter a description of the posting reference.
Transaction Type	Select the transaction type to use for posting gross pay and base salary rate calculations.

Option List Fields Island

Field	Description
Option List 1-10	Specify the default choice of option lists on compensation types added to the model.
Option Value 1-10	Specify the default choice of option list values on compensation types added to the model.

Weekend Days Island

Field	Description
Monday to Sunday	Select the check box to specify the days of the week that are weekend days and not regular working days.

Access Level Island

Field	Description
Access Level Name	Enter the name of the access level required to access the compensation model.
Access Level Description	Enter the description of the access level required to access the compensation model.

User Island

Field	Description
Created	This field shows the date and name of the user who created the compensation model.
Changed	This field shows the date and name of the user who recently made changes to the compensation model.

Field	Description
Version	This field shows the latest version number of the compensation model. The number is incremented by one each time a change is made to the compensation model.

Compensation Types Sub-Tab

This section includes the fields and descriptions for the Compensation Types sub-tab.

Field	Description
Compensation Type No.	Enter the number of the compensation type. You can only specify a compensation type that belongs to the compensation model specified in the Compensation Model tab.
Name	This field shows the name of the specified compensation type.
External Description	This field shows the external description of the specified compensation type.
Category	Specify the category of the specified compensation type.
Allowance/Deduction	Specify if the compensation type is an allowance or deduction: ▪ **Allowance** specifies that the compensation type adds value. ▪ **Deduction** causes a change of sign in the calculation of gross pay / base salary. Thus, instead of writing a negative amount or a negative percentage in the fields, you can specify a positive amount or percentage and select **Deduction**.
Calculation Type	Select the calculation type, such as Amount and Percentage.
Estimated %	Specify the percentage which, prior to negotiating compensations with the contact person, is expected to be granted on the compensation agreement line. Maconomy suggests the percentage from the corresponding field on the compensation type specified on the line.
Unit Price, Currency	Enter the expense amount in the currency selected in the **Currency** field. Enter the amount including tax, if any.
Expected Amount	Specify the default amount for compensation agreements made from this compensation type.
Currency	Select the default currency for new compensation types added to the model.
Pay Period	Select the default pay period for new compensation types added to the compensation model. This field can be left blank.
Period, Pro Rata	This field shows the method of calculating gross pay when the effective period differs from the pay period, which happens if the pay

Field	Description
	period includes days on which an employee is not employed or days that are not within the period covered by the agreement.
Group for Pct. Calc.	This field is a choice of Compensation Group which is a list of compensation types. The percentage is applied to the sum of the agreements of those types. If no compensation group is specified, the percentage functions as now and be applied to the parent agreement.
Limit, Pay Period	This field shows the limit (upper limit / cap) applied to percentage calculation.
Incl. in Gross Pay Calculation	Select the check box to include the compensation agreements created with this type in gross pay calculation by default.
Incl. in Base Salary Calculation	Select the check box to include the compensation agreements created with this type in base salary calculation by default.
Incl. in Total Base Salary	Select the check box to include the compensation agreements created with this type in total base salary calculation by default.
Default Linking Rule	Select the degree of linking from compensation type to compensation agreements. ▪ **Full** - You cannot directly edit agreements of this type; the agreements are created, updated, and removed by Maconomy corresponding to changes to the compensation type instead. If, in particular you create or remove a compensation type, then the agreement will be created/removed for all relevant employees. ▪ **Partial** - This is like full linking except that compensation agreements of this type can be edited directly; the compensation agreements will be updated from the compensation type when a field here is updated, if the field has the same value as on the agreement. ▪ **At Creation** - Compensation agreements are created when the contact person is created, and then has no further linking to the compensation type. ▪ **None** - There will be no linking from compensation type to compensation agreements.
Condition, Percentage	Enter the condition to apply in the calculations of gross pay and base salary rates. In those calculations, the agreement will be excluded if the condition fails, that is if the percentage applied to the sum of the codes specified below falls outside the range specified below.
Condition, Lower Limit	See above.

Field	Description
Condition, Upper Limit	See above.
Based on Job Entries	Select a value in this field if the agreement is based on posted job entries. You can select time sheets, expense sheets, or mileage sheets.
Based on Job No.	If specified, Maconomy only includes job entries for the selected job. All jobs are included if no job no. is specified.
Based on Activity No.	If specified, Maconomy only includes job entries for the selected Activities. All activities are included if no activity no. is specified.
Based on Task Name	If specified, Maconomy only includes job entries for the selected task. All jobs are included if no task name is specified.
Based on Overtime Spec.	If specified, Maconomy only includes job entries with the selected overtime type. All jobs are included if no overtime types are specified.
Allow Joint Agreements	Select the check box if you want multiple agreements to be applicable for the employee.
Option List 1-10	Specify the default choice of option lists on compensation types added to the model.
Selected Value 1-10	Specify the default choice of selected values on compensation types added to the model.

Actions

This section shows the actions available in the Compensation Models workspace.

Top Tab

Field	Description
New Compensation Model	Use this action to create a new compensation model.
Delete Compensation Model	Use this action to delete a compensation model. This action is only available if the model has no compensation types.

Bottom Tab

Field	Description
Insert Compensation Type	Use this action to insert a compensation type.
Delete Compensation Type	Use this action to delete a compensation type.

Compensation Types Single Dialog Workspace

Use this workspace to set up the compensation types that you use to operate your company.

A compensation type is a template for compensation agreements that you create in the Compensation Agreements workspace.

Compensation includes standard salaries, bonuses, company cars, and so on. The compensation for each contact person (for example, employees, partners, and so on) in your system can include more than one of these forms. Because it is likely that many of the compensation agreements consist of the same elements—for example, a fixed salary plus a bonus—it is very useful to create templates for these agreements, thus ensuring that the relevant compensation forms are automatically included in all agreements of each type.

Each compensation type consists of one main compensation type that you enter in the Compensation Types tab, and any number of subordinate compensation types that you enter in the Compensation Types sub-tab. The main element typically involves compensation with a fixed amount; the subordinate compensation types are the additional elements automatically granted to the contact person when the main compensation type is part of the compensation package. When you enter a compensation type in a line in the Compensation Agreements sub-tab of the Compensation Agreements workspace, Maconomy copies the information from the Compensation Types tab to the new line. In addition, Maconomy creates a line for each subordinate compensation type entered for that main type. As a result, using compensation types as templates for compensation packages that consist of multiple compensation types makes it easier to enter the individual compensation agreements with your contact persons.

Using main and subordinate compensation elements also enables you to make the value of one compensation element depend on the value of another element. This is true for bonuses whose value is expressed as a percentage of another element. For instance, if you want to set up a compensation type for a monthly salary of 5,000 (in the monetary currency used) and a bonus of 10% of the monthly salary, set up the salary in the Compensation Types tab and create a Compensation Types sub-tab line with the bonus. When you enter the compensation type for a contact person, Maconomy also automatically creates the line with the bonus in the Compensation Agreements workspace, and you can enter the desired 10%. Because Maconomy assigns the automatically created line to the line that contains the main compensation element, Maconomy calculates the value of the bonus line as 10% of the value on the main compensation element line. However, the value of a sub-element does not necessarily have to be calculated from the main element. It can have a fixed value.

If you enter a main compensation type in the Compensation Agreements sub-tab of the Compensation Agreements workspace, Maconomy automatically creates agreement lines that have the subordinate compensation types that belong to the specified main type. These automatically created agreement lines' functionality is similar to that of the agreement lines that contain the main compensation types, and they have the same options for amount and percentage specification. Therefore, the Compensation Types sub-tab of this workspace contains the same fields as the Compensation Types tab.

You do not enter concrete amounts and percentages in this workspace because you should be able to enter separate amounts and bonus percentages in the agreements that you make with each contact person. However, in the Value Limits island, you can enter guidelines and frameworks to be followed by the person who conducts wage negotiations.

Compensation Types Tab

Use this section to set up the compensation types you use in your company.

Compensation Type Island

Field	Description
Compensation Type No.	In this field, you must specify an identification number when creating a compensation type. Both letters and numbers can be used in the identification number. Once the compensation type has been created, the number can no longer be changed.
Name	In this field, you can specify the name of the compensation type.
Category	In this field, you can select the category of the current compensation type. You can choose from the categories created in the pop-up type “Compensation Categories” in the window Popup Fields. Compensation categories are used for grouping compensation elements, making it possible to, for example, only view compensations of a given category in the window Compensation Agreements.
Starting Date	In this field, you can specify the default starting date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the starting date on compensation agreement lines, see the description of the corresponding field in the table part of the window Compensation Agreements.
Ending Date	In this field, you can specify the default ending date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the ending date on compensation agreement lines, see the description of the corresponding field in the table part of the window Compensation Agreements.
Time Unit	In this field, you can specify the default time unit to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the time unit on compensation agreement lines, see the description of the corresponding field in the table part of the window Compensation Agreements.
Number of Time Units	In this field, you can specify the number of times the value of the current agreement should be paid out. changing the number of time units will affect the total value of the agreement.
Pay by	In this field, you can specify the default pay by date to be suggested on new compensation agreement lines on which the current compensation type is specified. For information on the effects of the pay by date on compensation agreement lines, see the description of the corresponding field in the table part of the window Compensation Agreements.
Blocked	In this field, you can specify whether the current compensation type is blocked. When a compensation type is blocked, it is not possible to create

Field	Description
	compensation agreement lines with the type in question or edit existing agreements with the current compensation type.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value” in this island and on compensation agreement lines with the current type. This means that the fields “Value” in this island can only be completed with options available in the corresponding option lists specified here. Furthermore, when entering the current type on a line in the table part of the window Compensation Agreements, the fields “Value 1-5” on that line can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field.
Value	In these fields, you can specify a number of values for further specification of the current compensation type and individual compensation agreements of the type in question. You can only use values available in the respective option lists specified in this island. If a given option list field in the compensation type has been left blank, any text can be entered in the corresponding value field. When a compensation agreement with the current type is created, the values are also suggested in the corresponding fields on the new agreement.

Remarks Island

In these fields, you can enter additional remarks about the current compensation type.

Company Island

Field	Description
Company	In these fields, you can specify the name and number of the company to which the compensation type pertains. The contents of these fields determine which users have access to see information about the compensation type. In the window Company Information in the G/L module it is possible to assign each company to an access level. A user only has access to see information about a compensation type if he has granted access to the access level in the window User Access Levels in the Set-Up module to which the company is assigned or a superordinate level. In addition, the user must have access to the access level specified in the island Access Level in order to have access to the current compensation type. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to compensation types may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module.

Access Level Island

Field	Description
Access Level	In these fields, you can specify the name and description of an access level. You only have access to the current compensation type if you have been assigned to the same or a higher level in the window User Access Levels. This means that on, for example, compensation agreement lines, users can only specify compensation types to which they have access and in this window, a given user can only see the compensation types to which he or she has access. In addition, the user must have access to the access level specified for the company specified in the island Company in order to have access to the current compensation type. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to compensation types may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System” in the Set-up module. If no access level is specified, all users have access to the current compensation type.

Value Limits Island

Field	Description
Currency	In this field, you can specify the currency in which the amounts in this island are to be specified.
Estimated Amount, Currency	In this field, you can specify the amount which is expected to be negotiated on compensation agreements of the current type. The amount is transferred to the corresponding field on compensation agreement lines where the current compensation type is specified. Conductors of wage negotiations can use this amount as a guideline to negotiating the right compensation amount.
Minimum Amount, Currency	In this field, you can specify the minimum amount which conductors of wage negotiations are allowed to grant on compensation agreements of the current type. The amount is transferred to the corresponding field on compensation agreements where the current compensation type is specified. Conductors of wage negotiations can use this amount as a guideline when negotiating the compensation amount.
Maximum Amount, Currency	In this field, you can specify the maximum amount which conductors of wage negotiations are allowed to grant on compensation agreements of the current type. The amount is transferred to the corresponding field on compensation agreement lines where the current compensation type is specified. Conductors of wage negotiations can use this amount as a guideline when negotiating the compensation amount.

Calculation Island

Field	Description
Calculation Type	Copy to come.
Period, Pro Rata	Copy to come.
Payout Days	Copy to come.
Use Week Calendar	Copy to come.
Incl. in Gross Pay Calculation	The **Incl. in Gross Pay** field is renamed to **Incl. in Gross Pay Calculation**. Select this field to specify if the compensation type should contribute to the gross pay calculation.
Incl. in Base Salary Calculation	The **Incl. in Base Salary** field is renamed to **Incl. in Base Salary Calculation.** Select this field to specify if the compensation type should contribute to the base salary calculation.
Incl. Result in Total Base Salary	Select this field to specify if the compensation type should contribute to the total base salary result and base salary rate when doing base salary calculations. Note that you can only enable this field if you also enabled the **Incl. in Base Salary Calculation** field.

Amount Island

Field	Description
Amount 1-5	In these fields, you can specify a number of amounts relating to the current compensation type. When a compensation agreement with the current type is created, the amounts specified in this island are also suggested in the corresponding fields on the new agreement. The amounts are for information and reporting purposes only, and have no influence on the values of the compensation agreements of the current type.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.

Field	Description
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Compensation Types Sub-Tab

The functionality of fields in this section is identical to that of the corresponding fields in the card part. See that section for definitions.

Share Information Card Single Dialog Workspace

Use this workspace to set up the stock types that you use to operate your company, such as A-shares, B-shares, and employee shares.

Use the Share Information Card tab to enter the basic information about the individual stock types, such as nominal value per share and the currency in which they are traded. On each line in the Price of Shares sub-tab, you can enter the share price applied on a given date.

Stocks are used for setting up stock option agreement types and stock option agreements, allowing you to grant stock options to employees and other company-related persons, and keep track of their stock option exercisings. When you set up stock option agreement types, the information in this workspace functions as a template; Maconomy transfers information from the stock information card when you enter a stock in the Stock Option Agreement Types workspace.

In the Share Information Card tab of this workspace, enter the basic information about the individual stock type. On each line in the Price of Shares sub-tab, enter the share price that applies on a given date. When you enter a stock option exercising in the Stock Option Agreements workspace, Maconomy checks whether the stock information card of the stock contains a market price that is valid on the posting date of the exercising, and uses this price if no other price is entered manually. For more information, see the description of the **Stock Market Price, Transaction** field in the Stock Option Agreements workspace.

Share Information Card Tab

Use this section to specify the basic information about the individual stock types, such as their nominal value per share and the currency in which they are traded.

Share Island

Field	Description
Share	In these fields, you must specify a stock name and number when creating a stock. Both letters and numbers can be used in the stock name and

Field	Description
	number. Once the stock has been created, the number can no longer be changed.
Description	In this field, you can enter a description of the stock.
Share Denomination	In this field, you can specify the share denomination value of the current stock, expressed in the currency specified in the field “Currency” above.
Currency	In this field, you can specify the currency in which the share denomination specified in the field below is expressed.
Blocked	In this field, you can specify whether the current stock is blocked. When a stock is blocked, it is no longer possible to create stock option agreement types for that stock, nor is it possible to create stock option agreements for existing agreement types pertaining to that stock. However, existing stock option agreements pertaining to the stock in question are not blocked for stock option exercising, meaning that it is possible to exercise options pertaining to a blocked stock.

Access Level Island

Field	Description
Access Level	In these fields, you can specify the name and description of an access level. You only have access to the current stock if you have been assigned to the same or a higher level in the window User Access Levels. This means that on, for example, stock option agreement types and stock option agreements, users can only specify stocks to which they have access. Furthermore, a given user can only see the stock information card for stocks to which the user has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to stocks may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current stock.

Remarks Island

In these fields, you can enter additional remarks about the current stock.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value” in this island as well as on lines in the table part. This means that the fields “Value” in this island and on lines in the table part can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field.

Field	Description
	Furthermore, when you create a stock option agreement type for the current stock, the values in these fields are transferred to the corresponding fields on the new stock option agreement type.
Value	In these fields, you can specify a number of values for further specification of the current stock. You can only use values available in the respective option lists specified in this island. If a given option list field in the position information card has been left blank, any text can be entered in the corresponding value field. If you enter a value in a given value field, this value will be suggested in the corresponding field in the table part of the window when creating table lines. Furthermore, when you create a stock option agreement type for the current stock, the values in these fields are transferred to the corresponding fields on the new stock option agreement type.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Price of Shares Sub-Tab

Use this section to enter the share price applying on a given date.

Field	Description
Date	In this field, enter the date on which the share price on the current line applies. This information is used when registering stock option exercisings in the window Stock Option Agreements. When registering a stock option exercising in that window, Maconomy checks if the stock information card of the stock in question contains a market price valid on the posting date of the exercising, and uses this price if no other price is specified manually. For further information, see the description of the field “Stock Market Price, Transaction” in the window Stock Option Agreements.

Field	Description
Price of Shares	In this field you can enter the share price that applies on the date.
Selected Value 1-5	In these fields, you can specify a number of values for further specification of the share price, for instance to indicate an assumed reason for the price change. You can only use values available in the respective option lists specified in the island Option List Fields in the card part. If a given option list field in the card part has been left blank, any text can be entered in the corresponding value field.
Remarks 1-5	In these fields, you can specify a number of remarks pertaining to the current share price registration. The fields are for information only.

Stock Option Agreement Types Single Dialog Workspace

Use this workspace to set up the stock option agreement types that you use to operate your company.

These agreement types are templates for stock option agreements that you make with your employees and others in the Stock Option Agreements workspace.

For instance, if you have a stock option program that grants employees a total of 20,000 options for your B-shares at a given price within a given period, set up the stock option program in this workspace. In the Stock Option Agreements workspace, use the stock option agreement type as a basis for the individual agreements with your employees. Maconomy automatically transfers the information about the stock option agreement type to the individual agreements. However, you can change the information about each stock option agreement; if an agreement made with a given employee should vary from the defaults of the stock option agreement type, you can change the information for that agreement.

Stock Option Agreement Types Tab

Use this section to set up the stock option agreement types you use in your company.

Stock Option Agreement Type Island

Field	Description
Stock Option Agreement Type	In this field, you must specify an identification number when creating a stock option agreement type. Both letters and numbers can be used in the identification number. Once the agreement type has been created, the number can no longer be changed.
Name	In this field, you can specify the name of the current stock option agreement type.
Description	Here you can enter a description of the stock option agreement type.

Field	Description
Share No.	In this field, specify the stock which the current stock option agreement type concerns.
Currency	This field shows the currency in which the stock specified in the field “Stock No.” above is traded. The value is retrieved from the window Stock Information Card and cannot be changed here.
Share Denomination	In this field, you can specify the default share denomination value per share to be used in stock option agreements of the current type. Maconomy suggests the value from the corresponding field on the information card of the stock to which the agreement type pertains, but you can change it here.
Purchase Price of Shares	In this field, you can specify the default share price to be used in stock option agreements of the current type, that is, the price at which stock option agreement holders should be allowed to purchase shares when exercising stock options in agreements of the current type. The information is transferred to new stock option agreements made with employees and other company related persons, but can be changed on the individual agreements.
Number of Shares Per Agreement	In this field, you can specify the default number of share options to be granted on each stock option agreement of the current type. The information is transferred to new stock option agreements made with employees and other company related persons, but can be changed on the individual agreements.
Number of Shares, Total	In this field, you can specify the maximum total number of shares to be granted on stock option agreements of the current type. If you wish to allocate a total of, for example, 50,000 share options to the employees in your company, for instance granting each employee between 500 and 1,000 shares, you can specify 50,000 in this field, and Maconomy will ensure that the sum of shares granted on stock option agreements of the current type does not exceed this number. On stock option agreements, the number of options granted is specified in the field “No. of Shares.”
Number of Stocks, Granted	This field shows the total number of stocks granted on stock option agreements of the current type. The number represents the sum of the field “Number of Shares” on all stock option agreements of the current type.
Number of Stocks Remaining	This field shows the total number of stocks available for allocation on stock option agreements of the current type. The number represents the difference between the field “Total No. of Shares” and the field “Number of Shares Granted.”
Issue Date	In this field, you can specify the day on which the options on the current agreement type were/are to be issued.
Agreement Date	In this field, you can specify the default agreement date to be used in stock option agreements of the current type. The agreement date of a

Field	Description
	stock option agreement represents the date on which the agreement is legally binding.
Earliest Exercising Date Allowed	In this field, you can specify the earliest exercising date to be suggested on stock option agreements of the current type. The first and last exercising dates comprise a range of dates within which the options granted on a given stock option agreement must be exercised. The date is transferred to new stock option agreements made with employees and other company related persons in the window Stock Option Agreements, but can be changed on the individual agreements. For further information on the effects of the first and last exercising dates, please see the description of the field “First Exercising Date” in the window Stock Option Agreements.
Last Exercising Date Allowed	In this field, you can specify the last exercising date to be suggested on stock option agreements of the current type. For further information on the functionality of the field, see the description of the field “First Exercising Date” above.
Valid From	In this field, you can specify the first validity date of the stock option agreement type. The first and last validity dates comprise a range of dates within which it is possible to create and edit stock option agreements of the current type in the window Stock Option Agreements. This means that outside this period it is not possible to create stock option agreements of the current type or edit information in the card part of stock option agreements of the current type. However, options can be granted and exercised on stock option agreements of the current type outside the validity period, as long as they are granted and exercised within the exercising date range of the agreements in question.
Valid To	In this field, you can specify the last validity date of the stock option agreement type. For further information on the functionality of the field, see the description of the field “Valid from” above.
Blocked	In this field, you can specify whether the current stock option agreement type is blocked. When a stock option agreement type is blocked, it is not possible to create stock option agreements of the type in question. However, existing agreements can still be edited.

Amount Island

Field	Description
Amount 1-5	In these fields, you can specify a number of amounts relating to the current stock option agreement type. When a stock option agreement of the current type is created, the amounts specified in this island are also suggested in the corresponding fields in the card part of the new agreement.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Company Island

Field	Description
Company	In these fields, you can specify the name and number of the company to which the stock option agreement type pertains. The contents of these fields determine which users have access to see information about the stock option agreement type. In the window Company Information in the G/L module it is possible to assign each company to an access level. A user only has access to see information about a stock option agreement type if he has granted access to the access level in the window Access Levels in the Set-Up module to which the company is assigned or a superordinate level. In addition, the user must have access to the access level specified in the island Access Level in order to have access to the current stock option agreement type. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to stock option agreement types may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module.

Access Level Island

Field	Description
Access Level	In these fields, you can specify the name and description of an access level. You only have access to the current stock option agreement type if you have been assigned to the same or a higher level in the window User Access Levels. This means that on, for example, stock option agreements, users can only specify stock option agreement types to which they have access. Furthermore, in this window, a given user can only see the stock option agreement types to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to stock option agreement types may depend on other factors. For

Field	Description
	more information about this, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current stock option agreement type.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value” in this island. This means that the fields “Value” in this island can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field. When a stock option agreement of the current type is created, the option lists and values specified in this island are also suggested in the corresponding fields in the card part of the new agreement. When you create a stock option agreement type, Maconomy suggests the values from the corresponding fields on the information card of the stock specified for the new agreement type.
Value	In these fields, you can specify a number of values for further specification of the current stock option agreement type. You can only use values available in the respective option lists specified in this island. If a given option list field in the position information card has been left blank, any text can be entered in the corresponding value field. When a stock option agreement of the current type is created, the option lists and values specified in this island are also suggested in the corresponding fields in the card part of the new agreement. When you create a stock option agreement type, Maconomy suggests the values from the corresponding fields on the information card of the stock specified for the new agreement type.

Dates Island

Field	Description
Date 1-5	In these fields, you can specify a number of dates relating to the current stock option agreement type. When a stock option agreement of the current type is created, the dates specified in this island are also suggested in the corresponding fields in the card part of the new agreement.

Remarks Island

In these fields, you can enter additional remarks about the current agreement type.

Personnel Requisition Types Single Dialog Workspace

Use this workspace to set up the personnel requisition types that you use to operate your company.

A personnel requisition type is a template for the creation of personnel requisitions. More importantly, it is a tool for setting up a structured procedure to use when hiring a certain type of employee, or hiring employees for a specific office.

In your organization, you may have different hiring procedures that depend on the type of employee to be hired or the office for which a new employee is to be hired. For instance, hiring a new creative consultant might require a more detailed hiring process than hiring a new warehouse employee. In addition, procedures in one office can differ from the procedures in another office because of regional legal requirements or similar reasons. Maconomy enables you to set up personnel requisition types to support each type of hiring procedure.

In the Personnel Requisitions workspace, you create a line for each applicant who applies for the specific job. In each line, enter a contact person who represents the applicant. This means that you must create applicants as contact persons before you can enter them in a personnel requisition. In the **Result** field of each line, enter information about the steps taken in relation to each applicant (for example, that a letter requesting an interview has been sent to the applicant, or that the applicant was rejected). Each time that a step is completed, select the **Closed** field to continue to the next step. Maconomy continuously provides you with the result options that are relevant to the current step. For example, if an interview with an applicant has been conducted, Maconomy might provide you with the options **Rejection** and **Invite to second interview**. If the applicant is invited to a second interview, the options in the **Result** field are different. At this stage, the options could be **Send contract**, **Rejection**, or **Invite to third interview**.

Maconomy uses the event flow and event plan functionality to manage the individual steps in the hiring procedure for each applicant and the options available for each step. To set up personnel requisition types, you must understand the correlation between applicant lines in the sub-tab of personnel requisitions and the event flows and event plans. Before you continue with this section, you should familiarize yourself with the event flow and event plan functionality by reading the introduction to the Contact Management Module and the descriptions of the Event Flow and Event Plans workspaces.

Each time that you create an applicant line in the Applicants sub-tab of the Personnel Requisition workspace, Maconomy automatically creates an event flow in the Event Flows workspace and assigns the contact person who represents the applicant to the new event flow. Maconomy assigns the event flow to the event flow type entered in the tab of the current personnel requisition. Maconomy uses the automatically created event flow for entering the progress in the handling of the specific applicant; each event in the event flow corresponds to a step in the hiring procedure—either the current step or a previous, completed one. In the Personnel Requisitions workspace, the line that contains the current applicant always displays selected information from the event that is open in this event flow, and thus always displays information about the next step to be taken. On this line, enter the outcome of the current step—for example, that the job interview resulted in the applicant qualifying for the next interview round—and select the **Closed** field to indicate that the step has been completed. Enter the outcome of the current step in the **Result** field of the relevant applicant entry line, which corresponds to the **Result** field of the event that is currently open in the event flow that is assigned to the applicant entry line. The options that are available in the field therefore depend on the result type that you enter for this event.

For the setup of the system to function as described, the following conditions must be met:

- You must set up an event plan for the automatic creation of events when an event is closed. The event plan must also contain a template for the creation of a single initial event.
- The setup of the event plan should ensure that no more than one secondary event can be created based on a given result.
- Automatically created event flows should have the **Create Secondary Events when Closing** field selected to ensure that Maconomy automatically creates events from the event plan when an event is closed.

Set up the event flow type that you enter for a personnel requisition type with the **Create Secondary Events when Closing** field selected. This causes the corresponding field to be selected on all event flows that are created as a result of adding applicant entry lines to personnel requisitions of the current type. Thus, each time that you select the **Closed** field on an event in an event flow of the current type, Maconomy uses the **Create Secondary Events** action, resulting in the automatic creation of events, if relevant. Because the **Closed** field on an application entry line in the Personnel Requisitions workspace corresponds to the **Closed** field on the open event in the event flow that is assigned to that line, selecting a step as completed in the Personnel Requisitions workspace results in the creation of an event that represents the next step in the procedure.

The events that are created as a result of closing an event (marking a step as closed) are based on an event plan that Maconomy automatically assigns to the event flow. The event plan also determines the result types to be assigned to the individual events that are created in the flow, thereby indicating the options available in the **Result** field on the individual applicant entry lines. This event plan is located through the event flow type that you entered in the Personnel Requisitions tab of the personnel requisition. Because a given applicant entry line displays information about the event that is currently open in the event flow that is assigned to that entry line, it is important that you set up the event templates in the event plan so that a given event result does not result in more than one secondary event.

Use the Personnel Requisition Types workspace to set up template information for personnel requisitions. For each personnel requisition type, you can enter template information that is suggested for new personnel requisitions of that type. This template information includes an event flow type. By creating an event plan for a hiring procedure used in your company, assigning that plan to the event flow type that you enter on a personnel requisition type, and using that personnel requisition type for the same hiring procedure, you can use personnel requisition types to ensure that the correct procedure is followed for all of the applicants on a personnel requisition.

Personnel Requisition Types Tab

Use this section to set up a personnel requisition type, which is a template for the creation of personnel requisitions.

Personnel Requisition Type Island

Field	Description
Requisition Type No.	In this field, you must specify an identification number when creating a personnel requisition type. Both letters and numbers can be used in the

Field	Description
	identification number. Once the personnel requisition type has been created, the number can no longer be changed.
Event Flow Type	In this field, you can specify the event flow type to be used on the event flows created for the individual applicant registration lines in the table part. Each time you create an applicant registration line in the table part, Maconomy will create an event flow of this type and assign it to the contact person on the line in question. As the event flow type contains a reference to the event plan from which events are automatically created in the event flow of each applicant, the event flow type is also used for indicating which hiring procedure should be followed for the current requisition. Maconomy suggests the event flow type specified on the personnel requisition type in the field “Requisition Type No.” above, but you can change it for the current requisition, for example, if you wish to follow a different procedure than indicated by the personnel requisition type.
Position	In these fields, you can specify the name and number of the position to be suggested in the corresponding field on personnel requisitions of the current type. Entering values in these fields is useful if the current personnel requisition type should be used when hiring people for a given position.
Blocked	In this field, you can specify whether the current personnel requisition type is blocked. When a personnel requisition type is blocked, it is not possible to create personnel requisitions of the type in question.

Executing Company Island

Field	Description
Company	In these fields, you can specify the name and number of the company responsible for conducting the recruitment on personnel requisitions of the current type. Entering values in these fields is useful if the current personnel requisition type should be used when hiring people for a given company in the system or if a given company should, for example, always be in charge of hiring people for the position specified in the field “Position No.” The contents of these fields also determine which users have access to see information about the personnel requisition type. In the window Company Information in the G/L module it is possible to assign each company to an access level. A user only has access to see information about a personnel requisition type if he has granted access to the access level in the window Access Levels in the Set-Up module to which the company is assigned or a superordinate level. In addition, the user must have access to the access level specified in the island Access Level in order to have access to the current personnel requisition type. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to personnel requisition types may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Job Cost Island

Field	Description
Job	In these fields, you can specify the name and number of the job to be suggested in the corresponding field on personnel requisitions of the current type. For further information on the effect of the job number specified on courses, see the description of the field “Job No.” in the window Personnel Requisitions.
Activity No.	In this field, you can specify the number of the activity to be suggested in the corresponding field on personnel requisitions of the current type. For further information on the effect of the activity number specified on personnel requisitions, see the description of the field “Activity No.” in the window Personnel Requisitions.
Task	In this field, you can specify the name of the task to be suggested in the corresponding field on personnel requisitions of the current type. For further information on the effect of the task specified on personnel requisitions, see the description of the field “Task” in the window Personnel Requisitions.

Access Level Island

Field	Description
Access Level	In these fields, you can specify the name and description of an access level. You only have access to the current personnel requisition type if you have been assigned to the same or a higher level in the window User Access Levels. This means that on, for example, personnel requisitions, users can only specify personnel requisition types to which they have access. Furthermore, in this window, a given user can only see the personnel requisition types to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to personnel requisition types may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System” in the Set-Up module.

Field	Description
	If no access level is specified, all users have access to the current personnel requisition type.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value” in this island and on personnel requisitions of the current type. This means that the fields “Value” in this island can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field. Furthermore, when creating a personnel requisition of the current type in the window Compensation Agreements, the values are suggested in the corresponding option list fields.
Value	In these fields, you can specify a number of values for further specification of the current personnel requisition type. You can only use values available in the respective option lists specified in this island. If a given option list field in the compensation type has been left blank, any text can be entered in the corresponding value field. When a personnel requisition of the current type is created, the values are also suggested in the corresponding fields on the new personnel requisition.

Course Types Single Dialog Workspace

Use this workspace to set up course types that you can use as templates for new courses.

You must assign each course that you create in the Course Information Card workspace to a course type. When you create a course, Maconomy copies the information from that course type to the new course.

Course Types Tab

Use this window to set up course types that contain template information for new courses.

Course Type Island

Field	Description
Course Type	In these fields, you must specify the course type name and number when creating a course type. Both letters and numbers can be used in the course type name and number. Once the course type has been created, the number can no longer be changed.
Blocked	Mark this field if it should no longer be possible to create courses of the current type.

Course Description Island

Field	Description
Description 1-5	In these fields, you can specify a number of course description texts to be suggested on courses of the current type.
www	In this field, you can specify the web address to be suggested on courses of the current type.

Access Level Island

Field	Description
Access Level	In these fields, you can specify the name and description of an access level. You only have access to the current personnel requisition type if you have been assigned to the same or a higher level in the window User Access Levels. This means that on, for example, personnel requisitions, users can only specify personnel requisition types to which they have access. Furthermore, in this window, a given user can only see the personnel requisition types to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to personnel requisition types may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System” in the Set-Up module. If no access level is specified, all users have access to the current personnel requisition type.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value” in this island. This means that the fields “Value” in this island can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field. The option lists and values specified here are also suggested in the corresponding fields on courses created in the window Course Information Card.
Value	In these fields, you can specify a number of values for further specification of the current course type and courses of the type in question. You can only use values available in the respective option lists specified in this island. If a given option list field in the position information card has been left blank, any text can be entered in the corresponding value field. The option lists and values specified here are also suggested in the corresponding fields on courses created in the window Course Information Card.

Company Island

Field	Description
Company	In these fields, you can specify the name and number of the company to which the course type pertains. The contents of these fields determine which users have access to see information about the course type. In the window Company Information in the G/L module it is possible to assign each company to an access level. A user only has access to see information about a course type if he has granted access to the access level in the window Access Levels in the Set-Up module to which the company is assigned or a superordinate level. In addition, the user must have access to the access level specified in the island Access Level in order to have access to the current course type. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to course types may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module.
Name	This field shows the name of the company shown in the field “Company No.” above.

Participants Island

Field	Description
Max. Number of Participants	In this field, you can specify the maximum number of participants to be suggested on courses of the current type. For further information on the effect of the maximum number of participants on courses, see the description of the field “Max. No. of Participants” in the window Course Information Card.
Max. Number on Waiting List	In this field, you can specify the maximum number of people allowed on the waiting list for courses of the current type. For further information on the effect of the maximum number of people on waiting lists for courses, see the description of the field “Max. No. on Waiting List” in the window Course Information Card.

Skill Island

Field	Description
Skill	In these fields, you can specify the name and number of the skill to be suggested in the corresponding field on courses of the current type. For further information on the effect of the skill number specified on courses, see the description of the field “Skill No.” in the window Course Information Card.
Skill Type	This field shows the type of the skill specified in the field “Skill No.” above.

Job Cost Island

Field	Description
Job	In these fields, you can specify the name and number of the job to be suggested in the corresponding field on courses of the current type. For further information on the effect of the job number specified on courses, see the description of the field “Job No.” in the window Course Information Card.
Activity No.	In this field, you can specify the number of the activity to be suggested in the corresponding field on courses of the current type. For more information on the effect of the activity number specified on courses, see the description of the “Activity No.” field in the Course Information Card window.
Task	In this field, you can specify the name of the task to be suggested in the corresponding field on courses of the current type. For further information on the effect of the task specified on courses, see the description of the field “Task” in the window Course Information Card.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Course Information Card Single Dialog Workspace

Use this workspace to set up courses to run and set up a lesson plan with detailed information, such as time, duration, and trainer.

Use the Course Information Card tab to enter general information about the course, such as the time and place of the course, its purpose, the maximum number of participants, and the skills that participants acquire by participating in the course. You can also enter information about the job, activity, and task for which the course activities are entered. However, since no posting takes place in connection with courses, this job cost data is for information and reporting purposes only.

Use the Courses sub-tab to set up a detailed lesson plan, where each line represents a separate lesson with information about location, trainer, time, duration, contact information, and so on.

When you create a course, select a course type that contains template information for most of the fields in the Course Information Card tab. You can change this template information for the new course.

Maconomy automatically suggests the information from the Course Information Card tab in the corresponding fields of the lines that you create in the Courses sub-tab. Therefore, you can consider the information in the tab to be general course information that also functions as template information for the individual lessons.

Each lesson in the sub-tab is actually a sub-course that is assigned to the course that you entered in the Course Information Card tab. In Maconomy's database, information from both tabs and sub-tabs is stored in the same database table. However, Maconomy internally assigns a parent course number to each lesson (sub-course), enabling you to distinguish courses that represent parent courses from courses that represent lessons.

After you create a course, start inviting participants to the course and enter the people who enroll. If too many people want to enroll, you can maintain a waiting list. Enter participants in the Course Participants workspace.

Course Information Card Tab

Use this section to specify various general information about the course, such as the time and place of the course, its purpose, the maximum number of participants and the skills that participants will acquire by participating in the course.

In the table part of the window, you can set up a detailed lesson plan, each line representing a separate lesson with information about location, trainer, time, duration, contact information, and so on.

Course Island

Field	Description
Course	In these fields, you can specify the course name and number when creating a course. Both letters and numbers can be used in the course name and number. If you do not specify a value, the course is assigned the next available number from the number series “Course Series” in the window Number Series in the Set-Up module. Once the course has been created, the number can no longer be changed.
Course Type No.	In this field, you must specify a course type when creating a course. The course type contains certain template information which is transferred to the new course, but can subsequently be changed for the course.
Responsible	In this field, you can specify the number of the contact person responsible for the coordination of the current course.
Trainer	If the trainer on the current course is not a contact person in your system, specify in these fields the name and number of the trainer. If you specify a contact person number, Maconomy automatically completes the field “Trainer Name” with the name of the contact person in question. If the trainer is not a contact person, leave the field “Trainer Number” blank and manually enter the name of the trainer in the field “Trainer Name.”

Field	Description
Blocked	Mark this field if the current course should be blocked. When a given course is blocked, it is no longer possible to change information in the card or table part of the course in question. If you block a course for which sub-courses have been specified in the table part, the sub-courses are blocked as well.

Company Island

Field	Description
Company	In these fields, you can specify the name and number of the company to which the course pertains. If you do not enter values manually, Maconomy will attempt to derive the values, using the order of priority set up in the window Dimension Derivations in the G/L module. If no values can be derived, the standard values are transferred from the window System Information in the set-up module.

Course Description Island

Field	Description
Description 1-5	In these field, you can specify a number of texts describing the current course.
www	In this field, you can specify a web address pertaining to the current course. The field is for information only.

Participants Island

Field	Description
Max. Number of Participants	In this field, you can specify the maximum number of participants allowed on the current course. If you specify a number, Maconomy automatically ensures that the number of participants enrolled for the current course does not exceed the specified number. If you do not wish to limit the number of participants allowed, specify 0. Participants are enrolled for courses by marking the field “Enrolled” in the table part of the window Course Participants.
Number Enrolled	This field shows how many participants have enrolled for the current course. Participants are registered as enrolled by marking the field “Enrolled” in the table part of the window Course Participants.
Max. Number on Waiting List	In this field, you can specify the maximum number of people allowed on the waiting list for the current course. If you specify a number, Maconomy automatically ensures that the number of participants on the waiting list does not exceed the specified number. If you do not wish to limit the size of the waiting list, specify 0. Participants are put on the waiting list by marking the field “On Waiting List” in the table part of the window Course Participants.

Field	Description
Number on Waiting List	This field shows how many participants are currently on the waiting list for the current course. Participants are registered on the waiting list by marking the field “On Waiting List” in the table part of the window Course Participants.
Closed for Enrollment	Select this field to close the course for enrollment. When a course is closed for enrollment it will not be possible to enroll more participants in the course.

Access Level Island

Field	Description
Name	Here you can enter the name of an access level created in the window Access Levels. Users only have access to information about the current course, and can only refer to it in other windows if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to courses may depend on other factors. For further information about the standard access control configuration and access control in a multi- company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current course. Description This field shows the description of the access level specified in the field above.

Document Archive Island

Field	Description
Document Archive	Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field displays the number of documents in the Document Archive.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value” in this island. This means that the fields “Value” in this island can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field. Maconomy suggests the option lists and values specified in the window Course Types for the course type of the current course.

Field	Description
Value	In these fields, you can specify a number of values for further specification of the current course. You can only use values available in the respective option lists specified in this island. If a given option list field has been left blank, any text can be entered in the corresponding value field. Maconomy suggests the values specified in the window Course Types for the course type of the current course.

Course Period Island

Field	Description
Period	In these fields, you can specify the dates on which the current course is scheduled to start and end.
Started	In this field, you can specify the time at which the current course is scheduled to start, either on the starting date of the course or generally on each day throughout the course, depending on your use of the system.
Finished	In this field, you can specify the time at which the current course is scheduled to end, either on the ending date of the course or generally on each day throughout the course, depending on your use of the system.

Skill Island

Field	Description
Skill	In this field, you can specify the name and number of the skill to which the current course pertains, that is, the skill which the participants will acquire at a certain level by participating in the course. When the course has been completed, the trainer or trainers can use the window Course Participants to specify the acquired skill level for each participant and select the action “Transfer Skill” to transfer the skill levels to the window Employee Skills, thus automatically updating skill data for employees in your system. For further information, see the description of the action “Transfer Skill” in the window Course Participants.
Skill Type	This field shows the type of the skill specified in the field “Skill No.” above.

Job Cost Island

Field	Description
Job	In these fields, you can specify the name and number of a job if the current course is related to a given job or the course activities should be registered on a given job. However, as no automatic posting is made in connection with courses, the fields are for information only.
Activity No.	In this field, you can specify the number of the activity to be suggested in the corresponding field on courses of the current type. For more information on the

Field	Description
	effect of the activity number specified on courses, see the description of the “Activity No.” field in the Course Information Card window.
Task	In this field, you can specify the name of a task if the current course is related to a given task or the course activities should be registered on a given task. However, as no automatic posting is made in connection with courses, the field is for information only.

Course Location Island

In this island, you can specify the address at which the course is to take place as well as various contact information (for example, phone number and mail address) pertaining to the course location or course administration.

Field	Description
Attn.	In this field, you can specify an attention person.
Country	In this field, you can specify the name of the country in which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Phone	In this field, you can specify the phone number which participants should use in relation to the current lesson, for instance the phone number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Fax	In this field, you can specify the fax number which participants should use in relation to the current lesson, for instance the fax number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Telex	In this field, you can specify the telex number which participants should use in relation to the current lesson, for instance the telex number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
E-mail	In this field, you can specify the e-mail address which participants should use in relation to the current lesson, for instance the e-mail address of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Room	In this field, you can specify the room in which the lesson is to take place.

User Island

Field	Description
Created by	This field shows the name of the user who initially created the information in the window.
Date	This first Date field shows the date on which the information was originally created.
Updated by	This field shows the name of the user that made the latest change.
Date	This second Date field shows the date on which the information was last changed.
Version	This field shows a number corresponding to the version of the information shown. Maconomy automatically increases the version number by one every time the information is changed. It is not possible to retrieve previous versions.

Courses Sub-Tab

Use this section to set up a detailed lesson plan, each line representing a separate lesson with information about location, trainer, time, duration, contact information, and so on.

Field	Description
Name	In this field, you can specify the name of the lesson to which the current line pertains.
Trainer No.	If the trainer in the current lesson is a contact person in your company, specify in this field the number of the contact person in question. If you specify a contact person number, Maconomy automatically completes the field “Trainer Name” below with the name of the contact person in question. If the trainer is not a contact person, leave this field blank and manually enter the name of the trainer in the field “Trainer Name.” Maconomy suggests the value from the corresponding field in the card part of the window.
Trainer	If the trainer in the current lesson is not a contact person in your system, specify in this field the name of the trainer. If the trainer is a contact person, leave this field blank and specify the number of the contact person in question in the field “Trainer No.” above. This causes Maconomy to automatically complete this field with the name of the contact person in question. Maconomy suggests the value from the corresponding field in the card part of the window.
Starting Date	In this field, you can specify the date on which the current lesson is scheduled to start. Maconomy suggests the value from the corresponding field in the card part of the window.

Field	Description
Ending Date	In this field, you can specify the date on which the current lesson is scheduled to end. Maconomy suggests the value from the corresponding field in the card part of the window.
Started	In this field, you can specify the time at which the current lesson is scheduled to start on the starting date of the lesson. Maconomy suggests the value from the corresponding field in the card part of the window.
Finished	In this field, you can specify the time at which the current lesson is scheduled to end on the ending date of the lesson. Maconomy suggests the value from the corresponding field in the card part of the window.
Description 1-5	In these fields, you can specify a number of texts describing the current lesson. Maconomy suggests the values from the corresponding fields in the card part of the window.
www	In this field, you can specify a web address pertaining to the current lesson. Maconomy suggests the value from the corresponding field in the card part of the window.
Document Archive No.	In this field, you can assign a document archive to the current lesson. By assigning a document archive to a lesson, you can keep track of the various documents related to the lesson. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Description	This field shows a description of the document archive specified in the field “Document Archive No.” above.
Document Count	This field displays the number of documents in the Document Archive.
Name 1-5	In these fields, you can specify the name and address of the place at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Zip Code	In this field, you can specify the zip code of the address at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window. If you enter a new zip code and leave the postal district field blank, the postal district field is automatically completed, provided that the zip code in question has been entered for the relevant country in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.

Field	Description
Postal District	In this field, you can specify the name of the postal district to which the address at which the lesson is to take place belongs. Maconomy suggests the value from the corresponding field in the card part of the window. If you enter a new zip code on the line and leave this field blank, this field is automatically completed, provided that the zip code in question has been entered for the relevant country in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.
Attn.	copy to come
Country	In this field, you can specify the name of the country in which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Phone	In this field, you can specify the phone number which participants should use in relation to the current lesson, for instance the phone number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Fax	In this field, you can specify the fax number which participants should use in relation to the current lesson, for instance the fax number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Telex	In this field, you can specify the telex number which participants should use in relation to the current lesson, for instance the telex number of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
E-mail	In this field, you can specify the e-mail address which participants should use in relation to the current lesson, for instance the e-mail address of the trainer or the location at which the lesson is to take place. Maconomy suggests the value from the corresponding field in the card part of the window.
Room	In this field, you can specify the room in which the lesson is to take place.
Option List 1-5	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value 1-5” on the current line. This means that the fields “Value 1-5” on the line can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field. In the first five fields, Maconomy suggests the option lists and values specified in the corresponding fields in the card part of the window.

Field	Description
Selected Value 1-5	In these fields, you can specify a number of values for further specification of the current lesson. You can only use values available in the respective option lists specified on the current line. If a given option list field has been left blank, any text can be entered in the corresponding value field. In the first five fields, Maconomy suggests the values specified in the corresponding fields in the card part of the window.
Course No.	When creating a lesson, you can specify in this field a course number identifying the current lesson. Both letters and numbers can be used. If you do not specify a value, the lesson is assigned the next available number from the number series “Course Series” in the window Number Series in the Set-Up module. Once the line has been created, the number can no longer be changed. Each lesson in the table part is actually a course assigned to the course specified in the card part, and thus, each lesson can be considered a sub-course. In Maconomy’s database, both card and table parts are stored in the same database table. However, Maconomy internally assigns a parent course number to each lesson (sub-course), making it possible to distinguish courses that represent parent courses from courses that represent lessons. The fact that both card and table parts are technically both courses is the reason why a course number must be specified on each table line.

Actions

This section shows the Actions available with this window.

Top Tab

Field	Description
Attach Document	This action allows you to attach a document to the course in the card part.

Bottom Tab

Field	Description
Attach Document to SubCourse	This action allows you to attach a document to the “sub” course in the table part.

Subscription Overview

Use the Subscription module to enter subscribers and subscription orders as well as to enter subscription-related products such as publications and, in some cases, service agreements.

Common to all subscriptions is that deliveries and customer payments are made on a regular and consistent basis, as with, for example, monthly payment of a weekly magazine.

The Subscription module is an add-on module.

This module is closely integrated with the Sales Orders module and can only be used if that module has also been installed on your system.

Registration Section

This section includes the fields and descriptions for the Registration workspaces.

Subscription Orders Single Dialog Workspace

Use this workspace to create and maintain subscription orders.

The Subscription Orders tab displays customer information. The Subscription Order Lines sub-tab displays the customer's subscriptions.

The Subscription Orders workspace is similar to the Sales Orders workspace in that a subscription order in Maconomy corresponds to an agreement on the delivery of items or services.

This workspace enables you to select an accrual type for a subscription order if you invoice the subscription order through the Job Cost module. This means that the revenue from the subscription order can be accrued evenly across the entire subscription period, rather than being reflected as a one-off sale when the relevant job entry is posted in Maconomy.

Subscription Orders Tab

This section includes the fields and descriptions for the Subscription Orders tab.

Subscription Order Island

Field	Description
Subscrip. Order No.	This field shows the number of the current subscription order. The number is automatically entered from the system numbers series “Sales Orders” in the window System Numbers in the Setup module.
Order Mode	This field shows the order mode of the subscription. This can, for example, be per phone or letter.
Sales Rep. No.	In this field, you enter the number of the sales representative responsible for the subscription.
Sales Rep.	This field shows the name of the sales representative.

Field	Description
Received by	In this field, you enter the name of the employee who received the order for the current subscription. By default, the user who created the order in Maconomy is shown, but you can alter the name in this field.

Ship to Address Island

Field	Description
Customer	In this field, you enter the number of the customer who ordered the subscription. Maconomy checks that the customer exists in the accounts receivable module and that order processing is not blocked. The other lines in this field show the customer's name and address. The information is automatically transferred from the customer information card in the accounts receivable module. However, you can alter the name and address in this field.
Attn.	This field shows the name of the attention person of the customer to which any contact should be directed. The information is transferred from the customer information card, but you can alter the name here.
Country	This field shows the customer's country. The information is transferred from the customer information card, but you can alter the name here.
Phone	This field shows the customer's phone number. The information is transferred from the customer information card, but you can alter the name here.
Fax	This field shows the customer's fax number. The information is transferred from the customer information card, but you can alter the name here.
Telex	This field shows the customer's telex number. The information is transferred from the customer information card, but you can alter the name here.
E-mail	This field shows the customer's e-mail address. The information is transferred from the customer information card, but you can alter the name here.

Company Island

Field	Description
Company No.	This field shows the number of the company responsible for the subscription order. The number is either transferred from the customer's information card or the current user, depending on the order of priority set up in the window Dimension Derivation in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the set-up module. If the company in this field is different from the one shown in the island Settling Company, Maconomy will automatically create intercompany balances at the posting of the invoice created as a result of the order. In the intercompany balance, the company in this field will be the responsible company. However, if the system parameter "Create intercompany entries for companies with same parent company" is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. See the section "Multiple Companies" in the chapter "Introduction to the G/L Module" and

Field	Description
	the window Intercompany Accounts in the G/L module for a further description of the concept of responsible companies and intercompany balances. This field also shows the name of the specified company.

Settling Company Island

Field	Description
Settling Company	This field shows the number of the settling company that applies to the currently displayed subscription order. If the company in this field is different from the one shown in the island Company, Maconomy will automatically create intercompany balances at the posting of the invoice created as a result of the order. In the intercompany balance, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is determined, please see the section “Multiple Companies” in the chapter “Introduction to the G/L module.” Intercompany balances are described in the window Intercompany Accounts in the G/L module. This field also shows the name of the specified company.

Statistics to Tax Authorities Island

Field	Description
EU Sale	Here you specify whether the current subscription order is to be considered an EU sale. If the field “Sales List System Rep.” in the window System Information is marked, Maconomy will suggest EU Sale provided that the customer belong to another EU country and the field “Tax” is not marked. If you mark the field “Sales List System Rep.,” it means that the invoice is included in the quarterly report to the List System in EU.
Intrastat Reg.	Here you specify whether the current subscription is to be included in the monthly report to Intrastat after invoicing. If the field “Intrastat Export Rep.” in the window System Information is marked, Maconomy will suggest reporting to Intrastat provided that the customer belongs to another EU country and the field “Tax” is not marked.
EU Trade Type	In this field, you enter an EU trade type which can be either “Normal” or “Triangulation.” The triangulation type is used if you work as an intermediary in connection with sales from a vendor in another EU country to a customer in a third EU country. In such cases, the invoice amount is not included in the report of EU sale on the tax return, but instead reported with a separate code to the List System.

Field	Description
Nature	In this field, you select the nature of the transaction which is used for reports to Intrastat. Transaction natures are defined in the window Popup Fields in the Set-up module.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the customer and the current subscription order. When you create a new subscription order, the pop-up values are transferred from the customer's information card, but you can change the values here. The options are created in the window Popup fields in the Set-Up module.

Price Adjustment Island

Field	Description
Price Adjustment Principle	In this field, you enter the price adjustment principle to be suggested on new lines created in the table part. Maconomy suggests the price adjustment principle entered on the customer information card in the A/R module, but you can alter the code in this field. For further information on the use of price adjustment principles, see the introduction to the window Price Adjustment Principles.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the window System Parameters in the set-up module. See the section on dimension derivation in the chapter "Introduction to the G/L module" as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field "Location" above.
Project	The functionality of this field is similar to the functionality of the field "Location" above.
Purpose	The functionality of this field is similar to the functionality of the field "Location" above.

Field	Description
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Print Control Island

Field	Description
Layout	In this field, you select the layout you wish to use. You can choose between the layouts “Standard,” “Customer” and “Subscription Sorted.” If you select the layout “Standard,” one subscription order is printed out per page. If you use the layout “Customer” and “Subscription Sorted” respectively, the printout will be sorted in accordance with either customer or subscription numbers.

Job Cost Island

Field	Description
Invoice in Job Cost	If invoicing of the subscription order should be carried out in the Job Cost module, you can mark this field. You can only mark this field, if the subscription order is assigned to a job. If you mark this field, it is not possible to invoice the subscription order in the order module. The created sales order will be handled in the same way as sales orders assigned to the Job Cost module are handled. After having created order lines on the subscription order, the contents of this field cannot be changed (that is, lines are displayed in the window Subscription Order Lines).
Job No.	In this field, you can enter the number of a job registered in the Job Cost module, if you want to assign the current subscription order to a job. If you enter a job number when creating a subscription order and you leave the field “Customer No.” blank in the island “Ship to Address,” the order is automatically assigned to the same customer as the job. If the field ” Invoice in Job Cost” has not been marked, the sales orders created will be invoiced separately in the order module, and the volume amounts will be transferred to the current job. Maconomy checks if the current job is on order and is neither blocked nor closed. If the subscription order is not provided with the same ship-to customer number as the job, Maconomy displays a warning. If a value is entered in this field, you must also enter the number of an amount activity in the field “Activity No..” Once you have created order lines on the subscription order, the contents of this field can no longer be changed (that is, lines are displayed in the window Subscription Order Lines).

Field	Description
Activity No.	In this field, you must enter the number of an activity in the Job Cost module if the current subscription order is assigned to a job. Sales will be registered on the specified activity. Once you have created lines on the subscription order, the contents of this field can no longer be changed.
Task	In this field, you can enter the name of a task, if the subscription order is assigned to a job. Once you have created lines on the subscription order, the contents of this field can no longer be changed.
Accrual Type	If you select a value in this field, the selected accrual type will be used when the subscription order is invoiced via the Job Cost module. This means the revenue generated from the subscription order will be accrued evenly across the invoicing period specified in the “Invoicing Start Date” and “Invoicing End Date” fields in the table part. Please note that this field can be changed manually after a subscription order has been created. If you do not specify an accrual type in this field, Maconomy will process the revenue from the subscription order as a one-off sale without accrual.

Remarks Island

Field	Description
End User No.	This field shows a unique end customer number, which you can set up in the End Users workspace. The end customer is a customer who buys from one or more of your direct customers

Billing Address Island

Field	Description
Bill to Customer	In this field, you enter the number of the billing customer. The value entered on the information card of the delivery customer is automatically transferred, but you can alter the billing customer’s number in this field. Maconomy checks that the customer exists in the accounts receivable module. The two numbers Delivery Customer Number and Billing Customer Number are not necessarily alike, as you might want delivery to be made to one customer and the bill-to be sent to another customer, for example, the head office, and so on. The other lines in this field show the name and address of the billing customer, created in the accounts receivable module. Changes in the information in this field must be made on the customer information card.
Attn.	This field shows the billing customer’s address. The information is transferred from the customer information card.
Country	This field shows the country of the current billing customer. The information is transferred from the customer information card.

Price Island

Field	Description
Currency	In this field, you select the valid currency for the current subscription order. The value is transferred from the current customer's information card in the window Customer Information Card. You can modify the value here.
Price List	In this field, you select a price list if you wish to use a price list to control the prices of an issue. The value entered on the information card of the delivery customer is automatically transferred, but you can select another price list in this field. If no price list is entered, the calculation of the price of an issue will be based on the valid cost at the warehouse in question as well as on markup percentages.
Price Step	You only have to complete this field if the field "Price List" is also completed. The field is used for registering whether the prices on each issue line are to be transferred from a fixed price step on the entered price list. You can select a price step between 1 and 6. The value entered on the information card of the delivery customer is automatically transferred, but you can modify the price step in this field.
Invoice Discount %	In this field, you enter an invoice discount percentage. Maconomy suggests the percentage entered for either the delivery or the billing customer on the customer information card. Whether the percentage is transferred from the delivery or the billing customer will depend on whether the field "Inv. Disc from Bill to Cust." on the system information card is marked. If a specific discount has been granted the customer, you can alter the invoice discount. The invoice discount is automatically deducted from the total amount and will appear from the printout of several external order papers.
Current price per year	This field shows the current invoice amount per year for the selected subscription order. The amount in this field shows the sum of the line values in the "Extended Price" field in the table part, adjusted to the value in the "Time Unit" field. Consequently, if more than one subscription order line has been entered in the table part, the total sum of the "Extended Price" values adjusted to the time unit values will be shown in the '"Current price per year" field. The amount in this field also depends on the value entered in the "Invoicing Start Date" field. The date in this field on a subscription order line must be equal or prior to today's date for the corresponding value in the "Extended Price" field to be added to the amount in the '"Current price per year" field. Also, please note that lines in which the value of the "Invoicing Method" field is set to "Per Delivery" will not be included in the calculated sum in the "Current price per year" field.

Customer Information Island

Field	Description
Department	In this field, you select the department in the company to which the subscription order is relevant. Maconomy will suggest the department entered for either the delivery or the billing customer on the customer information card, depending on whether the field "Inv. Disc from Bill to Cust." on the system

Field	Description
	information card is marked, but you can select a different department in this field. Departments are defined in the window Posting References in the G/L module.
Customer Group	This field shows the customer group to which the current customer was assigned when the subscription order was created. The value in this field is not automatically updated if the customer group is changed on the information card of the customer. However, you can change the value manually to match the new customer group of the customer.
Language	In this field, you enter the language code you wish to use on the current subscription order. Maconomy suggests the language entered on the customer information card in the A/R module, but you can alter the code in this field. Languages are defined in the window Popup Fields in the Set-Up module.
Tax	This field shows whether tax is to be calculated when invoicing takes place. The information is transferred from the customer information card, but you can alter the value in this field.
Tax No.	In this field, you enter the customer's tax number. The information is transferred from the customer information card, but you can alter the value in this field.
Pmt. Terms	In this field, you select the payment terms of the current subscription order. The value in the field is automatically transferred from the window Payment Information in the A/R module when a subscription order is created, but you can change the value in this field.
Global Location Number	In this field, you can specify a global location number. In the window Rules of Validation, you can set up validation rules for global location numbers to ensure that the numbers entered in this field are valid.
Cust. Payment Mode	In this field, you select the customer payment mode to apply to the current subscription order. The value in the field is automatically transferred from the window Payment Information in the A/R module when a subscription order is created, but you can change the value in this field.
Enterprise	In this field, you assign an enterprise to the subscription order. The value is transferred from the customer information card, but you can alter the value in this field.
Segment	In this field, you assign a segment to the subscription order. The value is transferred from the customer information card, but you can alter the value in this field.
Area	In this field, you assign an area to the subscription order. The value is transferred from the customer information card, but you can alter the value in this field.

Field	Description
Company Tax Code	In this field, you can specify a company tax code created in the window Popup Fields. The field is used by Maconomy for determining the tax code to be used in the calculation of tax for the current subscription order, as the reporting code is part of the criteria for the selection of a tax code in the window Tax Tables in the G/L module. At this selection, Maconomy uses the tax table specified for the responsible company of the subscription order. This tax table is selected in the window Company Information. However, the tax code is only selected from a tax table, if you have specified that tax tables which are specified in the window System Information are to be used, and only if the company responsible for the order is assigned to a tax table. If no tax table has been specified for the responsible company or if you use differentiated tax, and you do not use tax tables, Maconomy uses the tax code specified for the individual item in the window Item Information Card in the Inventory module. If you use neither differentiated tax nor tax tables, Maconomy uses the standard tax code specified in the window System Information in the Set-Up module. When posting subscription invoices, the reporting code is used for determining which tax report entries to create when crediting. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the window System Information. The value in this field is transferred from the customer information card, but can be changed here.

Delivery Island

Field	Description
Blocked	If you mark this field, you block the subscription order, and it is no longer possible to deliver items or carry out invoicing for this particular order.
Vacation Start	In this field, you enter the vacation start date of the delivery customer. Issues published within the period of vacation will be created as sales order lines, but the number will be set at zero.
Vacation End	In this field, you enter the end date of the delivery customer's vacation.
Order Date	In this field, you enter the order date of the current subscription order.
Warehouse	In this field, you select the warehouse from which the current subscription order is to be delivered. Maconomy automatically suggests the warehouse which is normally used in connection with the customer, but you can alter the value in this field. If you specify more than one warehouse for the issues assigned to a subscription, the sales order related to the subscription order is split up, resulting in one sales order for each warehouse. The split-up takes place at

Field	Description
	the approval of the subscription order. If the field “Get Inventory From Item” has been marked in the window System Information, Maconomy automatically transfers the primary warehouse of the item to each subscription order line. The primary warehouse of an item is specified in the window Item Information Card. If the field “Get Inventory From Item” has not been marked, Maconomy uses the warehouse specified in the card part of the window.
Carrier	In this field, you select the carrier who is to deliver the ordered issues. Maconomy automatically transfers the carrier registered on the customer information card, but you can alter the value in this field. Carriers are created in the window Popup Fields in the set-up module.
Delivery Mode	In this field, you select the delivery mode for the current subscription order. Maconomy automatically suggests the delivery mode which is used on the customer information card, but you can alter the value in this field.
Delivery Terms	In this field, you select the delivery terms for the current subscription order. Maconomy automatically suggests the delivery terms which are used on the customer information card, but you can alter the value in this field. Delivery terms are defined in the window Popup Fields in the set-up module.

Invoicing Island

Field	Description
Blanket Invoice	You can mark this field if you want to invoice the subscription order in a blanket invoice. Maconomy suggests the value from the Customer Information Card, but you can change it. Blanket invoicing means that all non-invoiced deliveries to customers with the same bill-to customer, the same currency, the same department, the same warehouse, and the same responsible company are invoiced in one invoice. This takes place in the window Invoicing.
Preferred Inv. Date	In this field, you can enter a preferred invoice date. The date is used in connection with the next invoicing. If you do not enter a date, the invoice date will correspond to the date on which invoicing is done.
Batch Invoice	In this field, you can specify whether the current subscription order should be included when running batch invoicing in the window Print Invoice in the Sales Orders module. If you unmark the field, the subscription order is not included in batch invoicing, even if the field “Create Subscription Invoices” is marked in that window. Therefore, if you unmark the field, you can only create invoices for the current subscription order in the window Sales Orders or by invoicing on account using the action “Print Invoice On Account” in this window.
Batch Credit	In this field, you can specify whether the current subscription order should be included when running batch crediting in the window Print Credit Memo in the Sales Orders module. If you unmark the field, the subscription order is not included in batch crediting, even if the field “Create Subs. Credit Memos” is

Field	Description
	marked in that window. Therefore, if you unmark the field, you can only credit the current subscription order using the action “Prepare Crediting” in this window.

Invoicing on Account Island

Field	Description
Amount	In this field, you can enter an amount to be invoiced on account exclusive of tax. Note that the invoice on account is posted by accruing the amount invoiced on account exclusive of tax on the current customer’s account. At the final invoicing of the subscription order, the amount invoiced exclusive of tax is balanced against the amount invoiced on account exclusive of tax.
Tax	In this field, you can enter the tax amount to be invoiced on account. Note that the tax amount of the invoice on account is posted on the account for the tax code registered on the subscription order. At the final invoicing of the subscription order, the tax amount invoiced is balanced against the tax amount invoiced on account.
Calculate Tax	In this field, you can mark whether Maconomy should calculate the tax amount on the basis of the amount entered in the field “Amount” in this island or if the tax amount stated should be maintained. If you mark this field, the tax amount is calculated each time the invoice amount is changed. If you enter a tax amount in the field “Tax amount” above, the mark in this field is automatically removed by Maconomy.
Description	In this field, you can enter a text for the invoice on account. The text in the field is automatically set to “Invoice On Account” by Maconomy, but it can be changed manually.
Items on Account	This field shows the total amount invoiced on account exclusive of tax on the current subscription order. The contents of the field are automatically updated upon use of the action “Print Invoice On Account” and cannot be changed manually.
Tax on Account	This field shows the total tax invoiced on account on the current subscription order. The contents of the field are updated automatically upon use of the action “Print Invoice On Account” and cannot be changed manually.

Contact Management Island

Field	Description
Campaign No.	In this field, you can enter the number of a campaign if the current subscription order is assigned to a certain campaign in the Contact Management module. If you enter a campaign number, Maconomy transfers the number to the lines created in the table part. The campaign number can be used for, for example, statistical purposes.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Subscription Order Lines Sub-Tab

This section includes the fields and descriptions for the Subscription Order Lines sub-tab.

Field	Description
Subscription No.	Here you enter the number of the ordered subscription.
Quantity	Here you enter the quantity of the subscription. It is possible to alter the quantity after delivery has taken place. In such cases, the change will take effect when the subscription order is updated in the window Subscription Information Card. However, issues already transferred are not affected by the change.
Unit	In this field, you enter the unit in which the current is sold. Maconomy automatically suggests the unit which is used for the current item in the warehouse. The value is transferred from the Inventory module, but you can alter the unit in this field.
Time Unit	If you are dealing with subscriptions which are settled by their duration, this field will show the time unit used for the entered unit price.
Subscription Text	This field shows the description of the current subscription entered on the subscription information card. You can alter the description in this field.
Unit Price	This field shows the price per unit of the current subscription order. If a price adjustment principle is specified on the current line, the unit price in this field only applies until the first price adjustment takes place for the line, after which the adjusted unit price in the field “Adjusted Unit Price” will apply (and thus be invoiced). Price adjustment takes place when running subscription invoice preparations in the window Prepare Subscription Invoicing. For further information about the price adjustment process, see the introduction to the window Price Adjustment Principles. If % of Basis is different from 0, the unit price cannot be edited, but will be calculated as Basis of Calculation & % of Basis.
Discount %	If the conditions for discounts entered in the window Discount Table in the module Inventory are fulfilled and the subscription is periodical, this field shows the discount percentage. The creation of a customer or item discount agreement which entitles the customer to a discount will also cause a discount percentage to be shown. You can alter the suggested discount percentage in this field, but you cannot both enter a percentage and a discount amount in the field “Discount.” If you

Field	Description
	do so, the two fields will be adjusted to one another, as the discount percentage will follow the discount amount.
Discount	If the conditions for discounts entered in the window Discount Table in the module Inventory are fulfilled and the subscription is periodical, this field shows the discount amount. You can alter the suggested discount, but you cannot both enter a discount amount and a percentage in the field “Discount %.” If you do so, the two fields will be adjusted to one another, as the discount percentage will follow the discount amount.
Extended Price	In this field, the price of the relevant subscription on the subscription line is shown. A price is only shown if you are dealing with a periodical subscription. The price is calculated by multiplying the ordered number of units by the unit price of the line and dividing this amount by the price unit entered on the line, and finally deducting the line discount, if any.
Invoicing Method	This field shows the invoicing method entered in the window Subscription Information Card. You can alter the value in this field, but you cannot change a periodical invoicing to invoicing per delivery and vice versa.
Delivery Start Date	In this field, you specify when delivery of the subscription is to start. The field is mandatory. By default, Maconomy suggest today’s date when you create the subscription order.
Delivery End Date	In this field, you can enter a delivery end date of the subscription if the delivery is time limited.
Discount Desc.	This field shows the description of the discount. The description is only shown if the customer fulfills the conditions for a discount. The description is either transferred from a discount table line created in the window Discount Tables in the Inventory module, or from a discount agreement which entitles the customer to a discount on the current subscription order line. You can alter the description in this field.
Pricing Unit	This field shows the pricing unit of the current subscription which is connected to the unit price of the subscription. You cannot alter the value in this field.
Price List	This field shows the price list on which the prices of the subscription order are based. If the customer is linked to a specific discount table on another price list, this price list will automatically be transferred to this field. If this is not the case, the price list is transferred from the corresponding field in the table part of this window. You cannot alter the choice of price list in this field. To set the price of a subscription, Maconomy uses the invoicing date in the field “Next Invoicing Date” to determine the price list issue that is valid on the date of the next invoicing.
Price Step	This field shows the price step which is used for the current customer if a price list is used on the subscription order. If the customer has a discount agreement or is linked to a specific price step, using the field “Price step” in

Field	Description
	the table part of this window, the agreed discounts will be transferred to this field. If none of these cases occur, and a price list is selected, the price step stated on the price list will be transferred to this field. You cannot alter the value in this field.
Price at Step 1	This field shows the sales price of one price unit of a subscription. The price is only shown if the current subscription order is assigned to a price list on which the subscription has been created. If no price list is used or no price is created for the subscription on the price list, the value in this field is equal to the unit price. You cannot alter the value in this field.
Quantity Disc.	This field shows a quantity discount. The amount is calculated as the difference between the price at the first step of the price list, multiplied by the ordered number of units, and finally divided by the price unit. Normally, the amount in this field is equal to the total quantity discount on the current subscription order. You cannot alter the value in this field.
Item No.	This field shows the number of the item which is assigned to the subscription. The item number is transferred from the window Subscription Information Card when you create the subscription line. The item number is used for pricing periodical subscriptions based on price lists and discount agreements. Furthermore, it is used as reference to account references if posting is carried out per item sales and item expenditure in a specific item group.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Field	Description
Invoicing Start Date	By default, this field shows the date entered in the field “Start Date of Delivery.” Together with the “Invoicing End Date,” the invoicing start date determines the issues which are to be invoiced. You can alter the date until the subscription has been invoiced.
Invoicing End Date	In this field, you enter an end date of the invoicing period. For further description, see the field “Invoicing Start Date.”
Non-Invoiceable	If this field is marked, the subscription line is not invoiced and Next invoicing date will be cleared. It is not possible to mark the field if the line already has been invoiced. As default the field will not be ticked.
Invoiced Until	This field shows the last date of the period covered by the latest invoicing.
Credit From	In this field, you can specify the date from which the current subscription order line should be credited. You can only specify a date belonging to the range of dates in the fields “Invoicing Start Date” and “Invoiced Until” on the line. When you select the action “Prepare Crediting,” the field “Invoiced Until” is automatically updated with the date specified in this field. Maconomy then creates a credit order line for the period between the invoice starting date and the updated date in the field “Invoiced Until.” Once the credit order line has been created, this field is blanked. The credit order line can be displayed and edited in the window Subscription Order Lines.
Next Invoicing Date	In this field, you enter the date on which invoicing takes place, If no invoicing is actually taking place on the date of the next invoicing, the line will be invoiced on the first invoicing after the next invoicing date. You can alter the date manually, which enables you to both expedite and postpone invoicing. The field is only used for periodical subscriptions.
Invoicing Due Date	This field shows the invoicing due date which is entered on the information card of the subscription. You can alter the date here.
Order Date	By default, this field shows the date of creation of the subscription order in Maconomy but you can alter the transferred date.
Contact Person No.	As contact persons originate from the contact management module, you can only use this field, if the contact management module has been installed on your system. You use this field to enter the number of a contact person. If the field is completed, the contact person’s address is used as delivery address on the sales order which is created on the basis of the current subscription order line. Maconomy creates a separate sales order for each contact person specified on the same subscription order. Subscription order lines to the same contact person are placed on the same sales order when they are created. If you change the contact person on a line, this is automatically reflected on all other lines with the same contact person, provided that a sales order has

Field	Description
	already been created. Note that the value blank is also considered a contact person. Therefore, changing the value from blank to another value will also cause the changes described above.
Subscription Status	In this field, you select a status of the subscription. There are no restrictions as to which status you can select. You create a subscription status in the window Popup Fields in the set-up module.
External Subscription Text	This is the subscription description printed on all external order documents. If a translation in the language specified in the card part of the subscription order exists for the subscription specified on the line, the translation in question is shown here. If no such translation exists, the text from the field “Subscription Description, Language 1” is suggested instead. You can change the text here. Translations are created in the window Language Texts in the Set-Up module.
Internal Desc.	This field shows the internal subscription text which is entered in the corresponding field on the subscription information card.
Extra Text 1-10	These fields show any extra text entered in the corresponding fields on the subscription information card.
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the current subscription. When you create a line, the pop-up values are transferred from the information card of the subscription, but you can change the values here. The options are created in the window Popup Fields in the Set-Up module.
Campaign No.	In this field, you can enter the number of a campaign if the current subscription order line is assigned to a certain campaign in the Contact Management module. If you enter a campaign number in the card part, Maconomy transfers the number to this field when lines are created. The campaign number can be used for, for example, statistical purposes.
Price Adjustment Principle	In this field, you can specify the price adjustment principle to be used for adjusting the unit price on the current line. Maconomy suggests the adjustment principle specified in the card part, but you can specify another principle here. For a detailed description of the calculation of price adjustments and the situations in which price adjustments take place, see the introduction to the window Price Adjustment Principles. Automatic price adjustment only takes place for lines on which a price adjustment principle is specified. Therefore if you do not specify an adjustment principle on the line, it will not be subject to price adjustment.
Index Date, Base	This field is only relevant if a price adjustment principle has been specified on the current line. The pricing index valid when a new subscription is purchased is usually not 100, as your company may have been offering the subscription type in question for several years, and therefore kept the pricing index updated. In this field, you can therefore specify the date whose index value was valid

Field	Description
	when the line was created. This means that the first time price adjustment is run for the current line, the calculation is based on the assumption that the initial unit price corresponds to the index level valid on the date in this field. For a detailed description of how the field is used and how price adjustments are calculated, see the introduction to the window Price Adjustment Principles.
Date of Initial Adjustment	This field is only relevant if a price adjustment principle has been specified on the current line. The date in this field determines when the first price adjustment should be made. The first adjustment of the subscription line will only take place when running subscription preparation for a period covering the date in this field. The first adjustment date is typically set to one year after the creation date of the subscription line. For a detailed description of how the field is used and how price adjustments are calculated, see the introduction to the window Price Adjustment Principles.
Index Date, Initial Adjustment	This field is only relevant if a price adjustment principle has been specified on the current line. The date in this field is the date according to which the first price adjustment should be made for the line. This means that if the first price adjustment should be made according to the price index valid on 1 January 2006, Maconomy will look up the price index valid on that date when performing the first price adjustment, even if the price adjustment process is run on another date. The date on which the first adjustment should be made is specified in the field “Date of Initial Adjustment.” For a detailed description of how the field is used and how price adjustments are calculated, see the introduction to the window Price Adjustment Principles.
Adjusted Unit Price	This field is only relevant if a price adjustment principle has been specified on the current line. The amount in this field is the one on which the next price adjustment will be based (except the initial adjustment which is based on the price specified in the field “Unit Price”). The amount shows the price at which the subscription was set at the previous adjustment, and the field is updated after the adjustment, so that all adjustments are based on a constantly updated unit price. For a detailed description of how the field is used and how price adjustments are calculated, see the introduction to the window Price Adjustment Principles.
Date of Latest Adjustment	This field is only relevant if a price adjustment principle has been specified on the current line. This field shows the last date on which the subscription price was adjusted. The value in this field is therefore also used in the next price adjustment to look up the index level to which the line was adjusted in the latest adjustment process. For a detailed description of how the field is used and how price adjustments are calculated, see the introduction to the window Price Adjustment Principles.

Field	Description
Date for Next Adjustment	This field is only relevant if a price adjustment principle has been specified on the current line. The field shows the earliest date on which the next adjustment can take place for the line. This means that a price adjustment will take place when running subscription preparation for a period starting on or after the date in this field. Upon price adjustment, the next adjustment date is automatically increased. For further information on this, see the introduction to the window Price Adjustment Principles. For a detailed description of how the field is used and how price adjustments are calculated, see the introduction to the window Price Adjustment Principles.
Basis Of Calculation	In this field, you can enter an amount to use as the basis for the price calculation.
% of Basis	In this field, you can enter a percentage used to calculate the unit price. If this field is set to 0 (zero) the functionality is not used. If the value is different from 0, the unit prices will be calculated as Basic of Calculation * % of Basis, and the unit price cannot be edited.

Actions

This section shows the Actions available in the Subscription Orders workspace.

Top Tab

Field	Description
Approve Order	When you use this action, you approve the current subscription order. A subscription order must be approved before you can carry out delivery and invoicing of issues. If more than one warehouse has been specified for the issues assigned to a subscription, the approval causes the sales order related to the subscription order to be split up, resulting in one sales order for each warehouse.
Calculate Quantity Discount	When you use this action, quantity discount is calculated on the subscription order lines created on the current subscription. Quantity discount is only calculated on periodical subscriptions. The discount is based on a price step which is set by the total number of ordered subscriptions within each assorted item group. If an item group is entered on the subscription information card for a number of issues, these issues all belong to the same item group even though the order might involve several subscription order lines. If you, for example, create 10 lines with the same subscription number and one piece is sold on each line, the assorted quantity discount is calculated as if one line with an order of 10 items had been created. The calculation of assorted quantity discount on an order line does not influence the prices entered on the issue lines.

Field	Description
	The calculation of graded quantity discount is carried out in the same way as described in the chapter “Sales Orders.” By graded quantity discount is meant a discount, which does not affect all items on an order line but only the quantity of items within the quantity range of each quantity discount. If you for instance grant a discount of 10% on the purchase of 2 to 4 items and 20% on the purchase of 5 to 10 items, it means that an order for 8 items will be granted no discount on the first item, a 10% discount on the next 3 items, and 20% on the last 4 items.
Get Issues	When you use this action, all issues within the specified period of delivery are transferred to the current subscription order line. The transfer will also include issues or items which have no publishing date assigned to them. The transferred issues are created as delivery lines in the table part of the window Subscription Order Lines. Issues are only transferred to a subscription order once. This means that if you repeatedly use this action, you only transfer new issues.
Print Invoice On Account	When you select this action, an invoice on account is created and printed. The invoice is created on the basis of the amounts entered in the island Invoice On Account. The invoice on account is posted by accruing the amount invoiced on account exclusive of tax on the current customer’s account. The tax amount invoiced on account is posted on the account of the tax code registered on the current subscription order. At the final invoicing of the subscription order, the invoiced amount exclusive of tax and the invoiced tax amount are balanced against the amount invoiced on account and the tax amount invoiced on account, respectively.
Prepare Crediting	When you select this action, you credit part or all of a subscription order line. The action can only be selected if you have entered a date in the field “Credit From” on one or several lines in the table part of the window. When you select the action, Maconomy runs the following procedure for each line on which a date has been specified in the field “Credit Until”: The field “Invoiced Until” is automatically updated with the date specified in field “Credit Until.” Maconomy then creates a credit order line for the period between the invoice starting date and the updated date in the field “Invoiced Until.” Once the credit order line has been created, the field “Credit From” is blanked. The credit order line can be displayed and edited in the window Subscription Order Lines. Please note that if price adjustments have taken place for a given line, the credited price for this line will be based on the price in the field “Adjusted Unit Price.” This means that the calculation of the credited amount does not take into account the fact that a different unit price may have applied in the period being credited.

Subscription Order Lines Single Dialog Workspace

Use this workspace to view and enter delivery lines that are assigned to a subscription order line.

The Subscription Order Lines tab displays the information that is included in the subscription order line in the Subscription Orders workspace.

If you want to change the information in the Subscription Order Lines tab, you use the Subscription Orders workspace. The information about each issue originates from the Subscription Information Card workspace and is transferred to each subscription order line when you update the subscription order using the **Update Orders** action in the Subscription Information Card workspace or the **Get Issues** action in this workspace. Maconomy transfers only those issues within the specified subscription period.

The Order Lines sub-tab displays the delivery lines that Maconomy transfers to the subscription order line. If Maconomy did not create any delivery lines automatically, you can create them manually. The Order Lines sub-tab also displays any credit order lines assigned to the subscription order line currently shown in the Subscription Order Lines tab. You can also create and edit credit order lines in this workspace.

If you want to limit the Order Lines sub-tab to display only issues that are to be delivered within a specific period, enter a range of delivery dates in the Selection Criteria island.

Subscription Order Lines Tab

This section includes the fields and descriptions for the Subscription Order Lines tab.

Subscription Line Island

Field	Description
Subscrip. Order No.	This field shows the number of the subscription order to which the current subscription order line is assigned.
Line No.	This field shows the number of the current subscription order line.

Subscription Island

Field	Description
Subscription No.	This field shows the number of the subscription to which the current subscription line is assigned.
Subscription Text	This field shows the text which is entered as subscription description in the first language on the subscription information card.
External Subscr. Text	This field shows the text which describes the subscription on external papers as, for example, packing slips.
Quantity	This field shows the quantity of issues to be delivered to the customer. The quantity is reached by multiplying the quantity entered in the corresponding field on the subscription information card by the quantity entered in the corresponding field on the current subscription order.

Field	Description
Time Unit	If the subscription is periodical, this field shows the time unit entered along with the price. If the time unit is, for example, a year, the price of the subscription corresponds to the price of a yearly subscription.
Order Date	This field shows the date of receipt of the subscription order.
Subscription Status	This field shows the status of the subscription. You can define subscription statuses in the window Popup Field in the set-up module without any restrictions.

Company Island

Field	Description
Company	This field shows the number of the company responsible for the subscription order. The number is transferred from the island Company in the window Subscription Orders. This field also shows the name of the specified company.

Settling Company Island

Field	Description
Company No.	This field shows the number of the settling company that applies to the current subscription order line. If the company in this field is different from the one shown in the island Company, Maconomy will automatically create intercompany balances at the posting of the invoice created as a result of the order. In the intercompany balance, the company in this field will be the intercompany company. However, if the system parameter “Create intercompany entries for companies with same parent company” is not marked, intercompany entries are only created if the two companies involved are not both assigned to the same parent company. For further information about the influence of a settling company and how such a company is determined, please see the section “Multiple Companies” in the chapter “Introduction to the G/L module.” Intercompany balances are described in the window Intercompany Accounts in the G/L module.
Name	This field shows the name of the company specified in the field “Company No.” above.

Item Island

Field	Description
Item No.	This field shows the item number of the current subscription.
Description	This field shows the description of the item which is assigned to the item number.

Field	Description
External Desc.	This field shows the item description printed on all external order documents. If a translation exists for the current issue in the language specified in the card part of the order to which the current subscription order line is assigned, the translation in question is shown here. If no such translation exists, the text from the field “Subscription Description, Language 1” on the item information card is shown instead. Translations are created in the window Language Texts in the Set-Up module.
Internal Desc.	This field shows the internal description of the item. The value is retrieved from the field “Internal Desc.” in the item information card.

Discount Island

Field	Description
Quantity Disc.	This field shows the calculated quantity discount on the subscription order line.
Discount %	This field shows any discount % on the subscription line.
Discount	This field shows any discount on the subscription line.
Discount Desc.	This field shows the description of the discount on the subscription line.

Dimensions Island

Field	Description
Location	This field shows the value specified for the dimension Location on the current subscription order line in the window Subscription Orders.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Price List Island

Field	Description
Price List	The price list in this field shows the place of origin of the prices of any issue line on the subscription order.
Price Step	This field shows the current price step used for the calculation of the price.
Price at Step 1	If a price list is in use, this field shows the price of a single issue.

Ship to Customer Island

Field	Description
Ship to Customer	This field shows the number of the customer to whom the subscription is delivered.
Name	This field shows the name of the delivery customer.
Customer Group	This field shows the customer group to which the current customer is assigned.

Bill to Customer Island

Field	Description
Bill to Customer	This field shows the name and number of the billing customer.

Period Island

Field	Description
Delivery	These fields show the starting and closing date of the delivery period. The period is transferred from the subscription order line.
Invoicing	These fields show the starting and closing date of the invoicing period. The period is transferred from the subscription order line.
Invoiced Until	This field shows the last date of the period covered by the latest invoicing.
Credit From	This field shows the date from which the current subscription order line is to be credited, if such a date has been specified in the window Subscription Orders.
Next Invoicing Date	This field shows the date on which the next invoicing of the current subscription will take place.

Contact Person Island

Field	Description
Contact Person No.	If a contact person is assigned to the subscription order in the table part of the window Subscription Orders, the contact person number is shown in this field. In the other lines in this field, the name and address of the contact person are transferred. Any changes are transferred to assigned sales orders and subscription orders with the same subscription and contact person numbers.
Attn.	This field shows the attention person. The person is transferred from the window Contact Persons in the Contact Management module, but you can alter the name in this field. For a more detailed description of updating procedures, see the field “Contact Person No.” above.
Country	This field shows the contact person’s country. The country is transferred from the window Contact Persons in the Contact Management module, but you can alter the country in this field. For a more detailed description of updating procedures, see the field “Contact Person No.” above.
Phone	This field shows the contact person’s phone number. The number is transferred from the window Contact Persons in the Contact Management module, but you can alter the number in this field. For a more detailed description of updating procedures, see the field “Contact Person No.” above.
Fax	This field shows the contact person’s fax number. The number is transferred from the window Contact Persons in the Contact Management module, but you can alter the number in this field. For a more detailed description of updating procedures, see the field “Contact Person No.” above.
Telex	This field shows the contact person’s telex number. The number is transferred from the window Contact Persons in the Contact Management module, but you can alter the number in this field. For a more detailed description of updating procedures, see the field “Contact Person No.” above.
E-mail	This field shows the contact person’s e-mail address. The address is transferred from the window Contact Persons in the Contact Management module, but you can alter it in this field. For a more detailed description of updating procedures, see the field “Contact Person No.” above.

Price Island

Field	Description
Invoicing Form	This field shows the selected invoicing form.
Unit Price	This field shows the unit price which is used for the current issue.
Pricing Unit	This field shows the pricing unit.
Extended Price	This field shows the total price of the current subscription order line.

Field	Description
Currency	This field shows the currency in which the price is stated.

Extra Fields Island

Field	Description
Popup 1-5	These fields show the pop-up values selected on the corresponding fields on the subscription order line.

Selection Criteria Island

Field	Description
Debit/Credit	In this field, you can limit the table part to only show debit or credit lines. If no value is selected, the table part will show both debit and credit lines.
Item No.	In these fields, you enter a range of item numbers. The table part will only show issues with item numbers within the specified range.
Deliv. Date	In these fields, you enter a range of delivery dates. The range of dates determines the issue lines that will be shown in the table part. The table part will only show issues which are to be delivered within the specified period. By default, these fields show today's date and today's date plus a month, respectively.

Order Lines Sub-Tab

This section includes the fields and descriptions for the Order Lines sub-tab.

Field	Description
Debit/Credit	In this field, you can specify whether the current line is a sales order line or a credit order line. "Debit" indicates a sales order line whereas "Credit" indicates a credit order line. The field must be completed when creating a line manually and cannot be changed once you have pressed Return.
Item No.	This field shows the number of the item ordered by the customer.
Quantity	This field shows the quantity of ordered items.
Credited	In this field, specify the quantity to credit on the current line. The field can only be completed for credit lines.
Unit	In this field, you select the unit in which the current issue is delivered. This can, for example, be the unit "Piece."
Description	In this field, you enter a description of the item. Maconomy suggests the description which is entered in the field "Description, Lang. 1" on the information card of the item.

Field	Description
Unit Price	This field shows the unit price of the current issue line on the subscription order line. If the subscription is periodical, the price covers the full period.
Discount %	If the conditions for discounts entered in the window Discount Table in the Inventory module are fulfilled, and the subscription is periodical, this field shows the discount percentage. The creation of a customer or item discount agreement which entitles the customer to a discount will also cause the discount percentage to be shown.
Discount	If the conditions for discounts entered in the window Discount Table in the Inventory module are fulfilled, and the subscription is periodical, this field shows the discount. The creation of a customer or item discount agreement which entitles the customer to a discount will also cause the discount to be shown.
Extended Price	This field shows the price of the issue line. The price is reached by multiplying the ordered quantity of units by the unit price of the issue line. This amount is divided by the price unit on the current line and subtracted any discount granted on the current line.
Deliv. Date	This field shows the delivery date of the current issue.
Deliv. Week	This field shows the number of the delivery week in which the above mentioned delivery date is included. You cannot alter this value.
Deliv. Remarks	In this field, you enter a remark concerning the delivery of the current issue. You can, for example, use this field to register irregularities in connection with the delivery.
Warehouse	In this field, you can select the warehouse from which the item is to be delivered. If the field “Get Inventory From Item” in the window System Information has been marked, Maconomy transfers the warehouse from the window Item Information Card, when an item with serial number control is entered on a subscription order line. It is only possible to enter another warehouse for a subscription order line with items with serial number control if no serial numbers have been entered for the line in the window Serial Number Entry.
Stock Location No.	In this field, you can specify the location in the selected warehouse from which the items on the current line are to be shipped. When you create a line, Maconomy checks if a standard picking location has been specified in the table part of the item’s information card on a line pertaining to the warehouse specified on the current line. If a standard picking location has been specified and if this location is also marked as a shipping location in the window Warehouse Information Card, the item’s standard picking location is suggested in this field, but the value can be changed manually. If no standard picking location has been specified for the item or if the item has a standard picking location for the warehouse but it is not a shipping location, you must specify a value manually.

Field	Description
Return	In this field, you can specify the quantity of the item that you expect to be returned by the customer. The field can only be completed on credit lines. The quantity in this field is not necessarily the same as the quantity credited for the current line, as some units may have been lost or damaged during transport. The returned quantity will always be zero for lines pertaining to periodic subscription crediting.
For Packing	In this field, you can specify the number of units of the current issue to be packed if the ordered quantity of units is not available for delivery.
Discount Desc.	This field shows a description of the discount. The description is transferred from a discount table line in the window Discount Table in the Inventory module. The description is only transferred if the customer fulfills the conditions for discount via the current table line, or if a discount agreement for the subscription is established with the customer. You cannot alter the description in this field.
Pricing Unit	This field shows the number of units of the current issue included in the unit price of the issue. The pricing unit is transferred from the information card of the item in the Inventory module. You cannot alter the pricing unit in this field.
External Desc.	This is the item description printed on all external order documents. If a translation in the language specified in the card part of the subscription order exists for the item specified on the line, the translation in question is shown here. If no such translation exists, the text from the field “Subscription Description, Language 1” is suggested instead. You can change the text here. Translations are created in the window Language Texts in the Set-Up module.
Internal Desc.	This field shows the internal description which is entered in the window Item Information Card. The description is only printed out on internal order papers.
Delivered	This field show the delivered number of units already delivered for the current issue line. You cannot alter the value in this field.
Invoiced	This field shows the number of units already invoiced for the current issue. You cannot alter the value in this field.
Back Orders	This field shows the number of units of the current issue in back orders. You cannot alter the value in this field.
Price List	This field shows the price list which is used for the calculation of the price of the issue line. You cannot alter the value in this field.
Price Step	This field shows the price step of the current price list to which the issue line is assigned. If a fixed price step is used for the subscription order and a price is entered for this price step, the price step is automatically transferred to this field. You cannot alter the value in this field.
Keep Price	In this field, you can specify whether unit prices and discount percentages on order lines, invoice lines and credit memo lines pertaining to the current customer should be recalculated when changing the quantity. The value in

Field	Description
	this field is transferred to the card part of sales and credit orders as well as invoices and credit memos pertaining to the current customer, but can be changed for each order.
Price at Step 1	This field shows the price of one price unit on the subscription order line if this line is assigned to a price list with the current delivery. If no price list is used, or no price is entered for the delivery on the price list of the subscription order, the price in this field will correspond to the unit price. You cannot alter the value in this field.
Quantity Disc.	This field shows a discount amount which is defined as the difference between the price on the first price step of the price list and the granted unit price multiplied by the ordered number of units, and finally divided by the price unit. Normally, the amount in this field corresponds to the total quantity discount on the issue line. You cannot alter the value in this field.
Period From	In these fields, you can specify an accrual period for sales and credit order lines. However, this is only possible for order lines pertaining to subscriptions paid periodically. The subsequent invoicing or crediting of the current order line will be carried out for the period specified in these fields. This field shows the date from which the period starts.
Period To	This field shows the date from which the period ends.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the field “Location” in the card part of the window. If the current line was created using the action “Update Orders” in the window Subscription Information Card,” Maconomy suggests the value from the field “Location” in the card part of the window Subscription Orders. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to the functionality of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field “Location” above.
Last Deliv. Date	This field shows the last delivery date of the current delivery. You cannot alter the date in this field.
Sales Order No.	This field shows the number of the sales order which is assigned to the current subscription order line.
Latest Promised Deliv. Date	In this field, you enter a date which is equivalent to the promised latest delivery date of the current delivery.
Order Date	In this field, the date of creation, and thus the order date of the delivery line, is entered.
Extra Text 1-10	The first three of these fields show the extra texts entered in the corresponding fields on the subscription information card. You can change the suggested texts and enter additional information in the remaining seven fields.
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the current subscription order line. When you create a subscription order, the pop-up values are transferred from the information card of the subscription, but you can change the values here. The options are created in the window Popup Fields in the Set-Up module.

Actions

This section shows the Actions available in the Subscription Order Lines workspace.

Top Tab

Field	Description
Calculate Quantity Discount	When you select this action, Maconomy calculates both combined and graded quantity discounts on the delivery lines assigned to the current subscription line. However, subscription order lines for which invoicing has been made are not included in the calculation of quantity discounts. The calculation of quantity discount is only done if the field “Graded Quantity Discount” in the window Item Information Card is marked. By graded quantity discount is meant a discount, which does not affect all items on an order line but only the quantity of items within the quantity range of each quantity discount. If you for instance grant a discount of 10% on the purchase of 2 to 4 items and 20% on the purchase of 5 to 10 items, it means that an order for 8 items will be granted no discount on the first item, a 10% discount on the next 3 items, and 20% on the last 4 items.

Subscription Changes Single Dialog Workspace

Use this workspace to update prices on subscription orders.

If you enter a range of subscription orders, you can, for example, use this workspace to update the prices of those subscription order lines that are assigned to the subscription orders within the range.

Maconomy performs subscription changes only if the entered cut-off date is within the range of dates entered as the period of delivery for the subscription orders in question. If you calculate prices of subscriptions with a cut-off date within the delivery period, Maconomy recalculates the prices of the deliveries that are performed after the entered cut-off date.

Maconomy recalculates only the prices of periodical subscriptions; it does not recalculate combined quantity discount.

Subscription Changes Tab

This section includes the fields and descriptions for the Subscription Changes tab.

Selection Criteria Island

Field	Description
Subscrip. Order No.	In these fields, you enter a range of subscription order numbers. If you do not enter a range, all subscription orders are affected by the changes.
Subscription No.	In these fields, you enter a range of subscription numbers. If you do not enter a range, all subscription orders are affected by the changes.
Subscription Group	In this field, you select a subscription group. If you do not enter a range, all subscription orders are affected by the changes regardless of subscription group.
Customer No.	In this field, you enter a range of customers. If you do not enter a range, all customers are affected by the changes regardless of customer number.
Bill to Customer	In this field, you enter a range of billing customers. If you do not enter a range, all billing customers are affected by the changes regardless of number.
Company No.	In this field, you can enter a range of company numbers. Changes will only be made to those subscription orders for which companies within the specified range are responsible.
Customer Group	In this field, you select a customer group. If you do not select a group, all customer groups are affected by the changes.
Cut-off Date	In this field, you enter a cut-off date which is used in connection with the recalculation of price changes for periodically invoiced subscriptions.

Subscription Updating Single Dialog Workspace

Use this workspace to assign subscriptions to subscription orders and change the number of deliveries on existing subscription order lines.

You can specify that updating is only to be performed on a group within the selection criteria and thus update any number of delivery customers and their subscriptions at the same time.

The **Customer**, **Company**, **Customer Group**, **Statistics 1-4**, and **Subscription Order No.** fields limit the subscription orders to be updated. The **Subscription No.**, **Subscription Group**, and **Item No.** fields limit the individual subscriptions that are assigned to the subscription orders. The **Period** field limits the delivery period for delivery lines in the Subscription Order Lines workspace.

Subscription Updating Tab

This section includes the fields and descriptions for the Subscription Updating tab.

Selection Criteria Island

Field	Description
Customer No.	In these fields, you enter a range of customer numbers. Only subscription orders assigned to a customer within the range of customer numbers are updated.
Customer Group	In this field, you select a customer group. Only subscription orders in the specified customer group are updated.
Company	In this field, you can enter a range of company numbers. Only subscription orders for which companies within the specified range are responsible are updated.
Statistics 1-4	In these fields, you can enter a code which refers to the island Print Control on the customer information card. Only subscription orders assigned to a customer within the specified range are updated.
Subscript. Order No.	In these fields, you enter a range of subscription order numbers. Only subscriptions with subscription orders within the specified range of numbers are updated.
Subscription No.	In these fields, you enter a range of subscription numbers. Only subscriptions within the entered range are updated.
Subscription Group	In this field, you select a subscription group. Only subscriptions in the selected subscription group are updated.
Item No.	In this field, you enter a range of item numbers for issues. Only subscription order lines within the specified range are updated.
Period	In these fields, you enter a period of delivery for delivery lines. Only delivery lines within the specified period are updated.

Change Island

Field	Description
New Quantity	In this field, you enter the new quantity of subscriptions or deliveries which is to be updated at subscription order lines or delivery lines, respectively. The change is only valid within the above specified selection criteria. The selection criteria and the fields “Update Delivery Lines” and “Update Subscription Order Lines,” respectively, define the type of lines on which the updating will have effect.
Update Delivery Lines	When you mark this field, all existing delivery lines within the specified selection criteria are updated. You can inspect the changes of the delivery lines in question in the window Subscription Order Lines.
Update Subscription Order Lines	When this field is marked, all subscription order lines within the selection criteria are updated. You can inspect the changes of the subscription order lines in question in the window Subscription Orders.
New Subscription No.	In this field, you add a new subscription number to an existing subscription order. A new subscription order line with the new subscription number will be added to all subscription orders within the selection criteria. You can inspect the subscription order lines in question in the window Subscription Orders.

Actions

This section shows the Actions available in the Subscription Updating workspace.

Top Tab

Field	Description
OK	Click OK to execute the specified updates.

Update Subscription Orders Single Dialog Workspace

Use this workspace to create subscription order lines and the corresponding sales orders that represent delivery of new issues in a range of subscriptions.

The functionality that this workspace provides corresponds to using the **Get Issues** action on the selected range of subscription orders in the Subscription Orders workspace. For each order that you are updating, you can also limit the update to only include issues within certain subscriptions. For a description of the effects of updating subscription orders through this workspace, see the description of the **Get Issues** action in the Subscription Orders workspace.

Update Subscription Orders Tab

This section includes the fields and descriptions for the Update Subscription Orders tab.

Selection Criteria Island

Field	Description
Subscription Order No.	In these fields, you enter a range of subscription order numbers. Only subscription orders with a number within the specified range will be included in the update.
Customer No.	In these fields, you enter a range of customer numbers. Only subscription orders assigned to a customer within the specified range will be included in the update.
Bill to Customer	In these fields, you enter a range of customer numbers. Only subscription orders on which the bill-to customer lies within the specified range will be included in the update.
Company No.	In this field, you can enter a range of company numbers. Only subscription orders for which companies within the specified range are responsible will be included in the update.
Subscription No.	In these fields, you enter a range of subscription numbers. For each subscription order included in the update, Maconomy only transfers new issues from subscriptions that appear on the order in question and lie within the range specified here.
Subscription Group	For each subscription order included in the update, Maconomy only transfers new issues from subscriptions that appear on the order in question and are part of the group specified here.
Publishing Date	In these fields, you enter a range of publishing dates if you wish to limit the printout to issues published within the specified period of time.
Include Discontinued	If you mark this field, the update will include discontinued issues.
Item No.	In this field, you enter a range of item numbers. For each subscription order and subscription included in the update, Maconomy only transfers new issues on which the item number lies within the range specified here.

Actions

This section shows the Actions available in the Update Subscription Orders workspace.

Top Tab

Field	Description
OK	Click OK to execute the specified updates.

Invoicing Section

This section includes the fields and descriptions for the Invoicing workspaces.

Prepare Subscription Invoicing Single Dialog Workspace

Use this workspace to prepare an invoice for periodical subscriptions.

This workspace has no relevance for any other types of subscriptions. You prepare subscriptions for subsequent invoicing in the Print Invoice workspace of the Sales Orders module.

In this workspace, you enter selection criteria for the group of subscriptions to be invoiced. When you finish preparing subscriptions, Maconomy creates sales order lines and uses them in connection with the subsequent invoicing. Those sales order lines are displayed in the Order Lines sub-tab of the Subscription Order Lines workspace; they correspond to the delivery lines that you can create manually in this workspace.

When you prepare subscriptions in this workspace, Maconomy automatically calculates any relevant price adjustments on subscription order lines that have a price adjustment principle. For more information about how Maconomy calculates price adjustments and determines whether price adjustment should occur on a given subscription line, see the introduction to the Price Adjustment Principles workspace.

Note that the information that you enter in the Selection Criteria island only applies to the preparation of new subscription orders to be invoiced, whereas the printout of this workspace contains all—old and new—of the prepared subscription order lines.

Prepare Subscription Invoicing Tab

This section includes the fields and descriptions for the Prepare Subscription Invoicing tab.

Selection Criteria Island

Field	Description
Show Lines	When you mark this field, the lines matching the criteria specified in this island are shown in the table part of this window.
Invoice Date	In this field, you enter a range of invoice dates. Only subscriptions with next invoice date within the entered range are included in the preparation for invoicing.

Field	Description
Bill to Customer	In this field, you enter a range of billing customers. Only subscription invoices for subscriptions which are to be paid by customers within the specified range are included in the preparation for invoicing.
Customer No.	In this field, you enter a range of customer numbers. Only subscription invoices for subscriptions with a customer number within the specified range are included in the preparation for invoicing. The preparation does not include blocked customers.
Customer Group	In this field, you can limit the preparation of subscriptions to a specific customer group. Only subscriptions in the specified group are included in the preparation for invoicing.
Subscrip. Order No.	In these fields, you enter a range of subscription order numbers. Only subscriptions within the specified range are included in the preparation for invoicing.
Subscription No.	In these fields, you enter a range of subscription numbers. Only subscriptions with subscription numbers within the entered range are included in the preparation.
Subscription Group	In these fields, you select a subscription group. Only subscription orders within the specified subscription group are included in the preparation.
Company No.	In this field, you can enter a range of company numbers. Only subscription orders for which companies within the specified range are responsible are included in the preparation.
Job No.	In this field, you can enter a range of job numbers. Only subscription orders linked to jobs in the specified range are included in the preparation.
Activity No.	In this field, you can enter a range of activity numbers. Only subscription orders linked to activities in the specified range are included in the preparation.
Department	In this field, you select a department. Only subscription orders with the specified department are included in the preparation.
Language	In this field, you select a language. Only subscription orders with the specified language are included in the preparation.

Subscriptions for Invoicing Sub-Tab

This section includes the fields and descriptions for the Subscriptions for Invoicing sub-tab.

Field	Description
Selected for Invoicing	If this field is ticked the subscription order will be prepared for invoicing when executing the action “Prepare for Invoicing.”
Subscrip. Order No.	This field shows the number of the subscription order.

Field	Description
Job No.	This field shows the number of the job if the subscription order is assigned to a job.
Activity No.	This field shows the number of the activity that the subscription sales will be registered to if the subscription order is assigned to a job.
Customer No.	This field shows the customer number of the subscription order.
Bill to Customer	This field shows the customer number of the bill-to customer of the subscription order.
Subscription No.	This field shows the number of the subscription.
Quantity	This field shows the quantity of the subscription order line.
Unit	This field shows the unit of the subscription order line.
Time Unit	This field shows the time unit used for the entered unit price.
Subscription Text	This field shows the description of the subscription.
Unit Price	This field shows the price per unit of the current subscription order line.
Discount %	This field shows the discount % of the subscription order line.
Discount	This field shows the discount amount.
Extended Price	This field shows the price of the subscription order line.
Invoicing Method	This field shows the invoicing method.
Delivery Start Date	This field shows when delivery of the subscription is to start.
Delivery End Date	This field shows the delivery end date.
Discount Desc.	This field shows the description of the discount.
Pricing Unit	This field shows the pricing unit of the current subscription which is connected to the unit price of the subscription.

Field	Description
Price List	This field shows the price list on which the prices of the subscription order are based.
Price Step	This field shows the price step which is used for the current customer if a price list is used on the subscription order.
Price at Step 1	This field shows the sales price of one price unit of a subscription.
Quantity Disc.	This field shows a quantity discount.
Item No.	This field shows the number of the item which is assigned to the subscription.
Location	This field shows the value for the dimension Location on the subscription order line.
Entity	This field shows the value for the dimension Entity on the subscription order line.
Project	This field shows the value for the dimension Project on the subscription order line.
Purpose	This field shows the value for the dimension Purpose on the subscription order line.
Spec. 1 – 3	This field shows the value for the dimensions Spec. 1 – 3 on the subscription order line.
Local Spec. 1 – 3	This field shows the value for the dimensions Local Spec. 1 -3 on the subscription order line.
Invoicing Start Date	By default, this field shows the date entered in the field “Start Date of Delivery.” Together with the “Invoicing End Date,” the invoicing start date determines the issues which are to be invoiced.
Invoicing End Date	This field shows the end date of the invoicing period.
Non-Invoiceable	This field shows whether the subscription is invoiceable or non-invoiceable.
Invoiced Until	This field shows the last date of the period covered by the latest invoicing.
Credit From	This field shows the date from which the current subscription order line should be credited.
Next Invoicing Date	This field shows the date on which invoicing takes place, If no invoicing is actually taking place on the date of the next invoicing, the line will be invoiced on the first invoicing after the next invoicing date.
Invoicing Due Date	This field shows the invoicing due date which is entered on the information card of the subscription.

Field	Description
Order Date	this field shows the date of creation of the subscription order.
Contact Person No.	This field shows the number of a contact person assigned to the subscription order line.
Subscription Status	This field shows the status of the subscription order.
External Subscription Text	This is the subscription description printed on all external order documents.
Internal Desc.	This field shows the internal subscription text which is entered in the corresponding field on the subscription information card.
Extra Text 1-10	These fields show any extra text entered in the corresponding fields on the subscription information card.
Popup 1-5	These fields show the selected values of the pop-up fields.
Campaign No.	This field shows the campaign number if the subscription order line is assigned to a campaign.
Price Adjustment Principle	This field shows the price adjustment principle.
Index Date, Base	This field shows the index date, base.
Date of Initial Adjustment	This field shows the date of the first price adjustment.
Index Date, Initial Adjustment	This field shows the index data of the initial adjustment.
Adjusted Unit Price	The amount in this field is the one on which the next price adjustment will be based.
Date of Last Adjustment	This field shows the last date on which the subscription price was adjusted.
Basis Of Calculation	This field shows the amount used for the price calculation.
% of Basis	This field shows the percentage used to calculate the unit price.

Actions

This section shows the Actions available in the Prepare Subscription Invoicing workspace.

Top Tab

Field	Description
Mark All for Invoicing	Choose this action if you want to select all the lines in the table for invoicing.
Unmark All	Choose this action to unselect all marked lines in the table part.
Prepare for Invoicing	This action will prepare invoicing for all lines where Selected for Invoicing is selected.

Set-Up Section

This section includes the fields and descriptions for the Set-Up workspaces.

Subscription Information Card Single Dialog Workspace

Use this workspace to create and maintain information about subscriptions.

The Subscription Information Card tab contains general information about the subscription.

The list in the Subscription Information Card tab displays the issues that are included in the subscription. This list is equivalent to a publication list for the current subscription. The list is sorted by publishing date, with the oldest issue listed first.

The delivery period that you enter on the customer's subscription order in the Subscription Order Lines sub-tab in the Subscription Orders workspace determines the issues that a customer receives.

If you do not enter a publishing date for an issue, Maconomy sees the issue as a standard issue that is delivered to all subscribers. If you have a starter's package, for example, you can use this option for a folder for periodicals that are to be sent to all subscribers of a specific subscription.

Subscription Information Card Tab

This section includes the fields and descriptions for the Subscription Information Card tab.

Subscription Island

Field	Description
Subscription No.	In this field, you enter the number of the current subscription.
Subscription Group	In this field, you select the subscription group you wish to use for the current subscription. Subscription groups are defined in the window Popup Fields in the set-up module.

Field	Description
Invoicing Method	In this field, you select the invoicing form you wish to use for the current subscription. Invoicing forms are defined in the window Popup Fields in the set-up module. Together with the invoicing due date, the invoicing form determines when invoicing of the subscription takes place and for how long a period invoicing spans. You can, however, change periodical invoicing in the window Subscription Orders if the invoicing form does not comply with the current customer's needs.
Invoicing Due Date	If you are dealing with a fixed date of payment, you enter the due date you wish to use in connection with the invoicing of the current subscription in this field.
Item No.	In this field, you enter the number of the type of the subscription if you deal with a periodical subscription. In order to do so, you must first create the subscription as an item on the item information card in the Inventory module. In connection with invoicing, the item number is used on the invoice. If a price list is assigned to the item number, the calculation of the price is based on this price list. The entered price is valid for one piece of the unit, which is entered in the field "Time Unit." If the time unit is quarterly, the entered price will thus correspond to a quarterly subscription.
Item Setup	Click the icon or link to access the Item Information Card workspace. In the Item Information Card workspace you can maintain information about your company's individual warehouse items. See "Item Information Card" in the "Set-Up" section of the Inventory Module for more information.

Units Island

Field	Description
Time Unit	In this field, you register the time unit of the current subscription. If the time unit is, for example, one year, the price of the subscription corresponds to the price of a one-year subscription. You cannot specify an invoicing due date or time unit if the field "Per delivery" in the window Popup Fields has been marked for the selected invoicing form.
Unit, Sales	This field shows the unit used on subscription orders lines when these are created for a subscription order which contains the relevant subscription. In connection with subscriptions, the unit can, for example, be "Piece."
Minimum Sales Unit	This field shows the minimum sales unit a subscription order can contain. If a value is entered in this field, the number of ordered units of a subscription must be divisible by the subscription's minimum sales unit.
Pricing Unit, Sales	This field shows the number of units contained in the price of a periodical subscription.

Selection Criteria Island

Field	Description
Date	In these fields, you enter a range of publishing dates to limit the number of issues shown in the table part. A limitation can be useful if you plan to update subscription orders as well. By default, today's date and today's date plus a month, respectively, are shown in these fields.
Include Discontinued	If you mark this field, the table part will include discontinued issues. Discontinued issues are also included on subscription orders which are updated, using the action "Update Orders."

User Island

See the chapter "Getting Started" for a description of the fields in the island User.

Subscription Text Island

Field	Description
Subscription Text 1, Lang.	In this field, you enter a description of the subscription in the primary language of the system. The primary language is the one appearing on the first table line for the pop-up type "Languages" in the table part of the window Popup Fields. If you specify an item in the field "Item No.," the description is transferred from the information card of the item in question, but you can change it here. The description is used in the field "External Desc." on a subscription order line if the primary language is assigned to the order to which the subscription order line is assigned. The text you enter is furthermore created as an entry in the window Language Texts in the Set-Up module. It is then possible to assign translations of the description in the languages used in Maconomy. This makes it possible, for example, to send an invoice to a German company with the subscription descriptions in German. In those cases where no translation of the description has been made in the language used in a given context - for instance on the printout of an invoice, Maconomy uses the description in this field instead. For more information about item descriptions in other languages, please see the description of the window Language Texts in the Set-Up module.
Subscription Text 2, Lang.	In this field, you enter the subscription text in the secondary language of the system. The secondary language is the one appearing on the second table line for the pop-up type "Languages" in the table part of the window Popup Fields in the Set-Up module. The text is used in foreign language external documents, such as invoices. The text is transferred to the "External Desc." field on subscription order lines, if the subscription order in question is assigned to the secondary language. If you enter a text here, a line will automatically be created in the window Language Texts, where the specified text is used as a translation into the

Field	Description
	secondary language of the system. Similarly, if a language text translation line is created for the subscription into the secondary language, the translation will appear in this field. Subsequent changes in either of the windows will cause the update to be reflected in the other window. The text can be inserted in price lists using Maconomy's layout editing tools.
Subscription Text 3, Lang.	In this field, you enter the subscription text in the tertiary language of the system. The tertiary language is the one appearing on the third table line for the pop-up type "Languages" in the table part of the window Popup Fields in the Set-Up module. The text is used in foreign language external documents, such as invoices. The text is transferred to the "External Desc." field on subscription order lines, if the subscription order in question is assigned to the tertiary language. If you enter a text here, a line will automatically be created in the window Language Texts, where the specified text is used as a translation into the tertiary language of the system. Similarly, if a language text translation line is created for the subscription into the tertiary language, the translation will appear in this field. Subsequent changes in either of the windows will cause the update to be reflected in the other window. The text can be inserted in price lists using Maconomy's layout editing tools.
Internal Desc.	In this field, you enter an internal description of the subscription. The description is printed out on packing lists and is thus useful as an internal message for, for example, the warehouse clerks about specific requirements concerning packaging, and so on. The description is not used on any external papers printed out via the Sales Orders module.
Extra Text 1-10	In these fields, you enter extra texts if you wish to describe the current subscription further.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the customer and the current subscription order. When you create a subscription order, the pop-up values are transferred from the customer's information card, but you can change the values here. The options are created in the window Popup fields in the Set-Up module.

Publications Sub-Tab

This section includes the fields and descriptions for the Publications sub-tab.

Field	Description
Item No.	In this field, you enter the item number of the issue.

Field	Description
Quantity	In this field, you enter the quantity of subscriptions.
Unit	This field shows the unit in which the subscription is delivered.
Description	This field shows the description of the item.
Publishing Date	In this field, you enter the publishing date of the current issue.
Discontinued	If this field is marked, the issue is discontinued.
External Desc.	In this field, you can specify an item description to be suggested on order lines based on the current issue line, that is, lines in the table part of the window Subscription Order Lines. Maconomy suggests the item description in the primary language from the information card of the item, but you can change the description here.
Internal Desc.	This field shows the internal description.
Extra Text 1-10	In these fields, you can enter a number of remarks for the current issue. When you create a subscription, Maconomy suggests the values from the corresponding fields in the item information card of the item entered in the field “Item No..” However, you can change the texts here.
Popup 1-5	In these fields, you can select a number of pop-up values for further specification of the current issue. When you create an issue, Maconomy suggests the values from the corresponding fields in the item information card of the item entered in the field “Item No..” However, you can change the pop-up values here. The options are created in the window Popup Fields in the Set-Up module.

Actions

This section shows the Actions available in the Subscription Information Card workspace.

Top Tab

Field	Description
Update Orders	When you use this action, you create delivery lines and sales orders for all subscription orders in which the current subscription is included. Updating subscription orders means that selected issues are transferred to the relevant subscription orders. Issues are only transferred to a subscription order once. This means that if you repeatedly use this action, you only transfer new issues. As mentioned in the window Subscription Orders, the transfer will also include issues or items which have no publishing date assigned to them.

Field	Description
	After carrying out the transfer, you can inspect the list of deliveries in the window Subscription Order Lines. A subscription order number is assigned to the sales order by which you can identify sales orders originally created in the subscription module.

Price Adjustment Principles Single Dialog Workspace

Use this workspace to set up price adjustment principles that are used to adjust the prices of subscriptions.

A price adjustment principle is a set of rules that determine how prices should be updated on subscriptions to which the price adjustment principle in question is assigned. Each price adjustment principle can refer to a price index table in which you can maintain price increments, for instance, in accordance with consumer price indexes. In addition, you can define a minimum and maximum adjustment percentage, enabling you to set up adjustment principles that match your subscription contracts. If you do not assign a given principle to a price index table, Maconomy always performs price adjustments that use that principle according to the minimum adjustment percentage.

The adjustment of subscription prices occurs automatically when you prepare subscription invoicing. For each subscription included in the preparation, Maconomy takes into account the previous date on which the subscription price was updated and makes the necessary price adjustment. This can include multiple adjustment steps, for instance, if a subscription has run for a number of years before you perform the price adjustment.

You can assign adjustment principles to customers, subscription orders, and individual subscription order lines. A price adjustment principle that you specify on a customer information card is inherited by the main tab of any new subscription orders for the customer in question, and from the subscription order to the individual subscription order lines. By assigning an adjustment principle to a customer, you indicate a given price adjustment method that you agreed to with the customer. However, you can change the adjustment principle on the subscription orders and the individual order lines.

Calculation Method in Price Adjustments

Price adjustments occur when you run subscription invoice preparations in the Prepare Subscription Invoicing workspace. You perform price adjustments for one subscription order line at a time, and only for subscription lines on which a price adjustment principle has been specified. Each adjustment occurs as follows:

1. Maconomy checks whether the line is eligible for price adjustment. If no price adjustment has occurred for the line before, the line is eligible if the value in the **Date of Initial Adjustment** field is earlier than the starting date of the period for which you are preparing invoicing. The line is eligible if the date in the **Date for Next Adjustment** field is equal to or earlier than the starting date of the period. If the line is eligible, Maconomy continues with step 2; if not, no price adjustment occurs for the subscription line.
2. Maconomy calculates the price adjustment from the basis price up to the current period. This means that instead of running an adjustment based on the latest adjusted price, Maconomy recalculates the price all the way back from the base price. This happens through a number of iterations where each iteration is based on the adjusted price and

adjustments/index dates that Maconomy calculated in the previous iteration. The procedure of each iteration is as follows:

Maconomy calculates an index increase percentage and determines whether this percentage is between the minimum and maximum adjustment percentages specified on the adjustment principle. If no price index table is assigned to the adjustment principle in question, the increase percentage is set to zero.

The formula used for calculating the index increase percentage is:

$$\left(\frac{\text{New Index Value}}{\text{Previous Index Value}} - 1\right) \times 100$$

In this formula, the index values depend on whether this is the initial iteration of the calculation. If it is, the New Index Value is the index value that was valid on the date that you entered in the **Index Date, Initial Adjustment** field on the subscription line, and the Previous Index Value is the index value that was valid on the date that you entered in the **Index Date, Base** field. If it is not the first iteration, the New Index Value is the index value that was valid 1, 2, 3, and so on, years after the date in the **Index Date, Initial Adjustment** field, depending on the iteration. This means that in the second iteration, the New Index Value is the index value that was valid one year after the initial index date, and in each subsequent iteration, the Maconomy increases the date by one year. In addition, if it is not the first iteration, the Previous Index Value is the New Index Value that was used in the previous iteration.

The calculation results in a percentage that is compared to the minimum and maximum percentages that you entered for the price adjustment principle. If the calculated percentage is between the minimum and maximum percentages, Maconomy selects the calculated percentage. If it is higher than the maximum percentage, Maconomy selects the maximum percentage. If it is lower than the minimum percentage, Maconomy selects the minimum percentage.

3. Maconomy increases the adjusted unit price in the **Adjusted Unit Price** field on the line by the percentage that it selected in the previous step.
4. Maconomy updates the **Date of Last Adjustment** field to the value that was previously in the **Date for Next Adjustment** field and increases the date in the **Date for Next Adjustment** field by a year.
5. Maconomy checks whether the new value in the **Date for Next Adjustment** field is earlier than or equal to the start of the period for which you are preparing invoicing. If it is, Maconomy repeats this process, thus adjusting the (adjusted) unit price again, until it is in line with the index level of the period to be invoiced.

Example

Assume that you have set up Adjustment Principle A for a minimum adjustment percentage of 3.

In addition, a subscription contains a subscription line that uses Adjustment Principle A and has the following information:

Unit Price	Index Date, Base	Index Date, Initial Adj.	Date of Initial Adjustment	Adjusted Unit Price	Date of Latest Adjustment	Date of Next Adjustment

10,000	5 May 2015	1 Jan 2017	1 Apr 2017	10,000		1 April 2017

Adjustment Principle A is assigned to a price index table that looks like the following:

Index Number	From Date	To Date
110	1 May 2015	31 May 2015
…		
120	1 Jan 2017	31 Jan 2017
…		
122	1 Jan 2018	

On 1 April 2018, you enter the Prepare Subscription Invoicing workspace to prepare invoicing for Q2. You enter an invoicing period of 1 April to 30 June. This period starts after the next adjustment date of the subscription line, causing Maconomy to calculate an adjustment. In the first iteration of the price adjustment calculation, Maconomy takes the unit price and adjusts it from the index value on the base index date (5 May 2015) to the index value on the index date for first adjustment (1 Jan 2017).

$$\left(\frac{120}{110} - 1\right) \times 100 = 9.09$$

Since this percentage is between the minimum and maximum percentages specified on the adjustment principle, Maconomy adjusts the unit price using the calculated percentage:

Adjusted Unit Price = 10, 000 × 1.0909= 10,909

After adjusting the unit price, Maconomy increases the date for next adjustment by a year (which was 1 April 2017-the date of initial adjustment). The result is 1 April 2018, which is also before the period for which you are preparing invoicing. Maconomy runs another adjustment of the already adjusted unit price of 10.909.

$$\left(\frac{122}{120} - 1\right) \times 100 = 1.67$$

Because this percentage is below the minimum percentage of 3, Maconomy increases the adjusted unit price by 3%.

Adjusted Unit Price = 10,909 × 1.03= 11,236.36

Once again, Maconomy increases the date for next adjustment by a year (the previous value was 1 April 2018). The result is 1 April 2019. Because this date is after the starting date of the period for which you are preparing invoicing, Maconomy does not perform any additional adjustments. As a result, the information on the subscription order line is as follows:

Unit Price	Index Date, Base	Index Date, Initial Adj.	Date of Initial Adjustment	Adjusted Unit Price	Date of Latest Adjustment	Date of Next Adjustment
10,000	5 May 2015	1 Jan 2017	1 Apr 2017	11,236	1 Apr 2018	1 April 2019

Price Adjustment Principles Tab

This section includes the fields and descriptions for the Field Adjustment Principles tab.

Price Adjustment Principle Island

Field	Description
Name	In this field, you must specify the desired name when creating a price adjustment principle. Once the price adjustment principle has been created, the field is closed.
Description	In this field, you can enter a description of the current adjustment principle.
Blocked	In this field, you can specify if the current adjustment principle is blocked. When a principle is blocked, it can no longer be specified on customer information cards, subscription orders and subscription order lines. Blocked principles already specified on customer information cards are not inherited to new subscription orders and subscription order lines. However, blocking a principle which is already specified on a subscription order line has no effect on the subscription order line in question. This means that even though the principle has been blocked, prices will still be adjusted for the line according to the adjustment principle.
Allow Deflation	If this field is selected, prices are adjusted down in case of deflation (for example, the price index is lowered). If this is not selected, prices can only be adjusted up and not down, and in case of deflation the prices will therefore not be adjusted.
Price Index Table	In this field, you can specify the name of the price index table to be used for price adjustments on subscription lines with the current price adjustment principle. If you do not specify a price index table, price adjustments are always run according to the minimum and maximum percentages specified on the adjustment principle.
Minimum Percentage	In this field, you can specify the minimum percentage by which to adjust unit prices on subscription lines with the current price adjustment principle. If you specify 0.0, no minimum percentage will apply. For further information about the use of the field, see the introduction to this window.
Maximum Percentage	In this field, you can specify the maximum percentage by which to adjust unit prices on subscription lines with the current price adjustment principle. If you specify 0.0, no maximum percentage will apply. For further information about the use of the field, see the introduction to this window.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Price Index Tables Single Dialog Workspace

Use this workspace to create and maintain price index tables that are used to adjust the prices of subscription orders.

You can enter a name and description for the current index table in the Price index Tables tab. You can also create lines that specify the price index that is valid in a given period in the Price Index sub-tab. The price index adjustment functionality is described in the introduction to the Price Adjustment Principles single dialog workspace.

Price Index Tables Tab

This section includes the fields and descriptions for the Price Index Tables tab.

Price Index Island

Field	Description
Name	In this field, you can specify a name when creating a new price index table. Once the price index table has been created, the field can no longer be changed.
Description	In this field, you can specify a description of the current price index table.
Blocked	If you mark this field, the current price index table is blocked. When a price index table is blocked, it is no longer possible to assign it to price adjustment principles. However, price adjustment principles to which the price index table is already assigned will still function, even though the price index table is blocked. If you unmark the field at a later time, it is once again possible to assign the price index table to price adjustment principles.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Price Index Sub-Tab

This section includes the fields and descriptions for the Price Index sub-tab.

Field	Description
Start Date	In this field, you can specify the starting date of the period in which the price index on the line should apply. When you specify a starting date, the ending date on the line covering the period before the specified starting date is changed to the day before the specified date. Furthermore, if you enter a date which lies within the period covered by another line, the current line will be assigned the ending date of the line whose period the current line overlaps. The line with the latest starting date will always have an open ending date.

Field	Description
	If you delete a line, the period of the line above the deleted line is prolonged, as it is assigned the ending date of the deleted line.
Closing Date	This field shows the ending date of the period in which the price index on the line should apply. Maconomy automatically assigns an ending date to each line, causing the period of each line to end on the day before the starting date of the next period defined on a line in the table part. However, the line with the latest starting date will always have a blank ending date. For a detailed description of the functionality of the field, see the field “From Date” above.
Price Index	In this field, specify the price index value to apply in the period specified on the line. For information about the use of the index, see the introduction to the window Price Adjustment Principles.

Contact Management Overview

Use the Contact Management module to enter and maintain information about potential and existing customers and to enter information about contact with them. You can also enter isolated events and control complex work flows and campaigns aimed at selected target groups.

This chapter describes the Contact Management module. Because Contact Management is an add-on module to Maconomy, the workspaces in this module are only available if you have that add-on. However, the Contact Persons, Contact Group Types, and Contact Groups workspaces do not require that you have the Contact Management add-on.

Registration Section

This section includes the fields and descriptions for the Registration workspaces.

Event Flow Single Dialog Workspace

Use this workspace to create and work with event flows.

The Event flow tab displays an event flow number and description and summary information about the events assigned to the flow. The Events sub-tab displays a line for each event that is assigned to the flow. Use the Selection Criteria island to limit the number of lines that the sub-tab displays.

See the introduction to the Contact Management module for conceptual information about event flows.

When you create a flow, you must select an event flow type that contains template information for the new flow. You can change most of the information for the individual flow, but information such as the event flow status type is common to all flows of the selected type.

The events that you assign to an event flow are normal events that you create in the Events workspace, but you can also create them by adding lines to the Events sub-tab in this workspace.

You can automatically create event flows as part of a campaign. This happens when you use the **Create Initial Events** action in the Campaigns workspace. Using this action creates one or more events in each event flow, depending on the event plan that you select for the campaign. Event flows that you assign to campaigns function in the same ways that independent event flows do; however, you can use actions on all event flows that belong to a particular campaign in the Campaigns workspace.

You can assign a status to each event flow. Maconomy updates the status when an event that you selected as the next status-changing event closes. The Event flow tab shows information about the next status-changing event, when it is expected to take place, and who is responsible for it.

Event Flow Tab

This section includes the fields and descriptions for the Event Flow tab.

Event Flow Island

Field	Description
Event Flow	In this field, you can write a description and specify a number for the event flow when creating a flow. If you do not specify a number, Maconomy assigns a number from the number series “Event Flow” in the window Number Series in the Set-Up module.
Event Flow Type	In this field, you must specify an event flow type created in the window Event Flow Types. The event flow type contains template information which is copied to new current event flows. Most of this information can be changed on the individual event flows. Event flows created automatically as part of a campaign are assigned the event flow type specified for the campaign. Please note that when creating an event flow and specifying a given event flow type with the application “History,” Maconomy rejects the creation of the flow if the system already contains an event flow of the same type for the same contact person. This ensures that no more than one event flow with a given combination of contact person and history event flow type exists in the system.
Flow Status Type	This field shows the name of the option list containing the options available for specifying event flow statuses in the current event flow. The value is transferred from the corresponding field in the event flow type of the event flow, and cannot be changed here. You can specify an event flow status on the individual events in the flow using the field “New Event Flow Status” in the table part. See this field and the field Current Event Flow Status in the card part of the window for more information on assigning event flow statuses to a flow. Event flow types are defined in the window Event Flow Types.
Closed	In this field, you can specify that the event flow is closed, for instance because the objective of the flow has been reached. An event flow can only be closed if there are no open events assigned to it. Once an event flow has been closed, you cannot change any of the fields on the event flow, and no further events can be assigned to it. However, an event flow can be reopened if the job (if any) to which the flow is assigned is still open. If the event flow is a subflow of an event, the event flow can only be reopened if the event in question is still open.
Blocked	If you mark this field, you block the current event flow for changes. This means that it is not possible to change any of the fields on the event flow, and that all events in the event flow are also blocked. However, you can unmark the field at any time to unblock the event flow and all related events. See the field “Blocked” in the window Events for information about the effects of blocking events.
Current Flow Status	This field shows the current status of the event flow. The status is updated when an event specified as a status changing event is closed, and the new event flow status will then be the one specified on the event that was closed. However, the status is only updated if the ending date (or, if the event flow type of the current event flow uses the application “History,” the starting date) of the event being closed is later

Field	Description
	than that of the last event which caused the event flow status to change. The number of this event is shown in the island Latest Status Change. If the event flow is assigned to a job whose job processing status type is the same option list as the event flow status type, the job processing status of the job in question is also updated with the new event flow status when the event is closed. The job processing status type of a given job is specified in the job parameters to which the job is assigned. The event flow status type is specified in the window Event Flow Types. In the island Expected Status Change, you can see information on the event expected to cause the next status change.

Job Cost Island

Field	Description
Job	In this field, you can specify the name and number of a job if the event flow pertains to a job. The company responsible for the job must be the same as the one responsible for the current event flow. All events in the event flow will also be assigned to this job.
Activity No.	If the event flow has been assigned to a job, you can specify the number of a time activity in this field. This activity will be suggested on new events subsequently created in the flow.
Task	If the event flow has been assigned to a job, you can specify the number of a task in this field. This task will be suggested on new events subsequently created in the flow.

Campaign Island

Field	Description
Campaign	If the event flow is part of a campaign, that is, it was created by selecting the action “Create Initial Events” in the window Campaigns, this field shows the name and number of the campaign in question.

Selection Criteria Island

Field	Description
Planned Date	In these fields, you can specify a range of dates. The table part will only display events whose range of dates in the fields “Planned Starting Date” and “Planned Ending Date” covers one or more dates within the range specified here. When you browse between event flows, the values specified in these fields are kept so that you do not need to re-enter them each time you browse to a new flow.
Event Date	In these fields, you can specify a range of dates. The table part will only display events whose range of dates in the fields “Event Starting Date” and “Event Closing Date” covers one or more dates within the range specified here. When you browse between event flows, the values specified in these fields are kept so that you do not need to re-enter them each time you browse to a new flow.

Company Island

Field	Description
Company	In this field, you can enter the name and number of the company responsible for the event flow. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. The contents of this field determine which users have access to see information about the event flow. In the window Company Information in the G/L module it is possible to assign each company to an access level. A user only has access to see information about a given event flow if he has been granted access to the access level in the window Access Levels in the Set-Up module that the company is assigned to or a superordinate level. In addition, the user must have access to the access level specified in the island Access Level to have access to the event flow. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to event flows may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Dimension Derivations in the G/L module for a further description of the concept of dimension derivation.

Access Level Island

Field	Description
Access Level	Here you can enter the name of an access level created in the window Access Levels. Users only have access to information about the current event flow if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to event flows may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, this field has no influence on whether the user has access to information about the current event flow.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the event flow. By assigning a document archive to an event flow, you can keep track of the various documents related to the flow. Document archives are created in the

Field	Description
	window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field shows the total number of documents in the Document Archive.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Expected Status Change Island

Field	Description
Flow Status	This field shows the status expected to be the next event flow status in the current flow, that is, the status specified in the field New Event Flow Status on the event whose number is shown in the field Event No. below.
Event No.	This field shows the number of the next status changing event. Of the open, status changing events in the table part (events where the field “Closed” is unmarked and the field “Status Changing Event” is marked), the next status changing event is the one with the earliest date in the field “Event Closing Date” or, if the current flow is of a type using the application “History,” the one with the earliest date in the field “Event Starting Date.” If none of the currently open events are marked as the next status changing event, this field and the rest of the fields in this island are blank. If the next status changing event has a subflow assigned to it, and one of the open events in the subflow is marked as a status changing event, this field shows the number of the status changing event in the subflow. If that event also has a subflow with a status changing event, this field will show the number of that event, and so on. This functionality applies to any number of subflow levels.
Event Description	This field shows the description of the event shown in the field “Event No.” in this island. The description can be edited on the relevant line in the table part of this window or in the window Events.
Employee No.	This field shows the number of the employee responsible for carrying out the event shown in the field “Event No.” in this island. The employee number can be edited on the relevant line in the table part of this window or in the window Events.
Event Start	This field shows the starting date and time of the event shown in the field “Event No.” in this island. The starting date and time can be edited on the relevant line in the table part of this window or in the window Events.
Event Change	These fields show the last date and time on which changes were made to the event shown in the field “Event No.” in this island.

Option List Fields Island

Field	Description
List	In these fields, you can select the option lists containing the values you wish to use for further specification of the event flow and its outcome. In the fields Value in this island, you can then select values from these lists. Maconomy will suggest the option list from the corresponding field in the event flow type of the event flow. However, you can change the suggested option lists here.
Value	In these fields, you can specify values available in the respective option lists specified in this island. The fields can, for example, be used for further specification of the event flow and its outcome.

Employees Island

Field	Description
Name 1-5	These fields show the names of the respective employees specified in the fields “Employee No. 1-5” in this island.
Number 1-5	In these fields, you can specify a number of employees related to the event flow.

Flow Texts Island

Field	Description
Flow Text 1-20	In these fields, you can specify a number of descriptive texts related to the event flow. The fields are for information only.

Customer Island

Field	Description
Customer	In this field, you can specify the customer whom the event flow concerns. This customer will also be suggested on all events created in the flow.

Employee Information Island

Field	Description
Employee	In this field, you can specify the employee who should be responsible for the current event flow. This employee will also be suggested on all events created in the flow.

Event Plan Island

Field	Description
Event Plan	In this field, you can write the description and specify the number of the event plan on which events automatically created in the current event flow should be based. When you select the action “Create Secondary Events,” the information in this event plan will be used as basis for the created events. Maconomy

Field	Description
	suggests the event plan specified in the event flow type to which the event flow is assigned, but you can change it here as long as no events have been created in the flow. For further information on the creation of initial events and secondary events, please see the description of the actions in this window, the section “Introduction to the Contact Management Module,” and the window “Event Plans.”
Create Secondary Events When Closing	In this field, you can specify whether secondary events should automatically be created when an event in the current event flow is closed. If the field is marked, closing an event in the flow will cause Maconomy to create secondary events for that event, and that event only, as if you had selected the action “Create Secondary Events” in the window Events. Maconomy suggests the value from the corresponding field on the event flow type to which the current event flow is assigned, but you can change it here.
Include Only Closed Events	In this field, you can specify whether the action “Create Secondary Events” should only be carried out on closed events in the current event flow when the action is selected either for the whole flow in this window or for individual events in the window Events. If the field is not marked, the action will apply to both open and closed events in the flow. Maconomy suggests the value from the corresponding field on the event flow type to which the current event flow is assigned, but you can change it here. For further information, see the description of the action “Create Secondary Events” in this window and the window Events.

Contact Island

Field	Description
Contact Company	In this field, you can specify the name and number of the contact company to which the event flow pertains. If a customer was specified in the field “Customer” when the event flow was created, Maconomy suggests the contact company number of that customer in this field. However, the value can be changed as long as no events have been created in the flow. This contact company number will also be suggested on all events in the flow. If you leave the field unchanged and enter a contact person assigned to a contact company, the number of the contact company in question is automatically inserted in this field.
Contact Person	In this field, you can specify the name and number of the contact person to which the event flow pertains. This contact person will also apply to all events in the flow. If you specify both a contact company and a contact person at the same time before pressing Return, the contact person specified must be assigned to the contact company in question. If you specify a contact person without changing the contact company number, Maconomy automatically completes the field “Contact Company No.” with the number of the contact company (if any) to which the contact person in question is assigned. Please note that when creating an event flow and specifying a given event flow type with the application “History,” Maconomy rejects the creation of the flow if the

Field	Description
	system already contains an event flow of the same type for the same contact person. This ensures that no more than one event flow with a given combination of contact person and history event flow type exists in the system.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. When dimension values are derived to the events created in the flow, the value in this field will be used as a context value for the dimension Location, and thus in some cases be transferred to events in the flow. For a description of the term “context values” and the cases where context values are derived, see the section “Deriving Dimensions” in the G/L module.
Entity	The functionality of this field is similar to the functionality of the field Location above.
Project	The functionality of this field is similar to the functionality of the field Location above.
Purpose	The functionality of this field is similar to that of the field Location above.
Spec. 1-3	The functionality of these fields is similar to that of the field Location above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field Location above.

Note Island

Field	Description
Note	In this field, you can specify the name and number of a note relating to the current event flow. If the value “Update Note at Status Change” has been selected in the field “Note Management” in the event type of the current event flow, this field is automatically updated each time a status changing event is closed, causing any note assigned to the status changing event to be assigned to the event flow by means of this field. This allows you to, for example, run reports where information on the latest status changing event includes the note information from the event in question. Notes can be created manually in the window Notes in the Set-Up module where you can also edit the text and description.

Latest Status Change Island

Field	Description
Event No.	This field shows the number of the last event in the table part which caused the event flow status to change. For information about the criteria for an event to update the event flow status, see the field Current Flow Status.
Event Description	This field shows the description of the event shown in the field “Event No.” in this island.
Event Result	This field shows the result of the event shown in the field “Event No.” in this island.
Event Start	This field shows the starting date and time of the event shown in the field “Event No.” in this island.
Event End	These fields show the last date and time on which changes were made to the event shown in the field “Event No.” in this island.

Statistics Island

Field	Description
Number of Events	This field shows how many events exist in the current event flow.
Number of Open Events	This field shows how many of the events in the current flow is open.
Flow Start	This field shows the starting date and time of the first event created in the flow.
Changed	This field shows the closing date and time of the closed event in the flow which has the latest closing date. When you close an event in the table part, Maconomy automatically transfers the event’s closing date to this field if the event in question has a later closing date than the other closed events.
Planned Change	These fields show the next planned change to the events contained in the event flow. All open events in the flow or in related sub flows are considered. The next planned change is the most proximate of the starting or ending dates of the events assigned to the flow. To find this, Maconomy considers the following: ▪ The planned starting dates and times of events with blank event starting date ▪ The planned ending dates and times of events that have been started (that is, have a value in the field “Event Starting Date”) but not ended ▪ Of the times and dates found, this field shows the earliest date and time. Consequently, if the time and date in these fields are before current time, this indicates an overdue event.

Field	Description
Actual Time	This field shows the total amount of time that has been spent working on the events assigned to the current event flow. The field shows the sum of the values in the field “Time Elapsed” on all events assigned to the event flow. For a description of the field “Time Elapsed,” please see the window Events.

Extra Date Fields Island

Field	Description
Date and time 1-5	In these fields, you can specify certain key times regarding the current event flow. The fields are for information only.

Events Sub-Tab

This section includes the fields and descriptions for the Events sub-tab.

Field	Description
Event No.	In this field, you can enter an event number if you are creating a line. The number can consist of both figures and letters. If you do not enter a number yourself, a number will be allocated automatically from the window Number Series.
Event Type	Enter an event type, such as a lead. When you create an event, its type is initialized to the event type that you specified on the event flow type, but you can change that value in this field. If the event was created from an event template in an event plan, Maconomy copies the value from the corresponding field in the event template on which the event is based. You create event types in the Popup Fields window in the Set-Up module.
Description	In this field, you can enter a short description of the event.
Closed	When you mark this field, the event is closed. When an event is closed, it can no longer be changed in this window. Nor can the description of the event be changed in the table part of the window Events. Closing an event also means that any new job processing status or event flow status may be transferred to the current job and/or event flow. For more information on this process, see the description of the fields “New Job Processing Status” and “Event Flow Status” in the card part of the window. Furthermore, if the field “Create Secondary Events when Closing” has been marked for the current event flow, the closing of the event can cause the automatic creation of new events in the flow. For more information on this process, see the description of the field “Create Secondary Events when Closing” in the card part of the window. If the event is marked as a status changing event and the field “Aut. Status Update” is not marked for the event flow type of the current event flow, the event can only be closed if its closing date is later than that of the other

Field	Description
	closed, status changing events in the flow. If a subflow has been specified for the event, the event can only be closed if the subflow has been closed. A closed event cannot be reopened.
Date Closed	In this field, you can specify the date on which you expect to close the current event. If you do not enter an event closing date, Maconomy automatically enters today's date, and completes the field "Event Closing Time" with the relevant time when you close the event. If you enter an event closing date, this date remains unchanged when you close the event, and the system does not automatically complete the field "Event Closing Time."
Closing Time	If the event has been closed, this field shows the time at which the event was closed. However, if an event closing date had manually been specified in the field above before the event was closed, this field remains blank.
Result Type	This field shows the name of the option list containing the options that should be available in the field "Result." A result type is only available if the event was created from an event template in an event plan, and is derived from the event template on which the event was based. Option lists are created in the window Option Lists in the Set-Up module.
Result	In this field, you can specify the result of the current event. The result must be an option in the option list shown in the field "Result Type" for the event in question. If the event flow in the card part has been assigned to an event plan, the result of the event can determine whether the event will cause secondary events, as the event plan may contain templates where a given result is part of the condition for creating secondary events. For a further description of event plans, event templates and conditions for the creation of secondary events, please see the fields "Condition No." and "Condition Result" in the window Event Plans, as well as the action "Create Secondary Events."
New Event Flow Status	In this field, you can specify the event flow status to be assigned to the event flow in the card part when the event is closed by marking the field "Closed." An event flow has only one event flow status at any time, and this status can only be changed by closing an event. For information about the criteria for an event to cause the event flow status to be updated, see the description of the fields "Event No." and "Current Flow Status." The event flow status can, for example, be used for indicating the progress of the event flow or the person or function responsible for the next step. The table part shows the event flow status assigned to the event flow upon closing each event belonging to the flow. This makes it possible to trace the process of the flow. You can choose from the options in the option list shown in the field "Flow Status Type" in the card part. The field "Aut. Status Update" in the event flow type of the event flow to which the current event is assigned determines whether you can specify a value in this field if the current event is not a status changing event. If the field is not marked, you can only select a new event flow status if the field

Field	Description
	“Status Changing Event” has been marked for the event. This ensures that only status changing events can have an event flow status. If the field “Aut. Status Update” is marked, you can select a new event flow status if the field “Status Changing Event” has not been marked for the event. This allows you to register a new event flow status for all events in a flow, to indicate their effects even if they do not affect the flow status.
Status Changing Event	In this field, you can specify whether the current event is a status changing event, that is, that when the event is closed, the value specified in the field “New Event Flow Status” above should be transferred as the current event flow status of the event flow to which the event is assigned. If you close an event where a new event flow status has been specified but this field is not marked, the event flow status is, however, not updated in the card part. When you close the event, the set-up of the event flow type of the event flow in the card part may cause Maconomy to automatically unmark this field. If the field “Aut. Status Update” is marked for the event flow type of the event flow to which the event is assigned, Maconomy automatically unmarks this field if the current event does not have a later closing date than that of the other closed, status changing events. This ensures that although you can specify new event flow statuses for multiple open events, the event flow status is not updated by previous events.
Subflow No.	In this field, you can specify the number of an existing event flow that should be a subflow of the current event, for instance because the event itself can be broken down into several minor tasks. When you assign a subflow to an event, information about the time spent on the events in the subflow will be summed for the current event. This way, the information in the islands Statistics and Expected Status Change in the event flow to which the current event is assigned will include the events in the subflow. Subflows can be assigned in any number of levels, causing the event flows on above levels to include summarized information from all levels below.
Description Subflow	This field shows the description of the event flow specified in the field “Subflow No.” above.
Employee No.	In this field, you can enter the number of the employee who should carry out the event. When using the action “Transfer to Time Sheet” in the window Events, the time consumed is transferred to a time sheet belonging to this employee. When you create a new event, Maconomy suggests the employee number of the current user if this user is also registered as an employee.
Employee Name	This field shows the name of the employee specified in the field “Employee No.” on the line.
Event Plan No.	If the event was created from an event plan, the number of the event plan in question is shown in this field.
Event Template No.	If the event was created from an event plan, this field shows the number of the event template in this plan from which the event was created. The event template number determines whether the current event should cause

Field	Description
	secondary events when the action “Create Secondary Events” is selected, as the event plan specified above may contain templates where part of the conditions determining whether secondary events should be created for a given event is the template upon which the event was based. For a further description of event plans, event templates and conditions for the creation of secondary events, please see the fields “Condition No.” and “Condition Result” in the window Event Plans, as well as the action “Create Secondary Events” in this window.
Planned Starting Date	In this field, you can specify the date on which the event is to start according to plan. For events created from a template in an event plan, the planned starting date is either based on the planned starting date in the template in question or the number of days specified in the field “Delay” in the template. For a further description of the time and date fields of event templates, please see the window Event Plans.
Planned Starting Time	In this field, you can specify the time at which the event is to start according to plan. For events created from a template in an event plan, the planned starting time is either based on the planned starting time in the template in question or the number of days specified in the field “Delay” in the template. For a further description of the time and date fields of event templates, please see the window Event Plans.
Planned Ending Date	In this field, you can specify the date on which the event is to end according to plan. For events created from a template in an event plan, the planned ending date is either based on the planned ending date in the template in question or the number of days specified in the field “Delay” in the template. For a further description of the time and date fields of event templates, please see the window Event Plans.
Planned Ending Time	In this field, you can specify the time at which the event is to end according to plan. For events created from a template in an event plan, the planned ending time is either based on the planned ending time in the template in question or the number of days specified in the field “Delay” in the template. For a further description of the time and date fields of event templates, please see the window Event Plans.
Event Starting Date	In this field, you can specify the date on which the event was actually started. A future date can only be specified if the current event flow is assigned to an event flow type on which the value “History” has been specified in the field “Application.”
Event Starting Time	In this field, you can specify the time at which the event was actually started. If the event was created manually, Maconomy suggests the time of the event’s creation. If the event was created from an event plan, the field remains blank until the action “Start Timer” is selected in the window Events, and will then show the time at which the action was selected. However, in both cases, you can specify an earlier time.

Field	Description
Event Ending Date	In this field, you can specify the date on which you expect to close the current event. If you do not enter an event closing date, Maconomy automatically enters today's date, and completes the field "Event Closing Time" with the relevant time when you close the event. If you enter an event closing date, this date remains unchanged when you close the event, and the system does not automatically complete the field "Event Closing Time."
Event Ending Time	If the event has been closed, this field shows the time at which the event was closed. However, if an event closing date had manually been specified in the field above before the event was closed, this field remains blank.
Accumulated Time	This field shows how long work on the event has been in progress. The field shows the total time in which the timer has been activated for the event, less any time already transferred to time sheets by means of the action "Transfer to Time Sheet" in the window Events. If the timer has been activated several times, the field shows the sum of the elapsed periods less the time already transferred to time sheets. When you select the action "Transfer to Time Sheet" in the window Events, the time transferred to the time sheet is the time registered in this field. The field is reset to zero when time is transferred.
Total Time Consumption	This field shows the total time in which the timer has been activated for the event.
Job No.	In this field, you can specify the number of a job. The field is automatically completed by Maconomy if the event was created in another window where events are used and a job number can be specified. In the window Job Events, you can see all of the events assigned to the same job, making it possible to trace the processing of the job. The job number can also be used for the automatic registration of time consumption in connection with the event. When the action "Transfer to Time Sheet" is selected, the registered time consumption is transferred to a time sheet line containing the job in this field and the activity number and task (if any) specified on the event. If the event has been closed, the time consumption is transferred to the time sheet belonging to the employee of the event that covers the ending date of the event. If the event has not been closed, the time consumption is transferred to the time sheet covering today's date.
Job Name	This field shows the name of the job specified in the field "Job No." above.
Activity No.	If the event has been assigned to a job, you can specify the number of an activity which the event concerns in this field. When the action "Transfer to Time Sheet" is selected, the registered time consumption is transferred to a time sheet line containing the activity in this field and the job number and task (if any) specified on the event. If the event has been closed, the time consumption is transferred to the time sheet belonging to the employee of the event which covers the ending date of the event. If the event has not

Field	Description
	been closed, the time consumption is transferred to the time sheet covering today's date.
Task	If the event has been assigned to a job, you can specify the number of a task which the event concerns in this field. When the action "Transfer to Time Sheet" is selected, the registered time consumption is transferred to a time sheet line containing the job number and activity on the event, and any task specified in this field. If the event has been closed, the time consumption is transferred to the time sheet belonging to the employee of the event which covers the ending date of the event. If the event has not been closed, the time consumption is transferred to the time sheet covering today's date.
Document Archive No.	In this field, you can assign a document archive to the event. By assigning a document archive to an event, you can keep track of the various documents related to the event. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.

Actions

This section shows the Actions available in the Event Flow workspace.

Top Tab

Field	Description
Create Events From Plan	When you select this action, Maconomy creates events for those events in the current flow that cause the creation of events according to the event plan selected in the flow. However, the first time the action is run on a manually created event flow, the action creates initial events instead. ▪ Initial Events — The first time you run the action on a manually created event flow, Maconomy creates an event per initial event template in the event plan of the flow and assigns it to the current flow. An initial event template is an event template on which no condition template has been specified. As an event plan can contain several initial event templates, this action can cause the creation of several events in the flow. Maconomy copies the contact mode, event type, employee number, starting date and various other information from the event template in question to each new initial event. ▪ Secondary Events — When you run the action on an event flow that is part of a campaign or you select the action for the second time (or more) on a manually created flow, Maconomy will create secondary events for certain events in the current flow. In the description of this process, the term "basis event" is used about any event assigned to the current flow. However, if the field "Include only Closed Events" is marked in the card

Field	Description
	part of the flow, only closed events in the flow are considered basis events. When the action is selected, Maconomy checks each basis event to see if the event plan assigned to the event flow contains one or several event templates where: ▪ The condition number matches the event template number on which the basis event was based, and ▪ The condition result matches the result specified in the field “Result” on the basis event in question. ▪ No events have been created in the current flow based on the event template in question. For a further description of the concepts of condition results and condition numbers, please see the description of the fields “Condition Result” and “Condition No.” in the table part of the window Event Plans. In those cases where the above conditions are met, an event is created. Maconomy also creates an event for each event template in the event plan where no condition number and result has been specified, provided that no events have already been created in the current flow based on the event template in question. Maconomy copies the contact person and/or contact company from the event flow to each automatically created event, while contact mode, event type, employee number, starting date and various other information is copied from the event template which, in combination with the basis event, gave rise to the automatically created event. For an example illustrating how Maconomy finds out whether a given event should cause automatically created events, please see the description of the action “Create Secondary Events” in the window Campaigns. Please note that since several event templates may have a condition result and condition number that match the same event, the result of one event may cause the creation of several events. For a further description of the concept of secondary events, please see the section “Introduction to the Contact Management Module” and the description of the window Event Plans.
Close Events	When you select this action, Maconomy closes all open events assigned to the current event flow. If the flow is assigned to an event plan, this may cause the creation of events in the flow, as described in the field “Close” in the table part of the window. If one or several of the open events in the flow cannot be closed, for example, because they have open subflows assigned to them, the action is cancelled, and none of the events in the flow are closed.
Transfer to Time Sheet	When you select this action, Maconomy transfers the time consumed on each event in the table part to a time sheet belonging to the employee specified on the event in question. Time on a given event can only be transferred if the window Time Sheets contains a time sheet belonging to the employee and

Field	Description
	covering the closing date of the event if the event has been closed, or today's date if the event is still open. For each event in the event flow, Maconomy transfers the value in the field "Accumulated Time" to a new time sheet line with a job number, activity number, dimension values and task corresponding to the information specified in the event. The time consumption is registered on the closing date if the event has been closed and on today's date if the event is still open. If there are more than one event with the same combination of employee number, job number, activity number and task, a separate line is created for each event. However, if the field "Duplicate Lines on Time Sheet" has not been marked in the window System Information, multiple time sheet lines with the same combination of job number, activity number, task and dimension values are not allowed, and Maconomy will show an error message if more than one event with the same combination exists. Please note that since time is only transferred to one day on the time sheet, the maximum number of hours that can be transferred is 24. If the field "Accumulated Time" contains a greater number of hours, Maconomy will therefore show an error message when you use this action.
Attach Document to Event Flow	This action allows you to attach a document to the event flow in the card part.
Create Note	Use this action to create a note. Maconomy derives the note type for the note from the event flow type of the event flow. This note's note number is referenced from the event flow number field.

Bottom Tab

Field	Description
Attach Document to Event	This action allows you to attach a document to the event in the table part.

Campaigns Single Dialog Workspace

Use this workspace to create campaigns.

You use campaigns to automatically create events for a target group of contact companies and persons.

You specify a target group for a campaign by using one or several predefined selection criterion specifications that you create in the Selection Criterion Specification workspace in the Set-Up module. You enter these selection criterion specifications in the Campaigns tab in this workspace. When you initiate a campaign by using the **Create Initial Events** action, Maconomy creates an event flow for each combination of contact company and contact person that matches one or more of the selection criterion specifications in the campaign 's tab, linking the event flows to the campaign.

Maconomy uses the event flow type that you enter for the campaign as the basis for the event flow and identifies the event plan to be used for all of the flows in the campaign. Maconomy then creates one or more events in each of these event flows, based on the templates for initial events in this event plan. Maconomy assigns these events to the company and people who have that event flow. Maconomy transfers the information about each event from the templates for initial events, the event flows, and the contact companies and people for whom it creates the events.

Before you create events, check the size of the campaign by using the **Calculate Target Group Size** action, which calculates the number of contact companies and people that match the selection criterion specifications in the Campaigns tab. You can then change the target group if the campaign includes too many or too few contact companies and people.

You process the events that Maconomy creates separately in the Events workspace, where you can enter the result of the event and a thorough description of the course of the event. However, in the Campaigns workspace you can perform actions on all events that you assign to a campaign. You can also work with all of the events in an event flow and perform actions on them in the Event Flow workspace.

You can use the **Create Secondary Events** action if you want Maconomy to create secondary events for all of the events that belong to a campaign. You can close all of the events in a campaign by using the **Close Events** action.

You can add contact companies and people to a campaign, even after you create the initial events. To do this, change the selection criterion specifications in the Campaigns tab and use the **Create Initial Events** action again. Maconomy then identifies the contact companies and people that match the new target group in the Campaigns tab and creates initial event flows and events for those contact companies and people for which you have not yet created events in the current campaign.

Campaigns Tab

This section includes the fields and descriptions for the Campaigns tab.

Campaign Island

Field	Description
Campaign	In this field, you enter the name and number of the campaign.
Description	In this field, you can enter a short description of the campaign.

Targeting Code Island

Field	Description
Targeting Code	Enter a targeting code. You can only use this field if you have not entered any selection criteria in the table part. If you specify a targeting code in this field, the Create Initial Events action acts on all contact persons and companies that are assigned to this targeting code.

Event Flow Island

Event Flow Type If contact management setup defined a default event flow type for campaigns, this field initializes that event flow type.

In this field, you must specify an event flow type created in the Event Flow Types window. The event flow type contains template information which is copied to new current event flows. Most of this information can be changed on the individual event flows. Event flows created automatically as part of a campaign are assigned the event flow type specified for the campaign.

Company Island

Field	Description
Company	In this field, you can enter the name and number of the company responsible for the campaign. This company number is assigned to the event flows and events created in connection with the current campaign. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Dimension Derivations in the G/L module for a further description of the concept of dimension derivation.

Remarks Island

In these fields you can enter additional remarks about the campaign.

Status Island

Field	Description
Event Flows Initiated	This field shows the total number of contact companies and persons for which events have been created in the current campaign. If a contact person matches the criteria in one or several of the selection criterion specifications in the table part, the contact person in question is only included in the campaign once, meaning that Maconomy does not create events for each of the selection criterion specifications matched by the same contact person. A contact company can be included several times, so that several events with the same contact company number are created. Maconomy uses the following rules to determine the number of times the same contact company should be included: A contact company is included once if it matches one or several of the selection criterion specifications of the type “Contact Company” specified in the table part. This means that Maconomy does not create additional events for each of the contact company selection criterion specifications matched by the same contact company. However, if the table part contains selection criterion specifications of the type “Contact Person,” a contact company is furthermore included once for each

Field	Description
	included contact person assigned to the contact company in question. As mentioned, each contact person is only included once, even if he matches several of the contact person selection criterion specifications.
Date Of Last Initial Event Creation	This field shows the last date on which initial events were created for the campaign, using the action “Create Initial Events.”
Date of Last Secondary Event Creation	This field shows the last date on which secondary events were created for the campaign, using the action “Create Secondary Events” in this window. Selecting the corresponding action for individual event flows in the campaign in the window Event Flows will not cause an update in this field.
Blocked	If you mark this field, the current campaign is blocked. When a campaign is blocked, you can no longer select any of the actions in the Action menu, and you can no longer assign new events to the current campaign. Maconomy also marks the field “Blocked” on all event flows assigned to the campaign. You can thus mark this field if you wish to stop the development of a campaign. You can unmark the field at any time, thus unblocking the campaign and its event flows.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Campaign Selection Criterion Sub-Tab

This section includes the fields and descriptions for the Campaign Selection Criterion sub-tab.

Field	Description
Selection Criterion Specification No.	In this field, you can specify the number of a selection criterion specification created in the window Selection Criterion Specification. Depending on whether the selection criterion specification type is “Contact Company” or “Contact Person,” the campaign will thus include the contact companies or persons matching the criteria in the selection criterion specification in question. If several selection criterion specifications are added to the table part, a contact company or person need only match the criteria in one of these selection criterion specifications to be included in the campaign. If a contact person matches the criteria in one or several of the selection criterion specifications in the table part, the contact person in question is only included in the campaign once, meaning that Maconomy does not create event flows and events for each of the selection criterion specifications matched by the same contact person. A contact company can be included several times, so that several event flows and events with the same contact company number are created.

Field	Description
	Maconomy uses the following rules to determine the number of times the same contact company should be included: A contact company is included once if it matches one or several of the selection criterion specifications of the type “Contact Company” specified in the table part. This means that Maconomy does not create event flows and events for each of the contact company selection criterion specifications matched by the same contact company. However, if the table part contains selection criterion specifications of the type “Contact Person,” a contact company is furthermore included once for each included contact person assigned to the contact company in question.
Selection Criterion Specification Type	In this field, you must specify if the current selection criterion specification pertains to contact companies or contact persons. In the window Selection Criterion Specification, you specify for each selection criterion specification to which one of these types of information the selection criterion specification pertains. As it is possible to have two different selection criterion specifications that have the same number but pertain to different types of information, you must specify in this field which of the two selection criterion specifications is in question. The selection criterion specification type must be specified regardless of whether there are several specifications with the number entered in the field “Selection Criterion Specification No.,” but Maconomy checks that a selection criterion specification with the specified combination of number and type exists.
Description	This field shows a description of the current selection criterion specification.

Events Single Dialog Workspace

Use this workspace to enter and maintain information about events.

An event can be contact with a customer—such as a phone call, a meeting, and so on—but it can also be part of the processing of a job. Among other things, you can enter how the event is performed, who performs it, the name of the contact person, and whether the event is part of a campaign.

You can create events manually in this workspace, or you can create them automatically as part of an event flow. You can do this for individual event flows in the Event Flow workspace, or for all of the event flows that you assign to the same campaign in the Campaigns workspace. When you create events automatically as part of an event flow, the creation is based on an event plan that contains template information that Maconomy copies to each event. See the Event Plans workspace for more information about this functionality. You can also create events manually as lines in the Job Events and Event Flow workspace's sub-tabs.

You can assign an event to a job and an activity, as well as to a task. You can use the integration with jobs in the Job Cost module to manage the job process and keep track of who is responsible for the next step in the process. To do this, create a job that is assigned to an event each time

that you close part of the job process, or when you pass the job on to another employee for further processing. By creating several events for the same job, you can document the job process thoroughly. For instance, you can use the notes in the Note Lines sub-tab to describe in detail what happens in each part of the job processing, and you can use the job processing status to indicate the progress of the job or the person or function responsible for the next step. In the Job Events workspace, you can trace the processing of a job, because that workspace shows the description, job processing status, and so on, for each event that you assigned to the same job. The Event Flows workspace provides similar functionality for documenting event flows. For more information about this, see the description of the **Event Flow Status** field.

You can have Maconomy enter the time that each event consumes by using a timing function that you activate and deactivate using the **Start Timer** and **Stop Timer** actions.

Use the **Transfer to Time Sheet** action to transfer the time consumption of an event to a time sheet. You identify the relevant time sheet by the employee number, dimension values, job, and activity number that you enter for the event. However, you can only transfer time to a time sheet if a time sheet that covers the relevant period already exists for the employee in question.

The Note Lines sub-tab displays the contents of a note that you assign to the current event, enabling you to describe the event in detail. However, to be able to enter or change text in the Note Lines sub-tab, you must assign the event to a note. Maconomy does this automatically at event creation if you set up the event flow type by selecting the **Create Aut. Note** field. You set up the event type in the Popup Fields workspace in the Set-Up module. If you have not set up the event type for automatic note creation, you can assign a note to the current event by specifying a note manually in the **Note No.** field or using the **Create Note** action.

Events Tab

This section includes the fields and descriptions for the Events tab.

Event Island

Field	Description
Event No.	In this field, you can enter the number of the event. The number can consist of both figures and letters. If you do not enter a number yourself, a number will be allocated automatically from the window Number Series.
Event Type	Select an event type from the drop-down list. When you create an event, the type is initialized to the event type that you specified in the contact management setup. However, you can change that value in this field. If the event was created in the Campaigns window, Maconomy copies the value from the corresponding field in the event template on which the event is based. The event type also determines the options that are available for headings in the table part.
Description	Enter a description for the event type, or press CTRL+G to search for a possible description for this event type. The CTRL+G search option is available if a description option list is specified for the event type.
Closed	Here you specify whether the event has been closed. When an event is closed, the fields in the card and table parts can no longer be changed. Closing an event also means that if the event is assigned to an event flow, any new event flow

Field	Description
	status may be transferred to the event flow to which the event is assigned. Similarly, if the event is not assigned to an event flow, any new job processing status in the field “New Job Processing Status” is transferred to the job to which the event is assigned.Furthermore, if the event is assigned to an event flow where the field “Create Secondary Events when Closing” has been marked, the closing of the event can cause the automatic creation of events in the flow in question. For more information on this process, see the description of the field “Create Secondary Events when Closing” in the card part of the window Event Flows. If the event is assigned to an event flow and is marked as a status changing event, and if the field “Aut. Status Update” is not marked for the event flow type of the event flow in question, the event can only be closed if its closing date is later than that of the other closed, status changing events in the flow. If a subflow has been specified for the event, the event can only be closed if the subflow has been closed. A closed event cannot be reopened. When an event is closed, Maconomy automatically stops the timer if it is currently activated. If a note is assigned to an event being closed, the note in question is also closed.
Date Closed	In this field, you can specify the date on which you expect to close the current event. If you do not enter an event closing date, Maconomy automatically enters today’s date, and completes the field “Event Closing Time” with the relevant time when you close the event. If you enter an event closing date, this date remains unchanged when you close the event, and the system does not automatically complete the field “Event Closing Time.”
Closing Time	If the event has been closed, this field shows the time at which the event was closed. However, if an event closing date had manually been specified in the field above before the event was closed, this field remains blank.
Result Type	In this field, you can specify the option list containing the options that should be available in the field “Result.” Option lists are created in the window Option Lists in the Set-Up module.
Result	In this field, you can specify the result of the current event. The value must be an option in the option list specified in the field “Result Type” above. If the event has been assigned to an event plan, the result determines whether the current event should cause secondary events when the action “Create Secondary Events” is selected, as the event plan may contain templates where a given result is part of the condition for creating secondary events. For a further description of event plans, event templates and conditions for the creation of secondary events, please see the fields “Condition No.” and “Condition Result” in the window Event Plans, as well as the action “Create Secondary Events” in this window.

Employee Information Island

Field	Description
Employee	In this field, you can enter the name and number of the employee who should carry out the event. When using the action “Transfer to Time Sheet,” the time consumed is transferred to a time sheet belonging to this employee. When you create an event, Maconomy suggests the employee number of the current user if this user is also registered as an employee.

Job Cost Island

Field	Description
Job No.	In this field, you can specify the name and number of a job. The field is automatically completed by Maconomy if the event was created in the window Job Events. In the window Job Events, you can also see all of the events assigned to the same job, making it possible to trace the processing of the job. The job number can also be used for the automatic registration of time consumption in connection with the event. When the action “Transfer to Time Sheet” is selected, the registered time consumption is transferred to a time sheet line containing the job in this field and the activity number and task (if any) specified on the event. If the event has been closed, the time consumption is transferred to the time sheet belonging to the employee of the event that covers the ending date of the event. If the event has not been closed, the time consumption is transferred to the time sheet covering today’s date.
Activity No	If the event has been assigned to a job, you can specify the number of an activity which the event concerns in this field. When the action “Transfer to Time Sheet” is selected, the registered time consumption is transferred to a time sheet line containing the activity in this field and the job number and task (if any) specified on the event. If the event has been closed, the time consumption is transferred to the time sheet belonging to the employee of the event which covers the ending date of the event. If the event has not been closed, the time consumption is transferred to the time sheet covering today’s date.
Task	If the event has been assigned to a job, you can specify the number of a task which the event concerns in this field. When the action “Transfer to Time Sheet” is selected, the registered time consumption is transferred to a time sheet line containing the job number and activity on the event, and any task specified in this field. If the event has been closed, the time consumption is transferred to the time sheet belonging to the employee of the event which covers the ending date of the event. If the event has not been closed, the time consumption is transferred to the time sheet covering today’s date.
New Job Proc. Status	If the event has been assigned to a job, you can specify in this field the job processing status to be assigned to the job in question when the event is closed by marking the field “Closed.” However, the status is only updated on the job if the event is not assigned to an event flow. If the event is assigned to an event flow whose event flow status type is the same option list as the job processing status type of the job, the job’s job processing status will be updated with the value in the field “New Event Flow Status” instead, when the event is closed.

Field	Description
	You can choose from the options in the option list specified in the job parameter assigned to the job in question. A job thus has only one job processing status at any time, and this status can only be changed by closing an event. The job processing status can, for example, be used for indicating the progress of the job or the person or function responsible for the next step. In the window Job Events, Maconomy shows the job status assigned to the current job upon closing each event belonging to the job. This makes it possible to trace the process of the job.

Time Island

Field	Description
Planned Starting Time	In these fields, you can specify the date and time on which the event is to start according to plan. For events created from a template in an event plan, the planned starting and ending time are either based on the planned starting and ending time in the template in question or the number of days specified in the field “Delay” in the template. For a further description of the time and date fields of event templates, please see the window Event Plans.
Planned Ending Time	In these fields, you can specify the date and time on which the event is to end according to plan. For events created from a template in an event plan, the planned starting and ending time are either based on the planned starting and ending time in the template in question or the number of days specified in the field “Delay” in the template. For a further description of the time and date fields of event templates, please see the window Event Plans.
Event Start	In these fields, you can specify the date and time on which the event was actually started. If the event was created manually, Maconomy suggests the time of the event’s creation, unless the event is assigned to an event flow using the “History” functionality, in which case no date and time is suggested. If the event was created from an event plan, the fields remain blank until the action “Start Timer” is selected, and will then show the date on which the action was selected. However, in both cases, you can specify an earlier date and time.
Event Closed	In this field, you can specify the date on which you expect to close the current event. If you do not enter an event closing date, Maconomy automatically enters today’s date, and the relevant time when you close the event. If you enter an event closing date, this date remains unchanged when you close the event, but the system does not automatically register the closing time.
Total Time Consumption	This field shows the total time in which the timer has been activated for the event.
Accumulated Time	This field shows the total time in which the timer has been activated for the current event since time was last transferred to time sheets by means of the action “Transfer to Time Sheet.” If the timer has been activated several

Field	Description
	times, the field shows the sum of the elapsed periods less the time already transferred to time sheets. However, you can change the value manually. When you select the action “Transfer to Time Sheet,” the time transferred to the time sheet is the time registered in this field. The field is reset to zero when time is transferred.
Timer Start	If the timer has been activated using the action “Start Timer,” these fields show the date and time on which the timer was activated.
Time Elapsed	If the timer has been activated using the action “Start Timer,” this field shows how much time has elapsed since the timer was activated. The timer can be activated and deactivated any number of times in the course of the event, but this field only shows the time elapsed in the latest timer activation. The total time in which the timer has been activated for the event is shown in the field “Accumulated Time.”

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the event. If the event was created as part of a campaign in the window Campaigns, the company number of the campaign is copied to this field. If the event is assigned to a job, the company must be the same as the one responsible for the job in question. If the event is created manually, and you do not enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Dimension Derivations in the G/L module for a further description of the concept of dimension derivation.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the event. By assigning a document archive to an event, you can keep track of the various documents related to the event. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field shows the total number of documents in the Document Archive.

Note Island

Field	Description
Note	In this field, you can write a description and specify the number of a note relating to the current event. The contents of this note are shown in the table part of the window, and you can change the text freely. It is only possible to enter information in the table part if a note has been specified in this field. When you create an event, Maconomy automatically assigns a note to the event if the event flow type of the event is set up with a mark in the field “Create Aut. Note.” If the event type has not been set up for automatic note creation, you can specify the number of an existing note manually, but using the action “Create Note,” you can have Maconomy automatically create a note and assign it to the current event in this field. Notes can also be created manually in the window Notes in the Set-Up module where you can also edit the text and description. You can only assign a note of the type specified in the definition of the event type of the current event. Event types are defined in the window Popup Fields.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Opportunity Island

Field	Description
Opportunity	In this field, you can write a description and specify the number of an opportunity to which the event should be assigned. Once an event has been assigned to an opportunity, the opportunity number can no longer be changed.

Event flow Island

Field	Description
Event Flow	In this field, you can write a description and specify the number of an event flow to which the event should be assigned. The field is automatically completed if the event was assigned to an opportunity, created automatically or by adding a new line in the table part of the window Event Flows. Once an event has been assigned to an event flow, the event flow number can no longer be changed.
Flow Status Type	If the event is assigned to an event flow, this field shows the event flow status type of that event flow, that is, the option list whose options are available in the field “New Event Flow Status.”
New Event Flow Status	If the event has been assigned to an event flow, you can specify in this field the event flow status to be assigned to the event flow in question when the event is closed by marking the field “Closed.” An event flow has only one event flow status at any time, and this status can only be changed by closing an event. The event flow status can, for example, be used for indicating the progress of the event flow or the person or function responsible for the next step.

Field	Description
	You can choose from the options in the option list shown in the field “Flow Status Type” above. The field “Aut. Status Update” in the event flow type of the event flow to which the current event is assigned determines whether you can specify a value in this field if the current event is not a status changing event. If the field is not marked, you can only select a new event flow status if the field “Status Changing Event” has been marked for the event. This ensures that only status changing events can have an event flow status. If the field “Aut. Status Update” is marked, you can select a new event flow status if the field “Status Changing Event” has not been marked for the event. This allows you to register a new event flow status for all events in a flow, to indicate their effects even if they do not affect the flow status.
Status Changing Event	If the event is assigned to an event flow, you can specify in this field whether the current event is a status changing event, that is, that when the event is closed, the value specified in the field “New Event Flow Status” above should be transferred as the current event flow type of the event flow to which the event is assigned. If you close an event where a new event flow status has been specified but this field is not marked, the event flow status is, however, not updated in the card part of the window Event Flows. When you close the event, the set-up of the event flow type of the event flow to which the event is assigned may cause Maconomy to automatically unmark this field. If the field “Aut. Status Update” is marked for the event flow type of the event flow to which the event is assigned, Maconomy automatically unmarks this field if the current event does not have a later closing date than the other closed, status changing events in the flow. This ensures that although you can specify new event flow statuses for multiple open events, the event flow status is not updated by previous events. If the field “Aut. Status Update” is not marked for the event flow type, you can only close a status changing event if its closing date is later than that of the other closed, status changing events in the flow.
Subflow	In this field, you can write a description and specify the number of an existing event flow that should be a subflow of the current event, for instance because the event itself can be broken down into several minor tasks. You can only assign a subflow to an event if the event itself is part of an event flow. When you assign a subflow to an event, information about the time spent on the events in the subflow will be summed for the current event. This way, the information in the islands Statistics and Expected Status Change in the event flow to which the current event is assigned will include the events in the subflow. Subflows can be assigned in any number of levels, causing the event flows on above levels to include summarized information from all levels below.

Customer Island

Field	Description
Customer No.	In this field, you can specify the number of the customer which the event concerns. If a job or a contact company assigned to a customer has been specified for the event, Maconomy suggests the customer assigned to the contact company or job in question.

Field	Description
Name	This field shows the name of the employee specified in the field “Employee No.” above.

Event Plan Island

Field	Description
Event Plan No.	If the event was created from an event plan, the number of the event plan in question is shown in this field.
Event Template No.	If the event was created from an event plan, this field shows the number of the event template in this plan from which the event was created. The event template number determines whether the current event should cause secondary events when the action “Create Secondary Events” is selected, as the event plan specified above may contain templates where part of the conditions determining whether secondary events should be created for a given event is the template upon which the event was based. For a further description of event plans, event templates and conditions for the creation of secondary events, please see the fields “Condition No.” and “Condition Result” in the window Event Plans, as well as the action “Create Secondary Events” in this window.

Contact Island

Field	Description
Contact Company	In this field, you can specify the name and number of the contact company which the event concerns. If a customer number has been specified when creating the event, Maconomy will suggest the contact company number related to the customer in question. If you leave the field unchanged and enter a contact person assigned to a contact company, the number of the contact company in question is automatically inserted in this field.
Contact Person	In this field, you can enter the name and number of the contact person to whom the event should be directed. If you specify both a contact company and a contact person at the same time before pressing Return, the contact person specified must be assigned to the contact company in question. If you specify a contact person without changing the contact company number, Maconomy automatically completes the field “Contact Company No.” with the number of the contact company (if any) to which the contact person in question is assigned.
Contact Mode	In this field, you can specify the way in which the event should be carried out, for example, contact by phone, letter, meeting, and so on. Contact modes are created in the window Popup Fields in the Set-Up module.

Campaign Island

Field	Description
Campaign	This field shows the name of the campaign to which the event is assigned, if applicable. The field is automatically completed by Maconomy on events assigned to an event flow that is part of a campaign. Please note that you cannot specify an event plan for a manually created event. This means that even if the event has been manually assigned to a campaign, no secondary events can be created for the event.

Item Island

Field	Description
Item No.	In this field, you can enter an item number if the event is related to a specific item. The field is for information only.
Description	This field shows the description of the item specified in the field “Item No.” above. The description is retrieved from the item’s first description line in the card part of the window Item Information Card.

Dimensions Island

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Extra Fields Island

Field	Description
Text 1-5	In these fields, you can enter various additional information about the event. The fields are for information only, and can, for example, be used for statistical purposes.

Note Lines Sub-Tab

This section includes the fields and descriptions for the Note Lines sub-tab.

Field	Description
Heading	In this field, you can enter a heading for the text on the current line. A heading can only be specified if a note type has been specified for the event type of the current event, and the heading must be one of the options in the note type in question. You can see the available options by using the associated Find window. A heading can only appear once in the table part. Assigned to the heading is a section of text fields in the column “Value” from the row containing the heading to the row containing the next heading. The format of the heading determines what type of information may be entered in the field “Value” on the lines within this section. The format of each heading is specified in the window Note Types in the Set-Up module, and can, for example, indicate that the “Value” fields under the heading in question can only contain figures or amounts. For further information on the use of heading formats, see the description of the window Notes.
Value	In this field, you can enter a description of the event if a note has been assigned to the event. A note is assigned to an event in the field “Note No.” in the card part of the window. When you press Return, Maconomy automatically wraps the text, so that text exceeding the standard width of the field is automatically moved down to the necessary number of lines. The text can be divided into paragraphs by inserting one or several blank lines between the paragraphs. Please note that the Enter key cannot be used for dividing the text into paragraphs, as this key is used for executing the changes made on a line, just like in any other Maconomy window. If a heading is specified on the current line or a line above it, the value in this field must comply with the format specified for the heading on the current line or, if no heading is specified on the current line, the nearest above line where a heading has been specified. Similarly, if an option list has been specified for the heading in question in the note type, you can only select an option within the option list in question. For further information on the use of heading formats, see the fields “Format” and “Option List” in the window Note Types in the Set-Up module.
Format	This field shows the format specified for the current heading on the note type. For notes without a note type the format will always be ‘Text value’. For further information on the use of heading formats, see the fields “Format” and “Option List” in the window Note Types in the Set-Up module.

Actions

This section shows the Actions available in the Events workspace.

Top Tab

Field	Description
Create Note	When you select this action, Maconomy creates a note in the window Notes, and assigns it to the current event. The note created is assigned the same note type as the event type of the current event. You cannot enter information in the table part until a note has been assigned to the event.
Wrap Lines	When you select this action, Maconomy wraps the text entered in the table part as described in the field “Value.” When you enter information in the window Events, Maconomy automatically wraps the text entered, but lines created using the import program Import Events are not wrapped unless you use this action. This also applies to event lines created in version 4.2 or earlier, as lines were not wrapped automatically in those versions. It is therefore possible to wrap these types of text lines by means of this action.
Start Timer	When you select this action, Maconomy starts timing the time consumption in connection with the current event. The field “Timer Start” shows the time on which the timer was activated, and the timer stays activated until the action “Stop Timer” is selected. The timer can be activated and deactivated any number of times for each event. As long as the timer is activated, the field “Elapsed Time” shows the time elapsed since the timing was started. When the timer is stopped, the elapsed time is added to the value in the field “Accumulated Time” which shows the total amount of time in which the timer has been activated for the current event.
Stop Timer	When this action is selected, Maconomy stops timing the time consumption in connection with the current event. Maconomy blanks the field “Timer Start” and adds the elapsed time in the field “Elapsed Time” to the value in the field “Accumulated Time” which shows the total amount of time in which the timer has been activated for the current event.
Transfer to Time Sheet	When you select this action, Maconomy transfers the time consumed on the event to a time sheet belonging to the employee specified on the event. Time can only be transferred if the window Time Sheets contains a time sheet belonging to the employee and covering the closing date of the event if the event has been closed, or today’s date if the event is still open. Maconomy transfers the value in the field “Accumulated Time” to a new time sheet line with a job number, activity number, dimension values and task corresponding to the information specified in the event. The time consumption is registered on the closing date if the event has been closed and on today’s date if the event is still open. Please note that since time is only transferred to one day on the time sheet, the maximum number of hours that can be transferred is 24. If the field “Accumulated Time” contains a greater number of hours, Maconomy will therefore show an error message when you use this action.

Field	Description
Create Secondary Events	When you select this action, Maconomy creates secondary events for the current event if it gives rise to the creation of secondary events according to the event plan of the event flow to which the event is assigned. However, if the event is assigned to an event flow where the field “Include Only Closed Events” is marked, and the current event is still open, selecting this action will not result in any secondary events. In the description of this action, the term “basis event” is used about the event currently shown in the window. When the action is selected, Maconomy checks the current basis event to see if the event plan of the event flow to which the basis event is assigned contains one or several event templates where: ▪ The condition number matches the event template number on which the basis event was based, and ▪ The condition result matches the result specified in the field “Result” on the basis event in question. ▪ No events have been created in the event flow in question based on the event template in question. For a further description of the concepts of condition results and condition numbers, please see the description of the fields “Condition Result” and “Condition No.” in the table part of the window Event Plans. In those cases where the above conditions are met, a secondary event is created. Maconomy copies the contact person and/or contact company from the basis event to each secondary event, while contact mode, event type, employee number, starting date and other information is copied from the event template which, in combination with the basis event, gave rise to the secondary event. For an example illustrating how Maconomy finds out whether the event should cause secondary events, please see the description of the action “Create Secondary Events” in the window Campaigns. Please note that since several event templates may have a condition result and condition number that match the same event, the result of one event may cause the creation of several secondary events. For a further description of the concept of secondary events, please see the section “Introduction to the Contact Management Module” and the description of the window Event Plans.
Attach Document	This action allows you to attach a document to the event.

Bottom Tab

Field	Description
Import Text	When you select this action, you can import a text file to the table part of the window. Maconomy will show a dialog prompting you for the location of the file. The text in the file will be wrapped automatically, meaning that text exceeding the width of the text field in the table part will be wrapped and placed on separate lines. A line shift in the file will result in a blank line in the table.
Export Text	When you select this action, Maconomy exports the text in the table part to a text file in which the wrapped text is reformatted so that consecutive table lines are concatenated into one text string, and blank table lines are converted to line shifts. Maconomy will show a dialog prompting you for a target the location for the file.

Event Contact Persons Single Dialog Workspace

Use this workspace to associate contact persons with an event.

You can associate all contact persons with an event, regardless of whether or not they are associated with the same contact company as the event. When you enter a contact person for an event, Maconomy creates an entry in the list of associated contact persons and marks it as primary. You can only change the primary contact from the event, and not directly in the list.

If a contact person in the list is an internal contact (that is, the contact person is linked to an employee) Maconomy marks the entry as internal.

If a contact person exists for the employee for the event, Maconomy creates an entry in the list of contact persons and marks it as owner and internal. You can edit the owner only from within the event, and not from the list of associated contact persons. Likewise, you cannot delete the owner or primary contact for the event directly from the list. If you remove owners or primary contacts from an event, Maconomy automatically removes them from the list.

Event Tab

This section includes the fields and descriptions for the Event tab.

Event Island

Field	Description
Event	This field contains the event description and number.
Event Start	This field contains the start date and time for the event.
Event Closed	This field contains the end date and time for the event.
Closed	This field indicates that the event is closed.

Employee Information Island

Field	Description
Employee No.	This field contains the employee number of the owner of the event.
Name	This field contains the name of the employee.

Contact Island

Field	Description
Contact Comp. No.	This field contains the number of the contact company involved with the event.
Name	This field contains the name of the contact company involved with the event.
Contact Person No.	This field contains the number of the primary contact person.
Name	This field contains the name of primary contact person.
Contact Mode	In this field, you can select a contact mode.

Contact Persons Sub-Tab

This section includes the fields and descriptions for the Contact Persons sub-tab.

Field	Description
Contact Person Type	This field shows whether it is an employee or a contact. Values are Employee and Contact. A contact person is considered an employee if he/she is linked to an employee and the termination date on the employee is blank or after the starting date of the event. The type field is not updated if the contact person is changed.
Contact Person No.	In this field, you can enter the number of the contact person. A given contact person can only be associated once with an event.
Name	This field shows the name of the contact person.
Position	This field shows the title of the contact person's job at the company.
Phone	This field shows the contact person's phone number.

Field	Description
Mobile	This field shows the contact person's mobile number.
Email	This field shows the contact person's email address.
Primary	This field shows whether the contact is the primary contact.
Owner	This field shows whether an employee is the owner of the event.

Opportunities Single Dialog Workspace

Use this workspace to enter information about sales opportunities.

A sales opportunity is a potential sale to a customer or a prospective customer with whom you are in contact.

An opportunity can represent a specific sales case or a potential account size—for example, if you expect that signing a given customer will generate a certain revenue over a certain period.

For each opportunity, enter information about the starting date of the sales activity and the expected closing date of the sale. Also enter the expected value of the opportunity and a probability percentage that represents the estimated chance of closing the sale successfully. Based on these figures, Maconomy calculates a weighted value for the opportunity. As a result, entering opportunities provides you with a tool for calculating estimated pipeline sizes and for running reports that show success rates and estimated sales within a given period.

You can also enter information about the events that occur in connection with sales activities. For instance, you might want to track each contact that you make with the prospective customer so that you accumulate historical information about their requests and inquiries. Or you might want to enter information about the internal activities that occur in connection with the sales opportunity.

You manage historical information about the sales process through the event flow functionality. Each time that you create an opportunity, Maconomy automatically creates an event flow in the Event Flows workspace. Use the event functionality to enter historical information about the opportunity. The opportunity's current event flow status is displayed in the **Phase** field, allowing you to see the progress of the opportunity.

You can assign each opportunity to a given job in the Job Cost module, so that employees can enter and track the time that they spend working on the opportunity. Use the fields in the Job Cost island in the Opportunities tab of this workspace to enter a job, activity, and task for each event in the opportunity's event flow. This enables you to automatically transfer time spent on the opportunity to employee time sheets.

You must assign each opportunity to a contact company that you create in the Contact Companies workspace. You can assign opportunities to existing customers or prospective customers.

When you finally settle an opportunity, you close it. Depending on the outcome of the opportunity, use the **Close as Won** or **Close as Lost** action. When you use one of those actions:

- The **Status** field indicates the outcome that you selected.

- The probability percentage is set to 100 (for a win) or 0 (for a loss).
- The event flow that you assigned to the opportunity is closed. You can no longer change the information for the opportunity. However, you can use the **Reopen** action to reopen the opportunity, which sets its status field to **Open**.

Opportunities Tab

This section includes the fields and descriptions for the Opportunities tab.

Opportunity Island

Field	Description
Opportunity	In this field, you can write a description and specify an identification number when creating an opportunity. Both letters and numbers can be used in the identification number. If you do not specify a value, the agreement is assigned the next available number from the number series “Opportunity Series” in the window Number Series in the Set-Up module. Once the opportunity has been created, the number can no longer be changed.
Opportunity Type	In this field, you can specify an opportunity type created in the window Opportunity Types when creating an opportunity. The opportunity type contains various template data which is suggested on the new opportunity, including an event flow type for the event automatically created for the opportunity. For further information on this, see the description of the field “Event Flow Type.”
Status	This field shows the status of the current opportunity. The status can either be “Open,” “Won” or “Lost.” As long as the status is “Open,” the opportunity can be changed, and you can adjust the probability percentage and other information in accordance with the latest development in the opportunity case. When the opportunity is finally settled, for instance if the sales case was a success or the opportunity did not result in a sale, you can close the opportunity by selecting the action “Close as Won” or “Close as Lost,” depending on the outcome of the opportunity. When you do so, this field is set to the relevant value, the probability percentage is set to 100 or 0, and the event flow assigned to the opportunity is closed. The opportunity is then considered closed, meaning that it is no longer possible to change the information on the opportunity. However, using the action “Reopen,” you can reopen the opportunity, causing the value of this field to be set to “Open.”
Phase	This field shows the current phase of the opportunity. The phase indicates how far the sales process has progressed, for instance that you are now in the initial phase, proofing phase or contract negotiations. The value is retrieved from the field “Current Flow Status” in the card part of the event flow assigned to the current opportunity. The phase is changed by specifying the new phase in the field “New Event Flow Status” on a status changing event in the event flow assigned to the current opportunity, and closing this event. This causes the event flow status and thereby this field to be updated accordingly. For further information on

Field	Description
	status changing events and updating the event flow status, see the description of the fields “Current Flow Status” and “New Event Flow Status,” and the introduction to the window Event Flow.
Probability %	In this field, you can specify the probability percentage indicating the chance that the opportunity will result in a sale. Maconomy uses this value for calculating the weighted value of the opportunity in various currencies by multiplying the probability percentage by the estimated opportunity value specified in the fields “Sales Estimate, Currency,” “Sales Estimate, Base” and “Sales Estimate, Enterprise.” You can change the value as desired until the opportunity is closed by selecting one of the actions “Close as Won” and “Close as Lost,” at which point the value is set to either 100 or 0, depending on the action selected. For further information, see the description of the field “Status” below.
Currency	In this field, you can specify the currency in which the estimated opportunity value in the field “Sales Estimate, Currency” is expressed.
Sales Estimate, Currency	In this field, you can specify the estimated value of the current opportunity, expressed in the currency specified in the field “Currency” above. Maconomy uses this value for calculating the weighted value of the opportunity by multiplying the probability percentage specified in the field “Probability %” by the sales estimate. If a budget has been created, you cannot enter a value here manually. Instead, Maconomy automatically keeps the field updated with a value corresponding to the total billing price budgeted for the opportunity.
Weighted Sales Estimate, Currency	This field shows the weighted value of the current opportunity in the currency specified in the field “Currency” above. The figure is calculated by multiplying the probability percentage specified in the field “Probability %” by the estimated opportunity value specified in the field “Sales Estimate, Currency.” Maconomy rounds off the calculated value according to the rounding principles set up for the currency in question in the window Currency Rounding. Please note that this may influence pipeline figures in your reports.
Sales Estimate, Base	The functionality of this field is similar to that of the field “Sales Estimate, Currency” above.
Weighted Sales Estimate, Base	This field shows the value of the field “Weighted Sales Estimate, Currency,” converted into the base currency of the company to which the current opportunity is assigned. Maconomy rounds off the calculated value according to the rounding principles set up for the currency in question in the window Currency Rounding. Please note that this may influence pipeline figures in your reports.
Sales Estimate, Enterprise	The functionality of this field is similar to that of the field “Sales Estimate, Currency” above.

Field	Description
Weighted Sales Estimate, Enterprise	This field shows the value of the field “Weighted Sales Estimate, Currency,” converted into the enterprise currency of the Maconomy system. Maconomy rounds off the calculated value according to the rounding principles set up for the currency in question in the window Currency Rounding. Please note that this may influence pipeline figures in your reports.
Start Date	In this field, you can specify the starting date of the current opportunity, for example, the date when the first contact with the prospective customer was made. Maconomy suggests today’s date.
Expected Closing Date	In this field, you can specify the date on which you expect to close the current opportunity, for instance the date on which a contract is expected to be signed or the date by which the prospective customer is expected to choose a supplier.
Closing Date	In this field, you can specify the actual closing date of the current opportunity.
Include in Forecast	In this field, you can select whether figures on opportunity budgets on the opportunity are to be included in the report Periodic Sum Job Budget. The default is that the field is marked

Persons Island

Field	Description
Sales Person	In this field, you can specify the name and number of the employee acting as sales representative in connection with the current opportunity. Maconomy suggests the sales representative responsible for the contact company in question.
Contact Person 1-3	In each of these fields, you can specify the name and number of a contact person relating to the current opportunity. The fields are for information only.

Job Cost Island

Field	Description
Job	In this field, you can specify the job on which the time spent on the current opportunity should be posted. The job number is transferred to the event flow assigned to the opportunity, and changing the job number on the opportunity causes the event flow to be updated accordingly. However, changing the job number on the event flow does not cause the opportunity to be updated. You can use this field if you want time spent on the opportunity to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flow. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. As

Field	Description
	the job number in this field is transferred to the event flow assigned to the opportunity and the job number on the event flow is suggested on events in the flow in question, the value in this field functions as a template value for events in the event flow. For further information, see the description of the action “Transfer to Time Sheet.” It is only possible to specify a job belonging to the same company as the current opportunity.
Activity No.	In this field, you can specify the activity on which the time spent on the current opportunity should be posted. The activity number is transferred to the event flow assigned to the opportunity, and changing the activity number on the opportunity causes the event flow to be updated accordingly. However, changing the activity number on the event flow does not cause the opportunity to be updated. You can use this field if you want time spent on the opportunity to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flow. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. As the activity number in this field is transferred to the event flow assigned to the opportunity and the activity number on the event flow is suggested on events in the flow in question, the value in this field functions as a template value for events in the event flow. For further information, see the description of the action “Transfer to Time Sheet.
Task	In this field, you can specify the task on which the time spent on the current opportunity should be posted. The task is transferred to the event flow assigned to the opportunity, and changing the task on the opportunity causes the event flow to be updated accordingly. However, changing the task on the event flow does not cause the opportunity to be updated. You can use this field if you want time spent on the opportunity to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flow. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question. In the time sheet, the time is registered on a line with the combination of job number, activity and task specified on the event in question. As the task in this field is transferred to the event flow assigned to the opportunity and the activity number on the event flow is suggested on events in the flow in question, the value in this field functions as a template value for events in the event flow. For further information, see the description of the action “Transfer to Time Sheet.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Dimensions Island

Field	Description
Location	In this field, you can specify the location to which the current opportunity pertains. The location is transferred to the event flow assigned to the opportunity, and changing the location on the opportunity causes the event flow to be updated accordingly. However, changing the location on the event flow does not cause the opportunity to be updated. You can use this field if you want time spent on the opportunity to automatically be transferred to time sheets using the action “Transfer to Time Sheet” in the window Event Flow. When this action is selected, the accumulated time on each event in the selected event flow is transferred to a time sheet for the employee specified on the event in question. In the time sheet, the time is registered on a line with the allocation combination, of job number, activity and task specified on the event in question. As the location in this field is transferred to the event flow assigned to the opportunity and the location on the event flow is suggested on events in the flow in question, the value in this field functions as a template value for events in the event flow. For further information, see the description of the action “Transfer to Time Sheet’.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Remarks Island

In these fields, you can enter additional remarks about the current opportunity.

Extra Fields Island

Field	Description
Text 1-10	In these ten text fields, you can enter various information about the opportunity.
Date 1-5	In these five fields, you can enter dates connected to the opportunity.
Real 1-5	In these five fields, you can enter numbers connected to the opportunity.

Field	Description
Amount 1-5	In these five fields, you can enter amounts connected to the opportunity
Boolean 1-5	In these five Boolean fields, you can assign attributes to the opportunity.
Popup 1-10	In these ten fields, you can select various information about the opportunity. These are pop-up fields, which means you can choose from the options created for each field. They are created as Opportunity Popup 1 - Opportunity Popup 10 in the window Popup Fields.

Contact Company Island

Field	Description
Contact Comp. No.	In this field, you must specify the number of the contact company which the current opportunity concerns. Once the opportunity has been created, the number can no longer be changed. When creating an opportunity, Maconomy automatically creates an event flow and assigns it to the contact company specified in this field, allowing you to register information about the events taking place in connection with the current opportunity. For further information on this, see the introduction to the window. When you press Return upon creating an opportunity, Maconomy retrieves various information from the window Contact Companies, and suggests the values in the corresponding fields in this island. However, you can change the suggested values.
Attn.	In this field, you can enter the name of an attention person pertaining to the current contact company. Maconomy suggests the attention person specified for the current contact company in the window Contact Companies, but you can specify another attention person.
Country	In this field, you can specify the country in which the current contact company resides. Maconomy suggests the country specified for the current contact company in the window Contact Companies, but you can specify another country.
Phone	In this field, you enter the telephone number of the current contact company. Maconomy suggests the phone number specified for the current contact company in the window Contact Companies, but you can specify another phone number.
Fax	In this field, you enter the customer's fax number. Maconomy suggests the fax number specified for the current contact company in the window Contact Companies, but you can specify another fax number.
Telex	In this field, you enter the telex number of the current contact company. Maconomy suggests the telex number specified for the current contact company in the window Contact Companies, but you can specify another telex number.
E-mail	Here you can enter the customer's electronic mail address.

Field	Description
	Maconomy suggests the e-mail address specified for the current contact company in the window Contact Companies, but you can specify another e-mail address.

Status Update Island

Field	Description
Won, Phase	If the current opportunity can be considered won when entering a given phase (see the field “Phase”), you can specify the phase in question in this field. When the opportunity enters the specified phase as a result of the event flow status of the event flow assigned to the opportunity being changed to the value in this field, Maconomy will automatically close the opportunity as won by running the action “Close as Won.” This, in turn, causes the event flow assigned to the opportunity to be closed. Using this functionality, you can cause the opportunity to be closed automatically when the event flow reaches a point indicating a closed sale. Please note that manually closing the opportunity as won will not cause the event flow status to be changed to the value in this field.
Lost, Phase	If the current opportunity can be considered lost when entering a given phase (see the field “Phase), you can specify the phase in question in this field. When the opportunity enters the specified phase as a result of the event flow status of the event flow assigned to the opportunity being changed to the value in this field, Maconomy will automatically close the opportunity as lost by running the action “Close as Lost.” This, in turn, causes the event flow assigned to the opportunity to be closed. Using this functionality, you can cause the opportunity to be closed automatically when the event flow reaches a point indicating a lost sale.

Campaign Island

Field	Description
Campaign	In this field, you can specify the name and number of a campaign when creating an opportunity, thus assigning the opportunity to the campaign in question. When creating an opportunity, Maconomy suggests the values from the corresponding field on the opportunity type selected in the field “Opportunity Type.” Campaigns are created in the window Campaigns.

Company Island

Field	Description
Company	When creating an opportunity, you can specify in this field the name and number of the company responsible for the new opportunity. If you do not enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived,

Field	Description
	the standard value is transferred from the window System Information in the Set-Up module. See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Dimension Derivations in the G/L module for a further description of the concept of dimension derivation.
Base Currency	This field shows the base currency of the company specified in the field “Company No.” on the line.

Event Flow Island

Field	Description
Event Flow Type	When creating an opportunity, you can specify in this field the event flow type to be used on the event flow automatically created for the opportunity. The event flow type points out the event flow status type which contains the options available for specifying the individual phases in the opportunity. For further information, see the description of the field “Phase.” The event flow type also points out any event plan to be used for managing a fixed sales procedure. For further information on the use of event plans, see the description of the field “Event Plan No.” in the window Event Flow Types. If you do not specify an event flow type, the opportunity is automatically assigned to the event flow type specified on the opportunity type selected in the field “Opportunity Type.”
Event Flow No.	This field shows the number of the event flow assigned to the current opportunity.

Access Level Island

Field	Description
Access Level	In this field, you can enter the name of an access level created in the window Access Levels. Users only have access to information about the current opportunity if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to opportunities may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, this field has no influence on whether the user has access to information about the current opportunity.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the opportunity. In the fields “Value 1-5” in this island, you can then select values from these lists. If you leave a given option list field in this island blank, any text can be entered in the corresponding value field. When creating an opportunity, Maconomy suggests the values from the corresponding fields on the opportunity type selected in the field “Opportunity Type.”
Value	In these fields, you can specify a number of values for further specification of the current opportunity. You can only specify values available in the respective option lists specified in this island. If a given option list field has been left blank, any text can be entered in the corresponding value field. When creating an opportunity, Maconomy suggests the values from the corresponding fields on the opportunity type selected in the field “Opportunity Type.”

Contact Persons Sub-Tab

This section includes the fields and descriptions for the Contact Persons sub-tab.

Field	Description
Contact Person No.	Enter the contact person’s number in this field.
Name	This field shows the contact person’s name.
Position	This field shows the contact person’s position.
Phone	This field shows the contact person’s phone number.
Mobile	This field shows the contact person’s mobile number.
Email	This field shows the contact person’s email address.
Role	Enter the contact person’s role for the opportunity.
Primary	This field shows whether the contact person has been entered on the opportunity card.

Actions

This section shows the Actions available in the Opportunities workspace.

Top Tab

Field	Description
Close as Won	Select this action if the opportunity was won, resulting in a sale. When you select this action, the probability percentage is set to 100, the field “Status” is set to “Won,” the closing date is set to today’s date and the event flow assigned to the opportunity is closed. Furthermore, the opportunity is closed, meaning that you can no longer change any information on the opportunity. Therefore, to ensure that the value of the opportunity is reflected correctly, you should enter the final value of the opportunity in the field “Sales Estimate, Currency” before selecting this action. You can reopen the opportunity by selecting the action “Reopen.”
Close as Lost	Select this action if the opportunity was lost. When you select this action, the probability percentage is set to 0, the field “Status” is set to “Lost,” the closing date is set to today’s date, and the event flow assigned to the opportunity is closed. Furthermore, the opportunity is closed, meaning that you can no longer change any information on the opportunity. You can reopen the opportunity by selecting the action “Reopen.”
Reopen	This action is only available if the opportunity has been closed by selecting one of the actions “Close as Won” and “Close as Lost.” Furthermore, the action is only available if no budget has been created for the opportunity in the window Opportunity Budgets, and if the opportunity has not been converted into a job. When you select this action, the opportunity is reopened, causing the field “Status” to be set to “Open” and the assigned event flow to be reopened so that it once again becomes possible to change the information on the opportunity.
Send Opportunity to People Planner	If this field is marked, the employee category will be included in the scheduled import to People Planner. Setting this field will only have an effect if the field is included in the relevant queries in the .I files on the web server.

Opportunity Employees Single Dialog Workspace

Use this workspace to associate employees with an opportunity.

The employee who is entered as the sales representative on the opportunity card is automatically included in the list. You can only change or delete the sales representative via the Opportunity workspace, and not via the list.

Opportunity Tab

This section includes the fields and descriptions for the Opportunity tab.

Opportunity Island

Field	Description
Opportunity	This field shows the opportunity description and number.
Contact Company	This field shows the contact company name and number for the opportunity.

Employees Sub-Tab

This section includes the fields and descriptions for the Employees sub-tab.

Field	Description
Employee No.	This field shows the number of the employee associated with the opportunity.
Name	This field shows the name of the employee associated with the opportunity.
Position	This field shows the employee's position.
Phone	This field shows the employee's phone number.
Mobile	This field shows the employee's mobile number.
Email	This field shows the employee's email address.
Role	Use this field to enter the employee's role with regard to the opportunity.
Sales Rep.	This field shows whether the employee is the sales rep for the opportunity. When the sales rep. on an opportunity is updated in the Opportunities window, the corresponding opportunity employee gets updated in this field as well. You can delete the sales rep using the card part of the Opportunities window.
Company No.	This field shows the employee's company number.
Company Name	This field shows the name of the employee's company.
Account	This field shows the employee's account number.

Field	Description
Location	This field shows the location of the employee.
Entity	This field shows the name of the entity associated with employee.
Project	This field shows the employee's project.
Purpose	This field shows the purpose associated with the employee.
Spec. 1–3	This field shows the specifications associated with the employee.
Local Spec. 1–3	This field shows the local specifications associated with the employee.

Opportunity Partners Single Dialog Workspace

Use this workspace to assign contact companies to an opportunity as partners.

Opportunity Tab

This section includes the fields and descriptions for the Opportunity tab.

Opportunity Island

Field	Description
Opportunity	This field shows the opportunity description and number.
Contact Company	This field shows the contact company name and number.

Partners Sub-Tab

This section includes the fields and descriptions for the Partners sub-tab.

Field	Description
Contact Company No.	Enter the contact company number for the contact company that you want to associate as partner.
Name	This field shows the partner contact company's name.
Address 1-2	These fields show the first and second lines of the partner's address.

Field	Description
Postal Code	This field shows the postal code of the partner's address.
City	This field shows the city of the partner's address.
Address 3-4	These fields show the third and fourth lines of the partner's address.
Attn.	This field shows the partner's attention person.
Country	This field shows the country of the partner's address.
Phone	This field shows the partner's telephone number.
E-mail	This field shows the partner's e-mail address.
Department	This field shows the department to which the partner pertains.
Sales Rep. No.	This field shows the sales representative number for the partner sales representative.
Sales Rep.	This field shows the name of the partner sales representative.
Role	Enter the partner's role for the opportunity. You can edit this field.

Opportunity Budgets Single Dialog Workspace

Use this workspace to create detailed budgets for opportunities.

Using opportunity budgets, you can create detailed budgets, similar to job budgets, that cover all of the activities and tasks that are involved in the prospective job.

To ensure realistic pricing of your opportunities, you can leverage experience from previous jobs. Copy a template budget or the budget of a similar job so that you have a complete list of tasks to consider. Because Maconomy also copies hours, quantities, and prices, you have a very sound and detailed basis for calculating an accurate estimate.

If the opportunity results in a win, and you create a job, you can transfer the opportunity budget to the new job, as the basis for baseline budgets. You avoid double data entry and ensure that Maconomy uses the deliverables and prices that you set in the quoting phase throughout the project life cycle.

Opportunity Budgets Tab

This section includes the fields and descriptions for the Opportunity Budgets tab.

Opportunity Island

Field	Description
Opportunity	This field shows the description and number of the current opportunity.
Status	This field shows the status of the current opportunity. The value is taken from the corresponding field in the window Opportunities.
Phase	This field shows the current phase of the current opportunity. The value is taken from the corresponding field in the window Opportunities.
Probability %	In this field, you can specify the success probability percentage of the current opportunity. For further information about the probability percentage, see the description of the corresponding field in the window Opportunities.
Currency	In this field, you can select the currency in which the figures in the opportunity budget are to be displayed and entered. If you change the currency after entering budget figures, the figures will be converted automatically. Please note that amounts are rounded when converted into a new currency. This means that changing the currency and subsequently returning to the original currency may cause the amounts to differ slightly from the original ones.
Budget Created	This field shows whether a budget has been created for the current opportunity. It is only possible to enter information in the table part if a budget has been created. Budgets are created using the action “Create Budget.”
Sent to People Planner	If the People Planner integration add-on is enabled and the “Integration Status Note Type” system parameter is set, this field will show when the opportunity was last sent to People Planner.

Template Job Island

Field	Description
Job	In this field, you can select a template job. When you select a template job, you can preview the budget of the job in question to determine whether the budget of the template job matches the opportunity in question. Once you have selected a template job and pressed Return, you can view the different budgets of the template job using the field “Show Budget” in the island Budget Type. Maconomy suggests the budget type marked as the standard opportunity budget type (see “Job Budget Types” in the Set-up module). If no budget type is marked as standard opportunity budget type, the baseline budget of the template job is suggested.

Field	Description
	When you select the action “Create Budget,” the budgets of all budget types for the template job are copied to the new opportunity budget. However, until the action is selected, the window shows budgets as a preview only.

Contact Company Island

Field	Description
Contact Comp. No.	This field shows the number of the contact company to which the current opportunity pertains.
Name	This field shows the name of the contact company to which the current opportunity pertains. You can change the name here, causing it to be updated accordingly in the window Opportunities.
Customer No.	This field shows the number of the customer assigned to the contact company of the current opportunity.

Budgeting Island

Field	Description
Hours Per Man Day	In this field, you can specify how many hours are in a man day. In the table part, quantities for time activities can be specified either as a number of hours or a number of days. There are separate fields for specifying hours and days. When you specify a number of days, the corresponding number of hours is automatically calculated by multiplying the number of days by the value in this field. Similarly, when you specify a number of hours, the corresponding number of days is calculated by dividing the number of hours by the value in this field. The field is also used for calculating prices per day from hour based prices.

Limit Island

The functionality of the fields in this island corresponds to that of the fields in the island Limit in the window Job Budgets.

Budget, Base Island

The functionality of the fields in this island corresponds to that of the fields in the island Budget, Base in the window Job Budgets.

Field	Description
Hours	This field shows the amount of employee hours you estimate will be spent on the job. The “Time” field shows the total of the budgeted hours, which have been entered for time activities in the “Quantity” field in the table part. Since the budget figure for amount activities cannot be estimated in hours, there is no figure in the “Amount” and “Total” fields. The “Total per” field shows the unit given in the Unit Analysis island.

Field	Description
	The field “Limit” displays the total number of employee hours you expect to use on the job. You can have a value displayed in this field by entering the value in the field “Hours” in the island Limit. See the description of this island for further information. Only users for whom the field “Can Change Job Budget” in the window Actions in the Set-Up module is marked may change this field.
Cost	In these fields the budgeted cost of the job in the base currency of the job’s responsible company. The “Time,” “Amount” and “Total” fields show three totals of costs from the budget lines entered in the table part of the window. They are the cost totals of time activities, amount activities and a total for all budget lines. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to “Time” and “Total” will be zero. The “Total per” field shows the quantity in the “Total” field immediately above it, divided by the quantity given in the Unit Analysis island. The field “Limit” displays the estimated or agreed billing price of the job. You can have a value displayed in this field by entering the value in the field “Hours” in the island Limit. See the description of this island for further information.
Billing Price	These fields show the budgeted cost of the job in the base currency of the job’s responsible company. The “Time,” “Amount” and “Total” fields show three totals of billing prices from the budget lines entered in the table part of the window. They are the billing price totals of time activities, amount activities and a total for all budget lines. The “Total as of” field shows the quantity in the “Total” field immediately above it, divided by the quantity given in the Unit Analysis island. The field “Limit” displays the estimated or agreed billing price of the job. You can have a value displayed in this field by entering the value in the field “Billing Price, Currency” in the island Limit. See the description of this island for further information. The budget Limit can either be compared to the total of budgeted costs in the “Total” field, or you can use it in a subsequent budget control calculation, in which you compare budget with actual figures. If you create a quote from a job budget, by choosing “Transfer to Quote” in the Action menu, or if you change quotes in the window Quote Editing, the billing price in this field will automatically be changed to the total of the quote lines. It is then not possible to change it here. When you create invoice selections in the window Invoice Selection, you can transfer the quote price from this field to the total amount of the invoice.
GM	These three fields show the job’s budgeted gross margin (GM) in the base currency. Gross margin is calculated by subtracting the cost in the “Cost” field from the billing price in the “Billing Price” field. Gross margin is calculated for the job’s time activities, amount activities and total.

Field	Description
	The “Time” field shows the budgeted gross margin total for all time activities. The “Amount” field shows the budgeted gross margin total for all amount activities. The “Total” field shows the budgeted gross margin for the whole job. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to “Time” and “Total” will be zero. The “Total as of” field shows the quantity in the Total field immediately above it, divided by the quantity given in the Unit Analysis island.
GM %	These three fields show the job’s budgeted gross margin percent (GM %). Gross margin percent is calculated as the gross margin percentage of the billing price in the “Billing Price” field. Gross margin is shown in the “GM” field. Gross margin percent is calculated for the job’s time activities, amount activities and total. The “Time” field shows the average budgeted gross margin percentage for all time activities. The “Amount” field shows the average budgeted gross margin percentage for all amount activities. The “Total” field shows the average gross margin percent for the whole job budget. If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the cost shown next to “Time” and “Total” will be zero.
Time	This is the total of the budgeted hours, costs, billing prices and gross margin, which have been entered in the table part for time activities. It also shows the average gross margin percent for the budget’s time activities.
Amount	This is the total of the budgeted costs and billing prices entered for amount activities in the table part. It also shows the average gross margin for all amount activities. Since the budgeted amount for amount activities does not correspond to a number of hours, the “Time” field is empty.
Total	This is the total of all the budgeted costs and billing prices entered in the table part of the window. Since it is not possible to enter hour estimates for amount activities, the “Hours” field is empty. The total of budgeted hours is shown in the “Time” field.
Hereof Outlays	These fields show the budgeted costs for all amount activities, for which the cost type has been set to “Outlays.” This means that the field only shows the cost part of the relevant outlays, whereas the below field “Excluding Outlays” also includes the gross margin from the outlay. For more information about outlay activities, please see the description of the window Activities.
Excluding Outlays	These fields show the sum of the budgeted prices for all activities in the table part of this window, less the cost price for any amount activities for which the cost type

Field	Description
	has been set to “Outlays.” Furthermore, the resulting gross margin and GM % are shown excluding outlays.
Total Per	This shows the unit given in the Unit Analysis window, as well as the values in the “Total” row, divided by the quantity given in the Unit Analysis island. If, for example, the job is for two advertisements, three houses, or ten meters of cable, you can use this row to check cost and billing prices per unit.
Limit	In this field, you can enter a budget limit for the job. You can, for example, register how much money you expect to use on the job. You can also enter how many hours you expect to use, as well as estimated cost and billing price. Maconomy alerts you if you exceed one or more of the three budget limits, when you enter the detailed budget in the table part. You can use the budget limit to make a comparison with the total of the individual budget lines in the table part, and you can use it to make a manual budget control after you have the actual amount of hours used and the actual cost and billing prices of the job. In the Print Job Report window, you can print a job report, specifying the contents yourself. You can use the report to make a budget control, which compares the number of hours and the budgeted sales and costs at the activity level with actual figures. The budget limit is not printed in the report.

Budget, Currency Island

The fields in this island correspond to the fields in the island Budget, Base. The only difference is the fact that in this island, the amounts are shown in the currency selected for the opportunity.

Line Creation Island

The functionality of the field in this island corresponds to that of the field in the island Line Creation in the window Job Budgets.

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in the table part of the window. Every time you create a line, the value selected here will be selected on the new line, and you may then change it to something else. Please see the description of the field “Line Type” in the table part for a description of the options in this field.

Unit Analysis Island

Field	Description
Quantity	If the job is for several similar units, for example, two advertisements, three houses, or ten meters of cable, the quantity of these units can be given here. You can then use the Budget island in this window and the Summary island in the Job Card window to see the “Total” values per unit.

Field	Description
Unit	If there is a value in the “Quantity” field, you can enter the unit here.

Company Island

Field	Description
Company	This field shows the name and number of the company to which the opportunity is assigned.
Base Currency	This field shows the currency used as base currency in the company shown in the field “Company No.” above.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Budget Type Island

Field	Description
Show Budget	In this field, you choose the budget you wish to preview, if no budget has been created for the opportunity, or the budget you wish to work with if a budget has been created. Once you have selected a template job in the field “Template Job No.” and pressed Return, you can view the different budgets of the template job using this field. Maconomy suggests the budget type marked as standard opportunity budget type in the window Popup Fields. If no budget type is marked as standard opportunity budget type, the baseline budget of the template job is suggested.

Employee Category Prices Island

The functionality of the fields in this island corresponds to that of the fields in the island Employee Category Prices in the window Job Budgets.

Field	Description
Employee Category No.	In this field, you can select an employee category.
Employee Category Name	This field shows the name of the current employee category.
Billing Price, Hour	In this field, Maconomy shows the default billing price of the employee category when you select it manually in the field “Employee Category No.” above or by specifying it in a job budget line. However, you can enter a new billing price per hour for employees of the current employee category. When you enter a new price, any job budget lines and job specific price list lines on which the current employee category is selected will be updated to

Field	Description
	reflect the new price, unless the field “Line Specific Billing Price” is marked in the table part.
Billing Price, Day	The functionality of this field is similar to that of the field “Billing Price” above, but concerns the billing price per day. The relation between this amount and the amount per hour is defined in the field “Hours per Man Day.”
Cost Price, Hour	This field shows cost price for the selected employee category.
Cost Price, Day	This field shows cost price for the selected employee category per day. The relation between this amount and the amount per hour is defined in the field “Hours per Man Day.”
Price Control Budget Type	Only the baseline budget is used for controlling budget prices. This field shows the type of the baseline budget, as selected in the job parameter attribute “Baseline, Budget Type” of the type “Planning.”
Price Control from Budgets	Maconomy marks this field if the current job is set up to control prices from the budget, that is the job parameter attribute “Price Control from Budgets” of the type “Budgeting” is true for the current job.

Billing Price Deviations Island

The functionality of the fields in this island corresponds to that of the fields in the island Billing Price Deviations in the window Job Budgets.

Field	Description
Standard Billing Price, Base	This field shows the total budgeted standard billing prices in the company’s base currency.
Billing Price, Base	This field shows the total budgeted billing prices in the company’s base currency.
Budgeted Up/Down	This field shows the difference between the budgeted billing price and the standard billing price. The amount in this field is the write-up or write-down of the budgeted billing price compared to the standard billing price. For more information about standard billing price, please see “Appendix A: Price Calculation in the Job Cost Module.”

Copy Budget Island

The functionality of the fields in this island corresponds to that of the fields in the island Copy Budget in the window Job Budgets.

Field	Description
Copy from Job No.	In this field, you enter a job number if you wish to copy a job budget from another job than the job currently shown. See the description of the action “Copy Budget” for more information about budget copying.

Field	Description
Copy from Budget	In this field, you select the budget from which you wish to copy. If you have entered a job number in the field above, the budget will be copied from that job. If not, Maconomy copies the job budget shown in the window when you use the action “Copy Budget.”
Copy From Revision No.	In this field, you can select which revision of the job budget entered above you wish to copy. If the revision number is “0” or the field is blank, the latest revision of the budget will be copied.
Copy from Actuals (Job No.)	In this field, you can enter a job number. When you use the action “Copy Budget,” the latest approved revision of the working budget of the specified job will be copied. If there are no approved revisions of the working budget of the job, the latest non-approved revision of the working budget is copied instead.
Copy from Opportunity No.	In this field, you enter an Opportunity number if you wish to copy a job budget from another opportunity than the opportunity currently shown. It is not possible to enter an opportunity number if you have entered a job number.
Overwrite Duplicate Lines	If this field is selected, lines from the copied budget will replace existing lines with the same task and activity combination.

Opportunity Budget Lines Sub-Tab

This section includes the fields and descriptions for the Opportunity Budget Lines sub-tab.

Field	Description
Description	In this field, you enter a text, which is attached to the activity on quotes and order confirmations. If you enter an activity, Maconomy suggests either the activity text from the “Description” field in the window Activities or the description of the entered task (if any) in the window Job Tasks, but you can change it on the budget line. In the window Activities, you can set up which text to derive as budget line description for each activity. The original activity text is displayed in the field “Activity Name.”
Line Type	In this pop-up field, you select the type of the current job budget line. Selecting a value is mandatory. In the card part, the field “Default Line Type” in the island Line Creation defines the default value of this field, that is the value which is automatically suggested when you create the line. You may then select something else. You can choose between the following values: ▪ Sum/Text — If you select this value, the current line can be used as a text line, simply adding a line of text to the budget, or as a sum line. A sum line is used as a grouping level when you use work breakdown structure as described in “Getting Started with the Java™ Client.” In

Field	Description
	both cases, no reference to activity or task may be specified on the line, and the line cannot be marked as a milestone. ▪ Time — If you select this value, the current line is used for specifying a time activity. The activity number will change to the activity specified in the job parameter attribute “Default Time Activity” of the type “Budgeting.” ▪ Outlay — If you select this value, the current line is used for specifying an outlay activity. The activity number will change to the activity specified in the job parameter attribute “Default Outlay Activity” of the type “Budgeting.” ▪ Amount — If you select this value, the current line is used for specifying an amount activity. The activity number will change to the activity specified in the job parameter attribute “Default Amount Activity” of the type “Budgeting.” ▪ Milestone — If you select this value, the current line is used for specifying a milestone. Any existing activity number will be removed, and the field “Milestone” will be marked (this field is not shown in the standard layout of the Job Budgets window). Note that by changing the line type, you change the activity number. See the description of the field “Act. No.” for considerations with regard to changing the activity number. If you specify an activity in the field “Act. No.,” this field will change to reflect the type of activity you entered, that is either “Time,” “Amount,” or “Outlay.”
Task	In this field, you can specify the task to which the job budget line is to be assigned. Specifying a task list is mandatory, if a task list has been specified for the job, typically via the template based on which the job was created, or if the action “Require Tasks” has been selected in the window Job Tasks. If neither of the system parameters “Create Tasks from Job Budgets” nor “Extended Task Creation from Budgets” (see below) has been marked, you must enter a task which exists in the task list in question. If both this field and the field “Act. No.” are left blank, the line can be used as a text line for a more detailed budget description or as a grouping level in a work breakdown structure. If either of the system parameters “Create Tasks from Job Budgets” or “Extended Task Creation from Budgets” has been marked, you can enter a task which does not already exist in the job’s task list. When you do, Maconomy will create the task in the job’s private task list, using the activity entered on the line as derived activity. If a job specific task list does not already exist, the shared task list assigned to the job will be copied and made job specific. For more information, see the description of the window Job Tasks. If the system parameter “Mark ‘Overwrite Activity’ On Tasks” is marked, the field “Overwrite Activity” is marked in the new task. The description entered in the field “Description” is transferred to the new task and used as task

Field	Description
	description according to the rules outlined in the description of the two system parameters which concern task creation. Be aware that the specified activity can be set up to derive either the activity text or the task description in the field “Description.” The way the new task is named is defined by and described in the system parameters “Number of Trailing Characters for Task Names” and “Extended Task Creation from Budgets.” Tasks may need to be approved (see the window Approve Tasks). If this is the case, you cannot use the actions “Submit Budget” or “Transfer to Sales Order” until all tasks in the budget have been approved. If dimension values have been specified for the task, these dimensions are automatically suggested on new budget lines unless other values have been entered manually. If the window Job Tasks or Task Lists specifies that derived dimension values should overwrite existing dimensions values, any manually entered dimensions will be overwritten.
Act. No.	In this field, you enter the number of the activity for which you wish to make a budget estimate. If both this field and the field “Task” are blank, the line is a text line. If this field shows “*,” the line is a summary line which creates a subtotal when the budget is printed using the “Standard” layout. You cannot budget on summary activities. Note that you cannot enter a “*” if you use work breakdown structure. Instead use the field “Line Type” to specify that the current line is a line of the type “Sum/Text” and indent the relevant lines below it. You can enter more than one line for the same activity, but note that every job entry is registered to an activity and not to a budget line. If a job budget text from the window Activities has been assigned to one of the activities used in this window, the standard text will be transferred to the window Job Budget Texts. You can subsequently edit the text so that it fits each job budget line in the window Job Budget Texts. You can change the activity on a line if the line does not have sales orders, requisitions, or purchase orders assigned to it, and the budget is not closed. You can change the activity directly or by changing the line type in the field “Line Type.” If tasks are required for the current job, the activity may be derived from the task. If you change the activity, you will be asked to confirm the change, and the task will be updated in the job specific task list to derive the new activity – provided that tasks can be created from budgets (see the description of the field “Task” above). Furthermore, the task may need to be approved again, if task approval is required. Note that if price control from budget is enabled, changing the activity to an activity of another type (for example from a time activity to an amount activity) will cause the price on the current line to be recalculated, even if the system parameter “Update prices upon dimension change” is not set.
Empl. Cat. No.	In this field, you can assign a certain employee category to the job budget. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany or billing price for the specified employee category for price calculations, if the field “Hourly Rate” in the window System

Field	Description
	Information in the Set-Up module has been set to “By Employee” or “Employee Priority.” If the current job is set up for price control from budgets, the employee category is added to the island Employee category Prices in the card part when you add or change the employee category, if it is not already present in that island. If you specify or change an employee category on an existing line, prices are only recalculated if the system parameter “Update prices upon dimension change” has been marked. If the system parameter “Empl. cat. on job budgets required” is marked, it will not be possible to leave out an employee category number in this field, unless the field “Empl.” is also blank.
Quantity	In this field, you enter the budgeted quantity for the line. If the activity is a time activity, the quantity is interpreted as number of hours. It is therefore totaled in the “Hours” field by the “Time” field in the card part of the window. Maconomy alerts you if the sum of hours exceeds the hours limit. If you enter a number of hours, it is automatically converted into a number of days which is inserted in the field “Quantity, Days.” The number of days is calculated by dividing the number of hours by the value in the field “Hours per Man Day” in the card part of the window Jobs.
Quantity, Days	The functionality of this field is similar to that of the field “Quantity.” However, this field only applies to time activities, and you enter the budgeted quantity as a number of days instead of a number of hours. If you enter a number of days, it is automatically converted into a number of hours which is inserted in the field “Quantity.” The number of hours is calculated by multiplying the number of days by the value in the field “Hours per Man Day” in the card part of the window Jobs. If you wish to assign items to the job budget line in the window Job Budget Item Lines, the value here must be 1. You can then enter the relevant item quantity on the individual job budget item line. The quantity is used to calculate the budget lines’ total in the fields “Total Cost, Base” and “Billing Price Total, Base.” It is multiplied by the amounts in the fields “Cost, Base” and “Billing Price, Base” on the budget line. This applies to both time and amount activities. Note that if you change the quantity specified in this field on a planning budget, and work has been registered on the current planning budget line since the quantity was specified, the reestimated quantity cannot be lower than the work registered if a new estimated time to completion is currently being specified for the job.
Cost, Base	In this field, you enter the budgeted cost in the base currency for one unit of the activity on the budget line. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost module.”

Field	Description
	Maconomy calculates the cost based on information from job price lists, item price lists, and employee or activity information cards. If the executing company behind the activity is different from the company responsible for the job, Maconomy suggests the intercompany price of that company. For a further description of how Maconomy calculates these prices, please see “Appendix A: Price Calculation in the Job Cost module.” If the current job is set up for price control from budgets (see “Price control from budgets” on), changing the cost in this field in such a way that the billing price is also changed, the corresponding job specific price list line is updated with the new billing price in currency. The corresponding job specific price list line is the price list line with the same task and activity number as on the job budget line. If you have entered a tax code which includes an investment tax rate, the investment tax rate will be included in the cost. Investment tax rates are described in further detail in the field “Tax Code.” It is possible to change the suggested cost for amount activities and sometimes for time activities (see below). If you change it, Maconomy will recalculate the budget line billing price based on the new cost and the markup percentage in the field “Markup %.” However, if you have selected a tax code, you can only change the net cost. If the system parameter “Keep Billing Price when Changing Cost Price” is set, the billing price on the line will not be changed if the cost is changed manually. However, the value in the field “Markup %” will change to reflect the new ratio between cost and billing price. If the billing price or cost is subsequently changed manually, Maconomy will calculate the prices as outlined in “Appendix A: Price Calculation in the Job Cost Module.” If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.” You can change the costs in this field for time activities if the field “Change Costs for Time” is marked in the window Actions in the Set-Up module. Furthermore, you can only see the cost for time activities if the field “See Time Cost” is marked in the window Actions. If neither field is marked, the value here will be zero and cannot be changed. Maconomy multiplies the cost from this field with the number in the “Quantity” field. The total cost of the line is calculated in the “Total Cost, Base” field. If purchase order lines have been created from the current line, and you decrease the amount in this field, Maconomy checks if the new amount causes budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin” and “Limit Purchase, Percentage Margin”

Field	Description
	for the job. If the change causes a budget violation, an error message is displayed.
Cost Per Day, Base	This field only applies to time activities. The field shows the value in the field “Cost, Base” converted into a cost per day. The value is calculated by multiplying the value in the field “Cost, Base” by the value specified in the field “Hours per Man Day” for the current job in the window Jobs.
Total Cost, Base	This field shows the total estimated cost in base currency for the budget line. The total cost is found by multiplying the number in the “Quantity” field by the cost per piece in the “Cost” field. Cost prices are totaled in the card part of the window, and Maconomy alerts you if the grand total exceeds the budget limit, which is entered in the “Limit” field in the Budget island. You can also choose to enter a total in this field. Maconomy will then calculate the unit price in the field “Cost, Base” as the total cost price divided by the figure in the field “Quantity.” If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the value here will be zero and cannot be changed.
Billing Price, Curr.	In this field, you enter the budgeted billing price in the job’s currency of one unit of the activity on the budget line. If the activity is non-invoiceable, you cannot enter a price here, and the value must be “0.00.” In the window Activities you can mark the activity as invoiceable in the “Invoice” field. If you want to enter the billing price in another currency than the job’s currency, use the field “Billing Price, Purchase Currency.” Maconomy calculates the billing price based on information from job price lists, item price lists, adjustment percentage, the employee or activity information card, and information in the window System Information in the Set-Up module. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost module.” If the current job is set up for price control from budgets (see “Price control from budgets”), changing the billing price causes the corresponding job specific price list line to be updated with the new billing price in currency. The corresponding job specific price list line is the price list line with the same task and activity number as on the job budget line. Furthermore, the field “Line Specific” is marked on the current line. If you change the billing price in this field, the markup percentage is changed proportionally in the field “Markup %,” and the billing price is hereafter interpreted as “Entered” when calculating the price. Maconomy multiplies the billing price in this field with the number in the “Quantity” field. The line’s total billing price is shown in the “Billing Price Total, Currency” field. The billing price in this field and the billing price total are converted to the base currency in the “Billing Price, Base” and “Billing Price Total, Base” fields according to the principles described in “Appendix A: Price Calculation in the Job Cost module.”

Field	Description
	If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.” If purchase order lines have been created from the current line, and you decrease the amount in this field, Maconomy checks if the new amount causes budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin” and “Limit Purchase, Percentage Margin” for the job. If the change causes a budget violation, an error message is displayed.
Billing Price Per Day, Curr.	This field only applies to time activities. The field shows the value in the field “Billing Price, Currency” converted into a billing price per day. The value is calculated by multiplying the value in the field “Billing Price, Currency” by the value specified in the field “Hours per Man Day” for the current job in the window Jobs.
Total Billing Price, Currency	This shows the budget lines total budgeted billing price in the job currency. The total billing price is calculated by multiplying the number in the “Quantity” field by the billing price per piece in the “Billing Price, Currency” field. Billing prices are totaled in the card part of the window, and Maconomy alerts you if the grand total exceeds the billing price budget limit, which is entered in the “Limit” field in the Budget island.
Markup %	In this field, you enter the budgeted gross margin % for the activity on the budget line. Gross margin is calculated from cost. If the activity is non-invoiceable, you cannot enter a markup percentage here. The value will then always be “-100.” In the window Activities, you can mark the activity as invoiceable in the field “Invoice.” If you want a billing price of zero, you can set the value in this field to “-100.” If you change this value, the billing price is changed proportionally, and the billing price is hereafter interpreted as “Entered” when calculating the price (see “Appendix A: Price Calculation in the Job Cost module”). If you change the values in the fields “Billing Price, Currency” and “Markup %” at the same time, the entered billing price is used, and the markup percentage is adjusted proportionally. If the current job is set up for price control from budgets, the billing price of amount activities is adjusted by changing the markup percentage. The underlying job specific price list line only records the markup percentage for the current combination of task and activity. If the current line concerns a time activity, changing the markup percentage causes the corresponding job specific price list line to be updated with a new billing price in currency. The corresponding job specific price list line is the price list line with the same task

Field	Description
	and activity number as on the job budget line. Furthermore, the field “Line Specific” is marked on the current line. If the system parameter “Update prices upon dimension change” has been marked, the markup percentage in this field is updated when certain key information on the line is changed, for instance the activity, employee or dimension values. If the system parameter is not marked and you wish to ensure that all markup percentages reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.” If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the value here will be zero and cannot be changed.
Line Specific Billing Price	If the current job is set up for price control from budgets, this field indicates if the billing price differs from the price originally derived from the employee category on the current line. If the line is not marked, the price is the original price. If you change the billing price (for time activities) or markup percentage (for amount activities) on the line, the field will be marked by Maconomy, and the underlying job specific price list line will be updated. You can mark the field manually to specify that the current price is just the price you want, and that changes in the island Employee Category Prices should not be reflected on this line. If you mark the field on the only line in the budget referring to a certain employee category, Maconomy will remove the employee category in question from the island Employee Category Prices. If you remove the mark, Maconomy will replace the current billing price with the original price from the employee category, and the employee category will appear in the island Employee Category Prices (if it was not there already). If prices are not controlled from the budget, or if the current budget type is not the price controlling budget type, this field will always be unmarked.
Cost Type	This field shows the cost type selected for the current activity in the window Activities: “Turnover” or “Outlays.” The sum of activities of the type “Outlays” is deducted from the calculation of the gross margin percentage of a job. For more information about outlay activities, please see the description of the window Activities.
Incl. in Fixed Price	This field shows whether or not the entry applying to the line is included in the fixed price of a job. The set-up of the job in question determines whether or not this field is marked when a line is created. If a fixed-price job or a time-and-material job is assigned the job parameter attribute “Fixed Price Basis” with the value “Budget,” the marking of this field determines which budget lines are included in the fixed quote price of a job and which entries are not included in the fixed quote price of a job. The fixed price of such a job is the sum of the billing prices displayed in the table part of this window for those lines on which the field “Incl. in Fixed Price” has not been marked. The fixed price of a job is also displayed in the island Price in the window Jobs. See also the introduction of the window Invoice Selection for

Field	Description
	information on how Maconomy determines whether or not entries are to be included in the fixed price of a job.
Planned Starting Date	In this field, you can enter the date you plan to begin the activity. Maconomy uses the prices valid per this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the window System Parameters. You can also choose to have Maconomy recalculate prices by means of the function "Recalculate Job Budget." When you select this action, Maconomy will also use the price lists valid per the date specified in this field, if any, for the recalculation. By selecting the action "Transfer Job Dates," you can prefill this field with the value of the field "Start Date" in the window Jobs for the current job. At the same time, the field "Planned Ending Date" is completed with the value of the field "Estimated Ending Date" in the window Jobs. When creating requisitions or purchase orders from the current line, the date in this field is transferred to the field "Pref. Deliv. Date" in the card part of the requisition or purchase order and the field "Delivery Date" in the table part. Furthermore, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the window Periodic Job Budgets.
Planned Duration	In this field, you can enter a planned duration of the activity. This duration will always be the number of days from the planned starting date to the planned ending date. If a week calendar has been selected in the job parameter attribute "Standard Week Calendar" of the type "Planning," the date calculation adjusts for weekends and holidays as specified in the week calendar. Otherwise, calendar days are used. If the value of the field is changed, the field "Planned Ending Date" will automatically be adjusted correspondingly. If the value of the fields "Planned Starting Date" or "Planned Ending Date" is empty, the value of this field will be 0.
Planned Ending Date	In this field, you can enter the date you plan to end the activity. The date specified will be of importance in the window Detailed Planning in the Resource Planning module as the date specified in this field will be copied to planning lines created on the basis of the budget in question. By selecting the action "Transfer Job Dates," you can prefill this field with the value of the field "Estimated Ending Date" in the window Jobs for the current job. At the same time, the field Deliv. Remarks "Planned Starting Date" is completed with the value of the field "Start Date" in the window Jobs.

Field	Description
Milestone	If you mark this field, the task on the current line is considered to be a milestone. This means that the task has no duration (the planned starting date and the planned ending date are identical). Furthermore, no activity or task can be assigned to a milestone line the line must be a text line. Milestones are used for traffic reporting purposes, and should not be confused with the milestones in the window Invoicing Plans.
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.”
Standard Billing Price Per Day, Currency	This field only applies to time activities. The field shows the value in the field “Standard Billing Price, Currency” converted into a standard billing price per day. The value is calculated by multiplying the value in the field “Billing Price, Currency” by the value specified in the field “Hours per Man Day” for the current job in the window Jobs.
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current budget entry in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.”
Purchase Currency	In this field, you can select a currency. Depending on whether you have entered the cost in base currency or in another currency, the value is calculated in the field “Cost, Base” or in the field “Cost, Purchase Currency” by means of this currency. If another currency is subsequently selected, the value in the field “Cost, Purchase Currency” is then recalculated. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost module.” If the job budget is structured hierarchically, selecting a purchase currency on a group header line makes it possible to see the total purchase amount for the subordinate lines in a specific currency.
Cost, Purchase Currency	In this field, you can enter or see the cost in the currency selected in the field “Purchase Currency.” If you enter a value here, the value in the field “Cost, Base” will be calculated. If a value is entered in the field “Cost, Base,” the calculated cost is displayed in currency in this field. The two fields cannot be

Field	Description
	filled in at the same time. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost module.” If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance the activity, employee or dimension values. For further information on this and for a complete list of the fields causing the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked and you wish to ensure that all prices reflect the current set-up of the budget lines, use the action “Recalculate Job Budget.” If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the value here will be zero and cannot be changed. Maconomy multiplies the cost in this field with the figure in the field “Quantity,” so that the total cost is calculated in the field “Total Cost, Purchase Currency.” If purchase order lines have been created from the current line, and you decrease the amount in this field, Maconomy checks if the new amount causes budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin” and “Limit Purchase, Percentage Margin” for the job. If the change causes a budget violation, an error message is displayed.
Cost Per Day, Purchase Currency	This field only applies to time activities. The field shows the value in the field “Cost, Purchase Currency” converted into a cost per day. The value is calculated by multiplying the value in the field “Cost, Purchase Currency” by the value specified in the field “Hours per Man Day” for the current job in the window Jobs.
Total Cost, Purchase Currency	In this field, you can see the total budgeted cost in the current job’s currency. The total cost price is calculated by multiplying the figure in the field “Quantity” by the cost per unit in the field “Cost, Purchase Currency.” The cost is summed up in the card part, and Maconomy alerts you if this total exceeds the cost limit. You can also choose to enter a total in this field. Maconomy will then calculate the unit price in the field “Cost, Purchase Currency” as the total cost price divided by the figure in the field “Quantity.” If the user does not have access to see cost for time, as specified in the window Actions in the Set-Up module, the value here will be zero and cannot be changed.
Billing Price, Purchase Currency	If you want to enter the billing price in another currency than the job’s currency, you can use this field. Maconomy uses the currency specified in the field “Purchase Currency” for converting the amount to the job currency, using the current exchange rate table for purchase at the time of entry. If you change the currency later, Maconomy will recalculate the contents of this field. See also the description of the field “Billing Price, Currency.” For a further description of

Field	Description
	how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost module.”
Billing Price Per Day, Purchase Currency	This field only applies to time activities. The field shows the value in the field “Billing Price, Purchase Currency” converted into a billing price per day. The value is calculated by multiplying the value in the field “Billing Price, Purchase Currency” by the value specified in the field “Hours per Man Day” for the current job in the window Jobs.
Billing Price Total, Purchase Currency	This field displays the total sales price in purchase currency, that is, the field “Billing Price, Purchase Currency” multiplied by the number in the field “Quantity.”
Deliv. Remarks	In this field, you can enter delivery remarks to be used in connection with the delivery of the items.
Billing Price, Base	This field shows the amount from the field “Billing Price, Currency” on the current budget line converted into the base currency. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost Module.”
Billing Price Per Day, Base	This field only applies to time activities. The field shows the value in the field “Billing Price, Base” converted into a billing price per day. The value is calculated by multiplying the value in the field “Billing Price, Base” by the value specified in the field “Hours per Man Day” for the current job in the window Jobs.
Billing Price Total, Base	This field shows the amount from the field “Billing Price Total, Currency” on the current budget line converted into the base currency. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost Module.”
Standard Billing Price, Base	This field shows the standard billing price per unit in the base currency of the company. If you change the value in the field “Billing Price, Purchase Currency” or “Billing Price, Currency,” this number can only change if the standard billing price is calculated as a standard markup percentage.
Total Standard Billing Price, Base	This field shows the total standard billing price of the current budget entry in the base currency of the company.
Exec. Company No.	This field shows the name of the company carrying out the specified activity. The field cannot be changed.
Name	This field shows the name of the executing company.

Field	Description
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivation in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the window System Parameters in the Set-Up module. If the system parameter “Update prices upon dimension change” has been marked, changing the location on a line will cause the prices on the line to be recalculated. If the current job is set up for price control from budgets (see “Price control from budgets”), and the field “Line Specific Billing Price” is marked for the current line, the billing price is not changed upon recalculation. If the budget controls prices, the function of the system parameter “Update prices upon dimension change” is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines related to a time activity will cause a recalculation of the price, and the line will be considered line specific. To recalculate the price after changing dimensions, use the action “Recalculate Job Budget.” See the section on dimension derivation in the chapter “Introduction to the G/L module” as well as the description of the window Dimension Derivation for further information about dimension derivation.
Entity	The functionality of this field is similar to that of the field “Location” above.
Project	The functionality of this field is similar to that of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Net Cost, Base	This field is only used in Norwegian systems. This field shows a net cost for amount activities.
Net Cost Per Day, Base	This field only applies to time activities. The field shows the net cost per day budgeted for the current job budget lines. The value is based on the value in the field “Net Cost Base” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the “Jobs” window.
Tax Code	This field is only used in Norwegian systems. This field shows a G/L tax receivable code if the activity on the line is an amount activity.
Activity Name	This field displays the text defined for the current activity. This text is suggested by Maconomy as entry text when a line is created in this window.

Field	Description
	The entry text can be changed, and this is then displayed in the field “Description” in the table part of this window.
Task Description	This field shows the text defined for the current task, if a description has been entered in the field “Task.”
Empl. Cat. Name	This field shows the name of the employee category selected in the filed ‘Empl. Cat. No.’.
Job Budget Text	In the window Job Budget Texts, it is possible to assign text lines to a job budget line. This field, which cannot be changed, displays whether such text lines are assigned to the current line.
Remarks 1-10	In these fields, you can assign remarks to the current job budget line. The remarks are for information only and can, for example, be used in reports.

Actions

This section shows the actions that are available in the Opportunity Budgets workspace.

Top Tab

Field	Description
Copy Budget	The functionality of this action is similar to that of the **Copy Budget** action in the Jobs workspace.
Print Price Overview	The functionality of this action is similar to that of the **Print Price Overview** action in the Job Budgets workspace.
Recalculate Budget	The functionality of this action is similar to that of the **Recalculate Job Budget** action in the Job Budgets workspace.
Require Tasks	The functionality of this action is similar to that of the **Require Tasks** action in the Job Tasks workspace.
Disallow Tasks	The functionality of this action is similar to that of the **Disallow Tasks** action in the Job Tasks window.
Create Budget	When you use this action, Maconomy creates a job for the current opportunity, and copies budget information from the selected template job to the new job. The budget is created with the same time unit as the template job from which the budget is created. The job is created based on the job specified in the **Template Job No.** field, meaning that both basic information and budget information is copied from this job. The new job is assigned a job number that corresponds to the number of the opportunity, prefixed by an underscore. If the opportunity number is 10050, the number of the new job will thus be _10050. If another

Field	Description
	job with the generated job number already exists, Maconomy adds an extra underscore to the job number, for example, resulting in the number _ _10050. This procedure is repeated until a unique job number is found. Maconomy copies all information from all budget types. This means that even if you selected a given budget type in the **Show Budget** field, any budget figures that exist for the template job for other budget types are also copied. When a budget has been created, the sales estimate in the **Sales Estimate, Currency** field in the Opportunities workspace can no longer be updated manually. Instead, it corresponds to the total billing price budgeted for the budget type selected as the standard opportunity budget type (see "Job Budget Types" in the Set-up module). If no budget type is selected as standard opportunity budget type, the total billing price of the baseline budget of the template job is used instead.
Delete Budget	When you use this action, the job created for the opportunity is deleted, along with all lines in the sub-tab. This means that to enter budget information for the opportunity, you must specify a template job and use the **Create Budget** action again.
Send Opportunity to People Planner	When you use this action, it sends the opportunity, including the budget, to People Planner. The budget that is sent is the type that is selected as Standard Opportunity Budget type for the **Job Budget Types** pop-up field. This action is only available if the add-ons for People Planner and Custom Actions are installed, and the Enable Custom People Planner Actions system parameter is set to "True."

Contact Person Relations Single Dialog Workspace

Use this workspace to enter relations between a given contact person and other contact persons and contact companies.

For each contact person, you can specify the other contact persons and companies with which that person is in contact. You can also enter the type of relationship that they have, such as whether it is professional or personal.

You can enter information for any contact persons (employees and customers) and contact companies. This information can prove very useful when you need to learn about a prospect or customer. You can browse the workspace to look for someone who knows the customer or has a relationship with the prospect organization.

The Contact Person Relations tab displays information about the currently selected contact person; you can change contact person information and create contact persons in the same way as you do in the Contact Persons workspace. The fields in this tab correspond to the fields in the Contact Persons workspace tab; changing the information here updates the Contact Persons workspace appropriately

In the Contact Relations sub-tab, you can view and enter information about the contact persons and companies with which the contact person in question has a relationship. Contact relationship information is bidirectional; if you select contact person A in the tab and create a line that

specifies contact person B in the sub-tab, that corresponds exactly to selecting contact person B in the tab and entering contact person A in the sub-tab. This functionality also applies to relationships between contact persons and contact companies. Consequently, each relationship appears in the sub-tab of both parties.

For more information about creating contact persons, the functionality of specific fields in the tab, and the actions that you can use in this workspace, see the description of the Contact Persons workspace.

Contact Person Relations Tab

This section includes the fields and descriptions for the Contact Person Relations tab.

Contact Person Island

Field	Description
Contact Person	In this field, you can enter the name and number of a contact person when creating a contact person. For information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Attn.	In this field you can enter an attention person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Country	Here you select the country in which the contact person is located. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Phone	Here you can enter the phone number to the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Phone 2	Here you can enter a second phone number to the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Mobile	Here you can enter the mobile phone number to the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Mobile 2	Here you can enter a second mobile phone number to the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Field	Description
Fax	Here you can enter the fax number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Telex	Here you can enter the telex number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
E-mail	Here you can enter the e-mail address of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Department	In this field, you can select the department to which the contact person pertains. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Education	Here you can enter the education of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Position	Here you can enter the current position of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Initials	Here you can enter the initials of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Soc. Security No.	Here you can enter the social security number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Date of Birth	Here you can enter the contact person's date of birth. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Age	Here you can enter the education of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Gender	Here you can enter the gender of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Blocked	Here you can specify whether the contact person is blocked. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Employee Information Island

Field	Description
New Employee No.	When you select the action “Create Employee,” an employee is created on the basis of the current contact person, and in this field you can specify information about the employee number to be assigned to the new employee. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.
Employee No.	When creating a contact person, you can base the contact person on an existing employee by specifying a number in this field. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.
Termination Date	If the employee in the field “Employee No.” above has been terminated, this field shows the date when the termination took place.

Document Archive Island

Field	Description
Document Archive	In this field, you can write a description and assign a document archive to the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Document Count	This field shows the total number of documents in the Document Archive.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter dates relevant to the contact person. The fields are for information only.
Amount 1-5	In these fields, you can enter amounts relevant to the contact person. The fields are for information only.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

In these fields, you can enter additional remarks about the current contact person.

Company Island

Field	Description
Company	In this field, you can enter the name and number of a company to which the contact person is assigned. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Contact Company Island

Field	Description
Contact Company	If the contact person is related to a contact company, you can specify the name and number of the contact company in question in this field. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons
Linking Rule	In this field, you can specify the linking rule that you want to use for the creation of the current contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Information Island

Field	Description
Popup 1-20	In these fields, you can select information concerning the current contact company. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.

Personnel Requisition Island

Field	Description
Requisition No.	If the current contact person is associated with a personnel requisition, for instance because he or she was created as a contact person as a result for applying for a position on a personnel requisition, you can specify the requisition number in this field. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.

Selection Criteria Island

Field	Description
Contact Type	In this field, you can select a contact type (contact person or contact company). Only relations of the selected type will be displayed in the table part.

Field	Description
Relation Type	In this field, you can select a relation type. Only relations for which the selected relation type has been selected will be displayed in the table part.
Show Non-active	In this field, you can specify whether relations that are no longer active, that is, the field “Active” is unmarked should be shown in the table part. If you do not mark this field, only active relations are shown.

Employee Information Island

Field	Description
Responsible Employee	In this field, you can specify the number of the employee responsible for the current contact person.
Name	This field shows the name of the employee specified in the above field “Responsible Employee No.”

Access Level Island

Field	Description
Access Level	In this field, you can enter the name and description of an access level. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the contact person. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.
Value	In these fields, you can specify values available in the respective option lists specified in this island. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.

Contact Relations Sub-Tab

This section includes the fields and descriptions for the Contact Relations sub-tab.

Field	Description
Contact Type	In this field, you can specify whether the contact on the current line is a contact person or contact company. The value determines whether a contact person number or a contact company number must be specified in the field “Contact No.” on the line. Once the line has been created, the field is closed and can no longer be changed.

Field	Description
Contact No.	In this field, specify the number of the contact company or contact person which is a contact of the contact person in the card part. Specify a contact person if you have selected “Contact Person” in the field “Contact Type,” or a contact company if you have selected “Contact Company.” Once the line has been created, the field is closed and can no longer be changed.
Contact Name	This field shows the name of the contact person or company specified in the field “Contact No.” above.
Relation Type	Enter a relation type for the relation, or press CTRL+G to search for a possible relation type. The CTRL+G search option is available if a relation type option list is specified in the Contact Management Setup window.
Active	In this field, you can specify whether the contact is still active, that is, whether the two parties still have contact with each other.
Status, Date of Change	This field shows the latest date on which the field “Active” was changed. When a line is created, the date is set to today’s date.
Current Customer/ Employee	This field shows whether the contact specified on the line is a non-terminated customer or employee. This means that if the contact on the line is assigned to a customer or an employee, and no termination date or a termination date later than today’s date has been specified on the customer or employee in question, the contact is considered a current customer or employee and this field will therefore be marked. You cannot change the field manually. Please note that if the contact is assigned to a customer or employee, either this field or the field “Former Customer/Employee” will be marked. If none of these fields are marked, the contact is assigned to neither a customer nor an employee.
Former Customer/ Employee	This field shows whether the contact specified on the line is a former customer or employee. This means that if the contact on the line is assigned to a customer or an employee, and a termination date earlier than or equal to today’s date has been specified on the customer or employee in question, the contact is considered a former customer or employee and this field will therefore be marked. You cannot change the field manually. Please note that if the contact is assigned to a customer or employee, this field or the field “Current Customer/Employee” above will always be marked. If none of these fields are marked, the contact is assigned to neither a customer nor an employee.
Created by	This field shows the name of the user who created the current line.
Created on	This field shows the date on which the current line was created.
Changed by	This field shows the name of the last user who made changes to the current line.

Field	Description
Changed on	This field shows the date on which the latest change was made to the current line.
Version	This field shows a number corresponding to the version of the information on the line. Maconomy automatically increases the version number by one every time the information on the line is changed. It is not possible to retrieve previous versions.

Actions

This section shows the Actions available in the Contact Person Relations workspace.

Top Tab

Field	Description
Create Employee	The functionality of this action is similar to that of the action “Create Employee” in the window Contact Persons.

Contact Company Relations Single Dialog Workspace

Use this workspace to enter relationships between a given contact company and other contact companies and contact persons.

For each contact company, you can enter the other contact companies and persons with which that company is in contact. You can also specify the type of relationship, for instance, whether it is professional or personal.

You can enter information for any contact persons (employees and customers) and contact companies.

This information can prove very useful when you need to learn about a prospect or customer. You can browse the workspace to look for someone who knows the customer or has a relationship with the prospect organization.

The Contact Company Relations tab displays information about the selected contact company; you can change contact company information and create contact companies in the same way as you do in the Contact Companies workspace. The fields in this tab correspond to the fields in the Contact Companies tab in the Contact Companies workspace; changing the information here updates the Contact Companies workspace appropriately

In the Contact Relations sub-tab, you can view and enter information about the contact persons and companies with which the contact company in question has a relationship. Contact relationship information is bidirectional. This means that if you select contact company A in the tab and create a line that specifies contact company B in the sub-tab, it corresponds exactly to selecting contact company B in the tab and entering contact company A in the sub-tab. This functionality also applies to relationships between contact companies and contact persons. Consequently, each relationship appears in the sub-tab of both parties.

For more information about creating contact companies and the functionality of the individual tab fields and actions that are available in this workspace, see the description of he Contact Companies workspace.

Contact Company Relations Tab

This section includes the fields and descriptions for the Contact Company Relations tab.

Contact Company Island

Field	Description
Contact Company	In this field, you can enter a contact company number when creating a contact company. In the fields below the contact company number, you can enter the name and address of the contact company. For information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Attn.	In this field you can enter an attention person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Country	Here you select the country in which the contact company is located. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Phone	Here you can enter the phone number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Fax	Here you can enter the fax number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Telex	Here you can enter the telex number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
E-mail	Here you can enter the e-mail address of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Department	In this field, you can select the department to which the contact company pertains. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Sales Rep. No.	Here you can enter the employee number of the sales representative in charge of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Field	Description
Name	This field shows the name of the sales representative.

Customer Island

Field	Description
New Cust. No.	If you want to register the current contact company as a customer, you can enter a new customer number here. For further information about the functionality of the field and the creation of customers from contact companies, please see the description of the corresponding field in the card part of the window Contact Companies.
Customer No.	If you want to register an existing customer as a contact company, you can enter the customer number in this field when you create a contact company. For further information about the functionality of the field and assigning customers to contact companies, please see the description of the corresponding field in the card part of the window Contact Companies.
Termination Date	If cooperation with the customer shown in the field “Customer No.” above has been terminated, this field shows the date when the termination took place.

Company Island

Field	Description
Company No.	In this field, you can enter the number of a company to which the contact company is assigned. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Name	This field shows the name of the company shown in the field “Company No.” above.

Access Level Island

Field	Description
Access Level	In this field, you can enter the name and description of an access level. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the

Field	Description
	description of the corresponding field in the card part of the window Contact Companies.
Document Count	This field shows the total number of documents in the Document Archive.

Selection Criteria Island

Field	Description
Contact Type	In this field, you can select a contact type (contact person or contact company). Only relations of the selected type will be displayed in the table part.
Relation Type	In this field, you can select a relation type. Only relations for which the selected relation type has been selected will be displayed in the table part.
Show Non-active	In this field, you can specify whether relations that are no longer active, that is, the field “Active” is unmarked should be shown in the table part. If you do not mark this field, only active relations are shown.

Print Control Island

Field	Description
Statistic 1-4 Value	In these fields, you can enter various statistic codes. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Statistics 1-4 List	In these fields, you can specify the option lists containing the values you wish to be available in the fields “Statistics 1-4 Value.” For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter a number of dates relevant to the contact company. The fields are for information only.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

In these fields, you can enter additional remarks about the current contact company.

Information Island

Field	Description
Enterprise	In this field, you can attach the company to an enterprise. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Segment	In this field, you can select a segment. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Area	In this field, you can select an area. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Industry Code	Here you can enter an industry code for the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Popup 1-20	In these fields, you can select information concerning the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Information 1-5	In these fields, you can enter general information concerning the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Origin	In this field, you can register the place from which the current contact company originates. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Option List Fields Island

Field	Description
Option List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the contact company. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Companies.
Option Value	In these fields, you can specify values available in the respective option lists specified in this island. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Companies.

Contact Relations Sub-Tab

This section includes the fields and descriptions for the Contact Relations sub-tab.

Field	Description
Contact Type	In this field, you can specify whether the contact on the current line is a contact person or contact company. The value determines whether a contact person number or a contact company number must be specified in the field “Contact No.” on the line. Once the line has been created, the field is closed and can no longer be changed.
Contact No.	In this field, specify the number of the contact company or contact person which is a contact of the contact company in the card part. Specify a contact person if you have selected “Contact Person” in the field “Contact Type,” or a contact company if you have selected “Contact Company.” Once the line has been created, the field is closed and can no longer be changed.
Contact Name	This field shows the name of the contact person or company specified in the field “Contact No.” above.
Relation Type	Enter a relation type for the relation, or press CTRL+G to search for a possible relation type. The CTRL+G search option is available if a relation type option list is specified in the Contact Management Setup window.
Active	In this field, you can specify whether the contact is still active, that is, whether the two parties still have contact with each other.
Status, Date of Change	This field shows the latest date on which the field “Active” was changed. When a line is created, the date is set to today’s date.
Current Customer/ Employee	This field shows whether the contact specified on the line is a non-terminated customer or employee. This means that if the contact on the line is assigned to a customer or an employee, and no termination date or a termination date later than today’s date has been specified on the customer or employee in question, the contact is considered a current customer or employee and this field will therefore be marked. You cannot change the field manually. Please note that if the contact is assigned to a customer or employee, either this field or the field “Former Customer/Employee” will be marked. If none of these fields are marked, the contact is assigned to neither a customer nor an employee.
Former Customer/ Employee	This field shows whether the contact specified on the line is a former customer or employee. This means that if the contact on the line is assigned to a customer or an employee, and a termination date earlier than or equal to today’s date has been specified on the customer or employee in question, the contact is considered a former customer or employee and this field will therefore be marked. You cannot change the field manually.

Field	Description
	Please note that if the contact is assigned to a customer or employee, this field or the field “Current Customer/Employee” above will always be marked. If none of these fields are marked, the contact is assigned to neither a customer nor an employee.
Created by	This field shows the name of the user who created the current line.
Created on	This field shows the date on which the current line was created.
Changed by	This field shows the name of the last user who made changes to the current line.
Changed on	This field shows the date on which the latest change was made to the current line.
Version	This field shows a number corresponding to the version of the information on the line. Maconomy automatically increases the version number by one every time the information on the line is changed. It is not possible to retrieve previous versions.

Actions

This section shows the Actions available in the Contact Company Relations workspace.

Top Tab

Field	Description
Create Customer	This action is used for creating a customer from the current contact company. For further information about the functionality of the action, please see the description of the action “Create Customer” in the window Contact Companies.

Lookup Section

This section includes the fields and descriptions for the Lookup workspaces.

Event Flow per Contact Company Single Dialog Workspace

Use this workspace to review the event flows that you assigned to the individual contact companies.

You can view information about contact companies and create others in the same way as when you create contact companies in the Contact Companies workspace.

In the Event Flow per Contact Company tab, each line displays an event flow that is assigned to the current contact company. You create event flows for the current contact company by adding lines in this tab.

The fields in this tab correspond to the fields in the Contact Companies workspace tab; changing the information here updates the Contact Companies workspace appropriately. Similarly, the information in the Event flows sub-tab derives from the Event flow tab of the Event Flow workspace; changing the information here also updates the Event Flow workspace appropriately

For more information about creating contact companies and event flows and the functionality of the individual fields and actions that are available in this workspace, see the descriptions of the Contact Companies and Event Flow workspaces.

Event Flow per Contact Company Tab

This section includes the fields and descriptions for the Event Flow per Contact Company tab.

Contact Company Island

Field	Description
Contact Company	In this field, you can enter the name and number of a contact company when creating a contact company. For information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Attn.	In this field you can enter an attention person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Country	Here you select the country in which the contact company is located. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Phone	Here you can enter the phone number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Fax	Here you can enter the fax number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Telex	Here you can enter the telex number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
E-mail	Here you can enter the e-mail address of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Department	In this field, you can select the department to which the contact company pertains. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Field	Description
Sales Rep. No.	Here you can enter the employee number of the sales representative in charge of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Name	This field shows the name of the sales representative.

Customer Island

Field	Description
New Cust. No.	If you want to register the current contact company as a customer, you can enter a new customer number here. For further information about the functionality of the field and the creation of customers from contact companies, please see the description of the corresponding field in the card part of the window Contact Companies.
Customer No.	If you want to register an existing customer as a contact company, you can enter the customer number in this field when you create a contact company. For further information about the functionality of the field and assigning customers to contact companies, please see the description of the corresponding field in the card part of the window Contact Companies.
Termination Date	If cooperation with the customer shown in the field “Customer No.” above has been terminated, this field shows the date when the termination took place.

Company Island

Field	Description
Company No.	In this field, you can enter the number of a company to which the contact company is assigned. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Name	This field shows the name of the company shown in the field “Company No.” above.

Access Level Island

Field	Description
Access Level	In this field, you can enter the name and description of an access level. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Document Count	This field shows the total number of documents in the Document Archive.

Selection Criteria Island

Field	Description
Show Closed	Mark this field if you want the table part to show closed event flows as well as open ones. If you do not mark the field, only open event flows are included in the table part.
Starting Date, Flow	In these fields, you can specify a range of dates. The table part will only include event flows with starting dates within the specified range. Latest date of change In these fields, you can specify a range of dates. The table part will only include event flows whose latest date of change is within the specified range.

Print Control Island

Field	Description
Statistic 1-4 Value	In these fields, you can enter various statistic codes. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Statistics 1-4 List	In these fields, you can specify the option lists containing the values you wish to be available in the fields “Statistics 1-4 Value.” For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter a number of dates relevant to the contact company. The fields are for information only.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

In these fields, you can enter additional remarks about the current contact company.

Information Island

Field	Description
Enterprise	In this field, you can attach the company to an enterprise. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Segment	In this field, you can select a segment. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Area	In this field, you can select an area. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Industry Code	Here you can enter an industry code for the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Popup 1-20	In these fields, you can select information concerning the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Information 1-5	In these fields, you can enter general information concerning the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Origin	In this field, you can register the place from which the current contact company originates. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Option List Fields island

Field	Description
Option List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the contact company. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Companies.
Option Value	In these fields, you can specify values available in the respective option lists specified in this island. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Companies.

Event flows Sub-Tab

This section includes the fields and descriptions for the Event flows sub-tab.

Field	Description
Event Flow No.	In this field, you can specify a number for the event flow when creating a flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Description	In this field, you can enter a description of the current event flow.
Event Flow Type	When creating an event flow, you must specify in this field an event flow type created in the window Event Flow Types. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Flow Status Type	This field shows the name of the option list containing the options available for specifying event flow statuses in the current event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Closed	In this field, you can specify that the event flow is closed, for instance because the objective of the flow has been reached. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Blocked	If you mark this field, you block the current event flow for changes. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Current Flow Status	This field shows the current status of the event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Customer No.	In this field, you can specify the customer whom the event flow concerns. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Customer Name	This field shows the name in the first of the address fields on the information card of the customer specified in the field above.
Employee No.	In this field, you can specify the employee who should be responsible for the current event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Name	This field shows the name of the employee specified in the field above.

Field	Description
Event Plan No.	In this field, you can specify the number of the event plan on which events automatically created in the current event flow should be based. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Create Secondary Events When Closing	In this field, you can specify whether secondary events should automatically be created when an event in the current event flow is closed. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Include Only Closed Events	In this field, you can specify whether the action “Create Secondary Events” should only be carried out on closed events in the current event flow when the action is selected either for the whole flow in the window Event Flow or for individual events in the window Events. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Job No.	In this field, you can specify the number of a job if the event flow pertains to a job. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Job Name	This field shows the name of the job specified in the field “Job No.” above.
Activity No.	If the event flow has been assigned to a job, you can specify the number of a time activity in this field. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Task	If the event flow has been assigned to a job, you can specify the number of a task in this field. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Contact Person No.	In this field, you can specify the number of the contact person to which the event flow pertains. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Name	This field shows the name of the contact person specified in the field above.
Campaign No.	If the event flow is part of a campaign, that is, it was created by selecting the action “Create Initial Events” in the window Campaigns, this field shows the number of the campaign in question.
Campaign Name	This field shows the name of the campaign shown in the field “Campaign No.” above.

Field	Description
Location	In this field, you can enter a value for the dimension Location. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Company No.	In this field, you can enter the number of the company responsible for the event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Company Name	This field shows the name of the company specified in the field “Company No.” above.
Base Currency	This field shows the base currency of the company specified in the field “Company No.” above.
Access Level Name	In this field, you can enter the name of an access level created in the window Access Levels. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Name	This field shows the description of the access level specified in the field above.
Document Archive No.	In this field, you can assign a document archive to the event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Note No.	In this field, you can specify the number of a note relating to the current event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Expected Flow Status	This field shows the status expected to be the next event flow status in the current flow. For further information about the functionality of the field, please see the description of the field “Event Status” in the island Expected Status Change in the window Event Flow.

Field	Description
Expected Status Change, Event No.	This field shows the number of the next status changing event in the current flow. For further information about the functionality of the field, please see the description of the field “Event No.” in the island Expected Status Change in the window Event Flow.
Expected Status Change, Event Description	This field shows the description of the next status changing event in the current flow. For further information about the functionality of the field, please see the description of the field “Event Description” in the island Expected Status Change in the window Event Flow.
Expected Status Change, Employee No.	This field shows the number of the employee responsible for carrying out the event shown in the field “Expected Status Change, Event No.” on the current line. For further information about the functionality of the field, please see the description of the field “Employee No.” in the island Expected Status Change in the window Event Flow.
Expected Status Change, Event Starting Date	This field shows the starting date of the event shown in the field “Expected Status Change, Event No.” on the current line.
Expected Status Change, Event Starting Time	This field shows the starting time of the event shown in the field “Expected Status Change, Event No.” on the current line.
Expected Status Change, Event Changing Date	This field shows the last date on which changes were made to the event shown in the field “Expected Status Change, Event No.” on the current line.
Expected Status Change, Event Changing Time	This field shows the last time at which changes were made to the event shown in the field “Expected Status Change, Event No.” on the current line.
Number of Events	This field shows how many events exist in the current event flow.
Number of Open Events	This field shows how many of the events in the current flow is open.
Starting Date, Flow	This field shows the starting date of the first event created in the current flow.
Starting Time, Flow	This field shows the starting time of the first event created in the current flow.

Field	Description
Latest date of change	This field shows the closing date of the closed event in the flow which has the latest closing date and time. For further information about the functionality of the field, please see the description of the field “Changed” in the island Statistics in the window Event Flow.
Latest time of change	This field shows the closing time of the closed event in the flow which has the latest closing date and time. For further information about the functionality of the field, please see the description of the field “Changed” in the island Statistics in the window Event Flow.
Planned date of change	This field shows the date of the next planned change to the events contained in the current event flow. For further information about the functionality of the field, please see the description of the field “Planned Change” in the island Statistics in the window Event Flow.
Planned time of change	This field shows the time of the next planned change to the events contained in the current event flow. For further information about the functionality of the field, please see the description of the field “Planned Change” in the island Statistics in the window Event Flow.
Actual Time	This field shows the total amount of time that has been spent working on the events assigned to the current event flow. For further information about the functionality of the field, please see the description of the field “Actual Time” in the island Statistics in the window Event Flow.
Option List 1-5	In these fields, you can select the option lists containing the values you wish to use for further specification of the current event flow and its outcome. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.
Selected Value 1-5	In these fields, you can specify values available in the respective option lists specified in this island. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow. Date 1-5 and Time 1-5 In these fields, you can specify certain key times regarding the current event flow. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.
Employee 1-5	In these fields, you can specify a number of employees related to the event flow. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.
Employee 1-5, Name	These fields show the names of the respective employees specified in the fields “Employee 1-5” on the current line. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.
Flow Text 1-20	In these fields, you can specify a number of descriptive texts related to the event flow. For further information about the functionality of the field,

Field	Description
	please see the description of the corresponding fields in the card part of the window Event Flow.

Actions

This section shows the Actions available in the Event Flow per Contact Company workspace.

Top Tab

Field	Description
Create Customer	This action is used for creating a customer from the current contact company. For further information about the functionality of the action, please see the description of the action “Create Customer” in the window Contact Companies.

Event Flow by Contact Person Single Dialog Workspace

Use this workspace to review the event flows that you assigned to the individual contact persons.

You can view and create contact persons here in the same way as you do in the Contact Persons workspace.

In the Event Flow by Contact Person tab, each line displays an event flow that you assigned to the current contact person; you can create event flows for the current contact person by adding lines in this tab.

The fields in this tab correspond to the fields in the Contact Persons workspace Contact Persons tab; changing the information here updates the Contact Persons workspace appropriately. Similarly, the information in the Event flows sub-tab derives from the Event Flow workspace Event flow tab; changing the information here updates the Event Flow workspace appropriately

For more information about creating contact persons and event flows and the functionality of the individual fields and actions that are available in this workspace, see the description of the Contact Persons and Event Flow workspaces.

Event Flow by Contact Person Tab

This section includes the fields and descriptions for the Event Flow by Contact Person tab.

Contact Company Island

Field	Description
Contact Person	In this field, you can enter the name and number of a contact person when creating a contact person. For information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Field	Description
Attn.	In this field you can enter an attention person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Country	Here you select the country in which the contact person is located. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Phone	Here you can enter the phone number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Phone 2	Here you can enter a second phone number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Mobile	Here you can enter the mobile phone number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Mobile 2	Here you can enter a second phone number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Fax	Here you can enter the fax number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Telex	Here you can enter the telex number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
E-mail	Here you can enter the e-mail address of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Department	In this field, you can select the department to which the contact person pertains. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Education	Here you can enter the education of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Field	Description
Position	Here you can enter the current position of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Initials	Here you can enter the initials of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Soc. Security No.	Here you can enter the social security number of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Date of Birth	Here you can enter the contact person's date of birth. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Age	Here you can enter the education of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Gender	Here you can enter the gender of the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Blocked	Here you can specify whether the contact person is blocked. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Employee Information Island

Field	Description
New Employee No.	When you select the action "Create Employee," an employee is created on the basis of the current contact person, and in this field you can specify information about the employee number to be assigned to the new employee. If you have specified a number in this field before selecting the action, the new employee is assigned this number, and the contact person number of the current contact person is subsequently changed, becoming identical to the number of the new employee. If this field is blank when the action is selected, the employee is assigned the same number as the current contact person. See the description of the action "Create Employee" for further information on the effects of creating an employee from a contact person.
Employee No.	When creating a contact person, you can base the contact person on an existing employee by specifying a number in this field. If you do so, the new contact person will be assigned to the employee specified in this field, and information will flow from the employee to the contact person.

Field	Description
Termination Date	If the employee in the field “Employee No.” above has been terminated, this field shows the date when the termination took place.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Document Count	This field shows the total number of documents in the Document Archive.

Employee Information Island

Field	Description
Responsible Employee	In this field, you can specify the number of the employee responsible for the current contact person.
Name	This field shows the name of the employee specified in the above field “Responsible Employee No.”

Access Level Island

Field	Description
Name	In this field, you can enter the name of an access level. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Description	This field shows the description of the access level specified in the field above.

Option List Fields

Field	Description
List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the contact person. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.
Value	In these fields, you can specify values available in the respective option lists specified in this island. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.

Remarks Island

In these fields, you can enter additional remarks about the current contact person.

Company Island

Field	Description
Company No.	In this field, you can enter the number of a company to which the contact person is assigned. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.
Name	This field shows the name of the company shown in the field “Company No.” above.

Contact Company Island

Field	Description
Contact Company	If the contact person is related to a contact company, you can specify the name and number of the contact company in question in this field. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons
Linking Rule	In this field, you can specify the linking rule that you want to use for the creation of the current contact person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Persons.

Information Island

Field	Description
Popup 1-20	In these fields, you can select information concerning the current contact company. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.

Personnel Requisition Island

Field	Description
Requisition No.	If the current contact person is associated with a personnel requisition, for instance because he or she was created as a contact person as a result for applying for a position on a personnel requisition, you can specify the requisition number in this field. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Persons.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter dates relevant to the contact person. The fields are for information only.
Amount 1-5	In these fields, you can enter amounts relevant to the contact person. The fields are for information only.

Selection Criteria Island

Field	Description
Show Closed	Mark this field if you want the table part to show closed event flows as well as open ones. If you do not mark the field, only open event flows are included in the table part.
Starting Date, Flow	In these fields, you can specify a range of dates. The table part will only include event flows with starting dates within the specified range. Latest date of change In these fields, you can specify a range of dates. The table part will only include event flows whose latest date of change is within the specified range.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Event flows Sub-Tab

This section includes the fields and descriptions for the Event flows sub-tab.

Field	Description
Event Flow No.	In this field, you can specify a number for the event flow when creating a flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Description	In this field, you can enter a description of the current event flow.
Event Flow Type	When creating an event flow, you must specify in this field an event flow type created in the window Event Flow Types. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Flow Status Type	This field shows the name of the option list containing the options available for specifying event flow statuses in the current event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Closed	In this field, you can specify that the event flow is closed, for instance because the objective of the flow has been reached. For further

Field	Description
	information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Blocked	If you mark this field, you block the current event flow for changes. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Current Flow Status	This field shows the current status of the event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Customer No.	In this field, you can specify the customer whom the event flow concerns. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Customer Name	This field shows the name in the first of the address fields on the information card of the customer specified in the field above.
Employee No.	In this field, you can specify the employee who should be responsible for the current event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Name	This field shows the name of the employee specified in the field above.
Event Plan No.	In this field, you can specify the number of the event plan on which events automatically created in the current event flow should be based. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Create Secondary Events When Closing	In this field, you can specify whether secondary events should automatically be created when an event in the current event flow is closed. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Include Only Closed Events	In this field, you can specify whether the action “Create Secondary Events” should only be carried out on closed events in the current event flow when the action is selected either for the whole flow in the window Event Flow or for individual events in the window Events. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Job No.	In this field, you can specify the number of a job if the event flow pertains to a job. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.

Field	Description
Job Name	This field shows the name of the job specified in the field “Job No.” above.
Activity No.	If the event flow has been assigned to a job, you can specify the number of a time activity in this field. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Task	If the event flow has been assigned to a job, you can specify the number of a task in this field. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Campaign No.	If the event flow is part of a campaign, that is, it was created by selecting the action “Create Initial Events” in the window Campaigns, this field shows the number of the campaign in question.
Campaign Name	This field shows the name of the campaign shown in the field “Campaign No.” above.
Location	In this field, you can enter a value for the dimension Location. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Company No.	In this field, you can enter the number of the company responsible for the event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Company Name	This field shows the name of the company specified in the field “Company No.” above.
Base Currency	This field shows the base currency of the company specified in the field “Company No.” on the line.
Access Level Name	In this field, you can enter the name of an access level created in the window Access Levels. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.

Field	Description
Name	This field shows the description of the access level specified in the field above.
Document Archive No.	In this field, you can assign a document archive to the event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Note No.	In this field, you can specify the number of a note relating to the current event flow. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Event Flow.
Expected Flow Status	This field shows the status expected to be the next event flow status in the current flow. For further information about the functionality of the field, please see the description of the field “Event Status” in the island Expected Status Change in the window Event Flow.
Expected Status Change, Event No.	This field shows the number of the next status changing event in the current flow. For further information about the functionality of the field, please see the description of the field “Event No.” in the island Expected Status Change in the window Event Flow.
Expected Status Change, Event Description	This field shows the description of the next status changing event in the current flow. For further information about the functionality of the field, please see the description of the field “Event Description” in the island Expected Status Change in the window Event Flow.
Expected Status Change, Employee No.	This field shows the number of the employee responsible for carrying out the event shown in the field “Expected Status Change, Event No.” on the current line. For further information about the functionality of the field, please see the description of the field “Employee No.” in the island Expected Status Change in the window Event Flow.
Expected Status Change, Event Starting Date	This field shows the starting date of the event shown in the field “Expected Status Change, Event No.” on the current line.
Expected Status Change, Event Starting Time	This field shows the starting time of the event shown in the field “Expected Status Change, Event No.” on the current line.
Expected Status Change, Event Changing Date	This field show the last date on which changes were made to the event shown in the field “Expected Status Change, Event No.” on the current line.
Expected Status Change, Event Changing Time	This field shows the last time at which changes were made to the event shown in the field “Expected Status Change, Event No.” on the current line.

Field	Description
Number of Events	This field shows how many events exist in the current event flow.
Number of Open Events	This field shows how many of the events in the current flow is open.
Starting Date, Flow	This field shows the starting time of the first event created in the current flow.
Starting Time, Flow	This field shows the starting date of the first event created in the current flow.
Latest date of change	This field shows the closing date of the closed event in the flow which has the latest closing date and time. For further information about the functionality of the field, please see the description of the field “Changed” in the island Statistics in the window Event Flow.
Latest time of change	This field shows the closing time of the closed event in the flow which has the latest closing date and time. For further information about the functionality of the field, please see the description of the field “Changed” in the island Statistics in the window Event Flow.
Planned date of change	This field shows the date of the next planned change to the events contained in the current event flow. For further information about the functionality of the field, please see the description of the field “Planned Change” in the island Statistics in the window Event Flow.
Planned time of change	This field shows the time of the next planned change to the events contained in the current event flow. For further information about the functionality of the field, please see the description of the field “Planned Change” in the island Statistics in the window Event Flow.
Actual Time	This field shows the total amount of time that has been spent working on the events assigned to the current event flow. For further information about the functionality of the field, please see the description of the field “Actual Time” in the island Statistics in the window Event Flow.
Option List 1-5	In these fields, you can select the option lists containing the values you wish to use for further specification of the current event flow and its outcome. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.
Selected Value 1-5	In these fields, you can specify values available in the respective option lists specified in this island. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.

Field	Description
Date 1-5 and Time 1-5	In these fields, you can specify certain key times regarding the current event flow. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.
Employee 1-5	In these fields, you can specify a number of employees related to the event flow. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.
Employee 1-5, Name	These fields show the names of the respective employees specified in the fields “Employee 1-5” on the current line. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.
Flow Text 1-20	In these fields, you can specify a number of descriptive texts related to the event flow. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Event Flow.

Actions

This section shows the Actions available in the Event Flow by Contact Person workspace.

Top Tab

Field	Description
Create Employee	The functionality of this action is similar to that of the action “Create Employee” in the window Contact Persons.

Events per Contact Company Single Dialog Workspace

Use this workspace to review completed events or events that are to be performed in connection with a specific contact company.

You can choose to include only events that match certain criteria. You can create, update, and delete the events in the Events sub-tab.

Events Per Contact Company Tab

This section includes the fields and descriptions for the Events per Contact Company tab.

Contact Company Island

Field	Description
Contact Company	This field shows the name and number of the current contact company. The table part thus shows the events which have been assigned to this contact

Field	Description
	company and match any selection criteria specified in the island Selection Criteria.
Customer No.	If the current contact company is assigned to a customer, the number of the customer in question is shown in this field.

Selection Criteria Island

Field	Description
Start Date	In this field, you can specify a range of dates. The table part only shows those events concerning the current contact company which were started on a date within the specified range.
Planned Starting Date	In this field, you can specify a range of dates. The table part only shows those events concerning the current contact company which have a planned starting date within the specified range.
Planned Ending Date	In this field, you can specify a range of dates. The table part only shows those events concerning the current contact company which have a planned ending date within the specified range.
Employee No.	In this field, you can specify a range of employee numbers. The table part only shows those events concerning the current contact company which are to be carried out by an employee with a number within the specified range.
Contact Mode	In this field, you can select a contact mode. The table part only shows those events concerning the current contact company which have the selected contact mode.
Event Type	In this field, you can select an event type. The table part only shows those events concerning the current contact company which have the selected event type.
Include Closed	Mark this field if you want the table part to include events which have been closed, that is, events for which the field “Closed” has been marked.

Events Sub-Tab

This section includes the fields and descriptions for the Events sub-tab.

Field	Description
Event No.	This field shows the number of the event.
Event Type	This field shows the contact type of the event.
Description	This field shows a description of the event, if a description has been entered.

Field	Description
Contact Mode	This field shows the contact mode of the event.
Pl. Starting Date	This field shows the planned starting date of the event in question.
Pl. Starting Time	This field shows the planned starting time of the event in question.
Pl. Closing Date	This field shows the planned closing date of the event in question.
Pl. Closing Time	This field shows the planned closing time of the event in question.
Start Date	This field shows the actual starting date of the event in question.
Started	This field shows the actual starting time of the event in question.
New Job Processing Status	This field shows the job processing status that will be applied to the job to which the event is assigned, if any. If the event has already been closed, this field shows the job processing status which was applied to the job when the event was closed.
Closed	This field shows whether the event has been closed.
Result	This field shows the result specified on the event, if any.
Job No.	This field shows the number of the job to which the event is assigned, if any.
Job Name	This field shows the name of the job shown in the field “Job No.” on the line.
Activity	This field shows the number of the activity to which the event is assigned, if any.
Task	This field shows the number of the task to which the event is assigned, if any.
Empl. No.	This field shows the number of the employee who is to carry out the event.
Name	This field shows the name of the employee shown in the field “Employee No.” on the line.
Event Flow No.	This field shows the number of the event flow assigned to the current opportunity.
Event Flow Desc.	This field shows the description of the event flow in the “Event Flow No.” above.

Field	Description
Opportunity No.	In this field, you can specify a number for the opportunity when creating an opportunity. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Opportunity Desc.	In this field, you can enter a description of the current opportunity.

Events per Employee Single Dialog Workspace

Use this workspace to review the events that an employee is expected to perform within a specific period.

You can choose to include only events that match certain criteria. All of the information in the tab derives from the Events workspace; you cannot change it here.

Events Per Employee Tab

This section includes the fields and descriptions for the Events Per Employee tab.

Employee Information Island

Field	Description
Employee No.	This field shows the number of the current employee. The table part thus shows the events which are assigned to this employee and match any selection criteria specified in the island Selection Criteria.
Name	This field shows the name of the current employee.

Selection Criteria Island

Field	Description
Start Date	In this field, you can specify a range of dates. The table part only shows those events concerning the current employee which were started on a date within the specified range.
Planned Starting Date	In this field, you can specify a range of dates. The table part only shows those events concerning the current employee which have a planned starting date within the specified range.
Planned Ending Date	In this field, you can specify a range of dates. The table part only shows those events concerning the current employee which have a planned ending date within the specified range.
Contact Company No.	In this field, you can specify a range of employee numbers. The table part only shows those events concerning the current employee which are assigned to a contact company with a number within the specified range.

Field	Description
Contact Mode	In this field, you can select a contact mode. The table part only shows those events concerning the current employee which have the selected contact mode.
Event Type	In this field, you can select an event type. The table part only shows those events concerning the current employee which have the selected event type.
Include Closed	Mark this field if you want to the table part to include events which have been closed, that is, events where the field “Closed” has been marked.

Events Sub-Tab

This section includes the fields and descriptions for the Events sub-tab.

Field	Description
Event No.	This field shows the number of the event.
Event Type	This field shows the contact type of the event.
Description	This field shows a description of the event, if a description has been entered.
Pl. Starting Date	This field shows the planned starting date of the event in question.
Pl. Starting Time	This field shows the planned starting time of the event in question.
Pl. Closing Date	This field shows the planned closing date of the event in question.
Pl. Closing Time	This field shows the planned closing time of the event in question.
Start Date	This field shows the actual starting date of the event in question.
Started	This field shows the actual starting time of the event in question.
New Job Processing Status	This field shows the job processing status that will be applied to the job to which the event is assigned, if any. If the event has already been closed, this field shows the job processing status which was applied to the job when the event was closed.
Closed	This field shows whether the event has been closed.
Result	This field shows the result specified on the event, if any.

Field	Description
Job No.	This field shows the number of the job to which the event is assigned, if any.
Job Name	This field shows the name of the job shown in the field “Job No.” on the line.
Activity	This field shows the number of the activity to which the event is assigned, if any.
Task	This field shows the number of the task to which the event is assigned, if any.
Company No.	This field shows the number of the contact company which the event concerns.
Customer No.	If the contact company which the event concerns is assigned to a customer, the number of the customer in question is shown in this field.
Customer Name	This field shows the name of the customer shown in the field “Customer No.” on the line.
Contact Mode	This field shows the contact mode of the event.

Opportunities by Contact Company Single Dialog Workspace

Use this workspace to review the opportunities that you assigned to individual contact companies.

You can view information about existing contact companies and create others in the same way as when you create contact companies in the Contact Companies workspace.

Each line in the Opportunities sub-tab displays an opportunity that you assigned to the current contact company. You can create opportunities for the current contact company by adding lines.

The fields in the Opportunities by Contact Company tab correspond to the fields in the Contact Companies tab in the Contact Companies workspace; changing the information here updates the Contact Companies workspace appropriately. Similarly, the information in the Opportunities sub-tab derives from the Opportunities workspace; changing the information here updates the Opportunities workspace appropriately

For more information about creating contact companies and opportunities and the functionality of the individual fields and actions that are available in this workspace, see the descriptions of the Contact Companies and Opportunities workspaces.

Opportunities by Contact Company Tab

This section includes the fields and descriptions for the Opportunities by Contact Company tab.

Contact Company Island

Field	Description
Contact Company	In this field, you can enter the name and number of a contact company when creating a contact company. For information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Attn.	In this field you can enter an attention person. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Country	Here you select the country in which the contact company is located. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Phone	Here you can enter the phone number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Fax	Here you can enter the fax number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Telex	Here you can enter the telex number of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
E-mail	Here you can enter the e-mail address of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Department	In this field, you can select the department to which the contact company pertains. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Sales Rep. No.	Here you can enter the employee number of the sales representative in charge of the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Name	This field shows the name of the sales representative.

Customer Island

Field	Description
New Cust. No.	If you want to register the current contact company as a customer, you can enter a new customer number here. For further information about the functionality of the field and the creation of customers from contact companies, please see the description of the corresponding field in the card part of the window Contact Companies.
Customer No.	If you want to register an existing customer as a contact company, you can enter the customer number in this field when you create a contact company. For further information about the functionality of the field and assigning customers to contact companies, please see the description of the corresponding field in the card part of the window Contact Companies.
Termination Date	If cooperation with the customer shown in the field “Customer No.” above has been terminated, this field shows the date when the termination took place.

Company Island

Field	Description
Company No.	In this field, you can enter the number of a company to which the contact company is assigned. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Name	This field shows the name of the company shown in the field “Company No.” above.

Access Level Island

Field	Description
Access Level	In this field, you can enter the name and description of an access level. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Document Count	This field shows the total number of documents in the Document Archive.

Selection Criteria Island

Field	Description
Show Open	Mark this field if you want the table part to show open opportunities.
Show Won	Mark this field if you want the table part to show won opportunities.
Show Lost	Mark this field if you want the table part to show lost opportunities.
Start Date	In these fields, you can specify a range of dates. The table part will only include opportunities with starting dates within the specified range.
Expected Closing Date	In these fields, you can specify a range of dates. The table part will only include opportunities with expected closing dates within the specified range.
Closing Date	In these fields, you can specify a range of dates. The table part will only include opportunities with closing dates within the specified range.

Print Control Island

Field	Description
Statistics 1-4 Value	In these fields, you can enter various statistic codes. The four codes can be used as selection criteria when selecting contact companies for printout in print windows. If a statistics list has been specified in a given statistics list field in this island, only values available in the list in question can be selected in the corresponding statistic value field. If a statistics list field has been left blank, any text can be entered in the corresponding value field. If the contact company is assigned to a customer, either by creating a customer on the basis of the contact company or by specifying a customer number in the field “Customer No.” above while creating a contact company, any changes to the information in this island will cause the customer information card to be updated accordingly, and vice versa. Please note, however, that if you specify a customer number in the field “Customer No.” above while creating a contact company, the information is copied to this window from the information card of the customer in question, and the statistics information must therefore be blank when creating the contact company.
Statistics 1-4 List	In these fields, you can specify the option lists containing the values you wish to be available in the fields “Statistics 1-4 Value.” In the fields “Statistics 1-4” in this island, you can then only select values from these lists. However, if you leave a given statistics list field blank, any text can be entered in the corresponding statistics value field.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter a number of dates relevant to the contact company. The fields are for information only.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

In these fields, you can enter additional remarks about the current contact company.

Information Island

Field	Description
Enterprise	In this field, you can attach the contact company to an enterprise. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Segment	In this field, you can select a segment. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Area	In this field, you can select an area. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Industry Code	Here you can enter an industry code for the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Popup 1-20	In these fields, you can select a number of pop-up values with information concerning the current contact company. For further information about the functionality of the field, please see the description of the corresponding fields in the card part of the window Contact Companies.
Information 1-5	In these fields, you can enter general information concerning the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Origin	In this field, you can register the place from which the current contact company originates. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the contact company. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Companies.
Value	In these fields, you can specify values available in the respective option lists specified in this island. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Companies.

Opportunities Sub-Tab

This section includes the fields and descriptions for the Opportunities sub-tab.

Field	Description
Opportunity No.	In this field, you can specify a number for the opportunity when creating an opportunity. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Description	In this field, you can enter a description of the current opportunity.
Opportunity Type	In this field, you can specify an opportunity type when creating an opportunity. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Phase	This field shows the current phase of the opportunity. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Probability %	In this field, you can specify the probability percentage indicating the chance that the opportunity will result in a sale. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Currency	In this field, you can specify the currency in which the estimated opportunity value in the field “Sales Estimate, Currency” is expressed.
Sales Estimate, Currency	In this field, you can specify the estimated value of the current opportunity, expressed in the currency specified in the field “Currency” above. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Weighted Sales Estimate, Currency	This field shows the weighted value of the current opportunity in the currency specified in the field “Currency” above. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.

Field	Description
Sales Estimate, Base	This field shows the value of the field “Sales Estimate, Currency,” converted into the base currency of the company to which the current opportunity is assigned.
Weighted Sales Estimate, Base	This field shows the value of the field “Weighted Sales Estimate, Currency,” converted into the base currency of the company to which the current opportunity is assigned.
Sales Estimate, Enterprise	This field shows the value of the field “Sales Estimate, Currency,” converted into the enterprise currency of the Maconomy system.
Weighted Sales Estimate, Enterprise	This field shows the value of the field “Weighted Sales Estimate, Currency,” converted into the enterprise currency of the Maconomy system.
Start Date	In this field, you can specify the starting date of the current opportunity, for example, the date when the first contact with the prospective customer was made.
Expected Closing Date	In this field, you can specify an expected closing date for the current opportunity. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Closing Date	In this field, you can specify the actual closing date of the current opportunity.
Campaign No.	In this field, you can specify the number of a campaign when creating an opportunity, thus assigning the opportunity to the campaign in question.
Campaign Name	This field shows the name of the campaign specified in the field “Campaign No.” above.
Sales Rep. No.	In this field, you can specify the number of the employee acting as sales representative in connection with the current opportunity.
Name	This field shows the name of the employee specified in the field “Sales Rep.No.” above.
Contact Person 1-3	In each of these fields, you can specify the number of a contact person relating to the current opportunity. The fields are for information only.
Name 1-3	These fields show the names of the contact persons specified in the fields “Contact Person 1-3” above.
Company No.	When creating an opportunity, you can specify in this field the number of the company responsible for the new opportunity. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Company Name	This field shows the name of the company specified in the field “Company No.” above.

Field	Description
Base Currency	This field shows the name of the base currency used in the company specified in the field “Company No.” above.
Event Flow Type	This field shows the name of the event flow type of the event flow assigned to the current opportunity. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Event Flow No.	This field shows the number of the event flow assigned to the current opportunity.
Job No.	In this field, you can specify the job on which the time spent on the current opportunity should be posted. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Job Name	This field shows the name of the job specified in the field “Job No.” above.
Activity No.	In this field, you can specify the activity on which the time spent on the current opportunity should be posted. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Task	In this field, you can specify the task on which the time spent on the current opportunity should be posted. For further information about the functionality of the field, please see the description of the field “Event Status” in the island Expected Status Change in the window Opportunities.
Access Level	In this field, you can enter the name of an access level created in the window Access Levels. For further information about the functionality of the field, please see the description of the field “Event Status” in the island Expected Status Change in the window Opportunities.
Description	This field shows the description of the access level specified in the field above.
Location	In this field, you can enter a value for the dimension Location. For further information about the functionality of the field, please see the description of the corresponding field in the window Opportunities.
Entity	The functionality of this field is similar to the functionality of the field “Location” above.
Project	The functionality of this field is similar to the functionality of the field “Location” above.
Purpose	The functionality of this field is similar to that of the field “Location” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.

Field	Description
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location” above.
Option List 1-5	In these fields, you can specify the option lists containing the values you wish to use for further specification of the opportunity. For further information about the functionality of the fields, please see the description of the corresponding fields in the window Opportunities.
Selected Value 1-5	In these fields, you can specify a number of values for further specification of the current opportunity. For further information about the functionality of the fields, please see the description of the corresponding fields in the window Opportunities.
Remarks 1-5	In these fields, you can enter additional remarks about the current opportunity.

Actions

This section shows the Actions available in the Opportunities by Contact Company workspace.

Top Tab

Field	Description
Create Customer	This action is used for creating a customer from the current contact company. For further information about the functionality of the action, please see the description of the action “Create Customer” in the window Contact Companies.

Job Events Single Dialog Workspace

Use this workspace to review the course of a given job in the format of a list of the events that you assigned to the job.

Use the Job Events tab to browse through jobs.

This overview is helpful if you use events to document a job process, so that each event corresponds to a step in the job process, such as a new development in the job or passing the job to another employee in another department.

Maconomy displays information about the current job, including the job's processing status. The Events sub-tab displays information about the events that you assigned to the current job. You can create and assign events to the job in the Events workspace, or you can create them as lines in this workspace.

Maconomy automatically assigns an event that you create in this workspace to the job, company, and customer displayed in the Job Events tab. You can also view and change events that you create in this workspace in the Events workspace.

The information in the Events sub-tab focuses on the planned and actual time consumption, responsibility, and job processing status of each event. This lets you use this workspace to view the course of each event, while at the same time viewing the whole course of the job.

You can change some of the information in the Events sub-tab. Those changes are reflected in the Events workspace.

Use the **Closed** field to close an event.

Job Events Tab

This section includes the fields and descriptions for the Job Events tab.

Job Island

Field	Description
Job	This field shows the name and number of the current job. The table part thus shows the events assigned to this job.
Job Proc. Status	This field shows the job processing status currently assigned to the job. The job processing status can only be changed by closing an event assigned to the current job. For a description of this process, see the field “New Job Processing Status” in the table part of this window.
Responsible	This field shows the name of the user responsible for the current job. The value derives from the corresponding field in the window Jobs.
Closed	This field shows whether the current job is closed. Jobs are closed by using the action “Close Job” in the window Jobs.
Date	If the current job has been closed, this field shows the date on which the job was closed.

Customer Island

Field	Description
Customer	This field shows the name and number of the customer to which the current job pertains.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current job.

Events Sub-Tab

This section includes the fields and descriptions for the Events sub-tab.

Field	Description
Event No.	In this field, you can enter the number of the event. The number can consist of both figures and letters. If you do not enter a number yourself, a number will be allocated automatically from the window Number Series.

Field	Description
Event Type	In this field, you can specify an event type which can be, for example, a lead, an analysis of customer satisfaction, support, and so on. If the event was created by means of the window Campaigns, the value is copied from the corresponding field in the event template on which the event was based.
Description	In this field, you can enter a short description of the event.
Pl. Starting Date	In this field, you can specify the date on which the event is to start according to plan.
Pl. Starting Time	In this field, you can specify the time at which the event is to start according to plan.
Pl. Closing Date	In this field, you can specify the date on which the event is to end according to plan.
Pl. Closing Time	In this field, you can specify the time at which the event is to end according to plan.
Start Date	In this field, you can specify the date on which the event was actually started. Maconomy suggests the date of the event's creation, but you can specify an earlier date.
Started	In this field, you can specify the time at which the event was actually started. Maconomy suggests the time of the event's creation, but you can specify an earlier time.
New Job Processing Status	In this field, you can specify the job processing status to be assigned to the current job when the event is closed by marking the field "Closed." You can choose from the options in the option list specified in the job parameter assigned to the current job. However, the status is only updated on the job if the event is not assigned to an event flow. If the event is assigned to an event flow whose event flow status type is the same option list as the job processing status type of the job, the job's job processing status will instead be updated with the value in the field "New Event Flow Status" in the window Events, when the event is closed. The job processing status can, for example, be used for indicating the progress of the job or the person or function responsible for the next step. The field "Job Proc. Status" on each line in the table part shows the job processing status assigned to the job when the event in question was closed, allowing you to trace the course of the job processing.
Closed	In this field, you specify whether the event has been closed. When an event is closed, the event can no longer be changed in this window. However, the description of the event can be changed in the table part of the window Events. Closing an event also means that if the event is assigned to an event flow, any new event flow status in the field "New Event Flow Status"

Field	Description
	is transferred to the event flow to which the event is assigned. Similarly, if the event is not assigned to an event flow, any new job processing status in the field “New Job Processing Status” is transferred to the job to which the event is assigned. Furthermore, if the event is assigned to an event flow where the field “Create Secondary Events when Closing” has been marked, the closing of the event can cause the automatic creation of new events in the flow in question. For more information on this process, see the description of the field “Create Secondary Events when Closing” in the card part of the window Event Flows. A closed event cannot be reopened. When an event is closed, Maconomy automatically stops the timer if it is currently activated.
Result	This field shows the result of the current event. The result must be an option in the option list specified in the field “Result Type” for the event in question. The result can be specified in the window Events. If the event has been assigned to an event plan, the result can determine whether the current event will cause secondary events, as the event plan may contain templates where a given result is part of the condition for creating secondary events. For a further description of event plans, event templates and conditions for the creation of secondary events, please see the fields “Condition No.” and “Condition Result” in the window Event Plans, as well as the action “Create Secondary Events” in the window Events.
Activity	In this field, you must specify the number of an activity which the event concerns. When the action “Transfer to Time Sheet” is selected in the window Events, the registered time consumption is transferred to a time sheet line containing the activity in this field and the job number and task (if any) which the event concerns. If the event has been closed, the time consumption is transferred to the time sheet belonging to the employee of the event which covers the ending date of the event. If the event has not been closed, the time consumption is transferred to the time sheet covering today’s date.
Task	In this field, you can specify the number of a task which the event concerns. When the action “Transfer to Time Sheet” is selected in the window Events, the registered time consumption is transferred to a time sheet line containing the job number and activity which the event concerns, and any task specified in this field. If the event has been closed, the time consumption is transferred to the time sheet belonging to the employee of the event which covers the ending date of the event. If the event has not been closed, the time consumption is transferred to the time sheet covering today’s date.
Empl. No.	In this field, you can enter the number of the employee who should carry out the event. When using the action “Transfer to Time Sheet” in the window Events, the time consumed is transferred to a time sheet belonging to this employee. When you create an event, Maconomy suggests the employee number of the current user if this user is also registered as an employee.
Name	This field shows the name of the employee specified in the field “Employee No.” on the line.

Field	Description
Include Templates	If you mark this field, the printout will show the templates assigned to each printed job.

Opportunity Pipeline Single Dialog Workspace

Copy to come.

Pipeline Tab

This section includes the fields and descriptions for the Pipeline tab.

Selection Criteria island

Field	Description
Company	Copy to come.
Contact Company	Copy to come.
Sales Rep.	Copy to come.
Campaign	Copy to come.
Closing Date	Copy to come.
Include Closed	Copy to come.

Dimensions Criteria island

Field	Description
Location	Copy to come.
Entity	Copy to come.
Project	Copy to come.
Purpose	Copy to come.
Spec. 2	Copy to come.

Field	Description
Spec. 3	Copy to come.
Local Spec. 1	Copy to come.
Local Spec. 2	Copy to come.
Local Spec. 3	Copy to come.

KPI island

Field	Description
No. of Opportunities	Copy to come.
Sales Estimate	Copy to come.
Weighted Sales Estimate	Copy to come.

Opportunities Sub-Tab

This section includes the fields and descriptions for the Opportunities sub-tab.

Field	Description
Opportunity No.	Copy to come.
Description	Copy to come.
Contact Company	Copy to come.
Sales Rep.	Copy to come.
Status	Copy to come.
Expected Closing Date	Copy to come.
Sales Estimate	Copy to come.
Weighted Sales Est.	Copy to come.

Field	Description
Probability %	Copy to come.

Set-Up Section

This section includes the fields and descriptions for the Set-Up workspaces.

Contact Companies Single Dialog Workspace

Use this workspace to enter and maintain file information about contact companies.

You can enter potential customers as well as existing customers. You can also enter additional information about a contact company. You can use this information to limit the selection criteria of a campaign.

This workspace is integrated with the A/R module, enabling you to retrieve information about the name and address, and so on, from customer information that you entered in the A/R module.

You can also create a customer that is based a contact company and on a template customer that you specify in the System Information workspace in the Set-Up module. Changes that you make in the Contact Persons workspace cause Maconomy to update the information of a contact company and vice versa.

Each line in the Contact Persons sub-tab displays information about a contact person from the contact company. Add lines to identify additional contact people. The fields in this sub-tab correspond to the fields in the Contact Persons workspace; changing the information here updates the Contact Persons workspace appropriately

For more information about creating contact persons, and for information about the functionality of the individual fields in the Contact Persons sub-tab, see the description of the Contact Persons workspace.

Note: When you delete a customer who is assigned to a contact company, Maconomy also deletes that contact company, unless you installed an add-on that grants access to the Contact Companies workspace. In that case, you must manually delete the relevant contact company if appropriate.

Contact Companies Tab

This section includes the fields and descriptions for the Contact Companies tab.

Contact Company Island

Field	Description
Contact Company	In this field, you can enter the name and number of a contact company. The number can consist of both figures and letters. The following procedure is used for finding contact company numbers when creating contact companies in this window.

Field	Description
	1. If you do not manually enter a number in this field, and if you have marked the system parameter “Use company specific contact companies,” Maconomy automatically derives a company to the field “Company No.” in the island Company and the contact company number in this field is hence derived from the company specific number series “Contact Company” belonging to the derived company. If you have manually specified a company number in the field “Company No.,” the contact company number in this field will be derived from the company specific number series “Contact Company” belonging to the specified company. 2. If the system parameter “Use company specific contact companies” is not marked, and you have not manually entered a company number in the field “Company No.” in the island Company, the contact company number will be derived from the ‘global’ number series belonging to the first company created in the system. Please note that if the contact company was created as a result of creating a customer in the window Customer Information Card (because the field “Cust. as Contact Company” is marked) and the system parameter “Use the same numbers for contact companies as for customers” is marked, the contact company number will be the same as the number of the customer from which the contact company was created. The extra lines can be used for the name and address of the contact company. If the contact company is assigned to a customer, this information is, however copied from the information card of the customer in question, and the address information must therefore be blank when creating a contact company assigned to a customer.
Attn.	In this field you can enter an attention person. When you create a contact company assigned to a customer number, this attention person is transferred from the information card of the customer in question.
Country	Here you select the country in which the contact company is located. Countries are defined in the window Popup Fields in the set-up module. When you create a new contact company assigned to a customer number, this country is transferred from the information card of the customer in question.
Phone	Here you can enter the phone number of the contact company. When you create a contact company assigned to a customer number, this phone number is transferred from the information card of the customer in question.
Fax	Here you can enter the fax number of the contact company. When you create a contact company assigned to a customer number, this fax number is transferred from the information card of the customer in question.
Telex	Here you can enter the telex number of the contact company.

Field	Description
	When you create a new contact company assigned to a customer number, this telex number is transferred from the information card of the customer in question.
E-mail	Here you can enter the e-mail address of the contact company. When you create a contact company assigned to a customer number, this e-mail address is transferred from the information card of the customer in question.
Department	In this field, you can select the department to which you want to connect the contact company. Departments can be defined in the window Posting References in the G/L module. When you create a new contact company assigned to a customer number, this department is transferred from the information card of the customer in question.
Sales Person	Here you can enter the employee name and number of the sales representative in charge of the event. When you create a contact company assigned to a customer number, this sales representative is transferred from the information card of the customer in question.
Stock Symbol	If the contact company is a public company you can enter the ticker symbol for its stock in this field.

Customer Island

Field	Description
New Cust. No.	If you want to register a contact company as customer, you can enter a new customer number. If you use the action “Create Customer,” a customer will be created in the A/R module on the basis of the template customer specified in the window System Information in the Set-Up module, and the file information concerning the current contact company will be transferred to the customer information card. If you leave the field blank, and the system parameter “Use the same number for contact companies as for customers” has been marked, the new customer created when you select the action “Create Customer” is assigned a customer number corresponding to the number of the current contact company. If the parameter is not marked and you leave the field blank, the new customer is assigned the next available number in the Customer number series.
Customer No.	If you want to register an existing customer as contact company, you can enter the customer number in this field when you create the contact company. Certain information will then automatically be transferred from the customer information card. When a contact company has been created as a customer, the customer number will be shown in this field.
Termination Date	If cooperation with the customer shown in the field “Customer No.” above has been terminated, this field shows the date when the termination took place.

Parent Contact Company Island

Field	Description
Contact Company	In this field, you can enter the name and number of a company to which the contact company is assigned.
Linking Rule	In this field, you can specify the linking rule that you want to use for the creation of the current contact company.

Company Island

Field	Description
Company	In this field, you can enter the name and number of a company to which the contact company is assigned. If you do not enter a value when creating a contact company, and the system parameter “Use company specific contact companies” has been marked, Maconomy will try to derive a value in accordance with the order of priority which is defined in the window Dimension Derivations in the G/L module. If no value can be derived from this window, the standard value is copied from the window System Parameters in the Set-Up module. If you do not enter a value when creating a contact company and the system parameter has not been marked, the field remains blank. When you create a contact company, the value in this field determines the number series to be used for deriving a contact company number. For further information on this, see the field “Contact Company No.” The contents of this field also determine which users have access to see information about the contact company and refer to it in other windows. In the window Company Information in the G/L module it is possible to assign each company to an access level. A user only has access to see information about a given contact company if he has been granted access to the access level in the window Access Levels in the Set-Up module that the company is assigned to or a superordinate level. In addition, the user must have access to the access level specified in the island Access Level to have access to the contact company. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to contact customers may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module.

Access Level Island

Field	Description
Access Level	Here you can enter the name and description of the access level. Users only have access to seeing information about the current contact company and referring to it in other windows if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. In addition, the user must have access to the access level specified for the company to which the contact company is assigned order to have access to the contact company. Please note that this access control model only applies if the standard access control configuration has

Field	Description
	not been changed in your Maconomy system. If it has, the access to contact companies may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current contact company, provided that they have access to the company to which the contact company is assigned.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact company. By assigning a document archive to a contact company, you can keep track of the various documents related to the contact company. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field shows the total number of documents in the Document Archive.

Note Island

Field	Description
Note No.	In this field, you can assign a note to the contact company. The field is automatically completed if a note was created using the action "Create Note.”

Print Control Island

Field	Description
Statistic 1-4 Value	In these fields, you can enter various statistic codes. The four codes can be used as selection criteria when selecting contact companies for printout in print windows. If a statistics list has been specified in a given statistics list field in this island, only values available in the list in question can be selected in the corresponding statistic value field. If a statistics list field has been left blank, any text can be entered in the corresponding value field. If the contact company is assigned to a customer, either by creating a customer on the basis of the contact company or by specifying a customer number in the field “Customer No.” above while creating a contact company, any changes to the information in this island will cause the customer information card to be updated accordingly, and vice versa. Please note, however, that if you specify a customer number in the field “Customer No.” above while creating a contact company, the information is copied to this window from the information card of the customer in question, and the statistics information must therefore be blank when creating the contact company.

Field	Description
Statistics 1-4 List	In these fields, you can specify the option lists containing the values you wish to be available in the fields “Statistics 1-4 Value.” In the fields “Statistics 1-4” in this island, you can then only select values from these lists. However, if you leave a given statistics list field blank, any text can be entered in the corresponding statistics value field.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter dates relevant to the contact company. The fields are for information only.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

In these fields, you can enter additional remarks about a contact company.

Information Island

Field	Description
Enterprise	In this field, you can attach the company to an enterprise. You can define enterprises in the window Popup Fields in the set-up module. When you create a contact company assigned to a customer number, this enterprise is transferred from the information card of the customer in question.
Segment	In this field, you can select a segment. You can define segments in the window Popup Fields in the Set-Up module. When you create a contact company assigned to a customer number, this segment is transferred from the information card of the customer in question.
Area	In this field, you can select an area. You can define areas in the window Popup Fields in the Set-Up module. You can, for example, use this field for registration of the geographic area in which a contact company is located. When you create a contact company assigned to a customer number, this area is transferred from the information card of the customer in question.
Industry Code	Here you can enter an industry code for the contact company. This can, for example, be a NACE number (“Nomenclature generale des Activités economiques dans les Communautes Européennes”), which is a general classification of trade areas.
Popup 1-20	In these fields, you can select information concerning contact companies. These fields are pop-up fields, which means that you can choose between the options which have been created in the fields “Contact Company Popup 1-20” in the window Popup Fields in the Set-Up module.

Field	Description
	If you have Maconomy's layout editing tools, it is furthermore possible to rearrange the position of the fields in this window or add relevant headings. It is also possible to arrange the pop-up fields on printouts of relevance to the current contact company.
Information 1-5	In these fields, you can enter information concerning contact companies. These fields are text fields which mean that you can enter as much information as you wish. If you have Maconomy's layout editing tools, it is furthermore possible to rearrange the position of the fields in this window or add relevant headings. It is also possible to arrange the pop-up fields on printouts of relevance to the current contact company.
Origin	In this field, you can register the place from which the contact company originates. This can, for example, be input from a CD, and so on.

Option List Fields Island

Field	Description
List	Enter the names and values for default options in these fields to provide additional information about a contact company. In the Option List column, enter names of option lists. In the corresponding Value column, enter values that are available in the respective option lists. When you create a contact company these fields are initialized to the values that you entered during setup. However, you can change those values when you create a contact person.
Value	In these fields, you can specify values available in the respective option lists specified in this island. The fields can, for example, be used for further specification of the contact company. If a given option list field in this island has been left blank, any text can be entered in the corresponding value field.

Hierarchy Island

Field	Description
Customer Level No.	This field shows the Customer Level number for the contact company in question.
Level 1-5 Contact Company No.	These fields show the contact companies in the hierarchy above the contact company in question. These fields are only available if Customer Levels are set up using the designated System Parameters.
Level 1-5 Name	These fields show the names of contact companies in the hierarchy above the contact company in question. These fields are only available if Customer Levels are set up using the designated System Parameters.

Field	Description
Level 1-5 Customer No.	If the contact companies in the hierarchy above the contact company in question are created as customers, these fields will show their customer numbers. These fields are only available if Customer Levels are set up using the designated System Parameters.

Contact Persons Sub-Tab

This section includes the fields and descriptions for the Contact Persons sub-tab.

Field	Description
Contact Person No.	In this field, you can specify the contact person's number. The number can consist of both figures and letters. For further information about the functionality of the field, see the description of the corresponding field in the window Contact Persons. The island also contains a number of extra lines used for the name and address of the contact person. The fourth one of the extra lines contains two fields, one for zip code and the other for postal district. If you enter a zip code and leave the postal district field blank, the postal district field is automatically completed, provided that the zip code in question has been entered for the relevant country in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.
Name 1-3	In these fields, you can specify the name and address of the current contact person.
Zip Code	In this field, you can specify the zip code of the current contact person. If you enter a zip code and leave the field "Postal District" blank, the field "Postal District" is automatically completed, provided that the zip code in question has been entered in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.
Postal District	In this field, you can specify the name of the postal district in which the current contact person resides.
Name 4-5	In these fields, you can specify the name and address of the current contact person.
Attention.	In this field, you can specify an attention person.
Country	In this field, you can specify the country of the contact person. Countries are defined in the window Popup Fields in the set-up module.
Phone	In this field, you can specify the phone number of the contact person.
Mobile	In this field, you can specify the mobile phone number of the contact person.

Field	Description
Fax	In this field, you can specify the fax number of the contact person.
Telex	In this field, you can specify the telex number of the contact person.
E-mail	In this field, you can specify the e-mail number of the contact person.
Department	In this field, you can select the department to which the contact person belongs. Departments can be defined in window Posting References in the G/L module.
Education	In this field, you can specify the contact person's education.
Position	In this field, you can specify the contact person's position.
Date of Birth	In this field, you can specify the contact person's date of birth.
Age	This field shows the age of the current contact person, calculated on the basis of the date of birth specified above.
Gender	In this field, you can specify the gender of the contact person.
Blocked	If you mark this field, the current contact person is blocked. For further information about the effects of blocking a contact person, see the description of the corresponding field in the window Contact Persons.
Linking Rule	In this field, you can specify the linking rule that you want to use for the creation of the current contact person. For further information about the effects of the linking rule, see the description of the corresponding field in the window Contact Persons.
Popup 1-5	In each of these five fields you can select different information pertaining to the contact person. For further information about the functionality of the fields, see the description of the corresponding field in the window Contact Persons.
Document Archive No.	In this field, you can assign a document archive to the contact person. For further information about the functionality of the field, see the description of the corresponding field in the window Contact Persons.
Date 1-5	In these fields, you can enter a number of dates relevant to the contact person. The fields are for information only.
Responsible Employee	In this field, you can specify the number of the employee responsible for the current contact person.

Field	Description
Access Level Name	Here you can enter the name of an access level created in the window Access Levels. For further information about the functionality of the fields, see the description of the corresponding field in the window Contact Persons.
Created by	This field shows the name of the user who created the information on the current line.
Created on	This field shows the date on which the information on the current line was created.
Changed by	This field shows the name of the last user who changed the information on the current line. Changes to the contact person information in the window Contact Persons, also causes this field to be updated.
Correction Date	This field shows the last date on which the information on the current line was changed. Changes to the contact person information in the window Contact Persons, also causes this field to be updated.
Version	This field shows the version number of the current line, indicating how many times information has been changed on the line. Maconomy automatically increases the version number by one every time the information is changed. Changes to the contact person information in the window Contact Persons, also causes this field to be updated. It is not possible to retrieve previous versions.

Actions

This section shows the Actions available in the Contact Companies workspace.

Top Tab

Field	Description
Create Customer	Select this action if you want to create a new contact company as customer. The customer will then automatically be created as a customer in the A/R module. As Maconomy transfers certain information from the standard customer of the system, you can only select this action if a standard customer has been specified in the window System Information in the Set-Up module. If you have entered a number in the field “New Customer No.,” the customer will be assigned this number. If this is not the case, the customer number will be taken from the number series Customer in the window Number Series provided that this has been created. When a customer has been created as contact company, the file information of the customer and the contact company will be concomitant. This means that changes in the file information of the customer information card also will be transferred to the customer’s file information in the window Contact Company.

Field	Description
Attach Document to Contact Company	This action allows you to attach a document to the contact company in the card part.
Create Note	Use this action to create a note. Maconomy derives the note type for the note from the contact management setup. Maconomy uses the company number, matched to the user's company number, to derive the right setup to use.

Bottom Tab

Field	Description
Attach Document to Contact Person	This action allows you to attach a document to the contact person in the card part.

Contact Company Employees Single Dialog Workspace

Use this workspace to associate employees with a contact company.

Maconomy automatically includes the employee whom you identified as the sales representative in the contact company card in the list. You can only change or delete the sales representative via the contact company card and not via the list in this workspace.

Contact Company Tab

This section includes the fields and descriptions for the Contact Company tab.

Contact Company Island

Field	Description
Contact Company	This field shows the contact company name and number.

Employees Sub-Tab

This section includes the fields and descriptions for the Employees sub-tab.

Field	Description
Employee No.	This field shows the number of the employee associated with the contact company.
Name	This field shows the name of the employee associated with the contact company.

Field	Description
Position	This field shows the employee's position in the company.
Phone	This field shows the employee's phone number.
Mobile	This field shows the employee's mobile number.
Email	This field shows the employee's email address.
Role	Use this field to enter the employee's role with the contact company.
Sales Rep.	This field indicates if the employee is the sales rep. for the contact company. The employee registered as sales rep. on the contact company card will automatically be included in the list. You can only change or delete the sales rep. via the contact company card and not via the list.
Company No.	This field shows the employee's company number.
Company Name	This field shows the employee's company name.
Account	This field shows the value for the dimension Account.
Location	This field shows the employee's location as set up for the employee in the Employees window.
Entity	This field shows the value for the Entity dimension as set up for the employee in the Employees window. You can use the Entity dimension in any way you like – to distinguish between employees in the company, between departments, or something completely different.
Project	This field shows the value for the Project dimension as set up for the employee in the Employees window. You can use the Project dimension in any way you like – to describe sales projects or development projects, or something completely different.
Purpose	This field shows the value for the Purpose dimension as set up for the employee in the Employees window. You can use the Purpose dimension in any way you like – to describe the purpose of projects or development projects, or something completely different.
Spec. 1-3	This field shows the value for the Specification 1-3 dimension as set up for the employee in the Employees window. You can use the Specification 1 dimension in any way you like – to further specify a G/L entry or something completely different.

Field	Description
Local Spec. 1-3	This field shows the value for the Local Specification 1-3 dimension as set up for the employee in the Employees window. You can use the Local Specification 1 dimension in any way you like to further specify a G/L entry or something completely different. You can use local dimensions as dimensions that are valid only within the individual company or Institution, such as a local chart of accounts, as opposed to the other dimensions, which are common to all companies.

Contact Company Addresses Single Dialog Workspace

Use this workspace to enter an unlimited number of addresses for a contact company.

You select one address as the primary address; that address is available directly on the contact company card. If you change the primary address, Maconomy also changes the contact company and vice-versa. If you select another address as the default, Maconomy updates the contact company card appropriately.

Contact Company Tab

This section includes the fields and descriptions for the Contact Company tab.

Contact Company Island

Field	Description
Contact Company	This field shows the contact company number.

Addresses Sub-Tab

This section includes the fields and descriptions for the Addresses sub-tab.

Field	Description
Description	Enter a description for the address. You must provide a value for this field.
Name 2-3	Enter lines 1-2 of the contact company address.
Zip Code	Enter the contact company address ZIP code.
Postal District	Enter the contact company address Postal District code.
Name 4-5	Enter lines 3-4 of the contact company address.

Field	Description
Attn.	Enter the contact company address attention person.
Country	Enter the country in which the contact company address is located.
Phone	Enter the contact company address telephone number.
Fax	Enter the contact company address fax number.
Telex	Enter the contact company address Telex number. You can enter the contact company's home page address if there is no Telex number.
E-mail	Enter the contact company e-mail address.
Primary	Select this check box to keep the primary address synchronized with the contact company card.

Contact Company Targeting Codes Single Dialog Workspace

Use this workspace to assign targeting codes to a contact company.

Contact Company Tab

This section includes the fields and descriptions for the Contact Company tab.

Contact Company Island

Field	Description
Contact Company	This field shows the contact company number. You cannot change the value.

Targeting Codes Sub-Tab

This section includes the fields and descriptions for the Targeting Codes sub-tab.

Field	Description
Targeting Code	Enter a name for the targeting code. This field must contain a value.
Description	This field shows a description of the targeting code. You cannot change the value.
Remark	Enter any remarks about the targeting code assignment.

Contact Persons Single Dialog Workspace

Use this workspace to enter and maintain information about contact persons.

A contact person can be a specific person within a company that you entered in the Contact Companies workspace; however, Maconomy does not require a contact person to be related to a contact company. In addition to the contact person name, you can also enter this person's working or private address, information about the person's education, and supplementary remarks.

You can create contact persons by using linking rules if they are assigned to a contact company. If you used the Linking Rules workspace in the Set-Up module to create a linking rule between the **ContactCompany** and **ContactPerson** database tables, you can copy certain information from a contact company to a contact person when you create the contact person. The setup of the relevant linking rule determines the information that a contact person inherits from a contact company. You can also identify what information users can change in this workspace.

For example, if you create a linking rule from the **ContactCompany** table to the **ContactPerson** table that specifies that all contact company information, except for a few fields such as **Attn.** and **E-mail**, should be inherited by contact persons with the standard linking method **Full**, Maconomy copies the relevant information to the contact persons using this linking rule. The selected linking rule determines which fields are can be changed the Contact Persons workspace.

The setup of the linking rule that you assign to the contact person, if any, determines whether or not you can enter, change, or only review a value in each field.

See the description of the Contact Company island in this workspace and the introduction to the Linking Rules workspace in the Set-Up module for more information about the use of linking rules when creating contact persons.

You can also create employees based on contact persons using the **Create Employee** action. This functionality is useful if you want to use the Contact Management module's event flow functionality to enter historical employee information or keep track of information such as the projects in which employees are involved or courses that they have taken. For more information about creating employees from contact persons, see the description of the **Create Employee** action.

Contact Persons Tab

This section includes the fields and descriptions for the Contact Persons tab.

Contact Person Island

Field	Description
Contact Person	In this field, you can specify the name and number of a contact person. The number can consist of both figures and letters. If you do not enter a number, a number will be allocated automatically from the number series Contact Person in the window Number Series, provided that this series has been created. The company specific number series used depends on whether the contact company specified in the field “Contact Comp. No.” (if any) has been assigned to a company, that is, that the field “Company No.” has been completed for the contact company in question in the window Contact Companies. If it has, the number series of this company is used. If it has

Field	Description
	not, or if no contact company has been specified for the contact person, the contact person number is derived from the standard company specified in the window System Information. It is possible to change the number of a contact person upon creation. If you do so, Maconomy will update all references made to the current contact person in other windows accordingly. If the contact person is, for example, assigned to a customer, the contact person number on the customer information card in question is changed to match the updated contact person number. The island also contains a number of extra lines used for the name and address of the contact person. The fourth one of the extra lines contains two fields, one for zip code and the other for postal district. If you enter a zip code and leave the postal district field blank, the postal district field is automatically completed, provided that the zip code in question has been entered for the relevant country in the window Postal Districts in the Set-Up module. For further information, see the description of the window Postal Districts.
Attn.	In this field, you can specify an attention person.
Country	In this field, you select the country of the contact person. Countries are defined in the window Popup Fields in the set-up module.
Phone	In this field, you can specify the phone number of the contact person.
Phone 2	In this field, you can specify a second phone number to the contact person.
Mobile	In this field, you can specify the mobile phone number of the contact person.
Mobile 2	In this field, you can specify a second mobile phone number to the contact person.
Fax	In this field, you can specify the fax number of the contact person.
Telex	In this field, you can specify the telex number of the contact person.
E-mail	In this field, you can specify the e-mail number of the contact person.
Department	In this field, you can select which department you want to connect the contact person to. Departments can be defined in window Posting References in the G/L module.
Education	In this field, you specify the contact person’s education.

Field	Description
Position	Enter a position for the contact person, or press CTRL+G to search for a possible position value. The CTRL+G search option is available if a position option list is specified for contact persons in the Contact Management Setup window.
Initials	In this field, you can specify the initials of the contact person.
Soc. Security No.	In this field, you can specify the social security number of the contact person.
Date of Birth	In this field, you can specify the contact person's date of birth.
Age	This field shows the age of the current contact person, calculated on the basis of the date of birth specified above.
Gender	In this field, you can specify the gender of the employee. You can select any of the following values: ▪ Male ▪ Female ▪ Diverse ▪ Prefer not to classify
Blocked	If you mark this field, the current contact person is blocked. It is not possible to assign a blocked contact person to events, contact groups, contact companies, and so on. However, you can unblock the contact person again by unmarking this field.

Employee Information Island

Field	Description
New Employee No.	When you select the action "Create Employee," an employee is created on the basis of the current contact person, and in this field you can specify information about the employee number to be assigned to the new employee. If you have specified a number in this field before selecting the action, the new employee is assigned this number, and the contact person number of the current contact person is subsequently changed, becoming identical to the number of the new employee. If this field is blank when the action is selected, the employee is assigned the same number as the current contact person. See the description of the action "Create Employee" for further information on the effects of creating an employee from a contact person.
Employee No.	When creating a contact person, you can base the contact person on an existing employee by specifying a number in this field. If you do so, the new contact person will be assigned to the employee specified in this field, and information will flow from the employee to the contact person.

Field	Description
Termination Date	If the employee in the field “Employee No.” above has been terminated, this field shows the date when the termination took place.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact person. By assigning a document archive to a contact person, you can keep track of the various documents related to the contact person. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field shows the total number of documents in the Document Archive.

Note Island

Field	Description
Note No.	In this field, you can assign a note to the contact person. The field is automatically completed if a note was created using the action "Create Note.”

Employee Information Island

Field	Description
Employee	Use this field to enter the name and number of the employee responsible for the contact person. The employee name automatically shows in the Name field. When you update the responsible employee on a contact person in this field, Maconomy also shows that employee in the table part as the employee responsible for that contact person.

Access Level Island

Field	Description
Access Level	Here you can enter the name and description of an access level created in the window Access Levels. Users only have access to information about the current contact person if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to contact persons may depend on other factors. For further information about the standard access control configuration and access control in a multi-company

Field	Description
	model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current contact person.
Description	This field shows the description of the access level specified in the field above.

Option List Fields Island

Field	Description
List	Enter the names and values for default options in these fields to provide additional information about a contact person. In the Option List column, enter names of option lists. In the corresponding Value column, enter values that are available in the respective option lists. When you create a contact person these fields are initialized to the values that you entered during setup. However, you can change those values when you create a contact person.
Value	In these fields, you can specify values available in the respective option lists specified in this island. The fields can, for example, be used for further specification of the contact person. If a given option list field in this island has been left blank, any text can be entered in the corresponding value field.

Remarks Island

In this field, you can enter additional remarks concerning a contact company.

Company Island

Field	Description
Company	In this field, you can specify a company name and number if the current contact person pertains to a given company in the G/L module. It is possible to leave the field blank, but if the contact person is assigned to an employee or a contact company, any company number specified in this field must match the number of the company to which the employee or contact company in question is assigned. If the contact person is neither assigned to an employee nor a contact company, you can enter the number of any company in the G/L system. The contents of this field also determine which users have access to see information about the contact person and refer to it in other windows. In the window Company Information in the G/L module it is possible to assign each company to an access level. A user only has access to see information about a given contact person if he has been granted access to the access level in the window Access Levels in the Set-Up module that the company in question is assigned to or a superordinate level. In addition, the user must have access to the access level specified in the island Access Level to have access to the contact person. Please note that this access control model only applies if the standard access control configuration has not been

Field	Description
	changed in your Maconomy system. If it has, the access to contact persons may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module.

Contact Company Island

Field	Description
Contact Company	If the contact person is related to a contact company, you can specify the name and number of the contact company in question in this field. If you want to create a contact person on the basis of a linking rule, you can enter a contact company number here and specify the name of the relevant linking rule in the field “Linking Rule” below. Once you press Return, the contact person in question will be created on the basis of the contact company specified in this field and the linking rule specified in the field “Linking Rule.” If you do not specify a linking rule, Maconomy will use a standard linking rule, if one has been created between the tables “ContactCompany” and “ContactPerson” in the window Linking Rules in the Set-Up module. The information copied to the contact person will depend on the set-up of the specified linking rule.
Linking Rule	In this field, you can specify the linking rule that you want to use for the creation of the current contact person. If you have specified a contact company in the field “Contact Company” above and you do not specify a linking rule in this field, Maconomy will use a standard linking rule, if one has been created between the tables “ContactCompany” and “ContactPerson” in the window Linking Rules in the Set-Up module. If no standard linking rule has been created, Maconomy will display an error message. Linking rules contain information about what information should be copied from a contact company to a contact person. Linking rules are maintained in the window Linking Rules in the Set-Up module. For further information about linking rule creation and usage and rules concerning the copying of field information from contact companies, please see the description of the window Linking Rules in the Set-Up module.

Information Island

Field	Description
Popup 1-20	In each of these fields you can select different information pertaining to the contact person. The fields are pop-up fields, that is, you can select one of the options created for each pop-up field. The “Contact Person Popup 1-20” fields can be defined in the Popup Fields window in the set-up module.

Personnel Requisition Island

Field	Description
Requisition No.	If the current contact person is associated with a personnel requisition, for instance because he or she was created as a contact person as a result for applying for a position on a personnel requisition. If you create an employee on the basis of the current contact person and you have specified a requisition number in this field, certain information is transferred from the specified requisition to the new employee. This information includes the requisition number, supervisor and the information in the island Dimensions for Employee.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter dates relevant to the contact person. The fields are for information only.
Amount 1-5	In these fields, you can enter amounts relevant to the contact person. The fields are for information only.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Employees Sub-Tab

This section includes the fields and descriptions for the Employees sub-tab.

Field	Description
Employee No.	This field shows the number of the employee associated with the contact person.
Name	This field shows the name of the employee associated with the contact person.
Position	This field shows the employee’s position.
Phone	This field shows the employee’s phone number.
Mobile	This field shows the employee’s mobile number.
Email	This field shows the employee’s email address.
Role	Use this field to enter the role the employee has with regard to the contact person.

Field	Description
Primary Responsible	This field shows whether the employee is the responsible employee on the contact person card. You can change or delete the primary responsible employee using the Responsible Employee field in the card part.

Actions

This section shows the Actions available in the Contact Persons workspace.

Top Tab

Field	Description
Create Employee	When you select this action, an employee is created in the window Employees on the basis of the current contact person. Information common to both contact persons and employees is copied to the new employee, and subsequent changes to this information on the contact person will cause the employee to be updated accordingly and vice versa. If you have specified a number in the island New Employee, the new employee is assigned the specified number. If you have not specified a new employee number, the new employee is assigned the same number as the contact person. You can only select this action if you have been granted access to creating employees from contact persons. Access is granted by marking the field “Create Employee from Contact Person” in the window Actions in the Set-Up module. The action cannot be selected if the current contact person is blocked or if the contact person is already assigned to an employee.
Attach Document to Contact Person	This action allows you to attach a document to the contact person.
Create Note	This action creates and assigns a note to the contact person. Maconomy derives the note type for the note from the contact management setup. Maconomy uses the company number, matched to the user’s company number, to derive the right setup to use.

Contact Person Targeting Codes Single Dialog Workspace

Use this workspace to view information about contact person targeting codes.

Contact Person Tab

This section includes the fields and descriptions for the Contact Person tab.

Contact Person Island

Field	Description
Contact Person No.	This field shows the contact person number.
Name	This field shows the contact person's name.

Targeting Codes Sub-Tab

This section includes the fields and descriptions for the Targeting Codes sub-tab.

Field	Description
Targeting Code	Enter a name for the targeting code you are assigning. This field must contain a value.
Description	This field shows a description of the targeting code. You cannot change the value.
Remark	Enter any remarks about the targeting code assignment.

Contact Group Types Single Dialog Workspace

Use this workspace to create contact group types that contain template information for contact groups.

Each contact group that you create must be assigned to a contact group type, causing information from the contact group type in question to be copied to the new contact group. However, you can change the information for the individual contact groups.

Contact Group Types Tab

This section includes the fields and descriptions for the Contact Group Types tab.

Contact Group Type Island

Field	Description
Contact Group Type	In this field, you can enter the name of the contact group type when creating a contact group type. Once you have pressed Enter upon creating a contact group type, the field can no longer be changed.
Description	In this field, you can enter a description of the current contact group type.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Option Lists On Contact Group Island

Field	Description
Option List 1-30	In these fields, you can select the option lists to be suggested in the respective option list fields on contact groups of the current type. However, the option lists can be changed for each contact group. The option lists can be used for further specification of the contact groups.

Text Fields Island

Field	Description
Text 1-10	In these fields, you can enter a number of texts for further specification of the current contact group type. The fields are for information only.

Access Level Island

Field	Description
Access Level	Here you can enter the name and description of an access level created in the window Access Levels. Users only have access to information about the current contact group type if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to contact group types may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module.

Option Lists On Contact Group Member Island

Field	Description
Option List 1-5	In these fields, you can select the option lists to be suggested in the respective option list fields on contact group member lines in the table part of the window Contact Groups for contact groups of the current type. However, the option lists can be changed for each contact group member. The option lists can be used for further specification of the contact group members.

Contact Groups Single Dialog Workspace

Use this workspace to create and maintain contact groups.

A contact group is a group of contact companies and/or contact persons. You can use contact groups to bind together related contact persons.

For instance, if you have many contact persons within the same contact company, you can group these contact persons in this workspace, providing a better overview of your contact options in

that company. You can also group contact persons who work in similar functions within different companies or group contact companies according to their line of business.

In the Contact Groups tab, you can enter information about the current contact group, as well as a contact group type, based on the information that Maconomy suggests in the option list fields in this tab and the Contact Group Members sub-tab. You can create a line for each combination of contact company and contact person to be part of the group.

Contact groups are for information only and have no relation to campaign or event functionality.

Contact Groups Tab

This section includes the fields and descriptions for the Contact Groups tab.

Contact Group Island

Field	Description
Contact Group No.	In this field, you must enter the number of the contact group when creating a group. Once you have pressed Enter upon creating a group, the field can no longer be changed. You cannot specify a combination of contact group number and contact group type which is already used on another contact group.
Description	In this field, you can enter a description of the current contact group type.
Contact Group Type	In this field, you must enter the number of a contact group type when creating a group. Template information from the contact group type is automatically suggested in the option list fields on the new contact group as well as on new contact group members. You cannot specify a combination of contact group number and contact group type which is already used on another contact group.
Description	This field shows a description of the contact group type specified in the field “Contact Group Type” above.

Company Island

Field	Description
Company	In this field, you can enter the name and number of the company to which the group belongs. The company number determines which users have access to seeing information about the group and referring to it in other windows, as described in the section “Central Concepts in the Access Control System” in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to contact groups may depend on other factors. If you do not enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module.

Field	Description
	See the section “Multiple Companies” in the chapter “Introduction to the G/L Module” and the window Dimension Derivations in the G/L module for a further description of the concept of dimension derivation.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the contact group. By assigning a document archive to a contact group, you can keep track of the various documents related to the contact group. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Document Count	This field shows the total number of documents in the Document Archive.

Job Island

Field	Description
Job	In this field, you can specify the name and number of a job if the current contact group pertains to a job.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the contact group. In the fields “Value 1-30” in this island, you can then select values from these lists. When you create a contact group, Maconomy suggests the option lists from the corresponding fields in the selected contact group type, but you can change the option lists here.
Value	In these fields, you can specify values available in the respective option lists specified in this island. The fields can, for example, be used for further specification of the contact group. If a given option list field in this island has been left blank, any text can be entered in the corresponding value field.

Text Fields Island

Field	Description
Text 1-5	In these fields, you can enter a number of remarks about the current contact group.

Database Relation Island

Field	Description
Database Relation	In this field, you can specify the name of a relation in the Maconomy database, thus assigning the current contact group to the entry in question. In the remaining fields in this island, you can then specify the desired entry.
Object Instance Key	If instance key registration has been activated for the relation specified in the field “Database Relation” above, you can specify in this field the instance key value of the database entry to be assigned to the current contact group. If you enter key values in the fields “<Key 1-4>,” this field is automatically completed with the instance key value of the database entry in question. Similarly, if you specify an instance key value, Maconomy automatically completes the key fields.
<Key 1-4>	In these fields, you can enter the values in the primary, secondary, and so on, key fields that identify the entry in the relation above which the current contact group concerns. A key value is a value identifying, for example, a certain order, vendor invoice, and so on. In certain relations, a key consists of up to four key fields. In these relations, the combination of the key values constitutes the key to the individual entries in that relation. An example of this is order lines, where the first key value points to the sales order to which the line in question belongs, and the second key value is the line’s line number in the table part of the sales order. So if the key to entries in a given relation consists of several key fields, it is possible for several entries to have the same value in the same key fields, but there can be no more than one entry with the same combination of values in the key fields in question. When you enter a database relation in the field “Database Relation” above, Maconomy shows the names of the individual key fields in this island instead of blank field names, allowing you to see which fields should be completed. If you specify an instance key in the field “Object, Instance Key” above, the key fields are automatically completed with the key values from the database entry to which the instance key value belongs. Similarly, if you enter key values in these fields and instance key registration has been activated for the database relation in question, Maconomy automatically completes the field “Object Instance Key.”

Access Level Island

Field	Description
Access Level	Here you can enter the name of an access level created in the window Access Levels. Users only have access to information about the current contact group if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. In addition, the user must have access to the access

Field	Description
	level specified for the company to which the contact group is assigned order to have access to the contact company. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to contact groups may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current contact group type.

Validity Period Island

Field	Description
Validity Start	In these fields, you can enter the starting date and time of the validity period of the current contact group. The field is for information only.
Validity End	In these fields, you can enter the ending date and time of the validity period of the current contact group. The field is for information only.

Extra Date Fields Island

Field	Description
Date and Time 1-5	In these fields, you can enter a number of key dates and times related to the current contact group. The fields are for information only.

Contact Group Members Sub-Tab

This section includes the fields and descriptions for the Contact Group Members sub-tab.

Field	Description
Contact Comp. No.	In this field, you must enter the number of a contact company which will then be assigned to the current contact group. It is possible for the same contact company to be part of multiple groups at the same time.
Contact Person No.	In this field, you can specify a contact person belonging to the contact company on the line. This contact person will then be assigned to the current group. It is possible for the same contact person to be part of multiple groups at the same time.
Option List 1-5	In these fields, you can specify the option lists containing the values you wish to use for further specification of the contact group member. In the fields “Selected Value 1-5,” you can then select values from the corresponding lists. When you create a line, Maconomy suggests the option lists from the contact group type of the current contact group. The suggested option lists are retrieved from the respective fields “Option List 1-5” in the island Option Lists

Field	Description
	on Contact Group Members in the window Contact Group Types. However, you can change the option lists here.
Selected Value 1-5	In this field, you can specify values available in the option lists specified in the fields “Option List 1-5” on the current line. The fields can, for example, be used for further specification of the contact group member.
Text 1-10	In these fields, you can enter a number of texts for further specification of the current contact group member. The fields are for information only.
Date 1-5	In these fields, you can enter a number of dates for further specification of the current contact group member. The fields are for information only.

Event Flow Types Single Dialog Workspace

Use this workspace to create event flow types that contain template information for event flows.

You must assign each event flow that you create, either manually or automatically as part of a campaign, to an event flow type. When you create an event flow, Maconomy copies information from the event flow type in question to the event.

Event Flow Types Tab

This section includes the fields and descriptions for the Event Flow Types tab.

Event Flow Type

Field	Description
Event Flow Type	In this field, you can enter the name of the event flow type when creating an event flow type. Once you have pressed Enter upon creating an event flow type, the field can no longer be changed.
Description	In this field, you can enter a description of the current event flow type.
Blocked for New Flows	Mark this field if it should no longer be possible to create event flows of the current type.
Flow Status Type	In this field, you can specify an option list created in the window Option Lists. The options in this option list will be available to be selected as event flow status on events assigned to event flows of the current type. For further information on the use of event flow statuses, please see the field “Flow Status Type” in the card part and the field “New Event Flow Status” in the table part of the window Event Flows. If you leave this field blank, it is not possible to enter event flow statuses on event flows of the current type.
Initial Flow Status	In this field, you can specify an event flow status to be transferred to the field “Current Event Flow Status” on new event flows of the current type. The value must be an option in the option list specified in the field “Flow Status

Field	Description
	Type” above. If no value is selected here, new event flows of the current type will have a blank event flow status upon creation.
Aut. Status Update	In this field, you can specify whether it should be possible to enter a value in the field “New Event Flow Status” on events which are assigned to event flows of the current type and do not have the field “Status Changing Event” marked. If you do not mark the field, a given event in an event flow of the current type can only contain a value in the field “New Event Flow Status” if the field “Status Changing Event” is marked for the event in question. This ensures that only status changing events can have an event flow status. As a consequence of not marking this field, it will only be possible to close a status changing event in event flows of the current type if the closing date of the event is later than that of the other closed, status changing events in the flow (see the description of the field “Closed” in the table part of the window Event Flows). If you mark the field, a given event in an event flow of the current type can contain a value in the field “New Event Flow Status” regardless of whether the field “Status Changing Event” is marked for the event in question. This allows you to register a new event flow status for all events in a flow, to indicate their effects even if they do not affect the flow status. However, when closing a status changing event in a flow of the current type, Maconomy automatically unmarks the field “Status Changing Event” if the event being closed does not have a later closing date than that of the other closed, status changing events. This ensures that although you can specify new event flow statuses for multiple open events, the event flow status is not updated by previous events.
Application	In this field, specify how the current event flow type should be used. If you specify “History,” it will be possible to specify an event starting date later than today’s date on events in flows of the current type. In addition to this, when creating an event flow and specifying a given event flow type with the application “History,” Maconomy rejects the creation of the new flow if the system already contains an event flow of the same type for the same contact person. If you specify “Standard,” it will not be possible to specify a future event starting date on events in event flows of the current type, and the Selection Criteria island is not affected when browsing to an event flow of the current type.
Note Management	In this field, you can specify how Maconomy should handle any note assigned to a status changing event being closed in an event flow of the current type. If you select the value “Update Note at Status Change,” closing a status changing event in a flow of the current type will cause the field “Note No.” in the card part of the flow to be updated, so that any note assigned to the status changing event is assigned to the event flow. This allows you to, for example, run reports where information on the latest status changing

Field	Description
	event in the individual flows includes the note information from the event in question. If you select a blank value, the field “Note No.” in the card part of event flows of the current type will not be updated automatically.

Option Lists On Events Island

Field	Description
Option List 1-5	In these fields, you can select the option lists to be suggested in the island Option List Fields on event flows of the current type. These option lists can be used for further specification of the event flows.

Remarks Island

In this field, you can enter additional remarks concerning the event flow type.

Employees Island

Field	Description
Employee 1-5	In these fields, you can specify the standard values to be suggested in the corresponding fields in the island Extra Employee Fields on event flows of the current type, for instance if certain employees should usually handle flows of this type.

Flow Texts Island

Field	Description
Flow Text 1-20	In these fields, you can specify the standard values to be suggested in the corresponding fields in the island Extra Fields on event flows of the current type. The fields are used for further specification of the individual event flows.

Event Plan Island

Field	Description
Event Plan	In this field, you can specify the name and number of the event plan to be suggested on event flows of the current type. For further information on the effect of event plans on event flows, see the description of the field “Event Plan No.” in the window Event Flows and the section “Introduction to the Contact Management Module.”
Create Secondary Events When Closing	In this field, you can specify the standard value to be suggested in the corresponding field on event flows of the current type. For further information on the functionality of the field, see the field “Create Secondary Events when Closing” in the window Event Flows.

Field	Description
Include Only Closed Events	In this field, you can specify the standard value to be suggested in the corresponding field on event flows of the current type. For further information on the functionality of the field, see the field “Include Only Closed Events” in the window Event Flows.

Event Type Island

Field	Description
Event Type	In this field, you can specify the event type to be copied to events created from the current event template.

Note Type Island

Field	Description
Note Type	Specify the note type whose heading options should be available as headings in the table part of the window Events.

Access Level Island

Field	Description
Access Level	Here you can enter the description and name of an access level created in the window Access Levels. Users only have access to information about the current event flow type, and can only refer to it in other windows if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to event flow types may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, all users will have access to see information about the current event flow type.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Event Plans Single Dialog Workspace

Use this workspace to create the event plans that support the planned course of events in campaigns, based on different scenarios.

In the Event Plans tab you specify the name of each event plan; you create different event templates in the Event Templates sub-tab.

An event plan describes the events to be created as a result of the outcome of a previous event. In an event plan, you can, for example, specify that if the first call to a customer results in the

customer accepting the invitation to a meeting, Maconomy should automatically create an event with certain information, whereas no further events should be created if the customer declines.

An event plan should contain a number of templates for initial events and, if relevant, a number of templates for secondary events. When you initiate a campaign in the Campaigns workspace, Maconomy creates, for each contact company and person in the campaign, one event per initial event template in the event plan that you assigned to the campaign. The plan must contain at least one initial event template. Maconomy recognizes an initial event template by the fact that neither a condition result nor a condition template has been defined for the template.

Secondary Events

If the outcome of an event in a campaign should cause the creation of additional events (for instance, if a potential customer wants you to send more information as a result of a phone call), the event plan should also contain a number of secondary event templates. A secondary event template is an event template for which you have defined a condition for the creation of events based on the template in question. In those cases where an event meets the conditions for a given template in the event plan, Maconomy can create an event with the information in the template in question. You do this by using the **Create Secondary Events** action in the Campaigns or Events workspaces.

In the following description, the term "basis event" refers to an existing event that you assigned to a given campaign, and for which no secondary events have been created yet.

The condition consists of:

- The number of the template on which a basis event must be based to cause the creation of secondary events based on the event template in question.
- The result of the basis event—for instance, whether the contact person answered yes or no to a given question in a phone conversation.

When you create secondary events for a campaign, Maconomy checks each basis event to see whether the event plan that you assigned to the campaign contains one or several event templates on which:

- The condition number matches the event template number on which the basis event was based.
- The condition result matches the result that you defined in the **Result** field on the basis event in question.

When these conditions are met, Maconomy creates a secondary event. Maconomy copies the contact person and/or contact company from the basis event to each secondary event and copies the contact mode, event type, employee number, starting date, and other information from the event template that, in combination with the basis event, resulted in the secondary event.

Maconomy performs a corresponding process for one event at a time when you use the **Create Secondary Events** action in the Events workspace.

Note: Initial event templates can also cause Maconomy to create events when you use the **Create Secondary Events** action in the Campaigns workspace. This happens when you add initial event templates to the event plan after the last time that you used that action for a given campaign. In that case, Maconomy creates secondary events from basis events as described previously, while at the same time creating events for all of the contact companies and persons that you included in the campaign, based on the initial event templates.

You can create several event templates that have exactly the same conditions. For example, this can be necessary if a given outcome of an event should cause the creation of several events for the same contact company or person.

Event Plans Tab

This section includes the fields and descriptions for the Event Plans tab.

Plan Island

Field	Description
Event Plan No.	When creating an event plan, you can specify a number for the plan in this field.
Description	In this field, you can enter a short description of the current event plan.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Event Templates Sub-Tab

This section includes the fields and descriptions for the Event Templates sub-tab.

Field	Description
Event Template No.	In this field, you can specify a number for the current event template. The number is used when referring to the current event template in the field “Condition No.” on other event templates.
Contact Mode	In this field, you can specify the contact mode to be copied to events created from the current event template.
Event Type	In this field, you can specify the event type to be copied to events created from the current event template.
Status Changing Event	In this field, you can specify whether events created from the current template should be marked as status changing events in their respective event flows. If an open event already in a given flow is already marked as the status changing event, any secondary event created in that flow based on the current event template will not be marked as a status changing event.
Employee No.	In this field, you can specify the employee number to be copied to events created from the current event template.
Item No.	In this field, you can specify the item number to be copied to events created from the current event template.
Description	In this field, you can specify the description to be copied to events created from the current event template.

Field	Description
Result Type	In this field, you can specify the result type to be copied to events created from the current event template. The result type is an option list created in the window Option Lists, and thus contains the options representing possible outcomes of the created events.
Planned Starting Date	In this field, you can specify the planned starting date to be copied to events created from the current event template.
Planned Ending Date	In this field, you can specify the planned ending date to be copied to events created from the current event template.
Delay	In this field, you can specify the number of days which should pass from the creation of secondary events until the events created should be carried out. When creating secondary events from the current template, Maconomy will thus add the specified number of days to the ending date of the existing event, and transfer the calculated date to the field “Planned Starting Time” on the events created. If an existing event does not have an ending date, Maconomy adds the number of days to today’s date instead of the closing date, when calculating the planned starting date of the secondary event. If you have both entered a date in this field and in the field “Planned Starting Date,” Maconomy picks the earlier date.
Condition No.	In this field, you can specify the number of another event template in the current event plan. This number determines when to create secondary events from the current event template. In the description below, the term “basis event” is used about an existing event which is assigned to a given campaign and for which no secondary events have been created yet. When the action “Create Secondary Events” is selected for a campaign to which the current event plan is assigned, the current event template will cause the creation of secondary events for basis events on which: ▪ The number of the event template on which the basis event was based matches the event template number in this field, and ▪ The result specified in the field “Result” on the basis event in question matches the condition result specified in the field “Condition Result” for the current event template. For a further description of the concepts of condition results and condition numbers, please see the description of the fields “Condition Result” and “Condition No.” in the table part of the window Event Plans. In those cases where the above conditions are met, a secondary event is created. Maconomy copies the contact person and/or contact company from the basis event to each secondary event, while other information is copied from the current event template. A similar process is carried out for one event at a time when selecting the action “Create Secondary Events” in the window Events.

Field	Description
	For an example illustrating how Maconomy finds out whether a given event should cause secondary events, please see the description of the action “Create Secondary Events” in the window Campaigns. It is possible to create several event templates with exactly the same condition template number and condition result. This can, for example, be necessary if a given outcome of an event should cause the creation of several new events for the same contact company or person.
Condition Result	In this field, you can specify a result which should determine when to create secondary events from the current event template. The condition result must be an option in the option list specified in the field “Result Type” on the event template specified in the field “Condition No.” on the current line. If you do not enter a result, the result of each event is ignored when Maconomy determines which events should cause secondary events based on the current template. This means that no matter what result including a “blank” result is specified on a given event, the event will cause the creation of secondary event, as long as the event itself was created from the event template specified as a condition in the field “Condition No.” on the current event template. For a detailed description of Maconomy’s method of finding out which events cause the creation of secondary events, please see the field “Condition No.”
Blocked	If you mark this field, the current event template is blocked, meaning that no events will be created from the template when the action “Create Secondary Events” is selected in the windows Campaigns and Events. However, you can unmark the field at any time, thus unblocking the event template.

Opportunity Types Single Dialog Workspace

Use this workspace to create opportunity types. An opportunity type is a template for opportunities that you create in the Opportunities workspace.

For each opportunity type, you can provide information that Maconomy transfers to new opportunities that you assign to the opportunity type in question. Each opportunity type also identifies an event flow type to be used on the event flows that you create and assign to opportunities of the type in question.

Opportunity Types Tab

This section includes the fields and descriptions for the Opportunity Types tab.

Opportunity Type Island

Field	Description
Opportunity Type	In this field, you can specify an opportunity type name when creating an opportunity type. Both letters and numbers can be used in the name. Once the opportunity type has been created, the name can no longer be changed.

Field	Description
Description	In this field, you can enter a description of the current opportunity type.

Event Flow Type Island

Field	Description
Event Flow Type	In this field, you must specify the name of the event flow type to be assigned to opportunities of the current type. This means that when you create an opportunity of the current type, the event flow automatically created and assigned to the new opportunity will be assigned this event flow type. For further information, see the field “Event Flow Type” in the description of the window Opportunities.
Description	This field shows a description of the event flow type specified in the field “Event Flow Type” above.

Access Level Island

Field	Description
Access Level	In this field, you can enter the description and name of an access level created in the window Access Levels. Users only have access to information about the current opportunity type and to referring to the current opportunity types in other windows if they have been assigned to this or a higher access level in the window User Access Levels in the Set-Up module. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to opportunity types may depend on other factors. For further information about the standard access control configuration and access control in a multi-company model, please see the section “Introduction to the Access Control System” in the Set-Up module. If you do not specify an access level, this field has no influence on whether the user has access to information about the current opportunity type.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Remarks Island

In this island you can enter additional remarks about the current opportunity type.

Status Update Island

Field	Description
Won, Phase	If the current opportunity can be considered won when entering a given phase, you can specify the phase in question in this field. When the opportunity enters the specified phase as a result of the event flow status of the event flow assigned to the opportunity being changed to the value in this field, Maconomy will automatically

Field	Description
	close the opportunity as won by running the action “Close as Won.” This, in turn, causes the event flow assigned to the opportunity to be closed. Using this functionality, you can cause the opportunity to be closed automatically when the event flow reaches a point indicating a closed sale. Please note that manually closing the opportunity as won will not cause the event flow status to be changed to the value in this field.
Lost, Phase	If the current opportunity can be considered lost when entering a given phase, you can specify the phase in question in this field. When the opportunity enters the specified phase as a result of the event flow status of the event flow assigned to the opportunity being changed to the value in this field, Maconomy will automatically close the opportunity as lost by running the action “Close as Lost.” This, in turn, causes the event flow assigned to the opportunity to be closed. Using this functionality, you can cause the opportunity to be closed automatically when the event flow reaches a point indicating a lost sale.

Campaign Island

Field	Description
Campaign	In this field, you can specify the name and number of a campaign to be assigned to opportunities of the current type. This means that when you create an opportunity of the current type, the event flow automatically created and assigned to the new opportunity will be assigned to this campaign. For further information, see the field “Campaign No.” in the description of the window Opportunities.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values that should be available for further specification in the fields “Value 1-5” in this island and on opportunities of the current type. This means that the fields “Value 1-5” in this island can only be completed with options available in the corresponding option lists specified here. If you leave a given field empty, any value can be specified in the corresponding value field. Furthermore, when entering the current type on an opportunity created in the window Opportunities, these option lists are suggested in the corresponding island on the opportunity.
Value	In these fields, you can specify a number of values for further specification of the current compensation type and new opportunities of the type in question. You can only use values available in the respective option lists specified in this island. If a given option list field in the compensation type has been left blank, any text can be entered in the corresponding value field. When an opportunity of the current type is created, the values are also suggested in the corresponding fields on the new opportunity.

Targeting Codes Single Dialog Workspace

Use this workspace to create targeting codes and assign contacts to them. Contacts can be either contact persons or contact companies.

The list of contacts contains the same data that is displayed in the Targeting Codes sub-tab of the Contact Person Targeting Codes workspace and the Targeting Codes sub-tab of the Contact Company Targeting Codes workspace. Thus if you add or delete a row here, it is also added or deleted there and vice-versa.

Targeting Code Tab

This section includes the fields and descriptions for the Targeting Code tab.

Targeting Code Island

Field	Description
Name	Use this field to enter a unique name for the targeting code that you are creating. This field must contain a value.
Description	Use this field to enter the description of the targeting code that you are creating.
Show Blocked Contacts	Here you can specify whether the contact person is blocked.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Contacts Sub-Tab

This section includes the fields and descriptions for the Contacts sub-tab.

Field	Description
Contact Type	Enter the type of the contact person or company that you are assigning to the targeting code. This field must contain a value. Valid values are Person or Company.
Contact No.	Enter the number of the contact person or company (depending on the contact type) for the contact you are assigning. This field must contain a value.
Name	This field shows the name of the contact person or contact company.
Remark	Enter any remarks about the targeting code assignment. You can change the value of this field for existing assignments.

Update Responsible Employee Single Dialog Workspace

Use this workspace to update the responsible employee on a group of CRM entries by entering selection criteria and a new responsible employee and then using the **Update** action.

This action updates the responsible employee on all entries in the selection criteria:

- For contact persons, it updates the **Responsible Employee No.** field.
- For opportunities and contact companies, it updates the **Sales Rep. No.** field.
- For events, it updates the **Employee No.** field.

The **Update** action only updates entries to which you have access.

Update Responsible Employees Tab

This section includes the fields and descriptions for the Update Responsible Employee tab.

Selection Criteria Island

Field	Description
Current Employee	Enter the employee name and number for the employee who is responsible. Maconomy only updates entries for which this employee is responsible. This field must contain a value. You use this window to change the responsible employee on Contact Companies, Contact Persons, and Opportunities. This employee is the one who is currently set as responsible. When you use the Update action, this responsible employee is replaced by the new responsible employee. After you enter the employee number, the associated employee name appears beside it.
Update Contact Persons	This check box is selected by default to indicate that the application should update contact persons information. Deselect this check box if you do not want to update contact persons information.
Contact Person No.	Enter the beginning and ending numbers in the range of numbers for the contact persons whose information is to be updated. You can only enter values in these fields if you selected Update Contact Persons.
Update Contact Companies	This check box is selected by default to indicate that the application should update contact companies. Deselect this check box if you do not want to update contact companies.
Contact Company No.	Enter the beginning and ending numbers in the range of numbers for the contact companies whose information is to be updated. You can only enter values in these fields if you selected Update Contact Companies.

Field	Description
Update Opportunities	This check box is selected by default to indicate that the application should update opportunities. Deselect this check box if you do not want to update opportunities.
Opportunity No.	Enter the beginning and ending numbers in the range of numbers for the opportunities that are to be updated. You can only enter values in these fields if you selected Update Opportunities.
Update Opportunity Events	This check box is selected by default to indicate that the application should update opportunity events. Deselect this check box if you do not want to update opportunity events. You can only select this field if you selected Update Opportunities. The application only updates events that have the same responsible employee as the associated opportunity.

New Responsible Island

Field	Description
New Employee	Enter the employee name and number for the employee who is to be responsible for the Contact Companies, Contact Persons, and Opportunities. When you use the Update action, this employee becomes the new responsible employee. This field must contain a value. After you enter the employee number, the associated employee name appears beside it.

Actions

This section shows the Actions available in the Update Responsible Employee workspace.

Top Tab

Field	Description
Update	Use this action to update the responsible employee information on all entries that match the selection criteria. ▪ For contact persons, the application updates the field Responsible Employee No. ▪ For opportunities the application updates the field Sales Rep. No. ▪ For contact companies, the application updates the field Sales Rep. No. ▪ For events the application updates the field Employee No. This action only updates entries to which you have access.

Contact Management Setup Single Dialog Workspace

Use this workspace to set up default values to be used in the Contact Management module.

For each company, you can set the default values to be used when creating events, event flows, campaigns, and opportunities. You can define default option lists for contact persons and contact companies, and note types for contact persons and contact companies.

Standard Document Archive Setup Tab

This section includes the fields and descriptions for the Standard Document Archive Setup tab.

Selection Criteria Island

Field	Description
Company No.	Enter a range of company numbers to select the lines to show in the table.

Contact Management Setup Sub-Tab

This section includes the fields and descriptions for the Contact Management Setup sub-tab.

Field	Description
Company No.	This field shows the company number for which the contact management setup should be used. If this field is empty, the contact management setup can be used for all companies.
Default Event Type	Select a default event type. When you create an event that is not assigned to an event flow, the event type is initialized to the value that you enter in this field.
Default Event Flow Type	Enter a default event flow type. When you create an event flow, the event flow type is initialized to the value that you enter in this field.
Default Opportunity Type	Enter a default opportunity type. When you create an opportunity, the opportunity type is initialized to the value that you enter in this field.
Default Campaign Event Flow Type	Enter a default campaign event flow. When you create a campaign, the event flow type is initialized to the value that you enter in this field.
Contact Person Note Type	Enter a note type to be used when you create notes from a contact person.
Contact Person Position List	Enter the name of an option list of positions to use for the position field for contact persons. When you create a contact person, you can select a value for the position field from a drop-down list or you can enter a

Field	Description
	position manually. Those drop-down list values come from the list whose name you enter in this field.
Contact Person Option List 1-10	Enter the names of default option lists in these fields. When you create a contact person the Option List 1-10 fields for that contact person are initialized to the values that you enter in these fields.
Contact Company Note Type	Enter a note type to be used when you create notes from a contact company.
Contact Company Option List 1-10	Enter the names of default option lists in these fields. When you create a contact company, the Option List 1-10 fields for that contact company are initialized to the values that you enter in these fields.
Relation Type List	Enter the name of an option list of relation types to use when you create a contact relation. When you create a relation, you can select a value from a drop-down list or you can enter a value manually. Those drop-down list values come from the list whose name you enter in this field.
Created by	This field shows the user name of the person who created the content management setup.
Created on	This field shows the date on which the content management setup was created.
Changed by	This field shows the user name of the person who changed the content management setup.
Changed on	This field shows the date on which the content management setup was changed.
Version	This field shows the version number that corresponds to the update made to the content management setup.

Remove Section

This section includes the fields and descriptions for the Remove workspaces.

Remove Contact Data Single Dialog Workspace

Use this workspace to remove contact data. You can choose to remove contact companies with assigned contact entries and contact persons, or you can choose to remove events only.

You can choose one of the two remove functions. If you do not choose a remove function, Maconomy does not remove any data. You can specify that all contact companies or events created before a specified date must be removed.

For contact companies, you can indicate that the removal of contact companies is also to include the removal of contact companies that were created as customers. When you remove a contact company that you created as a customer, the removal only affects contact data; the information in the Contact Persons workspace is not affected.

For events, you can define a range of campaign numbers. If you do this, the removal affects only those events that you created in connection with a campaign within that range.

Remove Contact Data Tab

This section includes the fields and descriptions for the Remove Contact Data tab.

Contact Companies Island

Field	Description
Remove Contact Companies	If you wish to remove contact companies as well as the events and contact persons to whom the contact companies in question have been assigned, it is necessary to mark this field. If you do not mark the field, no data will be removed.
Last Contact Before	It is necessary to specify a date in this field if you only wish to remove contact companies to which no contact entries have been assigned since the specified date. When you enter a date, a contact company will only be removed if the event last created falls within the specified date.
Remove Contact Companies created as Customers	If you wish to remove a contact company even though it has been created as a customer, it is necessary to mark this field. If you do not mark the field, only contact companies, which have not been created as customers, will be removed.

Events Island

Field	Description
Events	If you only wish to remove contact entries but not the contact company to which the event has been assigned, it is necessary to mark this field. If you do not mark the field, no data will be removed.
Entered Before	It is necessary to specify a date in this field if you only wish to remove events entered before the specified date. When you specify a date, an event will only be removed if it has been entered before the specified date.
Campaign No.	If you only wish to remove events which have been assigned to a particular interval of campaigns, it is necessary to specify an interval in this field. If you do not specify an interval and no date has been entered in the field above, all events, which have been entered before the specified date, will be removed in all campaigns.

Actions

This section shows the Actions available in the Remove Contact Data workspace.

Top Tab

Field	Description
OK	Use this action to execute removal of contact data.

EU Statistics Overview

This module lets you extract the EU trade figures, which are to be reported to tax authorities when your annual trade within the union reaches the EU thresholds.

List System Section

This section includes the fields and descriptions for the List System workspaces.

Sales List System Reports Workspace

Use this workspace to enter the information that you report to the Sales List System each period.

The Sales List System Reports tab displays the total statistics for a company in a given period. The Sales List System Entries sub-tab displays an entry for every customer that has received items in the period.

You can make entries manually and/or automatically from the information in the Sales Orders module. The Sales List System Items workspace shows which invoices and credit memos the entries originate from.

You can print a report form by choosing **Print This** in the File menu. Similarly, you can create a report file by choosing **Create File** in the Action menu.

If you open the Sales List System Items workspace at the same time, you can see more information about the entries in the table.

Sales List System Reports Tab

This section includes the fields and descriptions for the Sales List System Reports tab.

Report Island

Field	Description
Report No.	This is the report's number, allocated automatically by Maconomy. The number cannot be changed here, but you can select a numbering series in the window System Numbers in the Set-Up module.
Period	Here you enter which quarter year the report is for by entering the first date of the quarter. You must complete the field. Once the report is created, you cannot change the dates.
Remarks	Here you can enter a comment about the report. It is not printed in the report.
Auto. Entries	This field is marked if the report contains entries created automatically using the action "Create File". It cannot be changed.

Company Island

Field	Description
Company	In this field, you can specify the name and number of the company responsible for the report. If you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. When using the action “Create Entries”, Maconomy only considers EU transactions for which the company in this field is responsible. See the section on dimension derivation in the chapter “Introduction to the G/L Module” and the description of the window Dimension Derivations in the G/L module for further information about dimension derivation.
Base Currency	This field displays the currency used as base currency in the company specified in the field "Company No." above. See the field "Base Currency" in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.
EU Reporting Currency	This field displays the EU reporting currency used in the company specified in the field “Company No.” above. The EU reporting currency is selected for the current company in the window Company Information. In the files created for Intrastat and Sales List System all amounts are displayed in the individual company’s EU reporting currency.

Report Total Island

Field	Description
Entries	This shows how many entries are in the report. It cannot be changed manually.
Amount, Base	This shows the sum of all the entry sales amounts, both for standard EU trades and triangulation. The amount is printed in the report section named “Period’s Total Amount to EU”. It cannot be changed manually
Amount, EU Reports	This field displays the total sales amount of all entries in the company’s EU reporting currency. The value cannot be changed manually.

Show Island

Field	Description
Show Lines	If you mark this field, the table will show the report entries. The window opens faster without the entries, which is why the field is not marked by default.
Customer No.	Here you can enter a range of customer numbers. If the “Show Lines” field is marked, the table will show entries for customers in this range.

Sales List System Entries Sub-Tab

This section includes the fields and descriptions for the Sales List System Entries sub-tab.

Field	Description
Customer No.	Here you enter the customer number. Maconomy checks that the customer exists and is from an EU country. If you cannot remember a number, you can use the search functions in the Find menu. Once the entry has been created, the number cannot be changed. Nor can you change the number of an automatically created entry. You cannot enter more than two entries with the same customer number, one with and one without a mark in the “Salary Prep.” field.
Salary Prep.	You can mark this field if the items are sent to/returned from salary preparation. For automatically created entries, the value is taken from the “Salary Preparation” field in the item information card. For items which are sent for preparation in another EU country, the field should remain unmarked. For items that are being returned from salary preparation, the value of the work should be entered. Once the entry is created, the field cannot be changed. This is the name from the customer information card. It cannot be changed.
Name	This is the name from the customer information card. It cannot be changed.
Tax No.	This is the value from the “Tax No.” field in the customer information card. It cannot be changed.
Country	This is the value from the “Country” field in the customer information card. It cannot be changed.
Sales Amount, Base	Here you enter the customer’s total sales amount for the period in the company’s base currency. The value is rounded off to the nearest whole currency unit. If you have created specification lines for the entry in the Sales List System Items window, the field cannot be changed. Similarly, if you enter the sales amount manually, you cannot create specification lines.
Sales Amount, EU Reports	In this field, you can enter the period’s total sales amount for the customer in the company’s EU reporting currency. The value is rounded to the nearest whole currency unit. If you have created specification lines for the entry in the Sales List System Items window, the field cannot be changed. Also, if you enter the sales amount manually, you cannot create specification lines.
Sales price, triang.tr., base	In this field, you can enter the customer’s total triangulation sales amount for the period. The amount is entered in the company’s base currency.
Sales price, triang.tr., EU Rep.	In this field, you can enter the period’s total sales amount for triangulation trade for the customer in the company’s EU reporting currency. Triangulation trade is registered on invoices or credit memos by changing the value in the field “EU Trade Type” from “Normal” to “Triangulation Trade”.

Field	Description
Exchange Rate Date	In this field, you can specify the date which should be used when converting amounts into the chosen reporting currency. When entering manually entries, Maconomy uses the valid exchange rates specified in the exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts. The field cannot be changed for entries generated automatically.
Manual	This field is marked if the entry is entered manually and unmarked if created automatically with the action “Create Entries”. It cannot be changed.
Internal Reference No.	In this field, you can enter an internal reference number to identify the current sales list system entry.
Remarks	In this field, you can enter a comment about the report. It is not displayed in the printed report.

Sales List System Items Workspace

Use this workspace to handle sales list system entries individually.

You must create entries in the Sales List System Reports workspace. The Sales List System Items tab displays which customer the entry is for and the amount that was sold. The Lines sub-tab displays which invoices and credit memos the entry originates from.

If you open the Sales List System Reports workspace at the same time, you can see more information about the report of which the entry is a part.

Sales List System Items Tab

This section includes the fields and descriptions for the Sales List System Items tab.

Report Island

Field	Description
Report No.	This is the number of the report the entry is from. It cannot be changed.

Customer Island

Field	Description
Customer	This is the number of the customer the entry is for. It cannot be changed. The other lines in this field contain the first two lines of the customer’s name and address.
Country	This is the value from the “Country” field in the customer information card. It cannot be changed.

Field	Description
Tax No.	This is the value from the “Tax No.” field in the customer information card. It cannot be changed.

Remarks Island

Here you can enter a comment about the report. It is not printed in the report.

Entry Island

Field	Description
Internal Reference No.	This field displays the internal reference number of the current sales list system entry.
Salary Preparation	This field is marked if the items are sent to/returned from salary preparation. For automatically created entries, the value is taken from the salary preparation field in the item information card. It cannot be changed.
Sales Amount, Base	This field displays the period’s total sales amount for the customer. The amount is displayed in the company’s base currency.
Sales Amount, EU Reports	This field displays the period’s total sales amount for the customer. The amount is displayed in the company’s EU reporting currency.
Sales price, triang.tr., base	This field displays the period’s total sales amount for triangulation trade with the customer. The amount is displayed in the company’s base currency.
Sales price, triang.tr., EU Rep.	This field displays the period’s total sales amount for triangulation trade with the customer. The amount is displayed in the company’s EU reporting currency.
Exchange Rate Date	This field displays the date which should be used when converting amounts into the chosen reporting currency. Maconomy uses the valid exchange rates specified in the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the sales list system report to which the entry is assigned.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.

Field	Description
EU Reporting Currency	This field displays the EU reporting currency used in the company specified in the field “Company No.” above. The EU reporting currency is selected for the current company in the window Company Information. In the files created for Intrastat and Sales List System all amounts are displayed in the individual company’s EU reporting currency.

Lines Sub-Tab

This section includes the fields and descriptions for the Lines sub-tab.

Field	Description
Invoice/Credit Memo No.	Here you can enter the number of the invoice or credit memo the entry is for. Maconomy checks that the number exists and alerts you if the customer number on the invoice or credit memo is different from the customer number here. Once created, the field cannot be changed. Nor can you change lines which have been created automatically.
Sales Amount, Base	This field displays the period’s total sales amount for the customer. The amount is displayed in the company’s base currency.
Sales Amount, EU Reports	This field displays the period’s total sales amount for the customer. The amount is displayed in the company’s EU reporting currency.
Sales price, triang.tr., base	This field displays the period’s total sales amount for triangulation trade with the customer. The amount is displayed in the company’s base currency.
Sales price, triang.tr., EU Rep.	This field displays the period’s total sales amount for triangulation trade with the customer. The amount is displayed in the company’s EU reporting currency.
Remarks	Here you can enter a comment about the line. It is not shown in the printed report.
Aut.	This field is marked if the line is created automatically. It cannot be changed.

Intrastat Section

This section includes the fields and descriptions for the Intrastat workspaces.

Intrastat Reports Workspace

Use this workspace to enter the declarations that you regularly report to Intrastat.

The Intrastat Reports tab displays the total statistics for a company in a given period. The Intrastat Declarations sub-tab displays a line for every declaration. Each declaration contains a number of item entries, and the declaration is printed on a separate form for the tax authorities.

There are two types of declaration, "Import" and "Export"; you can only create them if you specified them in the System Information workspace.

You can create declarations manually and/or automatically using the trade figures in the Sales Orders and Item Purchase modules. The Intrastat Declarations workspace shows which item entries have resulted in which declarations, and the Intrastat Items workspace shows which invoices or item purchase orders the item lines originate in. If you have one or both of these workspaces open at the same time, you can see that Maconomy updates all common information concurrently.

You can print official report forms for the report in this workspace by selecting **Print This** in the File menu. Similarly, you can create a file with the report by selecting **Create File** in the Action menu.

Intrastat Reports Tab

This section includes the fields and descriptions for the Intrastat Reports tab.

Report Island

Field	Description
Report No.	This is the report number, allocated automatically by Maconomy. The number cannot be changed automatically, but you can determine the number series in the window System Numbers.
Period	Here you enter the month of the report. The field must be completed, and it cannot be changed once the report is created.
Remarks	Here you can enter a comment about the report. It is not shown in the printed report.
Auto. Entries	This field is marked if the report has entries which have been created automatically using the action “Create Entries”. It cannot be changed.

Total Island

Field	Description
Declarations	This field displays how many declarations are contained in the report. It cannot be changed manually.
Grand Total, Base	This field displays the sum of all sales amounts of the entries. The amount is displayed in the company’s base currency, and cannot be changed manually.
Grand Total, EU Reports	This field displays the sum of all the sales amounts of the entries. The amount is displayed in the company’s EU reporting currency, and cannot be changed manually.

Company Island

Field	Description
Company	In this field, you can specify the name and number of the company responsible for the report. I you do not enter a value manually, Maconomy will attempt to derive a value, using the order of priority set up in the window Dimension Derivations in the G/L module. If no value can be derived, the standard value is transferred from the window System Information in the Set-Up module. When using the action “Create Entries”, Maconomy only considers Intrastat transactions for which the company in this field is responsible. See the section on dimension derivation in the chapter “Introduction to the G/L Module” and the description of the window Dimension Derivations in the G/L module for further information about dimension derivation.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.
EU Reporting Currency	This field displays the EU reporting currency used in the company specified in the field “Company No.” above. The EU reporting currency is selected for the current company in the window Company Information. In the files created for Intrastat and Sales List System all amounts appear in the individual company’s EU reporting currency.

Intrastat Declarations Sub-Tab

This section includes the fields and descriptions for the Intrastat Declarations sub-tab.

Field	Description
Decl.	This field displays your declarations in consecutive order. The value cannot be changed manually.
Type	In this field, you can enter “Import” or “Export”. You can only create an import declaration if you have marked the “Intrastat Import Rep.” field in the System Information window. Similarly, you can only create an export declaration if you have marked the “Intrastat Export Rep.” field. Once the declaration is created, the type cannot be changed.
Entries	This field displays how many entries are contained in the declaration. It cannot be changed manually.
Stat. Value, Base	This field displays the sum of the sales amounts of the entries in the declaration. The amount is displayed in the company’s base currency and cannot be changed manually.
Stat. Value, EU Rep.	This field displays the sum of the sales amounts of the entries in the declaration. The amount is displayed in the company’s EU reporting currency and cannot be changed manually.

Field	Description
Form No.	Here you can enter the number given to the form you are printing. The system numbers for the forms are given by the tax authorities for one year at a time. The field is only used if you are reporting on an official form. The number can also be changed in the “Form System No.” field in the Intrastat Declarations window.
Auto	This field is marked if the declaration is created automatically using the action “Create Entries”. It cannot be changed.
Remarks	Here you can enter a comment about the declaration. It is not shown in the printed report.

Intrastat Declarations Workspace

Use this workspace to handle Intrastat declarations individually.

You create declarations in the Intrastat Reports workspace. The Intrastat Reports tab in that workspace displays the value and direction of the declaration, and the Intrastat Declarations sub-tab shows which entries it contains.

Intrastat Declarations Tab

This section includes the fields and descriptions for the Intrastat Declarations tab.

Declaration Island

Field	Description
Declaration No.	This is the number of the declaration. The declarations are numbered in consecutive order within each report. The number cannot be changed.
Declaration Type	This shows which direction the declaration has, i.e. “Import” or “Export”. It cannot be changed.
No. Entries	This shows the number of entries in the table.
Stat. Value, Base	This field displays the sum of the sales amounts of the entries in the declaration. The amount is displayed in the company’s base currency and cannot be changed manually.
Stat. Value, EU Rep.	This field displays the sum of the sales amounts of the entries in the declaration. The amount is displayed in the company’s EU reporting currency and cannot be changed manually.
Form No.	Here you enter the system number of the report form. Form numbers are issued by the tax authorities one year at a time. The field is only used when you send in the report on an official form. The number can be changed in the “Form No.” field in the Intrastat Reports window.

Status Island

Field	Description
Auto. Created	This field is marked if the declaration is created automatically using the action “Create Entries”. It cannot be changed.
Remarks	Here you can enter a comment about the declaration. It is not shown in the printed report.

Selection Criteria Island

Field	Description
Show Lines	In this field, you can mark if the table part of the window is to display the items of the expedition. If the field has been marked, the table part will display the items that are created on the expedition and that comply with the selection criteria information in this island. When opening this window, this field is not marked which is why no items are displayed in the table part.
Item No.	In this field, you can enter a range of item numbers. If the field “Show lines” has been marked, the table part of this window will display the items which are created on the expedition and which are placed within the specified range of item numbers. The items are sorted by item numbers.

Report Island

Field	Description
Report No.	This is the number of the report of which the declaration is part. It cannot be changed.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the report of which the declaration is part.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.
EU Reporting Currency	This field displays the EU reporting currency used in the company specified in the field “Company No.” above. The EU reporting currency is selected for the current company in the window Company Information. In the files created for Intrastat and Sales List System all amounts are displayed in the individual company’s EU reporting currency.

Intrastat Items Sub-Tab

This section includes the fields and descriptions for the Intrastat Items sub-tab.

Field	Description
Zip Code	This is the number of the item entry. It cannot be changed manually.
Transact.	Here you enter the transaction type of the trade. The transaction type is a two-digit code transferred from the field “EU Type”. There are more than 20 such codes, of which code 11, “Regular Purchase and Sale” is the most frequently used. When item entries are extracted automatically, the code is transferred from the relevant invoice or item purchase order.
Country	Here you enter the three-digit country (member state) code of the company you are trading with. It is the same as the code in the “EU Country Code” popup field. When item entries are extracted automatically, the code is retrieved from the relevant invoice or item purchase order.
Quantity	Here you enter the total quantity in sales units. The quantity is not shown in the report file, but is used to calculate the net weight and, if applicable, the quantity in supplementary units. When item entries are extracted automatically, the field shows the sum for each item line.
Unit	This is the item’s sales unit. It is retrieved from the item information card and cannot be changed manually.
Weight	Here you enter the net weight in kilos of the item entry. The weight will be rounded off to the nearest whole kilo, 1 kg being the smallest possible value. When you enter a new item entry, the net weight per unit is retrieved from the “Net Weight (kg.)” field in the item information card.
Item No.	Here you enter the item number. Maconomy checks that the item exists and that you have entered a CN code in the item information card. The field must be completed. You cannot change the number once the entry is created. In the System Information window you can decide whether to create a separate Intrastat entry for every item number or whether to create one for every CN code. If you have chosen “By Item” in the “Intrastat Specification” field in the System Information window, Maconomy will create a new entry for every item number extracted using the action “Create Entries”. If you have chosen “By CN Code” Maconomy will gather items with the same CN code in the same entry.
Description	This is the item’s name. It is retrieved from the “Description, Lang. 1” field in the item information card and cannot be changed here.
Value, Base	This is the total value of the trade made in the period, expressed for the combination of item, direction, transport mode, transaction type and country. The amount is displayed in the company’s base currency. For automatic entries, the amount is retrieved from item movements and invoices/credit memos for imports and exports respectively.

Field	Description
	Imports are calculated from the cost price registered for the item at the relevant warehouse, converted into the company's base currency, and are not necessarily the same as the amount given in the vendor invoice. Item purchases from other EU countries must be included in the tax settlement. Maconomy uses the invoice value, taken from the vendor invoices you have registered in the given period. If you have received items at a different price from the cost price registered at the warehouse in question, the amounts in the tax specification and Intrastat report will not be the same.
Value EU Reports	This is the total value of the trade made in the period, expressed for the combination of item, direction, transport mode, transaction type and country. The amount is displayed in the company's EU reporting currency. For automatic entries, the amount is retrieved from item movements and invoices/ credit memos for imports and exports respectively. Imports are calculated from the cost price registered for the item at the relevant warehouse, converted into the company's base currency, and are not necessarily the same as the amount given in the vendor invoice. Item purchases from other EU countries must be included in the tax settlement. Maconomy uses the invoice value, taken from the vendor invoices you have registered in the given period. If you have received items at a different price from the cost price registered at the warehouse, the amounts in the tax specification and Intrastat report will not be the same.
Exchange Rate Date	This field displays the date which should be used when converting amounts into the chosen reporting currency. Maconomy uses the valid exchange rates specified in the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts.
CN Code	This is the item's 8 or 10-digit CN code. It is retrieved from the "CN Code" field in the item information card and cannot be changed here.
CN Text	This is the item's name according to the combined nomenclature. It is retrieved from the "Item Descr." field in the item information card and cannot be changed here.
Suppl. Unit	This is the item quantity in supplementary units. For items with a conversion factor in the "Supplementary Unit" field in the item information card, the value is found by dividing the value in the "Quantity" field by the conversion factor. It cannot be changed manually.
Partial Shipment	This field should be marked if the item entry is part of a delivery of a main entry. The concept is used for machines and other plant material which are sent in several deliveries but registered as one sale. If the field is marked, Maconomy enters the value 9999999999 in the "Supplementary Units" field in the report form.
Auto	This field is marked if the entry is created automatically. It cannot be changed.

Field	Description
Internal Reference	This field displays the internal reference number of the current Intrastat expedition.
Remarks	Here you can enter a comment about the entry. It is not included in the printed report.

Intrastat Items Workspace

Use this workspace to handle Intrastat entries individually.

You create entries in the Intrastat Declarations workspace. The Intrastat Reports tab in that workspace displays the item, quantity, and sales amount for the entry. The specification lines in the Intrastat declarations sub-tab show which invoices, credit memos, and item purchase orders the entry is for. The information in the sub-tab is not displayed in the report to the tax authorities and is purely for reference.

Intrastat Items Tab

This section includes the fields and descriptions for the Intrastat Items tab.

Item Island

Field	Description
Zip Code	This is the number given to the entry in the declaration. It is the same as the entry's line number in the table part of the Intrastat Declarations window. It cannot be changed.
CN Code	This is the CN code of the item. It cannot be changed.
Item Description	This is the item text according to the CN code. It cannot be changed.
Item	This is the item number and description. It cannot be changed. If you have chosen "By Item" in the "Intrastat Specification" field in the System Information window, Maconomy will create a new entry for every item number when you choose "Create Entries". You can also create new specification lines for the same item number. If, instead, you choose "By CN Code", Maconomy gathers items with the same CN code in one entry. You can also create new specification lines for items with different item numbers but the same CN code. For automatically created entries, the field shows the item number of the first line created.

Information Island

Field	Description
Country	This is the country (member state) of your trading partner. It cannot be changed manually.
Nature	This is the transaction type. It cannot be changed manually.
Internal Reference	In this field, you can enter an internal reference to identify the current Intrastat entry.

Company Island

Field	Description
Company	This field shows the name and number of the company registered for the current Intrastat entry.
Base Currency	This field displays the currency used as base currency in the company specified in the field “Company No.” above. See the field “Base Currency” in the window Company Information in the G/L module for a detailed description of the concepts of company base currency and enterprise currency.
EU Reporting Currency	This field displays the EU reporting currency used in the company specified in the field “Company No.” above. The EU reporting currency is selected for the current company in the window Company Information. In the files created for Intrastat and Sales List System all amounts are displayed in the individual company’s EU reporting currency.

Status Island

Field	Description
Auto. Created	This field is marked if the entry is created using the action “Create Entries”. It cannot be changed.
Remarks	Here you can enter a comment about the entry. It is not shown in the official report.

Item Total Island

Field	Description
Quantity	This is the total number of sales units. It cannot be changed manually.
Unit	This is the item’s sales unit. Maconomy alerts you if the try to create a specification line for an item with the same CN code and a different sales unit. It cannot be changed manually.
Stat. Value, Base	This field displays the entry’s market value in the company’s EU reporting currency rounded to a whole amount. If there are specification lines for the entry, the field will show the sum of the figures in the field “Value, Base” on

Field	Description
	every line in the table part. The contents of the field cannot be changed manually.
Stat. Value, EU Rep.	This field displays the entry's market value in the company's EU reporting currency rounded off to a whole amount. If there are specification lines for the entry, the field will show the sum of the figures in the field "Value, EU Rep." on every line in the table part. The contents of the field cannot be changed manually.
Exchange Rate Date	This field displays the date which should be used when converting amounts into the chosen reporting currency on manually created entries. Maconomy uses the valid exchange rates specified in the enterprise exchange rate table selected in the window System Information in the Set-Up module for conversion of currency amounts.
Net Weight	This is the total net weight of the item entry in kilos. In the official report, the weight is rounded off to the nearest whole kilo, the smallest possible value being one kilo. If there are specification lines for the entry, the value here is the sum of the "Net Weight" fields on the lines in the table. It cannot be changed manually.
Suppl. units	This is the entry's total quantity in supplementary units. If the item has a conversion factor in the item information card, the value is found by dividing the "Quantity" field by the conversion factor. It cannot be changed manually.
Partial Shipment	This shows whether the item is part of the delivery of a previous main entry. If the field is marked, Maconomy enters 9999999999 in the "Supplementary Units" field in the official report. It cannot be changed manually.

Report and Declaration Island

Field	Description
Report No.	This is the number of the report the entry is in. The value cannot be changed.
Declaration No.	This is the number of the declaration the entry is in. The value cannot be changed.
Declaration Type	This shows whether the declaration is for and import or an export. The value cannot be changed.

Intrastat Item Lines Sub-Tab

This section includes the fields and descriptions for the Intrastat Item Lines sub-tab.

Field	Description
Lin.	This is the number of the report line definition. All line numbers are assigned by Maconomy and are numbered consecutively. When lines are inserted or

Field	Description
	deleted, any affected lines and references are renumbered to keep them in consecutive order.
Item No.	In this field, you enter the number of the item. If you have chosen “By Item” in the “Intrastat Specification” field in the System Information window, you can only enter the item number shown in the card part of the window. If you have chosen “By CN Code”, you can only enter the number of an item which has the same CN code as the item in the card part. If you cannot remember the number, you can use the search functions in the Find menu.
Quantity	In this field, you can enter the quantity, divisible by the items sales unit.
Net Weight	In this field, you can enter the net weight for the item line.
Description	This is the item’s name. It is retrieved from the “Description, Lang. 1” field in the item information card. It cannot be changed manually.
Value, Base	In this field, you can enter the total value of the item line in the company’s base currency. For automatically created lines, the import value found from the cost price in the item purchase order. The export value is found from the sales price in the invoice/credit memo.
Value, EU Reports	In this field, you can enter the total value of the item line in the company’s EU reporting currency. For automatically created lines, the import value found from the cost price in the item purchase order. The export value is found from the sales price in the invoice/credit memo.
Invoice No.	In this field, you can enter the number of an invoice or credit memo, if the declaration is for export. Maconomy checks that the invoice or credit memo exists. For automatic entries, Maconomy enters the number of the invoice or credit memo the item line is for.
Item Purchase Order No.	In this field, you can enter the number of an item purchase order, if the declaration is for import. Maconomy checks that the order exists. For automatically created entries, Maconomy enters the number of the item purchase order the item receipt is for.
Customer/ Vendor Name	If you have entered the number of an invoice, credit memo or item purchase order, Maconomy enters the name of the customer or vendor here. It cannot be changed manually.
Remarks	In this field, you can enter a comment about the line.

Report Basis Section

This section includes the fields and descriptions for the Report Basis workspaces.

Show EU Invoices Workspace

Use this workspace to show the invoices and credit memos that are flagged as "EU Sale".

Use the List of Invoices filter list to see which invoices and credit memos are reported or will be reported to Intrastat and the EU Sales List System.

The Invoice island displays information about the invoice or credit memo; you cannot change this information manually. The Statistics to Tax Authorities island displays the data that the EU Statistics module uses. You can change all of that information, but if you deselect the **EU Sale** field, the invoice or credit memo can no longer be displayed in this workspace, and it disappears from the EU Statistics system. Note that you can remove automatically created report entries before you print the official report.

Show EU Invoices Tab

This section includes the fields and descriptions for the Show EU Invoices tab.

Invoice Island

Field	Description
Invoice No.	This is the number of the invoice or credit memo.
Debit/Credit	This shows “Debit” for invoices and “Credit” for credit memos.
Invoice Date	This is the date of the invoice or credit memo.
Manual Invoice	This shows whether the invoice/credit memo is created manually or automatically from a sales order in the Sales Orders module.
Invoice on Account	This is marked if the invoice is on account.
Order No.	This is the number of the sales order which the invoice/credit memo is for, if applicable.
Job No.	This is the number of the job in the Job Cost module the invoice/credit memo is for, if applicable.
Version	This is the version number of the invoice/credit memo.
Information changed	This field is retrieved from the invoice/credit memo and is purely for reference.

Statistics to Tax Authorities Island

Field	Description
EU Sale	The value here is retrieved from the invoice/credit memo. If you remove the mark, the invoice/credit memo cannot any longer be shown in this window.
Intrastat Reg.	The value here is retrieved from the invoice/credit memo. The field indicates whether the trade has to be reported to Intrastat.
EU Trade Type	The value here is retrieved from the invoice/credit memo.
Nature	The value here is retrieved from the invoice/credit memo.
Reference Date	The value here is retrieved from the invoice/credit memo.
Delivery Mode	The value here is retrieved from the invoice/credit memo.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current invoice/credit note.

Show EU Item Receipts Workspace

Use this workspace to view item receipts from the item purchase orders selected in the **Intrastat Reg.** field.

Use the List of Item Receipts filter list to see which item receipts are reported or will be reported to Intrastat and the EU Sales List System.

The Item Receipt island displays information about the invoice or credit memo; you cannot change this information manually. The Statistics to Tax Authorities island displays the data that the EU Statistics module uses. You can change all of that information, but if you deselect the "EU Sale" field, the item receipt can no longer be displayed in this workspace, and it disappears from the EU Statistics system. Note that you can remove automatically created report entries before you print the official report.

Show EU Item Receipts Tab

This section includes the fields and descriptions for the Show EU Item Receipts tab.

Item Receipt Island

Field	Description
Item Purchase Order No.	This is the number of the item purchase order which the item receipt is for.
Receipt No.	This is the number of the item receipt. If the items in an item purchase order are received in more than one delivery, the deliveries are numbered in consecutively in the order in which they were received.
Approved by	This is the name of the user who approved the item receipt.
Approval Date	This is the date the item receipt was approved.
Packing Slip No.	This is the number of the packing slip entered in the Item Receipt window in the Item Purchase module.
Trans. No.	This is the number of the item transaction created when the item receipt was approved.
Trans. Type	This is the transaction type of the item transaction created when the item receipt was approved.

Statistics to Tax Authorities Island

Field	Description
Intrastat Reg.	The value here is retrieved from the item purchase order. If you remove the mark, it cannot any longer be shown in this window.
Reference Month	The value here is retrieved from the item purchase order.
Delivery Mode	The value here is retrieved from the item purchase order.

Company Island

Field	Description
Company	This field shows the name and number of the company responsible for the current item purchase order.

Set Up Overview

Use the Set-Up module to enter and maintain general information common to all of Maconomy's modules, including system parameters, access control, and installation information.

You must enter this basic information before you can begin using other Maconomy modules.

Access Control Section

This section includes the fields and descriptions for the Access Control section workspaces.

User Types Single Dialogs Workspace

Use this workspace to define user types, which serve as a starting point when you set up new users.

This workspace is available if you installed the Extended User Creation add-on.

A user type is essentially a template that you set up that includes the settings that you normally apply to new Maconomy users. You can create users manually, in which case the information from the template is copied directly to the new user's record. You can also create users from other Maconomy information (for example, turning a group of customers into a group of users), in which case you use user types to define how these users are created.

You use user types in connection with creating users, because the user type identifies template information to be applied to new users.

You can use user types either when manually creating users or when creating users from other information, such as a user for each customer within a specified range. When you create regular users, the user type merely identifies the template user whose information should be copied to new users who you assigned to the current user type. You create these template users in the Users workspace. When you create users from other types of information, the user type not only identifies the template user to be applied to the new users, but also determines the information from which users should be created and the access control to be applied to the users. You can use each user type only for one of these two purposes. If you leave the **Database Relation** field empty, you can only use the user type for manually creating users. Otherwise, you can only use the user type for automatically creating users.

You can create users from other Maconomy information. For example, this can be helpful if you are running a customer portal or web shop that is based on Maconomy information, and you want your customers to be able to access their own customer information and information about their own orders. In such cases, this workspace enables you to create the customers as users so that they can log in to your Maconomy system and access information that is relevant to them. The functionality of creating users based on other information applies to the predefined information for which you can set up selection criteria specifications in the Selection Criterion Specification workspace. For information about predefined information types in selection criterion specifications, see the **Type** field.

To create users based on another type of information, in the User Selection Criteria island, enter the type of information for which users should be created-for example, customers-and a selection criterion specification that identifies the relevant entries (customers) for which users should be created. When you use the **Create New Users** action, Maconomy creates a user for each

customer who matches the selection criteria and for whom no user has already been created, applying the access and template user information indicated by the current user type.

User Types Tab

This section includes the fields and descriptions for the User Types tab.

User Type Island

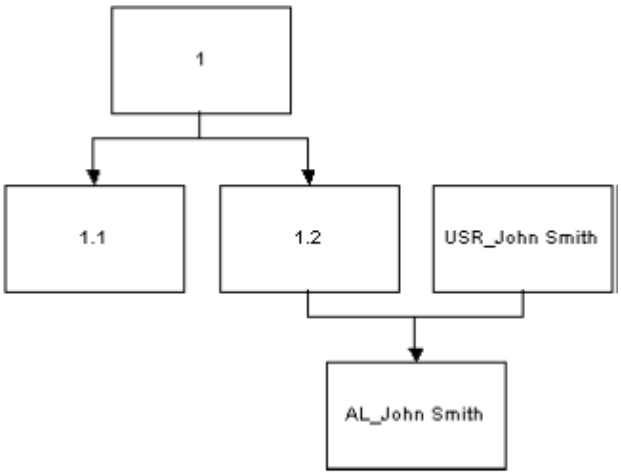
Field	Description
User Type	This field shows the name of the current user type. When creating a user type, you can specify the desired name for the user type here.
Description	In this field, you can specify a description of the current user type.

User Creation Island

Field	Description
User name in Field	In this field, you can specify the name of the field in the relation selected in the field “Database Relation” where Maconomy can find the names to apply as user names for the individual users created. When users of the current type are created, Maconomy retrieves the value in the specified field for each entry matching the selection criterion specification on the user type, and applies this value as the user name of the user created for the entry in question. If, for instance, you are setting up a user type to be used for creating users based on customers (that is, you have specified “Customer” in the field “Type”), and you want the customer number of the customer for which each user is created to also be the user name of the user created for the customer in question, specify the field “CustomerNumber” here. If you have specified a prefix and/or a suffix in the fields “Prefix, User Name” and “Suffix, User Name” in this island, the user name of each user created will consist of the retrieved user name, preceded by any prefix and followed by any suffix specified in this island. Please note that if a user of the current type is created in the workspace Users rather than by selecting the action “Create New Users” in this workspace, the user name is only retrieved in the above described manner if no user name has been specified manually on the new user.
Prefix, User Name	In this field, you can specify a prefix to be added as the first part of the user name of users created when the action “Create New Users” is selected. For further information on how the user names of automatically created users are generated, see the field “User Name in Field” above.
Suffix, User Name	In this field, you can specify a suffix to be added as the last part of the user name of users created when the action “Create New Users” is selected. For further information on how the user names of automatically created users are generated, see the field “User Name in Field” above.

Access List Island

Field	Description
New	This field can only be marked if the field “New” in the island User Specific Access Level has been marked. In this field, you can specify whether the users created when the action “Create New Users” is selected or when creating a user of the current type in the workspace Users should be granted access to the information on which they are based. This can, for example, be desirable if you are creating users based on customers because you are running a customer portal or Web shop based on Maconomy information, and you want your customers to be able to access their own customer information. If you mark the field, Maconomy runs the following procedure for each user created, either manually in the workspace Users or by selecting the action “Create New Users” in this workspace. In the description, the term “basis entry” is used about the entry (for example, the customer) on which a given new user is based. 1. Maconomy creates a user specific access level as described in the field “New” in the island User Specific Access Level, and grants the new user access to this level in the workspace User Access Levels. 2. Next, Maconomy creates an access level whose name is the user name of the user for which it is created, preceded by any prefix and followed by any suffix specified in this island. This access level is then assigned as a sublevel of the user specific access level. 3. If an access level has been specified for the basis entry, the access level created in the previous step is also assigned as a sublevel of the access level of the basis entry, and the access level on the basis entry is changed to the new access level. If no access level has been specified for the basis entry, be it because the access level field is blank, or because it is simply not possible to specify an access level on the basis entry’s information type Maconomy issues a warning but does not undo the previous steps. In a diagram, the access level structure will now look as follows. In the illustration below, it is assumed that a user is created on the basis of the customer John Smith, who belonged to access level 1.2 before the action “Create New Users” was selected, and that the prefix “USR_” has been specified in the island User Specific Access Level, and the prefix “AL_” has been specified in this island.

Field	Description
	 On the information card of the customer, access level 1.2 is changed to AL_John Smith, and in the workspace User Access Levels, user John Smith is granted access to the level USR_John Smith, thereby also gaining access to AL_John Smith. This structure ensures that the new user gains access to his own customer information card but that he does not gain access to information about other customers. However, all users who had access to the customer before the action was selected will still have access to the customer, as he is assigned to a sublevel of the access level to which he was assigned before. If you do not mark the field, this field and the other fields in this island have no effect. Please note that this functionality does not grant the new users access to their own user information in the workspace Users, as this is determined by the company to which the individual user is assigned. When creating users, this access level is transferred from the information card of the template user assigned to the current user type.
Prefix	If the field “New” in this island is marked, you can specify in this field a prefix to be added as the first part of the names of the access levels created when the action “Create New Users” is selected. For further information on how the access levels are generated, see the field “New” above.
Suffix	If the field “New” in this island is marked, you can specify in this field a suffix to be added as the last part of the names of the access levels created when the action “Create New Users” is selected. For further information on how the access levels are generated, see the field “New” above.

User Island

See the Getting Started topic for a description of the fields in the island User.

Remarks Island

Field	Description
Remarks	In these fields, you can enter any remarks to the current user type. The fields are for reference only.

User Selection Criteria Island

Field	Description
Database Relation	In this field, you can specify the database relation containing the type of information for which new users should be created when using the action “Create New Users.” For instance, if you want to create users for a range of customers, you can select the relation Customer here. If you leave this field blank and specify a value in the field “Type,” Maconomy automatically completes this field with the database relation used for storing information of the selected type. If the field is completed, the user type can only be used for automatic creation of users. If the field is left blank, the user type can only be used for manual creation of users. You can only specify a relation for which instance key registration has been activated in the workspace Database Relations. This is due to the fact that on automatically created users, the instance key is used for determining whether a user has already been created for the database entry on which the user was based. For further information on instance key registration, see the workspace Database Relations. Please note that the action “Create New Users” can only be used in this workspace if a value has been specified in the field “Type.” If you specify a database relation but leave the field “Type” blank, users can only be created from the entries in the specified relation by means of the import program Import Users. For more information on this, see the manual on the import program Import Users.
External Relation Name	This field shows the external name of the relation specified in the field “Database Relation” above.
Type	In this field, you can specify the type of information for which users should be created when the action “Create New Users” is selected. For instance, if you want to create users for a range of customers, select the type Customer here. If you specify a type in this field and leave the field “Database Relation” blank, Maconomy automatically completes the fields “Database Relation” and “External Relation Name” with the internal and external names of the database relation used for storing information of the selected type. The action “Create New Users” can only be used in this workspace if a value has been specified in this field.
Selection Criterion	In this field, you can specify the number of a selection criterion specification created in the workspace Selection Criterion Specification. If a type has been

Field	Description
Specification No.	specified in the field “Type” above, the selection criterion specification must be of the specified type. When you select the action “Create New Users,” Maconomy will create users for the entries in the above selected database relation that match the criteria in the selection criterion specification in question. However, a user is only created for a given entry if a user does not already exist for the entry in question.
Description	This field shows a description of the selection criterion specification specified in the field above.

User Specific Access Level Island

Field	Description
New	In this field, you can specify whether Maconomy should automatically assign each new user of the current type to an access level automatically created by Maconomy. If you mark the field, selecting the action “Create New Users” will cause Maconomy to create an access level for each user created in the process. Similar functionality applies when creating a user of the current type in the workspace Users. The access level created for a given user is assigned the same name as the user for which it is created, preceded by any prefix and followed by any suffix specified in this island. Maconomy automatically assigns the user to the new access level in the workspace User Access Levels. Please note that this functionality does not grant the new users access to their own user information, as this is determined by the field “Access Level” in the information card of the individual users. When creating users, this access level is transferred from the information card of the template user assigned to the current user type. If you do not mark the field, no user specific access levels are created when the action “Create New Users” is selected, and the users created are only assigned to the access levels indicated by the template user assigned to the current user type.
Prefix	If the field “New” is marked, you can specify in this field a prefix to be added as the first part of the names of the user specific access levels created when the action “Create New Users” is selected. For further information on how the access levels are generated, see the field “New” above.
Suffix	If the field “New” is marked, you can specify in this field a suffix to be added as the last part of the names of the user specific access levels created when the action “Create New Users” is selected. For further information on how the access levels users are generated, see the field “New” above.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current user type if you have been assigned to the same or a higher level in the workspace User Access Levels. This means that in other workspaces, you

Field	Description
	can only specify user types (for example, on a template user) to which you have access. Furthermore, in this workspace, a given user can only see the user types to which he has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to user types may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, all users have access to the current user type.
Description	This field shows the description of the selected access level entered in the workspace Access Levels.

Actions

This section shows the actions available in the User Types workspace.

Top Tab

Field	Description
Create New Users	This action only applies if the field “Selection Criterion Specification No.” has been completed. When you select this action, Maconomy will create users on the basis of entries in the database relation specified in the field “Database Relation” in this workspace. A user is created for each entry in the relation that matches the selection criteria specified in the field “Selection Criterion Specification No.” and for which Maconomy has not already created a user. The process described here is also run whenever a user of the current type is created in the workspace Users. In this case, however, instead of creating a user for each entry that matches the specified selection criteria, Maconomy only creates one user and assigns it to the entry specified on the new user (see the introduction to the workspace Users and the fields in the island “Object Reference” in that workspace). Maconomy transfers various information from the template user assigned to the current user type to the information cards of the users created. Furthermore, the users created are granted access to the same access levels, actions, and groups as the template user. If the field “New” is marked in the island User Specific Access Level, or in both the island User Specific Access Level and Access List, Maconomy will create a number of access levels and assign the individual new users to them. This procedure is described in detail in the sections on the fields “New” in the islands User Specific Access Level and Access List. If the workspace System Information indicates that passwords are required, each user created is assigned a password according to the rules set up in the workspaces System Information and Access Information, and Maconomy creates a file in the Maconomy folder, containing the user names and passwords assigned to each of the new users. However, such a file is only created if no standard password has been specified in the workspace Access Information, as the users are otherwise just assigned the standard password.

Groups Single Dialogs Workspace

Use this workspace to maintain access groups, which are collections of Maconomy users, often with similar jobs, who share the same access settings.

For example, you might have a group for salespeople, which gives access to the Maconomy areas that salespeople are likely to use.

A group's access settings determine which workspaces the group members can use and whether they have Read, New, Update, or Delete access to each of the windows.

A group consists of a number of lines, each of which defines the right to use four functions: Read, New, Update, and Delete in one window or potentially all windows.

You place Maconomy users into one or more groups, giving them automatic access to the windows that are relevant to their jobs. Use the Users window to assign users to groups.

The Window Layout Groups window also uses the groups that you create in this window because you can assign window layouts to each group. Each window layout contains information that defines the elements (fields, fixed texts, variables, and so on) that are to be displayed when a user opens a given window. Thus, the windows in Maconomy are only available to the user in the layouts that you define for the groups to which you assigned the user. You create the groups in this window, but you maintain the list of layouts that you assign to the group in the Window Layout Groups window. See the Window Layout Groups and Window Layouts windows for more information about the functionality of layouts.

If you have installed the Portal, groups are also linked to the role functionality in the Portal in that creating a group also causes a Portal role to be created and assigned to the new group. In the Portal island, you can define information that is specific to the role that you assign to the current group.

Maconomy's standard setup includes the Change Password and All Workspaces predefined groups. You cannot change these groups.

You select the windows to which a new group should have access in the **Window Name** or **Internal Window Name** field in the Windows sub-tab of this window, where you can find the relevant name and insert it by using the **Find** action in the Find menu. If you want the group to contain a line for each window, you can use the **Create lines for all workspaces** action. Using that action causes Maconomy to automatically insert all of the windows on the lines in this window. Next, you specify whether the users of the group should be able to open the windows in question and if so, whether they should have access to create entries, change existing entries, and delete entries in the windows in question.

If you do not define access rights for all of the lines that the Windows sub-tab displays, you can delete the lines for which you have not specified the **Read**, **Create**, **Change**, and **Delete** actions by using the **Delete lines without access permission** action.

You can also granted a group access to all windows if you leave the first field in a table line empty and you select the **Unspecified** pop-up type in the **Window Type** field. On such a line, you can then define the rights that the users of the group should have to all windows (a combination of the rights **Read**, **Create**, **Change**, and **Delete**). Even if you do this, you can still add lines for windows for which specific access rights should be given to the users who belong to the group. These lines then represent exceptions to the general rights on the line that has the value **Unspecified**.

You place users who have access to all Maconomy windows and functions in the **All Windows** group. If you want a more functional division of work routines, you can create several job-related

groups. For example, you might create a sales group, and give its member users access to the Sales Orders module, the Item Information window in the Inventory module, and perhaps to the customer ledger windows in the Accounts Receivable module.

Note that for some windows, read access implies full access (that is, to create, update, and delete information). These windows are typically windows from which you can print documents-where the printout represents an action. These windows include all of the Delete windows; the Interest Selection, Reminder Selection, Approve Interest Selection, and Approve Reminder Selection windows in the Accounts Receivable module; the Payment Selection and Change Payment Selection by Vendor windows in the Banking module; the Print Picking List and Print Returns List windows in the Sales Orders module; the Item Purchase Selection window in the Item Purchase module; and the Change Price Lists window in the Inventory module.

To prevent users in a group from having access to the full functionality of those workspaces, you must ensure that the group has no access at all to them.

By default, Maconomy contains one user, Administrator, who has access to all windows and all functions. This access category is defined in the "All workspaces" group, which is supplied by Maconomy. The Administrator user is automatically assigned to all groups created in this window.

Note that when you create a group, Maconomy creates an entry for that group in the View Groups and Layout Groups windows. For more information about views and view groups, see the description of the View Groups window.

For auditing purposes, it is strongly recommended that you print and file your group information every time that you change it in this window. You can use the **Print This** function in the File menu.

Groups Tab

This section includes the fields and descriptions for the Groups tab.

Group Island

Field	Description
Name	In this field, you specify the group name, for example, “Order Registration” from the above example. You must enter a name.
Access with Expired Password	If you mark this field, a user with access to the current group will be able to activate the workspaces in this group even if his password has expired. If you do not mark this field, a user with access to the current group will not be able to activate the workspaces in this group if his password has expired. In the group “Change Password,” this field is automatically marked by Maconomy.

Portal Island

This island and its fields only appear if the Portal has been installed. For further information, see the section “Groups and Portal Roles.”

Field	Description
Role No.	This field shows the number of the role assigned to the current group. For all roles created as a result of creating a group in this workspace, the role number corresponds to the group name. The number may vary from the group

Field	Description
	name if the role was assigned to the group in an upgrade from a previous version.
Role Name	When creating a group, you can specify in this field the name of the Portal role to be automatically created and assigned to the group when the group is created. Once you press Return, the name can no longer be changed. Users assigned to the current group in the workspace Users are automatically also assigned to the Portal role assigned to the group.
Standard Component	In this field, you can specify the ID of a standard component for the role assigned to the current group. The standard component is shown in the Portal immediately after logon unless another standard component has been specified for the user in question, in which case the user specific standard component is shown. If a given user is assigned to several roles, the standard component is chosen at random among these.

User Island

See the Getting Started topic for a description of the fields in the island User.

Windows Sub-Tab

This section includes the fields and descriptions for the Windows sub-tab.

Field	Description
Window Name	In this field, you enter the name of the workspace to which the group should have access. The available workspace names can be found and inserted by using the action “Find Window” in the Find-menu. Please note that the Find-workspace only displays workspaces of the type specified in the field “Window Type.” You can also specify the internal name of the relevant workspace in the field “Internal Window Name.” This can be an advantage, as it is possible for several workspaces in Maconomy to have the same external name, but the internal name of each workspace must be unique. If you specify a name in this field and leave the field “Internal Window Name” blank, Maconomy automatically completes the field “Internal Window Name.” However, if several workspaces have the specified external name, Maconomy displays an error message. If you specify an internal name, Maconomy automatically completes this field with the external name of the workspace in question. Moreover, you should note that if you want all available workspaces to be added in the sub-tab, you can use the action “Create lines for all workspaces,” If you want to give the group access to all workspaces, you can leave this field blank and select the pop-up type “Unspecified” in the field “Window Type.” On such a line, you can then specify the rights which the users of the group should have in all workspaces in the system (a combination of the rights “Read,” “Create,” “Change,” and “Delete”). Having done this, however, you can still add lines for workspaces for which specific access rights should be given to the users of the group. These lines will represent exceptions to the general rights on the line with

Field	Description
	the value “Unspecified.” An example could be that all users of the groups are given access to read all workspaces, and that they are only given access to create, change and delete entries in certain other workspaces.
Window Type	This field shows the workspace type that applies to the current line. There are six types of workspaces, described below: ▪ Dialog workspace— Windows of this type contain a tab and very often a sub-tab. Examples of such workspaces are the workspaces Time Sheets, Sales Orders, and Vendor Information Card. ▪ Parameter workspace— Windows in which you can specify parameters, for example a range of companies or order numbers. When the user accepts the specified parameters, Maconomy will carry out a given action. Examples of such workspaces are the workspaces Item Purchase Selection, Interest Charge Selection, and all print workspaces. ▪ Search workspaces— The workspace or search pane displayed when you select “Find” in Maconomy, for example, “Find Activity.” ▪ Report — The reports/report templates available under the menu Analyzer in the Windows client and the Reports menu in the Java™ client, respectively. ▪ Selection — Windows available in the menus Export, Programs, Graphics, and Reports in the menu. ▪ Unspecified — A token specifying all workspaces available in the system.
Internal Window Name	In this field, you enter the internal name of the workspace to which the group should have access. The functionality of the field is similar to that of the field “Window Name” above.
Read	Select this check box to enable read-only access to the window. Administrators can change read access for any window. If you have limited administrator rights and have read access to the window, you can also enable or disable this, as long as it does not change your total access.
Create	Select this check box to enable create access to a window group. Administrators can change create access for any window. If you have limited administrator rights and have create access to the window, you can also enable or disable this, as long as it does not change your total access.
Update	Select this check box to enable update access to a window group. In the Actions workspace, you can limit user access to the individual actions in the Action menus in various workspaces. Administrators can change update access for any window. If you have limited administrator rights and have update access to the window, you can also enable or disable this, as long as it does not change your total access.

Field	Description
Delete	Select this check box to enable delete access to a window group. If you have limited administrator rights and have delete access to the window, you can also enable or disable this, as long as it does not change your total access.
Access from	Specify whether the access rights granted on the current line should apply when accessing the workspace in question through the Maconomy client program, through MScript functionality, or both. If you have limited administrator rights, you can modify this field, as long as the change does not change you own access, and you have both API and Client access to the window.

Actions

This section shows the Actions available in the Groups workspace.

Top Tab

Field	Description
Create Lines For All Windows	Use this action to create lines for all workspaces available in the system. The lines are displayed in the sub-tab of the workspace. Hereafter, you can specify whether the users of the group should be able to open the workspaces in question and if so, if they should have access to create entries, change existing entries, and delete entries in the workspaces in question.
Delete Lines With No Access Permissions	Use this action to delete the lines in the sub-tab for which it has neither been specified whether the users of the group can open the workspaces in question, create entries, change existing entries, nor delete entries.
Create Lines For All Windows With Full Access	Use this action to create lines for all workspaces with the highest access you can give them. Administrators can give full access to all workspaces. Users with limited administrator rights may only provide access to workspaces they have access to.

Sub-Tab

Field	Description
Add Window	Use this action to add a window. You must have administrator rights, or the proper access, to add all rights to the window.
Delete Window	Use this action to delete a window. You must have administrator rights, or the proper access, to remove all rights to the window.

Users Single Dialogs Workspace

Use this workspace to add and delete Maconomy users.

When you add a user, you create a user name, associate it with an employee number (if relevant), and enter settings that control the user's access to Maconomy windows, data, and actions.

To speed up the process of adding new users, you can create user types, which are templates that supply the settings that you normally apply to new Maconomy users. You set up user types in the User Types window.

You can also set up access groups, which are groups of Maconomy users, often with similar jobs, who share the same access settings. For example, you might have an access group for salespeople. You set up access groups in the Groups window.

Each user consists of a name with which the user can log in to Maconomy and the Portal and other information about the user, such as the period in which the user is valid and can log in, derived dimensions, and any connection to an employee number. In addition, you can assign access rights to each user, thus defining, for example, which windows the user can open, which data should be available to the user in those windows, and which actions the user should be allowed to use in the Action menu. You do this in the User Dialog Groups sub-tab of this window, and in the Groups, Actions, and User Access Levels windows.

When you create a user, you must specify a user type that identifies a template user whose information is copied to the new user. This means that the new user inherits both the static information in this window and the access rights defined for the template user. However, any employee number and validity period that you specify before you press Enter are not overwritten by the template information. If you select a user type to which no template user is assigned, Maconomy does not copy any information to the new user.

In addition to identifying a template user, the user type also determines whether or not a new user must be assigned to another type of Maconomy information, for instance a customer. For example, this can be useful if you are running a customer portal or web shop based on Maconomy information, and you want your customers to be able to access their own customer information and information about their own orders. In such cases, this window enables you to create each customer as a user so that the customer can log in to Maconomy and access information relevant to himself. You must assign new users to another type of information if you provide a value for the **Database Relation** field for the selected user type in the User Types window. If you specify a relation on the user type, the user is based on and assigned to an entry in the relation in question. You must define the appropriate entry by entering its key values in the **Key 1-4** fields. For example, if you specify the Customer relation for the user type, you must specify the number of the customer to which the user should be assigned. When you press Enter, the new user is automatically assigned to the specified database entry. In addition, depending on the setup of the user type, Maconomy may create a number of access levels to which the new user and the assigned database entry are automatically granted access. For more information about this, see introduction to the User Types window and the description of the User Specific Access Level and Access List islands in that window.

You can create template users in this window by selecting the **Template** field. For more information about creating template users and the information that Maconomy copies from template users to new users, see the description of the **Template** field.

In the User Dialog Groups sub-tab of this window, you can assign any number of groups to the user. Access groups determine the windows and functions that are available to the user. If you

installed the Portal, assigning a group to a user also causes that user to become member of the Portal role that belongs to the group in question, thus granting the user access to the menu items and components that you assigned to the relevant role.

The groups also determine which window layouts the user sees when opening windows. You maintain access groups in the Groups window. If you grant access to more than one group to a user, he or she has access to all of the combined functions and rights of the groups. If a user is not assigned to any groups, he or she cannot open any windows, although he or she can log in.

The order in which you specify the groups in the User Dialog Groups sub-tab is important if you use different window layouts. When a user opens a window, Maconomy checks whether a layout has been specified for the window in question in the group at the top of the sub-tab. If so, Maconomy uses the layout in question. If no layout has been specified in the top group, Maconomy checks whether a layout has been specified in the second group in the sub-tab, and so on. If no layouts have been specified in any of the groups, Maconomy uses the standard layout for the window.

Note that for some windows, read access implies full access (that is, to create, update, and delete information). These windows are typically windows from which you can print documents-where the printout represents an action. These windows include all Delete windows; the Interest Selection, Reminder Selection, Approve Interest Selection, and Approve Reminder Selection windows in the Accounts Receivable module; the Payment Selection and Change Payment Selection by Vendor windows in the Banking module; the Print Picking List and Print Returns List window in the Sales Orders module; the Item Purchase Selection window in the Purchase module; and the Change Price Lists window in the Inventory module. To prevent users in a group from having access to the full functionality of these windows, you must ensure that the group has no access at all to the windows.

If the System Information window specifies that a password is required to gain access, Maconomy automatically gives new users a password whose contents you define in the Access Information window. You can then change this password in the Change Password window. If a password is not required, users are not given a password here.

Maconomy is delivered with one user, Administrator, who has access to all windows and all functions. In addition, Maconomy automatically assigns the Administrator user to all of the groups that you created in the Groups window. You cannot delete the Administrator user, and you cannot remove or add groups in the sub-tab of the Administrator's information card. You can designate any user as an administrator by selecting the **Administrator** field. When you select this field, that user is granted the same rights as the special Administrator user. However, you can deselect the **Administrator** field at any time to make the user a "normal" user again.

For auditing purposes, it is strongly recommended that you print and file user information every time that you change it in this window. You can use the **Print This** function in the File menu.

Users Tab

This section includes the fields and descriptions for the Users tab.

User Island

Field	Description
Name	Enter a user name in this field when creating a user. If you create a user assigned to another type of Maconomy information (see the introduction to this

Field	Description
	workspace) and you leave this field blank, the user name is automatically generated by Maconomy. The user name is generated according to the rules specified for the selected user type in the island User Creation in the workspace User Types.
Employee No.	Here you can enter the number of a employee created in the workspace Employees. This information is used in the service module for assigning an employee to a service job, and in the workspace Time Sheets in the Job Cost module for managing access to changing, creating, approving, and printing time sheets. If you enter an employee number, the company specified on the employee's information card is transferred to the field "Company No." in the island Company. If the system parameter "Employee mandatory for user" has been marked, this field must be completed.
Company	Here you can enter a Company to which you associate the user. If the employee number has been entered, the user is automatically associated with the same company as the employee.
Transfer to People Planner	If this field is marked, the user will be included in the scheduled import to People Planner. Setting the Transfer To People Planner field will only have an effect if the field is included in the relevant queries in the .I files on the web server.

User Type Island

Field	Description
Type	This field shows the user type of the current user. When creating a user, specify the desired type of the user here. The user type points out the template user whose information should be copied to the new user. Maconomy copies the template user's information in this workspace to the new user, and the new user is granted access to the same actions in the workspace Actions and the same access levels in the workspace User Access Levels as the template user. For further information about template users, see the field "Template." In addition to pointing out a template user, the user type also determines whether or not a user being created must be assigned to another type of Maconomy information, for instance a customer. New users must be assigned to another type of information if the field "Database Relation" has been completed for the selected user type in the workspace User Types. If a relation has been specified on the user type, the user will be based on and assigned to an entry in the relation in question. You must specify the desired entry by entering its key values in the fields "Key 1-4." For instance, if the relation Customer has been specified for the user type, you must specify the number of the customer to which the user should be assigned. When you press Enter, the new user is automatically assigned to the specified database entry. Furthermore, if you leave the field "User Name" blank, the user name is automatically generated by Maconomy. The user name is generated according to the rules specified for the selected user type in the island User Creation in

Field	Description
	the workspace User Types. Depending on the setup of the user type, Maconomy may also create a number of access levels to which the new user and the assigned database entry are automatically granted access. For further information on this, see the introduction to the workspace User Types and the description of the islands User Specific Access Level and Access List in that workspace. If you have not installed the add-on “Extended User Administration,” only one user type is available.
Administrator	When you mark this field, the user in question is granted the same rights as the special Administrator user. However, this field can only be marked and unmarked by users who are already provided with the status Administrator. Furthermore, an Administrator cannot remove the mark specified for himself in this field. A user who has been granted the status Administrator in this field will get exactly the same rights as an Administrator is usually granted in Maconomy. By marking this field, it is thus possible to have several Administrators in one Maconomy system, only do these administrators have different names and can be assigned to different access levels. However, the field “Administrator” can be unmarked at any time to make the user a “normal” user again.
Template	Mark this field if the current user should be the template user of the user type specified in the field “Type” above. A template user is a user whose information is transferred to new users assigned to the user type to which the template user is assigned. This means that when a user is created and assigned to the user type in question, Maconomy copies the template user’s static information from this workspace to the new user. Furthermore, the new user is granted access to the same actions in the workspace Actions and the same access levels in the workspace User Access Levels as the template user. It is not possible to log on to Maconomy using a template user name, and hence a template user cannot make any registrations. However, in the workspaces Users, User Access Levels and Actions, you can set up the template user as desired.

Validity Island

Field	Description
Period	In this field, you can specify the range of dates in which the current user is valid. It is not possible for a user whose period has expired to log on to Maconomy or the Portal. If you do not enter a validity period, Maconomy transfers the period from the template user of the specified user type.
Password Expiry Date	In this field, you can specify the last date on which the user’s access code is valid. Once the date has expired, the user will only have access to the workspace Change Password when logging on. However, the date can be changed here.

Field	Description
Password Blocked	This field shows whether the user's access code has been blocked. The field is automatically marked when an incorrect access code has been entered three consecutive times when logging onto Maconomy. When this field has been marked, the user can no longer log on to Maconomy.

Portal Island

This island and its fields only appears if the Portal has been installed. For further information, see the section "Groups and Portal Roles."

Field	Description
Standard Component	In this field, you can specify the ID of a default component for the current user. The standard component is shown in the Portal immediately after logon, and will overrule any standard components specified for the roles assigned to the user (by assigning the user to groups in the sub-tab).
Client Type	In the Portal, it is possible to open Maconomy workspaces using either Maconomy's Java™ client or the regular Maconomy Windows client, for instance when activating a Maconomy Window component or activating a tab which shows a Maconomy workspace. In this field, you can specify the type of client to be used for the current user.

Database User Name Island

Field	Description
Name	If the current user is to have access to the Maconomy's underlying database, enter the name of a database user in this field. This name is assigned to the current user and must subsequently be used when requesting access to Maconomy's database. Please note that if your Maconomy system is running on a DB2 database, this field does not cause a database user to be created, as the field is only used for linking the current user to an existing database user. Therefore, the database user name must be created in the database before the name is entered in this field.
Password	When creating a database user, enter a password in this field. Note that the first character entered must be a letter and that the password cannot contain any space characters. This password must be supplied when logging on to the database using Maconomy's ODBC driver, along with the database user name specified in the field above. Following the creation of the current user and the entry of information in the fields in this island, the contents of the fields are automatically removed by Maconomy. Consequently, the field will appear empty when this workspace is reopened, even though a password has been entered. The password can then be changed by the current user in the workspace Change Database Password. Please note that if your Maconomy system is running on a DB2 database, you cannot enter a password here, as the password is assigned when the database user is created. As the database user must be created separately before being assigned to a user in this workspace, it is therefore not possible to enter a password here.

Network Username Island

Field	Description
Name	If the add-on “Single Sign On” (SSO) has been installed, you can access Maconomy using the Maconomy Portal immediately after logging on to a Microsoft network. If SSO uses the method “name mapping” to match the network name with a Maconomy user name, enter the network name of the user in this field, and the network domain name in the field “Domain Name” in the field below. When the user has logged on to the Microsoft network and launches the Maconomy Portal, the user will automatically log on to Maconomy. For more information, please see the special “Single Sign On” add-on reference documentation. Note that Microsoft automatically converts the network name to capital letters. Consequently, in order for the network name to match the name in this field, the name must be written in capitals in this field.
Domain Name	In this field, you can enter the name of the domain in the Microsoft network to which the current user belongs. For more information about the functionality of this field, please see the description of the field “Name” above. Note that Microsoft automatically converts the network domain name to capital letters. Consequently, in order for the name to match the domain name in this field, the name must be written in capitals in this field.

User Island

See the Getting Started topic for a description of the fields in the island User.

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the workspace Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current user. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the user information card.

Derived Company Island

Field	Description
Company No.	In this field, you can enter a value for the dimension Company if you want a value to be derived from the current user. If you also want the specified value to overwrite existing values for the dimension, complete the field “Overwrite.” If you do not choose overwriting, the dimension value will only be derived if the dimension field for which derivation is taking place has neither been completed manually nor by entering a registration code.

Field	Description
	Even if you have specified a dimension combination in the field “Dim. Comb. No.” above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field “Dim. Comb. No.,” a mark in the field “Overwrite” will only have effect if you have also entered a dimension value. If you mark the field “Overwrite,” but you do not enter a dimension value in this field, the “Overwrite” field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. See the section on dimension derivation in the chapter “Introduction to the G/L Module” as well as the description of the workspaces Dimension Derivations and Dimension Combinations in the G/L module for further information about dimension derivation.

Derived Account Island

Field	Description
Account No.	The functionality of this field is similar to that of the field “Company No.” above.

Derived Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Account No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.

Object Reference Island

Field	Description
Database Relation	If the current user was created on the basis of another type of information, for example, a customer, this field shows the name of the database relation containing the type of information in question. For further information on creating users on the basis of other types of information, see the introduction to this workspace as well as the introduction to the workspace User Types and the action “Create New Users” in the same workspace.
Relation Name	This field shows the external name of the relation specified in the field “Database Relation” above.

User Dialog Groups Sub-Tab

This section includes the fields and descriptions for the User Dialog Groups sub-tab.

Field	Description
Groups	Here you assign groups to the user. You choose between existing groups created in the workspace Groups. Groups determine user access in Maconomy workspaces, and if the Portal has been installed, they also determine the roles to which the user is assigned in the Portal. For further information on this, see the introduction to this workspace. You can assign the user to more than one group. If a user is granted access to more than one group, he will have access to the combined functions and rights of the groups. You can only assign a user to a group to which you yourself have been assigned. The order in which the groups are specified in the sub-tab is important if different workspace layouts are used in the system. When the user opens a workspace, Maconomy checks if a layout has been specified for the workspace in question in the group at the top of the sub-tab. If so, that layout is used. If no layout has been specified in the top group, Maconomy checks if a layout has been specified in the second group in the table, and so on. If no layouts have been specified in any of the groups, the standard layout for the workspace in question is used.

User Roles Workspace

Use this workspace to create and maintain user roles.

User Role Tab

This section includes the fields and descriptions for the User Role tab.

User Role Island

Field	Description
Username	Enter the name of the user who owns the role. Once created, you cannot change the username.
Role Name	Enter the name of the role. The role name must be unique for the user. However, one or more users can have roles with the same name.
Login Name	Enter the login name for the role. The login name is used to log in to Maconomy or BPM as a specific role. Each role must have a unique login name. If you do not enter a login name, the system will generate a default name. The format for the first role's login name is `<Username>`. The format for additional roles is `<Username>#< Role_Name>`.
Use for People Planner	Select this check box to use the role when transferring the user setup to People Planner. Only one role can be selected for each user. If you select a different role, the previously chosen role will be replaced. You cannot deselect or delete a selected role. You must select a new role to replace the current role.
Default for Background Tasks	Select this check box to make this the default role when a background task run as the user. Only one role can be selected for each user. When a new role is selected, this field is automatically deselected on the previously selected role. You cannot deselect or delete the chosen role. You must select a new role to replace the current role.
Blocked in Touch	Copy to come.
Main Access Level	Specify a main access level to assign to a user role. If the user creates new access levels, the system automatically assigns them as sublevels of the main access level. For users with limited administration rights, you can only select an access level that your user role has access to.

Dimension Combination Island

Field	Description
Dimension Combination Number	Enter the number of a dimension combination of the Dimension Derivation type created in the Dimension Combinations workspace. Maconomy uses the values in this dimension combination when deriving dimensions from the current user role if you specify a dimension combination. However, any dimension derivation values specified in this island are used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the user information card.

Derived Company island

Field	Description
Derived Company	Enter a value for the company dimension to derive a value from the current user role. Select the **Overwrite** check box to use the specified value to overwrite existing values for the dimension. If you do not select the **Overwrite** check box, the dimension value is derived only if the dimension field for the derivation taking place has neither been completed manually or by entering a registration code. Even if you have specified a dimension combination in the **Dimension Combination Number** field, a value entered in this field is used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. **Note:** If a dimension combination has been specified in the **Dimension Combination Number** field, selecting the **Overwrite** check box only takes effect if you have also entered a dimension value. If you select the **Overwrite** check box but do not enter a dimension value in this field, the **Overwrite** field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination, or dimension combination line. For more information about dimension derivation, see the section on dimension derivation in the Introduction to the G/L Module chapter and the description of the Dimension Derivations and Dimension Combinations workspaces in the G/L module.

Derived Account Island

Field	Description
Account	The functionality of this field is similar to that of the **Derived Company** field above.
Local Account	The functionality of this field is similar to that of the **Derived Company** field above.

Remarks Island

Field	Description
Remarks	Enter role types and information related to the user.

Derived Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the **Derived Company** field above.

Field	Description
Entity	The functionality of this field is similar to that of the **Derived Company** field above.
Project	The functionality of this field is similar to that of the **Derived Company** field above.
Purpose	The functionality of this field is similar to that of the **Derived Company** field above.
Spec. 2-3	The functionality of this field is similar to that of the **Derived Company** field above.
Local Spec. 1-3	The functionality of this field is similar to that of the **Derived Company** field above.

Network Username Island

Field	Description
Name	If the Single Sign On (SSO) add-on has been installed, you can access Maconomy using the Maconomy Portal immediately after logging into a Microsoft network. If SSO uses the name mapping method to match the network name with a Maconomy login name, enter the user's network name in this field, and the network domain name in the **Domain Name** field. When the user has logged into the Microsoft network and launches the Maconomy Portal, the user will automatically log on to Maconomy. For more information, see the special Single Sign On add-on reference documentation. **Note:** Microsoft automatically converts the network name to capital letters. Consequently, in order for the network name to match the name in this field, the name must be entered in capital letters.
Domain Name	Enter the name of the domain in the Microsoft network the current user belongs to. For more information about the functionality of this field, see the description of the **Name** field above. **Note:** Microsoft automatically converts the network domain name to capital letters. Consequently, in order for the name to match the domain name in this field, the name must be entered in capital letters.

Database User Name Island

Field	Description
Name	Enter the name of a database user in this field if the current user role needs to have access to Maconomy's underlying database. This name is assigned to the current user role and must subsequently be used when requesting access to Maconomy's database.

Field	Description
	Note: If your Maconomy system is running on a DB2 database, this field does not cause a database user to be created, as the field is only used for linking the current user role to an existing database user. The database user name must be created in the database before the name is entered in this field.
Password	Enter a password in this field when creating a database user. **Note:** The first character entered must be a letter. The password cannot contain any space characters. This password must be entered when logging on to the database using Maconomy's ODBC driver, along with the database user name specified in the field above. Following the creation of the current user and the entry of information in the fields in this island, the contents of the fields are automatically removed by Maconomy. Consequently, the field will appear empty when this workspace is reopened, even though a password has been entered. The password can then be changed by the current user in the Change Database Password workspace. If your Maconomy system is running on a DB2 database, you cannot enter a password here, as the password is assigned when the database user is created. The database user must be created separately before being assigned to a user in this workspace.

User Island

Field	Description
Created	This field shows the user who originally created this user role.
Changed	This field shows the user who made the last change on this user role. If the user role has not been modified since it was created, this field is blank.
Version	This field shows the current version of the user role based on modifications made to it.

User Role Dialog Groups Sub-Tab

This section includes the fields and descriptions for the User Role Dialog Groups sub-tab.

Field	Description
Groups	Select groups to be assigned to the user role. Choose between existing groups created in the Groups workspace. Groups determine user access in Maconomy workspaces. If the portal has been installed, groups also determine the roles to which the user is assigned to in the portal. You can assign multiple groups to one user role. If a user role is granted access to more than one group, access is provided for the combined functions and rights of the groups. You can only assign a user role to a group to which you yourself are assigned.

Field	Description
	The order in which the groups are specified in the sub-tab is important if different workspace layouts are used in the system. When the user opens a workspace, Maconomy checks if a layout has been specified for the workspace in the group at the top of the sub-tab. If so, that layout is used. If no layout has been specified in the top group, Maconomy checks if a layout has been specified in the second group in the table, and so on. If no layouts have been specified in any of the groups, the standard layout for the workspace is used.

Actions

This section shows the actions available in the User Roles workspace.

User Role Tab

Field	Description
New User Role	Create a user role.
Delete User Role	Delete a user role. Roles that are used for network login or People Planner cannot be deleted.
Add Group	Use this action to add a user role to a specific group. Administrator roles cannot be added to groups because they are already in all groups. If you have limited administrator rights, you can only add a group if its window access does not exceed your total window access. If you are adding a fixed standard group, you must first have access to the group itself. If the **Consider Portal Role Access When Assigning Window Groups** system parameter is enabled, users with limited administration rights can only assign a window group to another user if they have access to the group itself.
Delete Group	Use this action to remove a user role from a specific group. Groups cannot be removed from administrator roles because they must be in all groups. If you have limited administrator rights, you can only delete a group if you are allowed to add it again. You cannot remove a group from yourself if this changes your total rights.

Actions Single Dialogs Workspace

Use this workspace to control a user's access to individual functions in the Action menu of the workspaces to which the user has access.

For example, you may give a user access to enter information in the general ledger, but not allow the user to post the ledger. You can also control whether a user can change certain fields (for example, prices) and see certain information (for example, information about jobs that belong to other users).

You can also prevent a user from changing the prices and payment information transferred from the price list and customer information card when creating quotes, sales orders, and credit orders. You can also define whether the user is to have read and write access to jobs that are assigned to other users.

When you add a user in the Users workspace, none of the fields in this workspace are selected for that user.

For a user to use the actions listed in this workspace, You must also grant access to that user to changing information in the workspace in which the function in question can be selected. You grant access to changing information in the Groups workspace.

Actions Tab

This section includes the fields and descriptions for the Actions tab.

User Island

Field	Description
Username	This field shows the username. If the action setup for a group is enabled, this field is blank.
Role Name	This field shows the role name. If the action group for a group is enabled, the role name is the same as the group name.

Attention: This sub-tab is available only when the **Update Rights from Groups** system parameter is enabled.

Permitted Job/Cost Actions Island

Field	Description
Submit Draft Invoice	Select this check box to enable invoice draft submission for all users in the selected group.
Approve Draft Invoice	Select this check box to enable invoice draft approval for all users in the selected group.

Field	Description
Reopen Draft Invoice	Select this check box to allow all users in the selected group to reopen invoice drafts.
Print Invoices/ Credit Memos	Select this check box to allow all users in the selected group to use the **Print Invoice** action in the Sales Orders and Packing Lists workspaces to invoice and credit customers. Selecting this check box also enables the group members to use the **Print Credit Memo** action in the Credit Orders workspace. This also applies to the following workspaces: ▪ Invoice Selection ▪ Invoice Editing ▪ Invoice Editing Lawyer **Note:** This does not affect the group members' access to creating and printing invoices and credit memos in the Invoices and Credit Memos workspaces. The **Print Invoice** and **Print Credit Memo** actions can also be used if the group has access to these workspaces.
Approve Job Invoice Allocation	Select this check box to allow all users in the selected group to approve job invoice allocations.
Approve Employee Revenue Distribution	Select this check box to allow all users in the selected group to approve employee revenue distribution.
Change Job Budgets	Select this check box to allow all users in the selected group to change the information in all fields located in the Job Budgets workspace in the Job Cost module. If the group members cannot change job budgets, only the information can be modified. The group can use the actions needed to create purchase orders and plan jobs, such as planned start and ending date, first and last possible starting date, actual start and ending date, and remarks on job budget lines.
Submit Job Budgets	Select this check box to allow users in the selected group to submit job budgets.
Approve Job Budgets	Select this check box to allow all users in the selected group to use the **Approve Job Budget** action in the Job Budgets and Approve Job Budgets workspaces.
Reopen Job Budgets	Select this check box to allow all users in the selected group to use the **Reopen Job Budget** action in the Job Budgets and Approve Job Budgets workspaces.

Field	Description
Transfer to Quote	Select this check box to give all users in the selected group access to the **Transfer to Quote** action in the Job Budgets workspace in the Job Cost module. **Note:** Only users with the ability to change job budgets can use this action.
Change Quotes	Select this check box to allow all users in the selected group to change all information in the fields located in the Quote Editing workspace in the Job Cost module. If the group members do not have the ability to change quotes, the information in this workspace is read-only.
Approve Quote	Select this check box to allow all users in the selected group to use the **Approve Quote** action in the Quote Editing workspace in the Job Cost module.
Reopen Quote	Select this check box to allow all users in the selected group to use the **Reopen Quote** action in the Quote Editing workspace in the Job Cost module.
Change Job No. on Job	Select this check box to allow all users in the selected group to change the job number of a job in the Jobs workspace in the Job Cost module. The job number is changed only if no registrations have been made on the job in any workspace.
Reopen jobs	Select this check box to allow all users in the selected group to use the **Reopen Job** action in the Jobs workspace in the Job Cost module.
See Time Cost	Select this check box to allow all users in the selected group to view cost prices for time activities in the Job Budgets and Periodic Job Budgets workspaces in the Job Cost module. If you do not select this check box, cost prices are not shown on printouts made by the users in the group in the Print Job Budget and Print Job Report workspaces.
Change Costs for Time	Select this check box to allow all users in the selected group to view and change cost prices for time activities in the Job Budgets and Periodic Job Budgets workspaces in the Job Cost module.
See All Time Sheets	Select this check box to allow all users in the selected group to view time sheets for all employees in the Time Sheets workspace in the Job Cost module.
Change All Time Sheets	Select this check box to allow all users in the selected group to create, change, approve, and print out time sheets for all employees in the Time Sheets workspace in the Job Cost module.
Release Time Sheets	Select this check box to allow all users in the selected group to use the **Release Time Sheet** action in the Time Sheets workspace in the Job Cost module.

Field	Description
	Note: The **Change All Time Sheets** check box must also be selected to allow the user to use this action.
Reopen Time Sheets	Select this check box to allow all users in the selected group to use the **Reopen Time Sheet** action in the Job Cost module.
See All Expense Sheets	Select this check box to allow all users in the selected group to view expense sheets for all employees in the Expense Sheets workspace in the Job cost module.
Change All Expense Sheets	Select this check box to allow all users in the selected group to create, change, approve, and print out expense sheets for all employees in the Expense Sheets workspace in the Job Cost module.
Release Expense Sheets	Select this check box to allow all users in the selected group to use the **Release Expense Sheet** action in he Expense Sheets workspace in the Job Cost module.
Reopen Expense Sheets	Select this check box to allow all users in the selected group to use the **Reopen Expense Sheet** action in the Expense Sheets workspace in the Job Cost module.
Convert Job to Order	Select this check box to allow all users in the selected group to use the **Convert to Order** action in the Jobs workspace in the Job Cost module.
See All Employee Plans	Select this check box to allow all users in the selected group to view all planning lines in the Detailed Planning workspace in the Resource Planning module. If the users in the group cannot view all planning lines, only jobs assigned to each user with a project manager role can be viewed. Planning lines that have not been assigned to an employee are also viewable. For more information, refer to the field description for the **Plan All Jobs** field.
Plan All Jobs	Select this check box to allow all users in the selected group to create and change planning lines for all jobs in the Detailed Planning workspace in the Resource Planning module. If the users in the group do not have access to planning lines for all jobs, planning lines can only be created or changed when a user is the job's project manager. This field's function is connected to the **See All Employee Plans** field. If a user has access to plan all jobs but cannot view all employee plans, allocating hours to a planning line is done only for the employee assigned to the user. However, the user can also allocate hours to employees assigned to a job where the user's role is project manager. If you have defined that a user cannot plan all jobs and cannot view all employee plans, the user only has access to planning lines for jobs where

Field	Description
	the user's role is project manager. Lines for the employee assigned to the user are also viewable.
Submit Absence	Select this check box to allow all users in the selected group to use the **Submit Absence** action to to submit absences for all employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module.
Approve and Reject Absence	Select this check box to allow all users in the selected group to use the **Approve Absence** and **Reject Absence** actions to approve and reject absences for employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module.
Reopen Absence	Select this check box to allow all users in the selected group to use the **Reopen Absence** action to reopen absences for all employees in the Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars workspaces in the Resource Planning module. If you do not select this field, absences can only be reopened if a user is the supervisor or absence approver of an employee.
Change Amount Activity Tasks	Select this check box to allow all users in the selected group to change tasks that derive amount activities in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.
Change Time Activity Tasks	Select this check box to allow all users in the selected group to change tasks that derive time activities in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.
Can Approve Tasks	Select this check box to allow all users in the selected group to approve tasks created in the Job Cost module. For more information, refer to the Approve Tasks Workspace section in the Job Cost module.
Submit Jobs	Select this check box to enable the user role to submit jobs.
Approve Jobs	Select this check box to enable the user role to approve jobs.

Permitted G/L Actions Island

Field	Description
Use Post-Entry Periods	Select this check box to allow all users in the selected group to post in prior-periods by selecting a prior-period in the General Journal and Vendor Invoices workspaces.
Submit Journals	Select this check box to allow all users in the selected group to use the **Submit** action to submit customer payment journals and job journals in the Customer Payments and Job Journal workspaces.

Field	Description
Post Own Journals	Select this check box to allow all users in the selected group to post customer payment journals and job journals they have submitted. **Note:** If the **Allow Posting of Own Journals** system parameter has been enabled, all users can post their submitted journals, even when this check box is not selected. Additionally, this functionality is no longer supported for general journals as part of the approval hierarchy for general journals (introduced with version 2.5).
Post	Select this check box to allow all users in the selected group to use the **Post** action in the Posting, General Journal, Vendor Invoices, and Job Journal workspaces. This does not affect the users' ability to post in the Print Posting Journal workspace.
Submit General Journals	Select this check box to allow all users in the selected group to submit general journals.
Approve General Journals	Select this check box to allow all users in the selected group to approve general journals.

Permitted A/R Actions Island

Field	Description
Release Customer Payments	Select this check box to allow all users in the selected group to release customer payments for posting. If you do not select this check box, the users within this group cannot manually mark the **Released** field on lines in the Customer Payments workspace.
Submit Customers	Select this check box to allow all users in the selected group to submit customers.
Approve Customers	Select this check box to allow all users in the selected group to approve customers.

Permitted A/P Actions Island

Field	Description
Submit Purchase Orders	Select this check box to allow users in the selected group to use the **Submit Purchase Order** action in the Purchase Orders workspace.
Approve purchase order	Select this check box to allow all users in the selected group to use the **Approve Purchase Order** action in the Purchase Orders workspace.

Field	Description
Reopen purchase order	Select this check box to allow all users in the selected group to use the **Reopen Purchase Order** action in the Purchase Orders workspace.
Approve request for quote	Select this check box to allow all users in the selected group to use the **Approve Request for Quote** action in the Requests for Quote workspace.
Reopen request for quote	Select this check box to allow all users in the selected group to use the **Reopen Request for Quote** action in the Requests for Quote workspace.
Approve requisition	Select this check box to allow all users in the selected group use the **Approve Requisition** action in the Requisitions workspace.
Reopen requisition	Select this check box to allow all users in the selected group to use the **Reopen Requisition** action in the Requisitions workspace.
Submit Vendor Invoices	Select this check box to allow all users in the selected group to release vendor invoices. It gives users the ability to submit invoices for approval in the Vendor Invoices and Invoice Allocation workspaces.
Approve Vendor Invoices	Select this check box to allow all users in the selected group to approve vendor invoices for posting in the Vendor Invoices and Invoice Allocation workspaces.
Pre Post Invoices	Select this check box to allows all users in the selected group to pre-post vendor invoices in the Reallocate Invoices workspace.
Submit Vendors	Select this check box to allow all users in the selected group to submit vendors.
Approve Vendors	Select this check box to allow all users in the selected group to approve vendors.

Permitted Trade Actions Island

Field	Description
Change Prices	Select this check box to allow all users in the selected group to change information on price and payment terms on the Quotes, Sales Orders, Credit Orders, and Order Lines workspaces. If you do not select this check box, all users in the selected group cannot change the values in the following fields located in the tabs in the Quotes, Sales Orders, and Credit Orders workspaces: ▪ Partial Delivery ▪ Payment Terms ▪ Tax ▪ Price List

Field	Description
	▪ Price Step ▪ Invoices Discount % ▪ Charge 1-4 Maconomy auto-populates values in these fields using the data in the customer's information card. If you do not select this check box, all users in the selected group also cannot change the values in the following fields located in the sub-tabs of the workspaces: ▪ Unit Price ▪ Discount % ▪ Discount Maconomy auto-populates values in these fields using the data from price lists and discount agreements.
Approve Sales Orders	Select this check box to allow all users in the selected group to use the **Approve Order** action in the Sales Orders workspace.
Print Order Confirmations	Select this check box to allow all users in the selected group to use the **Print Order Confirmation** action in the Sales Orders workspace. This does not affect the users' ability to print order confirmations in the Print Order Confirmation workspace.
Print Picking and Packing Lists	Select this check box to allow all users in the selected group to use the **Print Packing List** action in the Sales Orders module. Selecting this check box also allows all users in the selected group to use the **Create Warehouse Transaction** and **Create Picking List** actions in the Sales Orders and Inventory modules. This does not affect the users' ability to print packing lists in the Print Packing List workspace.
Print Packing Slips	Select this check box to enable all users in the selected group to use the following: ▪ **Print Packing Slip** and **Release for Invoicing** actions to ship items in the Sales Orders workspace ▪ **Approve Packing List** and **Print Packing Slip** actions in the Picking Lists workspace ▪ **Create Warehouse Transaction** action in several workspaces **Note:** Selecting this check box does not apply to access control in the Print Picking Lists and Print Packing Slip workspaces. all users in the selected group can create and print warehouse transactions, picking lists, and packing slips in these workspaces if assigned to a group that provides access to the Print Packing Slip workspace.

Field	Description
Change orders being picked and packed	Select this check box to allow all users in the selected group to add, change, and delete order lines on a sales order with existing open lists or warehouse transactions. If you do not select this check box, all users in the selected group cannot change order lines on orders with existing open packing lists or warehouse transactions. If back order allocation is used, receiving items in the Item Receipt and Inventory Change workspaces also cause changes to existing picking lists. Maconomy checks if each user receiving the items has access to changing orders being picked and packed. If a user does not have access, the back order allocation does not allocate items to orders with a printed packing list. **Note:** The packing list is not automatically reprinted when changes are made to an order after a packing list is printed. You must locate the order in the Order Status workspace and deselect the **Printed** check box in the Packing List island to print an updated packing list.
Approve item purchase orders	Select this check box to allow all users in the selected group to use the **Approve Item Purchase Order** action in the Item Purchase Orders workspace.
Print item purchase orders	Select this check box to allow all users in the selected group to use the **Print Item Purchase Order** action in the Item Purchase Orders workspace. This does not affect the users' ability to print item purchase orders in the Print Item Purchase Order workspace.
Close Item Purchase Orders	Select this check box to allow all users in the selected group to use the **Close Item Purchase Order** action in the Item Purchase Orders workspace and the **Close Purchase Order** action in the Purchase Orders workspace.

Permitted Misc. Actions Island

Field	Description
Create Employee from Contact Person	Select this check box to allow all users in the selected group to use the **Create Employee** action to create employees from contact persons in the Contact Persons workspace.
Delete Closed Document Revisions	Select this check box to allow all users in the selected group to delete closed document revisions in the Document Revision History workspace. For further information about the functionality of document revisions, see the description of the **Revision Control** field in the Document Archives workspace.
Unconditionally Unlock Documents	Select this check box to allow all users in the selected group to unlock documents locked by any user in the Document Archives workspace. For further information about the functionality of locking

Field	Description
	documents in document archives, see the description of the **Edit Control** field in the Document Archives workspace.
Approve Monitors	Select this check box to allow all users in the selected group to approve monitors in the Monitors workspace.
Change Shared Selection Criterion Specifications	Select this check box to allow all users in the selected group to change selection criterion specifications marked as Public in the Selection Criterion Specification workspace.
Submit Employees	Select this check box to allow all users in the selected group to submit employees in the Employees workspace.
Approve Employees	Select this check box to allow all users in the selected group to approve employees in the Employees workspace.
Submit Users	Select this check box to allow all users in the selected group to submit users in the Users workspace.
Approve Users	Select this check box to allow all users in the selected group to submit users in the users workspace.
Synchronize Talent-Management Users with Employees	Select this check box to allow all users in the selected group to synchronize Talent-Management users with employees in the Employees workspace

Company Specific Actions Sub-Tab

This section includes the fields and descriptions for the Company Specific User Actions sub-tab.

Field	Description
Company No.	In this field you can select the company for which the actions selection are valid.
User Action Group	In this field you can specify a user action group. When an action group is specified, all action fields receive the value from the action group and cannot be modified individually.
Use Post-Entry Periods	If this field is marked, the user can post in prior-periods by selecting a prior-period in the windows General Journal and Vendor Invoices.
Submit Journals	If this field is marked, the user can submit general journals, customer payment journals and job journals using the action “Submit” in the window General Journals, Customer Payments and Job Journal.
Post Own Journals	If this field is marked, the user can post customer payment journals and job journals submitted by himself or herself. The field is only relevant if the system parameter “Allow Posting of Own Journals” has not been

Field	Description
	marked, as all users will otherwise be able to post journals submitted by themselves. **Note:** This functionality is no longer supported for general journals as part of the approval hierarchy for general journals (introduced with version 2.5).
Post	If this field is marked, the user can use the action “Post” in the windows Posting, General Journal, Vendor Invoices and Job Journal. This does not affect the user’s access to post in the window Print Posting Journal.
Release Customer Payments	In this field, you can specify whether or not the user should be able to release customer payments for posting. If you do not mark this field, the user cannot manually mark the field “Released” on lines in the window Customer Payments.
Submit Purchase Orders	Select this check box to enable the user role to submit purchase orders.
Approve purchase order	If this field is marked, the user can access the action “Approve Purchase Order” in the window Purchase Orders.
Reopen purchase order	If this field is marked, the user can access the action “Reopen Purchase Order” in the window Purchase Orders.
Approve request for quote	If this field is marked, the user can access the action “Approve Request for Quote” in the window Requests for Quote.
Reopen request for quote	If this field is marked, the user can access the action “Reopen Request for Quote” in the window Purchase Orders.
Approve requisition	If this field is marked, the user can access the action “Approve Requisition” in the window Requisitions.
Reopen requisition	If this field is marked, the user can access the action “Approve Requisition” in the window Requisitions.
Submit Vendor Invoices	Select this check box to allow all users in the selected group to release vendor invoices. It gives users the ability to submit invoices for approval in the Vendor Invoices and Invoice Allocation workspaces.
Approve Vendor Invoices	Select this check box to enable the user role to approve vendor invoices.
Pre Post Vendor Invoices	If this field is marked, the user can pre-post vendor invoices in the Reallocate Invoices window.

Field	Description
Submit Jobs	Select this check box to enable the user role to submit jobs.
Approve Jobs	Select this check box to enable the user role to approve jobs.
Submit Draft Invoice	Select this check box to enable the user role to submit draft invoices.
Approve Draft Invoice	Select this check box to enable the user role to approve draft invoices.
Submit Job Budgets	Select this check box to enable the user role to submit job budgets. Only users with access rights can select this field. **Note:** If a user without access rights tries to select the **Submit Job Budgets** field, Maconomy displays an error message.
Approve Job Budgets	Select this check box to enable the user role to approve job budgets. Only users with access rights can select this field. **Note:** If a user without access rights tries to select the **Approve Job Budgets** field, Maconomy displays an error message.
Submit General Journals	Select this check box to enable the user role to submit general journals in the company specified on the line.
Approve General Journals	Select this check box to enable the user role to approve general journals in the company specified on the line.

Actions

This section shows the actions available in the Actions workspace.

Top Tab

Field	Description
Update Rights	This action is not used in the current version of Maconomy.

User Action Groups Single Dialogs Workspace

Use this workspace to set up user action groups, which are collections of Maconomy users, often with similar jobs, who have access to the same actions.

For example, you might have a group for people who are permitted to approve purchase orders.

User Action Group Tab

This section includes the fields and descriptions for the User Action Group tab.

User Action Group Island

Field	Description
Name	Enter the name of a user action group.

Permitted Job/Cost Actions Island

Field	Description
Submit Job Budgets	Select this check box to allow users in the selected group to submit job budgets.

Permitted G/L Actions Island

Field	Description
Use Post-Entry Periods	If this field is marked, the users within this action group can post in prior-periods by selecting a prior-period in the windows General Journal and Vendor Invoices.
Submit Journals	If this field is marked, the users within this action group can submit general journals, customer payment journals and job journals using the action “Submit” in the window General Journals, Customer Payments and Job Journal.
Post Own Journals	If this field is marked, the users within this action group can post customer payment journals and job journals submitted by himself or herself. The field is only relevant if the system parameter “Allow Posting of Own Journals” has not been marked, as all users will otherwise be able to post journals submitted by themselves. **Note:** This functionality is no longer supported for general journals as part of the approval hierarchy for general journals (introduced with version 2.5).
Post	If this field is marked, the users within this action group can use the action “Post” in the windows Posting, General Journal, Vendor Invoices and Job Journal. This does not affect the user’s access to post in the window Print Posting Journal.

Permitted A/R Actions Island

Field	Description
Release Customer Payments	In this field, you can specify whether or not the users within this action group should be able to release customer payments for posting. If you do not mark this field, the user cannot manually mark the field “Released” on lines in the window Customer Payments.

Permitted A/P Actions Island

Field	Description
Submit Purchase Orders	Select this check box to allow users in the selected group to use the **Submit Purchase Order** action in the Purchase Orders workspace.
Approve purchase order	If this field is marked, the users within this action group can access the action “Approve Purchase Order” in the window Purchase Orders.
Reopen purchase order	If this field is marked, the users within this action group can access the action “Reopen Purchase Order” in the window Purchase Orders.
Approve request for quote	If this field is marked, the users within this action group can access the action “Approve Request for Quote” in the window Requests for Quote.
Reopen request for quote	If this field is marked, the users within this action group can access the action “Reopen Request for Quote” in the window Purchase Orders.
Approve requisition	If this field is marked, the users within this action group can access the action “Approve Requisition” in the window Requisitions.
Reopen requisition	If this field is marked, the users within this action group can access the action “Approve Requisition” in the window Requisitions.
Submit Vendor Invoices	Select this check box to allow all users in the selected group to release vendor invoices. It gives users the ability to submit invoices for approval in the Vendor Invoices and Invoice Allocation workspaces.
Approve Vendor Invoices	Select this check box to allow all users in the selected group to approve vendor invoices for posting in the Vendor Invoices and Invoice Allocation workspaces.
Pre Post Vendor Invoices	If this field is marked, the users within this action group can pre-post vendor invoices in the Reallocate Invoices window.

View Groups Single Dialogs Workspace

Use this workspace to set up groups of users and specify which views are available to the members of each group.

Some users use third-party products to access the Maconomy database, communicating with the database via the Maconomy ODBC driver. You can set up views, or collections of fields, that control the information that these users can access.

A view is a group of a number of fields in one of more joined relations in Maconomy's database. You use views to control the information that you make accessible to users who read information in Maconomy's database via third-party products. Each view contains the names of the relations and associated fields from which users can read information when using the view in question. This means that when you use a view, you can only retrieve information that pertains to the fields that are defined in the view.

Maconomy comes with one view per relation, where each view contains all of the fields in the relation. An individual user's membership in groups determines which views he or she can use, as described in the following.

When a user accesses the database using the Maconomy ODBC driver, the same access control tools that are normally used in Maconomy apply, that is, groups, users, and access levels.

When you create a user as a database user, you specify a name that the user must use to log in to the database using the ODBC driver. In addition to this, each database user has a password. You define the database user name and password in the Users workspace.

In this workspace, you specify the views that are available to the members of each group. The View Groups tab displays the name of a group, and the Views sub-tab displays the views that you have defined. For each view, you can specify whether members of the current group should have access to that view.

Note that you cannot change the settings in the fields in the Views sub-tab for the "Change Password" and "All Windows" groups.

As a database user, you are a member of the same groups as in Maconomy, that is, the groups listed in the User Dialog Groups sub-tab of the Users workspace. When you log in to the database, you thus gain access to use the views that are assigned to the groups of which you are a member.

The access control that determines which entries each user can see functions in the same way as elsewhere in Maconomy. This means that a database user can, for example, only view information about companies that are assigned to an access level to which the database user has access. Because a database user is directly associated with a "regular" user card in Maconomy, the database user has access to the same access levels as when using the Maconomy client.

View Groups Tab

This section includes the fields and descriptions for the View Groups tab.

Group Island

Field	Description
Group Name	This field shows the name of a group. You cannot create groups in this workspace, only browse between the groups already created. Groups are created in the workspace Groups.

User Island

See the Getting Started topic for a description of the fields in the island User.

Views Sub-Tab

This section includes the fields and descriptions for the Views sub-tab.

Field	Description
View Name	This field shows the name of the view, to which the current group can give access. Views are predefined in the system, and cannot be changed here.
Access	In this field, you can specify if the group should give access to using the current view. If the field is marked, members of the group have access to using the current view. Consequently, users assigned to the group can read information in the database tables using the ODBC driver.

Group User Roles Single Dialog Workspace

Use this workspace to add users to a group.

The Group tab displays the name of the group and the associated portal. You can add users to the list in the Users sub-tab.

Group Tab

This section includes the fields and descriptions for the Group tab.

Group Island

Field	Description
Name	This field shows the group name.
Access with Expired Password	If this field is selected, a user with access to the current group will be able to activate the windows in this group even if his password has expired. If this field is not selected, a user with access to the current group will not be able

Field	Description
	to activate the windows in this group if his password has expired. In the group “Change Password,” this field is automatically marked by Maconomy.

Portal Island

This island and its fields only appear if the Portal has been installed. For further information, see the section “Groups and Portal Roles.”

Field	Description
Role No.	This field shows the number of the role assigned to the current group. For all roles created as a result of creating a group in this window, the role number corresponds to the group name. The number may vary from the group name if the role was assigned to the group in an upgrade from a previous version.
Role Name	This field shows the name of the Portal role to be automatically created and assigned to the group when the group is created.
Standard Component	This field shows the ID of a standard component for the role assigned to the current group. The standard component is shown in the Portal immediately after logon unless another standard component has been specified for the user in question, in which case the user specific standard component is shown. If a given user is assigned to several roles, the standard component is chosen at random among these.

User Island

See the Getting Started topic for a description of the fields in the island User.

Users Roles Sub-Tab

This section includes the fields and descriptions for the User Roles sub-tab.

Field	Description
Username	In this field you can specify a user name for a user that should be added to the group.
Role Name	This field displays the name for user roles assigned to the group.

Access Information Single Dialogs Workspace

Use this workspace to set up rules that govern the format of user passwords (for example, the number of characters and the minimum number of digits).

These rules apply to all Maconomy users, assuming that you require users to enter passwords to log in to Maconomy.

However, the information in this workspace is only relevant if you select the **Password Required** field in the System Information workspace.

Access Information Tab

This section includes the fields and descriptions for the Access Information tab.

Password Island

Field	Description
Minimum Length	In this field, you can specify the minimum number of characters to be used in an access code.
Minimum Number of Letters	In this field, you can specify the minimum number of letters to be used in an access code. The letters do not have to be placed next to each other as they can be separated by digits or special characters.
Minimum Number of Digits	In this field, you can specify the minimum number of digits to be used in an access code. The digits do not have to be placed next to each other as they can be separated by letters or special characters.
Minimum Number of Special Characters	In this field, you can specify the minimum number of special characters (%, &, #, and so on) to be used in an access code. The special characters do not have to be placed next to each other as they can be separated by digits or letters.
Max. Number of Character Repeats	In this field, you can specify how many times in a row the same character can be repeated.
Number of passwords between reuse	In this field, you can specify the minimum number of times an access code must be changed before it can be changed to the same access code again.
Validation Period in Number of Days	In this field, you can enter the maximum number of days allowed between each user's change of access code. The number is used for calculating the expiry date of the user's access code in the workspace Users. The expiry date is recalculated each time the password of the user is changed. If the expiry date is exceeded as a result of the user not changing his password, the user will only have access to the workspace Change Password the next time he logs on to Maconomy.
Standard Password	In this field, you can enter an access code to be used as the standard access code. The standard access code must comply with the rules set up for access codes in this workspace. If you enter a standard access code, users created in the workspace Users will automatically be assigned this access code. The standard access code is also assigned to users whose access code is reset in the workspace Reset Password. If you do not enter a standard access code, new users and users whose access code is reset are assigned a pseudo-random access code generated by Maconomy.

User Island

See the Getting Started topic for a description of the fields in the island User.

Reset Password Single Dialogs Workspace

Use this workspace to reset the password for a user if, for example, he or she forgot the password.

Depending on your settings Maconomy issues a standard password (such as Password1) or a random code to the user.

Every time that you delete or change a password, it is recorded in Maconomy's security log. The passwords are not recorded.

If you selected the **Password Required** field in the System Information workspace, Maconomy assigns to the user in question the standard access code, if you specified one in the Access Information workspace. Otherwise, Maconomy assigns to the user a pseudo-random access code that it generates; the user can then change the access code in the Change Password workspace. If you do not require a password, using this function causes Maconomy to delete the access code.

Reset Password Tab

This section includes the fields and descriptions for the Reset Password tab.

User Island

Field	Description
Name	This is the name of the user whose password is being reset. To retrieve user names, you can use the search functions in the Find menu.

Actions

This section shows the actions available in the Reset Password workspace.

Top Tab

Field	Description
Reset	Select this function to reset the password.

Change Password Single Dialogs Workspace

Use this workspace to change user passwords.

Passwords are normally required to access Maconomy. Maconomy verifies that users enter the correct combination of user name and password.

Passwords are mandatory if you selected the **Password Required** option in the System Information workspace. If you selected this option, Maconomy automatically assigns a password

to each new user that you add in the Users workspace. A user should change this first password immediately.

Use the Access Information workspace to set up the rules that govern the format of user passwords (for example, the number of characters and the minimum number of digits).

It is recommended that after you create a user, he or she should immediately change the password that Maconomy assigned to him or her. In the Access Information workspace, you can specify the rules for the contents of access codes, as well as rules about how often users must change their passwords.

If a password is required, Maconomy checks that the password complies with the rules set up in the Access Information workspace.

Each time that you delete or change a password, the action is recorded in Maconomy's security log. The passwords are not recorded.

Change Password Tab

This section includes the fields and descriptions for the Change Password tab.

Password Island

Field	Description
Username	This is the name of the user whose password is being changed. To retrieve user names, use the search functions in the Find menu.
Old Password	In this field, you enter the current password. If the current user does not have a password, leave the field blank. If the user is new in the system, and therefore has not been assigned an access code, leave this field blank. However, if the field “Access Code Required” has been marked in the workspace System Information, new users are always assigned an access code when created. For passwords, Maconomy reads upper and lower cases as different characters, that is, SMITH is not the same as Smith.
New Password	In this field, you enter the new password. You are asked to enter it twice to verify that the text is entered correctly. Maconomy alerts you, if you re-enter the password differently in the field “Confirm New Password” below. If passwords are required by Maconomy, you must enter an access code which complies with the rules set up for passwords in the workspace Access Information. You can only use characters with an ASCII value of less than or equal to 126.
Confirm new Password	In this field, you must repeat the new password to verify that the text is entered correctly. Maconomy alerts you if the passwords entered in the field “New Password” and in this field are not identical.

Change Database Password Single Dialogs Workspace

Use this workspace to maintain users' database user passwords.

Some users use third-party products to access the Maconomy database, communicating with the database via the Maconomy ODBC driver. These users need both a regular password and a database password.

You enter the original database password in the Users database; you can change the database password in the Change Database Password workspace. A user should change this first password immediately, then continue to change passwords on a regular basis.

Use the Access Information workspace to set up the rules that govern the format of user passwords (for example, the number of characters and the minimum number of digits).

Each time that you delete or change a password, the action is recorded in Maconomy's security log. The passwords are not recorded.

Change Database Password Tab

This section includes the fields and descriptions for the Change Database Password tab.

Password Island

Field	Description
Username	This field shows the name of the current user. A user can only change his or her own password.
Database User Name	This field shows the database user name of the current user. The name is transferred from the island Database User Name in the workspace Users and cannot be changed here.
New Password	In this field, you can enter the user's new database password. When the password is entered, a message shows the database user name used and the new password. The entered password is then removed from this field. Passwords are restricted to characters with an ASCII value less than or equal to 126.

Access Levels Single Dialogs Workspace

Use this workspace to set up and maintain the access levels that you use to control your users' access to specific records.

For each user, you can grant access to the jobs, customers, companies, invoice entries, and so on that are relevant to that user's role. You can control access to static information, such as customer and job information, and transactions, such as G/L entries and orders.

In this workspace you set up a hierarchy of access levels, with top levels, sub-levels, and sub-sub-levels. If a user has access to a level, that user has access to all of the levels below it in the hierarchy.

You create the access hierarchy by assigning a list of sub-levels to each access level. You must create each sub-level as an individual access level, which can then have a list of sub-levels itself.

For a list of the areas of Maconomy that are subject to direct access control, see the listing of relations with direct access control in the Maconomy Database Description.

For each user name that you create, you can enter a list of access levels to which that user has access. This means that the user is granted access to the jobs, customers, companies, and so on assigned to these access levels or their sublevels. As a result, the user can, for example, view and enter information about a given company in the Company Information workspace, and create jobs with that company as the settling company. Note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to companies may depend on other factors. By means of indirect access control, a user is also indirectly granted access to entries in Maconomy's database that refer to entries to which the user has access. For more information about the standard access control configuration and direct and indirect access control, see "Introduction to the Access Control System."

You grant users access to the individual access levels in the User Access Levels workspace. When you assign a user to a given level, that user has access to referring to all jobs, customers, and vendors assigned to the selected access levels or any underlying levels. An underlying level can, for example, be the sublevel of a sublevel.

In the Company Information workspace, you can also assign an access level to a company. If you specify an access level for a company, a user can only see information assigned to that company if you have granted access to the access level in question to that user. This functionality is described in more detail in the "Introduction to the Access Control System."

For auditing reasons, you should print out and file the access levels each time that you make changes in this workspace.

Access Levels Tab

This section includes the fields and descriptions for the Access Levels tab.

Level Island

Field	Description
Name	Here, you can enter a name of the current level in connection with its creation. Maconomy checks that the name has not already been used. It is not possible to change the name of already existing access level information.
Description	Here, you can enter a description of the access level. The field is used for reference purposes only.
Access Level Type	This field shows whether the current access level is a standard access level, an access list or a user specific access level. Access levels can be created manually in this workspace (or through import programs), resulting in an access level of the type Standard. However, access levels can also be created automatically as part of the creation of users. This is relevant if you want to grant your customers access to their own orders, for example, if you are running a Web shop on your Maconomy system and you have therefore set up an automated user creation which is run when a customer is created, automatically creating a user for the new customer based on a user type set up for this purpose. To ensure that the new customer can only see his/her own information, the user type can be set

Field	Description
	up to automatically create a branch in the access level tree, specific to the user representing the customer, and grant the user access to this branch. Access levels created using this functionality are of the type Access List or User Specific. For detailed information about the concepts of access lists and user specific access levels, please see the description of the islands “User Specific Access Level” and “Access List” in the section on the workspace User Types. Access levels feature the same functionality in terms of access restriction, regardless of the type. The access type therefore merely indicates how the access level was created. However, access levels of the types Access List and User Specific cannot be created manually, and you cannot manually create any lines in the sub-tab for access lists.

User Island

See the Getting Started topic for a description of the fields in the island User.

Sublevels Sub-Tab

This section includes the fields and descriptions for the Sublevels sub-tab.

Field	Description
Sublevel	In this field, you can select the sublevel to be assigned to the level. The sublevel must be created as an individual level, and it cannot be part of a level higher up in the level hierarchy. If an access level of the type “Access List” is shown in the tab, it is not possible to create any lines in the sub-tab. It is not possible to create lines with access levels of the type “User Specific.” For information about the concepts of access lists and user specific access levels, please see the description of the islands “User Specific Access Level” and “Access List” in the section on the workspace User Types.
Description	This field shows a description of the sublevel. The contents of this field cannot be changed.

Actions

This section shows the Actions available in the Access Levels workspace.

Top Tab

Field	Description
New Access Level	Use this action to create an access level. If you have limited administrator rights, created access levels are directly assigned to you, or are assigned as sub-levels to your Main Access Level.

Field	Description
Delete Access Level	Use this action to delete an access level. If the access level is assigned to users, Maconomy displays a warning message. If you are not an administrator, you can only delete access levels you have access to.

Access Lists Single Dialogs Workspace

Use this workspace to review access sublevels and their immediate parent levels and to add and change access levels.

The functionality is similar to that of the Access Levels workspace. However, the Access Lists tab in this workspace displays an access level, and the Parent Levels sub-tab displays the parent access levels of the access level in the tab. The sub-tab only displays access levels that are one step up in the access level hierarchy. This means that the sub-tab does not display any parent levels that are above the parent levels of the access level displayed in the Access Lists tab.

You can add lines in the Parent Levels sub-tab to make the access level in the Access Lists tab a sub-level of further access levels. Similarly, you can create access levels in the tab.

The functionality of access levels in general is described in the introduction to the Access Levels workspace and in "Extended Access Control."

For auditing reasons, you should print out and file the access levels each time that you make changes in this workspace.

Access Lists Tab

This section includes the fields and descriptions for the Access Lists tab.

Level Island

Field	Description
Name	This field shows the name of the current access level. When creating an access level, you can enter the desired name here.
Description	Here, you can enter a description of the access level. The field is used for reference purposes only.
Access Level Type	This field shows whether the current access level is a standard access level, an access list or a user specific access level. Access levels can be created manually in this workspace (or through import programs), resulting in an access level of the type Standard. However, access levels can also be created automatically as part of the creation of users. This is relevant if you want to grant your customers access to their own orders, for example, if you are running a web shop on your Maconomy system and you have therefore set up an automated user creation which is run when a customer is created, automatically creating a user for the new customer based on a user type set up for this purpose. To ensure that the

Field	Description
	new customer can only see his/her own information, the user type can be set up to automatically create a branch in the access level tree, specific to the user representing the customer, and grant the user access to this branch. Access levels created using this functionality are of the type Access List or User Specific. For detailed information about the concepts of access lists and user specific access levels, please see the description of the islands “User Specific Access Level” and “Access List” in the section on the workspace User Types. Access levels feature the same functionality in terms of access restriction, regardless of the type. The access type therefore merely indicates how the access level was created. However, access levels of the types Access List and User Specific cannot be created manually, and you cannot manually create any lines in the sub-tab for user specific access levels.

User Island

See the Getting Started topic for a description of the fields in the island User.

Parent Levels Sub-Tab

This section includes the fields and descriptions for the Parent Levels sub-tab.

Field	Description
Parent Level	In this field, you can select an access level to be assigned as parent to the level shown in the tab. You cannot specify an access level which is assigned, and its position in the access level structure cannot be below the level in the tab. If an access level of the type “User Specific” is shown in the tab, it is not possible to create any lines in the sub-tab. It is not possible to create lines with access levels of the type “Access List.” For information about the concepts of access lists and user specific access levels, please see the description of the islands User Specific Access Level and Access List in the section on the workspace User Types.
Description	This field shows a description of the parent level.

User Access Levels Single Dialogs Workspace

Use this workspace to assign access levels to individual user names.

For each user, you can grant access to the jobs, customers, companies, invoice entries, and so on that are relevant to that user's role. You can control access to static information, such as customer and job information, and transactions, such as G/L entries and orders.

Access levels are hierarchical, with top levels, sub-levels, and sub-sub-levels. If a user has access to a level, that user has access to all of the levels below it in the hierarchy.

If you assigned a particular level to a user, that user has access to all of this level and any sub-levels of this level in the access level hierarchy. In database relations that use direct access

control, the user is granted access to database entries assigned to the access level in question or one of its sub-levels. This means that this user can, for example, view and specify information about a given company in the Company Information workspace and create jobs with the company in question as the settling company. Note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to companies may depend on other factors. Using indirect access control, a user is also indirectly granted access to entries in Maconomy's database that refer to entries to which the user has access. For more information about the standard access control configuration, access control in a multi-company model, and direct and indirect access control on database entries, see the "Introduction to the Access Control System."

You create the access level hierarchy in the Access Levels workspace.

For auditing reasons, you should print out and file user access levels each time that you make changes to this workspace. You print this information using the **Print** button.

User Role Access Levels Tab

This section includes the fields and descriptions for the User Access Levels tab.

User Role Island

Field	Description
Username	Enter the name of the user who owns the role. Once created, you cannot change the username.
Role Name	Enter the name of the role. The role name must be unique for the user. However, one or more users can have roles with the same name.

User Island

Field	Description
Created	This field shows the user who originally created this user role.
Changed	This field shows the user who made the last change on this user role. If the user role has not been modified since it was created, this field is blank.
Version	This field shows the current version of the user role based on modifications made to it.

User Access Levels Sub-Tab

This section includes the fields and descriptions for the User Access Levels sub-tab.

Field	Description
Access Level	In this field, you can enter the name of the user access level to which the user is to have access. Access levels are created in the workspace Access Levels. The user will gain access to all information (companies, customers, vendors, price lists, jobs and so on) assigned to the selected access level or any other

Field	Description
	level below this level in the access level hierarchy. The user also gains access to referring to this information, meaning that not only can the user see information about, for example, a given customer in the workspace Customer Information Card, but the user can also specify the customer on a sales order. In some cases, you need direct or indirect access to several pieces of information to see a given piece of information in a workspace. This functionality is described in further detail in the section “Introduction to the Access Control System” in the beginning of this chapter. You can only grant a user access to an access level to which you have access yourself. However, the user Administrator can grant users access to any access level. Furthermore, you cannot specify an access level of the type “User Specific,” as these access levels can only be assigned automatically as a result of selecting the action “Create New Users.” Nor is it possible to assign a user directly to a level of the type “Access List.” If you want a user to have access to a level of this type, you must assign the user to a parent level of the access list in question.
Description	This field shows the description of the access level. The field is transferred from the workspace Access Levels, and the field cannot be changed here.

Show Itemized User Access Level Single Dialogs Workspace

Use this workspace to review user access levels and the users who have access to each level.

List of Itemized User Access Levels Tab

This section includes the fields and descriptions for the List of Itemized User Access Levels tab.

Level Island

Field	Description
Access Level	This is the name of the access level the user is assigned to.
User Name	This is the name of the user assigned to the access level.

Show Security Log Single Dialogs Workspace

Use this workspace to review or print a log of all of the user actions that have affected Maconomy's security for a period that you specify.

Maconomy records the action, the date and time of the action, and the user who is responsible for the action.

Maconomy records the following events:

- Changes to Maconomy's internal date (for example, if a user has backdated the computer's system date)
- Entry of an unknown user name at Maconomy start-up
- Entry of an incorrect password at Maconomy start-up
- Password changed from the Change Password workspace
- Password reset from the Reset Password workspace
- Login attempted using a user name whose validity period has not yet begun
- Login attempted using a user name whose validity period has expired
- Login attempted using a user name whose password has been blocked

Show Security Log Tab

This section includes the fields and descriptions for the Show Security Log tab.

Selection Criteria Island

Field	Description
Date	Here you specify a range of dates. Maconomy only shows actions recorded within this range. You must enter a range of dates.
User	Here you enter a range of users. Maconomy only shows actions by users within this range. Note that unknown user names also must be within this range. If you leave the field blank, Maconomy shows all user actions recorded within the given date range.
Control Type	Select which type of action to see in the sub-tab.

Security Logs Sub-Tab

This section includes the fields and descriptions for the Security Logs sub-tab.

Field	Description
Date	This is the date the action was recorded in the security log. The actions are sorted by date and time.
Time	This is the time of day the action was recorded in the security log. The actions are sorted by date and time.
Control Type	This is the type of action recorded. You can select among five types in the pop-up field in the tab. The actions are described below:

Field	Description
	▪ System Date Changed — This indicates that a user has backdated the computer's system date and then worked in Maconomy. The change is recorded regardless of whether Maconomy was operating when the date was changed. ▪ Unknown User — This indicates that a user entered an unknown user name at Maconomy start-up. An unknown user name is a name that has not been created in the workspace Users. Maconomy does not record the "Unknown User" name. ▪ Wrong Password — This indicates that a user has not entered the correct password at Maconomy start-up. Passwords are assigned to user names in the workspace Change Password. Maconomy records the user name. ▪ Password Reset — This indicates that a password has been reset in the workspace Reset Password. Maconomy records the name of the user whose password has been reset and the name of the user who reset the password. ▪ Password Changed — This indicates that a password has been changed in the workspace Change Password. Maconomy records the name of the user whose password has been changed. ▪ User Name Not Activated — This indicates that a user has attempted to log on using a user name whose validity period has not yet begun. The validity period of a user is specified in the workspace Users. Maconomy records the user name. ▪ User Name Expired — This indicates that a user has attempted to log on using a user name whose validity period has expired. The validity period of a user is specified in the workspace Users. Maconomy records the user name. ▪ User Name Blocked — This indicates that a user has attempted to log on using a user name whose access code has been blocked. Access codes are blocked and unblocked in the workspace Users. Maconomy records the user name.
Username	This is the name of the user.
Description	This is a description of the control type.

Approval Section

Use this section to learn about Approval workspaces.

Introduction to Approval Hierarchies

In a company, you often need to be able to manage the approval of vendor invoices or expense sheets before making payments.

An example could be that if an employee wants to purchase a service, the employee's supervisor must approve the purchase order before it can be assigned to a vendor invoice by the bookkeeping department.

In certain cases, it might also be necessary for more than one person to approve an expense sheet, a purchase order, or the allocation lines of a vendor invoice. An example could be that you want expenses that exceed a certain amount to be approved by the supervisor of the employee who enters the expense, as well as by the department manager. Another example could be that expenses that are related to a certain job are always to be approved by the job's project manager and by the supervisor of the employee who entered the expense.

Approval is of crucial importance to the processing of expense sheets, purchase orders, and vendor invoices. You can only print and assign a purchase order to a vendor invoice when the purchase order has been fully approved. In addition, only approved purchase orders are included in the financial commitment accounts.

For expense sheets that use approval by approval hierarchies, this approval overrules the approval of a supervisor. This means that if you specify for a job that the supervisor must approve expense sheets, you can only post an expense (and settle it) when it has been fully approved by all of the people in the relevant approval hierarchy. If approval by the project manager for a given job is also required, the project manager must also approve the current line of an expense sheet before you can post it. The project manager's approval is performed without the use of approval hierarchies.

The approval principles are described in more detail in the Jobs workspace in the Job Cost module.

In Maconomy, the need for a specific approval procedure is handled by approval hierarchies. An approval hierarchy is a set of rules that determine who can approve the following, based on assigned allocation lines that match certain conditions: expense sheet, purchase order, vendor invoice, draft invoice, job budget, time sheet, vendor, company vendor, customer, company customer, employee, and user information.

Setting up an Approval Hierarchy

An approval hierarchy applies to allocation lines of the items listed above. Because the functionality is identical for these types of approval hierarchies, the term "expense sheet" is used for the types of entries in the following description.

An approval hierarchy is a number of lines in the Approval Hierarchies workspace. For each line you specify a selection criterion and a person. This means that the person who is specified on the line in question must approve an expense sheet that matches the selection criterion specification on a given line. An expense sheet can match several selection criterion specifications in the same approval hierarchy. If that is the case, all respective persons must approve the expense sheet before it is considered to be fully approved.

The selection criterion specification on an approval hierarchy line is a predefined selection criterion specification that you create in the Selection Criterion Specification workspace. The person who is to approve expense sheets that match the current selection criterion specification is either a specific employee or a reference to an employee who is assigned a certain function. The reference might be, for example, the supervisor of the person who submits the expense sheet or the project manager on the job to which the current expense sheet is assigned.

The following example illustrates a simple approval hierarchy. The selection criterion specifications in the example are named according to the expense sheets that they contain. See

the description of the Selection Criterion Specification workspace for more information about how to set up selection criterion specifications:

Selection Criterion Specification	Approver	Approver Reference
Amount <= 1,000		Submitter
Amount > 1,000		Submitter's supervisor
Amount > 10,000	1044	

When an expense sheet amounts to USD 1,000 or less, only the person who submits it must approve it. The submitter's supervisor must approve any expense sheets that amount to more than USD 1,000. Employee no. 1044 and the submitter's supervisor must always approve amounts of more than USD 10,000 (no matter who submitted the expense sheet), because the expense sheet also matches the selection criterion specification on line 2.

For each approval hierarchy you can specify whether the approval of expense sheets that are to be approved by several persons (that is, the expense sheet matches more than one line in an approval hierarchy) is to be made in a certain order or if the approval is to be performed in any order. By specifying that approval is to be performed in a certain order, for example, you ensure that approval is always begun at the lower level in the organization before escalating to the higher levels in the organization.

If you use approval hierarchies, all expense sheets must be approved by means of an approval hierarchy; thus, an approval hierarchy line that consists of the submitted expense sheets must always be found. Expense sheets that do not match any of the selection criterion specifications in an approval hierarchy cannot be submitted because Maconomy issues an error message when submission is attempted.

Several Approval Hierarchies

The approval procedure can often vary among the companies in a multi-company model. For example, there might be a more restrictive need for approvals in one company than in another, or some companies might have different approval functions to be supported by the approval hierarchies.

An example could be that one company in the organization wants expense sheets to be approved by several persons, depending on the size of the amount, whereas another company always wants the manager of the company to approve expense sheets regardless of the size of the amount.

In Maconomy, you can handle this in the Approval Hierarchies workspace by creating separate approval hierarchies for the different approval procedures to be used.

In the Approval Hierarchy Selection workspace you can specify a range of conditions that determine when an approval hierarchy is to be used. In the Approval Hierarchy Selection workspace you can then specify a specific set of rules to be applied to approval hierarchies for purchase orders, a specific set of rules to be applied to approval hierarchies for expense sheets, and a specific set of rules to be applied to approval hierarchies for vendor invoices and assigned allocation lines. If you create one or more lines in the Approval Hierarchy Selection Lines sub-tab for each of these hierarchy selection types, all purchase orders, expense sheets, and vendor invoices must be approved via an approval hierarchy. If you do not define any hierarchy selection lines, no approval hierarchies are used for the current type of transaction, and the approval must

be performed based on a procedure that is specific to purchase orders, expense sheets, or vendor invoices. For more information about approvals without using approval hierarchies see "Other Approval Procedures."

A set of rules consists of a number of lines in the Approval Hierarchy Selection Lines sub-tab of the Approval Hierarchy Selection workspace. For each line, you provide a selection criterion specification and an approval hierarchy; this means that an expense sheet that matches the selection criterion specification on a given line must be approved through the approval hierarchy that is specified on the current line. The selection criterion specification here is also a selection criterion specification that you created in the Selection Criterion Specification workspace. The approval hierarchy is a hierarchy that you created in the Approval Hierarchies workspace.

When you submit an expense sheet, Maconomy first checks which selection criterion specification in the Approval Hierarchy Selection workspace the current expense sheet matches. Next, Maconomy determines the holders of approval in the approval hierarchy specified for the selection criterion specification in question.

If an expense sheet matches several selection criterion specifications in the Approval Hierarchy Selection workspace, Maconomy uses the hierarchy that you defined for the selection criterion specification in the upper line of the sub-tab. If the approval hierarchy selection consists of several selection criterion specifications that can include the same expense sheets, you should put the most specific selection criterion specifications in the upper lines of the sub-tab, followed by selection criterion specifications that have more broad criteria. This enables you set up a process where an expense sheet flows through the most narrow selection criterion specifications until it reaches a selection criterion specification that it matches.

Using approval hierarchies requires that all expense sheets are approved by means of an approval hierarchy; as a result, Maconomy must always find an approval hierarchy selection line that consists of the submitted expense sheet. Expense sheets that you do not put within any of the selection criterion specifications in an approval hierarchy cannot be submitted because Maconomy issues an error message when expense sheet users try to submit them.

One way to ensure that all expense sheets can be submitted is to put a line that contains a selection criterion specification that covers all expense sheets in the lower part of the Approval Hierarchy Selection Lines sub-tab, and select an approval hierarchy for expense sheets that do not match the conditions of any of the selection criterion specifications that you entered in the upper part of the sub-tab.

The following example illustrates how Maconomy selects the relevant approval hierarchy via the Approval Hierarchy Selection workspace. As in the previous example, the selection criterion specifications are named according to the expense sheets that they contain. See the description of the Selection Criterion Specification workspace for more information about the setup of selection criterion specifications.

In the Approval Hierarchy Selection workspace, you create the following lines in the set of rules for expense sheets:

Line No.	**Selection Criterion Specification**	**Approval Hierarchy**
1	Expense sheets assigned to company no. 1 and job no. 1050	AH3
2	Expense sheets assigned to company no. 1	AH2

3	Expense sheets assigned to company no. 2	AH1

Employees create and submit the following expense sheets:

Expense sheet No.	Company No.	Job No.
2100	2	2486
1100	1	1050
1101	1	1091

Because it applies from expense sheet no. 2100, this expense sheet matches the selection criterion specification on line 3 in the approval hierarchy selection. This means that this expense sheet is approved by means of approval hierarchy AH1.

Due to its company and job specification, expense sheet no. 1100 matches the selection criterion specification on line 1; however, because the selection criterion specification on line 2 only contains the condition that the expense sheet must be assigned to company no. 1, this expense sheet also matches that selection criterion specification. Maconomy thus selects the upper of these lines, which means that expense sheet no. 1100 is to be approved by means of approval hierarchy AH3.

Finally, expense sheet no. 1101 matches the selection criterion specification on line 2 in the approval hierarchy selection and is therefore to be approved by means of approval hierarchy AH2.

Approval Procedure

When someone submits an expense sheet, Maconomy checks which approval hierarchy is to be used to determine the persons who must approve that expense sheet. In this hierarchy, Maconomy then finds the lines whose selection criterion specification is matched by the expense sheet and creates an approval line.

Maconomy then transfers the number of the employee who is specified as the approver on the hierarchy line that resulted in the approval line to each approval line. You can identify the approver by either a specific employee number or a given reference. Thus, Maconomy can, for example, use the employee number of the project manager of the job to which the expense sheet is assigned.

An approval line thus corresponds to a person (or personal function) who is to decide on the approval of the expense sheet. If approval is to be performed in a certain order in the current approval hierarchy, Maconomy ensures that if one or more persons (or functions) must approve an expense sheet before you are supposed to, you cannot make your decision on the expense sheet until the persons (or functions) who precede you in the approval order have completed their approval/denial task.

The Approval sub-tab of the Approvals workspace displays a listing of a number of approval lines that you should make a decision on. You can choose whether Maconomy displays only the approval lines that you should approve. You can then select each of these lines as approved, released, or rejected.

If you reject an approval line for an expense sheet, Maconomy rejects the entire expense sheet, regardless of whether other employees approved other approval lines for the same expense sheet. The release of a line corresponds to neither approving nor rejecting the expense sheet, but

letting approval be made by another approver in the hierarchy. This means that Maconomy only sees the line as approved if another employee approved any other approval line that is related to the same expense sheet. Among other things, the rejection of a purchase order means that you cannot print it or assign it to a vendor invoice. The consequences of rejecting a vendor invoice or an expense sheet can be that the invoice or the sheet cannot be posted, depending on the approval principle selected for supervisors' and project managers' approval of the job in question in the Jobs workspace. See the description of the fields in the Approval island for more information about the consequences of the approval principles.

When you have appropriately identified all of the approval lines in the Approval Hierarchy Selection Lines sub-tab, you use the **Carry out Approval** action. Maconomy then changes the approval status of those lines.

When all approval lines for an expense sheet have been approved, or when at least one line has been approved and the remaining lines have been released, the expense sheet is fully approved. At least one person is always to either approve or reject the current expense sheet, which means that if all other approval lines for an expense sheet have been released, the last line must be approved or rejected.

In the Approvals workspace you can also see approval lines that are to be approved by other employees (to the extent that you have been granted access in Maconomy's Access Control System). However, you cannot approve, release, or reject these lines because only the employee who is responsible for the approval of the respective lines can do that. A listing of the approval lines to be approved by other employees does, however, enable you to see how far an expense sheet has gone in the approval procedure.

You can approve expense sheets one by one using the Action menu in the Expense Sheets workspace. Approving, releasing, or rejecting an expense sheet in the Expense Sheets workspace corresponds to approving, releasing, or rejecting an approval line on which you are specified as an approver in the Approvals workspace. In the Expense Sheets workspace, Maconomy also checks that the order in which the approval is performed complies with the rules of the hierarchy in question.

You can approve vendor invoices and invoice allocation lines using the Action menu in the Vendor Invoices, Invoice Allocation, and Reallocate Invoices workspaces, based on the functionality that corresponds to that of expense sheets. This functionality also applies to purchase orders, which you can approve in the Purchase Orders workspace in the A/P module.

Other Approval Procedures

You can choose whether or not you want to use the approval hierarchy functionality. You can choose to use approval hierarchies for only purchase orders, or expense sheets, or vendor invoices; both purchase orders, expense sheets; and vendor invoices; or none of these.

Even if you do not use approval hierarchies, each purchase order, expense sheet, and vendor invoice must go through an approval procedure that is specific to purchase orders, expense sheets, vendor invoices, and allocation lines, respectively.

When someone submits a purchase order, an employee must approve it in the Purchase Orders workspace. Any employee can perform this approval can be performed, because the only condition for approving purchase orders (when you do not use approval hierarchies) is that the current user has been granted access to approving purchase orders. You grant this access in the Actions workspace.

When someone submits a vendor invoice, an employee must approve it in the Vendor Invoices workspace. Any employee can perform this approval, because the only condition for approving

vendor invoices that does not have allocation lines (when you do not use approval hierarchies) is that the current user has been granted access to approving purchase orders. You grant this access in the Actions workspace. If you create allocation lines for a vendor invoice, you must also submit and get approval for the allocation, a procedure that also applies to the reallocation of vendor invoices. You can submit and get approval for allocations and reallocations in the Invoice Allocation and Reallocate Invoices workspaces, respectively.

When you do not use approval hierarchies for expense sheets, the approval by supervisor must be performed by means of the **Approve** action in the Expense Sheets workspace. The setup of a job determines whether approval by supervisor is necessary or allowed, just as the setup of the job determines whether expense sheet lines are to be approved in the Approve Expense Sheet Lines workspace. See the description of the Approval island in the Jobs workspace for more information about the approval of expense sheets when you do not use approval hierarchies.

Approval Groups Single Dialogs Workspace

Use this workspace to enter information about the approval group in the Approval Group tab and related approval tasks that are currently valid in the Approval Line sub-tab.

For example, perhaps you set up an approval so that both lines and the header must be approved. The approval group in this case would be the grouping of all approval tasks that belong to the approval.

Approval Group Tab

This section includes the fields and descriptions for the Approval Group tab.

Approval status Island

This island shows the status of the approval.

Approval Object Island

Field	Description
Job No.	This field shows the number of the job that is associated with the approval object.
Job Budget Type	This field shows the budget type of the job that is associated with the approval object.
Job No.	copy to come
Job Budget Type	copy to come
Revision Remark 1-2	This field displays any revision remarks assigned to the latest revision of the approval object.
Amount Excl. Tax	This field shows the value excluding tax of the approval object.

Field	Description
Amount Incl. Tax	This field shows the value including tax of the approval object.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Approval Object	This field shows the approval object of the line. As standard this can be either Header or Line.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. The field only applies, if the field “Level Prioritized” has been marked in the tab of the related approval hierarchy.
Effective	The actual approvals are the ones that are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Deadline	This field shows the deadline by which the approval must be completed.
Approver	This field shows the Employee number of the Approver of the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, please see the description for “Approver Reference” in the workspace “Approval Hierarchies.”
Substitute	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the field “Substitute'” for the workspace “Approval Hierarchies.”
Substitute Reference	This field will show the reference type of a substitute approver if one has been specified on the approval object.
Approval Status	This field shows the approval status of the current line. The value in the field 'New Approval Status' is transferred to this field when you select the action 'Execute Approval'. This field cannot be changed manually.
New Approval Status	In this field you can enter the status you wish to assign to the current approval object line when you select the action “Execute Approval.” The available statuses are “Approved,” “Rejected,” and “Released.”
Remarks	This field shows any remarks concerning the current approval object line entered by the employee when approving or rejecting the current line.

Field	Description
Approved or Rejected by	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Selected by	This field show the user who changed the field “New approval status” until the new approval status is approved (by selecting the action “Execute Approvals”).
Approval No.	This field displays the related approval number for the current approval object line. The number is increased every time the approval group is submitted.
Approver (Employee No.)	This field displays the employee number of the approver of the approval object.
Approver Name	If an employee number has been specified in the “Approver” field, this field shows the name of the employee in question.
Substitute (Employee No.)	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the field “Substitute” for the “Approval Hierarchies” window.
Substitute Name	This field will show the employee name of a substitute approver if one has been specified on the approval object.

Actions

This section shows the Actions available in the Approval Groups workspace.

Top Tab

Field	Description
Mark all for approval	When you select this action, all approval object lines in the sub-tab are marked for approval. This means that the value in the field “New Approval Status” is set to the value “Approved” on all lines.
Mark all for release	When you select this action, all approval object lines in the sub-tab are marked for release. This means that the value in the field “New Approval Status” is set to the value “Released” on all lines. This action can only be used if the field “Trans. Non-Appr. Time Sheets” has been marked in the workspace System Information, and the current user has access to transferring expense sheets as specified in the workspace Actions.

Field	Description
	The employee specified as the project manager for the current job, however, always has the right to release time sheets for the employee in question.
Mark all for rejection	When you select this action, all approval object lines in the sub-tab are marked for rejection. This means that the value in the field “New Approval Status” is set to the value “Rejected” on all lines.
Unmark all	When you select this action, all approval object lines covered by the selection criteria are unmarked for approval. This means that the check mark in the field “Approve” is removed for all entries in the sub-tab.
Execute approval	When you select this action, all lines with status indications in the field “New Approval Status” are put into effect. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The field “Approval Status” is updated with the value of the field “New Approval Status.” Please see the description of the field “New Approval Status” for more information about the effect of the different status indications.
Approve all	Use this action to select all approval lines (applicable for change by the current user) and carry out the approval for all these lines.
Reject all	Use this action to reject all approval lines (applicable for change by the current user) and carry out the rejection for all these lines.
Reset all	Use this action to reset all approval lines (applicable for change by the current user) and carry out the reset for all these lines.

Approval Objects Single Dialogs Workspace

Use this workspace to see information about the approval object in the Approval Object tab and related approval tasks in the Approval Line sub-tab.

For example, if you set up the approval so that both lines and the header must be approved, there is an approval object for each of the lines and an approval object for the header.

Approval Object Tab

This section includes the fields and descriptions for the Approval Object tab.

Approval Type Island

Field	Description
Approval Type	This field shows the type of approval that the approval object relates to ; Purchase Orders, Expense Sheets, or Vendor Invoices.
Approval Relation	This field shows the relation used in connection with the type of registration. The available values as standard are Purchase Order,

Field	Description
	Purchase Order Line, Expense Sheet, Expense Sheet Line, Vendor Invoice, and Invoice Allocation Line.
Approval No.	This field displays the approval number for the current approval object. This number is system generated and depending on system setup, is based on the company number that the registrations are associated with.
Approved For Level	This shows the next approval level.
Effective	The actual approvals are the ones that are marked as effective. Ineffective approval headers and lines show the history.
Approval Status	This field shows the approval status of the current approval object: “Approved,” “Rejected,” or “Released.”
Approval Status, Reason	If the Approval Status has been marked as “Rejected,” any comment entered as a reason for rejection will be displayed in this field.
Submitted	This field shows the name of the employee who submitted the current approval object.
Reopened	If the approval object has been reopened, this field shows the name of the employee that completed the action.

Approval Hierarchy Island

Field	Description
Approval Hierarchy No.	This field shows the approval hierarchy number that the approval object is governed by.
Level Prioritized	This field, if marked, indicates that the relating approval hierarchy is level prioritized. For more information, see the description of “Level Prioritized” for the workspace “Approval Hierarchies.”
May be approved by supervisor	This field, if marked, indicates that the relating approval hierarchy allows the current approval object to be approved by a supervisor, as determined on the approver's Employee card.
Company No.	This field shows the company number that the related approval hierarchy applies to.

Approval Object Island

Field	Description
Amount Excl. Tax	This field shows the value excluding tax of the approval object.
Amount Incl. Tax	This field shows the value including tax of the approval object.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. The field only applies if the field “Level Prioritized” has been marked in the tab of the related approval hierarchy.
Effective	The actual approvals are the ones that are marked as effective. Ineffective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Deadline	This field shows the deadline by which the approval must be completed.
Approver	This field shows the employee number of the Approver of the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, please see the description for “Approver Reference” in the workspace “Approval Hierarchies.”
Substitute	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the field “Substitute” for the workspace “Approval Hierarchies.”
Substitute Reference	This field will show the reference type of a substitute approver if one has been specified on the approval object.
Approval Status	This field shows the approval status of the current line. The value in the field “New Approval Status” is transferred to this field when you select the action “Carry Out Approval.” This field cannot be changed manually.
New Approval Status	In this field you can enter the status you wish to assign to the current approval object line when you select the action “Execute Approval.” The available statuses are “Approved,” “Rejected,” and “Released.”
Remarks	This field shows any remarks concerning the current approval object line entered by the employee when approving or rejecting the current line.
Approved or Rejected by	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time when the current line was approved.

Field	Description
Selected by	This field shows the user who changed the field “New approval status” until the new approval status is approved (by selecting the action “Execute Approvals”).
Approver (Employee No.)	This field displays the employee number of the approver of the approval object.
Approver Name	If an employee number has been specified in the “Approver” field, this field shows the name of the employee in question.
Substitute (Employee No.)	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the field “Substitute” for the “Approval Hierarchies” window.
Substitute Name	This field will show the employee name of a substitute approver if one has been specified on the approval object.

Approvals Single Dialogs Workspace

Use this workspace to approve, line by line, purchase orders, expense sheets, vendor invoices, and other entries.

You can approve, release, or reject a line. If you reject a line, the entire entry is rejected. If you release a line, it moves on to the next person in the approval hierarchy. An entry is not fully approved until all lines are approved, or until at least one line has been approved, and the remaining lines have been released.

When someone submits an object for approval, Maconomy creates an approval line for each line in the relevant approval hierarchy that defines a selection criterion specification that the current object for approval matches. In this way, an approval line corresponds to a person (or personal function) who must make a decision about the current object for approval.

You can reject, release, or approve an approval line.

If you reject an approval line for an object for approval, the entire object is rejected, regardless of whether other employees have approved other approval lines for the same object. If you release a line the object for approval is neither approved nor rejected; it is sent on to another approver in the hierarchy. As a result, Maconomy sees the line is as approved only if another employee approved any other approval lines that are related to the same object for approval. Among other things, rejecting an object means that it cannot be printed or assigned to a vendor, and that it is not included in the financial commitment accounts. The consequences of rejecting an object can cause that object to be unpostable.

An object for approval is not fully approved until all lines have been approved, or until at least one line has been approved, and the remaining lines have been released. At least one person must always either approve or reject the object for approval, which means that if all other approval lines for an object have been released, the last line must be approved or rejected.

For this workspace, the Approval Groups workspace, and the Approval Objects workspace, you can specify a range of approval lines; in the Approval Groups and the Approval Objects

workspaces, the sub-tabs display the approval lines that match the specified selection criterion specification.

In the sub-tab, you can then select lines for rejection, release, or approval. After selecting all of the lines in the sub-tab, you use the **Carry Out Approval** action and Maconomy changes the approval status of those lines.

You can see approval lines to be approved by employees other than you. However, you cannot approve, release, or reject these lines as this action is only to be carried out by the employee responsible for the approval of the current line (or a substitute, if any). A listing of the approval lines to be approved by other employees does, however, offer you the possibility of seeing how far an object for approval is in the approval procedure.

See "Introduction to Approval Hierarchies" for further information about creation of approval lines and approval hierarchies.

Approval Tab

This section includes the fields and descriptions for the Approval tab.

Approval Type Island

Field	Description
Approval Type	This field shows the type of approval that the approval task relates to ; Purchase Orders, Expense Sheets, or Vendor Invoices.
Approval Relation	This field shows the relation used in connection with the type of registration. The available values as standard are Purchase Order, Purchase Order Line, Expense Sheet, Expense Sheet Line, Vendor Invoice, and Invoice Allocation Line.

Approval Object Island

Field	Description
Amount Excl. Tax	This field shows the value excluding tax of the approval object.
Amount Incl. Tax	This field shows the value including tax of the approval object.

Approval Hierarchy Island

Field	Description
Approval Hierarchy No.	This field shows the approval hierarchy number that the approval object is governed by.
Approval Hierarchy Line	This field shows the approval hierarchy line number that the approval object is governed by.

Field	Description
Approval No.	This field displays the approval number for the current approval task.
Line No.	This field shows the line number of the approval hierarchy that the current approval task relates to.
Level	This field shows the level of the approval hierarchy that the approval task relates to, and thus the order in which they are to be approved. The field only applies if the field “Level Prioritized” has been marked in the tab of the related approval hierarchy.

Approval Status Island

Field	Description
Approver	This field shows the employee number of the approver of the approval task.
Substitute	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the field “Substitute” for the workspace “Approval Hierarchies.”
New Approval Status	In this field you can enter the status you wish to assign to the current approval task. Pressing enter updates the current task with the new approval status.
Approval Status	This field shows the approval status of the current line. The value in the field “New Approval Status” is transferred to this field when you update the workspace. This field cannot be changed manually.
Remarks	This field shows any remarks concerning the current approval object line entered by the employee when approving or rejecting the current line.
Approved or Rejected by	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time when the current line was approved.
Selected by	This field show the user who changed the field “New approval status” until the new approval status is approved (by selecting the action “Execute Approvals”).
Effective	The actual approvals are the ones that are marked as effective. Ineffective approval headers and lines show the history.
Active	This field shows whether or not the approval task is currently active.

Field	Description
Deadline	This field shows the deadline by which the approval must be completed.

Approval Changes Single Dialog Workspace

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Approval Change Header Tab

This section includes the fields and descriptions for the Approval Change Header tab.

Approval Type Island

Field	Description
Approval Type	This field shows the Type of approval object that has been changed.
Approval Relation	This field shows the relation used in connection with the type of registration. The available values as standard are Purchase Order, Purchase Order Line, Expense Sheet, Expense Sheet Line, Vendor Invoice, and Invoice Allocation Line.
Changed by	This field shows the name of the user who made the change to the approval object. Changed on, date This field shows the date when the change to the approval object was made. Changed on, time This field shows the time when the change to the approval object was made.
Changed Before First Submission	This field shows whether the change to the approval object was made before or after any registrations covered by the Approval Hierarchy were made. If the change was made before, this checkbox will be marked. If the change was made after, this checkbox will be blank.

Selection Criteria Island

Field	Description
Show derived changes	This checkbox, if marked, will show any information lines in the sub-tab that are derived from changes to other approval objects.
Show changes not requiring re-approval	This checkbox, if marked, will show any information lines in the sub-tab that have been made to approval hierarchy lines that do not require reapproval.

Approval Object Island

Field	Description
Amount Excl. Tax	This field shows the value excluding tax of the approval object.
Amount Incl. Tax	This field shows the value including tax of the approval object.

Approval Change Line Sub-Tab

This section includes the fields and descriptions for the Approval Change Line sub-tab.

Field	Description
Relation Name	This field shows the relation name of the line that has been changed.
Field Name	This field shows the field name that has been changed.
Old value	This field shows the value of the field before the change was made.
New value	This field shows the new value to which the field has been changed.
Derived Change	This checkbox is selected if the change is a result of changes to a related hierarchy.
Approval Mandatory	This checkbox is selected if the change made requires mandatory approval.

Employee Approvals Single Dialogs Workspace

Use this workspace to review, by employee, all outstanding approvals that are needed for objects for approval.

Employee Tab

This section includes the fields and descriptions for the Employee tab.

Employee Information Island

Field	Description
Employee	This field shows the name and number of the employee to whom the approval tasks in the sub-tab are assigned.
Phone	This field shows the primary phone number of the current employee. The field is for reference only.

Field	Description
Mobile	This field shows the primary mobile phone number of the current employee. The field is for reference only.
E-mail	This field shows the e-mail address of the employee. The field is for reference only.
Position	This field shows the employee's position. The field is for reference only.
Employee Type	This field shows the employee's type. The field is for reference only.

Related Contacts Island

Field	Description
Supervisor	This field shows the employee number of the current employee's supervisor. The field is for reference only.
Absence Approver	This field shows the employee number of the employee who is responsible for approving absence for the current employee. The field is for reference only.

Legend Island

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Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Level	This field shows the level of the approval hierarchy that the approval task relates to, and thus the order in which they are to be approved. The field only applies if the field "Level Prioritized" has been marked in the tab of the related approval hierarchy.
Effective	The actual approvals are the ones that are marked as effective. Ineffective approval headers and lines show the history.
Active	This field shows whether or not the approval task is currently active.
Deadline	This field shows the deadline by which the approval must be completed.
Approver	This field shows the employee number of the approver of the approval task.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, please see the description for "Approver Reference" in the workspace "Approval Hierarchies."

Field	Description
Substitute	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the field “Substitute” for the workspace “Approval Hierarchies.”
Approval Status	This field shows the approval status of the current line. The value in the field “New Approval Status” is transferred to this field when you update the workspace. This field cannot be changed manually.
New Approval Status	In this field you can enter the status you wish to assign to the current approval task. Pressing enter updates the current task with the new approval status.
Remarks	This field shows any remarks concerning the current approval object line entered by the employee when approving or rejecting the current line.
Approved or Rejected by	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time when the current line was approved.
Selected by	This field show the user who changed the field “New approval status” until the new approval status is approved (by selecting the action “Execute Approvals”).
Approval No.	This field displays the related approval number for the current approval object line. The number is increased every time that the approval group is submitted.
Approver (Employee No.)	This field displays the employee number of the approver of the approval object.
Approver Name	If an employee number has been specified in the “Approver” field, this field shows the name of the employee in question.
Substitute (Employee No.)	This field will show the employee number of a substitute approver if one has been specified on the approval object. For more information on this field, please see the description of the field “Substitute” for the “Approval Hierarchies” window.
Substitute Name	This field will show the employee name of a substitute approver if one has been specified on the approval object.
Amount Excl. Tax	This field shows the value excluding Tax of the approval object.
Amount Incl. Tax	This field shows the value including Tax of the approval object.

Current Employee Approvals Workspace

Use this workspace to view all available lines that require your approval.

This workspace provides information about the following approval objects:

- Time Sheets
- Time Sheet Lines
- Expense Sheets
- Expense Sheet Lines
- Purchase Orders
- Purchase Order Lines
- Vendor Invoices
- Vendor Invoice Allocation Lines
- Draft Invoices
- Job Budgets
- Employees
- Jobs
- Customers
- Company Customers
- Customers and Company Customers

The Approval Counters, No. of Approvals island shows how many lines per approval object is available for approval.

Selection criteria is available to enable you to filter what approvals to view. You can choose to view approvals by employee or job. You can also choose to view rejected lines, non-active lines, or only lines for which you are the substitute approver or super approver.

Current Employee Approvals Tab

This section includes the fields and descriptions for the Current Employee Approvals tab.

Current Employee Info island

Field	Description
Current Employee No.	This field shows the employee number for the currently logged in user.
Employee	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field shows the selected employee's employee type.

General Selection Criteria island

Field	Description
Show Rejected Lines	Select this check box to show rejected lines.
Show Non-Active Lines	Select this check box to show approval items that are inactive.
Job	Select or enter a job to view only the lines related to it.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display the number of approval items where you are the designated approver.

Field	Description
Show Substitute Lines	Select this check box to display the number of approval items where you are the designated substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to display the number of approval items where you are the designated super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display the total number of approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select whether to show all approval items that can be approved by any user.

Approval Type, Count Approvals for island

Field	Description
Time Sheets / Time Sheet Lines	Select this check box to display the total number of time sheets or time sheet lines that require approval. The number of time sheet lines requiring approval depends on the job entered in the selection criteria.
Expense Sheets / Expense Sheet Lines	Select this check box to display the total number of expense sheets or expense sheet lines that require approval. This also depends on the job entered in the selection criteria.
Purchase Orders / Purchase Order Lines	Select this check box to display the total number of purchase orders or purchase order lines that require approval. This also depends on the job entered in the selection criteria.
Vendor Invoices / Vendor Invoice Allocation Lines	Select this check box to display the total number of vendor invoices or invoice allocation lines that require approval. This also depends on the job entered in the selection criteria.
Draft Invoices	Select this check box to display the total number of draft invoices that require approval. This also depends on the job entered in the selection criteria.
Job Budgets	Select this check box to display the total number of job budgets that require approval. This also depends on the job entered in the selection criteria.
Job Quotes	Select this check box to display the total number of job quotes that require approval. This also depends on the job entered in the selection criteria.
Jobs	Select this check box to display the total number of jobs that require approval.
Employees	Select this check box to display the total number of employee records that require approval.
Customers	Select this check box to display the total number of customer records that require approval.
Company Customers	Select this check box to display the total number of customer records that require approval.
Customers and Company Customers	This field shows the total number of customer and company customer records that require approval.

Current Employee Approvals API Workspace

This workspace enables you to select various fields to customize how you view approval items in Touch.

This workspace provides information about the following approval objects:

- Time Sheets
- Time Sheet Lines
- Expense Sheets
- Expense Sheet Lines
- Purchase Orders
- Purchase Order Lines
- Vendor Invoices
- Vendor Invoice Allocation Lines
- Draft Invoices
- Job Budgets
- Employees
- Jobs
- Customers
- Company Customers
- Customers and Company Customers
- Absence
- Allowance

The various counters in the workspace show how many lines per approval object is available for approval.

Selection criteria is available to enable you to filter what approvals to view. You can choose to view approvals by employee or job. You can also choose to view rejected lines, non-active lines, or only lines for which you are the substitute approver or super approver.

Current Employee Approvals API Tab

This section includes the fields and descriptions for the Current Employee Approvals API tab.

Current Employee Info island

Field	Description
Current Employee No.	This field shows the employee number for the currently logged in user.
Employee	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field shows the selected employee's employee type.

General Selection Criteria island

Field	Description
Show Rejected Lines	Select this check box to show rejected lines.
Show Non-Active Lines	Select this check box to show approval items that are inactive.
Job	Select or enter a job to view only the lines related to it. **Note:** This is applicable only for selected approval types, as described in the Approval Type, Count Approvals for island.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display the number of approval items where you are the designated approver.

Field	Description
Show Substitute Lines	Select this check box to display the number of approval items where you are the designated substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to display the number of approval items where you are the designated super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display the total number of approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Count for Totals for Approvals with Selected Approver Reference Type and Approval Type island

Field	Description
All with Me as Approver	Select this check box to show all approval items where you are the designated approver.

Field	Description
All with Me as Substitute	Select this check box to show all approval items where you are the designated substitute approver.
All with Me as Super Approver	Select this check box to show all approval items where you are the designated super approver.
All Approvals Available for Me	This field shows the total number of approval items requiring your approval, depending on which check boxes you select in this island. For example, if you have selected both the **All with Me as Substitute** and **All with Me as Super Approver** check boxes, this field displays the sum of those two fields. Additionally, if an approval line has the same approver and substitute approver, it is counted twice in this field. If you have selected only one check box, such as **All with Me as Approver**, this field shows the same value.

All My To-Dos island

Field	Description
All My To-Dos	This field shows the total number of items displayed in the **All Approvals Available for Me** and **All My Rejected Items** fields.

Approver Reference Type (only for items with Approval Hierarchy)

Field	Description
Show Approvable by All Approval Lines	Select this check box to show approval lines with the Approvable by All reference type. This also covers detailed counters from the *Approval Type, Count Approvals for* island and total counters in the *Count for Totals for Approvals with Selected Approver Reference Type and Approval Type* island.

Approval Type, Count Approvals for island

Field	Description
Time Sheets / Time Sheet Lines	Select this check box to display the total number of time sheets or time sheet lines that require approval. The number of time sheet lines requiring approval depends on the job entered in the selection criteria.
Expense Sheets / Expense Sheet Lines	Select this check box to display the total number of expense sheets or expense sheet lines that require approval. This also depends on the job entered in the selection criteria.

Field	Description
Purchase Orders / Purchase Order Lines	Select this check box to display the total number of purchase orders or purchase order lines that require approval. This also depends on the job entered in the selection criteria.
Vendor Invoices / Vendor Invoice Allocation Lines	Select this check box to display the total number of vendor invoices or invoice allocation lines that require approval. This also depends on the job entered in the selection criteria.
Draft Invoices	Select this check box to display the total number of draft invoices that require approval. This also depends on the job entered in the selection criteria.
Job Budgets	Select this check box to display the total number of job budgets that require approval. This also depends on the job entered in the selection criteria.
Job Quotes	Select this check box to display the total number of job quotes that require approval. This also depends on the job entered in the selection criteria.
Jobs	Select this check box to display the total number of jobs that require approval.
Employees	Select this check box to display the total number of employee records that require approval.
Customers	Select this check box to display the total number of customer records that require approval.
Company Customers	Select this check box to display the total number of customer records that require approval.
Customers and Company Customers	This field shows the total number of customer and company customer records that require approval.
Absence	Select this check box to display the total number of absence requests that require approval. **Note:** Absence approval items are not set up with approval hierarchies, so they are counted only when the **Show My Approval Lines** or **All with Me as Approver** check boxes are selected.
Allowance	Select this check box to display the total number of allowance requests that require approval.

Field	Description
	Note: Allowance approval items are not set up with approval hierarchies, so they are counted only when the **Show My Approval Lines** or **All with Me as Approver** check boxes are selected.
Sum of Selected Approval Lines	This field shows the total number of approval lines for all the approval types in this island.

Count for Number of My Rejected island

Field	Description
Time Sheets	Select this check box to display the total number of rejected time sheets.
Expense Sheets	Select this check box to display the total number of rejected expense sheets.
Mileage Sheets	Select this check box to display the total number of rejected mileage sheets.
Purchase Orders	Select this check box to display the total number of rejected purchase orders.
Absence Requests	Select this check box to display the total number of rejected absence requests.
Allowance Requests	Select this check box to display the total number of rejected allowance requests.
All My Rejected Items	This field shows the total number of rejected approval items of each selected approval type in this island.

Approve Job Budgets by Employee

Use this single dialog to approve or reject job budgets.

This workspace supports approvals for project managers and other employee types responsible for approvals (for example, resource managers), and is available on the menu.

Approve Job Budgets by Employee Tab

This section includes the fields and descriptions for the Approve Job Budgets by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.

Field	Description
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field displays the job number to which the current line is associated.
Level	This field displays the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field displays whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field displays whether or not the approval object is currently active.
Approval Status	This field displays the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank

Field	Description
	▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field displays the deadline by which the approval must be completed.
Approved or Rejected by	If the approval object has been approved or rejected, this field displays the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field displays the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field displays the time that the current line was approved.
Approver	This field displays the employee name and number of the designated approver who approved the approval object.
Substitute	This field displays the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field displays the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field displays the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field displays the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field displays the reference type of a super approver if one has been specified on the approval object.
Approver	This field displays the employee number of the employee who approved the current approval object.

Field	Description
Approver Employee Type	This field displays the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field displays the name of the designated substitute approver who approved the approval object.
Approver Reference	This field displays the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field displays the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field displays the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field displays the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field displays the employee reference of the Approver.
Substitute Reference, Relation	This field displays the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field displays the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field displays the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field displays the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field displays the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field displays the designated employee type that can act as super approver on approval objects.

Field	Description
	Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field displays the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field displays the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field displays the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field displays details regarding the latest approval status of the current line.
Current Approval Status	This field displays the latest approval status of the current line.
Last Approved Or Rejected By	If the approval object has been approved or rejected, this field displays the name of the last user who completed the action for the associated approval object.
Last Approval Or Rejection Date	If the approval object has been approved, this field displays the latest date on which the current line was approved.
Last Approval Or Rejection Time	If the approval object has been approved, this field displays the latest time when the current line was approved.
Last Approval Or Rejection Comment	If the approval object has been approved or rejected, this field displays the latest comment for the associated approval object.
Line Can Be Approved By Current User	This field displays whether or not the current line can be approved by the current user.
Current Status	This field displays the latest status of the current line.
Submitted By	This field displays the name of the user who submitted the current line.
Date Submitted	This field displays the date the current line was submitted.

Field	Description
Time Submitted	This field displays the time the current line was submitted.
Submitter	This field displays the employee number of the user who submitted the current line.
Submitter Name	This field displays the name of the user who submitted the current line.
Submitter Position	This field displays the position of the user who submitted the current line.
Submitter E-mail	This field displays the e-mail address of the user who submitted the current line.
Submitter Phone	This field displays the phone number of the user who submitted the current line.
Submitter Mobile	This field displays the mobile number of the user who submitted the current line.
Submitter Company No.	This field displays the company number of the user who submitted the current line.
Submitter Company	This field displays the name of the company to which the user who submitted the current line belongs.
Quotation, New Quote Price	This field displays the total price of the quote or order confirmation specified on the current line. The amount is converted into the relevant job's currency, and is printed as the line total on the quote or order confirmation. This field derives its value from the **New Quote Price** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Invoice Discount %	This field displays the invoice discount percentage given for the job for which you are generating the quote or order confirmation specified on the current line. This field derives its value from the **Invoice Disc.** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Invoice Discount, Currency	This field displays the invoice discount given for the job for which you are generating the quote or order confirmation specified on the current line. This amount is displayed in the job's currency. This field derives its value from the **Invoice Disc.** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Total to Pay, Currency	This field displays the total quote or order confirmation price, in the job's currency. This amount is printed as the grand total on the quote or order confirmation. This field derives its value from the **Balance Due** field under the Quote island of the Quote Editing single dialog workspace.

Field	Description
Quotation Budget Type	This field displays the budget type of the relevant job budget. This field derives its value from the **Budget Type** field under the Budget Island of the Quote Editing single dialog workspace.
Quotation Budget Revision No.	This field displays the revision number of the latest approved revision of the relevant job budget. This field derives its value from the **Revision No.** field under the Budget island of the Quote Editing single dialog workspace.
Quotation Budget Billing Price, Currency	This field displays the budgeted billing price for the relevant job. This amount is displayed in the job's currency, and is the sum of all the amounts on the budget lines of the latest revision of the relevant job budget. This field derives its value from the **Billing Price, Budget** field under the Budget island of the Quote Editing single dialog workspace.
Quotation Deviation From Budget	If the **Check Budget Against Quote** job parameter attribute is set to **yes**, this field displays any deviation between the total budgeted billing price and the quote price. If there is a difference between the two amounts, Maconomy issues an alert when you try to approve the quote. This field derives its value from the **Deviation** field under the Budget island of the Quote Editing single dialog workspace.
Quotation Budget Property 1-3	These fields display the job budget type properties used by companies that handle a large number of job budget types.
Quotation Tax, Currency	This field displays the total tax amount for the quote or order confirmation specified on the current line, in the currency of the relevant job. This field derives its value from the **Tax** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Tax 1, Currency	If multiple tax codes are enabled for the quote, this field displays the same value as the **Tax 1** field under the Quote island of the Quote Editing single dialog workspaces.
Quotation Tax 2, Currency	If multiple tax codes are enabled for the quote, this field displays the same value as the **Tax 2** field under the Quote island of the Quote Editing single dialog workspaces.
Quotation Tax 3, Currency	If multiple tax codes are enabled for the quote, this field displays the same value as the **Tax 3** field under the Quote island of the Quote Editing single dialog workspaces.
Quotation Revision No.	This field displays the current revision number of the quote specified on the current line. This field derives its value from the **Revision No.** field under the Revision island of the Quote Editing single dialog workspace.

Field	Description
Quotation Latest Revision	This check box is selected to indicate that you are looking at the latest revision of a job quote.
Quotation Revision Remark 1-10	These fields display any additional information or remarks provided regarding the current revision of the quote. These fields derive their value from the **Remarks** field/s under the Revision island of the Quote Editing single dialog workspace.
Quotation Instance Key	This field displays the unique identity in the Maconomy database of the current revision of the quote.
Quotation Transaction Timestamp	This field displays the time of creation of the quote. If the quote has been updated, this field displays the time of the latest revision.
Quotation Time Unit	This field displays the time unit used for the job specified on the quote.
Quotation Time Unit Factor	This field displays the factor between the time registration unit for the job and the hours per man day on the job.
Quotation Submitted	This field indicates whether the quote specified on the current line has been submitted.
Quotation Submitted by	This field displays the name of the user who submitted the quote specified on the current line.
Quotation, Date Submitted	This field displays the date the quote specified on the current line was submitted.
Quotation Approved	This field indicates whether the quote specified on the current line has been approved.
Quotation Approved by	This field displays the name of the user who approved the quote specified on the current line.
Quotation, Date Approved	This field displays the date the quote specified on the current line was approved.
Quotation Reopened	This field indicates whether the quote specified on the current line has been reopened.
Quotation Reopened by	This field displays the name of the user who reopened the quote specified on the current line.

Field	Description
Quotation, Date Reopened	This field displays the date the quote specified on the current line was reopened.
Project Manager No.	This field displays the project manager number of the project manager assigned to the job specified on the quote.
Project Manager	This field displays the name of the project manager assigned to the job specified on the quote.
Project Manager Position	This field displays the position of the project manager assigned to the job specified on the quote.
Project Manager E-mail	This field displays the e-mail address of the project manager assigned to the job specified on the quote.
Project Manager Phone	This field displays the phone number of the project manager assigned to the job specified on the quote.
Project Manager Mobile	This field displays the mobile number of the project manager assigned to the job specified on the quote.
Project Manager Company No.	This field displays the company number of the project manager assigned to the job specified on the quote.
Project Manager Company	This field displays the name of the company to which the project manager assigned to the job specified on the quote.
Sales Rep. No.	This field displays the sales rep. number of the sales employee assigned to the job specified on the quote.
Sales Rep.	This field displays the name of the sales employee assigned to the job specified on the quote.
Sales Rep. Position	This field displays the position of the sales employee assigned to the job specified on the quote.
Sales Rep. E-mail	This field displays the e-mail address of the sales employee assigned to the job specified on the quote.
Sales Rep. Phone	This field displays the phone number of the sales employee assigned to the job specified on the quote.
Sales Rep. Mobile	This field displays the mobile number of the sales employee assigned to the job specified on the quote.
Sales Rep. Company No.	This field displays the company number of the sales employee assigned to the job specified on the quote.

Field	Description
Sales Rep. Company	This field displays the name of the company to which the sales employee assigned to the job specified on the quote.
Account Manager No.	This field displays the account manager number of the account manager assigned to the job specified on the quote.
Account Manager	This field displays the name of the account manager assigned to the job specified on the quote.
Account Manager Position	This field displays the position of the account manager assigned to the job specified on the quote.
Account Manager E-mail	This field displays the e-mail address of the account manager assigned to the job specified on the quote.
Account Manager Phone	This field displays the phone number of the account manager assigned to the job specified on the quote.
Account Manager Mobile	This field displays the mobile number of the account manager assigned to the job specified on the quote.
Account Manager Company No.	This field displays the company number of the account manager assigned to the job specified on the quote.
Account Manager Company	This field displays the name of the company to which the account manager assigned to the job specified on the quote.
Job No.	This field displays the job number to which the current line is associated.
Job Name	This field displays the name of the job to which the current line is associated.
Job State	This field displays the state of the job in the approval process. Possible values are user-created.
Currency	This field displays the currency specified on the job to which the current line is associated.
Company No.	This field displays the number of the company responsible for the job on which the work will be performed.
Company	This field displays the name of the company responsible for the job on which the work will be performed.
Base Currency	This field displays the base currency used by the company responsible for the job on which the work will be performed.

Field	Description
Settling Company No.	This field displays the number of the settling company for the job on which the work will be performed.
Settling Company	This field displays the name of the settling company for the job on which the work will be performed.
Current Budget	This field displays the budget type currently specified for the job on which the work will be performed.
Forecast Budget	This field displays the budget type specified for the job's forecast budget.
Planning Budget	This field displays the budget type specified for the job's planning budget.
Invoice From Quote	This field is unused.
Main Job No.	If the job on which the work will be performed is a subjob, this field displays the number of the relevant main job.
Main Job	If the job on which the work will be performed is a subjob, this field displays the name of the relevant main job.
Customer Level	This field displays the customer level number for the customer to which the current line is associated.
Level 1-5 Customer No.	If the contact companies in the hierarchy above the relevant contact company are created as customers, these fields display their customer numbers.
Level 1-5 Customer	If the contact companies in the hierarchy above the relevant contact company are created as customers, these fields display their customer names.
Bill to Customer	This field displays the customer number of the customer who will pay for the invoice.
Bill to Customer	This field displays the name of the customer who will pay for the invoice.
Customer No.	This field displays the number of the bill-to customer assigned to the job on the current line.
Customer	This field displays the name of the bill-to customer assigned to the job on the current line.
Customer Name 2-5	These fields display the address of the bill-to customer assigned to the job on the current line.
Customer Zip Code	This field displays the zip code of the bill-to customer assigned to the job on the current line.

Field	Description
Customer Postal District	This field displays the postal district of the bill-to customer assigned to the job on the current line.
Customer Country	This field displays the country of the bill-to customer assigned to the job on the current line.
Customer Attn.	This field displays the name of the employee responsible / the point person specified in the customer's shipping information.
Customer E-mail	This field displays the e-mail address of the customer assigned to the job on the current line.
Customer Phone	This field displays the phone number of the customer assigned to the job on the current line.
Blocked for Purchasing	Select this check box to block the creation of purchase orders on the job. If this check box is selected, you cannot create purchase orders on the job. You can still view existing purchase orders, but you cannot modify them.

Actions

This section shows the Actions available in the Approve Job Budgets by Employee single dialog workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approve Job Quotes by Employee Single Dialog Workspace

Copy to come.

Copy to come.

Approve Job Quotes by Employee Tab

This section includes the fields and descriptions for the Approve Job Quotes by Employees tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.

Field	Description
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field displays the job number to which the current line is associated.
Level	This field displays the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field displays whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field displays whether or not the approval object is currently active.
Approval Status	This field displays the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field displays the deadline by which the approval must be completed.
Approved or Rejected by	If the approval object has been approved or rejected, this field displays the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field displays the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field displays the time that the current line was approved.
Approver	This field displays the employee name and number of the designated approver who approved the approval object.
Substitute	This field displays the employee name and number of the designated substitute approver who approved the approval object.

Field	Description
Super Approver	This field displays the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field displays the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field displays the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field displays the reference type of a super approver if one has been specified on the approval object.
Approver	This field displays the employee number of the employee who approved the current approval object.
Approver Employee Type	This field displays the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field displays the name of the designated substitute approver who approved the approval object.
Approver Reference	This field displays the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field displays the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field displays the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field displays the internal field name that the Approver Reference relates to.

Field	Description
Approver Reference, Employee	This field displays the employee reference of the Approver.
Substitute Reference, Relation	This field displays the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field displays the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field displays the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field displays the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field displays the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field displays the designated employee type that can act as super approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field displays the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field displays the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field displays the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field displays details regarding the latest approval status of the current line.
Current Approval Status	This field displays the latest approval status of the current line.
Last Approved Or Rejected By	If the approval object has been approved or rejected, this field displays the name of the last user who completed the action for the associated approval object.

Field	Description
Last Approval Or Rejection Date	If the approval object has been approved, this field displays the latest date on which the current line was approved.
Last Approval Or Rejection Time	If the approval object has been approved, this field displays the latest time when the current line was approved.
Last Approval Or Rejection Comment	If the approval object has been approved or rejected, this field displays the latest comment for the associated approval object.
Line Can Be Approved By Current User	This field displays whether or not the current line can be approved by the current user.
Current Status	This field displays the latest status of the current line.
Submitted By	This field displays the name of the user who submitted the current line.
Date Submitted	This field displays the date the current line was submitted.
Time Submitted	This field displays the time the current line was submitted.
Submitter	This field displays the employee number of the user who submitted the current line.
Submitter Name	This field displays the name of the user who submitted the current line.
Submitter Position	This field displays the position of the user who submitted the current line.
Submitter E-mail	This field displays the e-mail address of the user who submitted the current line.
Submitter Phone	This field displays the phone number of the user who submitted the current line.
Submitter Mobile	This field displays the mobile number of the user who submitted the current line.
Submitter Company No.	This field displays the company number of the user who submitted the current line.
Submitter Company	This field displays the name of the company to which the user who submitted the current line belongs.

Field	Description
Quotation, New Quote Price	This field displays the total price of the quote or order confirmation specified on the current line. The amount is converted into the relevant job's currency, and is printed as the line total on the quote or order confirmation. This field derives its value from the **New Quote Price** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Invoice Discount %	This field displays the invoice discount percentage given for the job for which you are generating the quote or order confirmation specified on the current line. This field derives its value from the **Invoice Disc.** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Invoice Discount, Currency	This field displays the invoice discount given for the job for which you are generating the quote or order confirmation specified on the current line. This amount is displayed in the job's currency. This field derives its value from the **Invoice Disc.** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Total to Pay, Currency	This field displays the total quote or order confirmation price, in the job's currency. This amount is printed as the grand total on the quote or order confirmation. This field derives its value from the **Balance Due** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Budget Type	This field displays the budget type of the relevant job budget. This field derives its value from the **Budget Type** field under the Budget Island of the Quote Editing single dialog workspace.
Quotation Budget Revision No.	This field displays the revision number of the latest approved revision of the relevant job budget. This field derives its value from the **Revision No.** field under the Budget island of the Quote Editing single dialog workspace.
Quotation Budget Billing Price, Currency	This field displays the budgeted billing price for the relevant job. This amount is displayed in the job's currency, and is the sum of all the amounts on the budget lines of the latest revision of the relevant job budget. This field derives its value from the **Billing Price, Budget** field under the Budget island of the Quote Editing single dialog workspace.
Quotation Deviation From Budget	If the **Check Budget Against Quote** job parameter attribute is set to **yes**, this field displays any deviation between the total budgeted billing price and the quote price. If there is a difference between the two amounts, Maconomy issues an alert when you try to approve the quote. This field derives its value from the **Deviation** field under the Budget island of the Quote Editing single dialog workspace.

Field	Description
Quotation Budget Property 1-3	These fields display the job budget type properties used by companies that handle a large number of job budget types.
Quotation Tax, Currency	This field displays the total tax amount for the quote or order confirmation specified on the current line, in the currency of the relevant job. This field derives its value from the **Tax** field under the Quote island of the Quote Editing single dialog workspace.
Quotation Tax 1, Currency	If multiple tax codes are enabled for the quote, this field displays the same value as the **Tax 1** field under the Quote island of the Quote Editing single dialog workspaces.
Quotation Tax 2, Currency	If multiple tax codes are enabled for the quote, this field displays the same value as the **Tax 2** field under the Quote island of the Quote Editing single dialog workspaces.
Quotation Tax 3, Currency	If multiple tax codes are enabled for the quote, this field displays the same value as the **Tax 3** field under the Quote island of the Quote Editing single dialog workspaces.
Quotation Revision No.	This field displays the current revision number of the quote specified on the current line. This field derives its value from the **Revision No.** field under the Revision island of the Quote Editing single dialog workspace.
Quotation Latest Revision	This check box is selected to indicate that you are looking at the latest revision of a job quote.
Quotation Revision Remark 1-10	These fields display any additional information or remarks provided regarding the current revision of the quote. These fields derive their value from the **Remarks** field/s under the Revision island of the Quote Editing single dialog workspace.
Quotation Instance Key	This field displays the unique identity in the Maconomy database of the current revision of the quote.
Quotation Transaction Timestamp	This field displays the time of creation of the quote. If the quote has been updated, this field displays the time of the latest revision.
Quotation Time Unit	This field displays the time unit used for the job specified on the quote.
Quotation Time Unit Factor	This field displays the factor between the time registration unit for the job and the hours per man day on the job.

Field	Description
Quotation Submitted	This field indicates whether the quote specified on the current line has been submitted.
Quotation Submitted by	This field displays the name of the user who submitted the quote specified on the current line.
Quotation, Date Submitted	This field displays the date the quote specified on the current line was submitted.
Quotation Approved	This field indicates whether the quote specified on the current line has been approved.
Quotation Approved by	This field displays the name of the user who approved the quote specified on the current line.
Quotation, Date Approved	This field displays the date the quote specified on the current line was approved.
Quotation Reopened	This field indicates whether the quote specified on the current line has been reopened.
Quotation Reopened by	This field displays the name of the user who reopened the quote specified on the current line.
Quotation, Date Reopened	This field displays the date the quote specified on the current line was reopened.
Project Manager No.	This field displays the project manager number of the project manager assigned to the job specified on the quote.
Project Manager	This field displays the name of the project manager assigned to the job specified on the quote.
Project Manager Position	This field displays the position of the project manager assigned to the job specified on the quote.
Project Manager E-mail	This field displays the e-mail address of the project manager assigned to the job specified on the quote.
Project Manager Phone	This field displays the phone number of the project manager assigned to the job specified on the quote.
Project Manager Mobile	This field displays the mobile number of the project manager assigned to the job specified on the quote.

Field	Description
Project Manager Company No.	This field displays the company number of the project manager assigned to the job specified on the quote.
Project Manager Company	This field displays the name of the company to which the project manager assigned to the job specified on the quote.
Sales Rep. No.	This field displays the sales rep. number of the sales employee assigned to the job specified on the quote.
Sales Rep.	This field displays the name of the sales employee assigned to the job specified on the quote.
Sales Rep. Position	This field displays the position of the sales employee assigned to the job specified on the quote.
Sales Rep. E-mail	This field displays the e-mail address of the sales employee assigned to the job specified on the quote.
Sales Rep. Phone	This field displays the phone number of the sales employee assigned to the job specified on the quote.
Sales Rep. Mobile	This field displays the mobile number of the sales employee assigned to the job specified on the quote.
Sales Rep. Company No.	This field displays the company number of the sales employee assigned to the job specified on the quote.
Sales Rep. Company	This field displays the name of the company to which the sales employee assigned to the job specified on the quote.
Account Manager No.	This field displays the account manager number of the account manager assigned to the job specified on the quote.
Account Manager	This field displays the name of the account manager assigned to the job specified on the quote.
Account Manager Position	This field displays the position of the account manager assigned to the job specified on the quote.
Account Manager E-mail	This field displays the e-mail address of the account manager assigned to the job specified on the quote.
Account Manager Phone	This field displays the phone number of the account manager assigned to the job specified on the quote.
Account Manager Mobile	This field displays the mobile number of the account manager assigned to the job specified on the quote.

Field	Description
Account Manager Company No.	This field displays the company number of the account manager assigned to the job specified on the quote.
Account Manager Company	This field displays the name of the company to which the account manager assigned to the job specified on the quote.
Job No.	This field displays the job number to which the current line is associated.
Job Name	This field displays the name of the job to which the current line is associated.
Job State	This field displays the state of the job in the approval process. Possible values are user-created.
Currency	This field displays the currency specified on the job to which the current line is associated.
Company No.	This field displays the number of the company responsible for the job on which the work will be performed.
Company	This field displays the name of the company responsible for the job on which the work will be performed.
Base Currency	This field displays the base currency used by the company responsible for the job on which the work will be performed.
Settling Company No.	This field displays the number of the settling company for the job on which the work will be performed.
Settling Company	This field displays the name of the settling company for the job on which the work will be performed.
Current Budget	This field displays the budget type currently specified for the job on which the work will be performed.
Forecast Budget	This field displays the budget type specified for the job's forecast budget.
Planning Budget	This field displays the budget type specified for the job's planning budget.
Invoice From Quote	This field is unused.
Main Job No.	If the job on which the work will be performed is a subjob, this field displays the number of the relevant main job.
Main Job	If the job on which the work will be performed is a subjob, this field displays the name of the relevant main job.
Customer Level	This field displays the customer level number for the customer to which the current line is associated.

Field	Description
Level 1-5 Customer No.	If the contact companies in the hierarchy above the relevant contact company are created as customers, these fields display their customer numbers.
Level 1-5 Customer	If the contact companies in the hierarchy above the relevant contact company are created as customers, these fields display their customer names.
Bill to Customer	This field displays the customer number of the customer who will pay for the invoice.
Bill to Customer	This field displays the name of the customer who will pay for the invoice.
Customer No.	This field displays the number of the bill-to customer assigned to the job on the current line.
Customer	This field displays the name of the bill-to customer assigned to the job on the current line.
Customer Name 2-5	These fields display the address of the bill-to customer assigned to the job on the current line.
Customer Zip Code	This field displays the zip code of the bill-to customer assigned to the job on the current line.
Customer Postal District	This field displays the postal district of the bill-to customer assigned to the job on the current line.
Customer Country	This field displays the country of the bill-to customer assigned to the job on the current line.
Customer Attn.	This field displays the name of the employee responsible / the point person specified in the customer's shipping information.
Customer E-mail	This field displays the e-mail address of the customer assigned to the job on the current line.
Customer Phone	This field displays the phone number of the customer assigned to the job on the current line.

Actions

This section shows the Actions available in the Approve Job Quotes by Employee single dialog workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.

Field	Description
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approve Customers by Employee Workspace

Use the Approve Customers by Employee workspace to view information on all relevant approval lines for customers.

This workspace enables you to view information on all relevant approval lines for customers. This enables you to use iAccess to access customer lines that were created in the Workspace Client. You can now approve or reject transactions for which approval hierarchies are set up from within iAccess.

Approve Customers by Employee Tab

This section includes the fields and descriptions for the Approve Customers by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.

Field	Description
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

SD_SU_ApproveCustomersbyEmployeeWS_Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released

Field	Description
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the approver of the approval task.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	Enter the employee number of the approver of the approval task.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.

Field	Description
Substitute	This field shows the employee number of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.

Field	Description
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Rebating %	Copy to come.
Credit Limit, Enterprise Level	This field shows the credit limit amount in the enterprise currency of the system.

Field	Description
Transfer to People Planner	If this field is marked, the user will be included in the scheduled import to People Planner. Setting the Transfer To People Planner field will only have an effect if the field is included in the relevant queries in the .I files on the web server.
Level 1-5 Customer No.	If the contact companies in the hierarchy above the contact company in question are created as customers, these fields will show their customer numbers. These fields are only available if Customer Levels are set up using the designated System Parameters.
Customer Level No.	This field shows the Customer Level number for the contact company in question.
Insert Below Parent in Hierarchy	This field determines whether or not the customer should be inserted in a hierarchy. This field is only available if Customer Levels are set up using the designated System Parameters. If the field is not selected, then the customer will be on the top level in the hierarchy and the parent customer will only be used as a template. If the field is selected, the customer will be inserted into the hierarchy. This means its level will be set to its parent's level + 1 and the hierarchy structure from top parent to the customer will be saved on the customer card.
Fiscal Year End Month	This field shows the month that the customer's fiscal year ends. The month is used for calculating due date and extension date on customer tax returns.
Customer State	This field is used to specify the state of the customer in the approval process. The options are user-created.
Allow Company Customer Creation	This field shows whether you can create a new company specific customer based on this customer. A company specific customer can either be created manually or automatic when a user makes a registration on a customer in a new company. This is only validated at the time of creation.
CRM Customer Key	If the customer has CRM integration, this field shows the Customer Key.
CRM Customer ID	If the customer has CRM integration, this field shows the Customer ID.
Statement No.	This field shows the number of the current account statement. If the reconciliation has a wrong number, it can be changed here.
Date of Last Statement	This is the date on which the customer's last historical statement was created. The field is automatically updated by Maconomy.
Last Statement	This is the number of the latest historical account statement printed out for the customer.

Field	Description
Selected for Reminder	Copy to come.
Total Orders	Copy to come.
Payer Identification	The vendor invoice's payer identification. It is used by Maconomy to create payment files for electronic payment of vendors.
Reminder Assessment Date	Copy to come.
Customer Specific Linking Rule	Copy to come.
Last Reminder Letter	Copy to come.
Company Customer State	This field shows the state of the company customer when it is in the approval process.
Use Fixed Exchange Rates From Job	Select this check box when specifying fixed exchange rates for a company customer. Each time you create a job for the company customer, Maconomy automatically copies the value of this check box to the check box with the same name in the Jobs workspace.
Fixed Exchange Rate Date	This is the date for selecting exchange rate table entries from the system tables.
Customer No.	This field shows the number a direct customer who sells your items to the end customer.
Name 1-5	This is the name and address of the customer who sells to the end customer.
Attn.	This field shows the name of an attention person - the person to whom you want shipping information directed. The information is used on printouts.
Phone	This field shows the customer's telephone number. The information is used for reference.
Fax	This field shows the customer's telephone number. The information is used for reference.
Telex	This field shows the customer's telex number. The information is used for reference.
Giro	This field shows the customer's giro account number.

Field	Description
Carrier	This field shows the means of transport you use to deliver items to the customer. The field is used when you handle orders.
Delivery Mode	This field shows the delivery mode that normally applies to the customer. The field is used when you handle orders.
Delivery Terms	This field shows the delivery terms that normally apply to the customer. The field is used when you handle orders. Delivery Terms are maintained in the pop-up field "Delivery Terms" in the window Popup Fields in the Set-Up module.
Payment Terms	This field shows the payment terms that apply to the invoices for this job.
Blanket Invoice	A check mark in this field indicates that the invoices or credit memos created for the job are ready for blanket invoicing.
Tax	This field shows whether to charge the customer tax on a normal basis. If the field is marked, Maconomy adds tax. The value can be changed on individual orders.
Cash Discount Code	This field shows how much discount should be granted when a customer pays an invoice within a certain period. The codes apply to invoices reconciled in the workspace Customer Open Entry Reconciliation in the Accounts Receivable module.
Invoice Discount %	This field shows the applicable invoice discount percentage on the job. If no discount applies, the value will be zero.
Department	This field shows the department that the customer usually deals with. The department specified here determines which G/L accounts are used when you invoice customer transactions. The department is a reference to item sales accounts, charge accounts, discount accounts, and so on. The posting references are also used when posting interest and reminder charges, as well as when posting cash discounts and exchange rate differences occur- ring from open item reconciling. G/L posting references are specified by means of dimension combinations in the window Posting References in the G/L module. If the window System Information in the Set-Up module specifies that entries are posted by item group or by activity, the posting references for item sales and cost of sales are retrieved from the Item Group Information Card in the Inventory module and from the window Activities in the Job Cost module respectively.
Customer Group	This field shows the group to which the customer belongs. This field is used to classify customers - primarily for statistics.
Country	This is the customer's country. The information is used for reference, and it can be used to make statistics.
Sales Rep. No.	This is the number of the sales representative responsible for the customer.

Field	Description
Currency	This is the customer's standard currency. All customer transactions are converted into the customer's standard currency. This means you can print and send account statements in the customer's own currency. All customer transactions are registered in three currencies: ▪ Standard Currency - the currency in which the customer has requested you hold their account. For example DEM if the customer is from Germany. ▪ Base Currency - the currency used in your country (USD in the United States) and in which your books are kept. ▪ Original Currency - the currency of a given transaction. For example FFR, if a German customer pays in French Francs. To prevent inconsistencies, you cannot change the customer's currency if entries have been posted or are ready to be posted on the customer. Currencies are maintained in the pop-up field "Currencies" in the window Popup Fields in the Set-Up module.
Language	This is the language of the customer. The selected language is used, for example, on printouts of item descriptions on sales order documents and in connection with language texts. For further information about this window, see the description of the window Language Texts in the Set-Up module. Languages are maintained in the pop-up field "Language" in the window Popup Fields in the Set-Up module.
Warehouse	This field shows the warehouse in which the re-location of items is to take place. When creating a transaction, specify the relevant warehouse in this field. Once the transaction has been created, this field can no longer be changed.
Price List	This is the name of the price list the item is priced by, if applicable. If the price is not from a price list, or if the item is a BOM without price control, the field is blank.
Price Step	This is the price list step the item is priced by.
Charge 1-4	These fields show charge codes normally added to an order to the customer. The customer might, for example, pay a handling charge or a delivery charge.
Bill to Customer	This field shows the bill-to customer on the job to be invoiced with the amount on the line.
Control Account	The control account is a reference to two G/L accounts - a Vendor control account and an account for un-reconciled entries.
Credit Limit, Company Level	Copy to come.

Field	Description
Auto. Reconciliation	Copy to come.
Remarks	Enter remarks about the current line.
Reminder Level	This field displays the reminder level of the reminder letter. The reminder level of the letter is the highest level of one of the reminder letter lines.
Reminder Date	The date the reminder letter was created and sent to the customer.
Previous Interest Charge Notice	This field shows the previous interest charge notice.
Statistics 1-4	The four codes can be selected/not selected in the selection criteria islands in windows where statistics are printed. If a statistics list has been specified in a given statistics list field in this island, only values available in the list in question can be selected in the corresponding statistic value field. If a statistics list field has been left blank, any text can be entered in the corresponding value field.
Created by	This field shows the user name of the person who created the line.
Created on	This field shows the date on which the line was created.
Changed by	This field shows the name of the user who made the last change to this line.
Changed on	This field shows the version number of the line.
Version	This field shows the version number of the line.
Location	This field shows the location of the customer.
Entity	This field shows the name of the entity associated with the customer.
Project	This field shows the customer's project.
Contact Person	This field shows the contact person's name and number.
Agreement	This is the agreement with the customer that has significance for sales orders to the customer. The information is not used anywhere else in the system.

Field	Description
Zip Code	This is the zip code of the contact person.
Postal District	This is the name of the postal district in which the current contact person resides.
Tax No.	This is the customer's tax number.
Remark 1-3	This field shows the remarks pertaining to the current customer.
EU Trade Type	This value is either "Normal" or "Triangulation" to indicate the EU trade type. Triangulation means you act as agent for a vendor in another EU country and a customer in a third EU country. Triangulation sales are not included in the EU sales part of the tax specification. The trade type can be changed during order processing.
Enterprise	This field shows the enterprise to which the tax code on the tax table line should apply.
Segment	This field shows the segment to which the tax code on the tax table line should apply.
Show Price Mark	This field is only used if you have Maconomy's layout editing tools. Using Maconomy's layout editing tools, you can add fields to invoice and packing slip layouts, which, with a plus or minus sign, indicate if the item is sold at a higher or lower price than in the previous sale to the same customer. The unit price in the previous sale can be seen in the window Item Assortment in the Inventory module. If the field is marked, higher and lower prices will highlighted. It indicates to the customer, that the price calculation should be adjusted if the items are being sold to others.
Price on Packing Slip	This field shows the price of individual items on the packing slip.
Combined Picking List	Copy to come.
Company Tax Code	This is the company tax code for the customer on the current line.
Back Order Handling	This field shows which method is normally used for handling back orders to the customer. It is retrieved from the Customer Information Card window and cannot be changed here.
Cust. Payment Mode	This field displays a customer payment mode.
E-mail	This field shows the e-mail address of the customer. The field is for reference only.

Field	Description
Contact Comp. No.	If the customer has been created as a contact company, the contact company number in question is shown in this field.
Customer Type	This field shows the customer type of the current customer. The field is used for organizing customers.
Account Stm. Cust.	Copy to come.
Our Contact	This is the number of the employee who is in charge of the customer in question. The employee must exist in Maconomy.
Area	This is the area assigned to the customer. Areas are maintained in the pop-up field "Segments" in the window Popup Fields in the Set-Up module. The field is used for statistics.
Markup %	This field shows the markup percentage for amount activities. If the field is completed, the specified value will be transferred when you create a new job on the current customer in the Job Cost module.
Job Price List, Sales	This field shows a job price list for the calculation of sales prices.
Charge Table	This field shows the charge table to be used in the calculation of charges on transactions regarding the current customer. When quotes, sales orders, and credit orders are created for the current customer, the charge table is transferred to the transaction in question.
Charge Discount %	This field shows the charge discount percentage to be applied to charges on transactions regarding the current customer.
Purpose	The functionality of this field is similar to the functionality of the field "Location" above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Location" above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the field "Location" above.
Overwrite Location	In this field, you can specify if the location shown in the field "Location" should overwrite any manually entered location.
Overwrite Entity	The functionality of this field is similar to that of the field "Location" above.
Overwrite Project	The functionality of this field is similar to that of the field "Overwrite Location" above.
Overwrite Spec. 1-3	The functionality of this field is similar to that of the field "Overwrite Location" above.
Overwrite Purpose	The functionality of this field is similar to that of the field "Overwrite Location" above.

Field	Description
Settling Company	This field displays the name and number of the settling company of the customer.
Overwrite Company	If you want the value in the field "Company No." on the line to overwrite any manually entered values for the company dimension, you can indicate this by marking this field. If you do not select to overwrite, the company number on the line will only be derived if the dimension field to which the derivation is performed is blank.
Company No.	This field shows the number of the company that the approval line refers to.
Collection Agreement	This field shows the agreement number that the current customer has been assigned at the payment agent who is connected to the selected customer payment mode. The field is only used for electronic customer payment modes.
Overwrite Local Spec. 1-3	The functionality of this field is similar to the functionality of the field "Overwrite Company".
Access Level	This field shows the access level for this line.
Soc. Security No.	This is the social security number of the customer.
Company Reg. No.	This is the registration number of the current company.
Job Surcharge Rule	The rule specified in this field is copied to the window Job Information when you create a new job on the current customer. The rule must be created in the window Job Surcharge Rules and can be changed in the windows Job Information or Job Budgets in the Job Cost module. See the description of the window Job Surcharge Rules for a detailed description.
Popup 1-5	This field includes further information regarding the current customer. You might, for example, specify a "hold" code or information about substitution items. The pop-up options are maintained in the pop-up fields "Customer Popup 1-5" in the window Popup Fields in the Set-Up module.
Remark 5-10	These fields show remarks about this line.
Invoice Layout	This field shows the invoice layout rule.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.
Expiry Date	This field shows the expiry date of the credit card specified in the field "Credit Card No." above.

Field	Description
Catalog No.	This field shows the catalog assigned to the customer. This field is only used if you have installed the add-on module Maconomy Web Shop.
Destination No.	In this field, you can enter a destination number if items to the current customer are usually delivered to a given destination.
Consignment Type	In this field, select the consignment type normally used when delivering goods to the current customer.
Job Price List, Intercomp.	In this field, you can select a job price list for the calculation of intercompany prices. In the Job Cost module, this job price list will be transferred to the new job when you create a job with the current customer.
Job Price List, Cost	In this field, you can select a job price list for the calculation of cost prices. In the Job Cost module, this job price list will be transferred to the new job when you create a job with the current customer.
Collection Group No.	This field shows the collection group number to which the current customer belongs. The collection group number is supplied by the payment agent. If the payment mode of the customer is electronic, you must specify a collection group number in this field.
Reminder Text Group	This field displays the reminder text group assigned to the current customer. The reminder text group is copied from the window Company Specific Payment Information and cannot be changed in this window.
Parent Customer	This field shows the name of the parent customer.
Linking Rule	In this field, you can specify the linking rule that you want to use between the parent customer and the new customer. If you have specified a parent customer in the field "Customer No." above and you do not specify a linking rule in this field, Maconomy will use the standard linking rule created between the tables "Customer" and "Customer" in the window Linking Rules in the Set-Up module, if any. If no standard linking rule has been created, Maconomy will display a message. Linking rules contain information about what information should be copied from a parent customer to the current customer. Linking rules are maintained in the window Linking Rules in the Set-Up module. For further information about linking rule creation and usage and rules concerning the copying of field information from parent customers, see the description of the window Linking Rules in the Set-Up module.
Interest Charge/ Reminder Principle	This is the interest charge/reminder principle to be used for the current customer. Interest charge/reminder principles are maintained in the window Interest Charge/Reminder Principles. For further information about interest charge/reminder principles, see the description of this window.

Field	Description
Campaign No.	This field shows the number of a marketing campaign that has resulted in the creation of the current customer. Note, however, that the campaign number is not transferred to quotes, sales orders, and so on, which are created for the customer.
Dimension Comb. No.	In this field, you can enter the number of a dimension combination of the type "Dimension Derivation" created in the window Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current customer. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the customer information card.
Document Archive No.	In this field, you can assign a document archive to the event. By assigning a document archive to an event, you can keep track of the various documents related to the event. Document archives are created in the window Document Archives in the Set-Up module. See the description of that window for further information on the use of document archives.
Blanket Order	In this field, you can specify whether quotes and orders for the current customer should be created as blanket orders. If you mark this field, quotes and orders created for the customer will be created as blanket orders, that is, with the corresponding field marked. See the description of the field "Blanket Order" in the window Sales Orders in the Sales Orders module for further information on the functionality of blanket orders.
Instance Key	This field shows the instance key of the budget line.
Job Price List, Standard Sales	In this field, you can choose a job price list to be used for calculating the standard billing prices of the activities used for the job. The functionality of this field is similar to that of the "Job Price List, Sales" field. This field also shows the description of the specified job price list. The description derives from the Job Price Lists workspace.
Statistics 1-3, List	Copy to come.
Remark 11-20	This field shows comments about the customer.
Keep Price	This field shows whether the unit price and discount percentage on the current line should be recalculated when changing the quantity. If this field is marked, a change in quantity will not cause the current unit price or discount percentage to be recalculated, even if the new quantity results in, for example, a different price step.

Field	Description
Price Adjustment Principle	In this field, you can specify a price adjustment principle to be suggested on subscriptions created for the current customer. For further information about price adjustment principles, see the window Price Adjustment Principles in the Subscription module.
Team 1-6	In these fields, you can specify the name and number of a team of employees to be assigned to the customer, for instance because the customer prefers to work with a given team. Teams are created in the window Teams in the Set-Up module. When you create a new job for the current customer, the teams specified for the customer are automatically copied to the job, unless another team is specified in the corresponding field on the job.
Termination Date	If co-operation with the current customer has ceased, you can specify in this field the date on which co-operation was terminated.
Option List 1-10	If co-operation with the current customer has ceased, you can specify in this field the date on which co-operation was terminated.
Selected Value 1-10	This field shows a number of values for further specification of the current personnel requisition.
Global Location No.	If the customer on the current line has requested that you use a specific global location number on invoices pertaining to the current job, you can specify the location number in question here. The number specified here will be transferred to invoices created for the customer in connection with the current job. Maconomy suggests the global location number specified in the window Company Specific Payment Information for the customer in question, but you can change it here if the location number to be used in connection with the current job is not the same as the standard location number of the customer. For further information about the concept of global location numbers, see the introduction to the window Company Locations in the G/L module.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.
Holiday Calendar Name	Name of a holiday calendar used by the customer.
Expected Days to Payment	This field shows the expected number of days to payment (the expected number of days from the invoice date to the date of payment). If the expected days to payment is set to zero days, then the expected payment date will be the same as the due date. The expected days to payment is currently used only for calculating expected payment date on job invoicing plans.

Field	Description
Employee 1-10	These fields show up to 10 employees assigned to the current job.
Remark 21-30	Copy to come.
Customer Job Option List 1-3	Copy to come.
Selected Customer Job Value 1-3	Copy to come.
Post Vendor Exch. Rate Variances on Job	Use this field to specify how to post exchange rate variances that occur when you register vendor payments. If this check box is selected, the exchange rate variances are posted to the jobs to which the paid vendor invoices were allocated. If this check box is not selected, the exchange rage variances are posted to the Vendor Exchange Rate Gain or Vendor Exchange Rate Loss account. The default value is that the check box is not selected. Maconomy uses the value of this field as the default value for the Post Vendor Exch. Rate Variances on Job field for newly created company-specific customers for this customer.
Show Customer Balances on Invoice	Select this field to indicate that you want to see the customer's prior and new balance on the job invoice printout. The default value is inherited from the customer / company-specific customer; however, you can override it in the Invoice Selection, On Account Invoice Selection, and Blanket Invoice Selection windows.
Show Customer Statement On Invoice	Select this field to indicate that you want to see the customer statement on the job invoice printout. You can override this selection in the Company Customer Information Card and in Invoice Selection.
Show Customer Aging On Invoice	This field indicates whether to show the A/R aging on the job invoice printout.
Detailed Invoice Specification	This field shows the detailed invoice specification.
Account Manager No.	This field displays the account manager employee number.
Stock Symbol	This field allows for specifying the stock symbol if the customer refers to a listed company. If contact customers are used, the stock symbol on both customer and contact company will always be synchronized. When a stock symbol is set, the customer home, company customer

Field	Description
	home, and contact company home sections in the Workspace Client will have integrations to Google Finance, showing information about the stock.
Approval Group, Instance Key	Copy to come.
Submitted	This field shows whether the customer line has been submitted.
Approved	This field shows whether the customer line has been approved.
Allow for use as inter Company Customer	Use this field to specify whether the customer can be used as an intercompany customer. This is validated when the customer is selected or changed on the company information card or on an outlay account. It is also validated when the intercompany invoice is created.
Allow Budgets	Use this field to specify whether this customer can be used in a G/L or job budget. Maconomy validates when the job budget is created, a G/L budget line is created or changed, and when the G/L budget is approved.
Allow Registrations	Use this field to specify whether this customer can be used in a general journal or in bank reconciliation. Maconomy validates when the line is created or changed, and when the journal is posted or the bank reconciliation is approved.
Allow Payments	Use this field to specify whether this customer can be used for payments. Maconomy will validate at the time of registration if the system parameter "Allow Payments on blocked customers" is not marked, and when the payment is approved. Maconomy will only validate customer payments created in the customer payment window. The validation in the G/L journal and bank reconciliation windows is based on the field "Allow Registrations."
Allow Reporting	Use this field to specify whether this customer can be used in standard customer reports. For the following reports, Maconomy ignores customers who are not allowed to be included for reporting where the user has selected Customer as dimension. ▪ A/R aging ▪ A/R balance list ▪ A/R Historical Statement ▪ Open Entry Statement ▪ Periodic Statement ▪ A/R Statistics

Field	Description
	▪ Customer Group Statistics ▪ Customer budgets ▪ Customer information ▪ G/L report lines
Allow for use as Template/Parent Customer	Use this field to specify whether this customer may be used as a template or parent customer. A template customer can be entered into system information or company information. Maconomy will suggest the template customer as parent customer when a new customer is created. Maconomy validates when the new customer is created.
Allow Interests and Reminders	Use this field to specify whether this customer can be used when creating interests and reminders. Maconomy validates when the interest or reminder is created, and when the interest or reminder is approved.
Allow for use on Jobs and Orders	Use this field to specify whether this customer may be used on a job, sales order, or subscription order. Maconomy validates when the sales order or subscription order is created or changed, and when the invoice is approved/printed. Maconomy will also validate when the job is created. You can still use a customer on a template job even if they are not allowed for use on jobs.
Allow Delivery	Use this field to specify whether deliveries on either sales or subscription orders in which the current customer acts as payment or delivery customer can be made to this customer.
Status	Copy to come.
First Activation Date	When the Status field is set to Active, this field name is First Activation Date and it displays the date that the customer was first made active. When the Status field is set to Inactive, this field name is Active Period and it displays the date interval that the customer was active.
Last Inactivation Date	Copy to come.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	These fields shows the local specifications assigned to the current line.
Overwrite Spec.4-10	The functionality of these fields is similar to that of the Spec. 4-10 field.
Overwrite Local Spec.4-10	The functionality of these fields is similar to that of the Local Spec. 4-10 field.

Field	Description
Sales Person Name	Copy to come.
Our Contact Name	Copy to come.
Company Name	This field displays the name of the company to which the budget hierarchy line pertains.
Parent Customer Name	This field shows the name of the parent customer.
Employee 1-10 Name	If you have already selected an employee number in the Employee 1-10 fields, these fields automatically show the employee name associated with the employee numbers. If you use Ctrl + G to search for employee name, you can manually add an employee.
Payment Customer Name	This field shows the name of the customer who must pay the invoice.
Statement Customer Name	Copy to come.
Level Name	Copy to come.
Level 1-5 Customer Name	Copy to come.
Settling Co. Name	Copy to come.
Settling Co. Info. Line	Copy to come.
Submitter	Approval lines created on the basis of the current hierarchy line must be approved by the person submitting the approval line.
Submitter Name	This is the name of the person submitting the approval line.
Submitter Position	This is the position of the person submitting the approval line.
Submitter E-mail	This is the e-mail address of the person submitting the approval line.
Submitter Phone	This is the phone number of the person submitting the approval line.

Field	Description
Submitter Mobile	This is the mobile number of the person submitting the approval line.
Submitter Company No.	This is the company number of the person submitting the approval line.
Submitter Company	This is the company of the person submitting the approval line.
Account Manager	This is the account manager of the customer.
Account Manager Position	This is the position of the customer's account manager.
Account Manager E-mail	This is the e-mail address of the customer's account manager.
Account Manager Phone	This is the contact number of the customer's account manager.
Account Manager Mobile	This is the mobile number of the customer's account manager.
Account Manager Company No.	This is the company number of the customer's account manager.
Account Manager Company	This is the company name of the customer's account manager.
Customer State	This field shows the state of the customer during the approval process.
Company Specific	Copy to come.

Actions

This section shows the Actions available in the Approve Customers by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.

Field	Description
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Mark All For Approval	Use this action to mark all approval object lines in the sub-tab for approval. This means the status in the **New Approval Status** field is set to Approved on all lines.
Mark All For Release	Use this action to mark all approval object lines in the sub-tab for release. This means the status in the **New Approval Status** field is set to Released on all lines. This action can only be used if the **Trans. Non-Appr. Time Sheets** field is enabled in the System Information workspace, and the current user has access to transferring expense sheets as specified in the Actions workspace. The employee specified as the project manager for the current job, however, always has the right to release time sheets for the employee in question.
Mark All For Rejection	Use this action to mark all approval object lines in the sub-tab for rejection. This means the status in the **New Approval Status** field is set to Rejected on all lines.
Unmark All	Use this action to unmark all approval object lines in the sub-tab for approval. This means the **Approve** check box is deselected for all entries in the sub-tab.
Execute Approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.
Approve All	Use this action to approve all the lines pending approval that are listed in the sub-tab.

Field	Description
Reset All	Use this action to reset all the lines pending approval that are listed in the sub-tab.

Approve Draft Invoices by Employee Workspace

Use this workspace to view information on all relevant approval lines for draft invoices.

This workspace enables you to view information on all relevant approval lines for draft invoices. This aloows you to use iAccess to access draft invoices that were created in the Workspace Client. You can now approve or reject transactions for which approval hierarchies are set up from within iAccess.

Approve Draft Invoices by Employee Tab

This section includes the fields and descriptions for the Approve Draft Invoices by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.

Field	Description
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.

Field	Description
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.

Field	Description
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.

Field	Description
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field shows the number of the employee who entered the current line.
Line No.	This field shows the line number of the current expense sheet line.
Start Date	This field displays the start date of the expense sheet.
Job No.	This field shows the job number related to the current expense sheet line.
Activity No.	This field shows the activity number specified on the current expense sheet line.
Monday-Sunday	These fields show registered time in hours or days, depending on the time unit of the expense sheet. In these fields, enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given

Field	Description
	employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. You can enter a negative number of hours. If the **Minimum Hours** field is enabled on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the Employees workspace in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields are automatically filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs where you entered a value in the **By Day** field in the **Pre-fill Time Sheet Lines** job parameter attribute. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is named **Monday** by default, can be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Description	This field shows a description of the current entry.
Activity Type	This field shows the type of the current activity.
Quantity Monday-Sunday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Remarks	Enter remarks relating to the current line.

Field	Description
Job Description	This field shows a description of the job specified in the **Job No**. field. If it is an internal job, the description contains the job name, whereas the description of an external job contains the name of the customer to whom the job has been assigned.
Internal Job	This field displays the total time registered on internal jobs for the week.
Spec. 1-3	These fields show the specifications assigned to the current line.
Task	This field shows the type of the current activity.
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the time unit. Time activity can be used to calculate overtime, among others. The activity references can be created in the Time Sheet References workspace.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Amount Activity 1-4	These fields show the total number of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.
Amount Activity 1-4, Transferred	These fields show whether or not the amounts have been transferred to a time sheet journal or the time sheet journal queue.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Local Spec. 1-3	This field shows the local specifications assigned to the current line.
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Quantity 1-2	These fields show the quantities registered in the entry.
Quantity 1-2, Transferred	These fields show whether or not the quantites have been transferred to a time sheet journal or the time sheet journal queue.

Field	Description
Transferred for Posting	This field determines whether the current line has been transferred for posting.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Cost Type	This field shows the cost type of the current line.
Submitted	This field shows whether the current line has been submitted.
New Approval Status, Project Manager	This field shows the status of the current line, as determined by the designated project manager of the job. When the time sheet is submitted, the project manager can approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations by the project manager is mandatory or optional. If the status of the line is Approved or Released, and the line is changed, the status changes to blank. If the line is Rejected, then changed, the status does not change.
Approval, Project Manager	This field shows the approval status of the current line, as determined by the designated project manager of the job. The value in the **New Approval Status, Project Manager** field is transferred to this field when you use the **Execute Approval** action.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Approved by Superior	This field shows if the current line has been approved by the user's superior.
Released by Superior	This field shows if the current line has been released by the user's superior.
Keep Line	This field shows whether or not the current line is deemed permanent. If this check box is selected, the current line is automatically copied from the previous period at the creation of time sheets. New lines created inherit this status, which means that they will automatically be copied to all new time sheets until you deselect the check box on the selected line.

Field	Description
Planned This Period	This field shows whether or not the current line has been transferred, in which case the transfer action does not apply.
Est. Time to Compl.	This field shows the estimated time to completion of the current line.
Completed	This field shows whether or not the work on the current line is completed.
Estimate Date	This field shows the estimate date of the current line's completion.
Job Budget Type	This field shows the budget type assigned to the current job.
Job Budget Revision No.	This field shows the revision number of the current job budget line.
Overtime Spec.	This field shows the overtime specification for the current line. Overtime specifications are defined in the Popup Fields tab in the System Setup workspace.
Favorite	This field shows a favorite, if it has been selected. Favorites are derived from the Favorites workspace.
Note	Enter a brief description of what you have been working on.
Est. Time to Compl. Days	Enter the number of days as an estimate to completion. If you enter a value in this field, Maconomy automatically converts it to hours, which is shown in the **Est. Time to Compl.** field. The number of hours is calculated by multiplying the number of days by the value in the **Hours per Man Day** field in the Jobs workspace.
Description, Monday-Sunday	Enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy ensures that you enter a description for the task for the day in question before you can submit the time sheet.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity, Monday-Sunday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.

Field	Description
Proposed Quantity Transferred, Monday-Sunday	This field shows the proposed invoiceable quantity entered by the employee for each day that can be transferred on an expense sheet line.
Proposed Billing Price, Total	This field shows the total proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Biling Price, Currency	This field shows the standard billing price of the current line in the currency of the job.
Use Invoice Proposal	This field shows whether the quantity and billing price in the following fields are used for invoicing: ▪ Proposed Quantity ▪ Proposed Billing Price, Unit ▪ Proposed Billing Price, Total
Transaction Type	This field shows the current line's transaction type. Transaction types are set up in the Transaction Types workspace.
Invoiceable	This field shows whether or not the line is invoiceable.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Billing Price, Enterprise	This field shows the budgeted billing price in enterprise currency.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this sub-tab.
Absence Type	Select the reason for the absence.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Option List 1-5	Specify the option lists containing the values that should be available for further specification in the **Selected Value 1-5** fields on the current line.

Field	Description
Selected Value 1-5	Specify a number of values for further specification of the current line. You can only use values available in the respective option lists specified in the **Option List 1-5** fields.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	This field shows the local specifications assigned to the current line.
Purchase Order Number	This field shows the purchase order number to which the current line is associated to.
Purchase Order Line Number	This field shows the purchase order line number assigned to the current line.
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.
Job Name	This field shows the name of the job to which the current line is associated.
Project Manager No.	This field shows the project manager number of the project manager assigned to the current line.
Project Manager	This field shows the name of the project manager assigned to the current line.
Activity Description	This field displays the title or name of the activity for which the employee registered time.
Task Description	This field displays the title or name of the task for which the employee registered time.

Field	Description
Task Path	This field shows any task path of the task.
Company	This field shows the name of the bill-to-customer assigned to the job on the current line.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer	This field shows the name of the bill-to customer assigned to the job on the current line.
Time Unit, Job	This field displays the time unit used for filing time (hours or days) on the job.
Week	This field shows the week number of the current time sheet.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Location Description	This field shows a description regarding the location assigned to the current line.
Entity Description	This field shows a description regarding the entity assigned to the current line.
Project Description	This field shows a description regarding the project assigned to the current line.
Purpose Description	This field shows a description regarding the purposes assigned to the current line.
Spec. 1-10 Description	This field shows descriptions regarding the specifications assigned to the current line.
Local Spec. 1-10 Description	This field shows descriptions regarding the local specifications assigned to the current line.
Customer Level	This field shows the customer level number for the customer to which the current line is associated.
Level 1-5 No.	These fields show the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Level 1-5 Name	These fields show the names of the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.

Field	Description
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the time unit on the time sheet.
Monday-Friday	These fields show registered time in hours or days, depending on the time unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. It is possible to enter a negative number of hours. If the **Minimum Hours** field has been marked on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the window Employees in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only pre-filled on time sheet lines referring to jobs for which the **Pre-fill Time Sheet Lines** job parameter attribute has the **By Day** value. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is called **Monday** by default, can, be changed to **Mon. <date>**. For more information,

Field	Description
	refer to the description of the Window Layouts workspace in the Set-Up module.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity Monday-Friday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the time unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.

Actions

This section shows the Actions available in the Approve Draft Invoices by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line

Field	Description
	originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Mark All For Approval	Use this action to mark all approval object lines in the sub-tab for approval. This means the status in the **New Approval Status** field is set to Approved on all lines.
Mark All For Release	Use this action to mark all approval object lines in the sub-tab for release. This means the status in the **New Approval Status** field is set to Released on all lines. This action can only be used if the **Trans. Non-Appr. Time Sheets** field is enabled in the System Information workspace, and the current user has access to transferring expense sheets as specified in the Actions workspace. The employee specified as the project manager for the current job, however, always has the right to release time sheets for the employee in question.
Mark All For Rejection	Use this action to mark all approval object lines in the sub-tab for rejection. This means the status in the **New Approval Status** field is set to Rejected on all lines.
Unmark All	Use this action to unmark all approval object lines in the sub-tab for approval. This means the **Approve** check box is deselected for all entries in the sub-tab.
Execute Approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.
Approve All	Use this action to approve all the lines pending approval that are listed in the sub-tab.
Reset All	Use this action to reset all the lines pending approval that are listed in the sub-tab.

Approve Time Sheets by Employee

Use up to 35 words to describe this conceptual topic. Write complete sentences.

Copy to come.

Approve Time Sheets by Employee Tab

This section includes the fields and descriptions for the Approve Time Sheets by Employees tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.

Field	Description
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.

Field	Description
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.

Field	Description
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.

Field	Description
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field shows the number of the employee who entered the current line.
Line No.	This field shows the line number of the current time sheet line.
Start Date	This field displays the start date of the time sheet.
Job No.	This field shows the job number related to the current time sheet.
Activity No.	This field shows the activity number specified on the current time sheet line.
Monday-Sunday	These fields show registered time in hours or days, depending on the time unit of the expense sheet. In these fields, enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. You can enter a negative number of hours. If the **Minimum Hours** field is enabled on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the Employees workspace in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields are automatically filled in with the quantity of hours planned for the employee on the task specified on the current

Field	Description
	line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs where you entered a value in the **By Day** field in the **Pre-fill Time Sheet Lines** job parameter attribute. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is named **Monday** by default, can be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Description	This field shows a description of the current entry.
Activity Type	This field shows the type of the current activity.
Quantity Monday-Sunday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Remarks	Enter remarks relating to the current line.
Job Description	This field shows a description of the job specified in the **Job No**. field. If it is an internal job, the description contains the job name, whereas the description of an external job contains the name of the customer to whom the job has been assigned.
Internal Job	This field displays the total time registered on internal jobs for the week.
Spec. 1-3	These fields show the specifications assigned to the current line.
Task	This field shows the type of the current activity.
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the time unit. Time activity can be used to calculate

Field	Description
	overtime, among others. The activity references can be created in the Time Sheet References workspace.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Amount Activity 1-4	These fields show the total number of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.
Amount Activity 1-4, Transferred	These fields show whether or not the amounts have been transferred to a time sheet journal or the time sheet journal queue.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Local Spec. 1-3	This field shows the local specifications assigned to the current line.
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Quantity 1-2	These fields show the quantities registered in the entry.
Quantity 1-2, Transferred	These fields show whether or not the quantites have been transferred to a time sheet journal or the time sheet journal queue.
Transferred for Posting	This field determines whether the current line has been transferred for posting.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Cost Type	This field shows the cost type of the current line.
Submitted	This field shows whether the current line has been submitted.

Field	Description
New Approval Status, Project Manager	This field shows the status of the current line, as determined by the designated project manager of the job. When the time sheet is submitted, the project manager can approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations by the project manager is mandatory or optional. If the status of the line is Approved or Released, and the line is changed, the status changes to blank. If the line is Rejected, then changed, the status does not change.
Approval, Project Manager	This field shows the approval status of the current line, as determined by the designated project manager of the job. The value in the **New Approval Status, Project Manager** field is transferred to this field when you use the **Execute Approval** action.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Approved by Superior	This field shows if the current line has been approved by the user's superior.
Released by Superior	This field shows if the current line has been released by the user's superior.
Keep Line	This field shows whether or not the current line is deemed permanent. If this check box is selected, the current line is automatically copied from the previous period at the creation of time sheets. New lines created inherit this status, which means that they will automatically be copied to all new time sheets until you deselect the check box on the selected line.
Planned This Period	This field shows whether or not the current line has been transferred, in which case the transfer action does not apply.
Est. Time to Compl.	This field shows the estimated time to completion of the current line.
Completed	This field shows whether or not the work on the current line is completed.
Estimate Date	This field shows the estimate date of the current line's completion.
Job Budget Type	This field shows the budget type assigned to the current job.

Field	Description
Job Budget Revision No.	This field shows the revision number of the current job budget line.
Overtime Spec.	This field shows the overtime specification for the current line. Overtime specifications are defined in the Popup Fields tab in the System Setup workspace.
Favorite	This field shows a favorite, if it has been selected. Favorites are derived from the Favorites workspace.
Note	Enter a brief description of what you have been working on.
Est. Time to Compl. Days	Enter the number of days as an estimate to completion. If you enter a value in this field, Maconomy automatically converts it to hours, which is shown in the **Est. Time to Compl.** field. The number of hours is calculated by multiplying the number of days by the value in the **Hours per Man Day** field in the Jobs workspace.
Description, Monday-Sunday	Enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy ensures that you enter a description for the task for the day in question before you can submit the time sheet.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity, Monday-Sunday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Transferred, Monday-Sunday	This field shows the proposed invoiceable quantity entered by the employee for each day that can be transferred on an expense sheet line.
Proposed Billing Price, Total	This field shows the total proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.

Field	Description
Biling Price, Currency	This field shows the standard billing price of the current line in the currency of the job.
Use Invoice Proposal	This field shows whether the quantity and billing price in the following fields are used for invoicing: ▪ Proposed Quantity ▪ Proposed Billing Price, Unit ▪ Proposed Billing Price, Total
Transaction Type	This field shows the current line's transaction type. Transaction types are set up in the Transaction Types workspace.
Invoiceable	This field shows whether or not the line is invoiceable.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Billing Price, Enterprise	This field shows the budgeted billing price in enterprise currency.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this sub-tab.
Absence Type	Select the reason for the absence.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Option List 1-5	Specify the option lists containing the values that should be available for further specification in the **Selected Value 1-5** fields on the current line.
Selected Value 1-5	Specify a number of values for further specification of the current line. You can only use values available in the respective option lists specified in the **Option List 1-5** fields.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	This field shows the local specifications assigned to the current line.
Purchase Order Number	This field shows the purchase order number to which the current line is associated to.

Field	Description
Purchase Order Line Number	This field shows the purchase order line number assigned to the current line.
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.
Job Name	This field shows the name of the job to which the current line is associated.
Project Manager No.	This field shows the project manager number of the project manager assigned to the current line.
Project Manager	This field shows the name of the project manager assigned to the current line.
Activity Description	This field displays the title or name of the activity for which the employee registered time.
Task Description	This field displays the title or name of the task for which the employee registered time.
Task Path	This field shows any task path of the task.
Company	This field shows the name of the bill-to-customer assigned to the job on the current line.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer	This field shows the name of the bill-to customer assigned to the job on the current line.
Time Unit, Job	This field displays the time unit used for filing time (hours or days) on the job.

Field	Description
Week	This field shows the week number of the current time sheet.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Location Description	This field shows a description regarding the location assigned to the current line.
Entity Description	This field shows a description regarding the entity assigned to the current line.
Project Description	This field shows a description regarding the project assigned to the current line.
Purpose Description	This field shows a description regarding the purposes assigned to the current line.
Spec. 1-10 Description	This field shows descriptions regarding the specifications assigned to the current line.
Local Spec. 1-10 Description	This field shows descriptions regarding the local specifications assigned to the current line.
Customer Level	This field shows the customer level number for the customer to which the current line is associated.
Level 1-5 No.	These fields show the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Level 1-5 Name	These fields show the names of the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the time unit on the time sheet.
Monday-Friday	These fields show registered time in hours or days, depending on the time unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than

Field	Description
	specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. It is possible to enter a negative number of hours. If the **Minimum Hours** field has been marked on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the window Employees in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only pre-filled on time sheet lines referring to jobs for which the **Pre-fill Time Sheet Lines** job parameter attribute has the **By Day** value. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is called **Monday** by default, can, be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity Monday-Friday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.

Field	Description
Proposed Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the time unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Missed Meal Monday-Sunday	This field specifies whether the employee utilized their daily break for the day. If the field value is **Yes**, the employee skipped their break.

Actions

This section shows the Actions available in the Approve Time Sheets by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approve Time Sheet Lines by Employee Workspace

Use up to 35 words to describe this conceptual topic. Write complete sentences.

Copy to come.

Approve Time Sheet Lines by Employee Tab

This section includes the fields and descriptions for the Approve Time Sheet Lines by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.

Field	Description
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.

Field	Description
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.

Field	Description
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.

Field	Description
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field shows the number of the employee who entered the current line.
Line No.	This field shows the line number of the current expense sheet line.
Start Date	This field displays the start date of the expense sheet.
Job No.	This field shows the job number related to the current expense sheet line.
Activity No.	This field shows the activity number specified on the current expense sheet line.
Monday-Sunday	These fields show registered time in hours or days, depending on the time unit of the expense sheet. In these fields, enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given

Field	Description
	employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. You can enter a negative number of hours. If the **Minimum Hours** field is enabled on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the Employees workspace in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields are automatically filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs where you entered a value in the **By Day** field in the **Pre-fill Time Sheet Lines** job parameter attribute. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is named **Monday** by default, can be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Description	This field shows a description of the current entry.
Activity Type	This field shows the type of the current activity.
Quantity Monday-Sunday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Remarks	Enter remarks relating to the current line.

Field	Description
Job Description	This field shows a description of the job specified in the **Job No**. field. If it is an internal job, the description contains the job name, whereas the description of an external job contains the name of the customer to whom the job has been assigned.
Internal Job	This field displays the total time registered on internal jobs for the week.
Spec. 1-3	These fields show the specifications assigned to the current line.
Task	This field shows the type of the current activity.
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the time unit. Time activity can be used to calculate overtime, among others. The activity references can be created in the Time Sheet References workspace.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Amount Activity 1-4	These fields show the total number of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.
Amount Activity 1-4, Transferred	These fields show whether or not the amounts have been transferred to a time sheet journal or the time sheet journal queue.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Local Spec. 1-3	This field shows the local specifications assigned to the current line.
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Quantity 1-2	These fields show the quantities registered in the entry.
Quantity 1-2, Transferred	These fields show whether or not the quantites have been transferred to a time sheet journal or the time sheet journal queue.

Field	Description
Transferred for Posting	This field determines whether the current line has been transferred for posting.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Cost Type	This field shows the cost type of the current line.
Submitted	This field shows whether the current line has been submitted.
New Approval Status, Project Manager	This field shows the status of the current line, as determined by the designated project manager of the job. When the time sheet is submitted, the project manager can approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations by the project manager is mandatory or optional. If the status of the line is Approved or Released, and the line is changed, the status changes to blank. If the line is Rejected, then changed, the status does not change.
Approval, Project Manager	This field shows the approval status of the current line, as determined by the designated project manager of the job. The value in the **New Approval Status, Project Manager** field is transferred to this field when you use the **Execute Approval** action.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Approved by Superior	This field shows if the current line has been approved by the user's superior.
Released by Superior	This field shows if the current line has been released by the user's superior.
Keep Line	This field shows whether or not the current line is deemed permanent. If this check box is selected, the current line is automatically copied from the previous period at the creation of time sheets. New lines created inherit this status, which means that they will automatically be copied to all new time sheets until you deselect the check box on the selected line.

Field	Description
Planned This Period	This field shows whether or not the current line has been transferred, in which case the transfer action does not apply.
Est. Time to Compl.	This field shows the estimated time to completion of the current line.
Completed	This field shows whether or not the work on the current line is completed.
Estimate Date	This field shows the estimate date of the current line's completion.
Job Budget Type	This field shows the budget type assigned to the current job.
Job Budget Revision No.	This field shows the revision number of the current job budget line.
Overtime Spec.	This field shows the overtime specification for the current line. Overtime specifications are defined in the Popup Fields tab in the System Setup workspace.
Favorite	This field shows a favorite, if it has been selected. Favorites are derived from the Favorites workspace.
Note	Enter a brief description of what you have been working on.
Est. Time to Compl. Days	Enter the number of days as an estimate to completion. If you enter a value in this field, Maconomy automatically converts it to hours, which is shown in the **Est. Time to Compl.** field. The number of hours is calculated by multiplying the number of days by the value in the **Hours per Man Day** field in the Jobs workspace.
Description, Monday-Sunday	Enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy ensures that you enter a description for the task for the day in question before you can submit the time sheet.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity, Monday-Sunday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.

Field	Description
Proposed Quantity Transferred, Monday-Sunday	This field shows the proposed invoiceable quantity entered by the employee for each day that can be transferred on an expense sheet line.
Proposed Billing Price, Total	This field shows the total proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Biling Price, Currency	This field shows the standard billing price of the current line in the currency of the job.
Use Invoice Proposal	This field shows whether the quantity and billing price in the following fields are used for invoicing: ▪ Proposed Quantity ▪ Proposed Billing Price, Unit ▪ Proposed Billing Price, Total
Transaction Type	This field shows the current line's transaction type. Transaction types are set up in the Transaction Types workspace.
Invoiceable	This field shows whether or not the line is invoiceable.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Billing Price, Enterprise	This field shows the budgeted billing price in enterprise currency.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this sub-tab.
Absence Type	Select the reason for the absence.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Option List 1-5	Specify the option lists containing the values that should be available for further specification in the **Selected Value 1-5** fields on the current line.

Field	Description
Selected Value 1-5	Specify a number of values for further specification of the current line. You can only use values available in the respective option lists specified in the **Option List 1-5** fields.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	This field shows the local specifications assigned to the current line.
Purchase Order Number	This field shows the purchase order number to which the current line is associated to.
Purchase Order Line Number	This field shows the purchase order line number assigned to the current line.
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.
Job Name	This field shows the name of the job to which the current line is associated.
Project Manager No.	This field shows the project manager number of the project manager assigned to the current line.
Project Manager	This field shows the name of the project manager assigned to the current line.
Activity Description	This field displays the title or name of the activity for which the employee registered time.
Task Description	This field displays the title or name of the task for which the employee registered time.

Field	Description
Task Path	This field shows any task path of the task.
Company	This field shows the name of the bill-to-customer assigned to the job on the current line.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer	This field shows the name of the bill-to customer assigned to the job on the current line.
Time Unit, Job	This field displays the time unit used for filing time (hours or days) on the job.
Week	This field shows the week number of the current time sheet.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Location Description	This field shows a description regarding the location assigned to the current line.
Entity Description	This field shows a description regarding the entity assigned to the current line.
Project Description	This field shows a description regarding the project assigned to the current line.
Purpose Description	This field shows a description regarding the purposes assigned to the current line.
Spec. 1-10 Description	This field shows descriptions regarding the specifications assigned to the current line.
Local Spec. 1-10 Description	This field shows descriptions regarding the local specifications assigned to the current line.
Customer Level	This field shows the customer level number for the customer to which the current line is associated.
Level 1-5 No.	These fields show the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Level 1-5 Name	These fields show the names of the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.

Field	Description
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the time unit on the time sheet.
Monday-Friday	These fields show registered time in hours or days, depending on the time unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. It is possible to enter a negative number of hours. If the **Minimum Hours** field has been marked on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the window Employees in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only pre-filled on time sheet lines referring to jobs for which the **Pre-fill Time Sheet Lines** job parameter attribute has the **By Day** value. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is called **Monday** by default, can, be changed to **Mon. <date>**. For more information,

Field	Description
	refer to the description of the Window Layouts workspace in the Set-Up module.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity Monday-Friday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the time unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.

Actions

This section shows the Actions available in the Approve Time Sheet Lines by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line

Field	Description
	originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approve Expense Sheets by Employee Workspace

Use up to 35 words to describe this conceptual topic. Write complete sentences.

This is the start of your concept.

Approve Expense Sheets by Employee Tab

This section includes the fields and descriptions for the Approve Expense Sheets by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.

Field	Description
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.

Field	Description
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.

Field	Description
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field shows the number of the employee who entered the current line.
Line No.	This field shows the line number of the current expense sheet line.
Start Date	This field displays the start date of the expense sheet.
Job No.	This field shows the job number related to the current expense sheet line.
Activity No.	This field shows the activity number specified on the current expense sheet line.
Monday-Sunday	These fields show registered time in hours or days, depending on the time unit of the expense sheet. In these fields, enter the time used every day of the week on the specific job, dimension, task, and activity.

Field	Description
	You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. You can enter a negative number of hours. If the **Minimum Hours** field is enabled on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the Employees workspace in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields are automatically filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs where you entered a value in the **By Day** field in the **Pre-fill Time Sheet Lines** job parameter attribute. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is named **Monday** by default, can be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Description	This field shows a description of the current entry.

Field	Description
Activity Type	This field shows the type of the current activity.
Quantity Monday-Sunday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Remarks	Enter remarks relating to the current line.
Job Description	This field shows a description of the job specified in the **Job No**. field. If it is an internal job, the description contains the job name, whereas the description of an external job contains the name of the customer to whom the job has been assigned.
Internal Job	This field displays the total time registered on internal jobs for the week.
Spec. 1-3	These fields show the specifications assigned to the current line.
Task	This field shows the type of the current activity.
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the time unit. Time activity can be used to calculate overtime, among others. The activity references can be created in the Time Sheet References workspace.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Amount Activity 1-4	These fields show the total number of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.
Amount Activity 1-4, Transferred	These fields show whether or not the amounts have been transferred to a time sheet journal or the time sheet journal queue.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Local Spec. 1-3	This field shows the local specifications assigned to the current line.

Field	Description
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Quantity 1-2	These fields show the quantities registered in the entry.
Quantity 1-2, Transferred	These fields show whether or not the quantites have been transferred to a time sheet journal or the time sheet journal queue.
Transferred for Posting	This field determines whether the current line has been transferred for posting.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Cost Type	This field shows the cost type of the current line.
Submitted	This field shows whether the current line has been submitted.
New Approval Status, Project Manager	This field shows the status of the current line, as determined by the designated project manager of the job. When the time sheet is submitted, the project manager can approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations by the project manager is mandatory or optional. If the status of the line is Approved or Released, and the line is changed, the status changes to blank. If the line is Rejected, then changed, the status does not change.
Approval, Project Manager	This field shows the approval status of the current line, as determined by the designated project manager of the job. The value in the **New Approval Status, Project Manager** field is transferred to this field when you use the **Execute Approval** action.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Approved by Superior	This field shows if the current line has been approved by the user's superior.

Field	Description
Released by Superior	This field shows if the current line has been released by the user's superior.
Keep Line	This field shows whether or not the current line is deemed permanent. If this check box is selected, the current line is automatically copied from the previous period at the creation of time sheets. New lines created inherit this status, which means that they will automatically be copied to all new time sheets until you deselect the check box on the selected line.
Planned This Period	This field shows whether or not the current line has been transferred, in which case the transfer action does not apply.
Est. Time to Compl.	This field shows the estimated time to completion of the current line.
Completed	This field shows whether or not the work on the current line is completed.
Estimate Date	This field shows the estimate date of the current line's completion.
Job Budget Type	This field shows the budget type assigned to the current job.
Job Budget Revision No.	This field shows the revision number of the current job budget line.
Overtime Spec.	This field shows the overtime specification for the current line. Overtime specifications are defined in the Popup Fields tab in the System Setup workspace.
Favorite	This field shows a favorite, if it has been selected. Favorites are derived from the Favorites workspace.
Note	Enter a brief description of what you have been working on.
Est. Time to Compl. Days	Enter the number of days as an estimate to completion. If you enter a value in this field, Maconomy automatically converts it to hours, which is shown in the **Est. Time to Compl.** field. The number of hours is calculated by multiplying the number of days by the value in the **Hours per Man Day** field in the Jobs workspace.
Description, Monday-Sunday	Enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy ensures that you enter a description for the task for the day in question before you can submit the time sheet.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.

Field	Description
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity, Monday-Sunday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Transferred, Monday-Sunday	This field shows the proposed invoiceable quantity entered by the employee for each day that can be transferred on an expense sheet line.
Proposed Billing Price, Total	This field shows the total proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Biling Price, Currency	This field shows the standard billing price of the current line in the currency of the job.
Use Invoice Proposal	This field shows whether the quantity and billing price in the following fields are used for invoicing: ▪ Proposed Quantity ▪ Proposed Billing Price, Unit ▪ Proposed Billing Price, Total
Transaction Type	This field shows the current line's transaction type. Transaction types are set up in the Transaction Types workspace.
Invoiceable	This field shows whether or not the line is invoiceable.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Billing Price, Enterprise	This field shows the budgeted billing price in enterprise currency.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this sub-tab.
Absence Type	Select the reason for the absence.

Field	Description
Time Unit	This field displays the time unit used for filing time (either hours or days).
Option List 1-5	Specify the option lists containing the values that should be available for further specification in the **Selected Value 1-5** fields on the current line.
Selected Value 1-5	Specify a number of values for further specification of the current line. You can only use values available in the respective option lists specified in the **Option List 1-5** fields.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	This field shows the local specifications assigned to the current line.
Purchase Order Number	This field shows the purchase order number to which the current line is associated to.
Purchase Order Line Number	This field shows the purchase order line number assigned to the current line.
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.
Job Name	This field shows the name of the job to which the current line is associated.
Project Manager No.	This field shows the project manager number of the project manager assigned to the current line.
Project Manager	This field shows the name of the project manager assigned to the current line.

Field	Description
Activity Description	This field displays the title or name of the activity for which the employee registered time.
Task Description	This field displays the title or name of the task for which the employee registered time.
Task Path	This field shows any task path of the task.
Company	This field shows the name of the bill-to-customer assigned to the job on the current line.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer	This field shows the name of the bill-to customer assigned to the job on the current line.
Time Unit, Job	This field displays the time unit used for filing time (hours or days) on the job.
Week	This field shows the week number of the current time sheet.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Location Description	This field shows a description regarding the location assigned to the current line.
Entity Description	This field shows a description regarding the entity assigned to the current line.
Project Description	This field shows a description regarding the project assigned to the current line.
Purpose Description	This field shows a description regarding the purposes assigned to the current line.
Spec. 1-10 Description	This field shows descriptions regarding the specifications assigned to the current line.
Local Spec. 1-10 Description	This field shows descriptions regarding the local specifications assigned to the current line.
Customer Level	This field shows the customer level number for the customer to which the current line is associated.
Level 1-5 No.	These fields show the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.

Field	Description
Level 1-5 Name	These fields show the names of the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the time unit on the time sheet.
Monday-Friday	These fields show registered time in hours or days, depending on the time unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. It is possible to enter a negative number of hours. If the **Minimum Hours** field has been marked on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the window Employees in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only pre-filled on time sheet lines referring to jobs for which the **Pre-fill Time Sheet Lines** job parameter attribute has the **By Day** value. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further

Field	Description
	information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is called **Monday** by default, can, be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity Monday-Friday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the time unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.

Actions

This section shows the Actions available in the Approve Expense Sheets by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.

Field	Description
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Mark All For Approval	Use this action to mark all approval object lines in the sub-tab for approval. This means the status in the **New Approval Status** field is set to Approved on all lines.
Mark All For Release	Use this action to mark all approval object lines in the sub-tab for release. This means the status in the **New Approval Status** field is set to Released on all lines. This action can only be used if the **Trans. Non-Appr. Time Sheets** field is enabled in the System Information workspace, and the current user has access to transferring expense sheets as specified in the Actions workspace. The employee specified as the project manager for the current job, however, always has the right to release time sheets for the employee in question.
Mark All For Rejection	Use this action to mark all approval object lines in the sub-tab for rejection. This means the status in the **New Approval Status** field is set to Rejected on all lines.
Unmark All	Use this action to unmark all approval object lines in the sub-tab for approval. This means the **Approve** check box is deselected for all entries in the sub-tab.
Execute Approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.
Approve All	Use this action to approve all the lines pending approval that are listed in the sub-tab.
Reset All	Use this action to reset all the lines pending approval that are listed in the sub-tab.

Approve Expense Sheet Lines Workspace

Use up to 35 words to describe this conceptual topic. Write complete sentences.

Copy to come.

Approve Expense Sheet Lines by Employee Tab

This section includes the fields and descriptions for the Approve Expense Sheet Lines by Employees tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.

Field	Description
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.

Field	Description
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.

Field	Description
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.

Field	Description
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field shows the number of the employee who entered the current line.
Line No.	This field shows the line number of the current expense sheet line.
Start Date	This field displays the start date of the expense sheet.
Job No.	This field shows the job number related to the current expense sheet line.
Activity No.	This field shows the activity number specified on the current expense sheet line.
Monday-Sunday	These fields show registered time in hours or days, depending on the time unit of the expense sheet. In these fields, enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. You can enter a negative number of hours. If the **Minimum Hours** field is enabled on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the Employees workspace in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields are automatically filled in with the quantity of hours planned for the employee on the task specified on the current

Field	Description
	line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs where you entered a value in the **By Day** field in the **Pre-fill Time Sheet Lines** job parameter attribute. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is named **Monday** by default, can be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Description	This field shows a description of the current entry.
Activity Type	This field shows the type of the current activity.
Quantity Monday-Sunday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Remarks	Enter remarks relating to the current line.
Job Description	This field shows a description of the job specified in the **Job No**. field. If it is an internal job, the description contains the job name, whereas the description of an external job contains the name of the customer to whom the job has been assigned.
Internal Job	This field displays the total time registered on internal jobs for the week.
Spec. 1-3	These fields show the specifications assigned to the current line.
Task	This field shows the type of the current activity.
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the time unit. Time activity can be used to calculate

Field	Description
	overtime, among others. The activity references can be created in the Time Sheet References workspace.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Amount Activity 1-4	These fields show the total number of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.
Amount Activity 1-4, Transferred	These fields show whether or not the amounts have been transferred to a time sheet journal or the time sheet journal queue.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Local Spec. 1-3	This field shows the local specifications assigned to the current line.
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Quantity 1-2	These fields show the quantities registered in the entry.
Quantity 1-2, Transferred	These fields show whether or not the quantites have been transferred to a time sheet journal or the time sheet journal queue.
Transferred for Posting	This field determines whether the current line has been transferred for posting.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Cost Type	This field shows the cost type of the current line.
Submitted	This field shows whether the current line has been submitted.

Field	Description
New Approval Status, Project Manager	This field shows the status of the current line, as determined by the designated project manager of the job. When the time sheet is submitted, the project manager can approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations by the project manager is mandatory or optional. If the status of the line is Approved or Released, and the line is changed, the status changes to blank. If the line is Rejected, then changed, the status does not change.
Approval, Project Manager	This field shows the approval status of the current line, as determined by the designated project manager of the job. The value in the **New Approval Status, Project Manager** field is transferred to this field when you use the **Execute Approval** action.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Approved by Superior	This field shows if the current line has been approved by the user's superior.
Released by Superior	This field shows if the current line has been released by the user's superior.
Keep Line	This field shows whether or not the current line is deemed permanent. If this check box is selected, the current line is automatically copied from the previous period at the creation of time sheets. New lines created inherit this status, which means that they will automatically be copied to all new time sheets until you deselect the check box on the selected line.
Planned This Period	This field shows whether or not the current line has been transferred, in which case the transfer action does not apply.
Est. Time to Compl.	This field shows the estimated time to completion of the current line.
Completed	This field shows whether or not the work on the current line is completed.
Estimate Date	This field shows the estimate date of the current line's completion.
Job Budget Type	This field shows the budget type assigned to the current job.

Field	Description
Job Budget Revision No.	This field shows the revision number of the current job budget line.
Overtime Spec.	This field shows the overtime specification for the current line. Overtime specifications are defined in the Popup Fields tab in the System Setup workspace.
Favorite	This field shows a favorite, if it has been selected. Favorites are derived from the Favorites workspace.
Note	Enter a brief description of what you have been working on.
Est. Time to Compl. Days	Enter the number of days as an estimate to completion. If you enter a value in this field, Maconomy automatically converts it to hours, which is shown in the **Est. Time to Compl.** field. The number of hours is calculated by multiplying the number of days by the value in the **Hours per Man Day** field in the Jobs workspace.
Description, Monday-Sunday	Enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy ensures that you enter a description for the task for the day in question before you can submit the time sheet.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity, Monday-Sunday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Transferred, Monday-Sunday	This field shows the proposed invoiceable quantity entered by the employee for each day that can be transferred on an expense sheet line.
Proposed Billing Price, Total	This field shows the total proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.

Field	Description
Biling Price, Currency	This field shows the standard billing price of the current line in the currency of the job.
Use Invoice Proposal	This field shows whether the quantity and billing price in the following fields are used for invoicing: ▪ Proposed Quantity ▪ Proposed Billing Price, Unit ▪ Proposed Billing Price, Total
Transaction Type	This field shows the current line's transaction type. Transaction types are set up in the Transaction Types workspace.
Invoiceable	This field shows whether or not the line is invoiceable.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Billing Price, Enterprise	This field shows the budgeted billing price in enterprise currency.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this sub-tab.
Absence Type	Select the reason for the absence.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Option List 1-5	Specify the option lists containing the values that should be available for further specification in the **Selected Value 1-5** fields on the current line.
Selected Value 1-5	Specify a number of values for further specification of the current line. You can only use values available in the respective option lists specified in the **Option List 1-5** fields.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	This field shows the local specifications assigned to the current line.
Purchase Order Number	This field shows the purchase order number to which the current line is associated to.

Field	Description
Purchase Order Line Number	This field shows the purchase order line number assigned to the current line.
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.
Job Name	This field shows the name of the job to which the current line is associated.
Project Manager No.	This field shows the project manager number of the project manager assigned to the current line.
Project Manager	This field shows the name of the project manager assigned to the current line.
Activity Description	This field displays the title or name of the activity for which the employee registered time.
Task Description	This field displays the title or name of the task for which the employee registered time.
Task Path	This field shows any task path of the task.
Company	This field shows the name of the bill-to-customer assigned to the job on the current line.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer	This field shows the name of the bill-to customer assigned to the job on the current line.
Time Unit, Job	This field displays the time unit used for filing time (hours or days) on the job.

Field	Description
Week	This field shows the week number of the current time sheet.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Location Description	This field shows a description regarding the location assigned to the current line.
Entity Description	This field shows a description regarding the entity assigned to the current line.
Project Description	This field shows a description regarding the project assigned to the current line.
Purpose Description	This field shows a description regarding the purposes assigned to the current line.
Spec. 1-10 Description	This field shows descriptions regarding the specifications assigned to the current line.
Local Spec. 1-10 Description	This field shows descriptions regarding the local specifications assigned to the current line.
Customer Level	This field shows the customer level number for the customer to which the current line is associated.
Level 1-5 No.	These fields show the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Level 1-5 Name	These fields show the names of the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the time unit on the time sheet.
Monday-Friday	These fields show registered time in hours or days, depending on the time unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than

Field	Description
	specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. It is possible to enter a negative number of hours. If the **Minimum Hours** field has been marked on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the window Employees in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only pre-filled on time sheet lines referring to jobs for which the **Pre-fill Time Sheet Lines** job parameter attribute has the **By Day** value. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is called **Monday** by default, can, be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity Monday-Friday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.

Field	Description
Proposed Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the time unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.

Actions

This section shows the Actions available in the Approve Expense Sheet Lines by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Mark All For Approval	Use this action to mark all approval object lines in the sub-tab for approval. This means the status in the **New Approval Status** field is set to Approved on all lines.

Field	Description
Mark All For Release	Use this action to mark all approval object lines in the sub-tab for release. This means the status in the **New Approval Status** field is set to Released on all lines. This action can only be used if the **Trans. Non-Appr. Time Sheets** field is enabled in the System Information workspace, and the current user has access to transferring expense sheets as specified in the Actions workspace. The employee specified as the project manager for the current job, however, always has the right to release time sheets for the employee in question.
Mark All For Rejection	Use this action to mark all approval object lines in the sub-tab for rejection. This means the status in the **New Approval Status** field is set to Rejected on all lines.
Unmark All	Use this action to unmark all approval object lines in the sub-tab for approval. This means the **Approve** check box is deselected for all entries in the sub-tab.
Execute Approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.
Approve All	Use this action to approve all the lines pending approval that are listed in the sub-tab.
Reset All	Use this action to reset all the lines pending approval that are listed in the sub-tab.

Approve Purchase Order Lines by Employee Workspace

Use this workspace to view information on all relevant approval lines for purchase order lines.

This workspace enables you to view information on all relevant approval lines for purchase order lines. This enables you to use iAccess to access purchase order lines that were created in the Workspace Client. You can now approve or reject transactions for which approval hierarchies are set up from within iAccess.

Approve Purchase Order Lines by Employee Tab

This section includes the fields and descriptions for the Approve Purchase Order Lines by Employees tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.

Field	Description
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.

Field	Description
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.

Field	Description
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.

Field	Description
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field shows the number of the employee who entered the current line.
Line No.	This field shows the line number of the current expense sheet line.
Start Date	This field displays the start date of the expense sheet.
Job No.	This field shows the job number related to the current expense sheet line.
Activity No.	This field shows the activity number specified on the current expense sheet line.
Monday-Sunday	These fields show registered time in hours or days, depending on the time unit of the expense sheet. In these fields, enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. You can enter a negative number of hours. If the **Minimum Hours** field is enabled on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the Employees workspace in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields are automatically filled in with the quantity of hours planned for the employee on the task specified on the current

Field	Description
	line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs where you entered a value in the **By Day** field in the **Pre-fill Time Sheet Lines** job parameter attribute. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is named **Monday** by default, can be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Description	This field shows a description of the current entry.
Activity Type	This field shows the type of the current activity.
Quantity Monday-Sunday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Remarks	Enter remarks relating to the current line.
Job Description	This field shows a description of the job specified in the **Job No**. field. If it is an internal job, the description contains the job name, whereas the description of an external job contains the name of the customer to whom the job has been assigned.
Internal Job	This field displays the total time registered on internal jobs for the week.
Spec. 1-3	These fields show the specifications assigned to the current line.
Task	This field shows the type of the current activity.
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the time unit. Time activity can be used to calculate

Field	Description
	overtime, among others. The activity references can be created in the Time Sheet References workspace.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Amount Activity 1-4	These fields show the total number of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.
Amount Activity 1-4, Transferred	These fields show whether or not the amounts have been transferred to a time sheet journal or the time sheet journal queue.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Local Spec. 1-3	This field shows the local specifications assigned to the current line.
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Quantity 1-2	These fields show the quantities registered in the entry.
Quantity 1-2, Transferred	These fields show whether or not the quantites have been transferred to a time sheet journal or the time sheet journal queue.
Transferred for Posting	This field determines whether the current line has been transferred for posting.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Cost Type	This field shows the cost type of the current line.
Submitted	This field shows whether the current line has been submitted.

Field	Description
New Approval Status, Project Manager	This field shows the status of the current line, as determined by the designated project manager of the job. When the time sheet is submitted, the project manager can approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations by the project manager is mandatory or optional. If the status of the line is Approved or Released, and the line is changed, the status changes to blank. If the line is Rejected, then changed, the status does not change.
Approval, Project Manager	This field shows the approval status of the current line, as determined by the designated project manager of the job. The value in the **New Approval Status, Project Manager** field is transferred to this field when you use the **Execute Approval** action.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Approved by Superior	This field shows if the current line has been approved by the user's superior.
Released by Superior	This field shows if the current line has been released by the user's superior.
Keep Line	This field shows whether or not the current line is deemed permanent. If this check box is selected, the current line is automatically copied from the previous period at the creation of time sheets. New lines created inherit this status, which means that they will automatically be copied to all new time sheets until you deselect the check box on the selected line.
Planned This Period	This field shows whether or not the current line has been transferred, in which case the transfer action does not apply.
Est. Time to Compl.	This field shows the estimated time to completion of the current line.
Completed	This field shows whether or not the work on the current line is completed.
Estimate Date	This field shows the estimate date of the current line's completion.
Job Budget Type	This field shows the budget type assigned to the current job.

Field	Description
Job Budget Revision No.	This field shows the revision number of the current job budget line.
Overtime Spec.	This field shows the overtime specification for the current line. Overtime specifications are defined in the Popup Fields tab in the System Setup workspace.
Favorite	This field shows a favorite, if it has been selected. Favorites are derived from the Favorites workspace.
Note	Enter a brief description of what you have been working on.
Est. Time to Compl. Days	Enter the number of days as an estimate to completion. If you enter a value in this field, Maconomy automatically converts it to hours, which is shown in the **Est. Time to Compl.** field. The number of hours is calculated by multiplying the number of days by the value in the **Hours per Man Day** field in the Jobs workspace.
Description, Monday-Sunday	Enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy ensures that you enter a description for the task for the day in question before you can submit the time sheet.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity, Monday-Sunday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Transferred, Monday-Sunday	This field shows the proposed invoiceable quantity entered by the employee for each day that can be transferred on an expense sheet line.
Proposed Billing Price, Total	This field shows the total proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.

Field	Description
Biling Price, Currency	This field shows the standard billing price of the current line in the currency of the job.
Use Invoice Proposal	This field shows whether the quantity and billing price in the following fields are used for invoicing: ▪ Proposed Quantity ▪ Proposed Billing Price, Unit ▪ Proposed Billing Price, Total
Transaction Type	This field shows the current line's transaction type. Transaction types are set up in the Transaction Types workspace.
Invoiceable	This field shows whether or not the line is invoiceable.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Billing Price, Enterprise	This field shows the budgeted billing price in enterprise currency.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this sub-tab.
Absence Type	Select the reason for the absence.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Option List 1-5	Specify the option lists containing the values that should be available for further specification in the **Selected Value 1-5** fields on the current line.
Selected Value 1-5	Specify a number of values for further specification of the current line. You can only use values available in the respective option lists specified in the **Option List 1-5** fields.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	This field shows the local specifications assigned to the current line.
Purchase Order Number	This field shows the purchase order number to which the current line is associated to.

Field	Description
Purchase Order Line Number	This field shows the purchase order line number assigned to the current line.
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.
Job Name	This field shows the name of the job to which the current line is associated.
Project Manager No.	This field shows the project manager number of the project manager assigned to the current line.
Project Manager	This field shows the name of the project manager assigned to the current line.
Activity Description	This field displays the title or name of the activity for which the employee registered time.
Task Description	This field displays the title or name of the task for which the employee registered time.
Task Path	This field shows any task path of the task.
Company	This field shows the name of the bill-to-customer assigned to the job on the current line.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer	This field shows the name of the bill-to customer assigned to the job on the current line.
Time Unit, Job	This field displays the time unit used for filing time (hours or days) on the job.

Field	Description
Week	This field shows the week number of the current time sheet.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Location Description	This field shows a description regarding the location assigned to the current line.
Entity Description	This field shows a description regarding the entity assigned to the current line.
Project Description	This field shows a description regarding the project assigned to the current line.
Purpose Description	This field shows a description regarding the purposes assigned to the current line.
Spec. 1-10 Description	This field shows descriptions regarding the specifications assigned to the current line.
Local Spec. 1-10 Description	This field shows descriptions regarding the local specifications assigned to the current line.
Customer Level	This field shows the customer level number for the customer to which the current line is associated.
Level 1-5 No.	These fields show the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Level 1-5 Name	These fields show the names of the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the time unit on the time sheet.
Monday-Friday	These fields show registered time in hours or days, depending on the time unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than

Field	Description
	specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. It is possible to enter a negative number of hours. If the **Minimum Hours** field has been marked on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the window Employees in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only pre-filled on time sheet lines referring to jobs for which the **Pre-fill Time Sheet Lines** job parameter attribute has the **By Day** value. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is called **Monday** by default, can, be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity Monday-Friday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.

Field	Description
Proposed Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the time unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.

Actions

This section shows the Actions available in the Approve Purchase Order Lines by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Mark All For Approval	Use this action to mark all approval object lines in the sub-tab for approval. This means the status in the **New Approval Status** field is set to Approved on all lines.

Field	Description
Mark All For Release	Use this action to mark all approval object lines in the sub-tab for release. This means the status in the **New Approval Status** field is set to Released on all lines. This action can only be used if the **Trans. Non-Appr. Time Sheets** field is enabled in the System Information workspace, and the current user has access to transferring expense sheets as specified in the Actions workspace. The employee specified as the project manager for the current job, however, always has the right to release time sheets for the employee in question.
Mark All For Rejection	Use this action to mark all approval object lines in the sub-tab for rejection. This means the status in the **New Approval Status** field is set to Rejected on all lines.
Unmark All	Use this action to unmark all approval object lines in the sub-tab for approval. This means the **Approve** check box is deselected for all entries in the sub-tab.
Execute Approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.
Approve All	Use this action to approve all the lines pending approval that are listed in the sub-tab.
Reset All	Use this action to reset all the lines pending approval that are listed in the sub-tab.

Approve Vendor Invoice Allocation Lines by Employee Single Dialog Workspace

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Approve Vendor Invoice Allocation Lines by Employee Tab

This section includes the fields and descriptions for the Approve Vendor Invoice Allocation Lines by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.

Field	Description
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank

Field	Description
	▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.

Field	Description
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects.

Field	Description
	Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.

Field	Description
Time Submitted	This field shows the time the current line was submitted.
Employee No.	This field shows the number of the employee who entered the current line.
Line No.	This field shows the line number of the current expense sheet line.
Start Date	This field displays the start date of the expense sheet.
Job No.	This field shows the job number related to the current expense sheet line.
Activity No.	This field shows the activity number specified on the current expense sheet line.
Monday-Sunday	These fields show registered time in hours or days, depending on the time unit of the expense sheet. In these fields, enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. You can enter a negative number of hours. If the **Minimum Hours** field is enabled on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily submitted, however. See the description of the Employees workspace in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields are automatically filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only prefilled on time sheet lines referring to jobs where you entered a value in the **By Day** field in the **Pre-fill Time Sheet Lines** job parameter attribute. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information

Field	Description
	workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is named **Monday** by default, can be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Description	This field shows a description of the current entry.
Activity Type	This field shows the type of the current activity.
Quantity Monday-Sunday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Remarks	Enter remarks relating to the current line.
Job Description	This field shows a description of the job specified in the **Job No**. field. If it is an internal job, the description contains the job name, whereas the description of an external job contains the name of the customer to whom the job has been assigned.
Internal Job	This field displays the total time registered on internal jobs for the week.
Spec. 1-3	These fields show the specifications assigned to the current line.
Task	This field shows the type of the current activity.
Time Activity 1-3	These fields show the total time for activities in hours or days, depending on the time unit. Time activity can be used to calculate overtime, among others. The activity references can be created in the Time Sheet References workspace.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Amount Activity 1-4	These fields show the total number of hours for the amount activities specified in the window Time Sheet References. Amount activities can for instance be used to register transport costs, meals, and so on.

Field	Description
Amount Activity 1-4, Transferred	These fields show whether or not the amounts have been transferred to a time sheet journal or the time sheet journal queue.
Location	This field shows the location assigned to the current line.
Entity	This field shows the entity assigned to the current line.
Project	This field shows the project assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.
Local Spec. 1-3	This field shows the local specifications assigned to the current line.
Company No.	This field shows the name of the company responsible for the job on which the work was performed.
Quantity 1-2	These fields show the quantities registered in the entry.
Quantity 1-2, Transferred	These fields show whether or not the quantites have been transferred to a time sheet journal or the time sheet journal queue.
Transferred for Posting	This field determines whether the current line has been transferred for posting.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.
Cost Type	This field shows the cost type of the current line.
Submitted	This field shows whether the current line has been submitted.
New Approval Status, Project Manager	This field shows the status of the current line, as determined by the designated project manager of the job. When the time sheet is submitted, the project manager can approve, reject, or release each line if the approval principle of the job indicates that approval of time registrations by the project manager is mandatory or optional. If the status of the line is Approved or Released, and the line is changed, the status changes to blank. If the line is Rejected, then changed, the status does not change.

Field	Description
Approval, Project Manager	This field shows the approval status of the current line, as determined by the designated project manager of the job. The value in the **New Approval Status, Project Manager** field is transferred to this field when you use the **Execute Approval** action.
Approved by	This field shows the name of the project manager who assigned the current approval status to the line.
Approval Date	This field shows the date on which the project manager who assigned the current approval status assigned the approval status to the line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release, or rejection of the line.
Approved by Superior	This field shows if the current line has been approved by the user's superior.
Released by Superior	This field shows if the current line has been released by the user's superior.
Keep Line	This field shows whether or not the current line is deemed permanent. If this check box is selected, the current line is automatically copied from the previous period at the creation of time sheets. New lines created inherit this status, which means that they will automatically be copied to all new time sheets until you deselect the check box on the selected line.
Planned This Period	This field shows whether or not the current line has been transferred, in which case the transfer action does not apply.
Est. Time to Compl.	This field shows the estimated time to completion of the current line.
Completed	This field shows whether or not the work on the current line is completed.
Estimate Date	This field shows the estimate date of the current line's completion.
Job Budget Type	This field shows the budget type assigned to the current job.
Job Budget Revision No.	This field shows the revision number of the current job budget line.
Overtime Spec.	This field shows the overtime specification for the current line. Overtime specifications are defined in the Popup Fields tab in the System Setup workspace.
Favorite	This field shows a favorite, if it has been selected. Favorites are derived from the Favorites workspace.

Field	Description
Note	Enter a brief description of what you have been working on.
Est. Time to Compl. Days	Enter the number of days as an estimate to completion. If you enter a value in this field, Maconomy automatically converts it to hours, which is shown in the **Est. Time to Compl.** field. The number of hours is calculated by multiplying the number of days by the value in the **Hours per Man Day** field in the Jobs workspace.
Description, Monday-Sunday	Enter a daily description of the task specified on the current line. If daily descriptions are required for the task in question, Maconomy ensures that you enter a description for the task for the day in question before you can submit the time sheet.
Transaction Timestamp	This field shows the time of creation or the latest revision of the current line.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity, Monday-Sunday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Transferred, Monday-Sunday	This field shows the proposed invoiceable quantity entered by the employee for each day that can be transferred on an expense sheet line.
Proposed Billing Price, Total	This field shows the total proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the Time Unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Biling Price, Currency	This field shows the standard billing price of the current line in the currency of the job.
Use Invoice Proposal	This field shows whether the quantity and billing price in the following fields are used for invoicing: ▪ Proposed Quantity ▪ Proposed Billing Price, Unit ▪ Proposed Billing Price, Total

Field	Description
Transaction Type	This field shows the current line's transaction type. Transaction types are set up in the Transaction Types workspace.
Invoiceable	This field shows whether or not the line is invoiceable.
Billing Price, Base	This field shows the budgeted billing price in base currency.
Billing Price, Enterprise	This field shows the budgeted billing price in enterprise currency.
Employee Category No.	This field shows the employee category number that comes from job budget lines or that you add manually in this sub-tab.
Absence Type	Select the reason for the absence.
Time Unit	This field displays the time unit used for filing time (either hours or days).
Option List 1-5	Specify the option lists containing the values that should be available for further specification in the **Selected Value 1-5** fields on the current line.
Selected Value 1-5	Specify a number of values for further specification of the current line. You can only use values available in the respective option lists specified in the **Option List 1-5** fields.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	This field shows the local specifications assigned to the current line.
Purchase Order Number	This field shows the purchase order number to which the current line is associated to.
Purchase Order Line Number	This field shows the purchase order line number assigned to the current line.
Employee	This field shows the name of the employee assigned to the current line.
Employee Position	This field shows the position number assigned to the employee.
Employee E-mail	This field shows the employee's email address.

Field	Description
Employee Phone	This field shows the employee's phone number.
Employee Mobile	This field shows the employee's mobile number.
Employee Company No.	This field shows the employee's company number.
Employee Company	This field shows the company the employee is associated with.
Job Name	This field shows the name of the job to which the current line is associated.
Project Manager No.	This field shows the project manager number of the project manager assigned to the current line.
Project Manager	This field shows the name of the project manager assigned to the current line.
Activity Description	This field displays the title or name of the activity for which the employee registered time.
Task Description	This field displays the title or name of the task for which the employee registered time.
Task Path	This field shows any task path of the task.
Company	This field shows the name of the bill-to-customer assigned to the job on the current line.
Customer No.	This field shows the number of the bill-to customer assigned to the job on the current line.
Customer	This field shows the name of the bill-to customer assigned to the job on the current line.
Time Unit, Job	This field displays the time unit used for filing time (hours or days) on the job.
Week	This field shows the week number of the current time sheet.
Year	This field shows the year in which the current time sheet line was entered. The field cannot be changed.
Location Description	This field shows a description regarding the location assigned to the current line.
Entity Description	This field shows a description regarding the entity assigned to the current line.

Field	Description
Project Description	This field shows a description regarding the project assigned to the current line.
Purpose Description	This field shows a description regarding the purposes assigned to the current line.
Spec. 1-10 Description	This field shows descriptions regarding the specifications assigned to the current line.
Local Spec. 1-10 Description	This field shows descriptions regarding the local specifications assigned to the current line.
Customer Level	This field shows the customer level number for the customer to which the current line is associated.
Level 1-5 No.	These fields show the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Level 1-5 Name	These fields show the names of the companies in the hierarchy above the specified company associated with the current line. These fields are only available if Customer Levels are set up using the designated system parameters.
Time Activity 1-3	In these fields, you can specify time registration for activities as set up in Time Sheet References. This field is in hours or days, depending on the time unit on the time sheet.
Monday-Friday	These fields show registered time in hours or days, depending on the time unit of the time sheet. In these fields you enter the time used every day of the week on the specific job, dimension, task, and activity. You cannot register more hours in one day than the maximum number of hours entered for the employee in the employee revision applying to the date in question. Moreover, if a value has been entered in the **Time Sheets** field in the Activities workspace for the activity for which you wish to register hours or amounts, you cannot enter a larger quantity for the activity than specified in that field. If there are several time sheet lines for a given employee with the activity in question, the sum of the registrations on these lines cannot exceed the daily registration limit specified for the activity in question. It is possible to enter a negative number of hours. If the **Minimum Hours** field has been marked on the employee revision applying on the date in question, Maconomy checks whether the employee has registered the minimum number of hours that the employee in question is supposed to register. If the number of hours registered is lower than this number, the time sheet cannot be submitted. It can be temporarily

Field	Description
	submitted, however. See the description of the window Employees in the Set-Up module for further information. If time sheet lines are automatically created from the detailed resource planning, these fields will automatically be filled in with the quantity of hours planned for the employee on the task specified on the current line. In this way, you only need to enter hours in these fields if you need to make any changes to the pre-filled quantity of hours. However, the fields are only pre-filled on time sheet lines referring to jobs for which the **Pre-fill Time Sheet Lines** job parameter attribute has the **By Day** value. You cannot enter hours for days that are before the open posting period for the job specified on the current line. For further information, refer to the description of the Job Cost island in the Company Information workspace in the G/L module. If you enter hours for a date that comes after the open posting period, Maconomy issues a warning. In addition, it will only be possible to submit such time sheets, but not to perform any actions that will result in a posting. Whether it is the submission, release, or approval that determines when a time sheet is transferred for posting depends on the approval principle of each job. For further information about approval principles, refer to the description of the Approval island in the Jobs workspace. By changing the MDL layout of this window, you can insert variable day names in the sub-tab. For example, the column which is called **Monday** by default, can, be changed to **Mon. <date>**. For more information, refer to the description of the Window Layouts workspace in the Set-Up module.
Time Activity 1-3, Transferred	These fields show whether or not the time activities have been transferred to a time sheet journal or the time sheet journal queue.
Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity Monday-Friday	These fields show the invoiceable quantity entered by the employee for each day on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.
Proposed Quantity Monday-Friday, Transferred	These fields show whether or not the quantites for each day have been transferred to a time sheet journal or the time sheet journal queue.
Proposed Quantity	This field shows the invoiceable quantity entered by the employee on an expense sheet line. By default, the proposed quantity is equal to the quantity entered by the employee.

Field	Description
Proposed Billing Price, Unit	This field shows the proposed billing price in job currency per hour or day, depending on the time unit on the time sheet. Note that this field cannot be changed in the time sheet, but may be changed by the project manager.
Total	This field displays the total hours (or days) worked for the week for the job, dimension, task, and activity specified on the line.

Actions

This section shows the Actions available in the Approve Vendor Invoice Allocation Lines by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approve Vendor Invoices by Employee Workspace

Use the Approve Vendor Invoices by Employee workspace to view information on all relevant approval lines for vendor invoices.

Use this workspace to view information on all relevant approval lines for vendor invoices. This allows you to use iAccess to access vendor invoices that were created in the Workspace Client. You can also approve or reject transactions for which approval hierarchies are set up, from within iAccess.

Approve Vendor Invoices by Employee Tab

This section includes the fields and descriptions for the Approve Vendor Invoices by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver.

Field	Description
	Note: This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.
Job No.	Enter or select a job number to show only lines relevant to the specified job in the sub-tab.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be

Field	Description
	approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.

Field	Description
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.

Field	Description
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.

Field	Description
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Journal Type	The journal type. You cannot delete or rename this.
Journal No.	The number of the journal to which the entry was posted.
Line No.	The number of the allocation line in the current invoice.
Type	This field shows whether the information in the window is for an invoice ("Credit") or a credit memo ("Debit").
Vendor No.	This field shows the number of the vendor to which the employee is associated.
Pay to Vendor No.	The number of the vendor who is to receive payment for the vendor invoice.
Entry Date	This is the entry date registered on the invoice.
Invoice Date	The entry's invoice date from the vendor.
Due Date	The due date of the invoice.
Trans. No.	The transaction number of the invoice.
Invoice No.	The invoice number of the vendor invoice
Std. Description	This field shows the standard text.

Field	Description
Description	The description of the entry that is manually added when registration of the entry takes place.
Amount Incl. Tax Base	This is the base amount inclusive tax registered on the vendor invoice.
Currency	The currency of the invoice.
Amount Incl. Tax, Currency	This is the invoice amount in the currency of the invoice. If the invoice is subject to tax, you must enter the full amount, including tax, and also specify the relevant G/L tax code in the Tax Code field.
Tax Amount, Currency	This field shows the tax amount.
Tax Code 1	This field shows the G/L tax code, if any, used on the entry.
Responsible	This field shows the name of the person responsible for the job.
Location	This field shows the location dimension value which is assigned to the approval line.
Entity	This field shows the entity dimension value which is assigned to the approval line.
Project	This field shows the project dimension value which is assigned to the approval line.
Allocation Started	This field indicates whether Allocation lines have been created, but have not yet been submitted or fully allocated.
Released for Posting	This field shows whether the invoice allocation has been approved for posting. If this field is marked, the invoice journal has been approved for posting.
Tax Amount, Base	This is the tax amount on the amount in the "Price, Base," expressed into the base currency. The amount cannot be changed here.
Purch. Order No.	This field shows the purchase order number.
Payment Mode	The method used to pay the vendor.
Payer Identification	The vendor invoice's payer identification. It is used by Maconomy to create payment files for electronic payment of vendors.
For Inventory Purch.	When creating a vendor invoice, you can mark this field if you want Maconomy to make a purchase transaction when the invoice is posted. If the field "For Inventory Purch." in the window System Information is marked, Maconomy will automatically mark this field. If this field is marked, Maconomy automatically creates an allocation line

Field	Description
	in the table part of the window Invoice Allocation for the full invoice amount. This means that when the invoice is posted, a purchase transaction is created for the amount in the field "Inventory Amount." Purchase transactions are shown in the Invoice Reconciliation window and are used for balancing item receipts from the Item Purchase Orders and A/P modules against vendor invoices. You must thus create a purchase transaction if the invoice is for items to your warehouse and are received in the Item Receipt or Purchase Receipt window.
Packing Slip No.	This field shows the number of the delivery note which accompanied the delivery. You must enter a value for reference. If the receipt includes any items, the delivery note number is printed on the item transaction created when you use the **Approve Receipt** action.
Name	This field shows the name of the vendor entered in the above Vendor No. field.
Allocation Code	In this field, you can enter an allocation code. You can use the allocation codes created in the Allocation Codes window in the G/L module. Allocation codes are used for easing registration of standard entries. When you enter an allocation code and press Return, Maconomy will automatically create the number of allocation lines that the code specifies, and this field is subsequently blanked. In this way, specifying an allocation code in this field corresponds to creating an invoice allocation line in the Invoice Allocation window. However, the allocation lines that are created are not shown in this window, but can be inspected and edited in the table part of the Invoice Allocation window. In this connection, you should use allocation codes with positive percentages. If you do not enter an allocation code in this field, and a standard allocation code has been specified in the information card of the vendor for whom the invoice is created, the standard allocation code of the vendor is automatically transferred to the vendor invoice, and allocation lines are created in the same way as if you had manually specified an allocation code.
Exchange Rate	The exchange rate used when the invoice was posted.
Fixed Exchange Rate at Payment	If this field is marked, the exchange rate in which the entry is posted will be fixed when the payment is posted, even though the exchange rate may have changed according to the current exchange rate table.
Allocated by	Copy to come.

Field	Description
Payment Description	This field shows the code for the goods or services covered by the vendor invoice if the vendor invoice concerns import.
Card Type Code	The vendor invoice card type code used by Maconomy to create payment files for the electronic payment of vendors.
Import Date	The date on which the goods or services covered by the vendor invoice were imported. Maconomy uses the import date in the creation of payment files for electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module.
Company Tax Code	This field shows the company's tax code.
Registration Code	This field shows a registration code from the window Registration Codes in the G/L module.
Purpose	This is the purpose entered for the invoice or credit memo.
Spec.1-3	The specification 1-3 entered for the invoice or credit memo.
Local Spec. 1-3	The specification 1-3 entered for the invoice or credit memo.
Company No	This field shows the number of the company responsible for the current job.
Disclosable	This field shows whether the vendor registered on the invoice has been marked as disclosable.
Cash Discount Date	This field displays a cash discount date, if any, assigned to the current vendor entry. The date displayed in this field is thus the latest date on which payment should take place if cash discount is to be granted for the current vendor invoice.
Job No.	If a job number was specified on the original vendor invoice, this field shows the job number in question. It also shows the name of the specified job.
Allocation Account	This field shows the number of the account on which allocation entries should be posted.
Date Posted	The date the entry was posted to the accounts payable and general ledger.
Posted	This field shows whether or not the journal is posted.
Entry Line No.	Copy to come.
Reallocation Date	This is the reallocation date registered on the invoice.

Field	Description
Amt. for Realloc., Currency	Copy to come.
Tax for Realloc., Currency	Copy to come.
Amt. for Realloc., Base	Copy to come.
Tax for Realloc., Base	Copy to come.
Amt. for Realloc., Enterprise	Copy to come.
Tax for Realloc., Enterprise	Copy to come.
Journal No., Reallocation	Copy to come.
Journal Line No., Reallocation	Copy to come.
Copy from vendor no.	In this field, you can enter a vendor number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter an invoice number in the field "Copy From Invoice No." on the line. If you want to copy the information form one invoice to a new invoice, you enter a new transaction number and a new invoice number on the line, fill in this field and the field "Copy From Invoice No," and press Return, and Maconomy copies the vendor invoice specified including any assigned allocation lines. However, these lines cannot be inspected in this window, but are displayed in the Invoice Allocation window. Fields filled in by the user on the new invoice are not affected by the copying. Entering a vendor number in this field can also be used for reversing the effect of an already posted invoice. See the description of the field "Reverse At Copying' for further information on the functionality of copying and reversing vendor entries.
Copy from invoice no.	In this field, you can enter an invoice number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter a vendor number in the field "Copy From Vendor No." on the line. As the functionality of this field is similar to

Field	Description
	that of the field "Copy From Vendor No.," you should see the description of that field for further information.
Copy from journal no.	In this field, you can enter a journal number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field, if you do not know either the vendor number or the invoice number of the invoice that you want to copy. If you fill in this field, you must also enter a journal line number in the field "Copy From Journal Line No." on the line. As the functionality of this field is similar to that of the field "Copy From Vendor No.," you should see the description of that field for further information.
Copy from journal line no.	In this field, you can enter a journal line number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field if you do not know either the vendor number or the invoice number of the invoice that you want to copy. If you fill in this field, you must also enter a journal number in the field "Copy From Journal No." on the line. As the functionality of this field is similar to that of the field "Copy from vendor No.," you should see the description of that field for further information.
Reverse at Copying	In this field, you can choose whether the new vendor invoice should reverse an existing invoice at copying. If you mark this field, the new entry is assigned the opposite value in the field "Debit/Credit" as the existing entry; that is, if the original entry is a credit entry (a vendor invoice), the new entry will be a debit entry (a credit memo). In this way, the new entry reverses the effect of the existing entry. If the invoice or credit memo being copied has not already been reconciled, it is automatically reconciled against the new invoice or credit memo. To avoid exchange rate differences when copying, mark the field "Use Original Exchange Rate" below.
Document Archive No.	This field shows the document archive number assigned to the job.
File Name	Copy to come.
Responsible for Allocation	In this field, you can enter the name of the person to be responsible for the allocation of the invoice. The field is for information only.
Attn.	This field shows the customer's attention person.
Remarks 1-5	These fields show any notes or comments regarding the employee.
Non-allocated Excl. Tax, Currency	Copy to come.

Field	Description
Non-allocated Tax, Currency	Copy to come.
Non-allocated Excl. Tax, Base	Copy to come.
Non-allocated Tax, Base	Copy to come.
Status	This field shows the job's current status.
Reference Date	This field shows the entry reference date.
Instance Key	This field shows the current employee's unique identity in the Maconomy database.
Amount Rounding, Base	This is the rounding amount, in base currency. If currency rounding is used (in the Currency Rounding window), then the total interest amount should be rounded up, based on the currency rounding.
Submitted by	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Possible Cash Discount, Currency	In this field, you can view the cash discount which can be gained by paying the vendor invoice by the cash discount date specified above.
Possible Cash Discount %	In this field, you can view the cash discount percentage which can be gained by paying the vendor invoice by the cash discount date specified above.
Intercompany Invoice	This field shows the intercompany invoice.
Name 1-5, Vendor	This is the name and address of the vendor.
Zip Code, Vendor	This is the zip code of the vendor.
Postal District, Vendor	This is the postal district of the vendor.
Attention, Vendor	This is the name of the vendor's attention person.

Field	Description
Country, Vendor	This is the vendor's country.
Telephone, Vendor	This is the vendor's telephone number.
Telefax, Vendor	This is the fax number of the vendor.
Telex, Vendor	This is the telex number of the vendor.
Giro, Vendor	This field shows the giro number entered on the vendor invoice. The information is for reference.
E-mail, Vendor	This field shows the vendor's email address.
Global Location No.	If a global location number has been specified on the vendor invoice, you can enter the global location number here. Global location numbers are used in electronic invoices, and there this field will typically be completed automatically on electronically read vendor invoices. Global location numbers are set up in the Company Locations window in the G/L module and indicate the company, department, warehouse, or other entity to receive the invoice. For further information about the concept of global location numbers, see the introduction to the Company Locations window in the G/L module. When a global location number is specified, any registration code and allocation responsible specified for the global location number are transferred to the invoice as if they were entered manually.
Settling Company No.	This field shows the name of the settling company that applies to the current job.
Use Original Exchange Rate	If you are reversing an existing vendor invoice, you can mark this field to use the same exchange rate as was used for the original vendor invoice. If you do this, there will be no exchange rate differences when you reverse the vendor invoice, unless the original currency has moved in relation to the enterprise currency. If this is the case, the difference must be handled at the time of posting. The vendor invoices can be inspected in the Show Vendor Invoices window.
Pay when Paid	This field shows whether payment when paid functionality applies to the current vendor invoice. Maconomy suggests the value from the corresponding field on the payment term selected for the current invoice. The field can only be marked if the system parameter "Enable Payment when Paid" has been marked. Payment when paid functionality is used in the Banking module to ensure that vendor invoices are not paid until they are allocated, and

Field	Description
	that vendor invoices allocated to jobs are not paid until you have received payment from the customer of the job in question. The value in this field does not have any effect on the vendor invoice itself, but the value here is suggested in the corresponding field on the vendor entries created as a result of posting the invoice. This means that in the window Change Payment Selection by Vendor, you can change the value for the individual vendor invoices resulting from the allocation of the invoice. Therefore, the effects of the field are described in the section about the field "Pay when Paid" in the window Payment Selection by Vendor.
Amount Rounding, Enterprise	This shows the rounding amount, in enterprise currency if currency rounding is used (in the Currency Rounding window).
Job Exchange Rate Variance, Base	Copy to come.
Job Exchange Rate Variance, Enterprise	Copy to come.
Open Job Exchange Rate Variance, Base	Copy to come.
Tax For Realloc., Spec. Entry Key	Copy to come.
Non-allocation Tax, Spec. Entry Key	Copy to come.
Tax Code 1-3	This field displays the tax code for the expense registered on the line.
Tax Amount 1-3, Currency	This field shows the tax amount for the current request for quote line.
Tax Amount 1-3, Base	This field shows the tax amount for the current request for quote line.
Transaction Type	This field shows the transaction type of the entry.
Amount Excl. Tax, Currency	This field shows the price less tax of the allocation line in the currency of the vendor invoice

Field	Description
Amount Incl. Tax, Enterprise	Copy to come.
Tax Amount, Enterprise	Copy to come.
Tax Spec. Entry Key	Copy to come.
Non-allocated Excl. Tax, Enterprise	Copy to come.
Non-allocated Tax, Enterprise	Copy to come.
Giro	This field shows the giro number assigned to the pay-to vendor.
Bank Acct. No.	This field shows the bank account number assigned to the pay-to vendor.
Reg. No.	This field shows the registration number assigned to the pay-to vendor.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.
CPC No.	This field shows the CPC number assigned to the pay-to vendor.
Amount Excl. Tax, Base	This field displays the base amount excluding tax.
Amount Excl. Tax, Enterprise	This field displays the enterprise amount excluding tax.
Reopened	This field shows whether the job was reopened.
Job Balancing Exchange Rate Variance, Enterprise	Copy to come.
Open Job Balancing Exchange Rate Variance, Enterprise	Copy to come.

Field	Description
Credit Memo Reference	This field is the invoice number of the invoice to reconcile a credit memo against.
Journal No. Reference	This field is the journal number of the invoice to reconcile a credit memo against.
Journal Line No. Reference	This field is the line number of the entry in the journal of the invoice to reconcile a credit memo against.
Approval Group, Instance Key	This field shows the current approval group's unique identity in the Maconomy database.
Submitted	A check mark in this field shows if the invoice allocation on the job has been submitted.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the Approval, Project Manager field) to the current expense sheet line.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Purchase Transaction Type	This field indicates the type of purchase the line represents. The available values are: ▪ Fixed Asset ▪ Inventory ▪ Job Cost ▪ G/L ▪ Text Line ▪ Subcontractor Reconciliation
Enterprise	This field specifies an enterprise for the purchase order.
Segment	This field specifies a segment for the purchase order.
Area	This field specifies an area for the purchase order.
Self Invoice	This field specifies whether the purchase order is a self-invoice.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	These fields show the local specifications assigned to the current line.

Field	Description
Time Unit	This field displays the time unit used for filing time (either hours or days).
Job Name	This field shows the job name.
Project Manager Number	This field shows the employee number of the project manager who can approve and reject lines on the current job.
Project Manager	This field shows the name and number of the project manager.
Customer Number	This field displays the customer number.
Customer	This field shows the customer selected on the job.

Actions

This section shows the Actions available in the Approve Vendor Invoices by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.

Field	Description
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approve Employees by Employee Workspace

Use up to 35 words to describe this conceptual topic. Write complete sentences.

Copy to come.

Approve Employees by Employee Tab

This section includes the fields and descriptions for the Approve Employees by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.

Field	Description
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.

Field	Description
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.

Field	Description
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.

Field	Description
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.

Field	Description
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Journal Type	The journal type. You cannot delete or rename this.
Journal No.	The number of the journal to which the entry was posted.
Line No.	The number of the allocation line in the current invoice.
Type	This field shows whether the information in the window is for an invoice ("Credit") or a credit memo ("Debit").
Vendor No.	This field shows the number of the vendor to which the employee is associated.
Pay to Vendor No.	The number of the vendor who is to receive payment for the vendor invoice.
Entry Date	This is the entry date registered on the invoice.
Invoice Date	The entry's invoice date from the vendor.
Due Date	The due date of the invoice.
Trans. No.	The transaction number of the invoice.
Invoice No.	The invoice number of the vendor invoice
Std. Description	This field shows the standard text.

Field	Description
Description	The description of the entry that is manually added when registration of the entry takes place.
Amount Incl. Tax Base	This is the base amount inclusive tax registered on the vendor invoice.
Currency	The currency of the invoice.
Amount Incl. Tax, Currency	This is the invoice amount in the currency of the invoice. If the invoice is subject to tax, you must enter the full amount, including tax, and also specify the relevant G/L tax code in the Tax Code field.
Tax Amount, Currency	This field shows the tax amount.
Tax Code 1	This field shows the G/L tax code, if any, used on the entry.
Responsible	This field shows the name of the person responsible for the job.
Location	This field shows the location dimension value which is assigned to the approval line.
Entity	This field shows the entity dimension value which is assigned to the approval line.
Project	This field shows the project dimension value which is assigned to the approval line.
Allocation Started	This field indicates whether Allocation lines have been created, but have not yet been submitted or fully allocated.
Released for Posting	This field shows whether the invoice allocation has been approved for posting. If this field is marked, the invoice journal has been approved for posting.
Tax Amount, Base	This is the tax amount on the amount in the "Price, Base," expressed into the base currency. The amount cannot be changed here.
Purch. Order No.	This field shows the purchase order number.
Payment Mode	The method used to pay the vendor.
Payer Identification	The vendor invoice's payer identification. It is used by Maconomy to create payment files for electronic payment of vendors.
For Inventory Purch.	When creating a vendor invoice, you can mark this field if you want Maconomy to make a purchase transaction when the invoice is posted. If the field "For Inventory Purch." in the window System Information is marked, Maconomy will automatically mark this field. If this field is marked, Maconomy automatically creates an allocation line

Field	Description
	in the table part of the window Invoice Allocation for the full invoice amount. This means that when the invoice is posted, a purchase transaction is created for the amount in the field "Inventory Amount." Purchase transactions are shown in the Invoice Reconciliation window and are used for balancing item receipts from the Item Purchase Orders and A/P modules against vendor invoices. You must thus create a purchase transaction if the invoice is for items to your warehouse and are received in the Item Receipt or Purchase Receipt window.
Packing Slip No.	This field shows the number of the delivery note which accompanied the delivery. You must enter a value for reference. If the receipt includes any items, the delivery note number is printed on the item transaction created when you use the **Approve Receipt** action.
Name	This field shows the name of the vendor entered in the above Vendor No. field.
Allocation Code	In this field, you can enter an allocation code. You can use the allocation codes created in the Allocation Codes window in the G/L module. Allocation codes are used for easing registration of standard entries. When you enter an allocation code and press Return, Maconomy will automatically create the number of allocation lines that the code specifies, and this field is subsequently blanked. In this way, specifying an allocation code in this field corresponds to creating an invoice allocation line in the Invoice Allocation window. However, the allocation lines that are created are not shown in this window, but can be inspected and edited in the table part of the Invoice Allocation window. In this connection, you should use allocation codes with positive percentages. If you do not enter an allocation code in this field, and a standard allocation code has been specified in the information card of the vendor for whom the invoice is created, the standard allocation code of the vendor is automatically transferred to the vendor invoice, and allocation lines are created in the same way as if you had manually specified an allocation code.
Exchange Rate	The exchange rate used when the invoice was posted.
Fixed Exchange Rate at Payment	If this field is marked, the exchange rate in which the entry is posted will be fixed when the payment is posted, even though the exchange rate may have changed according to the current exchange rate table.
Allocated by	Copy to come.

Field	Description
Payment Description	This field shows the code for the goods or services covered by the vendor invoice if the vendor invoice concerns import.
Card Type Code	The vendor invoice card type code used by Maconomy to create payment files for the electronic payment of vendors.
Import Date	The date on which the goods or services covered by the vendor invoice were imported. Maconomy uses the import date in the creation of payment files for electronic payment of vendors. These payment files are created in the window Payment Files in the Banking module.
Company Tax Code	This field shows the company's tax code.
Registration Code	This field shows a registration code from the window Registration Codes in the G/L module.
Purpose	This is the purpose entered for the invoice or credit memo.
Spec.1-3	The specification 1-3 entered for the invoice or credit memo.
Local Spec. 1-3	The specification 1-3 entered for the invoice or credit memo.
Company No	This field shows the number of the company responsible for the current job.
Disclosable	This field shows whether the vendor registered on the invoice has been marked as disclosable.
Cash Discount Date	This field displays a cash discount date, if any, assigned to the current vendor entry. The date displayed in this field is thus the latest date on which payment should take place if cash discount is to be granted for the current vendor invoice.
Job No.	If a job number was specified on the original vendor invoice, this field shows the job number in question. It also shows the name of the specified job.
Allocation Account	This field shows the number of the account on which allocation entries should be posted.
Date Posted	The date the entry was posted to the accounts payable and general ledger.
Posted	This field shows whether or not the journal is posted.
Entry Line No.	Copy to come.
Reallocation Date	This is the reallocation date registered on the invoice.

Field	Description
Amt. for Realloc., Currency	Copy to come.
Tax for Realloc., Currency	Copy to come.
Amt. for Realloc., Base	Copy to come.
Tax for Realloc., Base	Copy to come.
Amt. for Realloc., Enterprise	Copy to come.
Tax for Realloc., Enterprise	Copy to come.
Journal No., Reallocation	Copy to come.
Journal Line No., Reallocation	Copy to come.
Copy from vendor no.	In this field, you can enter a vendor number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter an invoice number in the field "Copy From Invoice No." on the line. If you want to copy the information form one invoice to a new invoice, you enter a new transaction number and a new invoice number on the line, fill in this field and the field "Copy From Invoice No," and press Return, and Maconomy copies the vendor invoice specified including any assigned allocation lines. However, these lines cannot be inspected in this window, but are displayed in the Invoice Allocation window. Fields filled in by the user on the new invoice are not affected by the copying. Entering a vendor number in this field can also be used for reversing the effect of an already posted invoice. See the description of the field "Reverse At Copying' for further information on the functionality of copying and reversing vendor entries.
Copy from invoice no.	In this field, you can enter an invoice number to be used for identifying a vendor invoice to be copied to the new vendor invoice. If you fill in this field, you must also enter a vendor number in the field "Copy From Vendor No." on the line. As the functionality of this field is similar to

Field	Description
	that of the field "Copy From Vendor No.," you should see the description of that field for further information.
Copy from journal no.	In this field, you can enter a journal number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field, if you do not know either the vendor number or the invoice number of the invoice that you want to copy. If you fill in this field, you must also enter a journal line number in the field "Copy From Journal Line No." on the line. As the functionality of this field is similar to that of the field "Copy From Vendor No.," you should see the description of that field for further information.
Copy from journal line no.	In this field, you can enter a journal line number to be used for identifying a vendor invoice to be copied to the new vendor invoice. You can fill in this field if you do not know either the vendor number or the invoice number of the invoice that you want to copy. If you fill in this field, you must also enter a journal number in the field "Copy From Journal No." on the line. As the functionality of this field is similar to that of the field "Copy from vendor No.," you should see the description of that field for further information.
Reverse at Copying	In this field, you can choose whether the new vendor invoice should reverse an existing invoice at copying. If you mark this field, the new entry is assigned the opposite value in the field "Debit/Credit" as the existing entry; that is, if the original entry is a credit entry (a vendor invoice), the new entry will be a debit entry (a credit memo). In this way, the new entry reverses the effect of the existing entry. If the invoice or credit memo being copied has not already been reconciled, it is automatically reconciled against the new invoice or credit memo. To avoid exchange rate differences when copying, mark the field "Use Original Exchange Rate" below.
Document Archive No.	This field shows the document archive number assigned to the job.
File Name	Copy to come.
Responsible for Allocation	In this field, you can enter the name of the person to be responsible for the allocation of the invoice. The field is for information only.
Attn.	This field shows the customer's attention person.
Remarks 1-5	These fields show any notes or comments regarding the employee.
Non-allocated Excl. Tax, Currency	Copy to come.

Field	Description
Non-allocated Tax, Currency	Copy to come.
Non-allocated Excl. Tax, Base	Copy to come.
Non-allocated Tax, Base	Copy to come.
Status	This field shows the job's current status.
Reference Date	This field shows the entry reference date.
Instance Key	This field shows the current employee's unique identity in the Maconomy database.
Amount Rounding, Base	This is the rounding amount, in base currency. If currency rounding is used (in the Currency Rounding window), then the total interest amount should be rounded up, based on the currency rounding.
Submitted by	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Possible Cash Discount, Currency	In this field, you can view the cash discount which can be gained by paying the vendor invoice by the cash discount date specified above.
Possible Cash Discount %	In this field, you can view the cash discount percentage which can be gained by paying the vendor invoice by the cash discount date specified above.
Intercompany Invoice	This field shows the intercompany invoice.
Name 1-5, Vendor	This is the name and address of the vendor.
Zip Code, Vendor	This is the zip code of the vendor.
Postal District, Vendor	This is the postal district of the vendor.
Attention, Vendor	This is the name of the vendor's attention person.

Field	Description
Country, Vendor	This is the vendor's country.
Telephone, Vendor	This is the vendor's telephone number.
Telefax, Vendor	This is the fax number of the vendor.
Telex, Vendor	This is the telex number of the vendor.
Giro, Vendor	This field shows the giro number entered on the vendor invoice. The information is for reference.
E-mail, Vendor	This field shows the vendor's email address.
Global Location No.	If a global location number has been specified on the vendor invoice, you can enter the global location number here. Global location numbers are used in electronic invoices, and there this field will typically be completed automatically on electronically read vendor invoices. Global location numbers are set up in the Company Locations window in the G/L module and indicate the company, department, warehouse, or other entity to receive the invoice. For further information about the concept of global location numbers, see the introduction to the Company Locations window in the G/L module. When a global location number is specified, any registration code and allocation responsible specified for the global location number are transferred to the invoice as if they were entered manually.
Settling Company No.	This field shows the name of the settling company that applies to the current job.
Use Original Exchange Rate	If you are reversing an existing vendor invoice, you can mark this field to use the same exchange rate as was used for the original vendor invoice. If you do this, there will be no exchange rate differences when you reverse the vendor invoice, unless the original currency has moved in relation to the enterprise currency. If this is the case, the difference must be handled at the time of posting. The vendor invoices can be inspected in the Show Vendor Invoices window.
Pay when Paid	This field shows whether payment when paid functionality applies to the current vendor invoice. Maconomy suggests the value from the corresponding field on the payment term selected for the current invoice. The field can only be marked if the system parameter "Enable Payment when Paid" has been marked. Payment when paid functionality is used in the Banking module to ensure that vendor invoices are not paid until they are allocated, and

Field	Description
	that vendor invoices allocated to jobs are not paid until you have received payment from the customer of the job in question. The value in this field does not have any effect on the vendor invoice itself, but the value here is suggested in the corresponding field on the vendor entries created as a result of posting the invoice. This means that in the window Change Payment Selection by Vendor, you can change the value for the individual vendor invoices resulting from the allocation of the invoice. Therefore, the effects of the field are described in the section about the field "Pay when Paid" in the window Payment Selection by Vendor.
Amount Rounding, Enterprise	This shows the rounding amount, in enterprise currency if currency rounding is used (in the Currency Rounding window).
Job Exchange Rate Variance, Base	Copy to come.
Job Exchange Rate Variance, Enterprise	Copy to come.
Open Job Exchange Rate Variance, Base	Copy to come.
Tax For Realloc., Spec. Entry Key	Copy to come.
Non-allocation Tax, Spec. Entry Key	Copy to come.
Tax Code 1-3	This field displays the tax code for the expense registered on the line.
Tax Amount 1-3, Currency	This field shows the tax amount for the current request for quote line.
Tax Amount 1-3, Base	This field shows the tax amount for the current request for quote line.
Transaction Type	This field shows the transaction type of the entry.
Amount Excl. Tax, Currency	This field shows the price less tax of the allocation line in the currency of the vendor invoice

Field	Description
Amount Incl. Tax, Enterprise	Copy to come.
Tax Amount, Enterprise	Copy to come.
Tax Spec. Entry Key	Copy to come.
Non-allocated Excl. Tax, Enterprise	Copy to come.
Non-allocated Tax, Enterprise	Copy to come.
Giro	This field shows the giro number assigned to the pay-to vendor.
Bank Acct. No.	This field shows the bank account number assigned to the pay-to vendor.
Reg. No.	This field shows the registration number assigned to the pay-to vendor.
Credit Card No.	This field shows the credit card number assigned to the pay-to vendor.
CPC No.	This field shows the CPC number assigned to the pay-to vendor.
Amount Excl. Tax, Base	This field displays the base amount excluding tax.
Amount Excl. Tax, Enterprise	This field displays the enterprise amount excluding tax.
Reopened	This field shows whether the job was reopened.
Job Balancing Exchange Rate Variance, Enterprise	Copy to come.
Open Job Balancing Exchange Rate Variance, Enterprise	Copy to come.

Field	Description
Credit Memo Reference	This field is the invoice number of the invoice to reconcile a credit memo against.
Journal No. Reference	This field is the journal number of the invoice to reconcile a credit memo against.
Journal Line No. Reference	This field is the line number of the entry in the journal of the invoice to reconcile a credit memo against.
Approval Group, Instance Key	This field shows the current approval group's unique identity in the Maconomy database.
Submitted	A check mark in this field shows if the invoice allocation on the job has been submitted.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the Approval, Project Manager field) to the current expense sheet line.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Purchase Transaction Type	This field indicates the type of purchase the line represents. The available values are: ▪ Fixed Asset ▪ Inventory ▪ Job Cost ▪ G/L ▪ Text Line ▪ Subcontractor Reconciliation
Enterprise	This field specifies an enterprise for the purchase order.
Segment	This field specifies a segment for the purchase order.
Area	This field specifies an area for the purchase order.
Self Invoice	This field specifies whether the purchase order is a self-invoice.
Spec. 4-10	These fields show the specifications assigned to the current line.
Local Spec. 4-10	These fields show the local specifications assigned to the current line.

Field	Description
Time Unit	This field displays the time unit used for filing time (either hours or days).
Job Name	This field shows the job name.
Project Manager Number	This field shows the employee number of the project manager who can approve and reject lines on the current job.
Project Manager	This field shows the name and number of the project manager.
Customer Number	This field displays the customer number.
Customer	This field shows the customer selected on the job.

Actions

This section shows the Actions available in the Approve Employees by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.

Field	Description
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approve Jobs by Employee Workspace

Use up to 35 words to describe this conceptual topic. Write complete sentences.

Copy to come.

Approve Jobs by Employee Tab

This section includes the fields and descriptions for the Approve Jobs by Employee tab.

Employee Information island

Field	Description
Current Employee No.	This field displays the employee number for the currently logged in user.
Employee No.	Enter or select an employee number to view the approval lines for that employee. By default, this field displays the same value as the **Current Employee No.** field.
Employee Type	This field displays the selected employee's employee type.
Remark	Enter a remark regarding the specified approval object line.

Approver Role island

Field	Description
Show My Approval Lines	Select this check box to display approval items where you are the designated approver.
Show Substitute Lines	Select this check box to show the approval items for which you are a substitute approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.
Show Super Approver Lines	Select this check box to show approval items for which you are a super approver. When you select this check box, the **Approver** field is displayed. Refer to the field description below for more information.

Field	Description
Approver	Select or enter the employee number or name of an employee to display all approval items that are originally assigned to him or her, and of which you are the substitute or super approver. **Note:** This field is shown only when you select the **Show Substitute Lines** or **Show Super Approver Lines** check boxes.

Overwrite existing island

Field	Description
	If existing information is already available in the **Approval Status** or **Remark** fields in the sub-tab, select one or both of the following check boxes to enable the system to overwrite it: ▪ Approval Status ▪ Remark

General Section Criteria

Field	Description
Show Lines For Approval	Select this check box to show items available for approval. This is enabled by default.
Show Non-Active Lines	Select this check box to show approval items that are not yet active.
Show Rejected Lines	Select this check box to show rejected approval items.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Select this check box to view all approval items that can be approved by any user.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Job No.	This field shows the job number to which the current line is associated.

Field	Description
Level	This field shows the level of the approval hierarchy that the approval object lines relate to, and thus the order in which they are to be approved. This field only applies if the **Level Prioritized** check box is selected in the tab of the related approval hierarchy.
Effective	This field shows whether or not the actual approvals are marked as effective. In-effective approval headers and lines show the history.
Active	This field shows whether or not the approval object is currently active.
Approval Status	This field shows the approval status of the current line. The value in the **New Approval Status** field is transferred to this field when you use the **Execute Approval** action. This field cannot be changed manually.
New Approval Status	Select the status you wish to assign to the current approval object line when you use the **Execute Approval** action. The following statuses are available: ▪ Blank ▪ Approved ▪ Rejected ▪ Released
Remarks	Enter remarks relating to the current line.
Deadline	This field shows the deadline by which the approval must be completed.
Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the user who completed the action for the associated approval object.
Approval Date	If the approval object has been approved, this field shows the date on which the current line was approved.
Approval Time	If the approval object has been approved, this field shows the time that the current line was approved.
Approver	This field show the employee name and number of the designated approver who approved the approval object.
Substitute	This field shows the employee name and number of the designated substitute approver who approved the approval object.
Super Approver	This field shows the employee name and number of the designated super approver who approved the approval object.
Approver Name	Enter or select the name of the designated approver who can approve the approval object.

Field	Description
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Name	Enter or select the name of the designated substitute approver who can approve the approval object.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Super Approver Name	Enter or select the name of the designated super approver who can approve the approval object.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Approver	This field shows the employee number of the employee who approved the current approval object.
Approver Employee Type	This field shows the designated employee type that can approve approval objects. Any approval object, such as time sheet lines, falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute	This field shows the name of the designated substitute approver who approved the approval object.
Approver Reference	This field shows the reference type of the approval object approver. For more information on this field, refer to the description for the Approver Reference in the Approval Hierarchies workspace.
Substitute Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Substitute Reference	This field shows the reference type of a substitute approver if one has been specified on the approval object.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Substitute Reference, Relation	This field shows the relation of a substitute approver reference if one has been specified on the approval task.

Field	Description
Substitute Reference, Field	This field shows the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field shows the employee reference of the substitute approver if one has been specified on the approval task.
Super Approver Reference	This field shows the reference type of a super approver if one has been specified on the approval object.
Super Approver	This field shows the name of the designated super approver who approved the approval object.
Super Approver Employee Type	This field shows the designated employee type that can act as substitute approver on approval objects. Purchase orders, expense sheets, and vendor invoices falling within the selection criterion specification on the current line need to be approved by an employee of this type.
Super Approver Reference, Relation	This field shows the relation of a super approver reference if one has been specified on the approval task.
Super Approver Reference, Field	This field shows the field reference of a super approver if one has been specified on the approval task.
Super Approver Reference, Employee	This field shows the employee reference of a super approver if one has been specified on the approval task.
Current Approval Status Details	This field shows details regarding the latest approval status of the current line.
Current Approval Status	This field shows the latest approval status of the current line.
Last Approved or Rejected By	If the approval object has been approved or rejected, this field shows the name of the last user who completed the action for the associated approval object.
Last Approval or Rejection Date	If the approval object has been approved, this field shows the latest date on which the current line was approved.
Last Approval or Rejection Time	If the approval object has been approved, this field shows the latest time when the current line was approved.

Field	Description
Last Approval or Rejection Comment	If the approval object has been approved or rejected, this field shows the latest comment for the associated approval object.
Line Can Be Approved by Current User	This field shows whether the current line can be approved by the current user.
Current Status	This field shows the latest status of the current line.
Submitted By	This field shows the name of the user who submitted the current line.
Date Submitted	This field shows the date the current line was submitted.
Time Submitted	This field shows the time the current line was submitted.
Job No.	This field shows the job number, which is the unique identification of the job.
Job Group	This field shows the job group to which the job is assigned.
Status	This field shows the job's current status.
Responsible	This field shows the name of the person responsible for the job.
Blocked for Time Registrations	This field shows whether the job is blocked for registration.
Description 1-3	These fields show descriptions related to the job.
Customer No.	This field shows the number of the customer associated with the job.
Name 1-5	These fields show the customer's name and address.
Attn.	This field shows the customer's attention person.
Reference	This field shows the name of the customer representative dealing with the order.
Phone	This field shows the customer's phone number.
Fax	This field shows the customer's fax number.

Field	Description
Telex	This field shows the customer's telex number.
Bill to Customer	This field shows the number of the customer receiving the invoice.
Location	This field shows the location dimension value which is assigned to the approval line.
Entity	This field shows the entity dimension value which is assigned to the approval line.
Project	This field shows the project dimension value which is assigned to the approval line.
Payment Terms	This field shows the payment terms that apply to the invoices for the job.
Blanket Invoice	This field specifies whether the job is to be included in a blanket invoice or blanket credit note to the customer.
Tax	This field specifies whether invoices for the job are subject to tax.
Department	This field shows the department associated with the job.
Customer Group	This field shows the customer group to which the customer is assigned.
Country	This field shows the customer’s country code.
Language	This field shows the language code for the job.
Sales Rep.	This field shows the employee name and number of the sales representative associated to the job.
Currency	This field shows the currency of the current job.
Item Price List, Sales	This field shows the price list used in the pricing of items used in connection with the current job.
Price Step, Sales	This field shows the price step used in the current job. The prices suggested for the items used for the job are from a fixed-price step in the selected price list.
Invoice Discount %	This field shows the current job’s invoice discount percentage.
Created by	This field shows the name of the user who created the job.

Field	Description
Created on	This field shows the date the job was created.
Start Date	This field shows the date the job was started.
Estimated Ending Date	This field shows the date on which the job is expected to be finished.
Actual Completion	This field shows the date when the job was closed.
Budgeted Cost, Base	This field shows the budgeted cost of the job in the job's base currency.
Budgeted Billing Price, Currency	This field shows the budgeted cost of the job in the job's currency.
Budgeted Billing Price, Base	This field shows the budgeted cost of the job in the job's base currency.
Net on Account, Currency	This field shows the amount to invoice on account in the job's currency.
Net on Account, Base	This field shows the amount to invoice on account in the job's base currency.
Tax on Account, Currency	This field shows the tax net on account in the job's currency.
Tax on Account, Base	This field shows the tax net on account in the job's base currency.
Approved for Invoicing	This field specifies whether the job is approved for invoicing.
Preferred Inv. Date	This field shows the preferred invoice date, which is written on the invoice when it is printed.
Released for Invoicing	This field specifies whether the job is released for invoicing.
Capitalize	This field specifies whether the job is capitalized.
Last Quote	This field shows the number of the last quote sent to the customer on the current line.
Last Order Confirmation	This field shows the number of the last order confirmation sent to the customer on the current line.

Field	Description
Last Invoice	This field shows the number of the last invoice sent to the customer on the current line.
No. of Quotes	This field shows the number of quotes that have been created for the customer on the current line.
No. of Order Confirmations	This field shows the number of order confirmations that have been created for the customer on the current line.
No. of Invoices	This field shows the number of quotes that have been created for the customer on the current line.
No. of Copies	This field shows the number of invoices that have been printed for the customer on the current line.
Main Job No.	If the Blanket Invoicing per Main Job system parameter is enabled, this field shows the main job's number. The sub-tab shows the main job and all of the subjobs that are set up for blanket invoicing.
No. of Subjobs	This field shows the number of underlying jobs assigned to the job.
Customer Remarks	This field shows any customer remarks related to the job.
Maximum Time	This field shows the maximum time set up for the job.
Maximum Cost, Base	This field shows the maximum cost set up for the job in the base currency.
Maximum Billing Price, Currency	This field shows the maximum billing price set up for the customer in the job currency.
Changed by	This field shows the name of the user who made the latest change to the current line.
Changed on	This field shows the date on which the latest change to the current line was made.
Version	This field shows the version number of the favorite on the line in question. The number is incremented by one each time a change is made to the line.
Closed	This field specifies whether the job is closed.
Last Credit Memo	This field shows the date of the latest credit memo sent to the customer on the current line.
No. of Creditings	This field shows the number of credit memos that have been created for the customer on the current line.

Field	Description
No. of Credit Memo Printouts	This field shows the number of credit memos which have been printed for the customer on the current line.
Zip Code	This field shows the zip code of the postal district entered on the current line.
Postal District	This field shows the postal district of the address.
Tax No.	This field shows the customer's tax number.
Sales Rep. No.	This field show the employee number of the sales representative assigned to the job.
Job Name	This field shows the job name.
Non-Invoiceable	This field specifies whether the field is non-invoiceable.
Internal Job	This field specifies whether the job is an internal job.
Quote Price, Currency	This field shows the quote price in job currency.
Billing Price for Invoicing, Currency	This field shows the billing price of the invoice.
Approved for Invoicing On Account	This field specifies whether the job is approved for invoicing on account.
Fixed Markup (Amts.)	This field specifies whether the job uses a standard fixed gross margin.
Markup %	This field specifies whether the job uses a standard fixed gross margin percentage.
Text 1-20	These fields show various information about the job.
Date 1-5	These fields show dates connected to the job.
Popup 1-5	These fields show various information about the job.
On Account Reduction	This field shows the maximum amount by which the net invoiced on account amount can be reduced at the next normal invoicing or crediting.

Field	Description
Approved for Invoice Editing	If the Invoice Approval job parameter for the current job specifies that invoice editing is required, this field specifies whether the invoice selection is approved.
Warehouse	This field shows the warehouse from which the item is to be delivered.
Unit, Unit Analysis	This field shows the unit of the job.
Quantity, Unit Analysis	This field shows the quantity of units for the job.
Current Budget	This field shows which budget is currently used for the job.
Text Lines for Purchase	This field specifies whether the texts entered in the Job Budget workspace should be transferred to purchase orders created from the job budget lines.
Task List	This field shows the task list assigned to the job.
Job Allocation Combination	This field shows the job allocation combination rule used for the job.
Access Level	This field shows the access level assigned to the job.
Enterprise	This field shows the enterprise assigned to the job.
Segment	This field shows the segment assigned to the job.
Area	This field shows the area assigned to the job.
Company Tax Code	This field shows the company's tax code.
Job Price List, Sales	This field shows the job price list used to calculate the prices of the activities used for the job.
End Invoiced	This field specifies whether the job has been end invoiced.
Close at End Inv.	This field specifies whether the job is to be closed at end invoicing.
Spec. 1-3	These fields show the specifications assigned to the current line.
Purpose	This field shows the purpose assigned to the current line.

Field	Description
Overwrite Location	This field specifies whether the value in the Location field can be overwritten.
Overwrite Entity	This field specifies whether the value in the Entity field can be overwritten.
Overwrite Project	This field specifies whether the value in the Project field can be overwritten.
Overwrite Spec. 1-3	These fields specify whether the values in the Spec. 1-3 fields can be overwritten.
Overwrite Purpose	This field specifies whether the value in the Purpose field can be overwritten.
Company No.	This field shows the number of the company responsible for the current job.
Local Spec. 1-3	These fields show the local specifications assigned to the current line.
Overwrite Local Spec. 1-3	These fields specify whether the values in the Local Spec. 1-3 fields can be overwritten.
Settling Company No.	This field displays the number of the company which has been specified as the settling company for the job, whose job budget is displayed on the current line.
Item Price List, Intercomp.	This field shows the intercompany price list used in the pricing of work carried out on the job by employees assigned to other companies.
Job Surcharge Rule	This field shows the name of the job surcharge rule used for the current job.
Cust. Payment Mode	This field shows the customer payment mode for the customer on the current line.
Converted by	This field shows the name of the employee who converted the job from quote to order.
Date of Conversion	This field shows the date the job was converted from quote to order.
Employee 1-10	These fields show the employees assigned to the current job.
Invoice Layout	This field shows the invoice layout rule to be used when creating invoices for the main job.
Invoice Selection Approved	Copy to come.

Field	Description
Job Price List, Intercomp.	This field shows the job price list used for calculating intercompany prices.
Job Price List, Cost	This field shows the job price list used for calculating cost prices.
Probability %	This field shows the probability percentage rating for whether the current job, which is on quote, will result in an order.
Forecast Budget	This field shows the budget used as the current job's forecast budget.
Planning Budget	This field shows the budget used as the current job's planning budget.
Customer Popup 1-5	These fields show various information about the customer.
Employee Control	This field specifies how you want to check which employees can be used in entries on the job.
Base Currency	This field shows the base currency of the company responsible for the current job.
Blanket Invoice Ref.	This field shows information used as a reference for the job. The text is displayed on the invoice if you use blanket invoicing, and if the invoice layout rule applied to the job indicates that the text should be shown.
Blocked for Invoicing	This field shows whether the job is blocked for invoicing.
Project Manager No.	This field shows the employee number of the project manager who can approve and reject lines on the current job.
Approval, Supervisor	This field shows the status assigned by the supervisor on the current line to the job.
Approval, Project Manager	This field shows the status assigned by the project manager on the current line to the job.
Current Phase	This field shows the name of the current job phase, if a job phase list has been assigned to the job.
Planned Phase Ending Date	Copy to come.
Amount for Invoicing on Account, Invoice Currency	This field shows the amount set for invoicing on account in the job's invoice currency.

Field	Description
Job Processing Status	This field shows the current job processing status.
Job Processing	Copy to come.
Result Type	Copy to come.
Note No.	This field shows the number of a note relating to the current job.
Maximum Cost, Enterprise	This field shows the maximum cost set up for the job in the enterprise currency.
Maximum Billing Price, Enterprise	This field shows the maximum billing price set up for the customer in the enterprise currency.
Budgeted Cost, Enterprise	This field shows the budgeted cost set up for the job in the enterprise currency.
Quote Price, Enterprise	This field shows the quote price amount for the job in the enterprise currency.
On Account Tax, Enterprise	This field shows the on account tax amount for the job in the enterprise currency.
Net On Account, Enterprise	This field shows the net on account amount for the job in the enterprise currency.
Budgeted Billing Price, Enterprise	This field shows the maximum cost set up for the job in the enterprise currency.
Fixed Exchange Rate Date	This field shows the date for selecting exchange rate table entries from the system tables.
Fixed Exch. Rate Tbl, Purch.	This field specifies the exchange rate table to use for purchase-related currency calculations. This exchange rate table is used in connection with purchase orders and vendor invoices relating to the job.
Fixed Exchange Rate Tbl., Sales	This field specifies the exchange rate table to use for job-related currency calculations. This exchange rate table is used in connection with calculation of sales prices on the basis of budgeted or registered expenses on the job.

Field	Description
Dimension Comb. No.	This field shows the number of the dimension combination used when deriving dimensions from the current job.
Overwrite Company	This field specifies whether the value in the Company field can be overwritten.
Approved for Inv. on Main Job	This field shows whether or not the job is approved for invoicing on its main job.
Approved for Inv. by	This field shows the name of the user who approved the job for invoicing.
Invoice Approval Date	This field shows the date on which the job was approved for invoicing.
Work Completed On	This field shows the date the work for the job is completed. **Note:** You cannot enter time and expense entries on a given job after the date specified on this field, unless you are assigned project manager of the job.
Document Archive No.	This field shows the document archive number assigned to the job.
Booking Type	This field shows the default booking type to apply to all budget lines for the planning budget, as well as to all detailed planning lines associated with the budget lines.
Selected for Transfer	Copy to come.
JobHeader Instance Key	This field shows the current job's unique identity in the Maconomy database.
Template	If the current job is created from a template, this field shows the template job name of the job it was based on.
Template Job No.	If the current job is created from a template, this field shows the template job number of the job it was based on.
Reference Job No.	If the current job has been copied from another job using the **Copy Job** action, this field shows the job number from which the new job was copied. If the job has been created from a template job, this field shows the job number of the relevant template job.
Blocked for Budgeting	This field shows whether the job is blocked for budgeting.
Job Price List, Standard Sales	This field shows the job price list used for calculating the standard billing prices of the activities used for the job.

Field	Description
Approval, Supervisor, Exp.	Copy to come.
Approval, Project Manager, Exp.	Copy to come.
E-mail	This field shows the customer's email address.
On Hold	This field specifies whether the job has been put on hold.
By	This field shows the name of the user who put the current job on hold, if the **On Hold** check box is selected.
Date	This field shows the date the current job was on hold, if the **On Hold** check box is selected.
Resumed	This field specifies whether the job has been resumed.
By	This field shows the name of the user who resumed the current job, if the **Resumed** check box is selected.
Date	This field shows the date the current job was resumed, if the **Resumed** check box is selected.
Expected Resume Date	This field shows the date when the current job is to be resumed, if it is currently on hold.
Automatic Allocation Method	This field specifies whether the current job uses an automatic allocation method.
Team 1-6	These fields show the teams assigned to the current job.
Global Location No.	If the customer has requested that you use a specific global location number on invoices pertaining to the current job, this field shows the location number.
Top Job No.	Copy to come.
Opportunity No.	This field shows the number of an opportunity to which the event should be assigned.
Opportunity Template	Copy to come.

Field	Description
Favorites should be available for specified employees	This field specifies whether favorites are available for specified employees. If this field is selected, when you use the **Distribute to Employees** action, Maconomy distributes the registration combinations as favorites to the employees selected in the sub-tab.
Only specified employees can register on the job	This field specifies whether only specified employees can register on the job. If this field is selected, when you use the **Distribute to Employees** action, only the employees selected in the sub-tab can register time and expenses on the job.
Delete employees' own favorites on the job	This field specifies whether you can delete employees' own favorites on the job. If this field is s, when you use the **Distribute to Employees** action, Maconomy deletes all favorites on which the current job is specified. Note that this applies to all employees.
Hours Per Man Day	This field specifies how many hours are in a man day.
Default Line Type	This field shows the default value for the Line Type field.
Use Daily Descriptions	This field specifies whether daily descriptions are enabled by default for all tasks registered on the job.
Include in Forecast	This field specifies whether the forecast of the current job should be included in forecast reports.
Transaction Timestamp	This field shows the time of creation or, if the record has been updated, the time of the latest update of the record.
Tax On Account Spec. Entry Key	Copy to come.
Task Group Status	This field indicates whether the job entries associated with the present job are assigned to the correct task groups.
Allow PM Invoice Proposals	This field specifies whether project managers are allowed to propose changes to invoiceable hours and amounts from employees' time sheet and expense sheet registrations. If the field is marked, the project manager can propose a number of invoiceable hours, as well as invoiceable amounts in the Approve Time Sheet Lines workspace and propose invoiceable amounts in the Approve Expense Sheet Lines workspace.
Allow Employee Invoice Proposals	This field specifies whether employees are allowed to propose changes to invoiceable hours on their time sheet registrations. If the field is marked, employees can propose a number of invoiceable hours when filling in time sheet lines in the Time Sheets, Daily Time Sheet and SpeedSheet workspaces. This allows employees to provide input on invoiceable hours to the project manager and the invoicing department while entering their time sheets.

Field	Description
Blocked for Amount Registrations	This field shows whether the job is blocked for amount registration.
Job Invoice Allocation	This field specifies whether the current line is set up to match and allocate the job entry against invoices on account.
Job Invoice Allocation on Main Job	Copy to come.
Amount for Invoice Allocation	This row of fields shows the following amounts: ▪ **On Account**: This is the amount for allocation (reconciliation) on the invoices on account on the job. You can change this amount and let Maconomy set the amount for reconciliation on the open invoices on account accordingly. ▪ **Job Entries**: This is the amount for allocation on the selected job entries on the job. The field is closed for editing. ▪ **Balance**: This shows the difference between the two other fields. You can only submit the job invoice allocation if the balance is zero.
Revert Job Invoice Allocation Number	Copy to come.
Job Invoice Allocation Submitted	This field specifies whether the invoice allocation on the job has been submitted.
Job Invoice Allocation Submitted By	If the invoice allocation on the job has been submitted, this field shows the name of the employee who submitted it.
Job Invoice Allocation Submitted, Date	If the invoice allocation on the job has been submitted, this field shows the date when it was submitted.
Preferred Job Invoice Allocation	Copy to come.
Selected in Batch Job Invoice Allocation	This field indicates whether the current line is included in a batch job invoice allocation.
First Job Closure By	Copy to come.

Field	Description
First Job Closure Date	Copy to come.
Job Invoice Allocation Completion Date	This field shows the date when the following conditions were first satisfied: The open billing price must be zero, all invoices on account must be reconciled, and the reconciled amount must equal the fixed price all within Job Invoice Allocation.
Bill to Customer Appropriation	This field shows the source of funding for the job.
Invoice Currency	This field shows the invoice currency for the line. If a bill-to customer is specified on the line, then the invoice currency of this bill-to customer is shown. If no bill-to customer is specified, then the field shows the invoice currency of the job.
Exchange Rate	This field shows the exchange rate between the job currency and invoice currency for the bill-to customer specified on the job. By default, the exchange rate is the current exchange rate specified in the table for the job on the preferred invoice date (or current date if no preferred invoice date is set), but if the **Specify Exchange Rate** check box is selected, then the exchange rate is fixed at the rate you specify. If you change the exchange rate, the **Amount for Invoicing on Account, Currency** field is recalculated and **Specify Exchange Rate** check box is automatically selected. If the exchange rate deviates from the exchange rate table by more than 10%, a warning is displayed.
Specify Exchange Rate	This field specifies whether you can set the exchange rate manually. If this field is not selected, the **Currency Exchange Rate** field follows the exchange rate table for the bill-to customer specified on the job.
Blanket Invoice Collection Key	Copy to come.
Main Job Invoicing	This field shows whether the subjob is being invoiced together with its main job.
Select Invoice On Main Job	Copy to come.
Combine Printout Lines	This field specifies whether the current subjob is part of blanket invoicing where lines on the invoice printout combines and summarizes registrations from all subjobs.
Job Collection No.	This field shows the number of the job collection.

Field	Description
Open For Invoice Selection	This check box indicates whether the job is open for invoice selection.
Invoice Name	This field shows the name of the invoice.
Use Fixed Exchange Rates From Job	This field specifies whether you can create job specific exchange rates.
Updated	Copy to come.
Updated By	Copy to come.
Date	Copy to come.
Fixed Job Exch. Rate Tbl. Version	
Pending Job Actions Updated Date	
Transfer to People Planner	
Time Budget In Days	
Detailed Time Budgeting	
Customer Job Option List 1-3	
Selected Customer Job Value 1-3	
Post Vendor Exch. Rate Variances on Job	This field specifies how to post exchange rate variances that occur when you register vendor payments. ▪ If you select this check box, the exchange rate variances are posted to the jobs to which the paid vendor invoices were allocated. ▪ If you do not select this check box, the exchange rage variances are posted.

Field	Description
Invoicing Group	This field shows the invoicing group assigned to the job.
Year	This field defaults to the current year when creating a job.
Detailed Invoice Specification	This field shows the detailed invoice specification assigned to the job.
Use Job for Blanker Invoice Header	Copy to come.
Account Manager No.	This field displays the account manager employee number.
Standard Invoice Text List	This field shows the standard invoice text list selected on the job.
Submitted Draft	This field indicates whether at least one invoice draft was submitted.
Submitted Draft by	This field shows the name of user who submitted this draft.
Submitted Draft Date	This field shows the date when the draft was submitted.
Contracted Billing Price for Time	This field shows the contracted billing price for time activities for the job.
Recurring Annually	This field indicates whether the job should recur annually.
Rolled Forward to Job No.	If the job has been rolled forward, this field displays the number of the new job.
Time Unit	This field specifies the default time unit for prices on time activities.
Invoice Type	This field shows the type of the invoice to approve when you approve the invoice selection.
Combine T&M, On Account by Default	This check box is selected on a new job if the **Combine T&M with On Account by Default** job parameter is enabled. If this check box is selected, the **Invoice Type** field switches to T&M and On Account when you set an amount for invoicing on account.
Spec. 4-10	These fields show the specifications assigned to the current line.

Field	Description
Local Spec. 4-10	These fields show the local specifications assigned to the current line.
Overwrite Spec. 4-10	These fields specify whether the values in the **Spec. 4-10** fields can be overwritten.
Overwrite Local Spec. 4-10	These fields specify whether the values in the **Local Spec. 4-10** fields can be overwritten.
Types of Lines Transferred from Invoicing Plan	This field shows that line type that was transferred from the invoicing plan.
Restore Pre-Invoices	This field specifies whether the cancellation of any pre-invoices that were cancelled on the invoice was reversed.
Job/Base Currency Fixed Exchange Rate is Hedged	This field indicates whether the sales currency has been financially hedged against exchange rate risks in the bank.
Approval Group, Instance Key	This field shows the current approval group's unique identity in the Maconomy database.
Submitted	Copy to come.
Approved	Copy to come.
Job State	This field shows the current state of the job.
CRM Opportunity Key	Copy to come.
CRM Opportunity ID	Copy to come.
CRM Opportunity Name	Copy to come.
CRM Job Stage	Copy to come.
CRM Job Template Type	Copy to come.
JobHeaderExtension Instance Key	This field shows the current job's unique identity in the Maconomy database.

Field	Description
Transaction Timestamp	This field shows the time of creation or, if the record has been updated, the time of the latest update of the record.
Fixed Price, Currency	This field shows the fixed price of the job specified in the currency of the job.
Capitalization Method	This field specifies whether the job should be capitalized at cost or at billing price.
Boolean 1-5	These fields show attributes assigned to the job.
Text 1-5	These fields show various information about the job.
Date 1-5	These fields show dates connected to the job.
Amount 1-5	These fields show amounts connected to the job.
Popup 1-5	These fields show various information about the job.
Invoiced on Account, Currency	This field shows the amount invoiced on account in job currency.
Invoiced on Account, Base	This field shows the amount invoiced on account in base currency.
Invoiced on Account, Enterprise	This field shows the amount invoiced on account in enterprise currency.
Budgeted Time, Quantity	This field shows the budgeted time of the job.
Budgeted Cost, Base	This field shows the budgeted cost of the job in base currency.
Budgeted Cost, Enterprise	This field shows the budgeted cost of the job in enterprise currency.
Budgeted Billing Price, Currency	This field shows the budgeted billing price of the job in job currency.
Budgeted Billing Price, Base	This field shows the budgeted billing price of the job in base currency.

Field	Description
Budgeted Billing Price, Enterprise	This field shows the budgeted billing price of the job in enterprise currency.
Budgeted Realization Rate	This field shows a weighted average of the approved budgeted realization for the selected jobs.
Charge Table	This field shows the charge table used in the calculation of charges on transactions regarding the current customer.
Charge Discount %	This field shows the charge discount percentage to be applied to charges on transactions regarding the current customer.
Charge Code 1-4	These fields show charge codes added to the customer's order.
Charge Amount 1-4	These fields show charge amounts added to the customer's order.
On Account Job Surcharge at Invoicing Calculated	Copy to come.
Time and Material Job Surcharge at Invoicing Calculated	Copy to come.
One-time Surcharge Calculated	Copy to come.
Pre-Invoiced, Pending Payment, Currency	This field shows the total amount for all pre-invoices on this job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice currency.
Pre-Invoiced, Pending Payment, Base	This field shows the total amount for all pre-invoices on this job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice base currency.
Pre-Invoiced, Pending Payment, Enterprise	This field shows the total amount for all pre-invoices on the job that are printed, but payment is not yet reconciled. The sum is displayed in pre-invoice enterprise currency.
Project Manager	This field shows the name of the project manager assigned to the current job.
Customer Level	This field shows the Customer Level number for the customer in question.
Level 1-5 No.	These fields show the numbers of the customers in the hierarchy levels above the customer on the line.

Field	Description
Level 1-5 Name	These fields show the names of the customers in the hierarchy levels above the customer on the line.
Blocked for Purchasing	Select this check box to block the creation of purchase orders on the job. If this check box is selected, you cannot create purchase orders on the job. You can still view existing purchase orders, but you cannot modify them.

Actions

This section shows the Actions available in the Approve Jobs by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The **Approval Status** field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approve Users by Employee Single Dialog Workspace

Copy to come.

Approve Users by Employee Tab

This section includes the fields and descriptions for the Approve Users by Employee tab.

Employee Information island

Field	Description
Current Employee No.	Copy to come.
Employee No.	Copy to come.
Employee Type	Copy to come.

Approver Role island

Field	Description
Show My Approval Lines	Copy to come.
Show Substitute Lines	Copy to come.
Show Super Approver Lines	Copy to come.
Approver	Copy to come.

Overwrite Existing island

Field	Description
Approval Status	Copy to come.
Remark	Copy to come.

General Selection Criteria island

Field	Description
Show Lines For Approval	Copy to come.
Show Non-Active Lines	Copy to come.
Show Rejected Lines	Copy to come.

Approver Reference Type island

Field	Description
Show Approvable by All Approval Lines	Copy to come.

Approval Line Sub-Tab

This section includes the fields and descriptions for the Approval Line sub-tab.

Field	Description
Level	Copy to come.
Effective	Copy to come.
Active	Copy to come.
Approval Status	Copy to come.
New Approval Status	Copy to come.
Remarks	Copy to come.
Deadline	Copy to come.
Approved or Rejected by	Copy to come.
Approval Date	Copy to come.
Approval Time	Copy to come.
Approver	Copy to come.
Substitute	Copy to come.
Super Approver	Copy to come.
Approver Name	Copy to come.
Substitute Name	Copy to come.

Field	Description
Substitute Reference	Copy to come.
Super Approver Name	Copy to come.
Super Approver Reference	Copy to come.
Approver	Copy to come.
Approver Employee Type	Copy to come.
Substitute	Copy to come.
Approver Reference	Copy to come.
Substitute Employee Type	Copy to come.
Substitute Reference	Copy to come.
Approver Reference, Field	Copy to come.
Approver Reference, Employee	Copy to come.
Substitute Reference, Relation	Copy to come.
Substitute Reference, Field	Copy to come.
Substitute Reference, Employee	Copy to come.
Super Approver Reference	Copy to come.
Super Approver	Copy to come.
Super Approver Employee Type	Copy to come.
Super Approver Reference, Relation	Copy to come.
Super Approver Reference, Field	Copy to come.

Field	Description
Super Approver Reference, Employee	Copy to come.
Current Approval Status Details	Copy to come.
Current Approval Status	Copy to come.
Last Approved Or Rejected By	Copy to come.
Last Approval Or Rejection Date	Copy to come.
Last Approval or Rejection Time	Copy to come.
Last Approval or Rejection Comment	Copy to come.
Line Can Be Approved By Current User	Copy to come.
Current Status	Copy to come.
Submitted By	Copy to come.
Date Submitted	Copy to come.
Time Submitted	Copy to come.
New Approver Name	Copy to come.
Next Approver Employee No.	Copy to come.
Next Approver	Copy to come.
Next Approver Reference	Copy to come.
Workflow Status	Copy to come.
Approval Hierarchy Enabled, Header	Copy to come.
Approval Hierarchy Enabled, Lines	Copy to come.

Field	Description
Number of Lines Missing Approval	Copy to come.
Number of Rejected Lines	Copy to come.
Username	Copy to come.
Created by	Copy to come.
Created on	Copy to come.
Changed by	Copy to come.
Changed on	Copy to come.
Employee No.	Copy to come.
Employee Name	Copy to come.
Valid From	Copy to come.
Valid To	Copy to come.
Employee Company No.	Copy to come.
Employee Company Name	Copy to come.
Administrator	Copy to come.
User Type	Copy to come.
Template	Copy to come.
Transfer to People Planner	Copy to come.
Text 1	Copy to come.
Text 2	Copy to come.

Field	Description
Text 3	Copy to come.
Text 4	Copy to come.
Text 5	Copy to come.
System User	Copy to come.

Actions

This section shows the Actions available in the Approve Users by Employee workspace.

Card Part

Field	Description
Approve all	Use this action to approve all lines requiring approval based on the selection criteria you have applied in the tab.
Reject all	Use this action to reject all lines requiring approval based on the selection criteria you have applied in the tab.
Reset all	Use this action to reset the status of all lines in the sub-tab.
Execute approval	Use this action to put into effect all statuses indicated in the **New Approval Status** field for all lines. If any approval object lines are thus fully approved or released (for example, the expense sheet from which the approval object line originates was already approved or released by the supervisor), the lines in question are transferred to a registration journal which can then be posted. The Approval Status field is automatically updated with the value shown in the **New Approval Status** field.

Table Part

Field	Description
Approve Line	Use this action to approve the selected line.
Reject Line	Use this action to reject the selected line.
Reset Line	Use this action to reset the selected line.

Approval Hierarchy Selection Single Dialog Workspace

Use this workspace to review, by employee, all outstanding approvals that are needed for objects for approval.

For example, you might want to have a more restrictive approach to purchase order approvals, with more or higher-level approvers, in one office than you do in another. Or you might want to use more restrictive approvals for higher-value purchase orders.

You can set up a separate set of rules for purchase orders, expense sheets, vendor invoices, and other types of entries.

In the Approval Hierarchy Selection workspace, you can specify a set of rules that select the approval hierarchy to be used in each individual case. For example, this might be useful if the approval procedure varies between companies in a multi-company model. There might be a need for more restrictive approvals in one company than in another, or some companies might have different approval functions to be supported by the approval hierarchies.

Another example could be that one organization wants expense sheets or vendor invoice allocation lines to be approved by several persons depending on the size of the amount, whereas another organization always wants the manager of the company to approve expense sheets or vendor invoices, regardless of the amount size.

You define the set of rules using a selection criterion specification and an approval hierarchy number. When an object for approval matches the selection criterion specification on a line, it must be approved through the approval hierarchy specified on the current line.

You can define a specific set of hierarchy selection rules to be applied to each type of object for approval. For each of these hierarchy selection types, if you create one or more lines in the Approval Hierarchy Selection Lines sub-tab, all purchase orders, expense sheets, vendor invoices, or other types of objects for approval must be approved through an approval hierarchy, and therefore you can only submit an object for approval if Maconomy finds a selection criterion specification that includes the current object in the Approval Hierarchy Selection Lines sub-tab.

If you do not define any hierarchy selection lines, the type of transaction in question must go through another approval procedure as described in "Other Approval Procedures" in "Introduction to Approval Hierarchies."

Approval Hierarchy Selection Tab

This section includes the fields and descriptions for the Approval Hierarchy Selection tab.

Approval Type Island

Field	Description
Approval Type	This field displays the approval type of the transaction approval hierarchy selection rules currently displayed.
Approval Relation	This field shows the relation used in connection with the type of registration.
Description	In this field, you can enter a description about the approval hierarchy selection set of rules currently shown in the workspace.

User Island

See the Getting Started topic for a description of the island User.

Approval Hierarchy Selection Lines Sub-Tab

This section includes the fields and descriptions for the Approval Hierarchy Selection Lines sub-tab.

Field	Description
From Company No.	Select a Company No. as a starting number for lines to include when an approval object is submitted.
To Company No.	Enter an interval of companies. If you use these fields, Maconomy will only look at lines for the actual company when an approval object is submitted.
Selection Criterion Specification No.	Specify a selection criterion specification created in the Selection Criterion Specification workspace. When you submit transactions with allocation lines, Maconomy searches the approval hierarchy selection lines for the current transaction to find a line containing a selection criterion specification for that transaction. Thus, the allocation lines of the transactions are to be approved through the approval hierarchy specified on the current line. If it matches more than one of the selection criterion specifications in the sub-tab, Maconomy uses the hierarchy specified for the upper selection criterion specifications. If the approval hierarchy selection contains several selection criterion specifications, place the most specific selection criterion specifications in the upper part of the table followed by selection criterion specifications with broader criteria. This narrows the selection criterion specifications until it reaches a selection criterion specification that it fulfills. Maconomy uses the first approval hierarchy selection line that matches the current approval object. It is very important to have the correct order of lines. You can easily change the order of lines using the **Move Approval Hierarchy Selection Line Up / Down** action.
Approval Hierarchy No.	Enter the number of the approval hierarchy to use for approval of transactions matching the selection criterion specification specified on the current line. However, if the transaction matches several selection criterion specifications in the sub-tab, Maconomy uses the hierarchy specified for the upper selection criterion specification.
Approval Hierarchy Description	This field shows a description of the approval hierarchy from the Approval Hierarchy No. field above.

Actions

This section shows the Actions available in the Approval Hierarchy Selection workspace.

Top Tab

Field	Description
Create Line	This action allows you can to create an approval hierarchy selection line by using an existing entry or creating an entry for both the target group and approval hierarchy. You are also able to create an approval hierarchy selection line by selecting an existing target group and approval hierarchy.

Bottom Tab

Field	Description
Create Line	This action allows you can to create an approval hierarchy selection line by using an existing entry or creating an entry for both the target group and approval hierarchy. You are also able to create an approval hierarchy selection line by selecting an existing target group and approval hierarchy.

Approval Hierarchies Single Dialogs Workspace

Use this workspace to set up approval hierarchies for objects for approval such as expense sheets, general journals, purchase orders, vendor invoices, and other entries, including the employees or employee positions who are responsible for approvals, the order in which they must perform approvals, and any substitute approvers who can step in if an approver is unavailable.

You can set up separate hierarchies for purchase orders, expense sheets, vendor invoices, and other entry types.

See "Introduction to Approval Hierarchies" for a more detailed description of the creation and use of approval hierarchies.

In the Approval Hierarchies tab of this workspace, you enter general information about the current approval hierarchy, for example, whether approval through the hierarchy must be performed in a certain order, or if the persons who are to approve an object for approval through the hierarchy can approve the entry in an arbitrary order. You can also specify a "Super Approver" who can perform all of the approvals through this hierarchy. This ensures that the approval procedure is never blocked.

In the Approvers sub-tab, you can list the persons (or personal functions) who must approve the purchase orders, expense sheets, or vendor invoices when using this approval hierarchy. These are persons who are responsible for approval of the purchase orders, expense sheets, or vendor invoices, and other types of entries that meet a number of specific criteria. This person can be either a specific employee, employees of a given type, or a reference to an employee, such as the project manager of a job to which a given expense sheet is assigned. In addition, you can also specify a substitute who can approve the vendor invoice, expense sheet, or purchase order instead of the holder of approval.

You define the conditions that determine which person or personal function must approve a given object for approval using selection criterion specifications that you create in the Selection

Criterion Specification workspace. A purchase order, an expense sheet, a vendor invoice, or other types of entries that match the selection criterion specification on a line must be approved by the person who is identified on the line in question (or by a specified substitute, if any). Because an expense sheet can fall within more than one selection criterion specification in the same approval hierarchy, it must be approved by all respective persons before it can be fully approved.

If you want objects for approval that are approved through a specific hierarchy to be approved in a certain order, you must select the **Level Prioritized** field in the Approval Hierarchies tab for that hierarchy. After you select this field, you can enter a level number on each line in the Approvers sub-tab and define the order in which certain persons are to approve the individual vendor invoices, expense sheets, or purchase orders.

Approval Hierarchies Tab

This section includes the fields and descriptions for the Approval Hierarchies tab.

Approval Hierarchy Island

Field	Description
Approval Hierarchy No.	In this field, you can enter the number of the current approval hierarchy.
Description	In this field, you can enter a description of the current approval hierarchy.
Approval Type	In this field, you can specify whether the current approval hierarchy is to be used in connection with purchase orders, expense sheets, general journals, or vendor invoices. Each approval hierarchy can only be used in connection with one of these registrations.
Approval Relation	This field shows the relation used in connection with the type of registration.
Level Prioritized	In this field, you can specify whether the approval of purchase orders, general journals, expense sheets and vendor invoices, which are approved through the current hierarchy, is to be carried out in a certain order. If you do not mark this field, the employees who are to approve purchase orders, general journals, expense sheets, and vendor invoices through the current hierarchy can carry out approval in an arbitrary order. If you mark the field, the level number on each line in the sub-tab determines the order in which approval must be carried out. As mentioned in the section “Introduction to Approval Hierarchies,” an approval line is created for each line in the approval hierarchy whose selection criterion specification is matched by the vendor invoice, purchase order or expense sheet in question. This is done at submission of a vendor invoice, an expense sheet or a purchase order. For each approval line created, Maconomy transfers the number of the holder of approval and the level number from the hierarchy line that gave rise to each individual approval line.

Field	Description
	When a hierarchy is level prioritized, the approval lines with the lowest level must be approved before you can approve lines on the next level and so on. An example of the use of this functionality is that the supervisor of the person submitting an expense sheet must approve the expense sheet before it can be approved by the department manager. Level zero is the lowest possible level, and must therefore be approved first followed by level 1, 2, and so on. It is possible to have several lines carrying the same level number, and when several approval lines are created with identical level numbers for the same purchase order/expense sheet/vendor invoice, the lines in question can be approved in any order when all other approval lines with a lower level number have been approved. When a purchase order, journal, expense sheet, or vendor invoice is approved in one of the Purchase Orders, General Journals, Expense Sheets, Vendor Invoices, Invoice Allocation, or Reallocate Invoices workspaces, it corresponds to the employee who makes the approval, approves an approval line concerning the purchase order/expense sheet/vendor invoice in question and on which the employee himself is specified as holder of approval or substitute. Therefore approval in these workspaces is only allowed in the order dictated by the level order of priority.
Super Approver	In this field, you can enter the number of the employee who should be the super approver on the current approval hierarchy. The super approver can approve any approval line created on the basis of the current hierarchy. Note that the super approver can change the approval status of all approval lines created on the basis of the current approval hierarchy. If the super approver is changed, the new super approver cannot only change the approval status of approval lines created after the change, but also all previously created approval lines.
May be approved by supervisor	If you mark this field, you allow the approval line created on the basis of the current approval hierarchy to be not only approved by the employee or substitute responsible for approval of the line but also to be approved by the supervisor of the holder of approval. However, the supervisor of a specified substitute, if any, does not gain the right to approve on behalf of the substitute, if this field is marked.
Automatic approval if no approvers specified	Select this check box for an approval hierarchy with no specified approvers if you want Maconomy to perform automatic approval whenever that hierarchy is triggered. If this check box is not selected and an approval hierarchy with no specified approver is triggered, Maconomy displays an error message and stops the approval process.
Allow Self Approval	Select this check box to set the default setting for self-approval when new approval hierarchy lines are created. If this check box is selected, a submitter can approve their own approval line.

Message Control island

Field	Description
Show Message	Select this check box if you want Maconomy to display a custom message whenever a user selects a specific approval hierarchy.
Message	In this field, enter the text for the custom message. By default, there is a 255-character limit for this field.
Message Type	Select a message type from the drop-down list. You can choose between Error, Warning, or Remarks.

User Island

See the Getting Started topic for a description of the User island.

Approvers Sub-Tab

This section includes the fields and descriptions for the Approval Hierarchy Lines sub-tab.

Field	Description
Level	In this field, you can specify the level on which approval lines created on the basis of the current hierarchy line are to be approved. The field only applies, if the field “Level Prioritized” has been marked in the tab of the current hierarchy, as approval lines created on the basis of the current hierarchy are then to be approved in a certain order. As mentioned in the section “Introduction to Approval Hierarchies,” Maconomy creates an approval line for each line in the approval hierarchy whose selection criterion specification is met by the current purchase order, expense sheet, or vendor invoice. This is done at the submission of an expense sheet, purchase order, or vendor invoice. For each approval line created, Maconomy transfers the number of the holder of approval and the level number from the hierarchy line that gave rise to the approval line in question. In this way, the level number is the deciding factor for the order in which the approval is to be carried out. When a hierarchy is level prioritized, the approval lines with the lowest level must be approved before you can approve lines on the next level and so on. An example of the use of this functionality is that the supervisor of the person submitting an expense sheet must approve the expense sheet before it can be approved by the department manager. Level zero is the lowest possible level, and must therefore be approved first followed by level 1, 2, and so on. It is possible to have several lines carrying the same level number, and when several approval lines are created with identical level numbers for the same purchase order, expense sheet, or vendor invoice, the lines in question can be approved in any order when all other approval lines with a lower level number, have been approved.

Field	Description
	When a purchase order, an expense sheet, or a vendor invoice is approved in one of the workspaces Purchase Orders, Expense Sheets, Vendor Invoices, Invoice Allocation, or Reallocate Invoices, it corresponds to that the employee who makes the approval, approves an approval line concerning the purchase order, expense sheet, or vendor invoice in question and on which the employee himself is specified as holder of approval or substitute. Therefore approval in these workspaces is only allowed in the order dictated by the level order of priority.
Allow Self Approval	Select this check box to allow self-approval on the approval lines created from this approval hierarchy line. If the check box is selected, a submitter can approve their own approval lines if they are set as approver by the approval hierarchy line. Deselect this check box to not allow a submitter to approve approval lines created from the approval hierarchy, even if they are set as the approver.
Selection Criterion Specification	In this field, you can enter a selection criterion specification of the same type as selected in the field “Type” in the tab, for example, either a selection criterion specification of the type “Expense sheet,” if the approval hierarchy concerns expense sheets, a selection criterion specification of the type “Requisition,” if the approval hierarchy concerns purchase orders or a selection criterion specification of the type “Vendor Invoice,” if the approval hierarchy concerns vendor invoice allocation lines. The selection criterion specification determines when an approver specified on the current line is to approve expense sheets, purchase orders, or vendor invoices. When the current hierarchy is used (that is when it is selected by a line in the workspace Approval Hierarchy Selection), Maconomy creates an approval line for each line in the hierarchy whose selection criterion specification contains the expense sheet, purchase order, or vendor invoice in question. In this way, the approver on the current line (or a substitute, if any) is to approve purchase orders/expense sheets/ invoices falling within the specified selection criterion specification. Selection criterion specifications are created in the workspace Selection Criterion Specifications.
Approver	If you want the holder of approval to be a specific employee, you can enter in this field the number of the employee who should approve purchase orders, expense sheets, or vendor invoices falling within the selection criterion specification on the current line.
Approver Name	If an employee number has been specified in the field “Approver” above, this field displays the name of the employee in question.
Approver Reference	If you want the holder of approval to depend on the information on the current purchase order/expense sheet/vendor invoice, you can enter a reference in this field to the place from which the employee number should be transferred. Maconomy will then transfer the referenced employee number when a purchase order/expense sheet/vendor invoice falls within the selection criterion specification on the current line, and apply the employee as holder of approval on the created approval line.

Field	Description
	If no employee number is found by means of the reference at the submission of a purchase order/an expense sheet/a vendor invoice - for example, if the reference concerns the project manager of a job, and the purchase order submitted is not assigned to a job - Maconomy shows an error message, and the approval cannot be carried out. The following options can be selected: ▪ All — Approval lines created on the basis of the current hierarchy line can be approved by anybody with access to the current purchase order/expense sheet/vendor invoice. ▪ Submitter — Approval lines created on the basis of the current hierarchy line must be approved by the person submitting the current purchase order/expense sheet/vendor invoice. ▪ Employee — Select a named employee. If this is entered you must also select 'Employee' as the approval reference type. Approval lines created on the basis of the current hierarchy line must be approved by the employee specified in the field 'Approver'. ▪ Employee type — Select an employee type. If this is entered you must also select 'Employee Type' as the approval reference type. Approval lines created on the basis of the current hierarchy line can be approved by anybody with the employee type specified in this field and with access to the current purchase order/expense sheet/ vendor invoice. ▪ Reference — Select a reference to an employee associated with the approval object. If this is entered you must also select a reference and a field in the fields 'Approver Reference, Relation' and 'Approver Reference, Field' . This, for example, could be the project manager from the job or Employee 1 from the company. There are a number of default references and fields that are available depending upon the approval type chosen. ▪ Previous level — The previous level is an approval hierarchy line on a previous level with a lower line number. ▪ Approver — This is for use in conjunction with substitutes only. For further information, please see the description of the field 'Substitute.' ▪ Advanced Reference - Select an advanced reference to an employee associated with the approval object. If this is entered, you must also select a reference and a field in the **Approver Reference, Employee** and **Approver, Advanced Reference** fields.
Approver Employee Type	Specify an employee type to assign any users of this type to view and approve the record. Any approval record falling within the selection criterion specification on the current line must be approved by an employee of this type.

Field	Description
	Note: Specify an employee type to assign any users of this type to view and approve the record. Any approval record falling within the selection criterion specification on the current line must be approved by an employee of this type. If you do not want to give approvers the right to view all of the specified record types, you must directly specify the approver in the **Approver** field, or grant indirect access using the **Approver, Reference** field.
Approver Reference, Relation	This field shows the relation of the Approver Reference for the current approval task.
Approver Reference, Field	This field shows the internal field name that the Approver Reference relates to.
Approver Reference, Employee	This field shows the employee reference of the Approver.
Approver, Notification Type	If enabling synchronous calculation of notifications, specify the notification type for the approver in this field.
Approver, Advanced Reference	Enter the advanced reference of the Approver.
Substitute	If you want a specific employee – in addition to the holder of approval – to be able to approve approval lines created on the basis of the current hierarchy line, you can enter the number of the employee in this field. This employee is then granted the possibility of approving purchase orders/ expense sheets/vendor invoices falling within the selection criterion specification on the current line. The substitute can also be derived from the approver. The approver can, for example, be specified as the supervisor for the submitter, and the substitute can then be the substitute for that approver (the substitute for the supervisor for the submitter).
Substitute Name	If an employee number has been specified in the field “Substitute” above, this field will display the name of the current employee.
Substitute Reference	If you want a specific employee - in addition to the holder of approval - to be able to approve approval lines created on the basis of the current hierarchy line, and that this person is to depend on the information on the current purchase order/expense sheet/vendor invoice, you can enter a reference in this field referring to the place from which the substitute should be transferred. Maconomy will then transfer the referenced employee number

Field	Description
	when a purchase order/expense sheet/vendor invoice falls within the selection criterion specification on the current line, and apply the substitute as holder of approval on the created approval line. You can choose between the options described under the field 'Approver Reference'. The functionality of these options are identical to those described under the field 'Approver Reference', with the addition of 'Approver' as a substitute-only reference.
Substitute Employee Type	Specify an employee type to assign any users of this type as substitute approvers who can view and approve the record. Any approval record falling within the selection criterion specification on the current line must be approved by an employee of this type. **Note:** If you have set up approval hierarchies or time, expense, or mileage sheets, then specify a substitute approver by employee type, these employees only have access to the records for approval if they are granted access to see all of the specified records. This is done in the Actions sub-tab under the User Roles single dialog workspace. If you do not want to give approvers the right to view all of the specified record types, you must directly specify the approver in the **Approver** field, or grant indirect access using the **Approver, Reference** field.
Substitute Reference, Relation	This field will show the relation of a substitute approver reference if one has been specified on the approval task.
Substitute Reference, Field	This field will show the field reference of a substitute approver if one has been specified on the approval task.
Substitute Reference, Employee	This field will show the employee reference of the substitute approver if one has been specified on the approval task.
Substitute, Notification Type	If enabling synchronous calculation of notifications, specify the notification type for the substitute approver in this field.
Substitute, Advanced Reference	Enter the advanced reference of a substitute approver if one has been specified on the approval task.
Super Approver Employee Type	Specify an employee type to assign any users of this type as super approvers who can view and approve the record. Any approval record falling within the selection criterion specification on the current line must be approved by an employee of this type.

Field	Description
	Note: If you have set up approval hierarchies or time, expense, or mileage sheets, then specify a super approver by employee type, these employees only have access to the records for approval if they are granted access to see all of the specified records. This is done in the Actions sub-tab under the User Roles single dialog workspace. If you do not want to give approvers the right to view all of the specified record types, you must directly specify the approver in the **Approver** field, or grant indirect access using the **Approver, Reference** field.
Super Approver, Notification Type	If enabling synchronous calculation of notifications, specify the notification type for the super approver in this field.
Super Approver, Advanced Reference	Specify an advanced reference to assign any users of this type as super approvers who can view and approve the record.

Actions

This section shows the Actions available in the Approval Hierarchies workspace.

Bottom Tab

Field	Description
Add New Selection Criteria Specification	This action allows you to automatically create a selection criteria specification or target group and assign this target group to the existing approval hierarchy line.

Changes on Approve Single Dialogs Workspace

Use this workspace to specify whether some fields should have specific values assigned when the associated entry is fully approved.

The Approval Hierarchy tab displays approval hierarchy entries with all open fields. The Changes on Approve sub-tab displays all changes that could be applied when an entry is fully approved. Each line in this sub-tab has a reference to the field that should be changed, and another field for the value to assign to that field. You can also specify whether the field should be changed regardless of what the previous value was, or if the field should only be changed if it is equal to or different from an explicit value.

Approval Hierarchy Tab

This section includes the fields and descriptions for the Approval Hierarchy tab.

Approval Hierarchy Island

Field	Description
Appr. Hierarchy No.	Enter an approval hierarchy number by which the approval object is governed.

Field	Description
Description	Use this field to add a description for the current approval hierarchy.

Field	Description
Type	Enter the type of registration to which the current approval hierarchy will apply.

Field	Description
Approval Relation	Enter the relation used in connection with the type of registration.

Field	Description
Level Prioritized	Use this field to specify whether the approval that uses the current hierarchy is to be carried out in a certain order If you do not select this field, the approval can be done in any order. If you select the field, the level number on each line in the table part determines the order in which approval must be carried out. An approval line is created for each line in the approval hierarchy whose selection criterion specification is matched by the item in question. This is done when an item is submitted. For each approval line created, Maconomy transfers the number of the holder of approval and the level number from the hierarchy line that gave rise to each individual approval line. When a hierarchy is level prioritized, the approval lines with the lowest level must be approved before you can approve lines on the next level, and so on. For example, the supervisor of the person submitting an expense sheet must approve the expense sheet before it can be approved by the department manager. Level zero is the lowest possible level, and must therefore be approved first, followed by level 1, 2, and so on. You can have several lines carrying the same level number. When several approval lines are created with identical level numbers for the same item, the lines in question can be approved in any order when all other approval lines with a lower level number have been approved. When an item is approved, it corresponds to the employee who makes the approval, approves an approval line concerning the item in question and on which the employee himself is specified as holder of approval or substitute.

Field	Description
	Therefore approval is only allowed in the order dictated by the level order of priority.
Super Approver	Use this field to enter the number of the employee who should be the super approver on the current approval hierarchy. The super approver can approve any approval line, or change the approval status of all approval lines, created on the basis of the current hierarchy. If the super approver is changed, the new super approver can change the approval status of approval lines created after the change as well as all previously created approval lines.
May be approved by supervisor	Select this field to allow the approval line, created on the basis of the current approval hierarchy, to be approved by the supervisor of the holder of approval as well as the employee or substitute responsible for approval of the line. This option is not applicable to the supervisor of a substitute (if specified) who may not approve on behalf of the substitute.
Allow Self Approval	Select this check box to set the default setting for self-approval when new approval hierarchy lines are created. If this check box is selected, a submitter can approve their own approval line.

User Island

See the Introduction to Maconomy topic for a description of the User Island.

Changes on Approve Sub-Tab

This section includes the fields and descriptions for the Changes on Approve sub-tab.

Field	Description
Field Name	Select a field whose value you want to change when the last person has approved the current step. For example, you could set the **Vendor State** field to change, or you could set an Allow field to change to **Yes** so that you can use the vendor in that area at this stage of the approval process.
Change when Current Value is	Enter the expression to use to stipulate when the selected field value should change. Possible options are: ▪ Any ▪ Equal to ▪ Different From
Compare Value	Enter the current field value if you select **Equal to** or **Different From** in the **Change when Current Value** is field, otherwise leave blank.
New Value	Enter the new value to which you want the selected field to change.

Changes on Change Single Dialogs Workspace

Use this workspace to define what happens when a field from an approved item is changed and saved.

Approval Hierarchy Rule Tab

This section includes the fields and descriptions for the Approval Hierarchy Rule tab.

Approval Type Island

Field	Description
Approval Type	This field shows the type of approval hierarchy. The type cannot be changed here. Use the search function to select a different Type.
Description	Use this field to add a description of the approval hierarchy type

Deadline Island

Field	Description
No. of days for approval	Use this field to specify the number of days available for approval to be completed. The number of days can be negative.
Monthly approval day	Use this field to specify the number of the day later in the current month or in the next month which represents the approval deadline. If the day is after the last day in the current month, the deadline is set to the last day in the month. For example, if the approval is set for the 30th of each month, then for February it will be set to February 28.
Weekly approval day	Use this field to specify the day of the week which represents the approval deadline. The day will be the next week day.

User Island

See the Introduction to Maconomy topic for a description of the User Island.

Approval Principles Island

Field	Description
Approval Required	Select this field to use approval hierarchy. For vendors and customers, if this field is not selected, you should set the *Allow Users to Manually Set Allow Fields on <Vendors or Customers> to Yes* system parameter so that users can manually change the Allow fields to **Yes**.

Field	Description
Approve at Submission	If you select this field, the item will be approved automatically wherever the setup of the approval hierarchy allows for a user to submit and approve the item when they submit. **Note:** If you deselect the **Allow Self Approval** field, Maconomy automatically restricts the automatic approval of a transaction, such as purchase order, time, expense, or mileage sheet, even though you selected the **Approve at Submission** field.
Approve at Submission, Remark	Select this field to automatically populate the Approval Remarks field wherever Approve at Submission has been applied.
Log Changes Before First Submission	If you select this field, changes made to an item prior to its first submission will be logged and will be available to be viewed in the Approval Changes window. If this field is not selected, changes made prior to first submission are not logged.

Changes on Change Sub-Tab

This section includes the fields and descriptions for the Changes on Change sub-tab.

Field	Description
Relation	Select the group to which the change field belongs.
Field	Select the change field.
Type of Change	Select the change parameter. For example, you could select **Greater Than** and enter a value in the **Value 1** field to specify that the approval hierarchy will only start for this field if the value in the selected field is greater than the value in the **Value 1** field. The available values are: ▪ Changed ▪ Increased ▪ Decreased ▪ Between ▪ Greater Than ▪ Greater Than or Equal to ▪ Equal to ▪ Less Than or Equal to

Field	Description
	▪ Less Than ▪ Different From
Value 1	Enter a value that relates to your selection in the **Type of Change** field. See **Type of Change** above for more information.
Value 2	Enter a value that relates to your selection in the **Type of Change** field. See **Type of Change** above for more information.
Field to Update	Select the field that must be updated. For example, you could select an Allow field that should change to **Requested** until this change has been approved.
Change when Current Value is	Select a parameter to use when comparing the **Field to Update** and **Compare Values** fields. The available values are: ▪ Any ▪ Equal To ▪ Different From
Compare Value	If the **Change when Current Value is** field is set to **Equal To** or **Different From**, then the system will use that parameter to compare the value you enter in this field with the value in the **Field to Update** field.
New Value	Enter the value to which the selected field will change if the parameters listed in the selected line are true.

Changes on Reject Single Dialogs Workspace

Use this workspace to specify whether some fields should have specific values assigned when the associated entry is rejected.

The Approval Hierarchy tab displays approval hierarchy entries with all open fields. The Changes on Reject sub-tab displays all changes that could be applied if an entry is rejected. Each line in this sub-tab has a reference to the field that should be changed and another field for the value to assign to that field. You can also specify whether the field should be changed regardless of what the previous value was, or if the field should only be changed if it is equal to or different from an explicit value.

Approval Hierarchy Tab

This section includes the fields and descriptions for the Approval Hierarchy tab.

Approval Hierarchy Island

Field	Description
Appr. Hierarchy No.	Enter an approval hierarchy number by which the approval object is governed.

Field	Description
Description	Use this field to add a description for the current approval hierarchy.

Field	Description
Type	Enter the type of registration to which the current approval hierarchy will apply.

Field	Description
Approval Relation	Enter the relation used in connection with the type of registration.

Field	Description
Level Prioritized	Use this field to specify whether the approval that uses the current hierarchy is to be carried out in a certain order If you do not select this field, the approval can be done in any order. If you select the field, the level number on each line in the table part determines the order in which approval must be carried out. An approval line is created for each line in the approval hierarchy whose selection criterion specification is matched by the item in question. This is done when an item is submitted. For each approval line created, Maconomy transfers the number of the holder of approval and the level number from the hierarchy line that gave rise to each individual approval line. When a hierarchy is level prioritized, the approval lines with the lowest level must be approved before you can approve lines on the next level, and so on. For example, the supervisor of the person submitting an expense sheet must approve the expense sheet before it can be approved by the department manager. Level zero is the lowest possible level, and must therefore be approved first, followed by level 1, 2, and so on. You can have several lines carrying the same level number. When several approval lines are created with identical level numbers for the same item, the lines in question can be approved in any order when all other approval lines with a lower level number have been approved. When an item is approved, it corresponds to the employee who makes the approval, approves an approval line concerning the item in question and on which the employee himself is specified as holder of approval or substitute. Therefore approval is only allowed in the order dictated by the level order of priority.
Super Approver	Use this field to enter the number of the employee who should be the super approver on the current approval hierarchy. The super approver can approve any approval line, or change the approval status of all approval lines, created on the basis of the current hierarchy. If the super approver is changed, the new super approver can change the approval status of approval lines created after the change as well as all previously created approval lines.

Field	Description
May be approved by supervisor	Select this field to allow the approval line, created on the basis of the current approval hierarchy, to be approved by the supervisor of the holder of approval as well as the employee or substitute responsible for approval of the line. This option is not applicable to the supervisor of a substitute (if specified) who may not approve on behalf of the substitute.
Allow Self Approval	Select this check box to set the default setting for self-approval when new approval hierarchy lines are created. If this check box is selected, a submitter can approve their own approval line.

User Island

See the Introduction to Maconomy topic for a description of the User Island.

Changes on Reject Sub-Tab

This section includes the fields and descriptions for the Changes on Reject sub-tab.

Field	Description
Field Name	Select a field whose value you want to change when the item is rejected. For example, you could set the **Vendor State** field to change.
Change when Current Value is	Enter the expression to use to stipulate when the selected field value should change. Possible options are: ▪ Any ▪ Equal to ▪ Different From
Compare Value	Enter the current field value if you select **Equal to** or **Different From** in the **Change when Current Value** is field, otherwise leave blank.
New Value	Enter the new value to which you want the selected field to change.

Notifications after Approval Single Dialogs Workspace

When an item is created and all of the users on the Approvers tab have approved it, the users who are listed in the Notifications after Approval workspace receive notification that they must add information to the item and submit it. For example, users might have a task added to their To-Do lists when they need to add payment information for a vendor.

Approval Hierarchy Tab

This section includes the fields and descriptions for the Approval Hierarchy tab.

Approval Hierarchy Island

Field	Description
Appr. Hierarchy No.	Enter an approval hierarchy number by which the approval object is governed.

Field	Description
Description	Use this field to add a description for the current approval hierarchy.

Field	Description
Type	Enter the type of registration to which the current approval hierarchy will apply.

Field	Description
Approval Relation	Enter the relation used in connection with the type of registration.

Field	Description
Level Prioritized	Use this field to specify whether the approval that uses the current hierarchy is to be carried out in a certain order If you do not select this field, the approval can be done in any order. If you select the field, the level number on each line in the table part determines the order in which approval must be carried out. An approval line is created for each line in the approval hierarchy whose selection criterion specification is matched by the item in question. This is done when an item is submitted. For each approval line created, Maconomy transfers the number of the holder of approval and the level number from the hierarchy line that gave rise to each individual approval line. When a hierarchy is level prioritized, the approval lines with the lowest level must be approved before you can approve lines on the next level, and so on. For example, the supervisor of the person submitting an expense sheet must approve the expense sheet before it can be approved by the department manager. Level zero is the lowest possible level, and must therefore be approved first, followed by level 1, 2, and so on. You can have several lines carrying the same level number. When several approval lines are created with identical level numbers for the same item, the lines in question can be approved in any order when all other approval lines with a lower level number have been approved. When an item is approved, it corresponds to the employee who makes the approval, approves an approval line concerning the item in question and on which the employee himself is specified as holder of approval or substitute.

Field	Description
	Therefore approval is only allowed in the order dictated by the level order of priority.
Super Approver	Use this field to enter the number of the employee who should be the super approver on the current approval hierarchy. The super approver can approve any approval line, or change the approval status of all approval lines, created on the basis of the current hierarchy. If the super approver is changed, the new super approver can change the approval status of approval lines created after the change as well as all previously created approval lines.
May be approved by supervisor	Select this field to allow the approval line, created on the basis of the current approval hierarchy, to be approved by the supervisor of the holder of approval as well as the employee or substitute responsible for approval of the line. This option is not applicable to the supervisor of a substitute (if specified) who may not approve on behalf of the substitute.

User Island

See the Introduction to Maconomy topic for a description of the User Island.

Notifications after Approval Sub-Tab

This section includes the fields and descriptions for the Notifications after Approval Sub-tab.

Field	Description
Selection Criterion Specification	You can select a selection criterion specification so that the person should only be notified if the specification in this field is true. For example, only notify this user if payment information is needed.
Notification Reference	Enter a reference to the place from which the employee number should be transferred so that the user who adds the information is selected based on the information in the current item. Maconomy will then transfer the referenced employee number when an item falls within the selection criterion specification on the current line, and apply the employee as the person who needs to add information to the item. If, when an item is submitted, no employee number is found by means of the reference, Maconomy displays an error message, and name cannot be added to the line. The following are the available options: ▪ **Submitter** — Select this option to notify the user who submitted the current item that they need to enter information. ▪ **Employee** — Select a specific employee. If this is entered you must also select **Employee** in the **Reference, Employee** field.

Field	Description
	▪ **Reference** — Select a reference to an employee associated with the item. If this is entered, you must also make a selection in the **Reference Employee**, **Reference Relation**, and **Reference Field** fields.
Reference, Employee	Select the employee reference, for example, supervisor. This field is mandatory if the Notification Reference is **Submitter** or **Reference**.
Employee No.	Select the number of the employee who should get the notification to add information to the selected item. This field is mandatory if the Notification Reference is **Employee**.
Employee Name	Select the name of the employee who should get the notification to add information to the selected item.
Reference, Relation	Select the relation of the reference for the current task. This field is mandatory if the Notification Reference is **Reference**.
Reference, Field	Select the internal field name to which the reference relates. This field is mandatory if the Notification Reference is **Reference**.

Approval Notifications after Create Workspace

Use this workspace to create a synchronous notification after a user creates an approval object, for example a Time Sheet, Vendor Invoice, Job, or Customer.

Maconomy automatically creates the notification when you create the approval object. Then, the system deletes the notification when you submit the approval object.

Approval Hierarchy Rule Tab

This section includes the fields and descriptions for the Approval Hierarchy Rule tab.

Approval Type Island

Field	Description
Approval Type	This field shows the approval type.
Description	This field shows the description of the approval type.

User Island

See the Getting Started topic for a description of the fields in the User Island.

Notifications After Create Sub-Tab

This section includes the fields and descriptions for the Notifications after Create Sub-tab.

Field	Description
From Company No.	Select the starting company number of the approval objects to which the approval hierarchy rules apply.
To Company No.	Select the ending company number of the approval objects to which the approval hierarchy rules apply.
Selection Criterion Specification No.	Specify a selection criterion specification. The current line is only used, if the approval object in question meets the requirements specified on the selection criterion specification.
Notification Reference	Select the notification reference from the drop-down list. It can be a named employee specified in the **Employee No.** field, the submitter, or a user or an employee derived from the reference specification.
Employee No.	Enter the employee number of the receiver of the notification. This field is only used if you select **Employee** in the **Notification Reference** field.
User Reference	Select the checkbox to derive the employee number from the user. This field is only used if you select **Reference** in the **Notification Reference** field. If you select this field, Maconomy assumes that the derived value is a user. It then assumes that the derived value is an employee if you do not select this field.
Reference, Employee	Select the employee reference, for example, supervisor. This field is mandatory if the Notification Reference is **Submitter** or **Reference**. The notification can be assigned either to the derived employee, or for one of the reference employees specified on the employee.
Reference Relation 1	Select the relation of the reference for the current approval object. This field is mandatory if the Notification Reference is **Reference**. The receiver of the notification can be derived from one of the pre-defined table linked to the approval object.
Reference Relation 2 to 5	Select the relation of the reference for the current approval object. The receiver of the notification can be derived from one of the pre-defined table linked to reference relation 1 to 4.
Target Internal Relation Name	This field shows the target internal relation name and field where the system derives the receiver of the notification. The target internal relation name is a closed field. It is initialized to the internal relation name for the approval type. You can select a reference relation, and Maconomy uses the reference relation as the target relation.

Field	Description
Target Internal Field Name	Select a text field from this field. Maconomy derives the receiver of the notification from the **Target Internal Relation Name** and **Target Internal Field Name** fields.
Notification Type	Select the notification type. Maconomy creates a notification of this type, for the derived user(s), if the approval object belongs to the entered restrictions. You can select a synchronous notification type in this field.
Approval Action	This field shows the approval action of the current line. The possible approval actions are: ▪ Approve ▪ Reject ▪ Create The line is created and maintained in the corresponding Approval Notifications after Create, Approval Notifications after Approval, and Approval Notifications after Reject single dialogs.
Approval Relation	This field shows the relation used in connection with the type of registration. The available values as standard are Purchase Order, Purchase Order Line, Expense Sheet, Expense Sheet Line, Vendor Invoice, and Invoice Allocation Line.
Approval Type	This field shows the type of approval that the approval object relates to: Purchase Orders, Expense Sheets, or Vendor Invoices.
Instance Key	This field shows the line's unique identifiable key in the Maconomy database.
Internal Relation Name 1 to 5	These fields display the internal names of a Maconomy database relation. The relation must correspond to the internal relation name to which it is linked.
Line No.	This field shows the current line's number in the sequence of lines. The lines are numbered consecutively in the order of their creation.
Selection Criterion Specification Type	This field shows the selection criterion specification type.
Transaction Timestamp	This field shows the date and time of the last change.

Actions

This section shows the actions available in the Approval Notifications after Create workspace.

Table Part

Field	Description
Add New Selection Criteria Specification	Use this action to create a new selection criteria specification and assign the specification to the current line.

Approval Notifications after Approval Workspace

Use this workspace to create a synchronous notification after a user approves an approval object.

Maconomy automatically creates the notification, only when you fully approve the approval object. The system does not delete the notification automatically, but you can use the **Close Notification** action or select the **Closed** checkbox in the Notifications workspace to close the notifications. A closed notification no longer displays in the notification view.

Approval Hierarchy Rule Tab

This section includes the fields and descriptions for the Approval Hierarchy Rule tab.

Approval Type Island

Field	Description
Approval Type	This field shows the approval type.
Description	This field shows the description of the approval type.

User Island

See the Getting Started topic for a description of the fields in the User Island.

Notifications After Approval Sub-Tab

This section includes the fields and descriptions for the Notifications after Approval Sub-tab.

Field	Description
From Company No.	Select the starting company number of the approval objects to which the approval hierarchy rules apply.
To Company No.	Select the ending company number of the approval objects to which the approval hierarchy rules apply.

Field	Description
Selection Criterion Specification No.	Specify a selection criterion specification. The current line is only used, if the approval object in question meets the requirements specified on the selection criterion specification.
Notification Reference	Select the notification reference from the drop-down list. It can be a named employee specified in the **Employee No.** field, the submitter, or a user or an employee derived from the reference specification.
Employee No.	Enter the employee number of the receiver of the notification. This field is only used if you select **Employee** in the **Notification Reference** field.
User Reference	Select the checkbox to derive the employee number from the user. This field is only used if you select **Reference** in the **Notification Reference** field. If you select this field, Maconomy assumes that the derived value is a user. It then assumes that the derived value is an employee if you do not select this field.
Reference, Employee	Select the employee reference, for example, supervisor. This field is mandatory if the Notification Reference is **Submitter** or **Reference**. The notification can be assigned either to the derived employee, or for one of the reference employees specified on the employee.
Reference Relation 1	Select the relation of the reference for the current approval object. This field is mandatory if the Notification Reference is **Reference**. The receiver of the notification can be derived from one of the pre-defined table linked to the approval object.
Reference Relation 2 to 5	Select the relation of the reference for the current approval object. The receiver of the notification can be derived from one of the pre-defined table linked to reference relation 1 to 4.
Target Internal Relation Name	This field shows the target internal relation name and field where the system derives the receiver of the notification. The target internal relation name is a closed field. It is initialized to the internal relation name for the approval type. You can select a reference relation, and Maconomy uses the reference relation as the target relation.
Target Internal Field Name	Select a text field from this field. Maconomy derives the receiver of the notification from the **Target Internal Relation Name** and **Target Internal Field Name** fields.
Notification Type	Select the notification type. Maconomy creates a notification of this type, for the derived user(s), if the approval object belongs to the entered restrictions. You can select a synchronous notification type in this field.
Approval Action	This field shows the approval action of the current line. The possible approval actions are:

Field	Description
	▪ Approve ▪ Reject ▪ Create The line is created and maintained in the corresponding Approval Notifications after Create, Approval Notifications after Approval, and Approval Notifications after Reject single dialogs.
Approval Relation	This field shows the relation used in connection with the type of registration. The available values as standard are Purchase Order, Purchase Order Line, Expense Sheet, Expense Sheet Line, Vendor Invoice, and Invoice Allocation Line.
Approval Type	This field shows the type of approval that the approval object relates to: Purchase Orders, Expense Sheets, or Vendor Invoices.
Instance Key	This field shows the line's unique identifiable key in the Maconomy database.
Internal Relation Name 1 to 5	These fields display the internal names of a Maconomy database relation. The relation must correspond to the internal relation name to which it is linked.
Line No.	This field shows the current line's number in the sequence of lines. The lines are numbered consecutively in the order of their creation.
Selection Criterion Specification Type	This field shows the selection criterion specification type.
Transaction Timestamp	This field shows the date and time of the last change.

Actions

This section shows the actions available in the Approval Notifications after Approval workspace.

Table Part

Field	Description
Add New Selection Criteria Specification	Use this action to create a new selection criteria specification and assign the specification to the current line.

Approval Notifications after Reject Workspace

Use this workspace to create a synchronous notification after a user rejects an approval object.

Maconomy automatically creates the notification when you reject the approval object and deletes it again when the status is changed. The status changes to **Unsubmitted** when you modify the approval object. Then, it changes to **Submitted** or **Approved** when you undo the rejection.

Approval Hierarchy Rule Tab

This section includes the fields and descriptions for the Approval Hierarchy Rule tab.

Approval Type Island

Field	Description
Approval Type	This field shows the approval type.
Description	This field shows the description of the approval type.

User Island

See the Getting Started topic for a description of the fields in the User Island.

Notifications After Reject Sub-Tab

This section includes the fields and descriptions for the Notifications after Reject Sub-tab.

Field	Description
From Company No.	Select the starting company number of the approval objects to which the approval hierarchy rules apply.
To Company No.	Select the ending company number of the approval objects to which the approval hierarchy rules apply.
Selection Criterion Specification No.	Specify a selection criterion specification. The current line is only used, if the approval object in question meets the requirements specified on the selection criterion specification.
Notification Reference	Select the notification reference from the drop-down list. It can be a named employee specified in the **Employee No.** field, the submitter, or a user or an employee derived from the reference specification.
Employee No.	Enter the employee number of the receiver of the notification. This field is only used if you select **Employee** in the **Notification Reference** field.
User Reference	Select the checkbox to derive the employee number from the user. This field is only used if you select **Reference** in the **Notification Reference** field.

Field	Description
	If you select this field, Maconomy assumes that the derived value is a user. It then assumes that the derived value is an employee if you do not select this field.
Reference, Employee	Select the employee reference, for example, supervisor. This field is mandatory if the Notification Reference is **Submitter** or **Reference**. The notification can be assigned either to the derived employee, or for one of the reference employees specified on the employee.
Reference Relation 1	Select the relation of the reference for the current approval object. This field is mandatory if the Notification Reference is **Reference**. The receiver of the notification can be derived from one of the pre-defined table linked to the approval object.
Reference Relation 2 to 5	Select the relation of the reference for the current approval object. The receiver of the notification can be derived from one of the pre-defined table linked to reference relation 1 to 4.
Target Internal Relation Name	This field shows the target internal relation name and field where the system derives the receiver of the notification. The target internal relation name is a closed field. It is initialized to the internal relation name for the approval type. You can select a reference relation, and Maconomy uses the reference relation as the target relation.
Target Internal Field Name	Select a text field from this field. Maconomy derives the receiver of the notification from the **Target Internal Relation Name** and **Target Internal Field Name** fields.
Notification Type	Select the notification type. Maconomy creates a notification of this type, for the derived user(s), if the approval object belongs to the entered restrictions. You can select a synchronous notification type in this field.
Approval Action	This field shows the approval action of the current line. The possible approval actions are: ▪ Approve ▪ Reject ▪ Create The line is created and maintained in the corresponding Approval Notifications after Create, Approval Notifications after Approval, and Approval Notifications after Reject single dialogs.
Approval Relation	This field shows the relation used in connection with the type of registration. The available values as standard are Purchase Order, Purchase Order Line, Expense Sheet, Expense Sheet Line, Vendor Invoice, and Invoice Allocation Line.

Field	Description
Approval Type	This field shows the type of approval that the approval object relates to: Purchase Orders, Expense Sheets, or Vendor Invoices.
Instance Key	This field shows the line's unique identifiable key in the Maconomy database.
Internal Relation Name 1 to 5	These fields display the internal names of a Maconomy database relation. The relation must correspond to the internal relation name to which it is linked.
Line No.	This field shows the current line's number in the sequence of lines. The lines are numbered consecutively in the order of their creation.
Selection Criterion Specification Type	This field shows the selection criterion specification type.
Transaction Timestamp	This field shows the date and time of the last change.

Actions

This section shows the actions available in the Approval Notifications after Reject workspace.

Table Part

Field	Description
Add New Selection Criteria Specification	Use this action to create a new selection criteria specification and assign the specification to the current line.

Approval Hierarchy Rules Single Dialogs Workspace

U Use this workspace to set up approval hierarchy rules.

Normally, any changes to a purchase order, expense sheet, vendor invoice, or other entry would trigger the need for the entry to be reapproved, even if the change were trivial or cosmetic. This workspace lets you identify certain fields that can be changed and employees who have certain access levels who can make these changes without triggering reapproval.

It is, however, often the case that certain changes are acceptable, and it would only be annoying to have such changes trigger reapproval. You can set up rules in this workspace to list the changes that should not trigger reapproval.

In the Approval Change Line tab, you can select an approval hierarchy type.

In the sub-tab, you can select fields from the vendor invoice and invoice allocation, and for each of these fields you can set:

- Whether the field can be changed without reapproval (by selecting the **Allow change without re-approval** field.
- An access level, such that only users with this access level can change without reapproval.

Approval Hierarchy Rules Tab

This section includes the fields and descriptions for the Approval Hierarchy Rules tab.

Approval Type Island

Field	Description
Approval Type	This field shows the Type of approval hierarchy: Purchase Order, Expense Sheet or Vendor Invoice. The Type cannot be changed here; to select a different Type you should use the search function.
Description	In this field, you can add a description of the approval hierarchy type.

Deadline Island

Field	Description
Deadline based on preferred delivery date	If you mark this field, and the Type is Vendor Invoice, the deadline for the approval of the Vendor Invoice will be calculated based on the preferred delivery date. If the field is not marked, and the Type is Vendor Invoice, the deadline for the approval of the Vendor Invoice will be calculated based on the submission date. If you mark this field, and the Type is Purchase Order, the deadline for the approval of the purchase order will be calculated based on the due date. If the field is not marked, and the Type is Purchase Order, the deadline for the approval of the Purchase Order will be calculated based on the submission date. This field has no impact on deadline calculations for Expense Sheets.
No. of days for approval	In this field, you can specify a number of days available for approval to be completed. The number of days can be negative. The number of days is used in the approval deadline calculation as follows: ▪ For purchase orders, if the Deadline based on due date field has been marked this is the number of days that is added to the preferred delivery date, otherwise this is the number of days added to the date submitted. ▪ For expense sheets this is the number of days that is added to the date submitted. ▪ For vendor invoices, if the Deadline based on due date field has been marked this is the number of days added to the due date, otherwise this is the number of days added to the date submitted.

Field	Description
Monthly approval day	In this field, you can specify the number of the day later in the current month or in the next month which represents the approval deadline. If the day is after the last day in the current month, the deadline is set to the last day in the month. For example, if the approval is set for the 30th of each month, then for February it will be set to 28th February.
Weekly approval day	In this field, you can specify the day of the week which represents the approval deadline. The day will be the next week day.

User Island

See the Getting Started topic for a description of the fields in the island User.

Approval Principles Island

Field	Description
Approve Header, Always	If you mark this field, the approval hierarchy will always be based on the header of the purchase order/expense sheet/vendor invoice. This is regardless of whether there are any lines in the purchase order / expense sheet / vendor invoice. You should only select this option if the associated Approval Hierarchy uses the header based Approval Relation, that is, for a purchase order the approval relation would need to be Purchase Order Header.
Approve Header, If no lines	If you mark this field, the approval hierarchy will be based on the header of the purchase order/expense sheet/vendor invoice only where there are no lines in the purchase order/expense sheet/vendor invoice.
Approve Line, Always	If you mark this field, the approval hierarchy will always be based on the lines of the purchase order/expense sheet/vendor invoice. You should only select this option if the associated Approval Hierarchy uses the line based Approval Relation, that is, for a purchase order the approval relation would need to be Purchase Order Line.
Reapprove header when adding a new line	If you select this check box, Maconomy requires reapproval of any header resubmitted with added lines. You cannot select this check box if you already selected the **Reapprove all when adding a new line** check box, and vice versa.
Reapprove header when changing a line	If you select this check box, Maconomy requires reapproval of any header resubmitted with updated lines. You cannot select this check box if you already selected the **Reapprove all when changing a line** check box, and vice versa.
Reapprove header when removing a line	If you select this check box, Maconomy requires reapproval of any header resubmitted with deleted lines. You cannot select this check box if you already selected the **Reapprove all when removing a line** check box, and vice versa.

Field	Description
Approve at Submission	If you mark this field, wherever the setup of the approval hierarchy would allow for a user to submit and approve the same purchase order/expense sheet/vendor invoice, the purchase order/expense sheet/vendor invoice will be approved automatically when they submit. **Note:** In Approval Hierarchy Rules, if you select **Approve at Submission**, Maconomy automatically approves items submitted byusers, such as time or expense sheets. However, you may prefer to disable these automatic approvals if the user is a Substitute, Supervisor, or Super Approver. So for example if "Approve at Submission" is marked, but "Automatic Substitute Approval" is unmarked, then Maconomy does not automatically approve if the user who submits is set as a substitute on the approval hierarchy. It works the same for "Automatic Supervisor Approval" and "Automatic Super Approver Approval." If you deselect the **Allow Self Approval** field, Maconomy automatically restricts the automatic approval of a transaction, such as purchase order, time, expense, or mileage sheet, even though you selected the **Approve at Submission** field.
Approve at Submission, Remark	In this field, you can add a remark which will automatically populate the Approval Remarks field wherever Approve at Submission has been applied.
Automatic Substitute Approval	If "Approve at Submission" is selected, select this check box to enable automatic approval by substitute approvals, and deselect to facilitate manual approval.
Automatic Supervisor Approval	If "Approve at Submission" is selected, select this check box to enable automatic approval by supervisor approvals, and deselect to facilitate manual approval.
Automatic Super Approver Approval	If "Approve at Submission" is selected, select this check box to enable automatic approval by super approver approvals, and deselect to facilitate manual approval.
Log Changes Before First Submission	If you mark this field, changes made to a purchase order/expense sheet/ vendor invoice prior to its first submission will be logged and will be available to be viewed in the Approval Changes workspace. If this field is not marked, changes made prior to first submission will not be logged.

Approver Access Tickets Island

Field	Description
Approved Tickets Expire	Select this check box to enable deletion of access tickets after a specified number of days after approval. Maconomy runs a daily scheduled background task to delete expired tickets. If this check box is deselected, approver access tickets do not expire. Note that not deleting tickets may gradually impact system performance. **Note:** This functionality does not apply to approval hierarchies used in jobs, job budgets, job quotes, and draft invoices.
Days from Approval to Expiration	Specify the number of days before an approved access ticket expires and is deleted. By default, the value in this field is **60**. Maconomy deletes the ticket 60 days after the objects in the ticket are approved.
Unapproved Tickets Expire	Select this check box to delete unapproved access tickets after a specified number of days. Maconomy runs a daily background task to delete expired tickets. If this check box is deselected, unapproved access tickets do not expire. Note that not deleting tickets may gradually impact system performance. **Note:** This functionality does not apply to approval hierarchies used in jobs, job budgets, job quotes and draft invoices.
Days from Submission to Expiratio	Specify the number of days before a submitted and unapproved access ticket expires and is deleted. By default, the value in this field is **120**. Maconomy deletes the ticket 120 days after the ticket is submitted and remains unapproved.

Approval Hierarchy Rule Lines Sub-Tab

This section includes the fields and descriptions for the Approval Hierarchy Rule Lines sub-tab.

Field	Description
Internal Relation Name	This field shows the internal name of a Maconomy database relation. This is the relation to which a workflow is attached. Whenever an object is created in this relation, a workflow is initiated as defined in MWL. For instance: If JobHeader is specified as the relation, a workflow will be initialized for every job created in Maconomy. Note that instance keys must be created for the relation in this field for workflows to take effect. For more information, please see the description of the window Database Relations.
Internal Field Name	This field shows the system's internal name of the database field on the current line.

Field	Description
Relation Name	This field shows the system's external name of the current relation. The external name is shown in the language currently selected in the Preferences window of your Maconomy client.
Field Name	This field shows the system's external name of the database field on the current line.
Allowed Changes	Select the level of change that is allowed from the values None, All, Decrease, and Increase.
Only Derived Changes	If you mark this field, only changes that are derived are allowed.
Log Changes	If you mark this field, changes made to a purchase order/expense sheet/ vendor invoice prior to its first submission will be logged and will be available to be viewed in the Approval Changes window. If this field is not marked, changes made prior to first submission will not be logged.
Access Level	Enter the access level that is required to change an approval without triggering reapproval.
Access Level Description	This field displays the description of the access level specified in the "Access Level" field.

Show Approval Change Lines Single Dialogs Workspace

Use this workspace to view logged changes to approval objects. Which changes that should be logged is selected in the Approval Hierarchy Rules Workspace.

Approval Change Line Tab

This topic shows the fields and descriptions for the Approval Change Line tab.

Copy to Come

Field	Description

Approver Access Ticket Expiration Workspace

Use this workspace for scheduled background tasks related to deleting approver tickets.

This workspace provides support for creating scheduled background tasks to delete approver access tickets.

Approver Access Ticket Expiration Actions

This section shows the actions available in the Approver Access Ticket Expiration workspace.

Top Tab

Field	Description
Delete Expired Tickets	This action is run by a scheduled background task to delete all expired approver excess tickets.

Advanced References Workspace

Use this workspace to specify the relations of the advanced references for the approval objects that you specified.

Advanced References Tab

This topic shows the fields and descriptions for the Advanced References tab.

Information Island

Field	Description
Name	Enter the name of the advanced reference.
Description	Enter a description of the advanced reference.
User Reference	Select the checkbox to reference a user. Maconomy then derives the employee of that user. It then assumes that the derived value is an employee if you do not select this field.
Source Internal Relation Name	This field shows the internal name of the relation where the connection of relation links starts. When you create it from the Approval Hierarchy workspace, the source internal relation automatically populates with the approval hierarchy Type.
Source Relation Name	This field shows the external name of the relation where the connection of relation links starts. When you create it from the Approval Hierarchy workspace, the source relation automatically populates with the approval hierarchy type.
Reference Relation 1	Select the field from the source relation, which serves as the reference to the next relation. If you do not select any field, both source and target relation are the same. You can only select the **Target Field Name** from among the fields on the source relation (usually the approval relation).

Field	Description
	The field is optional.
Reference Relation 2-5	Select the field from Reference Relation 1, which serves as the reference to the next relation. These fields are optional, but you must fill the fields in continuous order from 1 to 5 when you use them.
Target Internal Field Name	Select a text field from this field. Maconomy derives the approver from the **Target Internal Relation Name** and **Target Internal Field Name** fields. You can only select the target field from the last reference relation or from the source relation when no reference relation has been filled in.

Advanced References Actions

This section shows the actions available in the Advanced References workspace.

Top Tab

Field	Description
+ Create Advanced Reference	Use this action to create a new advanced reference.

Approval Hierarchy Lines Single Dialog Workspace

Copy to come.

Approval Heirarchy Line Tab

Copy to come.

General Information island

Field	Description
Approval Type	Copy to come.
Line No.	Copy to come.
Approval Hierarchy No.	Copy to come.
Level	Copy to come.
Approval Relation	Copy to come.

Field	Description
Selection Criterion Specification No.	Copy to come.
Selection Criterion Specification Type	Copy to come.
Instance Key	Copy to come.
Transaction Timestamp	Copy to come.
Allow Self Approval	Copy to come.

Approver Information island

Field	Description
Approver	Copy to come.
Reference	Copy to come.
Employee Type	Copy to come.
Reference Relation	Copy to come.
Reference Field	Copy to come.
Reference Employee	Copy to come.
Notification Type	Copy to come.
Advanced Reference	Copy to come.

Substitute Information island

Field	Description
Substitute	Copy to come.
Reference	Copy to come.
Employee Type	Copy to come.

Field	Description
Reference Relation	Copy to come.
Reference Field	Copy to come.
Reference Employee	Copy to come.
Notification Type	Copy to come.
Advanced Reference	Copy to come.

Super Approver Information

Field	Description
Super Approver	Copy to come.
Reference	Copy to come.
Employee Type	Copy to come.
Reference Relation	Copy to come.
Reference Field	Copy to come.
Reference Employee	Copy to come.
Notification Type	Copy to come.
Advanced Reference	Copy to come.

Archiving Section

Use this section to learn about Archiving workspaces.

Archiving Single Dialog Workspace

Use this workspace to select the finance entries you want to archive, and to view logs that show archived information.

After you select finance entries for archiving, you can safely delete them or move them to another database. After you archive them, the finance entries are no longer available from within Maconomy.

When you select finance entries for archiving, Maconomy creates an Archiving Log entry for each combination of company and fiscal year of the included finance entries. Each log entry contains information about who selected the entries, when they were selected, and how many finance entries were selected for this combination of company and fiscal year.

Use the Archiving island to define the cut-off date and the range of companies when you use the **Mark for Archiving** action. You can use the Selection Criteria island to indicate which Archiving Log entries should be displayed in the Archiving Logs sub-tab.

Archiving Tab

This section includes the fields and descriptions for the Archiving tab.

Archiving Island

Field	Description
Archive Entries Before Date	In this field, enter the date on which you want to stop including finance entries to be archived. Note that the value for this field can be overruled by the value set for the **Prevent Archiving of Previous Fiscal Years** system parameter.
Company No.	In these fields, enter a range of company numbers for those companies whose finance entries you want to archive.

Selection Criteria Island

Field	Description
Show Archiving Logs	Select this check box if you want the archiving logs to display in the Archiving Logs sub-tab.
Date	In these fields, enter a date range to identify the archiving logs to display in the Archiving Logs sub-tab.
Company No.	In these fields, enter a range of company numbers for those companies for which you want to display archiving logs in the Archiving Logs sub-tab.

Archiving Logs Sub-Tab

This section includes the fields and descriptions for the Archiving Logs sub-tab.

Field	Description
Company No.	In this field, enter the company number of the company whose finance entries are selected for archiving.
Company Name	In this field, enter the name of the company whose finance entries are selected for archiving.
Period Start	In this field, enter the start date of the fiscal year for which finance entries are selected.
Period End	In this field, enter the end date of the fiscal year for which finance entries are selected.
Archived By	This field displays the name of the user who selected the finance entries for archiving.
Archived Date	This field displays the date when the finance entries were selected for archiving.
Archived Entries	This field displays the number of finance entries selected for archiving.

Actions

This section shows the Actions available in the Archiving workspace.

Top Tab

Field	Description
Mark for Archiving	Use this action to select finance entries for archiving. Enter a range of companies and a cut-off date for age of entries to include.

Database Schema Section

Use this section to learn about Database Schema workspaces.

Database Relations Single Dialogs Workspace

Use this workspace to review information about the tables and fields in the Maconomy database.

You cannot change any information in this workspace, but you can use the **Initialize Instance Keys** action to activate instance key registration on the current table, if it is not already active.

In the Database Relations tab, you can browse through the relations in the database. The Database Fields sub-tab lists the fields identified by the current relation, showing various information on the individual fields.

When instance key registration is active for a relation, Maconomy assigns an instance key value to each existing entry in the relation, and whenever entries are created, Maconomy also assigns instance key values to them.

An instance key value is a number that is assigned to a given database entry and is unique within the whole Maconomy database. This means that no two database entries, regardless of the relations to which they belong, can have the same instance key value. This allows you to identify entries by means of one number, whereas in the case of regular database relation keys, multiple entries that belong to different relations can have identical key values, and the identification is made through fields with different names and types, sometimes using several fields. Instance keys thus make it easier to refer directly to a given entry in any relation without having to specify a relation name and several key values. Note that the functionality of regular database key fields is unaffected by the activation of instance keys, because instance keys simply function as an optional way of identifying entries across relations, instead of just within individual relations.

For example, instance keys are used in the Users workspace. As described in the User Types workspace, users can be based on information in other Maconomy workspaces, and an instance key is therefore used to refer to the database entry on which an individual the user was based.

However, to avoid unnecessary processing and system workload, instance key registration is by default only used on certain relations. For each relation for which you want to be able to refer to instance keys, you must initiate the registration in this workspace.

Database Relations Tab

This section includes the fields and descriptions for the Database Relations tab.

Database Relation Island

Field	Description
Internal Relation Name	This field shows the system's internal name of the current relation. The internal name is shown in the kernel language of your Maconomy system.
Relation Name	This field shows the system's external name of the current relation. The external name is shown in the language currently selected in the Preferences workspace of your Maconomy client.
Class Type	This field shows whether the current relation is a database relation or a parameter set. However, as this workspace only shows relations, the value in this field will always be "Relation."
Instance Keys Applied	This field shows whether instance key registration is active for the current database relation. If instance keys are not currently used, but you wish to start using instance key registration on the current relation, select the action "Initialize Instance Keys." For further information on instance key registration, see the introduction to this workspace and the description of the action "Initialize Instance Keys."

Database Fields Sub-Tab

This section includes the fields and descriptions for the Database Fields sub-tab.

Field	Description
Internal Field Name	This field shows the system's internal name of the database field on the current line.
Field Name	This field shows the system's external name of the database field on the current line.
Type	This field shows the field type of the database field on the current line. The type determines the kind of information which is allowed to be entered into the field in question, for instance amounts, dates, integers or text strings. For detailed information on the field types available and their functionality, see the manual "Maconomy Database Description."
Popup Type	If the field on the current line is of the type "PopupValue," this field shows the pop-up type to which the field belongs. The pop-up types are fixed in Maconomy, and are used for determining which options are available in the pop-up field.
Field No.	This field shows the current field's internal sorting order in the relation. The sorting order has no functionality as such, and the field is therefore only for information.
Key Field	This field shows whether the field on the current line is part of the key in the current database relation. Key fields are used for uniquely identifying each entry in the database relation as no two entries can have the same values in the key fields. If the key consists of several fields, no two entries in the relation can have the same combination of values in the key fields.
Mandatory Field	If the field is marked, the database field is mandatory.
New Field	If the field is marked, the database field is open in Create state.
Update Field	If the field is marked, the database field is open in Change state.

Actions

This section shows the Actions available in the Database Relations workspace.

Top Tab

Field	Description
Initialize Instance Keys	When you select this action, Maconomy assigns an instance key value to each existing entry in the relation currently shown in the workspace. Once this is done, entries created in the relation are also assigned an instance key

Field	Description
	value. For further information on instance key registration, see the introduction to this workspace.

Remove Section

This section includes the fields and descriptions for the Remove section workspaces.

Remove Security Log Single Dialogs Workspace

Use this workspace to remove outdated entries in the security log.

Maconomy automatically records sensitive user actions—such as attempts by unknown users to log in—in the security log.

This workspace lets you remove all entries that were created prior to the beginning of the previous calendar year. For example, if today's date is January 17, 2015, it removes log entries up to and including December 31, 2013.

It is recommended that you make a backup copy before you remove the security log. Maconomy prints a list of the removed entries.

Remove Security Log Tab

This section includes the fields and descriptions for the Remove Security Log tab.

Copy to come

Actions

This section shows the Actions available in the Remove Security Log workspace.

Top Tab

Field	Description
Remove Security Log	Use this action to remove the security log.

Documents and Notes Section

This section includes the fields and descriptions for the Document and Notes section workspaces.

Document Archives Single Dialogs Workspace

Use this workspace to create document archives in which you can store non-Maconomy files, including correspondence, presentations, spreadsheets, and so on.

The files can be of any format, such as Microsoft Word, Excel, PowerPoint, and others.

You can assign an archive to an employee, customer, job, sales order, or other entity, or to an event flow. For example, you can create a document archive for each employee that contains the employee's CV or resume and employment contract.

When you create an archive, you can assign it to employees, customers, jobs, event flows, quotes, sales orders, and assets.

For example, by assigning an archive to an event flow, you can keep track of the documents that are relevant for the entire flow. Another example could be to assign a document archive to each employee in the company that contains files like the employee's CV and employment contract. For each document archive you can assign an access level to restrict the use of the archive. You can also print the archives.

In the Document Archives tab of this workspace you specify the number and name of the archive in question. In the Documents sub-tab, you specify the documents to be assigned the current archive. When you create a line and press **Return**, Maconomy displays a dialog box in which you can choose the file you want to assign to a line in the document archive.

Document Archives Tab

This section includes the fields and descriptions for the Document Archives tab.

Archive Island

Field	Description
Archive No.	In this field, you can enter a number or a name to apply to the document archive. If you do not specify a value in this field, Maconomy will attempt to assign the new document archive a number from the number series specified for the company to which the document archive is assigned.
Description	In this field, you can enter a description of the document archive in question.
Revision Control	In this field, you can specify whether to use revision control on the current document archive. If you mark the field, Maconomy will apply revision control to the documents in the archive, meaning that you will be able to store previous versions of each document when importing a new version. This allows you to view previous versions using the workspace Document Revision History. When revision control is used, the sub-tab shows the latest revision of each line in the current archive. The latest revision can be either open or closed, and the current status is indicated in the field “Latest Revision is Closed” on each line. As long as the latest revision of a given line is open, importing a new file to the line in question will cause the file stored in the latest revision to be overwritten and thereby lost. However, if the latest revision is closed before importing a new file, an open revision is automatically created, and the new file will be stored in that revision. This way, you will be able to look up and retrieve previous versions of the document stored on the document archive line using the workspace Document Revision History. A revision is closed by placing the cursor on the line in question and selecting the action “Close Latest Revision.” However, by marking the field “Close on Import,” you can ensure that when importing a new file to an existing line, the latest revision of that line is automatically closed

Field	Description
	before the import is carried out, thus causing a revision to automatically always be created when importing a new file to a given line. If you do not mark the field, revision control is not applied, and importing a new file to an existing line will always cause the document previously stored on the line in question to be overwritten.
New Revision on Update	In this field, you can specify that each time a new file is imported to a given line using the action “Import Document,” any existing, open revision of the line in question is automatically closed (corresponding to selecting the action “Close Latest Revision”), causing the imported file to be stored in a new revision instead of overwriting the file in the revision that was open when the action was selected. If you do not mark the field, the user must manually close the latest revision if he or she does not want to overwrite the current file.
Enable Locking	In this field, you can specify whether to use edit control on the current document archive. Without edit control, any user can export a given document, make changes, and re-import it, either resulting in a new revision of the document archive line in question or simply overwriting the existing version of the file assigned to the archive line (see the field “Revision Control” above). However, if multiple users are able to export, edit, and re-import the same document, there is a risk that the individually imported versions of the document overwrite each other or are stored in separate revisions instead of all changes being merged into the same version of the document. With edit control, a user can lock a given document archive line to ensure that only he or she can import new files to the line in question. This is done by placing the cursor on the desired line and selecting the action “Lock.” If a line has been locked, other users will still be able to export the file stored on the line in question, and make changes to the exported file, but only the user who locked the line can reimport it. This way you ensure that changes made by different users are reviewed and merged by the user who locked the line. Please note that the edit control does not prevent users from editing locked documents that they have exported it merely prevents them from re-importing the documents. A line which has been locked by a given user can only be unlocked again by the same user using the action “Unlock.” However, using the field “Unconditional Document Unlocking” in the workspace Actions, individual users can be granted the right to unlock document archive lines locked by any other user. If you do not mark the field, edit control is not applied, and the document archive lines cannot be locked.

Company Island

Field	Description
Company	In this field, you can enter the number of the company to which the document archive should be assigned. This field also shows the name of the specified company.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current document archive if you have been assigned to the same or a higher level in the workspace User Access Levels. This means that you can only specify document archives (for example, on a job or a customer) to which you have access. Furthermore, a given user can only see the document archive to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to document archives may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, this field has no influence on user access to the current document archive. This field also shows a description of the specified access level.

User Island

See the Getting Started topic for a description of the fields in the island User.

Remarks Island

In these fields, you can enter a number of remarks to apply to the document archive in question.

Documents Sub-Tab

This section includes the fields and descriptions for the Documents sub-tab.

Field	Description
Document Name	This field shows the name of the file assigned to the document archive. The field is automatically filled in by Maconomy and cannot be changed manually.
Document Type	This field shows the type of the file assigned to the document archive. The files to be stored in a given document archive can be of any format, for example, MS Word, Excel, PowerPoint, and so on. The field is automatically filled in by Maconomy and cannot be changed manually.
Document Size (Bytes)	This field shows the size of the file assigned to the document archive. The size is displayed in bytes.
Locked	This field shows whether the current line has been locked. Lines are locked using the action “Lock.” For further information about the effects of locking a document, and how to unlock a locked line, see the description of the field “Edit Control.”
Locked By	If the field “Locked” above is marked, this field shows the name of the user who locked the current line. A locked line can only be unlocked by the user

Field	Description
	who locked it or by a user granted access to unconditionally unlock document archive lines. This permission is granted in the workspace Actions.
Revision No.	This field shows the number of the latest revision of the document archive line. If revision control is not used in the current document archive, the number is always 1.
Revision Text	In this field, you can enter a description of the latest revision of the document archive line. The description is stored when the latest revision is closed, thus appearing in the workspace Document Revision History.
Changed on	This field shows the date on which the file was last modified. If the file has not been modified, the field shows the date on which the file was placed in the archive.
Time of change	This field shows the time at which the file was last modified. If the file has not been modified, the field shows the time at which the file was placed in the archive.
Changed by	This field shows the name of the last user to import a file to the current line.
Latest Revision is Closed	This field shows whether the latest revision of the document archive line is closed. If the revision is closed, importing a file to the line will result in a revision being created, causing the file to be imported to the new revision. If the revision is not closed, importing a file to the line will cause the file stored in the latest revision to be overwritten and lost. Please note, however, that if the field “Close Revision on Import” has been marked in the tab, the latest revision is automatically closed when a file is imported, ensuring that a file being imported is always stored in a new, separate revision. You can close the latest revision by selecting the action “Close Latest Revision.” This action can only be selected if the field “Revision Control” is marked in the tab. For further information, see the description of the field “Revision Control.”
Closed, Date	If the latest revision has been closed (see the field “Latest Revision Closed” above), this field shows the date on which the revision was closed.
Closed, Time	If the latest revision has been closed (see the field “Latest Revision Closed” above), this field shows the time when the revision was closed.
Closed By	If the latest revision has been closed (see the field “Latest Revision Closed” above), this field shows the name of the user who closed the revision.
Access Level	In this field, you can specify the name of an access level. You only have access to the current document archive line if you have been assigned to the same or a higher level in the workspace User Access Levels. This means that in other workspaces, you can only refer to document archive lines to which you have access. Furthermore, a given user can only see the document archive line to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to document

Field	Description
	archive lines may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, this field has no influence on user access to the current document archive.
Remarks 1-10	In these fields, you can enter remarks to the file assigned to the line in question. If a revision of the current line is created, the values in these fields are automatically copied to the new revision.

Actions

This section shows the Actions available in the Document Archives workspace.

Bottom Tab

Field	Description
Update Document	This action is only available if the currently active line has not been locked by another user (see the field “Locked”). When you select this action, Maconomy displays a file selection dialog in which you can choose the file to be imported to the current line. The name of the file chosen must be identical to the name of the file in the document archive on which you have placed the cursor. If the latest revision of the line has been closed, a revision is automatically created, and the selected file is imported to the new revision. The previous revision will appear in the workspace Document Revision History. If the latest revision of the line is open, the file imported will overwrite the file currently stored in the latest revision. However, if the field “Close on Import” has been marked, the latest revision of the line is automatically closed when this action is selected, thus ensuring that the file imported is stored in a separate, new revision.
Export Document	When you select this action, Maconomy displays a file selection dialog in which you can choose a destination for the file to be exported. By means of this action you can, for example, export a document in the archive to your own desktop, if you need to read or make changes to the document in question or you can export the document to any other relevant folder. Note that when you export a file, the file is not removed from the document archive in question.
View Document	When you select this action, the file assigned to the archive line on which you have placed the cursor is displayed in a third party program, such as, for example, Acrobat Reader, a word processing application or a browser.
Lock Document	This action is only available if the field “Edit Control” has been marked for the current document archive. When you select this action, the document on the line on which you have placed the cursor is locked. For further information about the effects of locking a document, see the description of the fields “Edit Control” and “Locked.”

Field	Description
Unlock Document	This action is only available if the field “Edit Control” has been marked for the current document archive and the currently active line has been locked. When you select this action, the document on the line on which you have placed the cursor is unlocked. A locked line can only be unlocked by the user who locked it or a user who has been granted access to unconditionally unlock document archive lines. This access is granted in the workspace Actions. For further information about locked documents, see the description of the fields “Edit Control” and “Locked.”
Close Latest Revision	This action is only available if the field “Revision Control” has been marked for the current document archive. When you select this action, the latest revision of the line on which you have placed the cursor is closed. For further information about the effects of closing a revision, please see the description of the fields “Revision Control” and “Latest Revision Closed.”
Delete Document Archive	Use this action to delete a document archive. An error displays if you delete a document archive that is used in an invoice edit, previous edit, or an invoice.

Document Revision History Single Dialogs Workspace

Use this workspace to review revisions made to the documents that are stored in your document archives.

You can see which documents have been changed and open or export the documents for further review.

In the Document Revision History tab, you can select the document archive line whose revisions you want to see by browsing to the relevant combination of document archive number and line number, corresponding to the position of the line in the Documents sub-tab of the Document Archives workspace. The Document Revisions sub-tab of the Document Revision History workspace then displays a line for each revision that has been created for the document archive line that you selected in the document Revision History tab. The latest revision is also displayed, even though it might still be open. The lines are sorted by revision number, with the latest revision appearing on the top line. For more information about the concept of multiple revisions of archive lines, see the description of the **Revision Control** field in the Document Archives workspace.

Each line in the Document Revisions sub-tab displays information that is similar to the information that appears in lines in the Document Archives workspace, and you can perform similar actions. By placing the cursor on the appropriate revision line and using the **Show Document** or **Export Document** action, you can view or export the document that is stored in a given revision, for instance if you want to compare it to the latest revision. You can also lock, unlock, and close the latest revision using actions in this workspace.

Document Revision History Tab

This section includes the fields and descriptions for the Document Revision History tab.

Document Island

Field	Description
Document Name	This field shows the name of the document stored on the document archive line selected in the tab.
Locked	This field shows whether the latest revision of the current document archive line has been locked. For further information on the concept of locking documents, see the description of the field “Edit Control” in the tab of the workspace Document Archives.
Locked By	If the field “Locked” above is marked, this field shows the name of the user who locked the current document archive line. A locked document archive line can only be unlocked by the user who locked it or by a user granted access to unconditionally unlock document archive lines. This access is granted in the workspace Actions.
Latest revision is closed	This field shows whether the latest revision of the current document archive line is closed. If the revision is closed, importing a file to the line will result in a revision being created, causing the file to be imported to the new revision. If the revision is not closed, importing a file to the line will cause the file stored in the latest revision to be overwritten and lost. Please note, however, that if the field “Close Revision on Import” has been marked for the document archive to which the document archive line pertains, the latest revision is automatically closed when a file is imported, ensuring that a file being imported is always stored in a new, separate revision. You can close the latest revision by selecting the action “Close Latest Revision.” This action can only be selected if the field “Revision Control” is marked in the tab. For further information, see the description of the field “Revision Control.”

Document Archive Island

Field	Description
Document Archive	This field shows the number and description of the document archive to which the archive line selected in the tab pertains.

Access Level Island

Field	Description
Access Level	This field shows the name and description of the access level assigned to the document archive to which the archive line selected in the tab pertains.

Document Revisions Sub-Tab

This section includes the fields and descriptions for the Document Revisions sub-tab.

Field	Description
Revision No.	This field shows the number of the revision presented on the current line in the sub-tab.
Revision Text	This field shows the description of the revision, as entered before the revision was closed. For the latest revision, the text can be entered as long as the revision has not been closed.
Document Type	This field shows the type of the file assigned to the revision.
Document Size (Bytes)	This field shows the size of the file assigned to the revision. The size is displayed in bytes.
Changed on	This field shows the date on which the file was last modified. If the file has not been modified, the field shows the date on which the file was assigned the document archive.
Time of change	This field shows the time when the file was last modified. If the file has not been modified, the field shows the time at which the file was assigned the document archive.
Changed by	This field shows the name of the last user to import a file to the current line.
Closed	This field shows whether the revision on the current line is closed. Only the latest revision of a given document archive line can be open.
Closed, Date	If the revision has been closed (see the field “Closed” above), this field shows the date on which the revision was closed.
Closed, Time	If the revision has been closed (see the field “Closed” above), this field shows the time when the revision was closed.
Closed By	If the revision has been closed (see the field “Closed” above), this field shows the name of the user who closed the revision.
Remarks 1-10	These fields show the description of the revision, as entered before the revision was closed. For the latest revision, the remarks can be entered as long as the revision has not been closed.

Actions

This section shows the Actions available in the Document Revision History workspace.

Top Tab

Field	Description
Update Document	This action is used for importing a new document to the archive line selected in the tab. The functionality of the action is similar to that of the corresponding action in the workspace Document Archives. Therefore, for further information about the action, see the description of the action “Import Document” in the section on the workspace Document Archives.
Lock Document	This action is only available if the field “Edit Control” has been marked for the current document archive. When you select this action, the latest revision of the document line selected in the tab is locked. For further information about the effects of locking a document, see the description of the fields “Edit Control” and “Locked.”
Unlock Document	This action is only available if the field “Edit Control” has been marked for the current document archive and the current document archive line has been locked. When you select this action, the latest revision of the document line selected in the tab is unlocked. A locked document can only be unlocked by the user who locked it or a user who has been granted access to unconditionally unlock document archive lines. This access is granted in the workspace Actions. For further information about locked documents, see the description of the fields “Edit Control” and “Locked.”
Close Latest Revision	This action is only available if the field “Revision Control” has been marked for the current document archive. When you select this action, the latest revision of the document archive selected in the tab (that is, the revision on the top line of the sub-tab) is closed. For further information about the effects of closing a revision, please see the description of the fields “Revision Control” and “Latest Revision Closed.”

Bottom Tab

Field	Description
Export Revision	This action is used for exporting the file assigned to a given revision, allowing you to view, edit, and re-import it if desired. The document exported is the one on the line on which you have placed the cursor. When you select this action, Maconomy displays a file selection dialog in which you can choose a destination for the file to be exported. By means of this action you can, for example, export a document in the archive to your own desktop if you need to read or make changes to the document in question, or you can export the document to any other relevant folder. Note that when you export a file, the file is not removed from the document archive in question.

Field	Description
Show Revision	When you select this action, the file assigned to the revision line on which you have placed the cursor is displayed in a third-party program, such as Acrobat Reader, a word processing application, or a browser.

Document Archive Setup Single Dialogs Workspace

Use this workspace to define the setup of standard document archives, which are the archives that Maconomy creates automatically when you attach the first document to an employee, job, or other entity.

You can set up different standard document archives for different companies and document archive types.

Standard Document Archive Setup Tab

This section includes the fields and descriptions for the Standard Document Archive Setup tab.

Selection Criterion Island

Field	Description
Company No.	This field allows you to enter a restriction on the company number for the lines shows in the table. The field can be left blank which then removes such a restriction.
Standard Archive Type	This field allows you to enter a restriction on which lines to show in the sub-tab. The field can be left blank which then removes such a restriction.

Document Archive Setup Sub-Tab

This section includes the fields and descriptions for the Standard Document Archive Setup sub-tab.

Field	Description
Company No.	The setup on this line applies to standard document archives created for records in the company specified in this field. The field can be left blank, which then removes such a restriction.
Standard Archive Type	The setup on this line applies to standard document archives of the type specified in this field. The field can be left blank, which then removes such a restriction.
Revision Control	If the line applies to a new standard document archive, then this archive will be created with revision control if this field is selected.
New Revision on Update	If the line applies to a new standard document archive, this archive will be created with “New Revision On Update” enabled if this field is selected.

Field	Description
Enable Locking	If the line applies to a new standard document archive, this archive will be created with locking enabled if this field is selected.
Access Level Prefix	New document archives created when you attach a document to an entity of the given standard archive type is given an access level. For example, if the field Standard Archive Type is "Expense Sheet" then the new document archive that is created when you attach the first document to an expense sheet is given an access level with the prefix specified in this field, such as EXP. Note that you can specify the same access level prefix for multiple archive types or note types. If they then also have the same setting in the field **Access Level Employee Specific**, then the same access levels can be used across those different document and note types.
Access Level Employee Specific	This field controls the format which indicates the access level assigned to new document archives if the field Access Level Prefix is filled in. If this field is selected, then the access level name has the format: <prefix> <company number> <employee number> where the *prefix* is specified in the field**Access Level Prefix** , the *company number* comes from the document archive, and the *employee number* comes from the current user. If this field is not selected, the access level name will instead has the format and access level: <prefix> <company number> (excluding the employee number) **Note** : The field is enabled when the access level prefix is not blank. If it is blank, this field has no effect.
Access Level Employee Specific	Copy
Grant Access Level to Supervisor	When you attach the first document to an entity the new document archive will be given an access level if the field Access Level Prefix is filled in. This access level will be granted to yourself (as user). Moreover, if this field is ticked, the access level will also be granted to your supervisor. **Note** : The field is enabled when the access level prefix is not blank. If it is blank, this field has no effect.
Created by	This field shows the name of the user who created this line.
Created on	This field shows the date of creation.
Changed by	This field shows the name of the user who made the last change to this line.
Changed on	This field shows the date of the last change to this line.

Field	Description
Version	This field shows the version number of the line.

Layout Section

This section includes the fields and descriptions for the Layout section workspaces.

Window Layouts Single Dialogs Workspace

Use this workspace to maintain a list of the layouts that are available for each window in Maconomy.

A layout defines which elements (fields, labels, variables, and so on) are displayed when a user opens a window. You can design different layouts and assign them to different user groups. You can also specify that a window should be translated into different languages.

You define layouts in text files, using the MDL programming language. You can edit these text files to create multiple layouts for a single workspace.

Using layouts, you can define several versions of the same window. For example, you can use this feature to implement familiar terminology in Maconomy. In the Window Layout Groups workspace you can associate each layout with a user group, thus ensuring that specific user types only see the necessary fields for their workflows. If you do not associate user groups with the layouts, the users see the default layout that you specify in this workspace.

The Window Layouts tab displays the name of a window in Maconomy. In the Layouts sub-tab you can assign layouts to the window in question.

Editing Layouts

When you assign a layout to a window, Maconomy imports the associated text file to the server and stores it centrally. You assign a layout to a window by pressing **Return** in the Layouts sub-tab and selecting the text document that contains the appropriate layout description.

In this workspace, you can export layouts from the server to your own computer. You can then edit a layout locally and reimport it to the server using this workspace. Maconomy imports the layout into the Custom layer.

Layers

The layouts are divided into layers: Standard, Solution, and Custom. Maconomy displays the window layout in a certain order of priority: Custom, Solution, Standard. When a user opens a window, Maconomy takes the layout of the window from the Custom layer, if it exists. If the window layout does not exist in the Custom layer, Maconomy takes it from the Solution layer or from the Standard layer (which always exists). Note that you can change the order of priority by assigning layouts to user groups. That kind of change is not taken into account in the following description of the layers:

- **Standard** — The layouts in this layer are the ultimate fallback layouts. That is, this layout is displayed if no layouts exist in any other layer. Maconomy provides the layouts in this layer; they are called the original layout. You cannot delete the original layout, but you

can export an original layout, change it, and reimport it into the Custom layer under another name.

- **Solution** — Deltek designs the layouts in this layer to support a Maconomy solution such as the Maconomy Consulting Solution (MCS) or the Maconomy Agency Solution (MAS). Deltek provides the layouts in this layer.
- **Custom** — You can customize the layouts in this layer if you have the correct access privileges. Consultants typically create customized layouts. For example, if you are a consultant, you can make small adjustments to a layout to support local terminology or to add a company logo, or you can heavily modify a layout to support different users in their workflows.

Only one Standard and Solution layout typically exists. In some cases, a Maconomy developer or consultant might add more layouts in some cases, but this must be done before the system is installed.

Each window has a default layout. The default layout is the layout that is displayed to the user if no other layout has been defined for the window in question in any of the groups to which the user is assigned. If you delete the layout that is identified as the default layout, Maconomy automatically uses the "Original" layout in the standard layer as the new default layout for the current window.

Localization

If you select the **Localize Custom Layout** field on a line in the Layouts sub-tab, the layout in the custom layer is localized via dynamic translation.

If you installed the "Dynamic Translation" add-on on the server, you can choose a client language in the Language Selection workspace on the Settings menu (in the Maconomy client for the Java™ platform, this is defined elsewhere). Follow these steps to have Maconomy dynamically translate the current window layout:

1. Make sure that you export the layout file using the **Export Standard/Solution/Custom Layout** action-not the **Export Localized Standard/Solution/Custom Layout** action. This exports the layout in nonlocalized (US English) form. See also the **Export Standard Layout** action.
2. Edit the resulting text file in a text editor, as described in the "Window Design using MDL" guide. Note that you cannot enter new items in the layout; you can only edit existing items.
3. Import the edited text file as described in the following section "Import Custom Layout."
4. Verify that the **Localize Custom Layout** field is selected for the imported window layout.

The imported layout is now localized as any other layout in the system.

Actions in this Workspace

The workspace provides actions for exporting the layout on the current line in the Layouts sub-tab on all layers. In addition, you can import and delete layouts in the Custom layer.

Window Layouts Tab

This section includes the fields and descriptions for the Window Layouts tab.

Window Island

Field	Description
Module Name	This field shows the name of the module to which the current workspace belongs.
Window Name	This field shows the name of the current Maconomy workspace. The sub-tab only shows layouts assigned to the workspace in this field, and by adding lines to the sub-tab, you can assign additional layouts to the workspace.
Internal Window Type	This field shows the dialog type of the current workspace. There are six types of dialogs in Maconomy, which are described briefly below: ▪ Dialog Window — Windows of this type contain a tab and very often a sub-tab. These workspaces are used for registering and viewing information. Examples of dialog workspaces are the workspaces Time Sheets, General Journal, and Vendor Information Card. ▪ Parameter Window — Parameter workspaces are workspaces in which you can specify a number of parameters, for instance a range of sales order numbers, and execute a function by accepting the parameters. Examples of parameter workspaces are the workspaces Item Purchase Selection, Interest Selection, and all printout workspaces. ▪ Search Window — The search panes in Maconomy, which define the fields you can search by. ▪ Report — Does not apply in this workspace. ▪ Selection —Does not apply in this workspace. ▪ Unspecified — Does not apply in this workspace.
Internal Window Name	This field shows the internal name of the workspace. In contrast to the external name shown in the field “Window Name” above, this name cannot be changed in a layout.
Default Layout Name	In this field you can enter the internal name of the default layout. The default layout is the layout shown to the user if no other layout has been defined for the workspace in question in any of the groups to which the user is assigned.

User Island

See the Getting Started topic for a description of the fields in the island User.

Layouts Sub-Tab

This section includes the fields and descriptions for the Layouts sub-tab.

Field	Description
Internal Layout Name	This field shows the internal name of the current layout. The internal name is defined in the <layout> tag of the layout itself it is not the name of the file containing the layout.
Layout Name	This field shows the external name of the current layout. By default, this field shows the internal name defined in the <layout> tag of the layout itself, but you can change the name in this workspace.
Standard Layout	This field shows if a layout for the workspace exists on the server for the Standard layer as described in the section “Layers” above. A layout with the internal name “Original” always exists on the Standard layer.
Solution Layout	The functionality of this field is similar to that of the field “Standard Layout” above, but concerns the Solution layer. A layout with the internal name “Original” always exists on the Solution layer in a Maconomy solution (for example MCS or MAS).
Custom Layout	The functionality of this field is similar to that of the field “Standard Layout” above, but concerns the Custom layer. You can only modify layouts on this layer.
Localize Custom	Layout In this field, you can specify that the layout on the Custom layer on the current line should be localized by means of dynamic translation. For more information, see the section “Localization” in the introduction to this workspace.

Actions

This section shows the Actions available in the Window Layouts workspace.

Bottom Tab

Field	Description
Export Standard Layout	Using this function, you can export a layout from the server to your own computer. When you select this function, the layout for the Standard layer on the current line is converted to a text file, and a dialog appears, asking you to enter a name and location for the exported file. After exporting the layout, you can edit it and re-import it as a layout on the Custom layer using the function “Import Custom Layout.” The exported layout is not localized into the client language. If you want to localize the layout on export, use the action “Export Localized Standard Layout.” In a multi-language installation, you will typically export the layout without localization, as Maconomy will localize the layouts to the applicable languages when you import the modified layout. However, if you only use one

Field	Description
	language, it will be more efficient to export the layout using the “Export Localized...” actions. This will make it easier for you to edit the layout. Note that the layout is not deleted from the server after being exported.
Export Solution Layout	The functionality of this action is similar to that of the action “Export Standard Layout” above, but concerns the layout on the Solution layer.
Export Custom Layout	The functionality of this action is similar to that of the action “Export Standard Layout” above, but concerns the layout on the Custom layer.
Export Localized Standard Layout	The functionality of this action is similar to that of the action “Export Standard Layout” above, with the exception that when exported, the layout is localized into the client language selected in the workspace Language Selection in the Settings menu in the Windows client (or otherwise in the Java client). If you want the modified layout to be localized upon import, you must use the action “Export Standard Layout” instead. For more information, see the action “Export Standard Layout” above and the section “Localization” in the introduction to this workspace.
Export Localized Solution Layout	The functionality of this action is similar to that of the action “Export Localized Standard Layout” above, but concerns the layout on the Solution layer.
Export Localized Custom Layout	The functionality of this action is similar to that of the action “Export Localized Standard Layout” above, but concerns the layout on the Custom layer.
Import Custom Layout	Using this function, you can update the layout on the Custom layer on a given line in the sub-tab or add a new one. When you select the function with a line selected in the sub-tab, a dialog appears, asking you to select the text file containing the desired layout description. When you have selected the file, it is automatically imported to the server, replacing the layout which was previously assigned to the line in question, or adding a new layout in the Custom layer. When updating a layout, the update affects all of the groups to which the layout has been assigned. The layout name in the imported layout description file must match the name of the layout being updated. You cannot update layouts on other layers than the Custom layer. Note that Maconomy validates the layout before importing it. Any errors in the validation will be displayed if you are not able to import the layout.

Field	Description
Delete Custom Layout	If you select this action, you remove the layout on the Custom layer on the current line. The layout is deleted from the server also. See also the section “Layers” in the introduction to this workspace.
Export to Excel	Use this action to export the layout to Excel.

Print Layout Single Dialogs Workspace

Use this workspace to maintain a list of the layouts that are available for printing.

You define layouts in text files, using the MDL programming language. You can edit these text files to create multiple layouts for a single report. You can also specify that a report should be translated into different languages.

When you have finished editing a layout, you can import that layout into Maconomy in this workspace. You can then use the layout for the printout to which the layout is assigned.

Using this workspace, you can export layouts from the server to your own computer so that you can edit the layout. After you edit a layout, you can save the text file again and update the layout on the server by importing it. When it imports the layout, Maconomy checks whether the layout complies with the required structure, and whether all of the elements are within the margins of the paper format.

If you select the **Localization Desired** field on the line in the Print Layouts sub-tab, Maconomy localizes the edited layout via dynamic translation. See the description of the **Localization Desired** field in the sub-tab for information about working with localization of print layouts.

For every layout you can assign an access level to restrict the use of that layout.

In the Print Layouts tab, the workspace displays the name of a Maconomy printout. In the Print Layouts sub-tab, you can assign various layouts to the current printout. Print layouts is an add-on product for Maconomy.

Print Layouts Tab

This section includes the fields and descriptions for the Print Layouts tab.

Window Island

Field	Description
Module Name	This field shows the name of the module of which the current workspace is part.
Window Name	This field shows the name of the current Maconomy workspace. The sub-tab only shows layouts assigned to the workspace in this field, and by adding lines to the sub-tab, you can assign additional print layouts to the workspace.

Field	Description
Internal Window Name	This field shows the internal name of the workspace. The internal workspace name is the name of the workspace in Maconomy's database.

Print Layouts Sub-Tab

This section includes the fields and descriptions for the Print Layouts sub-tab.

Field	Description
Internal Layout Name	This field shows the internal name of the current layout. The name in this field is used when making references to layouts in the workspaces Print Layout Selection and Printer Selection.
External Layout Name	This field shows the external name of the current layout. This name can be seen when selecting the layout in various pop-up menus in print workspaces, and in, for example, Find workspaces. The external name can be changed in this field.
Paper Format	This field shows the name of the paper format used for the current layout.
Paper Orientation	This field shows whether the current layout is printed "Landscape" or "Portrait."
Priority	In this field, you can specify the priority of the current print layout in relation to other print layouts when Maconomy is using a print selection rule to determine which layout to use for printing an item. For instance, when printing several invoices, Maconomy can choose the correct layout for each invoice. In the workspace Print Layout Selection, you can create several print layout selection rules for the same combination of printout and table. In this way, you can, for example, create a print layout rule for each layout created for the printout in question. The print layout rules created for the same combination of printout and table may have overlapping criteria in the sub-tab of the workspace Print Layout Selection, and therefore you can assign a priority to each layout. When printing an item, Maconomy checks if the item fulfills the criteria of more than one print layout rule with the same combination of printout and table, and picks the layout with the lowest priority number if there is a match. Priority "0" is the highest priority. If an item to be printed does not fulfill the criteria of any of the created print layout rules, Maconomy will use the layout selected before the printout was initiated. For more information about automatic selection of print layouts using print layout rules, please see the description of the workspace Print Layout Selection.

Field	Description
Original	This field shows whether the current layout is an original layout for the current printout. Maconomy comes with an original layout for every printout, which contains a standard appearance of the printout. This layout cannot be deleted, but you can export it, edit it, and re-import it, to make the imported layout a “shadow” of the original. The layout created on the basis of an original layout is thus a “shadow layout.”
Customized	This field shows whether the current layout has been customized by the user. If an original layout has been customized and reimported, thus acting as a “shadow layout,” this field will be marked.
Validated	This field shows whether the current layout has been validated. Validation takes place when the layout is translated, and this field is marked if the translation of the current layout was successful. If the field is not marked, the current layout has not been validated. This means that the translation produced an error.
Original Layout	This field shows the name of the layout used as the basis of the current layout.
Access Level	In this field, you can enter an access level for the current layout. A user will only have access to the layout if he or she has access to the specified access level.
Created by	This field shows the name of the employee who created the current information about the layout.
Created on	This field shows the date on which the current information about the layout was created.
Changed by	This field shows the name of the employee who last changed information about the layout.
Changed on	This field shows the date on which the information about the layout was last changed.
Version	This field shows a version number. The version number is increased by one every time the current information is changed.
Name in Layout Designer	If the current layout was created using the Maconomy Layout Designer, this field contains the name assigned to the current layout in the Layout Designer.
Localization Desired	In this field, you can specify that the layout on the current line should be localized by means of dynamic translation. If the “Dynamic Translation” add-on is installed on the server, the users can choose a client language in the workspace Preferences in the Edit menu. In order for the current print layout to be translated dynamically, please follow these steps: 1. The exported layout file will contain strings in the selected client language, and localization is always based on US English. Therefore, make sure that your client uses Maconomy standard English

Field	Description
	terminology. To verify this, open the workspace Language Selection in the Settings menu in the Windows client). If “US” is selected here, you can be sure that your client uses Maconomy standard English terminology. 2. Export the layout as described below under the action “Export Layout” or “Export Original Layout,” depending on whether the layout in question is the original layout. 3. Edit the resultant text file in a text editor as described in the manual “Printout Design using MPL.” Note that you cannot enter new items in the layout, only edit existing ones. 4. Import the edited text file as described below under “Import Custom Layout.” 5. Verify that the field “Localization Desired” is marked for the imported print layout. The imported layout will now be localized as any other layout in the system.

Actions

This section shows the Actions available in the Print Layout workspace.

Top Tab

Field	Description
Compile All Non-validated Layouts	This action can only be selected on Windows clients. Using this action, you can compile all non-validated layouts. When you select the action, Maconomy displays messages stating how many print layouts will be validated, and how many cannot be validated. The translation can take a considerable amount of time. After the translation, a status report is generated regarding the compiled layouts.

Bottom Tab

Field	Description
Export Layout	Using this action, you can export a layout from the server to your own computer, allowing you to edit the layout in a text editor and re-import it using the action “Import Layout.” When you select this action, the layout on the current line is converted to a text file, and a dialog will appear, asking you to enter a name and location for the exported file. When exported, the layout is localized into the client language selected in the workspace Language Selection in the Settings menu in the Windows client. Therefore, if you want the finished, re-imported layout to be localized after importing it, you must set the user language to “US” before running this action. For further information, see the field “Localization Desired.”

Field	Description
	Note that the layout is not deleted from the server after being exported, and that this action cannot be used for an original layout which has not been customized.
Export Original Layout	Using this action, you can export an original layout from the server to your own computer, allowing you to edit the original layout in a text editor and re-import it using the action “Import Layout.” When you select this action, the layout on the current line is converted to a text file, and a dialog will appear, asking you to enter a name and location for the exported file. When exported, the layout is localized into the client language selected in the workspace Language Selection in the Settings menu in the Windows client. Therefore, if you want the finished, re-imported layout to be localized after importing it, you must set the user language to “US” before running this action. For further information, see the field “Localization Desired.” Note that the layout is not deleted from the server after being exported.
Export Original Structure Layout	Using this action, you can export a structure layout from the server to your own computer, allowing you to edit the structure layout in a text editor and re-import it using the action “Import Layout.” A structure layout is an “empty” layout which only contains the structure which applies to the printout. The structure is used as the basis of new print layouts.
Import Layout	This action can only be selected on Windows clients. Using this action, you can update the layout on a given line in the sub-tab. When you select the action, a dialog appears, asking you to select the text file containing the desired layout description. When you have selected the file, it is automatically imported to the server, replacing the layout which was previously assigned to the line in question. Please note that Maconomy will automatically attempt to validate the layout during import. In order to be able to import the layout, the user must have access to both the current layout and the associated original layout. The layout name in the imported print layout description must match the name of the layout being updated.
Delete Layout	When you select this action, you can delete a layout. Please note, however, that it is only possible to delete customized layouts. If you attempt to delete a layout which acts as a “shadow layout” of an original layout, the “shadow” is deleted when you select this action, but you can still use the original layout. If rules are set up involving the current layout in the workspace Print Layout Selection, the layout cannot be deleted.
Compile Layout	This action can only be selected on Windows clients. When you select this action, you can compile the layout on the current line in the sub-tab in this workspace, unless the layout is an original layout.

Window Layout Groups Single Dialogs Workspace

Use this workspace to assign window layouts to user groups.

A layout defines which elements (fields, labels, variables, and so on) are displayed when a user opens a window. You can design different layouts and assign them to different user groups.

Windows in Maconomy are only available to the users in the layouts that you define for the groups to which you assigned those users.

The Window Layout Groups tab displays the name of a group that you create in the Groups workspace. In the Layouts sub-tab, you can assign window layouts to that group. Thus, users whom you assign to the current group see the layouts that you define in the sub-tab when they open windows.

If you assign a user to more than one group, Maconomy uses the following list of priorities to determine which layout to display when the user opens a given window:

1. Maconomy checks whether a layout for the window in question has been defined for the group on the top line in the sub-tab of the user's information card. If so, Maconomy uses that layout.
2. If no layout is specified for that window in the top group, Maconomy checks whether a layout has been defined in the second group in the sub-tab of the user's information card, and so on. If no layouts have been defined in any of the groups, Maconomy uses the standard layout for the window.

Window Layout Groups Tab

This section includes the fields and descriptions for the Window Layout Groups tab.

Group Island

Field	Description
Group Name	This field shows the name of the current group. Groups are created in the workspace Group.

User Island

See the Getting Started topic for a description of the fields in the island User.

Layouts Sub-Tab

This section includes the fields and descriptions for the Layouts sub-tab.

Field	Description
Module Name	In this field, you can specify the name of the module of which the workspace in the field “Window Name” is part. Note in some cases, a workspace can be opened from other modules than the one that it is actually part of.
Window Name	In this field, you can specify the name of the workspace to which you wish to assign a layout for the current group.
Layout	In this field, you can enter the name of the layout you wish to assign to the workspace on the current line. The layout must be assigned to the workspace in question in the Window Layouts workspace.

Field	Description
Layout	This field shows the name of the layout used as the basis of the current layout.
Internal Window Type	In this field, you can specify the dialog type of the current workspace. It is only necessary to specify the workspace type manually if you have specified an internal workspace name which is shared by several workspaces. For example, the workspaces Purpose and Find Purpose both have the internal workspace name Purpose, but their internal workspace types are “Dialog Window” and “Search Window,” respectively. There are three types of dialogs in Maconomy: “Dialog Window,” “Search Window,” and “Parameter Window.” The three types are described briefly below: ▪ Dialog Window — Windows of this type contain a tab and, in some cases, a sub-tab. These workspaces are used for registering and viewing information. Examples of dialog workspaces are the workspaces Sales Orders, General Journal, and Vendor Information Card. ▪ Search Window — The find workspaces in Maconomy. ▪ Parameter Window — Parameter workspaces are workspaces in which you can specify a number of parameters, for example, a range of sales order numbers, and execute a function by accepting the parameters. Examples of parameter workspaces are the workspaces Item Purchase Selection, Interest Selection, and all printout workspaces.
Internal Window Name	In this field, you can specify the internal workspace name of the current workspace. It is only necessary to specify the internal workspace name in those cases where the same “normal” workspace name is shared by several workspaces. If you complete this field, Maconomy will automatically complete the fields “Module Name” and “Window Name.” Note that some internal workspace names are shared by several workspaces. For example, the workspaces Purpose and Find Purpose both have the internal workspace name Purpose. This problem is solved by specifying both an internal workspace name and an internal workspace type.

SD_SU_Printers Single Dialogs Workspace

Use this workspace only for Maconomy systems that run on a server with server printers.

Use it to maintain information, such as the spool queue and driver, for each printer used to print Maconomy reports. This information is used solely for batch printing.

The printers must be connected to and defined on the server, and the information in this workspace is only used when printing on the server, also called batch printing. This means that you must turn the **Print on Server** option in the File menu on and turn the **Print to Screen** option off.

Maconomy uses the information in this workspace each time that you print information on the server. In addition, in the Printer Selection workspace, you can set up a number of rules that define when to use each printer so that, for example, the printer at the warehouse is always used to print picking lists.

Paper Formats Single Dialogs Workspace

Use this workspace to set up the paper formats that Maconomy uses to print information.

You use these formats when you create report layouts using the MPL language.

The A4 and US Letter paper formats are predefined; you cannot change or delete them.

You can define the size of a paper format using the following units of measure: "pt," "mm," "cm," and "in."

If you change a paper format and recompile print layouts (using the **Recompile Print Layout** action), you can view the status of the affected print layouts in the Print Layouts sub-tab of the Print Layout workspace.

Paper Formats Tab

This section includes the fields and descriptions for the Paper Formats tab.

Paper Format Island

Field	Description
Paper Format Name	In this field, you enter a name for the paper format. Once you have created the paper format, the name cannot be changed.

Size Island

Field	Description
Height	In this field, you specify the height of the paper format. You must specify a value greater than 0. In the pop-up field to the right, you can select the unit of measure for the height specification. Please note that the paper format height must be greater than or equal to the width of the paper format.
Width	In this field, you specify the width of the paper format. You must specify a value greater than 0. In the pop-up field to the right, you can select the unit of measure for the width specification.

Margin Island

Field	Description
Top Margin	In this field, you specify the top margin of the paper format. You must specify a value greater than 0. In the pop-up field to the right, you can select the unit of measure for the margin specification.
Bottom Margin	In this field, you specify the bottom margin of the paper format. You must specify a value greater than 0. In the pop-up field to the right, you can select the unit of measure for the margin specification.
Left Margin	In this field, you specify the left margin of the paper format. You must specify a value greater than 0. In the pop-up field to the right, you can select the unit of measure for the margin specification.

Field	Description
Right Margin	In this field, you specify the right margin of the paper format. You must specify a value greater than 0. In the pop-up field to the right, you can select the unit of measure for the margin specification.

User Island

See the Getting Started topic for a description of the fields in the island User.

Actions

This section shows the Actions available in the Paper Formats workspace.

Top Tab

Field	Description
Recompile Print Layout	When you select this function, all layouts created using the current paper format are recompiled. After translation, the file “PrintLayoutErrors.txt” contains an overview of successful and unsuccessful re-translations and explanations why the unsuccessful translations failed. Furthermore, status of such a retranslation of print layouts can be seen in the sub-tab of the workspace Print Layout.

SD_SU_Printer Selection Single Dialogs Workspace

Use this workspace to set up rules that determine which printers Maconomy uses for which reports.

For example, you might want to use a printer that you loaded with special paper stock to print certain reports. This workspace is part of the Print Control add-on module and is used solely for Maconomy systems that run on a server with server printers.

In the Printer Selection Rules sub-tab you can set up rules that, for example, define that Maconomy should use a certain printer whenever you print packing lists, or whenever users in a certain group print information. Each time that someone prints a printout on the server, Maconomy checks whether there is a printer selection line that matches the circumstances of the printout. If such a line exists, Maconomy suggests the printer that is listed on the selection line in question in the printing dialog before starting the printout. If several printer selection lines match the circumstances of the printout, Maconomy uses the top line that matches the circumstances.

If Maconomy does not find a printer selection line, it suggests the printer that has the lowest printer number.

You use printer selections both in printouts from parameter workspaces such as Print Picking List and in printouts that are triggered when you select a function in the File and Action menus. For each printer selection line, you can specify whether users can change the printer selection in the printing dialog.

Note that you can only create printer selection rules if the Printer Selection Rules sub-tab displays all of the lines, that is, the **Show Lines** field is selected, and none of the selection criteria fields in the Printer Selection tab contain values.

Print Layout Selection Single Dialogs Workspace

Use this workspace to set up rules that determine which layouts Maconomy uses for which reports, depending on specific circumstances.

For example, you can designate one layout for invoices for domestic customers and another layout for international customers. Each rule can include multiple selection criteria.

In this workspace, you can create a number of layout selection rules, each of which is related to a database table and a printout. In a layout selection rule, you also specify the layout to be used when the printout of an item in the selected table matches the criteria for the layout selection rule in question.

You define the criteria for the use of a given layout selection rule on one or more lines in the Layout Selection Rules sub-tab. On each line, you can specify a field from the table that is displayed in the Print Layout Selection tab and a criterion for the value in this field. This means that for each item printed, Maconomy checks the value in the field in question. If the value is within the range specified on the layout selection line, it matches the criterion. You can also specify a layout as a criterion. If you do that, the criterion on the line is a match if a user selects the specified layout before starting the printout. A layout selection line can also consist of a combination of field values and a layout.

You can set up any number of lines, and the lines can either contain criteria for the same field or several different fields. However, if the same print layout selection rule contains several lines that have criteria that relate to the same field, an entry that is being printed only has to match one of the lines for the print layout selection rule in the tab to be activated. If there are several criteria lines that relate to different fields, an entry that is being printed must match at least one criterion line for each field for the print layout selection rule in the tab to be activated.

This functionality can be illustrated using an example where the following criteria lines have been set up for a print layout selection rule:

Language	English
Language	French
Currency	GBP
Currency	USD
Currency	CHF

In this example, the print layout selection rule is activated for entries where the language is either English or French and where the currency is USD, GBP, or CHF. For example, the print layout selection rule is thus activated by an entry with English language and the currency USD, or an entry with English language and the currency GBP, but not by an entry with English language and the currency DEM.

You can set up any number of print layout selection rules for the same combination of printout and datagase table, allowing you to create a print layout selection rule for each layout that you created for the printout in question. The print layout selection rules that have the same combination of printout and table can have overlapping criteria in the Layout Selection Rules sub-tab. You can therefore enter a priority for each print layout selection rule. When you print an item, Maconomy checks whether the item matches the criteria of several print layout selection rules that have the relevant combination of printout and table. If it does, Maconomy uses the print layout selection rule that has the lowest priority number.

If the item does not match the criteria for any of the print layout selection rules, Maconomy uses the layout that you selected before you started the printout.

It is important to note that you cannot mix MPL 2 (or MPL 1) and MPL 3 layouts when you create layout selection rules. If the first layout that you select is an MPL 2 (or 1) layout, and at any later point you select an MPL 3 layout, the server will crash with a PPU Debug string with the message "OpenPrintsDefs: PrintsDefsVersion 'xxxxxxxx' too new." If the first layout that you select is an MPL 3 layout, and at any later point you select an MPL 2 (or 1) layout, the Maconomy client will show an error message that explains that you cannot mix MPL 1/2 and MPL 3 layouts. It is therefore quite important to verify that this cannot happen when you set up the layout selection rules. Also, when you update a single layout that participates in layout selection rules you must update all of the layouts that participate in the same rules.

In addition, note that although the Printer Selection workspace allows you to specify that Maconomy is to use a given printer if you select a certain layout, the print layout selections in this workspace have no influence on the printer used in that printout. This is because the printer selection is done from the layout that you select before you start the printout (or the layout that Maconomy uses automatically in the case of printouts from functions), and not the layout that is ultimately used for the individual item.

Print Layout Selection Tab

This section includes the fields and descriptions for the Print Layout Selection tab.

Printout Island

Field	Description
Printout	This field shows the name of a printout in Maconomy, for example, Print Invoice or Print Employee. The print layout selection rule created in the workspace is thus only relevant in printouts of that particular type. You cannot manually create printouts in this workspace, but you can browse through all printouts by using the toolbar arrows.
Internal Layout Name	This field shows the internal name of the layout to be used when printing items matching the criteria defined in the sub-tab of the workspace. Furthermore, this name is used in references to layouts in the workspaces Print Layout Selection and Printer Selection.
External Layout Name	This field shows the external name of the current layout. The name can be changed manually. The layout name can be seen when selecting the layout in various pop-up menus in print workspaces, and in, for example, Find workspaces. The external name can be changed in this field.
Name in Layout Designer	If the current layout was created using the Maconomy Layout Designer, this field contains the name assigned to the current layout in the Layout Designer.
Table	This field shows the name of the table on the basis of which the printout displayed in the workspace is based. For instance, the Standard layout for packing slips shows entries in the table PackingSlip as each of the entries in this

Field	Description
	table represents a packing slip. In the sub-tab of the workspace, you can set up criteria for the contents of the fields in this table.
Priority	In this field, you can specify the priority of the current print layout rule in relation to other print layout rules. You can create several print layout selection rules for the same combination of printout and table. In this way, you can, for example, create a print layout rule for each layout created for the printout in question. The print layout rules created for the same combination of printout and table may have overlapping criteria in the sub-tab of the workspace, and therefore you can assign a priority to each layout. When printing an item, Maconomy checks if the item fulfills the criteria of more than one print layout rule with the same combination of printout and table, picking the layout with the lowest priority number if there is a match. Priority “0” is the highest priority. If an item to be printed does not fulfill the criteria of any of the created print layout rules, Maconomy will use the layout selected before the printout was initiated.

User Island

See the Getting Started topic for a description of the fields in the island User.

Layout Selection Rules Sub-Tab

This section includes the fields and descriptions for the Layout Selection Rules sub-tab.

Field	Description
Internal Field Name	In this field, you can specify the name of the field whose contents you wish to use as a criterion for using the current print layout selection rule. Only fields being part of the table displayed in the tab can be selected. Thus, the fields “From” and “To” are used for setting up a range of values to apply to this field. You can use the function “Find Database Field” in the Find menu to search for the relevant fields.
From	Along with the field “To,” this field forms a range of values. An entry will thus only match the criterion on the current line if the entry contains a value within this range in the internal field specified on the line. If the field “Internal Field Name” contains the name of a pop-up field, you cannot specify a range of values. Instead, you specify a value in this field and leave the field “To” blank. Only entries with the selected pop-up value will match the criterion. Similarly, check boxes should only contain a value in this field. The field should contain a 0 or a 1, 0 meaning unmarked and 1 meaning marked.
To	See the description of the field “From” above.
Type	This field shows the field type of the field specified in the field “Internal Field Name.”

Field	Description
Popup Type	This field shows the pop-up type in question if the field “Internal Field Name” contains the name of a pop-up field.
External Field Name	This field shows the external name of the field specified in the field “Internal Field Name” on the current line. The external field name is the name shown in the Find workspace for the table in question unless the name has been changed using the Maconomy Layout Designer or user dependent layouts (see the workspaces Window Layout Groups and Layouts).
User Selected Layout	If you specify a value in this field, the layout selection in the printout of a given entry depends on whether the printout is made from a parameter workspace or by selecting a function in the Action or File menu. If the printout was started in a parameter workspace, for example, the workspace Print Picking List, the criterion on the line will only be a match if the user selected this layout manually. If the printout was caused by the selection of a function, the criterion will only be a match if the layout in this field is the layout automatically used by Maconomy when the function is selected.

Note Section

This section includes the fields and descriptions for the Note section workspaces.

Notes Single Dialogs Workspace

Use this workspace to create and edit notes or brief messages.

Notes can either stand alone or they can be attached to events, jobs, or other entities. Some notes are created automatically when you perform an action; others are created and assigned to entities manually.

You can view and edit any note in this workspace. Notes also appear in relevant workspaces, and you can edit them there. For example, notes that are attached to an event appear in the Events workspace, and you can edit them there.

Notes can either be completely independent, simply functioning as note pads, or you can assign them to certain data in Maconomy such as events or jobs, thus acting as a means of storing detailed descriptions about the data in question. In some workspaces, the text of notes that are assigned to data appears in the sub-tab of the workspace in which you enter that type of data. For instance, if you assign a note to an event in the Events workspace, the sub-tab of that workspace displays the text of that note. In other cases, you must view or edit the notes in this workspace.

Notes that you assign to various data types are in some cases created using an action in the workspace in question, causing Maconomy to automatically assign the new note to the current data. However, you can also create notes manually in this workspace and assign them to data later on. You can view and edit any note in this workspace, regardless of whether it is assigned to data. If you use this workspace to edit a note that you assigned to an event, for example, the change also appears in the Events workspace, and vice versa.

You can assign each note to a note type which that determines the contents of the Note Lines sub-tab of the note. For instance, the note type can cause a number of lines with headings to be created automatically, and the setup of these headings in the note type determines whether or not

you can delete the individual lines. For more information about the note type's effects on the sub-tab, see the description of the fields in the Note Type Specifications sub-tab of the Note Types workspace.

When you create a note, you can create the note as a copy of an existing note by specifying the number of the note to be copied in the Copy Note island. For more information, see the **Copy From Note No.** field.

Notes Tab

This section includes the fields and descriptions for the Notes tab.

Note Island

Field	Description
Note No.	In this field, you can enter a number or a name to apply to the note. If you do not specify a value in this field, Maconomy will attempt to assign the new note a number from the number series specified for the company to which the note is assigned.
Description	In this field, you can enter a description of the current note. If you do not enter a description but you enter a note type in the field “Note Type,” the description from the field “Note Description” on the specified note type is suggested.
Note Type	In this field, you can specify a note type. The note type determines a number of things about the data in the sub-tab of the note. For instance, the note type indicates the options to be available as headers in the field “Heading” in the sub-tab, and the types of values (numbers, text, dates, and so on) allowed in the field “Value” under the individual headings. The note type can also cause lines to be created automatically in the sub-tab. For further information, see the fields in the sub-tab of the workspace Note Types. Once a note has been created, you cannot change the note type by manually entering a new value in this field. Instead, you can change the note type using the fields in the island Change Note Type and the action “Change Note Type.
Closed	This field shows whether the current note has been closed. When a note is closed, it is not possible to change the information in the card and sub-tabs of the notes, but the note can be reopened using the action “Reopen Note.” In this workspace, notes can be closed manually using the action “Close Note,” but notes can also be closed automatically in other workspaces. For instance, closing an event to which a note is assigned will also cause the note in question to be closed.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current note if you have been assigned to the same or a higher level in the workspace User Access Levels. This means that you can only specify notes (for example, on a job or an event) to which you have access. Furthermore, a given

Field	Description
	user can only see the notes to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to notes may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, this field has no influence on the access to the current note. This field also shows a description of the specified access level.

Note Access Level Island

Field	Description
Prefix	Similar to "Access Level Prefix" in Document Archive Setup. In this field you can specify a prefix for access levels to be given to new notes of the given note type.
Access Level Employee Specific	Similar to "Access Level Employee Specific" in Document Archive Setup.
Grant Access to Supervisor	Similar to "Grant Access Level to Supervisor" in Document Archive Setup.

Text Wrapping Island

Field	Description
Do Not Wrap Text	In this field, you can specify if Maconomy should wrap text automatically when you enter information in the sub-tab. If you do not mark the field, Maconomy automatically wraps the text entered in the sub-tab. If you mark the field, notes are not wrapped unless you use the action “Wrap Lines.”

Copy Note Island

Field	Description
Copy from Note No.	When creating a note, you can specify a note number in this field to copy information from an existing note to the new note. Both card and sub-tab information is copied to the new note, overwriting any values specified before pressing Return. However, if you have manually specified a note number, this number will be applied to the new note.

Database Relation Island

Field	Description
Database Relation	In this field, you can specify the name of a relation in the Maconomy database if the current note relates to an entry in a given relation. In the remaining fields in this island, you can then specify the entry in question. Please note that the note can be assigned to any type of information, regardless of any relation name entered here. This means that although you specify a relation here, the note can still be assigned to sales orders in the workspace Sales Orders, events in the workspace Events, and so on.
Object Instance Key	If instance key registration has been activated for the relation specified in the field “Database Relation” above, you can specify in this field the instance key value of the database entry to be assigned to the current note. If you enter key values in the fields “<Key 1-4>,” this field is automatically completed with the instance key value of the database entry in question. Similarly, if you specify an instance key value, Maconomy automatically completes the key fields.
<Key 1-4>	In these fields, you can enter the values in the primary, secondary, and so on, key fields that identify the entry in the relation above which the current note concerns. A key value is a value identifying, for example, a certain order, vendor invoice, and so on. In certain relations, a key consists of up to four key fields. In these relations, the combination of the key values constitute the key to the individual entries in that relation. An example of this is order lines, where the first key value points to the sales order to which the line in question belongs, and the second key value is the line’s line number in the sub-tab of the sales order. So if the key to entries in a given relation consists of several key fields, it is possible for several entries to have the same value in the same key fields, but there can be no more than one entry with the same combination of values in the key fields in question. When you enter a database relation in the field “Database Relation” above, Maconomy shows the names of the individual key fields in this island instead of blank field names, allowing you to see which fields should be completed. If you specify an instance key in the field “Object, Instance Key” above, the key fields are automatically completed with the key values from the database entry to which the instance key value belongs. Similarly, if you enter key values in these fields and instance key registration has been activated for the database relation in question, Maconomy automatically completes the field “Object Instance Key.” Please note that the note can be assigned to any type of information, regardless of any information entered here. This means that although you specify key values here, the note can still be assigned to sales orders in the workspace Sales Orders, events in the workspace Events, and so on.

Company Island

Field	Description
Company	In this field, you can enter the number of the company to which the note should be assigned.

Field	Description
	This field also shows the name of the specified company.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the note in question. Document archives are created in the workspace Document Archives in the Set-Up module. See the description of that workspace for further information on the use of document archives. This field also shows a description of the specified document archive.
Document Count	This field shows the total number of documents in the Document Archive.

Option List Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the note. In the fields “Value” in this island, you can then select values from these lists.
Value	In these fields, you can specify values available in the respective option lists specified in this island. The fields can, for example, be used for further specification of the note. If a given option list field in this island has been left blank, any text can be entered in the corresponding value field.

User Island

See the Getting Started topic for a description of the fields in the island User.

Remarks Island

In this island, you can enter a number of remarks about the current note.

Note Lines Sub-Tab

This section includes the fields and descriptions for the Note Lines sub-tab.

Field	Description
Heading	In this field, you can enter a heading for the text on the current line. A heading can only be specified if a note type has been specified in the field “Note Type” in the tab of the workspace, and must be one of the options in the note type in question. You can see the available options by using the Find functionality. A heading can only appear once in the sub-tab. Assigned to the heading is a section of text fields in the column “Value” from the row containing the heading to the row containing the next heading.

Field	Description
Value	In this field, you can enter the note text. If the note is assigned to a data type whose sub-tab allows you to view or edit notes, for example, an event or a job text changes made in this workspace will also be reflected in sub-tab of the workspace in which you can normally write notes about the data type in question and vice versa. This is, for example, the case in the sub-tab of the workspace Events. When you press Enter, Maconomy automatically wraps the text, so that text exceeding the standard width of the field is automatically moved down to the necessary number of lines. The text can be divided into paragraphs by inserting one or several blank lines between the paragraphs. Please note that the Enter key cannot be used for dividing the text into paragraphs, as this key is used for executing the changes made on a line, just like in any other Maconomy workspace. If a heading is specified on the current line or a line above it, the value in this field must comply with the format specified for the heading on the current line or, if no heading is specified on the current line, the nearest above line where a heading has been specified. Similarly, if an option list has been specified for the heading in question in the note type, you can only select an option within the option list in question. For further information on the use of heading formats, see the fields “Format” and “Option List” in the workspace Note Types.
Format	In this field, you can specify a format for the contents of the information on note lines under the current heading, for instance that only a date may be specified. If you specify a format, Maconomy will only accept information entered on note lines under the current heading if it complies with the selected format. If you do not enter a format, any type of information may be entered on note lines under the current heading.

Actions

This section shows the Actions available in the Notes workspace.

Top Tab

Field	Description
Close Note	When you select this action, the current note is closed, causing the field “Closed” to be marked and causing all of the fields in the card and sub-tabs to be closed for the current note. However, the note can be reopened using the action “Reopen Note.”
Reopen Note	This action is only available when the current note has been closed. When you select the action, the current note is reopened for editing.
Wrap lines	When you select this action, Maconomy wraps the text entered in the sub-tab as described in the field “Value.” When you enter information in the workspace, Maconomy automatically wraps the text entered, but lines created using the import program Import Notes are not wrapped unless you use this action. It is therefore possible to wrap these types of text lines by means of this action.

Field	Description
Attach Document	This action allows you to attach a document to the note.
Change Note Type	When you select this action, Maconomy changes the note type of the current note in accordance with the information entered in the island Change Note Type. When the note type is changed, all information in the sub-tab is deleted and replaced by any template lines specified for the new note type in the sub-tab of the workspace Note Types. For further information about how the new note type is found, see the description of the fields in the island Change Note Type.

Bottom Tab

Field	Description
Import Text	When you select this action, you can import a text file to the sub-tab of the workspace. Maconomy will show a dialog prompting you for the location of the file. The text in the file will be wrapped automatically, meaning that text exceeding the width of the text field in the sub-tab will be wrapped and placed on separate lines. A line break in the file will result in a blank line in the table.
Export Text	When you select this action, Maconomy exports the text in the sub-tab to a text file in which the wrapped text is reformatted so that consecutive table lines are concatenated into one text string, and blank table lines are converted to line breaks. Maconomy will show a dialog prompting you for a target location for the file.

Note Types Single Dialogs Workspace

Use this workspace to create and maintain note types, which are templates for notes.

When you create a note from a note type, Maconomy automatically supplies heading text.

Each note type consists of a number of rows in the Note Type Specifications sub-tab, each of which contains an option that becomes available in the **Heading** field in the Note Lines in the Notes workspace assigned to the note type in question.

The Note Types tab in this workspace displays a note type, including a number and a description. In the Note Type Specifications sub-tab, you can add the appropriate heading options for the note type.

Note Types Tab

This section includes the fields and descriptions for the Note Types tab.

Note Type Island

Field	Description
Note Type	In this field, you enter the number of the current note type. The number cannot be changed on existing note types.
Description	In this field, you can enter a description of the note type.
Note Description	In this field, you can enter a description to be applied to new notes of the current type. The value in this field is automatically transferred to the field “Description” in the workspace Notes when creating a note of this type. However, any manually entered description on the new note is not overwritten.

Access Level Island

Field	Description
Access Level	In this field, you can assign an access level to the note type. A user only has access to the current note type (and thereby using the options in the note type) if he has been assigned to this level or a level above this in the workspace User Access Levels. This access control ensures that when entering notes regarding, for example, an event, you can only enter headings if you have access to the note type assigned to the event in question. Furthermore, in this workspace, you can only see and edit the note types to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to options and note types may depend on other factors. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the Set-Up module. You can only specify an access level to which you have access yourself. This field also shows a description of the specified access level.

Remarks Island

In these fields, you can enter additional remarks regarding the current note type.

User Island

See the Getting Started topic for a description of the fields in the island User.

Note Type Specifications Sub-Tab

This section includes the fields and descriptions for the Note Type Specifications sub-tab.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Name</td><td>In this field, you enter a heading option that should be available in the current note type.</td></tr>
<tr><td>Internal Name</td><td>Enter the internal field name of the note type.</td></tr>
<tr><td>Format</td><td>In this field, you can specify a format for the contents of the information on note lines under the current heading, for instance that only a date may be specified. If you specify a format, Maconomy will only accept information entered on note lines under the current heading if it complies with the selected format. If you do not enter a format, any type of information may be entered on note lines under the current heading.
By using this functionality combined with assigning notes of certain types to different information in Maconomy, for example, sales orders you can create any number of extra information fields to those types of information. This is done by creating a note type where the headings represent field names, and the format of each heading indicates what type of information may be entered in the field in question. To each sales order, vendor invoice , and so on, you can then assign a new note of the type in question, and enter the relevant information under the headings representing the individual field names. In the table below, you can see the available options and the values allowed in note fields under headings of each format:
<table>
<tr><th>Type</th><th>Example</th><th>Description</th></tr>
<tr><td>TextValue</td><td>Leather Couch</td><td>Fields under headings of this format can contain any number of characters, and both letters, figures, and special characters can be used. Under headings of this format, Maconomy wraps the text as described in the field “Value” in the sub-tab of the workspace Notes.</td></tr>
<tr><td>String-Value</td><td>Leather Couch</td><td>This format is used for text strings. The field can contain a maximum of 255 characters, and both letters, figures, and special characters can be used. Contrary to headings of the type TextValue, the text in fields under headings of this type is not wrapped.</td></tr>
<tr><td>IntegerValue</td><td>999</td><td>This format can only contain figures. No decimals are allowed. A blank value imported will result in the number 0.</td></tr>
</table></td></tr>
</table>

Field	Description
	<table><tr><td>RealValue</td><td>999,999</td><td>This format can only contain figures. The format allows decimals, and the comma is used as the separator, for example, 372,1. The maximum number of decimals allowed is the same as the chosen number of decimals in the Preferences workspace (in the Edit menu) in Maconomy. If you import a real figure with fewer decimals than set up in the Preferences workspace (or none at all), Maconomy will add the remaining decimals automatically. A blank value imported will result in the number 0,00 (and the relevant number of decimals).</td></tr><tr><td>AmountValue</td><td>99,99</td><td>This format is used for amounts. The comma is used as the separator between the main monetary unit and the secondary monetary unit. A maximum of two decimals is allowed, for example, 125,00. A blank value imported will result in the amount of 0,00.</td></tr><tr><td>DateValue</td><td>07.01.02</td><td>This format is used for dates, and follows the format day, month, year. A dot is used as the separator between date, month, and year, for example, 07.01.99.</td></tr><tr><td>TimeValue</td><td>13:45:00</td><td>This format is used for time. The colon is used as the separator, for example, 13:45:00. No blanks are allowed before or after the value.</td></tr><tr><td>BooleanValue</td><td>Yes/No</td><td>This format represents check boxes in Maconomy. The values allowed are “Yes,” representing a marked check box, and “No” (or a blank value), representing an unmarked check box.</td></tr><tr><td>PopupValue</td><td></td><td>This option cannot be selected in the current version of Maconomy.</td></tr><tr><td>RealAmountValue</td><td></td><td>This option cannot be selected in the current version of Maconomy.</td></tr></table>
Description	In this field, you enter a description to elaborate on the meaning of the current heading option.
Option List	In this field, you can specify an option list created in the workspace Option Lists. If you specify an option list, Maconomy will only accept values from

Field	Description
	the option list in question on note lines under the current heading. Please note, however, that you can only specify an option list if the field “Format” contains the value “StringValue.”
Create Automatically	If you mark this field, a line with the heading on the current line is automatically created when creating notes of the current type.
Required	If you mark this field, it is not possible to remove lines with this heading from notes of the current type.
Remarks 1-3	In these fields, you can enter additional remarks regarding the current heading option.
Note Type	Enter the number of the current note type. The number cannot be changed on existing note types.

Actions

This section shows the Actions available in the Note Types workspace.

Top Tab

Field	Description
Update Notes	This action is used for ensuring that all notes of the current type contain all of the mandatory headings in the note type. When you select this action, Maconomy checks the sub-tab of all notes of the current type to see if they contain all of the headings marked as mandatory in the sub-tab of the note type. If there are mandatory headings missing, they are automatically created in the notes.

Supplement Types Single Dialog Workspace

Use the information in the workspace to indicate which fields from Supplements are in use and define the fields with a descriptive title that you can access across Maconomy.

Supplement Type Tab

This section includes the fields and descriptions for the Supplement Type tab.

Supplement Type Island

Use the information in the workspace to identify the Supplement Type and define where the Supplements display in Maconomy.

Field	Description
Name	Enter the name of the supplement to identify and reference the set of titles. The name must be unique.

Field	Description
Description	Enter a description and usage of the supplement type.
Area	Select the area that controls in which relation the Supplements are accessible. You can only update this field when the Supplement Type Name is not in use on any Supplements.

Texts Island

The island consists of general titles, such as Text 1 Title and a custom title, such as Title for the free text field with name Text 1, which becomes field names in Supplements, for example **Invoice Name**.

Field	Description
Text 1-30	Enter the titles to assign to the free **Text** fields with Text 1 to 30 names.

User Island

Field	Description
Created	This field shows the date and name of the user who created the supplement type.
Changed	This field shows the date and name of the user who recently made changes to the supplement type.
Version	This field shows the latest version number of the supplement type. The number is incremented by one each time a change is made to the supplement type.

Booleans Island

Field	Description
Boolean 1-10	Enter the titles to assign to the **Boolean** fields with Boolean 1 to 10 names.

Dates Island

Field	Description
Date 1-10	Enter the titles to assign to the **Date** fields with Date 1 to 10 names.

Access Level Island

Field	Description
Access Level Description	Enter the description of the access level required to access the supplement type.

Field	Description
Access Level Name	Enter the name of the access level required to access the supplement type.

Integers Island

Field	Description
Integer 1-5	Enter the titles to assign to the **Integer** fields with Integer 1 to 5 names.

Reals Island

Field	Description
Real 1-5	Enter the titles to assign to the **Real** fields with Real 1 to 5 names.

Amounts Island

Field	Description
Amount 1-15	Enter the titles to assign to the **Amount** fields with Amount 1 to 15 names.

Actions

This section includes the actions available in the Supplement Type tab.

Supplement Type Tab

Field	Description
New Supplement Type	Use this action to create a new supplement type. The **Name** field is a mandatory field. If you wish to update the supplement type, you can edit all fields except for the **Area** field when the Supplement Type is used on a Supplement.
Delete Supplement Type	Use this action to delete the supplement. **Note:** You can only delete a supplement type when it is no longer used on any Supplements.

Supplements Single Dialog Workspace

Use this workspace to store information for all the fields that have a title defined in Supplement Types. There can be many instances of Supplements using the structure of a single Supplement Type. The islands in this workspace, except for the Supplement Island, are only visible when there are entries in any of the corresponding fields in the Supplement Types single dialog workspace.

Supplement Tab

This section includes the fields and descriptions for the Supplement tab.

Supplement Island

Field	Description
Supplement Type	Enter the name of the supplement type.
Name	Enter the name of the supplement to identify and reference the set of fields. The name must be unique.
Description	Enter a description of the information stored in the Supplements.
Area	This field shows the value directly inherited from Supplement Types single dialog workspace. The field is closed for editing.

Texts Island

Field	Description
Text 1-30	Enter information related to the titles assigned to the free **Text** fields.

User Island

Field	Description
Created	This field shows the date and name of the user who created the supplement.
Changed	This field shows the date and name of the user who recently made changes to the supplement.
Version	This field shows the latest version number of the supplement. The number is incremented by one each time a change is made to the supplement.

Boolean Island

Field	Description
Boolean 1-10	Enter information related to the titles assigned to the **Boolean** fields.

Date Island

Field	Description
Date 1-10	Enter information related to the titles assigned to the **Date** fields.

Access Level Island

Field	Description
Access Level Description	Enter the description of the access level required to access the supplement.
Access Level Name	Enter the name of the access level required to access the supplement.

Amount Island

Field	Description
Amount 1-15	Enter information related to the titles assigned to the **Amount** fields.
Amount 1-15 Currency	Specify the currency for Amount 1 to 15. The fields are optional. **Note:** The **Amount 1 - 15 Currency** fields do not have corresponding field names in Supplement Types single dialog workspace. The fields display together with the amount in a unit field.

Integer Island

Field	Description
Integer 1-5	Enter information related to the titles assigned to the **Integer** fields.

Real Island

Field	Description
Real 1-5	Enter information related to the titles assigned to the **Real** fields.

Actions

This section includes the actions available in the Supplement tab.

Supplement Tab

Field	Description
New Supplement	Use this action to create a new supplement. The **Supplement Type** and **Name** fields are mandatory fields. If you wish to update the supplement, you can edit all fields except for the **Supplement Type** and **Area** fields.
Delete Supplement	Use this action to delete the supplement.

Field	Description
	Note: You can only delete a supplement when it is no longer used on any relations.

E-Forms

Use this workspace to create e-form types.

E-forms are introduced in Maconomy to enable you to create questionnaires and save them in the project register. A Maconomy e-form is a questionnaire requiring answers using a customized layout. You can create different e-form types to accommodate the different kind of surveys or forms you want to use. You can also create various e-forms with different field types.

E-form types are created in the Documents and Notes workspace. You can also create custom fields for your e-form types, such as popup items or option lists, in the Job Cost Setup workspace. Choosing a specific e-form type when you create an e-form displays a custom layout showing the appropriate questionnaire fields and titles for that e-form type.

You can use several field types when creating an e-form. When creating an e-form, you can add a maximum of 40 fields for the **Option List** and **Option List Value** fields and 50 fields for each of the following other field types:

- Boolean
- Yes/No/Blank
- Date
- Employee No.
- Integer
- Reals
- Amount value and currency
- Popup value

Submission and Approval of E-Forms

You can also set up e-forms for submission and approval. An e-form must be submitted before it can be approved. If you modify a field in the e-form, it is automatically unsubmitted and subject for approval again.

Note: Maconomy does not restrict which users may submit or approve e-forms. The **Submitted** and **Approved** fields within the selected e-form provide information regarding the users who submitted or approved the e-form and the date of submission or approval.

Job Registers

To use e-forms, it is recommended to create a custom Job Register sub-tab, which replaces the Registers sub-tab in the Jobs workspace. All e-forms are created and saved in this workspace. Maconomy provides an example workspace named "Job Registers with E-Forms" as a guide for

creating your own customized workspace. The example workspace functions best when the "Health, Safety and Security Risk Assessment" e-form type exists with titles on the following fields:

- Remarks 1-4
- Popup 1
- Date 1-4
- Employee 1-4

In your customized Job registers workspace, you can sort e-forms into separate registers to easily view e-forms for each category. Aside from the current registers, Risks and Changes, you can add two new registers when you create custom Job Register for the e-form functionality:

- Review Register
- Control Register

Each line in these registers can contain an e-form. When you create a new risk or change in their respective registers, an appropriate e-form type is automatically associated to them. For example, when you create a risk, a risk e-form type is automatically associated to it to enable you to easily create a risk e-form, if needed.

The **New E-Form** action is provided in the Review and Control registers to enable you to create e-forms that are automatically associated to the selected register.

Note: The Review and Control registers are not included in any Maconomy standard workspaces, but they may be included in a customized workspace. These registers are created solely for the e-form functionality.

E-Forms Tab

This section includes the fields and descriptions for the E-Forms tab.

E-Form Island

Field	Description
E-Form Type	Specify the e-form type. You cannot change the e-form type once the form is created.
Job No.	Enter or select a job number if you wish to associate the e-form to a job.

Document Archive Island

Field	Description
Archive No.	This field shows the archive number of the attached document.
Description	This field shows the description of the attached document.

Field	Description
Document Count	This field shows the total number of documents in the Document Archive.

Approval Island

Field	Description
Submitted	This field indicates whether the e-form has been submitted. If the e-form has been submitted, it shows the username of the person who submitted the form and the date of submission. If you modify any field in the e-form, it is automatically unsubmitted and is subject for reapproval.
Approved	This field indicates whether the e-form has been approved. If the e-form has been approved, t shows the username of the person who approved the form and the date of approval. If you modify any field in the e-form, it is automatically unsubmitted and unapproved.

User Island

See the Getting Started topic for a description of the fields in the User island.

Revision Island

Field	Description
Revision No.	This field shows the revision number. The latest revision number is always the highest one.
Current Revision	This field indicates whether the current e-form is the latest revision.

Remarks Island

Field	Description
Remarks 1-50	Enter text in these fields.

Option Lists Island

Field	Description
Option List 1-40	Enter or select an option list. If the option list selection is changed, then the option list value is cleared.
Option List 1-40 Value	Enter or select an option list value as allowed by the selected option list 1-40.

Dates Island

Field	Description
Date 1-50	Choose a date.

Yes/No Island

Field	Description
Yes/No 1-10	Select an option from the drop-down list. You can also leave this field blank.

Popup Values Island

Field	Description
Popup 1-50	Select a popup value. The drop-down list shows popup values derived from the appropriate E-Form Popup Type 1-50.

Booleans Island

Field	Description
Boolean 1-50	Select a check box.

Reals Island

Field	Description
Reals 1-50	Enter a number value.

Amounts Island

Field	Description
Amount 1-50	Enter an amount value.
Amount 1-50 Currency	Choose a currency for the amount.

Employees Island

Field	Description
Employee 1-50	Enter or select an existing employee number.

Field	Description
	If you use Ctrl + G to search for employee numbers, you can manually add a blocked employee number.
Employee 1-10 Name	Enter or select an existing employee name. If you have already selected an employee number in the **Employee 1-50** fields, these fields automatically show the employee name associated with the employee numbers. If you use Ctrl + G to search for employee name, you can manually add an employee.

Integers Island

Field	Description
Integer 1-50	Enter an integer value.

Actions

This section includes the actions available in the E-Forms tab.

E-Forms Tab

Field	Description
New E-Form	Use this action to create an e-form. You must choose an e-form type.
Delete E-Form	Use this action to delete an e-form. You cannot delete an e-form in any of the following circumstances: ▪ The e-form is associated with a closed job. To delete the e-form, reopen the job first. ▪ The e-form is associated with a Job Risk or Job Change. Delete it from the Job Risk or Job Change Details sliding panel. ▪ The e-form is a Job Review or Job Control entry. Delete it directly from the Job Review or Job Control register. ▪ The e-form has any revisions. ▪ The e-form contains documents. You must first remove all attached documents to delete the e-form. **Note:** A warning message appears if the e-form is approved.
Print E-Form	Use this action to print the current e-form.
Print...	Use this action to open a wizard, which enables you to choose what information to print from the current e-form.

Field	Description
Submit	Use this action to submit an e-form. This action is only available if the e-form is not already submitted.
Approve	Use this action to approve an e-form. This action is only available if the e-form is submitted and not yet approved.

Field	Description
Attach Document	Use this action to attach a document to the e-form.

Field	Description
Copy	Use this action to create a copy of the selected e-form. If you copy an e-form , all fields in the created e-form are an exact copy of the selected e-form except the following: ▪ No document archives are copied. ▪ All items, including blocked items, are copied. ▪ Information in the Approvals island on the original e-form is not copied. ▪ **CopyToNewInstanceKeyVar** - This field generates a new instance key for the copied e-form revision. ▪ **Revision No.** - This field's value is set to 1. ▪ Information in the User island is updated to show the username of the person who copied the e-form and the date it was copied. Information regarding changes on the original e-form is not copied.
New Revision	Use this action to create a new e-form revision. All fields in the created revision are an exact copy of the original e-form except the following: ▪ **Instance Key** - A new instance key is generated each time a revision is created. ▪ **Timestamp** - A new timestamp is generated each time a revision is created. ▪ **Revision No.** - A new revision number is generated each time a revision is created. ▪ **Current Revision** - This check box is deselected. It is only selected on the latest revision of the e-form. ▪ **Current Revision Instance Key** - This field shows the latest revision's instance key. ▪ **CopyToNewInstanceKeyVar**- Because a copy is made of the current revision, it always maintains its instance key. A new instance key is generated for the new revision that was copied from the latest revision.

Print E-Forms Workspace

Use this workspace to print e-forms.

Use this workspace to customize what information should be included when you print an e-form. Selection criteria is provided to enable you to choose to print e-forms for certain jobs, e-form types, or only approved e-forms. You can also select a print layout.

Print E-Form Tab

This section includes the fields and descriptions for the Print E-Form tab.

Selection Criteria island

Field	Description
Job No.	Enter a job number to limit the printout to only e-forms assigned to a certain job range.
E-Form Type Name	Select an e-form type to limit the printout to only e-forms of a certain type.
Only Approved	Select this check box to limit the printout to only approved e-forms assigned to a certain job range.

Print Control island

Field	Description
Layout	Select one of the following layouts: ▪ **Standard** - The standard layout prints all fields in a very condensed manner with one e-form per page. Field values may be cut short. ▪ **Condensed** - The condensed layout prints many e-forms per page. The layout includes a few fields and values may be cut short.

E-Form Types Workspace

Use this workspace to set up e-form types.

Copy to come.

E-Form Types Tab

This section includes the fields and descriptions for the E-Form Types tab.

E-Form Type island

Field	Description
Name	Enter the name for a new e-form type. The name cannot be changed.
Description	Enter a description for the e-form type.

Remarks island

Field	Description
Remark 1-40 Title	Enter field titles for **Remarks** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created using this e-form type get updated titles.

Option Lists island

Field	Description
Option List 1-40 Title	Specify option lists and option list titles that are available for e-forms created using this e-form type. Once an e-form is created using this e-form type, it retains these option lists. If the e-form type is changed to select other option lists, only new e-forms will follow the updated selection.

Popups island

Field	Description
Popup 1-10 Title	Specify field titles for popups for e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Dates island

Field	Description
Date 1-10 Title	Specify the field titles for **Date** fields for e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Reals island

Field	Description
Real 1-10 Title	Specify field titles for **Real** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Integers island

Field	Description
Integer 1-10 Title	Specify field titles for **Integer** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Amounts island

Field	Description
Amount 1-10 Title	Specify field titles for **Amount** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Employees island

Field	Description
Employee 1-10 Title	Specify field titles for **Employee** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Booleans island

Field	Description
Boolean 1-10 Title	Specify field titles for **Boolean** fields that are available in e-forms created using this e-form type. If a title is changed, all existing e-forms created from the type get updated titles.

Yes/No island

Field	Description
Yes/No 1-10 Title	Specify field titles for **Yes/No** fields that are available in e-forms created using this e-form type.

Field	Description
	If a title is changed, all existing e-forms created from the type get updated titles.

Actions

This section includes the actions available in the E-Form Types workspace.

E-Form Types Tab

Field	Description
New E-Form Type	Use this action to create an e-form type.
Delete E-Form Type	Use this action to delete an e-form type. **Note:** An error message displays if you attempt to delete an e-form type that is currently being used by an e-form.

Popup Reminder Section

This section includes the fields and descriptions for the Popup Reminder section workspaces.

Popup Reminders Single Dialogs Workspace

Use this workspace to create pop-up reminders.

You specify a recipient, a delivery time, and an unlimited number of lines of text. At delivery time, a pop-up note appears above the system tray on the recipient's desktop. The recipient can click the note to display the contents of the reminder.

Maconomy also displays a To Do note.

Popup Reminders Tab

This section includes the fields and descriptions for the Popup Reminders tab.

Popup Reminder Island

Field	Description
From	This field shows your user name when you have created a pop-up reminder. You cannot enter a value in this field, as the value will automatically match the user ID with which you are currently logged into Maconomy.
To	This field allows you to select the Maconomy user who should receive the pop-up reminder. You will not be able to create a note before you have selected a recipient in this field. Please note that the field only allows you to select one recipient.

Field	Description
Effective from	In this field, you can enter the date and time on which the pop-up reminder should alert the user specified in the “To” field.

Note Lines Sub-Tab

This section includes the fields and descriptions for the Note Lines sub-tab.

Field	Description
Text	This field allows you to enter text notes that will be shown to the recipient of the pop-up reminder when the recipient opens the pop-up reminder. You can enter an unlimited amount of text lines.

Reporting Section

This section includes the fields and descriptions for the Reporting section workspaces.

Reporting Hierarchies Single Dialogs Workspace

Use this workspace to define reporting hierarchies that are used to generate Universe reports.

You can create and name each hierarchy, specifying the type of information to which it pertains. For example, you can specify whether the current hierarchy is for accounts, locations, jobs, and so on.

A reporting hierarchy is made up of a number of trees. For example, a reporting hierarchy for a geographically organized enterprise that has offices in Europe and the USA could contain a single tree that sums up the figures from each of the geographical divisions in the organization.

The concept of reporting hierarchies and their use is described in "Introduction to Reporting Structures."

In the Reporting Hierarchies tab of this workspace, you can provide information about the current reporting hierarchy. The individual Maconomy Universe reports may use this information to determine which hierarchy to apply. This means that each report might contain a number of selection criteria used for picking or suggesting a hierarchy when you run the report. The documentation for each Maconomy Universe report contains information about the criteria used for selecting a hierarchy.

In the Reporting Hierarchy Nodes sub-tab, you can create the nodes that make up the hierarchy, and you can assign parent nodes. Before you can assign a parent node to a node, you must create the parent node on another line in the sub-tab.

On lines that represent leaves, you can specify the object (account, dimension value, job, and so on) whose figures should be summed in the leaf in question. The type of object that you can assign to the leaves is determined by the type that you specify in the Reporting Hierarchies tab. The headings in the columns where you assign the node to an information object reflect the hierarchy type. Three fields are used for specifying objects, but you only need to fill in the ones where the heading is not blank. For more information on specifying objects on leaves, see the description of the **<Key Value 1-3>** field in the Reporting Hierarchy Nodes sub-tab of this workspace.

Reporting Hierarchies Tab

This section includes the fields and descriptions for the Reporting Hierarchies tab.

Reporting Hierarchy Island

Field	Description
Reporting Hierarchy No.	In this field, you can specify a reporting hierarchy number when creating a hierarchy.
Description	In this field, you can specify a description of the current hierarchy.
Type	In this field, you can specify the type of the current hierarchy. The type determines the information type to which the hierarchy applies. This means that on lines representing leaves, you can assign the leaf to an object of the type in question. If, for instance, you have selected the type “Location,” you can assign a value in the dimension Location to each leaf. For a description of the effects of assigning leaves to objects, see the fields “<Key Value 1-3>.” When you select a type, the columns used for assigning objects to leaves are applied the relevant names. For instance, if you specify “Account,” one of the columns is named “Account No.,” and the remaining two columns are assigned a blank heading. If you select one of the local dimensions, two columns are assigned a name, as you must then specify both a local specification list and a value within the list in question. To assign an object to a leaf on a line, specify a value in the named column or columns only.
Standard	In this field, you can specify whether the current hierarchy is the standard hierarchy of the type specified in the field “Type.” There can be no more than one standard hierarchy for each type.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current hierarchy if you have been assigned to the same or a higher level in the workspace User Access Levels. This means that you can only run Maconomy Universe reports using hierarchies to which you have access. Furthermore, in this workspace, a given user can only see the current hierarchy if he or she has access to this level. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to reporting hierarchies may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, all users have access to the current hierarchy. This field also shows the description of the selected access level, as entered in the workspace Access Levels.

Selection Criteria Island

Field	Description
Node No.	In these fields, you can specify a range of node numbers. Only nodes with numbers within the specified range are shown in the sub-tab.
Description	In these fields, you can specify a range of descriptions. Only nodes with descriptions within the specified range are shown in the sub-tab.
Parent Node No.	In these fields, you can specify a range of node numbers. Only nodes whose parent node number is within the specified range are shown in the sub-tab.
Level	In these fields, you can specify a range of level numbers. Only nodes placed at a level within the specified range are shown in the sub-tab.
Sorting Key	In these fields, you can specify a range of sorting key numbers. Only nodes with sorting key numbers within the specified range are shown in the sub-tab.

User Island

See the Getting Started topic for a description of the fields in the island User.

Reporting Hierarchy Nodes Sub-Tab

This section includes the fields and descriptions for the Reporting Hierarchy Nodes sub-tab.

Field	Description
Node No.	In this field, you can specify the desired number of the node when creating a node.
Description	In this field, you can enter a description of the current node. The description appears as the fixed line text when the node is printed in reports.
Parent Node No.	In this field, you can specify the number of another node which should be the parent node of the current node, thus hierarchically placing the current node beneath the parent node in the structure. You cannot specify a node which results in a circular structure, and you cannot specify a leaf node to which a value has been assigned in the fields “<Key Value 1-3>.”
Parent, Description	This field shows the name of the parent node specified in the field “Parent Node No.” above.
Level	This field shows the level at which the current node is located. The node is placed one level below its parent node. If the node has no parent node, it is located at level one.
Detail Level	In this field, you can specify the detail level of the current node. In certain reports, the detail level is used for ensuring a balance in the amount of detail shown at the same time, so that very aggregated information in one branch of the reporting hierarchy is not shown at the same time as leaves in another branch of the hierarchy (which may be placed at the same level in the field

Field	Description
	“Level”). However, the functionality of the field fully relies on the report in question, as the detail level may be used in different ways from report to report. Therefore you should see the manual for your individual reports for information on their use of the detail level of each node.
Sorting by	In this field, you can specify a number to manage the position of the current node in relation to the other nodes placed beneath the same parent node as the current node. In reports, the nodes below a given node will be sorted according to their sorting keys, the node with the lowest sorting key number being shown first.
Account No.	This field shows the number of the account or dimension that the reporting node refers to. The title of this field depends on the type of the reporting hierarchies.

Actions

This section shows the Actions available in the Reporting Hierarchies workspace.

Top Tab

Field	Description
Get from Structure	This action is only available for hierarchies of the types regarding G/L dimensions, that is, the types “Company,” “Account,” “Location,” “Entity,” “Project,” “Purpose,” “Spec. 1-3,” and “Local Spec. 1-3.” When you select this action, Maconomy automatically creates nodes in the current hierarchy to make the hierarchy match the structure specified for the dimension in question in the G/L module. In the G/L module, structures are created in the Structure submenu where there is a workspace for each dimension, in which you can define a structure. The functionality of the action is identical, regardless of the dimension in question. Therefore, while the description below is based on accounts, it applies to any dimension. When you select the action, Maconomy creates nodes for sum accounts and non-sum accounts and assigns each node to the relevant parent nodes to reflect the original structure. Each node created in this process is assigned a sorting key number corresponding to the structure line number multiplied by 10. If the original structure contains any heading lines, they are assigned as attributes to the relevant nodes. The attributes will be of the type “Heading.” However, certain cases may cause incorrect creation of headings, for instance if you have two consecutive headings at the same sum level. Therefore it is recommended that you check the automatically generated headings.
Suggest Detail Level	When you select this action, Maconomy assigns a detail level to each node in the hierarchy. The detail level assigned to each node is based on the position of the node in the hierarchy and the number of subordinate lines below it.

Reporting Hierarchy Nodes Single Dialogs Workspace

Use this workspace to assign children to nodes in reporting hierarchies.

The components that make up each tree are called nodes; a node that is located directly below another node is called a child. You can build the entire hierarchical structure in the Reporting Hierarchies workspace, but the Reporting Hierarchy Nodes workspace provides a better view because you work with one parent node at a time.

In the Reporting Hierarchy Nodes tab of this workspace, you can browse through the nodes in the individual reporting hierarchies and specify information about the currently selected node. If your Find menu includes the **Automatic Find** function, you can use this workspace together with the Reporting Hierarchies workspace, because you can select a node in this workspace by selecting it in the Reporting Hierarchy Nodes sub-tab of in the Reporting Hierarchies workspace.

The Reporting Hierarchy Nodes sub-tab of the Reporting Hierarchy Nodes workspace displays the children of the node that you select in the Reporting Hierarchy Nodes tab. You can assign new child nodes by adding new lines. Creating a line in this workspace corresponds to creating a line in the Reporting Hierarchies workspace and assigning it to the parent node that you selected in the Reporting Hierarchies tab of the Reporting Hierarchies workspace. Therefore, lines that you create in this workspace also appear in the Reporting Hierarchy Nodes sub-tab of the Reporting Hierarchies workspace, and vice versa.

On lines that represent leaves, you can specify the object (account, dimension value, job, and so on) whose figures should be summed in the leaf in question. Maconomy determines the type of object that you can assign to the leaves by the type of hierarchy to which the node belongs. For information about assigning objects to nodes, see the description of the **Type** field in the tab of this workspace and the **<Key Value 1-3>** field in the sub-tab of this workspace.

Reporting Hierarchy Nodes Tab

This section includes the fields and descriptions for the Reporting Hierarchy Nodes tab.

Node Island

Field	Description
Reporting Hierarchy No.	This field shows the number of the reporting hierarchy of which the current node is part.
Node No.	This field shows the number of the current node.
Description	In this field, you can enter a description of the current node. The description appears as the fixed line text when the node is printed in reports.
Level	This field shows the level at which the current node is located. The node is placed one level below its parent node. If the node has no parent node, it is located at level one.
Type	This field shows the type of hierarchy to which the current node belongs. For information about the functionality of reporting hierarchy types, please see the description of the field “Type” in the workspace Reporting Hierarchies.

Field	Description
Parent Node No.	In this field, you can specify the number of another node which should be the parent node of the current node, thus hierarchically placing the current node beneath the parent node in the structure. You cannot specify a node which results in a circular structure, and you cannot specify a leaf node to which a value has been assigned in the fields "<Key Value 1-3>."
Sorting Key	In this field, you can specify a number to manage the position of the current node in relation to the other nodes placed beneath the same parent node as the current node. The order of the lines belonging to the same parent node applies to their order of appearance in reports where the nodes are itemized. For an example of this, see the description of the corresponding field in the sub-tab of the workspace Reporting Hierarchies.
Account No.	This field shows the number of the account or dimension that the reporting node refers to. The title of this field depend on the type of the reporting hierarchies.

Reporting Hierarchy Nodes Sub-Tab

This section includes the fields and descriptions for the Reporting Hierarchy Nodes sub-tab.

Field	Description
Node No.	In this field, you can specify the desired number of the node when creating a node.
Description	In this field, you can enter a description of the current node. The description appears as the fixed line text when the node is printed in reports.
Level	This field shows the level at which the current node is located. The node is placed one level below its parent node.
Sorting Key	In this field, you can specify a number to manage the position of the current node in relation to the other nodes placed beneath the parent node selected in the tab. The order of the lines belonging to the same parent node applies to their order of appearance in reports where the nodes are itemized. For an example of this, see the description of the corresponding field in the sub-tab of the workspace Reporting Hierarchies.
Account No.	This field shows the number of the account or dimension that the reporting node refers to. The title of this field depend on the type of the reporting hierarchies.

Node Attributes Single Dialogs Workspace

Use this workspace to set up attributes for nodes in your reporting hierarchies.

The attributes provide extra information of any type about the nodes. Their use depends on the reports that use the reporting hierarchies. For example, a report might be set up to search each

node for certain attributes and use the information that is provided by the attribute to perform certain actions.

Node attributes are lines that contain extra information about the node to which the lines are assigned. There is no specific functionality assigned to the attributes as such, which means that you can create as many attribute lines as you want for each node and enter any kind of information that you want to capture.

In the Node Attributes tab, you can browse through the nodes that you created in the individual reporting hierarchies and enter information about the currently selected node.

In the sub-tab of this workspace, you can create the attributes to be assigned to the node in the tab of this workspace.

Node Attributes Tab

This section includes the fields and descriptions for the Node Attributes tab.

Node Island

Field	Description
Reporting Hierarchy No.	This field shows the number of the current reporting hierarchy.
Node No.	This field shows the number of the current node in the hierarchy shown in the field “Reporting Hierarchy No.” above.
Description	In this field, you can enter a description of the current node.
Level	This field shows the level at which the current node is located. The node is placed one level below its parent node. If the node has no parent node, it is located at level one.
Type	This field shows the type of hierarchy to which the current node belongs. For information about the functionality of reporting hierarchy types, please see the description of the field “Type” in the workspace Reporting Hierarchies.
Parent Node No.	In this field, you can specify the number of another node which should be the parent node of the current node, thus hierarchically placing the current node beneath the parent node in the structure. You cannot specify a node which results in a circular structure, and you cannot specify a leaf node to which a value has been assigned in the fields “<Key Value 1-3>.”
Sorting Key	In this field, you can specify a number to manage the position of the current node in relation to the other nodes placed beneath the same parent node as the current node. The order of the lines belonging to the same parent node applies to their order of appearance in reports where the nodes are itemized. For an

Field	Description
	example of this, see the description of the corresponding field in the sub-tab of the workspace Reporting Hierarchies.
Account No.	This field shows the number of the account or dimension that the reporting node refers to. The title of this field depend on the type of the reporting hierarchies.

Node Attributes Sub-Tab

This section includes the fields and descriptions for the Node Attributes sub-tab.

Field	Description
Attribute Type	In this field, you can specify the type of the current attribute. By specifying a type, you can indicate the context in which the attribute should be used. For instance, you might have a report which searches each node for attributes of the type Heading and uses the value in the field “String Field 1” on such lines as a heading shown below the children of the node in question. While this is a common use of attributes of the type “Heading,” the functionality of the attribute type is determined by the individual reports using the current reporting hierarchy. Therefore, you should see the manual for your individual reports for information on their use of node attributes. Note that the value “Node Collection” cannot be selected manually in this workspace, as it is applied to node collections created in the workspace Node Collections.
Remarks	In these fields, you can enter a number of remarks to apply to the attribute in question.
String Field 1-2	In these fields, you can specify a string value for the current attribute. The functionality of the fields is determined by the individual reports using the current reporting hierarchy. Therefore, you should see the manual for your individual reports for information on their use of node attributes.
Integer Field 1-2	In these fields, you can specify an integer value for the current attribute. The functionality of the fields is determined by the individual reports using the current reporting hierarchy. Therefore, you should see the manual for your individual reports for information on their use of node attributes.
Real Figure Field 1-2	In these fields, you can specify a real figure value for the current attribute. The functionality of the fields is determined by the individual reports using the current reporting hierarchy. Therefore, you should see the manual for your individual reports for information on their use of node attributes.
Amount Field 1-2	In these fields, you can specify an amount for the current attribute. The functionality of the fields is determined by the individual reports using the current reporting hierarchy. Therefore, you should see the manual for your individual reports for information on their use of node attributes.

Field	Description
Boolean Field 1-2	In these fields, you can specify a yes/no value for the current attribute. The functionality of the fields is determined by the individual reports using the current reporting hierarchy. Therefore, you should see the manual for your individual reports for information on their use of node attributes.

Node Collections Single Dialogs Workspace

Use this workspace to set up node collections for your reporting hierarchies.

A node collection is a number of lines, each of which provides extra information about the node in relation to the current node collection. Use of a node collection depends on the reports that use the reporting hierarchy. For example, in the P/L Key Figures report, you select a node collection in the selection criteria, and then each line in the node collection becomes a column in the report.

On each line of a node collection, you can enter additional information about the node in relation to the current node collection. There is no specific functionality assigned to the node collections and their lines as such, which means that you can create as many node collection lines as you want and enter any kind of information that you want to capture.

By creating a node collection, you list a number of nodes for which you can provide additional information; it is the definition of the reports in which the node collection is used that determines how the information in the node collection is to be applied. You should set up each node collection to match the specifications of the report or reports for which the node collection is intended.

In the Node Collections tab, you enter a node collection name and select the reporting hierarchy to which the node collection pertains. In the Node Attributes sub-tab, you can then create lines with nodes from the selected hierarchy. On each line, you specify a node as well as any relevant information in accordance with the set-up requirements of the reports for which the current node collection is intended.

Node Collections Tab

This section includes the fields and descriptions for the Node Collections tab.

Node Collection Island

Field	Description
Node Collection No.	When creating a node collection, specify in this field the desired number of the node collection. Once the collection has been created, you can no longer change the value in this field.
Description	In this field, you can specify a description of the current node collection.
Reporting Hierarchy No.	When creating a node collection, specify in this field the reporting hierarchy to which the node collection pertains. In the sub-tab, only nodes from the reporting hierarchy in question can be specified.

Field	Description
Standard	In this field, you can specify whether the current node collection is the standard node collection for the reporting hierarchy specified in the field “Reporting Hierarchy No.” above. The interpretation of the field depends on the individual reports, but in many reports, including P/L Key Figures, the field is used for suggesting a node collection in the selection criteria before the report is run.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current hierarchy if you have been assigned to the same or a higher level in the workspace User Access Levels. This means that you can only run Maconomy Universe reports using hierarchies to which you have access. Furthermore, in this workspace, a given user can only see the current hierarchy if he or she has access to this level. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to reporting hierarchies may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, all users have access to the current hierarchy. This field also shows the description of the selected access level, as entered in the workspace Access Levels.

User Island

See the Getting Started topic for a description of the fields in the island User.

Node Attributes Sub-Tab

This section includes the fields and descriptions for the Node Attributes sub-tab.

Field	Description
Node No.	In this field, specify a node to be included in the node collection. The node must be part of the reporting hierarchy specified in the tab.
Description	In this field, you can enter a description of the current node. The description appears as the fixed line text when the node is printed in reports.
Remarks	In these fields, you can enter a number of remarks to apply to the node in question.
String Field 1-2	In these fields, you can specify a string value for the current node collection line. The functionality of the fields is determined by the individual reports using the current node collection. Therefore, you should see the manual for your individual reports for information on their use of node collections.

Field	Description
Integer Field 1-2	In these fields, you can specify an integer value for the current node collection line. The functionality of the fields is determined by the individual reports using the current node collection. Therefore, you should see the manual for your individual reports for information on their use of node collections.
Real Figure Field 1-2	In these fields, you can specify a real figure value for the current node collection line. The functionality of the fields is determined by the individual reports using the current node collection. Therefore, you should see the manual for your individual reports for information on their use of node collections.
Amount Field 1-2	In these fields, you can specify an amount for the current node collection line. The functionality of the fields is determined by the individual reports using the current node collection. Therefore, you should see the manual for your individual reports for information on their use of node collections.
Boolean Field 1-2	In these fields, you can specify a yes/no value for the current node collection line. The functionality of the fields is determined by the individual reports using the current node collection. Therefore, you should see the manual for your individual reports for information on their use of node collections.

Dimension Groupings Single Dialogs Workspace

Use this workspace to set up dimension groupings by arranging your dimension values on up to 12 grouping levels.

This enables you to add additional structure to a dimension type such as the account, company, or location dimension. Dimension groupings are designed for use with business intelligence tools such as Maconomy AnalytiX and are not used in any Analyzer reports or universe reports.

To group a dimension on different levels for advanced reporting, create a dimension grouping header. For instance, you can group all of your company accounts on different grouping levels. If you use the **Get Suggested Grouping** action in the Action menu, Maconomy suggests grouping levels that are based on the relevant dimension structure that you entered in the Structure submenu of the G/L menu.

If you want to change the grouping levels that Maconomy suggests, manually change any value in the grouping level structure that the Dimension Grouping Lines sub-tab displays. You can also use the **Export** action in the Action menu to export the current grouping level structure to a tab-separated text file. If you open that file in a spreadsheet application such as Excel, you can easily edit the grouping level structure. After you edit the text file, save and close it. Finally, import the modified dimension grouping structure using the **Import** action in the Action menu in the Dimension Groupings workspace.

In the Dimension Groupings tab, you can select or create a dimension grouping header and specify a dimension type. You can also enter a reporting hierarchy number if you want to retrieve a dimension grouping structure from a specific reporting hierarchy.

The Dimension Grouping Lines sub-tab displays an overview of the dimension grouping structure. You can modify the value on any level of the dimension grouping structure and add dimension grouping lines as needed. Additionally, the dimension column in the sub-tab allows you to select each dimension value to view and modify the details for the value in question.

Dimension Groupings Tab

This section includes the fields and descriptions for the Dimension Groupings tab.

Dimension Grouping Island

Field	Description
Grouping No.	When you create a dimension grouping header, assign a number or a name to it for easy identification. Once the dimension grouping header has been created, you can no longer change the value in this field. You can browse existing dimension grouping numbers by clicking on the toolbar arrow keys above the tab.
Description	In this field, you can enter a descriptive text for the selected dimension grouping number.
Type	In this field, select the dimension on which you want your dimension grouping structure to be based. Please note that to be able to retrieve grouping levels from a reporting hierarchy, a reporting hierarchy must have been created to include the dimension values associated with the selected dimension type.
Option List	In this field, you can specify an option list. The options from the option list can be entered in the Value field.
Selected Value	In this field, you can specify a value from the selected option list. The value is used to determine the dimension grouping to be used by the business intelligence tool.
Standard	In this field, you can specify whether the grouping structure specified in the “Grouping No.” field above should be the standard structure in cases where multiple grouping structures have been created using the same dimension type and option. If a business intelligence tool attempts to extract a dimension grouping structure from Maconomy based on a specific dimension type, the tool may select the standard grouping structure if multiple grouping headers have been created based on the same dimension type and option. Note that the standard structure will only be selected if your business intelligence tool supports this functionality.

Access Level Island

Field	Description
Access Level	This field allows you to specify an access level that will be in effect for the selected dimension grouping header. Access levels can be created and maintained in the “Access Levels” workspace. This field shows a description of the specified access level.

User Island

See the chapter “Getting Started” for a description of the fields in the island User.

Dimension Grouping Lines Sub-Tab

This section includes the fields and descriptions for the Dimension Grouping Lines sub-tab.

Field	Description
Account No.	This field shows the number of the account or dimension that the reporting node refers to. The title of this field depends on the type of the reporting hierarchies.
Sorting Key	In these fields, you can specify a range of sorting key numbers. Only nodes with sorting key numbers within the specified range are shown in the table part.
Grouping 1-12	These columns show the 12 grouping levels by which you can structure your dimension values. The grouping levels make up a hierarchical structure that can be displayed in reports if you use Maconomy AnalytiX or another Business Intelligence tool that supports dimension groupings. Please note that the higher the grouping level number, the higher its position in the dimension grouping hierarchy. In a dimension grouping structure based on location, for instance, Grouping 1 could be All Locations, Grouping 2 could be Continent, Grouping 3 could be Country, and Grouping 4 could be Local Office. In reports, this would enable you to view your financial results sorted by any or all of these grouping levels. You can modify the grouping level structure by entering a new value in any grouping level field manually or by building a new grouping level structure from scratch using the Insert Dimension Grouping Line or Add Dimension Grouping Line feature in the top left corner of the sub-tab.

Actions

This section shows the Actions available in the Dimension Groupings workspace.

Top Tab

Field	Description
Get Suggested Grouping	This action is only available for grouping level structures involving G/L dimension types, that is, the “Company,” “Account,” “Location,” “Entity,” “Project,” “Purpose,” “Spec. 1-3,” and “Local Spec. 1-3.” When you select this action, Maconomy automatically retrieves a grouping level structure based on the relevant dimension structure specified in the Structure submenu of the G/L menu. Additionally, the Job Cost dimension “Activity” can be used for setting up a grouping level structure. When you select the Get Suggested Grouping action for this dimension, a grouping level structure is created. This structure shows all relevant activities.

Field	Description
Update Sort Order	This action updates the sorting order based on the line number and the grouping fields.
Export	This action allows you to export your dimension grouping structure to a tab-separated text file. If you open the file in a spreadsheet application such as Excel, you can easily edit the grouping level structure for subsequent import back into the Dimension Groupings workspace.
Import	By selecting this action, you can import your previously exported tab-separated text file back into the Dimension Groupings workspace. The existing dimension grouping structure in the sub-tab will be fully replaced by the imported structure.
Get Missing Dimensions	If you select this action, missing dimension values (if any) will be retrieved into the Dimension Groupings workspace. The action is relevant if entries associated with the selected dimension type – for instance, one or more accounts – have been created in Maconomy after the initial retrieval of dimension values into the Dimension Groupings workspace.
Get from Reporting Hierarchy	This action allows you to retrieve a dimension grouping structure from a specific reporting hierarchy rather than letting Maconomy select the default structure based on the relevant dimension structure. Please note that to perform this action, you must previously have selected the desired reporting hierarchy number in the “From Reporting Hierarchy No.” field in the tab. Additionally, to be able to retrieve grouping levels from a specific reporting hierarchy number, the selected reporting hierarchy number must include the dimension values associated with the selected dimension type for this dimension grouping header.

Aging Principles Single Dialogs Workspace

Use this workspace to enter settings used to generate aging reports, including how Maconomy calculates aging and displays it on reports and invoices.

Aging Principle Tab

This section includes the fields and descriptions for the Aging Principle tab.

Aging Principle Island

Field	Description
Name	Name of the aging principle. This is the key field.
Based On Entry Date	If marked, the aging report considers the entry date of the invoices. If not marked, the aging report considers due date of the invoices.

Field	Description
Split Periods by Month End, When Run on Last Day of Month	This can only be marked if the period unit is Month. If it is marked and the report is run on the last day of a month, then each period will be split by the last day of the respective months.

Aging Periods Island

Field	Description
Period Unit	This field specifies how the length value of each period should be understood, that is, whether the period lengths are specified in days or months.
Start Date, Example	This date is used as start date when calculating the start and end dates shown in the sub-tab. The date is only for example purposes to make it easier to set up the aging principles and thus not used in the reports.

Option List Fields Island

Field	Description
List	The option list for use when printing aging reports in BPM. Please consult the BPM manual for guides on how to set and use this field.
Value	An option from the Option List option list used when printing aging reports in BPM. Please consult the BPM manual for guides on how to set and use this field.

Copy Aging Principle Island

Field	Description
Name	In his field you can enter the name of the new aging principle that you will copy the current aging principle to using the action Copy Aging Principle.

User Island

See the Getting Started topic for a description of the fields in the island User.

Aging Periods Sub-Tab

This section includes the fields and descriptions for the Aging Periods sub-tab.

Field	Description
Title	The title of the period. This field is not used in the standard print layouts but can be used in customized print layouts.
Entries to Include	If Due is selected, then the period will include invoices due prior (in time) to the start date of the report. If Not Due is selected, then the period will include invoices due on or later (in time) than the start date of the report.

Field	Description
Interval Start	The field shows the first day/month included in this period relative to the start date of the report. The field Entries to Include determines whether this field specifies days/months before or after the start date of the report.
Interval End	The field shows the last day/month included in this period relative to the start date of the report. The field Entries to Include determines whether this field specifies days/months before or after the start date of the report. If the period is open ended (does not have an ending date), then this field will be 0.
Open Ended	If marked, the period will be open ended, meaning that the period will not have an interval end. If not marked, then the interval end must be equal to or larger than the interval start.
First Date in Period, Example	The field is closed and shows the first date of this period, based on the example start date specified in the card pane. If the period is open ended and includes due entries, then this field will be blank for the period. Note, that this date is only for setup purposes and thus not used in the report, where another start date is specified.
Last Date in Period, Example	The field is closed and shows the first date of this period, based on the example start date specified in the card pane. If the period is open ended and includes not due entries, then this field will be blank for the period. Note, that this date is only for setup purposes and thus not used in the report, where another start date is specified.

Actions

This section shows the Actions available in the Aging Principles workspace.

Top Tab

Field	Description
Copy Aging Principle	Copy an existing aging principle including the associated aging periods. Always enabled.

Reporting Structures Workspace

Use the Reporting Structure tab to view the reporting structures in a directory-like table, outlining the hierarchical structure of the defined transaction types and their grouping.

Use this workspace to set up a reporting structure by arranging your dimension values on up to 12 grouping levels. This enables you to add additional structure to a dimension type such as the account, company, or location dimension. Reporting Structures are designed for use with BPM reports.

To structure a dimension on different levels for advanced reporting, create a tree structure in the sub-tab portion with needed fields / areas to establish hierarchy.

If you want to change the reporting structure hierarchy, use the arrows or actions to move lines or whole groups.

Reporting Structure Header Tab

This section includes the fields and descriptions for the Reporting Structure Header tab.

Reporting Structure Island

Field	Description
Name	Enter a name for the reporting structure.
Description	Enter a description for the reporting structure.
Type	Select the dimension to determine the basis of your reporting structure.
List	Select the list to determine the basis of your reporting structure.
Option List	Enter or choose an option list. The options from the option list are entered in the **Selected Value** field.
Selected Value	Enter or choose a value from the selected option list. The value determines which reporting structure BPM uses.
Allow Duplicates	Select this check box to indicate whether or not duplicate dimension entries are allowed in the reporting structure. For example, if you already added account 1110 in your structure under the **Sales** group, you cannot add the same account under a different group, unless **Allow Duplicates** is selected.

Access Level Island

Field	Description
Access Level	Use this field to specify an access level for this reporting structure. Once this access level is selected, a related description displays. You can create and maintain access levels in the Access Levels workspace.
User Island	See the Getting Started section for a description of the fields in the User island.

Reporting Structure Lines Sub-Tab

This section includes the fields and descriptions for the Reporting Structure Lines sub-tab.

Field	Description
Classification	This field shows the name of the grouping line or the dimension entry.
Account No.	This field shows the number of the account or dimension included in the reporting structure.

Field	Description
Description	This field shows a description of the reporting structure line.
Debit/Credit	Select whether the account in the reporting structure line is a debit or a credit balance.
Invert Sign	Select this field to toggle whether the amount on the report is shown as a positive or negative number (+ / -).
Select for Moving	Select this check box to move this line with a move action.
Remark 1-5	Enter a remark about this line.
Access Level	This field shows the access level for this reporting line.
Access Level Description	This field shows a description of the access level.

Set-Up Section

This section includes the fields and descriptions for the Set-Up section workspaces.

System Information Single Dialogs Workspace

Use this workspace to maintain the system information and accounting methods common to all Maconomy modules.

For auditing purposes, it is recommended that you print and file the System Information workspace every time that you change it. You can use the **Print System Information** button for this purpose.

System Information Tab

This section includes the fields and descriptions for the System Information tab.

General Ledger Island

Field	Description
Retained Earnings Account	In this field, enter a dimension combination containing the account to be used for year-end closing. The dimension combination can also contain other dimension values to be used in this connection. Note that you can only enter a dimension combination on which no account number has been specified on potential lines in the sub-tab. This is due to the fact that the same account is used by all companies in the multi-company structure. However, if you are using local charts of accounts and want to carry out year-end closings for these local charts of accounts, the dimension combination must be set up so that for each company,

Field	Description
	Maconomy can find a valid value in the local dimension used for local charts of accounts. When you close the fiscal year, net income is posted to this account. You must enter an account number to be able to close a fiscal year. See the description of the workspace Year-End Closing in the G/L module. When you print a balance, this account will always reflect the retained earnings after running a year end close, regardless of whether or not the year has actually been closed.
Template Company	In this field, you can enter a company number. The company must exist in the workspace Company Information and the field “Separate System Numbers” must be marked for the company. The standard company is used as a template at the creation of companies in the workspace Company Information in the G/L module. If the field “Separate System Numbers” is marked on a new company, the standard company’s next available numbers in the workspaces System Numbers, Number Series, and Trans. No. Series are transferred to the system numbers of the new company.
Template Account	Enter a G/L account number to be used as a template for creating accounts in the Account Information Card in the G/L module.
Local chart of accounts	In this field, you can specify which of the three local dimensions is used as a local chart of accounts. The field is used in connection with year-end closing in the G/L module. When carrying out year-end closing for local chart of accounts, the year-end closing is carried out for the dimension selected in this field. For further information on year-end closing using local chart of accounts, please see the introduction to the workspace Year-End Closing in the G/L module.
Summary Postings	Here you specify how you wish to summarize entries where the field “Summary Posting” has been marked in a general journal. You can choose between the following: ▪ By Journal — Entries in a journal with identical entry date, account number (G/L account, customer number or vendor number, job number, company, entry date, company, location, entity, project, purpose, spec. 1-3, local spec. 1-3, tax type, prior-period, reference date, external transaction number, and intercompany company are summarized in one G/L entry. Maconomy uses the journal number as the transaction number. Several of the fields mentioned above will often be empty as you, for example, do not have to enter an external transaction number. ▪ By Trans. No. — Entries with identical values in the fields mentioned above as well as the transaction number transaction number in a journal with the same account number (G/L account, customer number, or vendor number), entry date, company, location, entity, project, purpose, spec. 1-3, and local spec. 1-3 are summarized in one G/L entry which is assigned the transaction number in question.

Field	Description
Reuse Trans. No.	You can mark this field if you wish to reuse a transaction number for posting to the workspace General Journal in the G/L module, for creating vendor invoices and credit memos in the workspace Vendor Invoices in the Accounts Payable module, and for creating a general journal in the workspace Commission Calculation in the Sales Orders module. If you do not mark the field, Maconomy checks that each transaction number entered in the mentioned workspaces is unique, meaning that it has not been used on a journal entry in a non-posted general or vendor invoice journal or on an already posted G/L entry.
Carry Forward Inv. Sign	In the sub-tab of the workspace G/L Report Set-Up, you can mark the field “Invert Sign.” This field controls either the sign on printouts or the sign of the value used when referring to a line in calculation expressions in other lines. If you mark the field “Carry Forward Inv. Sign,” the calculated value on G/L report lines will be used with inverted sign in other calculations. If you do not mark the field, the original value will be used.

Currency Island

Field	Description
Sales	In this field, you select the exchange rate table to be used for the sale of items/services and in connection with customers. This exchange rate table is often equivalent to the exchange rate at which the bank purchases currency. Exchange rate tables can be created in the workspace Exchange Rate Tables.
Purchasing	In this field, you select the exchange rate table to be used for the purchasing of items/services and in connection with vendors. This exchange rate table is often equivalent to the exchange rate at which the bank purchases currency. Exchange rate tables can be created in the workspace Exchange Rate Tables. If the enterprise currency is specified in the Euro exchange rate table, you can only enter an exchange rate table in which Euro appears as reference currency. This ensures a correct triangulation at conversion between amounts in enterprise currency and amounts in currencies outside of the EMU Cooperation.
Duty	In this field, you select the exchange rate table to be used for the calculation of duty on purchased items. Exchange rate tables can be edited in the workspace Exchange Rate Tables. If the enterprise currency is specified in the Euro exchange rate table, you can only enter an exchange rate table in which Euro appears as reference currency. This ensures a correct triangulation at conversion between amounts in enterprise currency and amounts in currencies outside of the EMU Cooperation.
Finance Budget	In this field, you select the exchange rate table to use for conversion of currencies in the Budget module. When converting currencies in the Budget module, Maconomy always uses the exchange rate that was valid at the

Field	Description
	starting date of the fiscal year for which the current budget model applies. This exchange rate table is only used in the Budget module. If the enterprise currency is specified in the Euro exchange rate table, you can only enter an exchange rate table in which Euro appears as reference currency. This ensures a correct triangulation at conversion between amounts in enterprise currency and amounts in currencies outside of the EMU Cooperation. **Note:** This exchange rate table is the default for its category and is superseded by the company exchange rate table.
Miscellaneous	In this field, you select the currency table to use for other types of conversion. You can use this on both company and system levels. **Note:** This exchange rate table is the default for its category and is superseded by the company exchange rate table.
Enterprise	In this field, you select the currency table to use for conversion of currencies to enterprise amount. **Note:** This global exchange rate table is the default for its category.
Enterprise Currency	The enterprise currency is the currency used throughout the General Ledger. Amounts on entries in the G/L module are all converted into the enterprise currency to enable comparisons of entered amounts concerning companies working with different base currencies. Furthermore, the enterprise currency is used in a number of setup workspaces in which amounts cannot be directly related to a specific company, for example, charge codes used across companies, as well as totals and credit limits for customers, as a total is based on registrations from several companies and as a credit limit has to be compared to this total. Grand totals comprising amounts from several companies will often appear in enterprise currency, in cases where it is not possible manually to enter the currency in which you want totals displayed. Note that when you have selected an enterprise currency and pressed Enter, the enterprise currency can no longer be changed.
Standard Unit	Here you enter the unit of the exchange rate. In some countries, exchange rates are given in the base currency per 100 of the foreign currency. In this case, the unit should be 100. You must enter a value here.
Exch. Rate in Ref. Currency	This field and the field “Standard Unit” are used for specifying the way in which Maconomy is to interpret the exchange rates you enter for the currencies used in the workspace Exchange Rate Tables. Mark this field if you wish to enter exchange rates as the price in the reference currency for a given number of foreign currency units. If, for

Field	Description
	instance, you mark the field and the reference currency of a given exchange rate table is USD, each line in the exchange rate table should contain the price paid in USD for 100 units of the currency on the line in question (provided that the standard unit specified in the field “Standard Unit” below is set to 100). Remove the mark if you want exchange rates to express the price in the foreign currency for a given number of units of the reference currency. If, for instance, you mark the field and the reference currency of a given exchange rate table is USD, each line in the exchange rate table should contain the price paid in the currency on the line in question for 100 USD (provided that the standard unit specified in the field “Standard Unit” below is set to 100). In the field “Standard Unit,” you can enter the number of units for which the currency price is to be specified in exchange rate tables.

Invoice / Credit Memo Island

Field	Description
Show Tax Itemization	Mark this field if you wish to itemize tax on invoices and credit memos. It is only relevant if you use several rates of tax.

Tax Island

Field	Description
Standard Tax Code	Here you select a standard tax rate. This standard overrides the tax rate specified in the item information card unless you apply differentiated tax or the item has a blank tax code (that is, no tax is applied). The standard tax code is also used for registering vendor invoices and to calculate tax from charges. You must select a standard tax rate. Tax codes are maintained in the workspace Tax Codes in the G/L module. You can add up to three different standard tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters workspace. When multiple tax codes are enabled, the “Standard Tax Code” field will be replaced by the following fields: “Standard Tax Code 1,” “Standard Tax Code 2,” and, if enabled, “Standard Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”
On Account Item Tax Code	This field is only used, if the field “Use Tax Tables” and the system parameter “Get on account tax code from tax table” have been marked. In this field, you can enter an item tax code created in the workspace Popup Fields. When invoicing on account, Maconomy will use the on account tax code to determine which tax code to use for calculation of tax for the invoice/credit memo on account, as the on account tax code along with the company tax code for the current sales order, credit order, job, and so on, is part of the selection criteria for a tax code in the workspace Tax Codes in the G/L module.

Field	Description
	If the field “Use Tax Tables” and the system parameter “Get on account tax code from tax table” have not been marked, Maconomy uses the tax code specified in the field “Standard Tax Code” when invoicing on account.
Vendor Discount Item Tax Code	In this field, you can specify a discount tax code for vendors to be used when adjusting for tax in connection with cash discounts granted. When rolling back cash discount tax, Maconomy will use this discount tax code for determining the G/L tax code (and consequently the G/L account) to be used for posting the cash discount, since the discount tax code for vendor along with the company tax code for the vendor in question is part of the selection criteria for a tax code in the workspace Tax Codes in the G/L module. Please note that if no G/L tax code can be found, the G/L tax code of the discount account is applied.
Standard Item Tax Code	In this field, you specify an item tax code created in the workspace Popup Fields. Reporting codes are used by Maconomy for determining the tax code to be used in the calculation of tax on items, accounts, and activities, as the reporting code is part of the criteria for the selection of a tax code in the workspace Tax Tables in the G/L module. The tax table selected for the responsible company in the workspace Company Information is used in the selection criteria. However, the tax code is only selected from a tax table if the field “Use Tax Tables” has been selected in this workspace, and only if the responsible company has a tax table assigned to it. If no tax table is assigned to the responsible company, or if you use differentiated tax, and you do not use tax tables, Maconomy uses the tax code specified for the account, item or activity, depending on the transaction in question. If you use neither tax tables nor differentiated tax, Maconomy uses the standard tax code specified in this workspace. If you use tax tables, and the system parameter “Get on account tax code from tax table” is marked, the tax code to be transferred to on account invoices is found in a tax table. But instead of using the item tax code specified on an activity, item or account, Maconomy uses the on account tax code in the field “On Account Tax Code” (along with various other information) to point out the relevant tax table line. If the system parameter “Get on account tax code from tax table” is not marked, the standard tax code specified in the workspace System Information is always used as the tax code on invoices on account. For further information about the information used to point out the correct tax code, please see the description of the workspace Tax Tables in the G/L module. When posting entries, the reporting code is used for determining which tax report entries to create. Based on the tax report entries, you can create tax reports showing the tax and tax basis entries assigned to a given tax report field. However, this kind of reporting can only be made if extended tax reporting has been selected in the workspace System Information. The value in this field is suggested in the field “Reporting Code” on individual lines in the workspaces Purchase Orders, Invoice Allocation, and Reallocate Invoices. See the aforementioned workspaces for a more detailed description.
Customer Payment	In this field, you can enter a default item tax code for customer payments created in the workspace Popup Fields. This item tax code is assigned to the customer payment when it is created. This makes it possible to derive different

Field	Description
Item Tax Code	G/L tax codes for withholding tax on customer payments and withholding tax on the debit customer entries. If the field has not been marked, Maconomy uses the tax code specified in the field “Standard Tax Code.”
Extended Tax Reporting	If you mark this field, you can print an extended tax report. The tax report specification is described in the workspaces Tax Report Fields and Tax Report Specification in the G/L module. The tax report is printed from the workspace Print Tax Report. See the workspaces mentioned for a more detailed description.

Statistics to Tax Authorities Island

Field	Description
Max. File Size	Enter the maximum size in Kilobytes of the report files Maconomy creates when you select “Create File” in the workspaces Sales List System Reports and Intrastat Reports. If the report is too big to be contained in a file of the given size, Maconomy divides it into smaller files. The highest value you can enter is 1400K, which is the capacity of a 3.5” HD diskette.
Entries per Declaration	Enter the maximum number of entries Maconomy is to include in a declaration when you select “Create Entries” in the workspace Intrastat Reports. The highest value you can enter is 999, since each entry in the report form must be identified by a 3-digit entry number.
Intrastat Specification	Here you choose whether Maconomy is to create item entries per item number or per CN Code, when you report to Intrastat. If you choose “By Item,” Maconomy creates a separate item entry for every item number when you select “Create Entries” in the workspace Intrastat Reports. If you choose “By CN Code” Maconomy creates one item entry for every CN code (that is, gathers items with the same CN code in the same entry).
Sales List System Rep.	This field is to be marked if your company must report its EU trade to the EU Sales List System. You cannot make Sales List System Reports if this field is not marked.
Intrastat Import Rep.	This field is to be marked if you company must report its EU purchases to Intrastat. You cannot make Intrastat Reports if this field is not marked.
Intrastat Export Rep.	This field is to be marked if you company must report its EU sales to Intrastat. You cannot make Intrastat Reports if this field is not marked.

Rounding Island

Field	Description
Round off Amount	In this field, you specify if you want Maconomy to round off amounts at calculations, for example, at calculation of prices and discounts and currency conversions. If you mark this field, Maconomy will round off all amounts when performing calculations on the basis of the rules specified in the workspace

Field	Description
	Currency Rounding, and only for the currencies for which an internal rounding unit has been specified in the field “Round to” in the workspace Currency Rounding. Note, that this will produce various amount differences in the system.

Job Cost Island

Field	Description
Created as Order	If you mark this field, jobs will automatically have the status of being on order when you create them. If you leave it blank, jobs are created with the “Quote” status.
Hourly Rate	Here you choose how to calculate the price of billed time spent by employees in the Job Cost module. You can choose between the following options: ▪ By Employee, by which Maconomy uses the billing prices entered for your employees in the workspace Employees. ▪ By Activity, by which Maconomy uses the billing prices entered for activities in the field “Billing Price” in the workspace Activities in the Job Cost module. ▪ Employee Priority, by which Maconomy uses the billing prices entered for each employee in the workspace Employees. If the billing price of a given employee is zero, Maconomy uses the billing price of the activity that is retrieved from the field “Billing Price” in the workspace Activities. ▪ Activity Priority, by which Maconomy uses the billing prices specified for each activity in the field “Billing Price” in the workspace Activities in the Job Cost module. If the billing price of a given activity is zero, Maconomy uses the billing price of the employee specified on the line in question.
Post Amount in Job Journal	You can indicate by marking this field that entries to amount activities in the workspace Job Journal are to produce G/L entries in the event that the activity or job is not invoiceable, or if the job is not being capitalized. In other words, the job is to be expensed directly. When marked, the cost in the above cases will be debited to the P&L account and the offsetting entry will be a credit to the offset account. These accounts are entered in the fields “P&L Account, amount” and “Offset Account, Cap.” in the workspace Activities in the Job Cost module.
Post Hours in Job Journal	You can indicate by marking this field that entries to time activities in the workspace Job Journal are to produce G/L entries in the event that the activity or job is not invoiceable, or if the job is not being capitalized. In other words, the job is to be expensed directly. When marked, the cost in the above cases will be debited to the P&L account and the offsetting entry will be a credit to the offset account. These accounts are entered in the fields “P&L Account, amount” and “Offset Account, Cap.” in the workspace Activities in the Job Cost module.

Field	Description
Department from Employee	This field allows you to select whether the offset account for posting of time activities should be derived from the job's or the employee's department. If you mark this field, the cost will be recorded to the job's department as usual, while the offset (income) will be posted to the employee's department. In combination with the system parameter "All Posting References from Employee Department" in the "System Parameters" workspace, this field can cause three possible scenarios: 1. If this field and the system parameter are both marked, all account references specified in the Activities workspace are derived from the employee's department. 2. If this field is marked and the system parameter is not marked, the P/L account will be derived from the employee's department while all other account references are derived from the department to which the relevant job belongs. 3. If this field is not marked, the setting of the system parameter will be ignored as this field must be marked in order for the system parameter to take effect. In this case, all account references are derived from the department to which the relevant job belongs.
Fixed Markup (Amts.)	Mark this field if you wish to use a standard fixed gross margin when you create jobs. If you mark this field, the sales price of amount activity entries will be calculated as the cost plus a gross margin that is found using the GM % in the field "Markup %." The value here is suggested in the field "Fixed Markup (Amts.)" in the workspace Job Information in the Job Cost module when you create jobs. You can always change the value in the workspace Job Information.
Markup %	Here you enter a standard fixed gross margin percentage to be used when you create jobs. You can only enter a value here if you also mark the field "Fixed Markup (Amts.)" above. When you do, the sales price of amount activities will be the cost plus a gross margin that is calculated using this GM % taken from the cost. The value here is suggested in the field "Markup %" in the workspace Job Information in the Job Cost module when you create jobs, but you can change it there.
Text Lines for Purchase	Here you can mark that text lines in a job budget are to be transferred to the purchase orders which are created by the "Create Purchase Order" function in the workspace Job Budgets.
Allocation Method	Here you can choose how time sheets are to be transferred to time sheet journals. It is possible to choose between the following three options: "One Entry per Day," "One Entry per Week," and "One Entry per Month." ▪ With the allocation method "One Entry per Day," a job entry will be created for each day with registered hours. You should choose this

Field	Description
	method if you use daily descriptions and you want the descriptions to be available for printing on invoices. ▪ With the allocation method “One Entry per Week,” a job entry, equivalent to the sum of the daily registrations for each time sheet line, will be created. The entry date is the one you have selected for the week in question in the field “Entry Date” in the workspace Week Calendars. ▪ The allocation method “One Entry per Month” is equivalent to “One Entry per Week.” However, in weeks which extend over two months, Maconomy creates an entry for each month with time sheet lines covering registrations in both months. You hereby make sure that all registrations are allocated to the correct month.
Duplicate Lines on Time Sheet	If you mark this field, it is possible to have more than one line in a time sheet with the same combination of job number, activity, task, and dimension values. If the field is not marked, you cannot have more than one line in a time sheet with the same registration combination, unless either or both of the lines are incomplete. See also the description of the system parameter “Allow Incomplete Time Registrations.”
Transf. Non-Appr. Time Sheets	If you mark this field, it is allowed to transfer time sheets to a job journal before they have been approved.
Appr. by Supervisor, Time	In this field, you can specify the extent to which the approval of time sheet lines by a supervisor should be allowed. The following options are available: “None,” “Optional,” and “Mandatory.” The value selected in this field is transferred as the default value in the corresponding field in the island Approval in the workspace Jobs in the Job Cost module. For further information about the functionality of each of these options, please see the description of the corresponding field in the workspace Jobs in the Job Cost module.
Appr. by Project Manager, Time	In this field, you can specify the extent to which the approval of time sheet lines by a project manager should be allowed. The following options are available: “None,” “Optional,” and “Mandatory.” The value selected in this field is transferred as the default value in the corresponding field in the island Approval in the workspace Jobs in the Job Cost module. For further information about the functionality of each of these options, please see the description of the corresponding field in the workspace Jobs in the Job Cost module.
Appr. by Supervisor, Exp.	The functionality of this field is similar to that of the field “Appr. By Supervisor, Time” above, but concerns expense sheet lines.

Field	Description
Appr. by Project Manager, Exp.	The functionality of this field is similar to that of the field “Appr. by Project Manager, Time” above, but concerns expense sheet lines.
Verify Overtime	In this field, it is possible to specify that the calculation of overtime in connection with time sheets is to be equivalent to the sum of the three time activities, which you specify in the workspace Time Sheets in the Job Cost module. If you mark the field, it is only possible to approve a time sheet if the overtime and the sum of the three time activities correspond.
Allocate Job Sales	In this field, you can specify that the creation of a job invoice automatically makes Maconomy redistribute the accumulated sales on the job entries invoiced up till now. If you mark the field, you can then distribute the accumulated revenue of a job between the employees/departments who have worked on the job in question. Note that if a job has been transferred to new dimensions in the workspace Job Transfer, the distribution will be carried out on the job entries with the new dimensions. This means that in the procedure of distributing the accumulated revenue of a job between the employees/departments who have worked on the job in question Maconomy will not consider entries with a posting date before the latest transfer date of the job in question. Note that it is not possible to mark the field “Allocate Job Sales” if the field “Extended Tax Reporting” has also been marked. If you mark the field “Do Not Adjust Amount Activities,” this will furthermore be included in the job reallocation.
Do Not Adjust Amount Activities	In this field, you can specify that the billing price of amount activities is to remain unchanged in connection with the actions “Transfer Fixed Price” and “Transfer Desired Sales Price” in the workspace Invoice Selection, and the actions “Create Credit Memo Selection” and “Create New Invoice Selection” in the workspace Job Invoice Crediting in the Job Cost module.
New Ord. when Transf. to Sales	In this field, you can specify that the transfer of items automatically leads to the creation of a sales order. If you do not mark the field, new lines will be added to an existing sales order related to the job in question, if it exists.
Task Approval	In this pop-up field you can choose how tasks in the Job Cost module should be approved when they are created or edited. You can choose between the following options: ▪ None — Tasks created or edited in the Job Cost module are approved automatically and immediately. ▪ All — When created or edited, tasks deriving an activity of any type must be approved by a user authorized to do so in the workspace Actions. Tasks can be approved in the workspaces Job Tasks, Task Lists or Approve Tasks in the Job Cost module.

Field	Description
	▪ With Time Activities — When created or edited, tasks deriving a time activity must be approved by a user authorized to do so in the workspace Actions. ▪ With Amount Activities — When created or edited, tasks deriving an amount activity must be approved by a user authorized to do so in the workspace Actions.
Message at Cancellation of Appr.	If a user edits a task which has been approved, the user should be notified in some way that the edit will revoke the approval of the edited task – the task will no longer be approved. In this pop-up field you can choose how the user should be notified. ▪ Blank — No notification is given to the user editing an approved task. ▪ Error — The user editing an approved task receives an error message, and the edit will not be saved. The task remains approved. ▪ Warning — The user editing an approved task receives a warning. The user has an option to either undo his or her edit or carry on with the edit. If the user continues, the task will no longer be approved. ▪ Remarks — The user editing an approved task receives a notice that the edited task is no longer approved.

Job Allocation Combinations Island

Field	Description
Allow Dimension Intervals	If you mark this field, it is possible to specify intervals in the workspace Job Allocation Combinations. The field is marked by default. If you choose to unmark the field, none of the fields in the sub-tab of the workspace Job Allocation Combinations can be modified. However, none of the existing intervals will be affected if you unmark the field.

User Island

See the Getting Started topic for a description of the fields in the island User.

Sales Orders Island

Field	Description
Gross Margin	Here you select how Maconomy calculates gross margins. The information is used in printouts involving GM calculations, such as statistics. Choose from the following two methods: ▪ From Costs Gross margin is calculated as a percentage of costs. ▪ From Sales Prices Gross margin is calculated as a percentage of sales prices.

Field	Description
Back Order Method	Here you select how Maconomy tracks back orders. The information is used for sales order entry. Select one the following two methods: ▪ By Reservation Maconomy creates a back order if the item is unavailable when you create the order line. Therefore, the available stock determines whether an item is put on back order. ▪ By Packing Maconomy creates a back order if the item is reported unavailable at the time the order lines are packed in the warehouse. Therefore, the number packed determines whether an item is put on back order. Once Maconomy is in operation, you can only change back order method if the order and back order volumes are zero for all items at all warehouses. For information on how the order and back order volumes are calculated for a given item at a given warehouse, please see the description of the fields “Sales Orders” and “Back Orders” in the sub-tab of the workspace Item Information Card in the Inventory module.
Round Off, Item No.	If you want to round off amounts on BOMs, you can enter an item number in this field. The specified item number will be used on the rounding line when itemizing. Rounding lines allocate prices on a BOM so that the line price corresponds to the quantity of items multiplied by the unit price minus discounts. The line price at a given level will thus be equal to the sum of line prices at lower levels.
Including Back Orders	Here you specify whether to show on packing slips and invoices, back order items that have not been invoiced. When this field is marked, these items are included.
Aut. Back-Order Allocation	Here you select automatic back-order allocation. The field can only be completed if the back-order principle “By Reservation” is used. If you mark the field, back-order items on an order line will be allocated at the time of item receipt. New items will thus be set for packing immediately and will not be included in the available stock.
Post by Item Group	Here you select whether to post item sales by item group. If marked, Maconomy uses the G/L accounts specified in the sub-tab of the workspace Item Group Information Card to book item sales and cost of sales, when you invoice a sales order. This applies to entries of the type “Sales, Taxable,” “Sales, Nontaxable,” “Export Sales,” and “Cost of Sales.” If this field is not marked, Maconomy uses the posting references in the workspace Posting References in the G/L module and the posting references in the workspace Item Group Information Card will be ignored. Please note that when you invoice on account, the cost of sales are posted to the cost of sales accounts specified in the workspace Posting References in the G/L module. When the customer is later invoiced for actual goods, the on-account amounts are offset against the entries to the accounts specified in the workspace Item Group Information Card such that the sales and cost of sales are apportioned according to item group.

Field	Description
Credit Block	Mark this field if you wish to block credit to customers who have exceeded their credit limit. When a customer has exceeded a credit limit at the time when a sales order is approved, Maconomy will block the order by blocking all order documents except the order confirmation. The credit limit calculation adds up the customer's current balance and order volume and compares them with the credit limit as specified in the workspace Payment Information in the Accounts Receivable module. Sales and credit orders transferred to a job are not included in the calculation of the balance of a customer. Nor does the calculation of the order volume of a customer include amounts registered on the customer's jobs in the Job Cost module, as the order volume is the expression of the sum of amounts on approved sales and credit orders for the customer. Once a sales order has been blocked because the credit limit has been exceeded, you must revoke it in the workspace Unblocking. This is true regardless of whether the customer has reduced his balance below the credit limit. The workspace Unblocking can be used for viewing all blocked sales orders and to unblock individual sales orders.
Partial Delivery	Mark this field if you wish to make partial deliveries of items sold in the Sales Orders module. When you create quotes and sales orders, Maconomy transfers the value here to the corresponding field in the workspaces Quotes and Sales Orders. If "Partial Delivery" is not marked in a sales order, you can only print packing lists, packing slips and invoices when all ordered items are selected to be packed from stock. Also, in the workspace Packing Lists, you will only be able to approve a packing list if all items are packed. Finally, when you print a packing list in the workspace Print Packing List, you can only include sales orders that are marked "Partial Delivery" or for which all items are selected to be packed.
Post Quantity	Mark this field if you wish to post quantities from invoices and credit memos to the quantity field for item sales entries in the G/L module. If you mark this field, Maconomy totals quantities from item lines and transfers them to the quantity field in the G/L entry when you post an invoice or credit order. The following methods are used: If you post by item group, or if you have entered various dimensions on the item lines, Maconomy will group the G/L entries by item group or by combination of location, entity and project. The sum of the quantities with the same item group or dimension combination will be transferred to the quantity field in the corresponding item sales entry. If you do not post by item group, and if all item lines have the same combination of dimensions, Maconomy sums up the quantities on all item lines and transfers them to the quantity field in the total item sales entry for the entire invoice or credit memo.
Dept. from Bill to Cust.	If you mark this field, Maconomy uses the department of the Bill to Customer in quotes, sales orders and credit orders.

Field	Description
	If you leave this field blank, Maconomy uses the department from the Ship to Customer's information card.
Inv. Disc. from Bill to Cust.	If you mark this field, Maconomy uses the invoice discount of the Bill to Customer in quotes, sales orders and credit orders. If you leave this field blank, Maconomy uses the invoice discount from the Ship to Customer's information card.
Fix Price Step	This field controls how the field "Price Step" in the workspaces Invoices, Credit Memos, Quotes, Sales Orders and Credit Orders is used. If you leave this field blank, Maconomy uses at least the price step chosen in the given workspace, but if the order quantity justifies a higher level, Maconomy uses the higher level. If you mark this field, Maconomy uses the price step you specify in the invoice, quote, and so on, regardless of whether the order quantity justifies a higher price step (that is, a lower price).
Check Price List	If this field is marked, Maconomy will verify that any items you enter in the workspaces Quotes, Sales Orders, Credit Orders, Invoices and Credit Memos exist in the price list you use. If an item is not in the price list, Maconomy alerts you.
Check Cost	If this field is marked, Maconomy will verify if the cost of an item entered in the workspaces Quotes, Sales Orders, Credit Orders, Invoices and Credit Memos is zero. If it is, Maconomy issues a warning.
Total Packing List	When you enter a new customer, the value of this field is transferred to the customer information card. If this field is marked in the information card of a delivery customer, and you select "Print Packing List" in the workspace Sales Orders, Warehouse Transactions or Picking Lists, Maconomy prints a packing list not only for the order in the workspace, but for all other non-delivered orders to the same customer. This field can be used for ensuring that old back orders are delivered with new orders. If this field is not marked on the customer's information card, Maconomy only prints a packing list for the current order.
Itemized Bar Code Entries	If this field is marked, and you import bar codes, Maconomy creates an entry for each delivery or return. Deliveries for different orders will thus result in more than one bar code entry. If the field is not marked, Maconomy creates a joint bar code entry for the whole import. This entry will therefore typically contain deliveries and returns for several orders. Bar code entries are imported and approved in the workspace Bar Code Entries in the sales orders module.
Sales by Ship to Customer	If this field is marked, sales and gross margin will be reported for the ship-to customer instead of the bill-to customer.

Field	Description
Due Date from Printing Date	In this field, you can specify that the due date on invoices is to be calculated from the printing date instead of the invoice date.
Deliv. Date from Pref. Inv. Date	In this field, you can specify that it is possible to enter the delivery date on packing slips manually in the sense that you can specify a date in the field “Pref. Deliv. Date” in the workspace Sales Orders.
Do Not Notify of Not Available	In this field, you can specify that Maconomy does not give a warning if an item is not available when you create order lines.
Get Inventory From Item	In this field, you can specify that it is allowed to operate with more than one warehouse. If you mark the field, the warehouse that is specified in the workspace Item Information Card will be selected.

Inventory Island

Field	Description
Template Item	Here you can specify an item number to be used as a template for items created in the workspace Item Information Card in the Inventory module.
Allow Back Dating	Here you specify that it is allowed to backdate item movements. If you choose to do so, there are various reasons why you should consider it thoroughly: ▪ A backdated item movement invalidates already completed inventory count listings with a later date than the date of the movement. ▪ The result of carrying out a backdated item movement is often different from actually carrying out an item movement on the date in question. A backdated item movement will thus not include the registration of any cost changes for other costing methods than that of the item. Furthermore, backdated item movements of items with the FIFO costing method are carried out on the current item batch queue and not on the one which existed on the posting date. ▪ Maconomy only allows backdating that does not make the information in the system inconsistent. ▪ To all items regardless of costing method, it thus applies that backdating is not allowed if Maconomy as a result registers: ▪ Item movements or cost adjustments earlier than the latest cost adjustment. ▪ Cost adjustments earlier than the latest item movement.

Field	Description
	▪ Furthermore, for items with the “FIFO” costing method, there are three types of backdated item movements not allowed by Maconomy. These are: ▪ Item movements earlier than the latest receipt by a warehouse with a negative stock at the time of receipt. ▪ Receipt by a warehouse with a negative current stock. ▪ Shipments from a warehouse with a positive current stock when the shipment subsequently causes destocking below zero.

Customer Island

Field	Description
Template Customer	In this field, you can specify a customer number. The customer specified will be used as a template when creating customers in the workspace Customer Information Card in the A/R module, if no template customer has been specified for a given company in the workspace Company Information in the G/L module. For information to be inherited from the standard customer to new customers, you must set up a linking rule in the workspace Linking Rules. By creating a linking rule between the relations Customer and Customer and marking this linking rule as a “Standard Linking Rule,” the rule is automatically applied when creating customers, if you do not specify another linking rule when creating the customer. If you create a standard linking rule with the linking method “At Creation,” information from the template customer’s information card is only inherited at the creation of the customer and it is thus still possible to change the information on the new customer’s information card. Such a rule is therefore very useful as default standard linking rule. Using a template customer and a standard linking rule thus ensures fast and safe creation of new customers. If you do not specify a template customer in this field, information on new customers must be entered manually unless you create other linking rules and specify these at the creation of customers. See the description of the workspace Linking Rules for further information on the functionality of linking rules.
Reminder Charge Tax Code	If you enter a G/L tax code here, Maconomy uses the reminder charge tax rate for this tax code. G/L tax codes are created in the Popup Fields workspace. If multiple tax codes are enabled, the “Reminder Charge Tax Code” field will be replaced by the following fields: “Reminder Charge Tax Code 1,” “Reminder Charge Tax Code 2,” and, if enabled, “Reminder Charge Tax Code 3.” For further information on multiple tax codes, please see the description in “Tax Codes.”

Field	Description
Cust. as Contact Company	You can mark this field if you also want Maconomy to automatically create customers as contact companies, when you create customers.
Aut. Cred. Memo Reconc.	Here you specify whether a credit memo is to be automatically reconciled with the matching invoice when it is posted. Automatic reconciliation requires that the credit memo is created from the invoice or that the number on the credit memo is manually stated on the credit memo.

Vendor Island

Field	Description
Template Vendor	Here you can enter a vendor number. If no template vendor has been specified for a given company in the workspace Company Information in the G/L module, the vendor in this field will be used as a template when vendors are created and assigned to the company in question in the workspace Vendor Information Card in the A/P module.
For Inventory Purch.	In this field you can specify if you normally want to create a purchase voucher when a vendor invoice or vendor credit memo is not allocated to G/L accounts or jobs in the workspace Invoice Allocation in the A/P module. The value of this field will be suggested in the field “Inventory Control” on each line of a vendor invoice journal in the workspace Invoice Allocation. You can change the value of the field “Inventory Control” on the individual vendor invoice or credit memo line. Purchase vouchers are displayed in the workspace Invoice Reconciliation in the A/P module and are used to align item receipts from the Item Purchase module with vendor invoices from the A/P module. You should mark this field if your company is using Maconomy’s Item Purchase module, and you to reconcile item receipts from the Item Purchase module with vendor invoices and credit memos entered in the Accounts Payable module. Any deviations between these will automatically be allocated as cost price and quantity differences. When this occurs, a purchase voucher will be created for every un-allocated vendor invoice or vendor credit memo when the vendor invoice journal is posted. This purchase voucher can then be seen in the workspace Invoice Reconciliation in the A/P module, where it can be reconciled with the corresponding item receipt from the Item Purchase module. If the field is not marked, un-allocated vendor invoices and credit memos can be seen in the workspace Reallocate Invoices in the A/P module after posting. In this workspace, you can then allocate to G/L accounts or jobs. This allocation is independent of the payment of the vendor invoice. In other words, you can postpone allocation of a vendor invoice till after the entry has been posted in the A/P module, and until after payment has taken place if this is desired.

Access Control Island

Field	Description
Password Required	Select this check box to require all Maconomy users to use a password to gain access to the system. If selected, all users must use an access code which complies with the rules set up for access codes in the Access Information workspace. If you set up a new user, or delete an existing password, Maconomy automatically assigns a password to the user. You can then change this password in the Change Password single dialog workspace. If you deselect this check box, users do not need to enter a password to gain access to Maconomy, and new users are not assigned a password. You must have administrator rights to change this field.

Tax Office Island

Field	Description
Vendor No.	In this field, you can enter a vendor number to be used by the local tax office for tax settlement. You can create duty codes in the workspace Popup Fields. These codes can be specified on items. The duty code of an item will be transferred to item purchase order lines on which the item is specified. If the item is delivered from another country than the standard country in Maconomy, a duty is calculated from the rate specified in the item's duty code. The total duty affects the inventory value, and a purchase transaction regarding the vendor in this field is automatically created.

Advertisement Island

Field	Description
Insertions per Form	This field only has to be filled in if you have the Maconomy advertisement add-on module. You must specify the maximum number of insertions to be printed on one advertising order page, created in the workspace Advertising Order. It must be between 1 and 10.

Subscription Island

Field	Description
Show Subscription Sales and Credit Orders	If you mark this field, sales and credit orders from the subscription module can be viewed in the workspaces Sales Orders and Credit Orders in the Sales Orders module. Subscription orders which have been running for a long period, or subscriptions with many issues create sales orders with many lines. It is relatively time-consuming to show such orders and their credit orders in the workspaces Sales Orders and Credit Orders, and it is therefore recommended that you do not mark this field.

Field	Description
Separate Sales Order Numbers	If you mark this field, the number series “Subscription Sales Order” is automatically used when you create sales orders in the sales orders module from the subscription module. By marking the field, it is thus possible to divide your sales orders into sales orders created in the sales orders module and sales orders created in the subscription module.

Resource Planning Island

Field	Description
Overtime, Empl.	In this field, you can specify how Maconomy should react if hours have been planned for an employee and the planned number of hours exceeds the employee’s planning time resulting in overtime for the employee in question. See also the description of the workspaces Employee Absence Calendars and Detailed Planning in the resource planning module. In this field, you can select the following methods: ▪ Ignore — If you select this method, Maconomy will not react if an employee is allocated more hours than the planning time registered for the employee in question. Maconomy will give a warning if planning slots are created for an employee on dates on which the employee in question is absent. ▪ Give warning — If you select this method, Maconomy will give a warning if an employee is allocated more hours than the planning time registered for the employee in question. Maconomy will give a warning if planning slots are created for an employee on dates on which the employee in question is absent. ▪ Give Error — If you select this method, Maconomy will give an error message, if an employee is allocated more hours than the planning time registered for the employee in question and the allocation will be cancelled.
Exceeding Task Alloc.	In this field, you can define how Maconomy should react if more hours have been planned on a task than budgeted in the resource planning module resulting in exceeding task allocation. The method selected in this field is only relevant if you have not selected a method in the field “Resolve Exceeding Task Alloc.,” or if a situation with exceeding task allocation cannot be resolved by means of one of the selected methods. You can select one of the following methods: ▪ Ignore — If you select this method, Maconomy will not react if exceeding task allocation appears. ▪ Give Warning — If you select this method, Maconomy will give a warning if exceeding task allocation appears. ▪ Give Error — If you select this method, Maconomy will give an error message if exceeding task allocation appears, and the allocation will be cancelled.

Field	Description
Resolve Exceeding Task Alloc.	In this field, you can define the method to be used by Maconomy if more hours have been planned on a task than budgeted in the resource planning module resulting in exceeding task allocation. The method selected in this field is only a default standard shown when the workspace Detailed Planning is opened, and you can select another method in the workspace Detailed Planning than the one defined in this workspace. If you leave this field blank, Maconomy will not try to resolve the situation with exceeding task allocation, but use the method specified in the field “Exceeding Task allocation.” If you select a method in this field, Maconomy will try to resolve the situation by removing the exceeding hours from one or more of those employees on whom hours on the task have been allocated in one of the following ways: ▪ Remove Smallest Allocations First — If you select this method, Maconomy will remove hours from the employee(s) who have been allocated the fewest number of hours on the task in a slot (if there are allocations of hours which are not provided with a specification of an employee, these allocations will always be removed first). If, for example, employee A has been allocated a total of 100 hours on the task (with, for example, 0.5 hours on a Friday), and another employee has been allocated a total of 10 hours (2 days of 5 hours), Maconomy will remove half of the hours from employee A, as this is the smallest allocation. ▪ Remove Most Loaded First — If you select this method, Maconomy will reduce the number of hours for the employee(s) who have been allocated most hours compared to the defined planning time. Allocation of hours with a specification of an employee is removed before allocations without a specification of an employee. In situations where there are more allocations with the same value, Maconomy will select the employees who do not have the employee category specified for the task as their primary category. Please see the description of planning time in the section “Central Terms in The Resource Planning Module” in the introduction to this module for information on the calculation of planning time. ▪ Remove External First — If you select this method, Maconomy will reduce the number of hours for the employees who are not assigned to the company responsible for the job in question, and therefore are regarded as external. In situations where there are several external employees, Maconomy will select the employees who do not have the employee category specified for the task as their primary category. In those cases where all task allocations for these employees have been deducted, and if there are still exceeding task allocations, Maconomy will use the method “Remove Most Loaded First” as described above. If there is still exceeding task allocation, which cannot be solved by Maconomy, the user might be given a message according to the method selected in the field “Exceeding Task Allocation.” If “Show Error” is selected, Maconomy will cancel the attempts made to solve the task allocation and display a message.

Field	Description
Detailed Plan Column Title Format	In this pop-up field, you can specify the format of the column headings in the sub-tab of the workspaces Detailed Planning and Detailed Employee Planning (including the associated Portal components). Changing the format only applies if the planning unit is “Day.” If the planning unit is “Week,” the table headings always display the format “<week>, <short full date>,” for example, “20, 05-10-2004.” If the planning unit is “Day,” you can choose from the options in the table below: Option — Example Ddd dd mm yyyy — Mon 05-10-2004 Ddd dd — Mon 10 dd — 10 The format chosen in this field is used as the default value in the workspaces Detailed Planning and Detailed Employee Planning. Using Maconomy’s layout editing tools, you can add a similar field to those workspaces, whereby each user can choose a preferred format.

System Parameters Single Dialogs Workspace

Use this workspace to maintain a number of system parameters that are related to certain modules in Maconomy.

System Parameter Tab

This section includes the fields and descriptions for the System Parameter tab.

System Parameter Island

Field	Description
Allow Users to Manually Set Allow Fields on <Vendors / Customers> to Yes	Setting this company specific parameter allows users to manually set the Allow fields to **Yes**. Since this is a company specific system parameter, you can specify, on a company level, which users can set the Allow fields to **Yes**. If you use approval hierarchies (that is, the **Approval Required** field on the Approval Hierarchies Rules tab is selected), Deltek recommends that you clear this field because Allow field changes should go through an approval process rather than be set manually. If this parameter is cleared, users can set Allow fields to **Requested** which can then change to **Yes** after specified workflow approval steps. If you choose not to use approval hierarchies, select this option to allow users to manually change the Allow fields to **Yes**. If you don't use a vendor/customer template and this parameter is:

Field	Description
	▪ Set — The Allow fields default to **Yes**. ▪ Not set — The Allow fields default to **No**.
Default <Vendor / Customer / Job> State	This parameter sets the default value for the **Vendor State**, **Customer State**, or **Job State** field. ▪ If you enable this parameter, when a new vendor, customer, or job is created, the **Vendor State**, **Customer State**, or **Job State** field value is set to the entry in this parameter. The value is set up in the States tab. If you change the value name in that tab, the value on this parameter is automatically updated. ▪ If you disable this parameter, the **Vendor State**, **Customer State**, or **Job State** field gets its value from the parent or template vendor, customer, or job. This is not true for company vendor and company customer.
Group	This field shows the name of the group to which the current system parameter belongs. Each group name acts as a general description of the parameters in the group, often in the form of the name of the module in which the parameter ha s influence. Below is a list of the system parameters in each group. **Access** ▪ Update Rights from Groups — Select this system parameter to change the action setup for groups. When this system parameter is enabled, the setup for all roles assigned to the group are updated and the individual action setup for each role is disabled. Deselect this system parameter to perform action setup individually for each role. **Budget** ▪ Budget on Company Specific Customer — This parameter controls whether Maconomy verifies the existence of company-specific customers when you create or change budget journal lines. If this parameter is marked and you create a budget journal line for a company and a customer (where the related company-specific customer does not exist in Maconomy), Maconomy behaves depending on whether the **Aut. company specific customer creation** system parameter is enabled. If this second parameter is enabled, Maconomy creates the company-specific customer. If this second parameter is disabled, Maconomy displays an error message which states that the company-specific customer does not exist, and that you need to create this customer manually if you want to create a budget journal line for that company and customer.

Field	Description
	If this parameter is not marked, Maconomy only verifies that the customer exists when you create or change budget journal lines. By default, this parameter is enabled. ▪ Budget on Company Specific Vendor — This parameter controls whether Maconomy verifies the existence of company-specific vendors when you create or change budget journal lines. If this parameter is marked and you create a budget journal line for a company and a vendor (where the related company-specific vendor does not exist in Maconomy), Maconomy behaves depending on whether the **Aut. company specific vendor creation** system parameter is enabled. If this second parameter is enabled, Maconomy creates the company-specific vendor. If this second parameter is disabled, Maconomy displays an error message which states that the company-specific vendor does not exist, and that you need to create this vendor manually if you want to create a budget journal line for that company and vendor. If this parameter is not marked, Maconomy only verifies that the vendor exists when you create or change budget journal lines. By default, this parameter is enabled. **Contact Management** ▪ Use Company Specific Contact Companies — With this parameter, you can specify whether Maconomy should attempt to derive a company number when creating contact companies. If the parameter is marked, Maconomy will always attempt to derive a company for new contact companies. This has the effect that the contact company number is drawn from the company-specific number series belonging to the derived company. If the parameter is not marked, Maconomy does not attempt to derive a company when creating contact companies. If you do not enter a company number manually, the new contact company will therefore remain blank, and Maconomy will draw the contact company number from the 'global' number series belonging to the first company created in the system. Please note that contact company numbers are only drawn from a number series if no number has been specified manually, and that the company number on a contact company can always be changed after creation. ▪ Use Contact Company Hierarchies — When the system parameter is selected, hierarchy functionality is enabled for contact companies. The parameter can only be selected if no customer hierarchies exist and can only be deselected if no contact company hierarchies exist. ▪ Use the same numbers for contact companies as for customers — With this parameter, you can specify whether Maconomy should

Field	Description
	assign the same numbers to both contact companies and customers in certain situations. The parameter applies in the following situations. If the parameter is marked and you select the **Create Customer** action in the workspace Contact Companies without first specifying a new customer number in the **New Cust. No.** field, the new customer is assigned a customer number corresponding to the current contact company. If this number is already used by another customer, the customer is assigned the next available number in the Customer number series. If the parameter is marked, and the **Cust. as Contact Company** field in the System Information workspace is also marked, this means that creating a customer should automatically result in the creation of a contact company. In this case, the new contact company is assigned a number corresponding to the new customer number. If this number is already in use by another contact company, the contact company number is derived as described in the **Contact Company No.** field in the Contact Companies workspace. **Customer** ▪ Allow Users to Manually Set Allow Fields on Customers to Yes — If this system parameter is not set, a user does not have the ability to change an Allow field to **Yes**. If the submitter would like to use the company customer in a certain area, they can change an Allow field to **Requested**. The system can be set up so that, after approval during a specified step in the workflow, that Allow field changes from **Requested** to **Yes** ▪ Aut. company specific customer creation — With this parameter, you can specify that Maconomy is to automatically create a company-specific customer when registrations are made on a customer for which no company-specific customer has been created yet. These registrations can, for example, be made in the General Journal, Quote, Sales Orders, and Jobs workspaces . If the parameter is not marked, Maconomy shows an error message saying that you are attempting to register information for a company-specific customer which does not exist in the system and that the company-specific customer must therefore be created manually in the Company Specific Customer Information Card workspace before the registration can be made. ▪ Automatic Approval of Customer Payments — If this parameter is marked, then imported customer payments are approved automatically. This means that if during importing customer payments, these payments are reconciled against, for example, some invoices, the reconciliation will be approved automatically.

Field	Description
	▪ Centralized customer creation only — By marking this parameter, you specify that customers may only be created centrally, that is, in the Customer Information Card workspace. This way, a company-specific customer can only be created in the Company Specific Customer Information Card workspace if the customer has already been created as a customer in the Customer Information Card workspace. If the parameter is marked, and a user attempts to create a company-specific customer who has not already been created in the Customer Information Card workspace, Maconomy shows an error message. If the parameter is not marked, you can freely create company-specific customers in the Company Specific Customer Information Card workspace. ▪ Create Customer Entries for Zero Entries — If this company-specific system parameter is marked, Maconomy creates customer entries without an amount. Maconomy can create customer entries without an amount when posting reminders without an amount, and when posting zero-invoices. ▪ Default Company Customer State — This company-specific parameter sets the default value for the **Company Customer State** field. If this parameter is set, then when a new customer is created, the **Company Customer State** field value is set to the entry in this parameter. The value is set up on the States tab and if you change the value name on that tab, the value in this parameter is automatically updated. If this parameter is not set, the **Company Customer State** field does not get a value. ▪ Default Customer Aging Principle — This system parameter specifies the initial aging principle to be set when opening the Print A/R Aging Report window. This can be changed by the user before printing the report. ▪ Default Customer State — Copy to come. ▪ Derive default company to customer payments — If you mark this parameter, the company on the payment journal will be suggested as the default company when creating payments in the Customer Payments workspace. If the parameter is not marked, no default company will be suggested when a customer payment is created. ▪ Manual release of customer payments — By marking this parameter, you specify that customer payments must be released manually before they can be posted. Manual release is done in the Customer Payments workspace by marking the **Released** field on the lines in the sub-tab of the workspace. If you do not mark the parameter, customer payments will be automatically released for posting automatically at creation. Note that a user can only release customer

Field	Description
	payments for posting if the **Release Customer Payments** field has been marked for the user in question in the Actions workspace. ▪ Margin for customer payment variance — This system parameter is used in connection with automatic handling of minor amount variances created when reconciling customer payments against invoices in the Customer Open Entry Reconciliation or Customer Payments workspaces in the A/R module. In the parameter, you can enter the maximum deviation allowed in order for Maconomy to perform automatic reconciliation. The margin can be specified as an amount or a percentage. In this way, you can specify a margin allowing a difference of, for example, plus USD 3.00 to minus USD 3.00, a given percentage, or both. If you specify an amount, it should be specified in the enterprise currency of the system. If you enter a value in the parameter, Maconomy will automatically reconcile the payment in question against registered customer entries at the time of posting, if the difference between the amount of the payment and the amount on the invoice or invoices is within the margin specified in the parameter. Maconomy automatically uses the margin (amount or percentage) resulting in the lowest amount. When checking the variance amount, the amount specified in the parameter is automatically converted into the currency in which reconciliation is made, that is, the original currency or the standard currency of the customer. This currency conversion is made on the basis of the exchange rate table for sales. Amount variances are posted on an account for customer payment variances by means of a posting reference, which is specified in the Posting References workspace in the G/L module. If you do not specify a margin, or if the current difference between a payment amount and a customer invoice is greater than the margin, or if the difference cannot be reconciled, the reconciliation and closing of the invoices must be done manually, or you can choose to have the variance posted as a cash discount on the selected customer entries. Please note that this parameter can only be used if all entries to be reconciled have been selected for “Total” reconciliation. Moreover, the functionality of this parameter is only available if you have not marked the **Manual Release of Customer Reconciliations** system parameter. This parameter allows you to set a company-specific value in the sub-tab. ▪ Suggest Company Customer Name as Entry Text — If enabled, Maconomy will automatically fill the Entry Text with the chosen customer's name when creating general journal lines.

Field	Description
	▪ Use Customer Level 2-5 — These parameters enable the customer hierarchy functionality. Selecting one of these parameters allows you to create a customer on a particular level, and makes the hierarchy fields for the selected parameter visible in workspaces where customer hierarchy fields are shown. If a level is not used, the customer hierarchy fields for that level are hidden in the workspaces. If level 2 is not used, all customer hierarchy fields are hidden. You have to select the parameters in order. For example, you must use level 2 first in order to use level 3. ▪ Include tax for debtor provisions — Enable this company-specific parameter to select whether tax should be included or excluded for debtor provisions. Enter or select a date to update existing open customer entries without approved or posted debtor provisions to include tax. If you do not choose a date, all open customer entries without approved or posted debtor provisions are updated to include tax. **Note:** Customer entries that already have approved debtor provisions are not affected by this parameter. **General Ledger** ▪ Allow Accrual Periods Outside Open Posting Interval — If enabled, Maconomy will allow accrual periods outside the open posting period. ▪ Allow Accrual to Exceed Price on Purchase Order Line — Select this parameter to allow accrual amounts that exceed the price on the purchase order line. When you deselect the system parameter, you cannot accrue for more than the price on the purchase order line. ▪ Allow to Block Companies with Open Assets — If you enable this company-specific system parameter, Maconomy allows you to block a company even if it has assets that are not fully depreciated. ▪ Calculate Dimension Task Periods — Select this parameter to enable Maconomy to create, calculate, and maintain dimension task periods. This system parameter is disabled by default. If it is deselected, Maconomy does not create or update the dimension task periods when you post finance entries. ▪ Calculate operating result in reports — In this parameter, you can specify if Maconomy is to show an operating result on balance and balance sheet printouts. If the parameter is marked, printouts from the workspaces Print Balance Sheet and Print Trial Balance will show a sum of the balances of the P&L accounts in the chart of accounts. This sum will be shown on the year-end closing account. The printout thus simulates a year-end closing without creating the entries which would normally be created as a result of closing a year. This way, the

Field	Description
	printout can show what the balance sheet of the company would look like if the year was closed at the time of the printout. ▪ Company specific transaction number check — If you mark this parameter, it will be possible to enter a given transaction number on manual registrations such as general journal entries, fixed asset entries, vendor invoices, and so on, if it has not been used before in the company in question. As a result, it becomes possible for the same transaction number to be used in multiple companies. If you do not mark the parameter, a given transaction number can only be specified on a manual registration if it has not been used before on any other manual transaction in the system, regardless of company. ▪ Complete Dimension Derivation at Posting — If you mark this parameter, Maconomy considers all dimensions during dimension derivation, regardless of whether dimension values were changed. If a dimension has overwrite selected, Maconomy also rederives that dimension and overwrites the value specified by the user. Finally, marking this parameter enables Maconomy to derive dimensions from other derived dimensions. ▪ Complete Dimension Derivation at Registration — If you mark this parameter, Maconomy performs a complete dimension derivation during registration. ▪ Create Intercompany Invoicing Basis — In this parameter, you can specify whether you want to settle your intercompany transactions manually or by means of intercompany invoicing. As mentioned in the Multiple Companies section in the introduction to the G/L module, a redistribution of funds between individual companies in the organization results in a number of automatically created intercompany balances. Intercompany balances are G/L entries created to ensure that the accounts of all companies involved in a given transaction balance. The introduction to the Intercompany Accounts workspace describes the different types of situations in which intercompany balances are created and contains a number of posting examples. If you mark this parameter, Maconomy will not only create the relevant intercompany balancing entries but also a number of intercompany entries when you post registrations involving more than one company, as described in the Automatic settling section in the introduction to the G/L module. When the parameter is marked, intercompany balancing entries cannot be reconciled in the Finance Reconciliation workspace. Instead, they are reconciled automatically when the intercompany entry covering the intercompany balancing entry in question is included in an intercompany invoicing in the Intercompany Invoicing workspace.

Field	Description
	If you do not mark the parameter, posting registrations involving more than one company will only result in the creation of intercompany balancing entries no intercompany entries will be created. As a consequence, it is not possible to perform intercompany invoicing in the Intercompany Invoicing workspace. Instead, you must reconcile your intercompany balancing entries manually in the Finance Reconciliation workspace. ▪ Create Unrealized Exchange Rate Variances For Control Accounts — Select this parameter to create unrealized exchange rate variances for control accounts in the Print Currency Report single dialog workspace. Deselect this parameter to include unrealized exchange rate variances only for manual accounts. ▪ Currency Reevaluation Based on Original Amount — Select this parameter to set the default print layout in the Print Currency Report Workspace to **Original**. Deselect this parameter to set the default print layout in the Print Currency Report Workspace to **Standard**. ▪ Derive Customer Number From Job On Reallocate — This company-specific system parameter allows you to choose whether the reference customer number should be rederived from the job if a job-related entry is reallocated in G/L reallocation. ▪ Do Not Rederive Dimensions on Fixed Assets — Select this parameter to indicate that changing dimensions or any other field on the asset will not force Maconomy to derive dimensions. Deselect this parameter to rederive dimensions upon the creation of the asset. ▪ Do not check currency amount when posting a journal — Normally, if a transaction only contains lines in one currency, the sum of currency amounts must also be 0. However, if this parameter is set, it is possible to post a journal where the sum in currency is not 0 for each transaction. ▪ Intercompany tax balancing — With this parameter, you can specify that tax on expenses should be posted in the company to which the expense pertains, of the company recording the expense transaction. One example could be vendor invoices, where this parameter determines if the tax should be posted in the company specified on the vendor invoice (that is, the company recording the expense transaction) or in the company specified on the individual invoice allocation lines for the vendor invoice (that is, the company to which the expense pertains). If the parameter is not marked, tax amounts regarding expenses are posted in the company recording the transaction. In the Vendor Invoices workspace, this is the company specified for the current

Field	Description
	vendor invoice journal, whereas in other workspaces, for example, Expense Sheets, it is the company responsible for the job to which the expense sheet lines pertain. If the expense is allocated or reallocated to another company, Maconomy will only move the expense amount excluding tax to the company to which the expense is allocated, whereas the tax amount remains in the original company. If the parameter is marked, the tax is posted in the company to which the expense is charged. This means that if, for example, a vendor invoice is recorded in one company, and the vendor invoice is allocated to another company in the Invoice Allocation workspace, Maconomy will move the entire expense amount, including tax, to the company to which the invoice is allocated. In both cases, the amount is moved by means of a number of intercompany postings between the affected companies. The parameter is effective in all workspaces in which expenses can be recorded, for example, Vendor Invoices, Expense Sheets, and General Journal. ▪ Match all G/L tax table lines if no value are specified in reg. — If there are registrations without a company tax code, this company-specific system parameter determines how the tax code is derived. Most registrations have a company tax code, but there are a few exceptions to this such as expense sheets. By default, this field is check marked, which means that if the registration does not have a company tax code when the system is deriving the tax code, it will take into account all lines from the corresponding G/L tax table. If the field is unmarked, the system will take into account only the lines with no company tax code, from the corresponding G/L tax table. This parameter allows you to set a company-specific value in the sub-tab. ▪ Option List for Derived Dimensions — Here you can specify default option list that will be assigned to derived dimensions when they are created. ▪ Reallocation of tax at job reallocation — With this parameter, you can specify if Maconomy is to include value-added tax when job entries are reallocated. It is sometimes a problem to reallocate tax entries, especially if the tax has already been reported to the tax authorities and the entry is reallocated to another company (legal entity) in the Maconomy multi-company model. If the parameter is not marked, Maconomy will include tax entries when reallocating entries in the Job Cost module.

Field	Description
	▪ Reallocate Sub Module Dimensions — All sub module dimensions will be kept if this system parameter is true; no sub module dimensions will be kept if this system parameter is not marked (when reallocating). ▪ Recalculation of tax at job reallocation — Normally, Maconomy does not reallocate the incoming tax on an external expense (vendor invoice, expense sheet, general journal) when you reallocate a job entry. However, if you mark this parameter, Maconomy rederives the tax code at job reallocation. You can also change the tax codes manually. Maconomy adds the new tax code fields to the job reallocation entry. You cannot enter a tax code for reallocation if the original job entry does not have a tax code. Maconomy uses the original tax code if no tax code is entered or selected in the job reallocation entry. You can only change the incoming tax codes on job entries created after the introduction of this functionality. ▪ Tax On Customer Exchange Rate Variance Entries - If you enable this system parameter, Maconomy calculates the tax in base currency by converting the tax in job currency to base currency (in particular, it will be zero for 0-invoices). If you do not have a scenario where not having this functionality causes problems, do not enable this parameter. ▪ Text on division by 0 in G/L rep. — With this parameter, you can specify if Maconomy is to print a given text or a 0 if a division by 0 takes place in a calculation in a G/L report. A division by 0 can, for example, take place if you wish to divide a given value by the value in a certain field, but the field in question contains a blank value or a 0. If you specify a text in the **Text on division by 0 in G/L rep.** field, G/L report columns where a division by 0 takes place will show the specified text. If you do not enter a text in the field, a 0 is shown instead. Please note that if a calculation in a G/L report contains references to another column where a division by zero takes place, the result of the calculation in question will also be the text specified in this parameter. ▪ Update balance on account information card — With this parameter, you can specify if Maconomy should update the values in the **Balance, Enterprise**, **Balance, Currency**, **Quantity**, and **Quantity 2** fields in the Account Information Card workspace. If you do not mark the parameter, these fields are not updated when posting or year-end closing. Please note that if the parameter is marked, you can only perform a year-end closing if all companies in the system are using a fiscal year template which contains a fiscal year for the current year and the next year.

Field	Description
	▪ Allow to Block Companies with Open Assets — If you enable this company-specific system parameter, Maconomy allows you to block a company even if it has assets that are not fully depreciated. ▪ Use dimensions from invoice line on tax entries — This parameter allows you to specify whether dimensions on tax-related G/L entries should be retrieved from the invoice line rather than from the invoice. The parameter applies to incoming invoices (vendor invoices) as well as outgoing invoices (job invoices and sales order invoices). By default, this field is unmarked, which means Maconomy will retrieve dimensions from the related invoice, not from each invoice line. ▪ Use Enterprise Currency in Intercompany Interest Calculation and Grouping — When this parameter is marked, intercompany interest calculation and intercompany entry grouping will use enterprise currency instead of original currency. ▪ Use local accounts for unrealized exchange rate variances — If you select this parameter, then the report contains lines on the local account level and Maconomy creates finance entries for each needed local account. Deselect this parameter to enable Maconomy to create finance entries only for global accounts. The Print Currency Report window takes direction from local accounts. ▪ Use Local Account Target Group in Finance Reconciliation — If enabled, then the Local Account No. field in the Finance Reconciliation window will be represented as an interval field, for example From Local Account No. – To Local Account No. This will allow users to reconcile multiple local accounts at the same time. If disabled, then the Local Account No. field in the Finance Reconciliation window will not be represented as an interval field. It will only be possible to specify and reconcile one local account at a time. ▪ Use Reference Date as Exchange Rate Date — If enabled, Maconomy will use the Reference Date as exchange rate date on general journal lines. If disabled, Maconomy will use the Entry Date as exchange rate date on general journal lines. ▪ Validate Bank Statement Date — If you mark this company-specific system parameter, Maconomy validates whether the bank statement date is in the open posting period for the default transaction type specified on the bank statement header. This happens when the statement is approved. There is no validation if you have removed the default transaction type. **Inventory**

Field	Description
	▪ Extended serial number control — If you mark this parameter, Maconomy allows the receipt of the same serial number for the same item to the same warehouse on several different item receipts. Furthermore, Maconomy will automatically create serial number receipt lines and serial number entry lines when purchasing and selling items with standard serial numbers. These lines are automatically updated with the relevant quantities, and it is therefore not necessary to manually register serial number receipt and sales of items with a standard serial number for purchase and sales. If you do not mark the parameter, the receipt of a given serial number can only be made for a combination of item number and warehouse for which the serial number in question does not already exist. Furthermore, serial number receipt and serial number entry must be made manually for all items with serial number control. Whether serial number entry at receipt and shipping is mandatory is determined by each item's setup in the island Warehouse in the Item Information Card. For further information about standard serial numbers, please see the description of the workspaces Serial Number Receipt and Serial Number Entry as well as the fields "Std. Serial No., Purchase" and "Std. Serial No., Sales" in the workspace Item Information Card in the Inventory module. **Job Cost** ▪ Aging Principle for Job Invoices — This system parameter specifies the aging principle to be used when attaching an A/R aging report to job invoices. ▪ All Posting References from Employee Department — If you mark this parameter, all posting references will be derived from the department to which the relevant employee belongs. This derivation occurs when one of the following employee-related actions is performed in Maconomy: Journal entry posting, approval of time/expense sheet registrations or invoice printing. In combination with the "Department from Employee" field in the System Information workspace, this system parameter can cause three possible scenarios: 1. If the field and this system parameter are both marked, all account references specified in the Activities workspace are derived from the employee's department. 2. If the field is marked and this system parameter is not marked, the P/L account will be derived from the employee's department while all other account references are derived from the department to which the relevant job belongs.

Field	Description
	3. If the field is not marked, the setting of this system parameter will be ignored as the field must be marked in order for the system parameter to take effect. In this case, all account references are derived from the department to which the relevant job belongs. ▪ Apply Price List 'Intercompany Price %' to Billing Price — Select this parameter to calculate the cost price (responsible company) by applying the intercompany % to the billing price in the executing company. If this parameter is not selected, the cost price (responsible company) is calculated by applying the inter-company % as a mark-up % to the cost price in the executing company. ▪ Allow Approximate Unit Price in Job Budgets — Enable this system parameter to prevent Maconomy from changing the entered total cost or billing price for a job budget line in the Job Budgets or Periodic Job Budgets windows. This also applies to job budget lines imported from People Planner. If this system parameter is disabled, then the entered total price is recalculated to reflect the quantity multiplied by the unit price, which, due to rounding, might not be exactly equal to the entered amount. If enabled, the entered total price is kept, which has the consequence that the unit price on the job budget line is only approximately equal to the ratio of the total price and quantity. ▪ Allow Blocked Dimensions in Job Budgets — Use this parameter to allow changes to job budgets and changes in job progress for blocked dimensions (such as Location, Entity, and Purpose). ▪ Allow Change of Closed Jobs — If this parameter is set, it is possible to change certain field on closed jobs when importing. ▪ Allow Change of Overtime Spec. in Invoicing — Select this parameter to allow change of overtime specification in invoice selection. ▪ Allow Change Of Printed Job Invoice — Select this parameter to enable change of a number of fields like the address fields. This is now also possible in the Job Invoice Overview window. ▪ Allow Change of Printed Job Invoice — If you select this parameter, you can change the address fields, the invoice name field, and three remark fields on job invoices in the Show Job Invoices and Show Job Credit Memos workspaces. You can also update the payer address in Invoice Editing (independently of the system parameter). ▪ Allow change of tax on invoice lines — If you mark this parameter, Maconomy allows you to change the tax amount on individual lines in the workspace Invoice Editing to compensate for rounding differences, and so on. However, the sum of the tax amount on

Field	Description
	individual lines must still match the total tax amount as specified on the invoice. Furthermore, the system must be set up to use differentiated tax. ▪ Allow Change of Unit Price on Accrued Purchase Order Line — If this parameter is selected, it is allowed to change unit price on a purchase order line after it has been accrued (fully or partially) on a job. ▪ Allow dim. change on jobs with open invoices on account — If you mark this parameter, Maconomy allows you to change the dimension specification on jobs in the workspace Jobs, even though open invoices on account exist on the job. This parameter should be used with caution, as changing dimensions on jobs with open invoices may lead to differences when the invoice on account is later reconciled against a regular invoice, and those differences must then be corrected manually. ▪ Allow Editing of Absence Time Sheet Lines — Time sheet lines created automatically from approved absence (see system parameter "Automatically Create Time Sheet Lines from Approved Absence") cannot be changed or deleted by the user except if this system parameter is selected. ▪ Allow expense sheet for multiple jobs — If this parameter is not marked, you can only enter expense sheet lines pertaining to the same job on an expense sheet. The job is specified in the tab of the workspace Expense Sheets. If you mark the parameter, you can specify different job numbers on the individual expense sheet lines. ▪ Allow Incomplete Expense and Mileage Registrations — If you enable this parameter, you are allowed to enter incomplete registrations when registering expenses or mileage. You are prompted to complete the lines when submitting the expense or mileage sheet. ▪ Allow Incomplete Time Registrations — If this parameter is not marked, every time sheet line must contain the following information before you can save it by pressing Return: job number, activity number and possibly task (if required on the job). If this parameter is marked, you can enter incomplete lines in time registration workspaces (Time Sheets, Daily Time Sheets, and SpeedSheet). For instance, you can omit the activity number from a line and close the workspace without receiving any error message. This parameter must be marked if you want to use the SpeedSheet. Note that if the parameter is marked, you can have identical registration combinations on multiple lines in a time sheet, even though the field “Duplicate Lines in Time Sheet” in the workspace System Information is unmarked – as long as the lines are incomplete.

Field	Description
	▪ Allow Job Budgeting Outside Job Date Range — Enable this system parameter to allow planned start and end dates on the latest job budget revision that are out of range of the job's start and expected end date. Enabling this system parameter also allows periodic budgeting outside the job's date range. ▪ Allow Job Budget Periodization Action — Enable this system parameter to enable the use of the Periodize Budget action in Maconomy. ▪ Allow Job Journal Billing Price Base Import — Enable this parameter to specify both Billing Price Base and Billing Price Currency when importing job journals. ▪ Allow Job Specific Billing Addresses — If this parameter is marked, you can change the address and attention person of the bill-to customer of the job in the workspaces Job Information and Job Invoice Distribution. The change applies to the current job only and affects the following job cost printouts: invoice, draft invoice, credit memo, job description, quote, quote revision, and order confirmation. If the parameter is not marked, you can only change the name of the attention person—provided that the parameter “Allow Job Specific Bill To Customer Attention Persons” is marked. For more information, please see the description of the workspace Job Information. ▪ Allow Job Specific Bill To Customer Attention Persons — If this parameter is marked, you can change the name of the attention person of the bill-to customer of the job in the workspaces Job Information and Job Invoice Distribution. If the parameter “Allow Job Specific Billing Addresses” is marked, you can change the attention person’s name regardless of whether this parameter is marked or not. The change applies to the current job only. For more information, please see the description of the workspace Job Information. ▪ Allow On Account Opening Balance Import — copy to come. ▪ Allow Multi-Company Job Journal — Using this parameter, you can define whether job entries registered in the workspace Job Journal can be assigned to another company than the one responsible for the job journal in question. If you do not mark this parameter, job entries in the sub-tab of a job journal can only be created for jobs assigned to the company responsible for the job journal in question. If you mark the parameter, the jobs specified for the job entries do not have to be assigned to the company responsible for the job journal. When a job journal is posted, Maconomy will move the job entries which do not concern the company responsible for the journal to a number of automatically created job journals, resulting in one journal for each of the companies involved. The automatically created journals are also posted automatically.

Field	Description
	▪ Allow multiple credit memos per invoice — With this parameter, you can specify whether or not it should be possible to make more than one credit memo per invoice in the workspace Invoice Selection in the Job Cost module. If the parameter is marked, you can make several credit memos per invoice and Maconomy will only issue an alert, when you make a second credit memo on the basis of a job invoice of which a part has already been credited by selecting the action “Invoice to Credit Memo.” If the parameter is not marked, it will only be possible to make one credit memo per invoice. ▪ Allow On Account Opening Balance Import — Select this parameter to allow import of opening on account balances. These opening balances can be imported with the program "Import Job Inv On Account." The system parameter allows you to set the field "Opening Balance Import" (internally OpeningBalanceImport) to "1" in the import. This has the effect that you can specify a billing price in job currency and a base currency in the import file instead of relying on the exchange rate setup. Moreover, if you set the system parameter "Create Journal in On Account Opening Balance Import," the invoices from the import will not give rise to a journal, so there will be no posting to AR or GL. ▪ Allow over invoicing — With this parameter, you can specify whether it should be possible to over-invoice a customer. If the parameter is marked, it will be possible to create entries for direct invoicing that are not closed upon invoicing but instead cause a negative open sales price on the job. If the parameter is not marked, all entries for direct invoicing must be closed. This parameter allows you to set a company-specific value in the sub-tab. ▪ Allow separate approval requirements for time and expenses — If this parameter is marked, you can divide the approval of job registrations by the supervisor and/or project manager into separate approval of time sheet and expense sheet registrations. If the parameter is not marked, the setting for time registrations applies to both time and expense registrations. For more information, please see the island Approval in the workspace Jobs in the Job Cost module. ▪ Allow Users to Manually Change Job Status - Enable this parameter to allow users to manually change the job status on a new job. If this system parameter is disabled, users cannot manually convert jobs to Quote or Order (for example, by using the **Convert to Quote/Order** actions in Jobs workspace). ▪ Allow Users to Manually Unblock Jobs for Reg. and Inv. - Enable this parameter to allow users to manually unblock created jobs for registrations and invoicing.

Field	Description
	Note: If this system parameter is disabled, you can still block a job. ▪ Always Derive Cost Revenue Quotient From Job Budget — This system parameter enables a more advanced method for deriving the quotient between cost and revenue by considering the job budget associated with the forecast budget. The functionality in automatic calculations is changed concerning what factor between Cost and Revenue is to be used. If you do not have a job budget as foundation: - Automatic calculations should be applied (currently they are not) - The factor to be used is 1.0 for the three activity types. This also applies if there are simply no prices for the current activity type. If you do have a job budget as foundation: - The factor is 1.0 for Outlay and Amount, whereas for Time, the factor comes from the job budget as currently. ▪ Absence Approval — If this parameter is marked, the absence approval functionality is activated. When the approval functionality is activated, only approved absence calendar lines are taken into consideration in the resource planning system. As a result, each employee absence calendar line must be submitted and approved in order for the absence registration to affect the planning. For further information, see the section “Employee Absence Calendars” in the introduction to the Resource Planning module. If the parameter has previously been marked and you decide to unmark it, all registered absence whether approved, rejected or submitted or not will become effective and thereby affect the resource planning. This can cause planned hours to be deleted. Therefore, Maconomy issues a warning, and if you proceed, it marks all non-approved absence calendar lines in the system as temporary, thus avoiding that lines that were not previously effective become effective. You are also warned that all absence calendar lines must be approved before becoming effective. If you want to change the parameter from marked to unmarked, you should ensure that only the user unmarking the parameter is logged on to the system while the procedure takes place. This ensures consistency in the planning system. ▪ Automatically Create Time Sheet Lines from Approved Absence — When absence time sheet lines are created automatically from approval of absence (enabled by this system parameter, "") then split

Field	Description
	week time sheet part B is not updated with an absence time sheet line upon creating time sheet part A. ▪ Automatic creation of quote revisions — If this parameter is not marked, the latest revision of a job quote is overwritten when a job budget is transferred to quote. If you mark this parameter, Maconomy will automatically create a revision of the quote when you transfer a job budget to quote in the workspace Job Budgets in the Job Cost module. ▪ Automatically assign planning lines to budgets — If you mark this parameter, you do not have to make an explicit reference to a job budget line when you create a line manually in the workspace Detailed Planning in the Resource Planning module (that is, not using the action “Create Plan From Job Budget”). Instead, Maconomy will attempt to find a matching job budget line for you and create the reference to that line. Note that if Maconomy fails to find a matching job budget line, the planning line will be considered an “extra” task not mentioned in the planning budget. The way in which Maconomy derives a job budget line reference is explained in the description of the workspace Job Progress in the Job Cost module. ▪ Automatically generate traffic status revision codes — If you mark this parameter, you do not have to create a revision code in the workspace Job Traffic Status yourself when closing a traffic status revision. Instead, Maconomy will generate a traffic status revision code on the form “<YEAR>/<WEEK>.” For instance, if the revision is closed on August 3rd 2005, Maconomy will automatically apply the revision code “2005/31,” as August 3rd is in week 31 according to ISO standard 8601. The concept of traffic status revisions is explained in the description of the workspace Job Traffic Status in the Job Cost module. ▪ Automatic transferral of temporary time sheet lines when using approval hierarchies — Enable this system parameter if you want to transfer temporarily submitted time sheets for posting without approval when using approval hierarchies. ▪ Blanket invoicing per main job — Jobs for which the field “Blanket Invoicing” has been marked in the workspace Job Information will be blanket invoiced. Blanket invoicing means that all un-invoiced, but approved invoice selections for a customer are joined in one invoice, if the jobs have the same responsible company, department, tax code, and currency. If this parameter is marked, Maconomy will always create invoices per main job, when the jobs fulfill the criteria for blanket invoicing. This means that a main job and all subjobs assigned to it are joined in one invoice. At the same time, if the jobs are assigned to different main

Field	Description
	jobs, there will be no blanket invoicing of jobs with the same bill-to customer and so on, even if the jobs are set up for blanket invoicing in the workspace Job Information. The job number printed at the top of the invoice will always be the number of the main job. Note that even if this parameter is not marked, main job/subjob structures using an invoice layout rule where the field “Main Job Invoicing” in the workspace Invoice Layout Rules is marked will always be invoiced together as one structure. That is, even if two main job/subjob structures to the same customer, and so on, are marked for blanket invoicing, they will not be invoiced together if at least one of them uses an invoice layout rule which specifies “Main Job Invoicing.” ▪ Blanket Invoicing Split by Time Unit — Use this parameter to specify per company if blanket invoices should be allowed to include contributions from jobs with different time units, for invoicing. ▪ Calculate Invoice Signature — Select this parameter to calculate a signature for invoices based on selected fields from the invoice and a private key. This is a company-specific system parameter, and was initiated to satisfy statutory requirements, such as those in Portugal. When this parameter is selected, the print dialogs Print Invoice, Print Credit Memo, Print Job Invoice, and Print Job Credit Memo are extended with the following variables: ▪ FormattedInvoiceNumberVar — This is based on the invoice number of the invoice itself. ▪ FormattedBasedOnInvoiceNumberVar — This is based on the number of the invoice being credited, otherwise it is blank. ▪ HashControlCharsVar — This is of the form A-B-C-D where A, B, C, D are the 1st, 11th, 21st, 31st character from the signature. The two "formatted" invoice numbers are in the format A B/C, where: ▪ A is the "document type" encoded as "FC" for invoices and "NC" for credit memos. ▪ B is an identifier for the number series from which the invoice number is taken. ▪ C is the invoice number. Here, the number series identifier B above is encoded as "1" for invoice, "2" for 0 invoices, "3" for credit memos, and "4" for 0 credit memos, all followed by the company number. The SHA1 hash string is based on the following information from the invoice: formatted invoice number as described above, total amount in base currency, time and date the invoice is created, and the signed

Field	Description
	hash of the previous invoice (if there is one). The "previous invoice" here is the invoice number less one than the current invoice provided that: ▪ Belongs to the same fiscal year and the current invoice with respect to date of creation. ▪ Belongs to the same company as the current invoice. ▪ Has the same number series type (which distinguishes invoice, 0 invoices, credit memos and 0 credit memos from each other). The hash is signed with a private key (RSA). The result of this process is stored in the database. In version 2.2 it is stored in the table InvoiceSignature; in version 2.1 it is stored in the table Temporal1 as entries characterized by having "SignedInvoiceHash" in the field Action. The fields in Temporal1 for Action = "SignedInvoiceHash" are as follows: ▪ Action: "SignedInvoiceHash" ▪ SessionNumber: Invoice number ▪ Integer1: Previous invoice number ▪ String1: Formatted invoice number ▪ String2: Formatted invoice number for invoice being credited ▪ String3: Formatted printing date ▪ String4: Formatted printing time ▪ String5: Formatted total amount (Invoice.TotalBase) ▪ String6: The string being hashed and signed ▪ String7: The signature ▪ Integer2: Private key version number ▪ String8: Hash control chars ▪ Amount1: Invoice.TotalBase ▪ UserInformation: Name of user who created the invoice ▪ TheDate: Date the invoice was created ▪ Block New Jobs for Reg. and Inv. — Enable this parameter to block a job for budgeting, registration, and invoicing when it is created. By doing this, Maconomy supports a workflow where one person creates a job and another person approves it.

Field	Description
	▪ Budget Type No. for Employee Control — This parameter only has effect if the system parameter “Use Fixed Budget Type for Employee Control” has been marked. If it has, you can specify in this parameter the budget type to be used for employee control on the jobs in the system. In the workspace Jobs, you can specify for each job whether Maconomy should perform employee control on registrations made on the job in question. This means that each time a registration is made concerning a given employee, Maconomy only allows the registration if the employee in question appears depending on the type of employee control selected for the job either in the latest revision of the job’s budget of the type entered in this parameter or in the latest approved revision of the job’s budget of that type. For further information on the available types of employee control and their effects, see the description of the **Employee Control** field in the Jobs workspace. You specify a budget type by entering the line number on which the desired budget type appears in the sub-tab of the “Job Budget Types” pop-up type in the Popup Fields workspace, or the order in which they appear in the “Show Budget” pop-up field in the Job Budgets workspace. ▪ Automatically Create Time Sheet Lines from Approved Absence — Select this parameter to automatically create related time sheet lines if an absence is approved. ▪ Calculate Invoice Signature — Select this parameter to calculate a signature for invoices based on selected fields from the invoice and a private key. This is a company-specific system parameter, and was initiated to satisfy statutory requirements, such as those in Portugal. When this parameter is selected, the Print Invoice, Print Credit Memo, Print Job Invoice, and Print Job Credit Memo print dialogs are extended with the following variables: - FormattedInvoiceNumberVar - This is based on the invoice number of the invoice itself. - FormattedBasedOnInvoiceNumberVar - This is based on the number of the invoice being credited, otherwise it is blank. - HashControlCharsVar - This is of the form A-B-C-D where A, B, C, D are the 1st, 11th, 21st, 31st character from the signature. The two "formatted" invoice numbers are in the format A B/C, where: - A is the "document type" encoded as "FC" for invoices and "NC" for credit memos - B is an identifier for the number series from which the invoice number is taken

Field	Description
	- C is the invoice number Here, the number series identifier B above is encoded as "1" for invoice, "2" for 0 invoices, "3" for credit memos, and "4" for 0 credit memos, all followed by the company number. The SHA1 hash string is based on the following information from the invoice: formatted invoice number as described above, total amount in base currency, time and date the invoice is created, and the signed hash of the previous invoice (if there is one). The "previous invoice" here is the invoice number less one than the current invoice provided that: - Belongs to the same fiscal year and the current invoice with respect to date of creation - Belongs to the same company as the current invoice - Has the same number series type (which distinguishes invoice, 0 invoices, credit memos and 0 credit memos from each other). The hash is signed with a private key (RSA). The result of this process is stored in the database. In version 2.2 it is stored in the table InvoiceSignature; in version 2.1 it is stored in the table Temporal1 as entries characterized by having "SignedInvoiceHash" in the field Action. The fields in Temporal1 for Action = "SignedInvoiceHash" are as follows: - Action: "SignedInvoiceHash" - SessionNumber: Invoice number - Integer1: Previous invoice number - String1: Formatted invoice number - String2: Formatted invoice number for invoice being credited - String3: Formatted printing date - String4: Formatted printing time - String5: Formatted total amount (Invoice.TotalBase) - String6: The string being hashed and signed - String7: The signature - Integer2: Private key version number - String8: Hash control chars - Amount1: Invoice.TotalBase - UserInformation: Name of user who created the invoice - TheDate: Date the invoice was created ▪ Create Journal in On Account Opening Balance Import — Select this parameter to improve the process of importing opening balances on

Field	Description

	account when implementing a new client/company. This parameter allows you to import on account invoices where the **Opening Balance Import** field is set to 1 (= yes). This means that you can specify opening balance in all relevant currencies directly in the import file. This makes the process more efficient, as without this parameter, you would have to make changes to the exchange rate tables as part of the import of the opening balances as you can only import on account balance in job currency.
	If you import with "Opening Balance Import" set to **Yes** and have the system parameter *Create Journal in On Account Opening Balance Import* de-selected, then the import only has an effect on the jobs, but **not** in G/L or A/R. Again this enables efficiency, since G/L and A/R are typically imported separately.
	This is one of two system parameters for the import of an opening balance. The other system parameter is *Allow On Account Opening Balance Import*.
	▪ Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date - Select this parameter to allow summary lines to display dates only when all sublevel lines have provided a date. This system parameter affects the following fields:
	  ▪ Planned Starting Date
	  ▪ Planned Ending Date
	  ▪ First Possible Starting Date
	  ▪ Last Possible Ending Date
	▪ Calculate Progress at Job Closure — When closing a job with this parameter enabled, Maconomy triggers progress evaluation on the job to bring the planning budget up to date with actuals.
	However, if any problem should occur when closing a job, you can unmark this field and try closing it again.
	▪ Central transferral of time sheets — If you mark this parameter, Maconomy will use central transferral of time sheets as explained in the workspace Central Time Sheet Transfer in the Job Cost module. Doing this eliminates the performance bottleneck that may arise when many users submit their time sheets at the same time.
	▪ Close at End Invoicing — If you mark this parameter, the field “Close at End Inv.” will automatically be marked in the workspace Jobs when a job is created. If the field is marked on a job when end invoicing is done, the job is automatically closed.
	▪ Close Job Entries on Job Reallocation — If you mark this parameter, the posting of job reallocations will cause Maconomy to automatically

Field	Description
	close original and reversing entries when relevant. If you mark this parameter and, for example, approve the reallocation of an invoiced entry where the amount reallocated is equal to the amount of the original entry, Maconomy will automatically close both the original and the reversing entries, leaving only the new entry with the reallocated information open. This way, the employee saves time as the entries do not have to be closed manually. However, other scenarios depending on factors such as the amount reallocated and whether the entry in question has been invoiced can cause Maconomy to only close the original entry in part or leave both original and reversing entries open. If the parameter is not marked, all of the entries remain open, allowing you to include them on your invoices as desired. ▪ Convert opportunity budget to baseline budget — If the system parameter is not set, all budgets from the opportunity are copied to the job. ▪ Convert Opportunity Budget to Reference Budget — If you mark this parameter, creating a job based on an opportunity for which an opportunity budget has been created will cause the sales budget of the opportunity to be copied to both the reference budget and the sales budget of the new job, leaving remaining budget types uncopied. This allows you to use the opportunity's budget as the reference budget of the job, thus making it possible to track job performance compared to the budget originally set in the opportunity phase. If you do not mark the parameter, all budget types are copied to the new job. For further information about creating jobs based on opportunities, see the **Opportunity No.** field in the Jobs workspace. ▪ Count Number Of Invoice Copies On Jobs — When this system parameter is enabled, the fields NumberOfInvoices and NumberOfCreditMemos on jobheader are updated when printing invoices and credit memos. If the parameter is disabled, the job header is not updated when printing an invoices and credit memos, so it will not be locked in the database. ▪ Create Journal in On Account Opening Balance Import — Select this parameter to improve the process of importing opening balances on account when implementing a new client/company. This parameter allows you to import on account invoices where the field **Opening Balance Import** is set to 1 (= yes). This means that you can specify opening balance in all relevant currencies directly in the import file. This makes the process more efficient, as without this parameter, you would have to make changes to the exchange rate tables as part of

Field	Description
	the import of the opening balances as you can only import on account balance in job currency. If you import with "Opening Balance Import" set to **Yes** and have the system parameter *Create Journal in On Account Opening Balance Import* de-selected, then the import only has an effect on the jobs, but **not** in G/L or A/R. Again this enables efficiency, since G/L and A/R are typically imported separately. This is one of two system parameters for the import of an opening balance. The other system parameter is "Allow On Account Opening Balance Import." ▪ Create Daily Time Sheets for Non-working Days — If you enable this parameter, Maconomy automatically creates a time sheet for a selected date that falls on a non-working day. If you disable this parameter, the user has to click the **Create Time Sheet** action to create a time sheet for the selected date that falls on a non-working day. This parameter is company-specific, and is disabled by default in new installations. For this parameter to take effect, you also have to enable the **Create Time Sheets Automatically** system parameter. ▪ Create Jobs from Template Jobs — If you mark this parameter, the **Create From Template** field in the Jobs workspace will automatically be marked when a job is to be created, and the new job will hence be created on the basis of a template job. However, the functionality of this parameter can be overruled at any time by manually unmarking the **Create From Template** field on a given job, if you do not want the job in question to be created on the basis of a template job. If you do not mark this parameter, jobs are not created on the basis of template jobs unless you manually mark the **Create From Template** field in the Jobs workspace when creating a job. See the introduction of the Jobs workspace for information about the functionality of template jobs. ▪ Create Tasks from Job Budgets, Amount — Enable this parameter to enter an amount task which does not exist on a job budget line. Maconomy creates the task in the job's private task list, using the activity entered on the job budget line as derived activity. If the job is using a shared task list, a copy of that task list is automatically made private to the job in question. For more information, please see the description of the Job Tasks workspace. If you create a task (that is not included in the task list) from an amount budget line, the **Use Daily Descriptions** check box uses the same value as the **Use Daily Descriptions** check box on the task list itself.

Field	Description
	The description entered in the **Description** field on the job budget line is transferred to the new task and used as task description. If the **Mark 'Overwrite Activity' On Tasks** system parameter is enabled, the **Overwrite Activity** field is selected for the new task. See also the description of the **Extended Task Creation from Budgets** system parameter. ▪ Create Tasks from Job Budgets, Time — Enable this parameter to enter a time task which does not exist on a job budget line. Maconomy creates the task in the job's private task list, using the activity entered on the job budget line as derived activity. If the job is using a shared task list, a copy of that task list is automatically made private to the job in question. For more information, please see the description of the Job Tasks workspace. If you create a task (that is not included in the task list) from a time budget line, the **Use Daily Descriptions** check box uses the same value as the **Use Daily Descriptions** check box on the task list itself. The description entered in the **Description** field on the job budget line is transferred to the new task and used as task description. If the **Mark 'Overwrite Activity' On Tasks** system parameter is enabled, the **Overwrite Activity** field is selected for the new task. See also the description of the **Extended Task Creation from Budgets** system parameter. ▪ Create Time Sheets Automatically — If you enable this parameter, Maconomy automatically creates a time sheet for any date or week that the user selects when navigating the calendars in the Week and Day sub-tabs of the Time & Expenses workspace. If you disable this parameter, the user has to click the **Create Time Sheet** action to create a time sheet for the selected date or week. This parameter is company-specific, and is enabled by default. ▪ Customer Statement After Job Invoice Details — This parameter applies when you print a job invoice that shows the customer statement. If you select this parameter, the customer statement is shown after the detailed specification for the invoice. If you do not select this parameter, the customer statement is shown before the detailed specification for the invoice. ▪ Customer Statement Days for Job Invoices — This parameter applies when printing the customer statement on job invoices. If set (that is, not 0), Maconomy prints not only the customer entries which are open at the statement date, but also the customer entries with entry dates that fall between the statement date and the

Field	Description
	statement date minus the number of days you set. If not set, Maconomy prints only the customer entries which are open at the statement date. ▪ Customer Statement Restriction for Job Invoices — This parameter refers to the dimension set. The effect is that the statement only includes A/R entries with the same value as the invoice in the selected dimensions. If set (that is, with a not empty string), the statement includes the dimension set number to be used when printing the customer statement on job invoices. The dimension set is a dimension picker, used to select a number of dimensions (for example, Specification 1). The customer statement to be printed on the job invoice includes only the customer entries which have the same value in the dimensions (chosen in the dimension picker) as the invoice (for example, customer entries with the same Specification 1 as the invoice). If not set, no dimension restrictions are applied to the entries included in the customer statement. ▪ Default invoice line width % — In this parameter, you can enter a value for the default line width on job cost invoices. The value is used in connection with automatic word wrapping on invoice lines in the Invoice Editing workspace in the Job Cost module. Maconomy has an internal line width value of 100%. You can change that value by changing this field so that the invoice line width fits the invoice layout used in your company. If you enter, for example, “120” in this field, Maconomy will make the invoice lines wider; if you enter, for example, “80” in this field, Maconomy will make the invoice lines narrower. If you enter “0” in this field, the automatic word wrapping on invoice lines is disabled. You can change the value for individual invoices in the Invoice Editing workspace. For more information, please see the description of the Invoice Editing workspace in the Job Cost module. ▪ < Default Job / Default Project > State — A default state that should be assigned to newly created jobs. ▪ Disable automatic transferral of expense sheet lines — If you mark this parameter, expense sheet lines are not automatically transferred when submitted. You may want to prevent the transfer if you want to replace the automatic, built-in Maconomy workflow with a custom workflow. In that case, expense sheet lines must be transferred in the Expense Sheet Lines or Transfer Expense Sheet Lines workspaces in the Job Cost module. ▪ Disable automatic transferral of time sheet lines — If you mark this parameter, time sheet lines (including daily time sheet lines) are not

Field	Description
	automatically transferred when submitted. You may want to prevent the transfer if you want to replace the automatic, built-in Maconomy workflow with a custom workflow. In that case, time sheet lines must be transferred in the Time Sheet Lines or Transfer Time Sheet Lines workspaces or their Daily equivalents in the Job Cost module. ▪ Disallow reg. on amount act. in time sheets — If you mark this parameter, you cannot use amount activities for registration in the Time Sheets, Daily Time Sheets, and SpeedSheet workspaces. This means that Maconomy issues a warning if you enter an amount activity in the **Act. No.** field in those workspaces. Furthermore, Maconomy's automatic conversion of numbers into hours and minutes will not work unless this parameter is marked (see the description of the SpeedSheet workspace in the Job Cost module). To register amount activities, use the Expense Sheets or Job Journal workspaces. ▪ Disallow the Creation of Time Sheets Outside Period of Employment — If you mark this parameter, Maconomy will issue an error message if you attempt to create a time sheet for an employee for a period outside the employee's period of employment, that is, before he was employed or after he ceased working for the company. ▪ Display Time as Decimal Number — The time is displayed in "hh:mm" format in Java client. Enable this parameter if you want the time to be displayed as a real number. You should enable this parameteer if there are jobs or time sheets with time unit "Days." ▪ Do not inherit job dim. from previous expense sheet line — If you mark this parameter, the job, activity, and task from the previous line are not automatically suggested when creating an expense sheet line in the Expense Sheets workspace. ▪ Do not inherit job dim. from previous mileage sheet line — If you mark this parameter, the job, activity and task from the previous line will not automatically be suggested when creating a mileage sheet line in the Mileage Sheets workspace. ▪ Employee Category On Job Budget Lines From Job Progress — This company-specific system parameter takes effect when you perform job progress and have registrations where a corresponding job budget line does not exist. You can then select **Create Budget Lines for Unbudgetted Tasks** and let Maconomy create the budget lines. This parameter also creates budget lines grouped according to employee category besides task and activity. It is the primary employee category of the employee that is taken into account. This parameter affects only jobs that allow duplicate time budget lines on the planning budget.

Field	Description
	▪ Empl. cat. on job budgets required— If you mark this parameter, you must enter an employee category on each new job budget line containing a time activity, if an employee is specified. If you do not mark the parameter, employee categories are not required on job budget lines. An employee category is also required on existing job budget lines on which the specified employee is changed. ▪ Employee No. for direct invoicing — In this parameter, you can enter an employee number. If you enter a number, Maconomy will automatically suggest this employee number in the Invoice Selection and Itemize Invoice Selection workspaces when an employee number must be specified in connection with direct invoicing. ▪ Empty Description for Non Existing Dimensions on Job Invoice — When enabled, Maconomy skips adding descriptions to the invoice line when values are missing for **Task**, **Employee**, or **Employee Category**. This applies to cases where you have an invoice layout rule specifying that job entries should be shown by task, employee, or employee category, and one of the mentioned fields is empty. ▪ Enable Check-in Import for Submitted Timesheets - Enable this parameter to allow the import of check-in data to submitted time sheets in Maconomy. ▪ Enable Payment when Paid — In this parameter, you can specify whether it should be possible to use the payment when paid functionality. Part of a project delivery may include purchasing services or items on behalf of a customer. For instance, an agency may have to book airtime for a TV commercial or place an ad in a specific magazine or paper. These purchases can sometimes represent large amounts, which has a heavy impact on cash flow. Certain suppliers therefore allow you to withhold payment until you have received payment from your customer — so-called payment when paid. However, as soon as you receive payment from your customer, you must pay the supplier, even if payment is not due according to the supplier's regular payment terms. To set up a payment term as a Payment when Paid term, find the payment term in question in the Popup Fields workspace and mark the **Payment when Paid** field. Vendor invoices to which a payment when paid term applies are included in payments in the Banking module when payment has been received from the customer and not before. For further information about the criteria to be met in order for payment when paid invoices to be included in payments, see the **Pay when Paid** field in the Payment Selection by Vendor workspace in the Banking module. Only if you mark this field will it be possible to mark the **Pay when Paid** field on payment terms, vendor invoices, and vendor entries. For

Field	Description
	further information about the payment when paid functionality, see the description of the **Pay when Paid**, **Paid by Customer**, and **Ready for Payment** fields in the Change Payment Selection by Vendor workspace. Once marked, the parameter can only be unmarked if there are no payment terms on which the **Pay when Paid** field is marked. If you change the parameter from marked to unmarked, Maconomy will automatically unmark the **Pay when Paid** field and mark the **Ready for Payment** field on all open vendor invoices and vendor entries. However, a warning is displayed, allowing you to undo the change. ▪ Entity Required on Job — By marking this parameter, you make it mandatory to enter a value for the Entity dimension on all jobs created. ▪ Equal-Sized Accruals in Job Accrual Plans — By marking this parameter, the field “Weight Periods Equally” in the Job Accrual Plans workspace is automatically marked when the workspace is opened. The parameter determines whether amounts should be distributed proportionally to the number of days covered by the entire accrual period, that is, longer periods (for example, January 31/365) are allocated a greater accrual amount than shorter periods (for example, February 28/365) or whether amounts should be distributed equally over the relevant periods irrespective of variances in the lengths of the periods covered. ▪ Exchange Rate in Job Invoice Allocation as Invoiced On Account — If you select this parameter, no exchange rate difference is posted in the allocation. Instead, it appears as a write-up/down in base and enterprise currency. ▪ Exchange Rate on 0-invoices as Invoiced On Account — Select this company-specific parameter to enable Maconomy to use the same exchange rates (between job currency, company base currency, and enterprise currency) for T&M entries on zero invoices as the weighted average of the exchange rates on the on account invoices being reconciled. This parameter is disabled by default. ▪ Extended handling of tax when closing fixed price jobs — When this parameter is marked, the way that a fixed-price job is closed is handled in an extended way. This addresses some problems that can occur in these situations: 1. Some invoices on account have tax, others not. 2. Different tax codes on the invoices on account. 3. Different tax codes on the job entries.

Field	Description

	The extended handling is that two profit entries are created instead of one: The first one makes sure that the total tax on the open entries (including this first profit entry) equals the tax net on account. The second profit entry has a blank tax code and makes sure that the open billing price (including both profit entries) equals the amount net on account.
	▪ Extended Task Creation from Budgets — As with the **Create Tasks from Job Budgets** parameter, if you mark this parameter, you can enter a task which does not exist on a job budget line. However, this parameter extends the automatic task creation functionality in the following ways:
	  ▪ Task names are created automatically. The name is composed from the text in the **Description** field by combining the initial letter with a number of subsequent consonants. For example, specifying **Test** in the **Description** field could derive a task name of **Tst**. Specifying **Due Diligence** could derive **DDI** or **DDIgnc**, depending on the number of consonants to include (as specified by the **Number of Trailing Characters for Task Names** system parameter). If a task with that name already exists, the new task will have a **-1**, **-2**, and so on appended, for instance **Tst-1**.
	  ▪ The full text from the **Description** field is used as a task description in the Job Tasks workspace. If the job budget line description is changed in the Job Budgets workspace, the change is also reflected in the task description, provided that the task description had not already been changed in the Job Tasks workspace.
	  If the **Mark 'Overwrite Activity' On Tasks** system parameter is marked, the **Overwrite Activity** field is marked in the new task.
	  ▪ Additionally, this parameter has web client-specific behavior, where you can select this parameter to prevent auto-selection of search results. In web client fields that support searching, the web client autocompletes text as you type. This is helpful if you want to put an existing value into a field (such as an existing task from a list of tasks). However, some fields allow you to select an existing item or create a new one, and to do the latter, autocomplete makes it difficult to do so. Select this parameter to prevent auto-selection of search results on the **Task** field in the Jobs » Budgeting and Estimating workspaces.
	▪ Extended use of 0-invoice system numbers — If you mark this parameter, Maconomy uses a system number from the system number series "0-invoice," if the zero invoice has been created as a consequence of a reconciliation of an invoice on account. This is, for example, the case when fixed-price jobs are used, and when the

Field	Description
	Create invoice upon job closing job parameter attribute is assigned the value **Yes** on the jobs in question. ▪ External Description in Job Budgets defaults to Description - If you enable this company-specific parameter, when you add a new line in the Job Budget Lines sub-tab of the Job Budgets single dialog workspace, the **External Description** field automatically displays the value of the **Description** field. If you do not enable this parameter, the **External Description** field is blank by default in any new lines added. ▪ Filter Budget Lines on Transfer to Quote — The job template functionality allows you to set up template budgets that are automatically copied to new jobs. In some cases, it is an advantage to create a great number of lines in the template budgets, taking into account all possible activities and costs. The budget responsible of each job then only needs to fill in quantities and prices on the relevant budget lines, leaving irrelevant lines untouched. To support this use of template budgets, you can specify whether Maconomy should filter away irrelevant lines (for example, lines with a quantity of zero) when transferring budget lines to quotes, making it unnecessary to manually delete irrelevant lines from the quote after transferring them from the budget. The filtering takes place if this system parameter has been marked and the **Create Quote Directly from Budget** field is also marked on the invoice layout rule of the job in question. If this parameter is not marked, no filtering takes place when a job budget is transferred to a quote. ▪ Fixed exchange rates in budgets only — In certain countries, it is considered good accounting practice to make currency conversion of a job's transactions per the day on which the transaction is carried out. If you mark this parameter, and if fixed exchange rates are used on the job, the use of fixed exchange rates will be delimited to the budget only, and the transactions of the job will be converted according to the exchange rate table in question. If you do not mark the parameter, all currency transactions on the job, from budget to posting, will be recalculated according to the exchange rate valid on the date specified for the job in the Job Price Information workspace in the Job Cost module. This parameter allows you to set a company-specific value in the sub-tab. ▪ Hide Headings On Job Invoices Without Subtotals — When this parameter is marked, there will be no headings on job invoices on jobs where the invoice layout rule specifies that there should be no subtotals.

Field	Description

	▪ Hours Per Man Day — Use this company-specific parameter to define the number of hours in a work day.
	▪ Include closed jobs and jobs blocked for invoicing in invoicing windows — When you select this parameter, closed jobs and jobs blocked for invoicing are included as read-only in the following workspaces:
	  ▪ Invoice Selection
	  ▪ On Account Invoice Selection
	  ▪ Bill To Customer Distribution
	  ▪ Job Invoices On Account
	  ▪ Job Invoice Allocation
	▪ Invoice Selection Delimitation by G/L Entry Date — When this parameter is marked, the G/L cut-off date for the delimit action is initialized to last date of the previous month. If not, it is not set at. This applies when you use the G/L Entry Date in the Delimitation island in workspaces such as Invoice Selection, Approve Invoice Selection, Job Invoice Allocation and Batch Job Invoice Allocation.
	▪ Job accruals from purchase orders — If you mark this parameter, the functionality regarding the creation of job accruals from purchase order lines apply. This means that it is not possible to make job accruals in the Job Journal workspace. Instead, you use the correlation between purchase orders and the Job Accruals workspace.
	▪ Job company tax code from delivery customer — If marked, the job company tax code is derived from the delivery customer; if not, it is derived from the payment customer.
	▪ Include Current Invoice in Invoice Customer Statement and Aging — If you mark this parameter, Maconomy includes the present invoice in the customer statement and A/R aging on job invoices.
	▪ Job Posting Reference for Posting without Activity — Select this parameter to refer to an existing job posting reference which is then used when posting job invoices on account without an activity number.
	▪ Keep Billing Price when Changing Cost Price — If you mark this parameter, the billing price on the line in the Job Budgets workspace is not changed, if the cost price is changed manually. However, the value in the **Markup %** field is changed to reflect the new ratio between cost and billing price. If the billing price or the markup percentage is subsequently changed manually, Maconomy performa

Field	Description
	a price calculation as described in “Appendix A: Price Calculation in the Job Cost Module.” ▪ Keep delimitation when changing invoice selection — If you mark this parameter, selecting an invoicing action (that is, **Invoice**, **Write Off**, or **Carry Forward**) in the sub-tab of the Invoice Selection workspace respects any delimitation parameters set up in the tab of the workspace for underlying job entries. If, for instance, you have chosen to see job entries before a certain date by specifying the cut-off date in the Delimitation island, and you choose the **Invoice** action on a table line, no underlying job entries after the specified date are invoiced. If the parameter is not marked, all underlying job entries will be included in the invoicing action, regardless of any delimitation parameters. ▪ Keep Job Cost Entry Date Upon Job Transfer — If you enable this company-specific system parameter, Maconomy keeps the original job cost entry date when you perform a job transfer. ▪ Length of Invoice No. in Formatted Invoice No. — Select this parameter to control the formatting of the invoice number in the variable FormattedInvoiceNumberVar that is available in the prints of invoices and credit memos. For example, if the invoice number is 1250003 and the system parameter is 4, then the formatted invoice number would split the invoice number to "125" and "0003," which results in the formatted invoice number TF 125/0003. ▪ Keep quantity at write-downs — You can write down job entries (reduce the sales price) in the Invoice Selection workspace in the Job Cost module by entering a new, desired sales price (or markup) and selecting the **Transfer Desired Sales Price** action. Maconomy then changes the total billing price per invoice selection line proportionally. Since the “Quantity x Billing Price per Unit equals Total Billing Price” constraint must be kept, Maconomy must adjust either the **Quantity** field or the (invisible) **Billing Price per Unit** field to make the new sales price match the quantity sold. With this parameter, you can choose whether you want to adjust the quantity or the billing price per unit. If this parameter is unmarked, Maconomy changes the quantity in connection with write-downs. If this parameter is marked, Maconomy preserves the quantity but reduces the price per unit. ▪ Keep quantity at write-ups — The functionality of this system parameter is similar to that of the **Keep quantity at write-downs** parameter above, but concerns write-ups (increasing the sales price in the Invoice Selection workspace in the Job Cost module).

Field	Description
	▪ Length of Invoice No. in Formatted Invoice No. — Select this parameter to control the formatting of the invoice number in the variable FormattedInvoiceNumberVar that is available in the prints of invoices and credit memos. For example, if the invoice number is 1250003 and the system parameter is 4, then the formatted invoice number would split the invoice number to "125" and "0003," which results in the formatted invoice number TF 125/0003. ▪ Local Spec. 1-10 on Job Required — By marking these parameters, you make it mandatory to enter a value for the dimensions Local Spec. 1, Local Spec. 2, Local Spec. 3, Local Spec. 4, and so forth respectively, on all jobs created. ▪ Location Required on Job — By marking this parameter, you make it mandatory to enter a value for the Location dimension on all jobs created. ▪ Lower Indentation Level for Lines on Invoices with Headers - Select this system parameter to format printed invoices with indentation levels to indicate whether they belong to a main job or sub-job. Enabling this corrects an error in the assignment of the **Level** field on invoice lines, and provides the correct indentation and formatting when you print invoices. The **Level** field is assigned as previously done in Maconomy 2.2 or earlier versions. By default, this is disabled. ▪ Maintain Periodic Forecasts from Periodic Job Budgets - Enable this system parameter to allow Maconomy to propagate all changes to the periodic forecast whenever you make changes in the periodic job budget. ▪ Margin for internal on account tax reconciliation — If you specify a non-zero margin in this parameter, Maconomy reconciles invoices on account when they have no open amount and open tax within the specified margin. This kind of reconciliation is marked as being internal. It is posted to the account for amount rounding and is not shown on the reconciling invoice. The margin on the system parameter can be specified as an amount or a percentage of the tax amount on the invoice on account. ▪ Manual completion of job group — If you mark this parameter, a job group must be entered manually when a job is created. ▪ Margin for job exchange rate variance, % — In this parameter, you can specify a margin for the deviation allowed between the job-specific exchange rate and the default enterprise exchange rate. If the value 0.0 is entered, any deviation will be permitted. This parameter allows you to set a company-specific value in the sub-tab.

Field	Description
	▪ Margin, job accrual reconc. — In this parameter, you can specify a margin as an amount in the enterprise currency and a percentage. When a purchase order is reconciled against a vendor invoice, there may be differences between the amounts. If the difference is within the margin in this parameter, job accruals assigned to the purchase order in question will be fully reconciled. If the difference is not within the margin, the difference is kept as an open job entry for later invoicing or crediting. When the reconciliation is attempted, the amount in enterprise currency specified in this parameter is converted to the job's currency using the current exchange rate table. ▪ Margin, on account tax reconciliation to 0-invoice — Select this parameter to enable an internal reconciliation of tax on account below a certain threshold to settle an invoice on account. ▪ Mark 'Overwrite Activity' on Tasks — If you mark this parameter, tasks created from a budget line (possible if the system parameter "Create Tasks from Job Budgets" or "Extended Task Creation from Budgets" is marked) are created with a mark in the field "Overwrite Activity." This way you can support a setup where the activity number must correspond to the task number. If this parameter is not marked, the standard rules of activity derivation apply. For more information, please see the description of the Job Tasks workspace. ▪ Match job posting ref. line if fields in reg. are not specified — If this system parameter is turned on then posting of job entries may match job posting references, even if the job entry has empty values in matching fields (Department, Job Group, Popup 1-5, Customer Popup 1-5, Employee Popup 1-5, Vendor Popup 1-5, Employee Type, Item Group). ▪ Max. Depth for Invoice Preparation Hierarchy — Select this parameter to specify a maximum depth for invoice lines produced from Invoice Preparation to ensure that lines do not extend past print layout format. ▪ Max. Depth for Job Budget Hierarchy — In the Job Budgets workspace, you can arrange budget lines hierarchically by indenting lines in multiple levels (Java™ client only). In this parameter, you can specify the maximum number of indentation levels allowed in job budgets. If you specify, for example, 6, it means that job budgets cannot be more than six levels deep, including the top level. Trying to indent lines any further will result in an error message. You can specify any number. Enter 0 if there should be no limitations as to the number of levels in job budget hierarchies. However, please note that only up to seven levels (including the top level) are supported by Maconomy printouts and reports, meaning that lines at level eight and any deeper levels are not included on printouts and reports.

Field	Description
	▪ Number of Days to Keep Recent Choices in Invoice Selection — This company-specific system parameter controls the number of days values you entered are kept for certain fields in the following workspaces: ▪ Invoice Selection workspace ▪ **Preferred Invoice Date** field ▪ **Cut-off Date** field ▪ **G/L Entry Date** field ▪ Account Invoice Selection workspace ▪ **Preferred Invoice Date** field Maconomy displays the saved values when you reopen the workspace, or select a different job. The value stored for the **Preferred Invoice Date** field is only used if the job does not already have a preferred invoice date. ▪ Number of Hours per Man Day — Use this parameter when converting fixed time from days to hours and the time is not in the context of a job, such as when transferring fixed time from employees to People Planner and Financial Budgets. This parameter can be set up with company-specific values. ▪ Only Add to Employee Control from Job Employees — If you mark this company-specific parameter, the action that distributes favorites in the Job Employees workspace also updates the list of employees that are allowed to register on the job in the Employee Control workspace. Maconomy adds but does not delete employees from the list in the Employee Control workspace. ▪ Number of Trailing Characters for Task Names — With this parameter, you can specify how many consonants in the **Description** field in the Job Budgets workspace should be considered when generating a task name. This parameter is only used if the **Extended Task Creation from Budgets** parameter is selected. For more information, see the description of that parameter. ▪ Only Blanket Invoice via Blanket Drafts - If you enable this parameter, Maconomy does not automatically combine draft invoices printed as a batch into a blanket invoice. The drafts are printed as individual invoices even when printing from a batch workspace such as Job Invoicing, Job Crediting, Blanket Invoicing Overview, or Blanket Invoice Selection. To obtain a blanket invoice, navigate to the Blanket Invoicing Overview workspace, and combine drafts into a blanket draft.

Field	Description
	Alternatively, Maconomy creates a blanket draft when a user approves an invoice selection in the Blanket Invoice Selection workspace. If you do not enable this parameter, when a user approves an invoice selection on jobs set up for blanket invoicing and prints invoices in a batch (in the Job Invoicing workspace, for example), Maconomy automatically combines drafts belonging to the same blanket invoice collection into a single blanket invoice. ▪ Only One Transaction Number for Each Time Sheet — If this parameter is marked, all time sheet lines from the same time sheet will get the same transaction number. ▪ Only Rederive From Changed Dimensions At Job Reallocation — If this parameter is marked, only dimensions that have actually changed are rederived when a job is reallocated. When it is not marked, then all dimensions are derived just as if the job is entered by a user. ▪ Open Invoice Selection Without Cut-off Date — If you do not mark this parameter, Maconomy completes the field “Cut-off Date” in the workspace Invoice Selection with the date of the last day of the previous month. Nevertheless, entries later than that day are shown in the workspace until you select the action “Delimit,” which the user may find confusing. You can therefore mark this parameter to make Maconomy leave the field “Cut-off Date” blank when you open the workspace. ▪ Open job card without delimitation — If you mark this parameter, the sub-tab of the workspace Job Card will display all entries of the current job when the workspace is opened. If you do not mark this parameter, only open entries for the current month will be displayed when the workspace is opened. See also the system parameter “Show Only Open Entries when Opening Job Card” below and the description of the workspace Job Card in the Job Cost module. ▪ Overwrite customer fields when creating job from template — When creating a job, certain fields are derived from the job’s customer. If a job is created from a template, and this parameter is not marked, Maconomy will re-derive information about the job’s customer when the job is created. Information such as the customer name, address, payment terms, and tax code is updated to reflect that which is currently specified on the customer’s information card. If the parameter is marked, any information already specified in the template used for creating the job will not be re-derived but be transferred unchanged to the job. This system parameter is relevant when a particular value is set on both a template job and a customer. The system parameter resolves

Field	Description
	which value is used on a job created from a template job and a customer. The system parameter is irrelevant if a field value is set only on either template job or customer, because then this single value is used on the new job. The field values listed below are taken from the template job if this system parameter is check marked. ▪ Name1 – Name5 ▪ Attention ▪ Telephone ▪ Telefax ▪ Telex ▪ Electronic Mail Address ▪ Payment Terms ▪ VAT ▪ Department Number ▪ Customer Group ▪ Country ▪ Currency ▪ Language ▪ Zip Code ▪ Postal District ▪ VAT Number ▪ Enterprise ▪ Segment ▪ Company VAT Code ▪ Customer Payment Mode ▪ Global Location Number ▪ Area ▪ Settling Company ▪ Team1Number – Team6Number

Field	Description
	Notice that regardless of the system parameter, values from the fields below are taken from the template job unless they are unmarked on the template job: ▪ To Be Blanket Invoiced ▪ Invoice Discount Percentage ▪ Inventory Number ▪ Price List Number ▪ Price Level Remark ▪ Job Price List ▪ Job Surcharge Rule Name ▪ Invoice Layout ▪ Intercompany Job Price List ▪ Cost Job Price List ▪ Standard Billing Price List ▪ Periodize Budget action clears periods before ETC date — If this system parameter is turned on, then the Periodize action in Job Budgets and Job Progress will also remove the detailed quantity, cost, and billing prices of past periods before the date of estimate to completion. ▪ Popup 1 required if difference between exp. and act. work hours — In combination with the registration of work time intervals in time sheets (see the island “Fixed Working Hours” in the workspace Employees), you can specify that the field “Time Sheet Popup 1” in the time sheet must be completed in case there is a difference between an employee’s expected working hours and the actual working hours for a day. This is done by marking this parameter. By forcing the user to make a choice in the time sheet pop-up field, it is easier for the accounting department to see how to process the user’s hours — for example, if the hours are to be added or subtracted to the user’s flextime account or paid out as overtime pay. See also “Time Sheet Popup 1.” ▪ Post Job Cost Intercompany Entries as Accrued until Invoiced — Use this company-specific system parameter to set up Maconomy so that unbilled revenue is not posted as revenue until invoiced. For example, if the executing company uses this feature and the responsible company does not, then the postings to the accrued accounts are only performed for the executing company, and vice versa.

Field	Description

	▪ Posting References based on Job Balance — Select this parameter to use the Net Job Balance feature, which enables Maconomy to automatically post any changes to work in progress and net on account to the appropriate account according to the following criteria:
	  ▪ If you post a positive job entry (or a credit memo on account) and the job balance was positive prior to posting, Accrued Revenue increases.
	  ▪ If you post a positive job entry (or a credit memo on account) and the job balance was negative prior to posting, Deferred Revenue decreases.
	  ▪ If you post a negative job entry (or an invoice on account) and the job balance was positive prior to posting, Accrued Revenue decreases.
	  ▪ If you post a negative job entry (or an invoice on account) and the job balance was negative prior to posting, Deferred Revenue increases.
	▪ Price Lookup from Employee Category Only in Budgets — If this parameter is selected, prices and employee groups on employee categories are only used in job budgets. If this parameter is not selected, the prices and employee groups on employee categories are used in any price lookup.
	▪ Print on account spec. on invoice/credit memo — If you mark this parameter, Maconomy will, in connection with printing a normal job invoice or job credit memo reconciling an amount on account, print a specification of which invoices on account and/or credit memos have been reconciled, and to which extent these have been reconciled. The specification is displayed below a tax specification, if any, on the invoice or the credit memo.
	▪ Prioritize cost in original currency if same as job currency — On jobs in a currency different from the company base currency, an external cost in the same currency as the job gives rise to a job entry with a slightly different billing price, even with a markup of zero.
	If you select this parameter, the price calculation determines the billing price based on the cost price in the original currency, to avoid a rounding difference resulting from a conversion from the original currency to base currency and back to the original currency, in cases where this is the same as the job currency.
	▪ Prioritize Markup Percentage from Job Price Lists — If this parameter is marked, a markup percentage specified on a job price list has priority over any billing price entered directly on an information card, for example, in the workspace Activities.

Field	Description
	If the parameter is not marked, any markup percentage found in a job price list will be disregarded in favor of a billing price entered directly into an information card. For more information about how prices are calculated in the Job Cost module, please see “Appendix A: Price Calculation in the Job Cost Module.” ▪ Prioritize Partial Invoicing when Changing Quantity for Invoicing — In the Invoice Selection workspace, Maconomy automatically adjusts the fields “Action” and “Close Balance” to reflect the state of the underlying job entries. If, for some reason, these fields are not visible in the workspace layout, then you may accidentally write off entries instead of carrying them forward. This would happen if you reduce the quantity for invoicing to less than the open quantity, in which case Maconomy would automatically mark the field “Close Balance.” If this parameter is marked, the field “Close Balance” will be unmarked when the quantity for invoicing is changed from being greater than or equal to the open quantity to being less than the open quantity. If, for example, the open quantity is 10 and the quantity for invoicing is changed from 10 to 8, then the field “Close Balance” is unmarked; but if the quantity for invoicing is changed from 12 to 10 then the field is not unmarked. ▪ Project Required on Job — By marking this parameter, you make it mandatory to enter a value for the dimension Project on all jobs created. ▪ Purpose on Job Required — By marking this parameter, you make it mandatory to enter a value for the Purpose dimension on all jobs created. ▪ Recalculate Job Budget when Copying — If you mark this parameter, Maconomy will recalculate job budgets which are copied in the Job Cost module. This means that the price fields in the original budget (cost and sales prices in base and foreign currencies, and the field “Net Cost, Base”), the markup percentage, and fields concerning purchase orders are not copied but recalculated based on the information about the customer, employees, and job price list on the job to which the budget is being copied. ▪ Re-derive when copying time sheets — If you mark this system parameter, Maconomy will keep the values for job, activity, and task number on time sheet lines copied from the previous period or copied expense sheet lines, while dimension values are re-derived to ensure that any dimension derivation changes are reflected correctly on the time sheet or expense sheet. ▪ Rederive Tax Code at Invoicing— If this parameter is marked, then rederived at invoicing. This will make a difference in the case of split

Field	Description
	billing where it is possible to change the "Reporting Code, Invoice" to be used for each bill-to customer in "Bill To Customer Distribution." When marked, the tax code will be (re)derived from the bill-to customer. ▪ Refresh Customer Statements And Aging when Printing Invoice — If this company-specific system parameter is marked, customer aging on invoices is refreshed when printing an invoice. If the parameter is disabled, the customer aging on the invoice is the same as when printing the invoice draft, though new invoices may have been created or other invoices have been paid since. By default, this parameter is disabled. ▪ Release Expense Sheet Irrespective of Line Approval Status - If you enable this parameter, users can click the **Release Expense Sheet** action and Maconomy will release expense sheets for posting even when these have not yet been released or approved, and require approval. By default, this parameter is disabled. ▪ Release Time Sheet Irrespective of Line Approval Status - If you enable this parameter, users can click the **Release Time Sheet** action and Maconomy will release time sheets for posting even when these have not yet been released or approved, and require approval. By default, this parameter is disabled. ▪ Reopen Time Sheet When a Line is Rejected — Use this system parameter to reopen or unsubmit a time sheet if one of the time sheet lines is rejected by a project manager in the window Approve Time Sheet Lines or Approve Job Registrations. ▪ Require Complete Absence Derivation Setup upon Absence Approval — If this parameter is marked, Maconomy displays an error notification if an absence approver approves an absence and the absence type setup is not able to completely derive time sheet registration dimensions for the absence type covering the given period. ▪ Remember all settings in det. plan. Windows — If you mark this system parameter, all settings in the workspaces Detailed Planning and Detailed Employee Planning are saved between user sessions. This means that Maconomy “remembers,” for example, the starting date set by the user and fills in the same date the next time the user opens the planning workspace. ▪ Require Preferred Invoice Date — If you select this company-specific system parameter, Maconomy requires you to specify an invoice date before you can approve the invoice selection on a job. ▪ Require Year on Jobs — If you mark this company-specific system parameter, you are required to enter a value in the **Year** field for jobs.

Field	Description
	▪ Restore Job Entries by Default — If you select this company-specific system parameter, when you enter an invoice number for crediting in Invoice Selection, the **Restore Entries** field is marked automatically. ▪ Require System Number for Job Pre-Invoices — Select this company-specific parameter to control whether a unique sequence of system numbers for job pre-invoices is required (separate from the invoices sequence), or deselect to indicate that job pre-invoice numbers can share the sequence numbers on invoices. **Note:** If a company within your enterprise must share invoices and pre-invoices each have a unique numbering sequence, on the System Parameter tab, deselect the **Require System Number for Job Pre-Invoices** check box. Then, in the Company Specific Values sub-tab, create a line for the company and select the **Require System Number for Job Pre-Invoices** check box. ▪ Responsible < Location Required on Job / Department Required on Project > — Enable this system parameter to require Location to be entered on jobs. ▪ Secretary can Approve Time Sheets — If you mark this system parameter, an employee who has been appointed secretary for another employee can approve the time sheets for those employees for whom he/she is secretary. ▪ Set Default Reallocation Date to Today — With this system parameter, you can specify whether the reallocation date that is automatically suggested in the Job Reallocation, Job Reallocation by Job and Batch Job Reallocation workspaces should be today's date or the entry date of the entry being reallocated. If you mark the parameter, the entry date suggested will be today's date. ▪ Set Job Entries For Invoicing After Print Invoice — If you select this company-specific system parameter, job entries marked for carry forward before invoicing are set for invoicing after invoicing. ▪ Set Job Phase Transition Date to Today — When you close a phase, Maconomy uses the current date as the actual ending date. Maconomy also uses the current date when you choose the action for initiating the first phase. This parameter allows you to enforce an active choice of date when performing these actions. The **Transition Date** field in the tab allows you to enter a transition date for the **Initiate First Phase**, **End Phase**, **Approve Phase Completion**, and **Approve Milestones** actions. Use this parameter to configure whether this date is blank or set to the current date. ▪ Show Only Open Activities when Opening Invoice Selection — If this parameter is marked, then the Only Open Activities checkbox in the

Field	Description
	Invoice Selection dialog will be marked by default whenever this workspace is opened. ▪ Show Only Open Entries when Opening Job Card — If you mark this parameter, the sub-tab of the workspace Job Card will only display the open entries of the current job when the workspace is opened. If you do not mark this parameter, all entries will be displayed when the workspace is opened. You can use this system parameter in conjunction with the parameter “Open job card without delimitation,” for example, to specify that the sub-tab of the workspace Job Card should default to showing all entries within the current month, or all open entries regardless of period. See also the system parameter “Open job card without delimitation” above and the description of the workspace Job Card in the Job Cost module. ▪ Show tax code summary on invoice selection lines — Selecting this parameter allows you to display and edit tax codes in the Invoice Selection sub-tab. ▪ < Specification 1-10 on Job / Business Area on Project > Required — By marking these parameters, you make it mandatory to enter a value for the dimensions Spec. 1, Spec. 2, Spec. 3, Spec. 4, and so forth respectively, on all jobs created. ▪ Standard Billing Price on Non-Invoiceable Entries — If you mark this company-specific parameter, Maconomy displays the standard billing rate for non-invoiceable activities and lets you view the potential billing prices of all applicable hours. ▪ Split Week Time Sheet — If you mark this parameter, Maconomy will create two time sheets for weeks with days in two different months. The two sheets are assigned a suffix A and B and you cannot register hours on those days in one part which are covered by the other part. With this as an exception, the functionality of split week time sheets is identical to that of normal time sheets. ▪ Standard note is derived from Activity before Task — When specifying an activity and a task on a purchase line (lines created in the sub-tab of the workspaces Requisitions, Requests for Quote and Purchase Orders in the A/P module), Maconomy will attempt to derive a standard note from the activity or task in question. If a standard note has been specified on only the activity or only the task, the note in question is derived and a copy of the note in question is assigned to the purchase line. However, if a standard note has been specified for both activity and task, this parameter determines whether the standard note should be derived from the activity or from the task. If the note should be derived from the activity, mark this parameter. If it should be derived from the task, leave the parameter unmarked.

Field	Description
	If a standard note has been specified on neither the activity nor the task entered on a purchase line, the standard note specified in the system parameter “Standard note for purchase lines” is used as the standard note, and if no note has been specified there, no note is automatically assigned to the purchase line. ▪ Sub Job Numbering Based On Main Job — If you select this company-specific system parameter, a job created as a sub job of another job gets a job number with the following format: <main job number><separator><sub job number>. The separator between the main job number and the sub job number, as well as the number of decimals in the sub job number, are also set up using this parameter. ▪ Suggest Invoice Date when Crediting — This parameter has the effect that when you enter an invoice number for crediting, the invoice date of that invoice is suggested for the credit memo. This affects the following workspaces: ▪ Invoice Selection ▪ On Account Invoice Selection ▪ Blanket Invoicing Overview ▪ Blanket Invoice Selection ▪ Synchronize Dimensions from Account Manager — Select this parameter to synchronize select dimensions from employees to the customers, company-specific customers, and jobs where they are set up as account managers. Prior to selecting this parameter, create an entry in the Dimension Sets workspace and select which of the G/L dimensions will be synchronized (such as Purpose in the CPA solution). Then, enter the name of this dimension set on the system parameter. The synchronization ensures that if a customer (or company-specific customer, or a job) has an account manager, then the dimensions that have been selected on the dimension set are synchronized between the account manager and the customer (and similarly for company-specific customers and jobs). Setting up the system parameter does not in itself force synchronization; this happens when you specify the relevant dimension(s) on the employees that are account managers. For example, if you have set up that the Purpose dimension should be synchronized and you then enter a Purpose on an employee, then this Purpose will be copied to all customers, company customers, and jobs where the employee is selected as account manager.

Field	Description
	Note: The system parameter allows you to set up company specific rules. This means the rule follows the company of the account manager (the employee). ▪ Tax from extended price in expense sheets — If you mark this parameter, tax on lines in the workspace Expense Sheets will be calculated as the total line price multiplied by the tax rate. A difference, if any, between the cost loaded on the job and the total price minus tax will be posted on the account for amount rounding found by means of a dimension combination in the workspace Posting References in the G/L module. If you do not mark the parameter, tax will be calculated on the basis of the unit price multiplied by the tax rate multiplied by the quantity entered on the line. ▪ Tax Itemization even if no Tax on Invoice — If you select this company-specific system parameter, tax itemization is included in the printout of job invoices and credit memos, even if the invoice has no tax. If there is no tax included in an invoice, then the itemization list is empty and the itemization sum is zero. ▪ Traffic Status Revision Codes Required — If you mark this parameter, you are required to enter a revision code in the workspace Job Traffic Status when closing a traffic status revision. You can have Maconomy generate a traffic status revision code automatically by marking the system parameter “Automatically generate traffic status revision codes.” The concept of traffic status revisions is explained in the description of the workspace Job Traffic Status in the Job Cost module. ▪ Transfer desired sales price when changed — If you mark this parameter, you do not have to select the action “Transfer Desired Sales Price” in the workspace Invoice Selection when entering a new, desired sales price in the field “Desired Sales Price” in the tab. Instead, the desired sales price is transferred to the sub-tab automatically when you press Return. If the system parameter is unmarked, you have to select the action “Transfer Desired Sales Price” manually to transfer the desired sales price to the sub-tab. ▪ Transfer Sales Price to Desired Sales Price — If you mark this parameter, Maconomy will automatically calculate the desired sales price from the prices shown in the sub-tab of the workspace Invoice Selection. When you press Return on a table line, the desired sales price is recalculated and shown in the field “Desired Sales Price” in the tab. If the system parameter is unmarked, manual changes in the sub-tab will not be reflected in the desired sales price. See also the system parameter “Transfer desired sales price when changed” above.

Field	Description
	▪ Transfer several invoice plan lines — If you mark this parameter, all due invoicing plan lines are transferred to the current invoice selection when you select the action “Transfer Invoicing Plan” in the workspace Invoice Selection or the action “Transfer Invoicing Plans” in the workspace Approve Invoice Selection. If the system parameter is unmarked, only the first due line of the invoicing plan is transferred. By default, the system parameter is marked. ▪ Update prices upon dimension change — If you mark this parameter, Maconomy will recalculate the cost price, sales price, and markup percentage when you change a dimension value on an existing line in the workspaces Job Budgets, Job Planning, Job Reallocation, Job Journal and Expense Sheets in the Job Cost module. The recalculation is performed as described in Appendix A. In this case, the term “dimension value” means the fields “Activity,” “Employee Category,” “Employee No.,” “Task,” “Location,” “Entity,” “Project,” “Purpose,” “Spec. 1-10,” and “Local Spec. 1-10,” and, in case of a reallocation or a job journal, the new entry date. If the recalculation results in a price different from zero, the amounts and the markup percentage are adjusted accordingly. If the system parameter is not marked, Maconomy will not recalculate prices as a result of changes to dimension values. ▪ Update Employee Control Field from Job Employees — If you deselect this field, the Employee Control on the job is not updated when the user applies the action that distributes favorites from Job Employees. This can be useful if People Planner is integrated with Maconomy and People Planner pushes employees from the plan into Job Employees, but the integration should not interfere with Employee Control setup on the job. ▪ Synchronize Dimensions from Account Manager — If you specify a dimension set in this parameter, the selected dimensions will be synchronized from employees to the customers, company-specific customers, and jobs where the employee is set up as account manager. The synchronization ensures that if a customer (or company-specific customer, or a job) has an account manager, then the dimensions that have been selected on the dimension set are kept synchronized between the account manager and the customer (and similarly for company-specific customers and jobs). Setting up the system parameter does not in itself force a synchronization; this happens when you specify the relevant dimension(s) on the employees that are account managers. So if, for instance, you have set up that the Purpose dimension should be synchronized and you then enter a Purpose on an employee, then this Purpose will be copied to all customers, company customers, and jobs where the employee is selected as account manager. Note that the system

Field	Description
	parameter allows you to set up company-specific rules. This means that the rule follows the company of the account manager (the employee). ▪ Update Prices on Amount Registrations upon Job Reallocation — With this parameter, you can specify whether Maconomy is to recalculate and update prices on affected reallocation lines for amount activities when performing job entry reallocations in the workspaces Job Reallocation and Batch Job Reallocation. ▪ Update Prices on Time Registrations upon Job Reallocation — With this parameter, you can specify whether Maconomy is to recalculate and update prices on affected reallocation lines for time activities when performing job entry reallocations in the workspaces Job Reallocation and Batch Job Reallocation. ▪ Use Confirmed Bookings Only — If you mark this parameter, it will only be possible to create allocations of the booking type “Confirmed” in connection with resource planning. Using this parameter, you can thus decide whether or not to use the functionality of the three booking types “Preliminary,” “Requested,” and “Confirmed.” ▪ Use daily time sheets — If you mark this parameter, the use of daily time sheets is enabled in Maconomy. This means that you can use the workspaces Daily Time Sheets and SpeedSheet and the import program Import Daily Time Sheets. The parameter is also required for a number of Portal components. If you do not use the workspaces mentioned above, you should unmark this parameter for performance reasons, as Maconomy will otherwise automatically create daily time sheets for each weekly time sheet created. If the system parameter is unmarked, only those daily time sheets which already exist will be maintained, and it will not be possible to use the workspaces Daily Time Sheets and SpeedSheet and the import program Import Daily Time Sheets. ▪ Use Fixed Budget Type for Employee Control — If this parameter is not marked, employee control on jobs is carried out according to each job’s planning budget. If the parameter is marked, employee control is carried out according to each job’s budget of the type specified in the system parameter “Budget Type No. for Employee Control.” For further information on the available types of employee control and their effects, see the description of the field “Employee Control” in the workspace Jobs. ▪ Use Fixed Working Time Stamped on Time Sheets — Maconomy always "stamps" the fixed time from the weekly calendar on the employees' time sheets as they are created. If the parameter is

Field	Description
	marked, then the actual, reported working time of the employee will be compared with the employee's fixed time from the same period. If the parameter is not marked, Maconomy will compare the actual, reported working hours of an employee with the fixed hours currently in force for the employee in question. This may not always produce a historically correct result. ▪ Use Estimate Date when Updating Resource Allocations - Select this parameter to allow the **Update Resource Allocations from People Planner** action to use the estimate date, if one has been specified. If you have started a progress evaluation, this action does not update the resource allocations in Maconomy for any months before the estimate date. Moreover, it updates the resource allocation in Maconomy for the month that contains the estimate date, based on the resource allocations within that month after the estimate date. ▪ Use Invoice Date as Exchange Rate Date on Job Invoices — Select this parameter to enable Maconomy to calculate the billing price of job entries in currencies other than the base currency of the company of the job at the date of invoicing. If it is deselected, Maconomy uses the date of the job entry for currency conversion. ▪ Use Job Invoice Allocation Date as Exchange Rate Date — If this system parameter is turned on then the date selected for preferred invoice allocation date is used for looking up exchange rates when carrying out conversion of unit and total billing price between job currency, base currency, and enterprise currency. This system parameter only has an effect if the Exchange Rate in Job Invoice Allocation as Invoiced On Account system parameter is turned off. . If you do not select this parameter and the Exchange Rate in Job Invoice Allocation as Invoiced On Account system parameter is not selected, the job entries are allocated at the original exchange rates. ▪ Use markup % for time activities — If you mark this system parameter, Maconomy will calculate billing prices for time activities based on cost price and markup percentage in the same way as billing prices are calculated for amount activities. The calculation only uses markup percentages specified in a job price list. ▪ Use Original Quantity on Job Related Investment Tax Entries — Investment tax can be posted as a separate job entry with the same quantity as the original job entry. This can result in rounding issues as the total investment tax is calculated from the quantity and the investment tax per unit. To avoid this, deselect this parameter to set the quantity on investment tax entries to ±1.

Field	Description
	▪ Use P&L Posting of Invoices on Account — Select this parameter to post invoices and credit notes on account to the Billing Price and Open Billing Price P&L accounts. ▪ Use Preferred Invoice Date as Customer Statement Date — If you select this company-specific system parameter, when calculating and printing the customer statement on job invoices, the customer statement date used is the preferred invoice date, meaning that the customer entries included in the customer statement are the ones which were open until the preferred invoice date. If the preferred invoice date is not set, then the customer statement date is the current date. If not selected, the customer statement date used is the current date. ▪ Use standard billing price for amount activities — If this parameter is selected, Maconomy will derive a specific standard billing price for entries concerning amount activities. For more information about standard billing price, please see “Appendix A: Price Calculation in the Job Cost Module.” If the parameter is not selected, the standard billing price is set to the value of the registered billing price. Please note that if job surcharges apply to the job entry, the surcharge is added to the registered billing price only when the entry is posted, in which case the registered and the standard billing price will differ. ▪ Use Subscription Start Date As Entry Date — If this parameter is selected, Maconomy will set the entry date to the first date in the accrual period for subscription orders invoiced in job cost. This parameter allows you to set a company-specific value in the sub-tab. ▪ Use standard billing price for time activities — If this parameter is selected, Maconomy will derive a specific standard billing price for entries concerning time activities. For more information about standard billing price, please see “Appendix A: Price Calculation in the Job Cost Module.” If the parameter is not selected, the standard billing price is set to the value of the registered billing price. Please note that if job surcharges apply to the job entry, the surcharge is added to the registered billing price only when the entry is posted, in which case the registered and the standard billing price will differ. **Layout** ▪ Show Job Pre-Invoice Reconciliation in Workspaces — If you select this parameter, Maconomy displays Job pre-invoice reconciliation.

Field	Description
	▪ Show Local Spec. 1-10 — Select the Show Local Spec. check box to display Local Spec. 1, 2, 3, and so on, as a dimension in Maconomy. Deselect the check box to hide this parameter from users. ▪ Show Project — If you select this parameter, Maconomy displays Project as a dimension. If turned off, this dimension is hidden from users. ▪ Show Purpose — If you select this parameter, Maconomy displays Purpose as a dimension. ▪ Show Responsible Department — If you select this parameter, Maconomy displays Responsible department (Location in standard system) as a dimension. ▪ Show Specification 1-10 — If you mark this parameter, Maconomy displays specification 1-10 as a dimension. ▪ Show Tax Sub Levels — If you mark this parameter, Maconomy displays tax sublevels. ▪ Show Three Tax Levels — If you mark this parameter, Maconomy will show three tax levels in all workspaces that include tax code functionality. This parameter is disabled by default. Please note that the parameter “Show Two Tax Levels” also needs to be marked in order for the parameter to take effect. For instance, a field previously labeled “Tax Code” will be replaced by three new fields: “Tax Code 1,” “Tax Code 2,” and “Tax Code 3.” For further information on multiple tax levels, please see “Tax Codes.” ▪ Show Two Tax Levels — If you mark this parameter, Maconomy will show two tax levels in all workspaces that include tax code functionality. For instance, a field previously labeled “Tax Code” will be replaced by two new fields: “Tax Code 1” and “Tax Code 2.” Please note that this parameter is disabled by default. For further information on multiple tax levels, please see “Tax Codes.” ▪ Show Tax Sub Levels — If you select this parameter, 4 sub levels for each VAT level display in the layout in Tax Code and G/L Tax Code workspaces, enabling you to enter the rate, posting reference, and VAT type for each sub level. Sub levels are necessary in some countries that have more than three tax codes for a transaction. These countries have three different tax authorities (VAT reporting units), but one tax authority could collect more than one tax code. With 4 sub levels for each VAT level, Maconomy splits the VAT posting amount for the given VAT level/code into the different sub levels. The logic in all other dialogs remains unchanged, with Maconomy continuing to show and handle the total VAT amount for the given VAT level/code.

Field	Description
	This system parameter is part of the layout group, used only to control the layout, and is used in Java client in version X1 and 2.0, and started in Workspace client from version 2.1. ▪ Show Withholding Tax on Payments — If enabled, withholding tax fields are shown in the customer and vendor payment dialogs, by default. ▪ Show Business Area — Select this parameter to make Business Area display as a dimension in Maconomy. ▪ Show Executing Department — Select this parameter to make Executing Department (Entity in standard system) display as a dimension in Maconomy. If turned off they will be hidden from the users. **Posting** ▪ Allow finance entries with job reference — If marked: both Job No. and Account No. can be specified on an invoice allocation line or general journal line. When posting, a finance entry with a job reference will be created, without creating any job entries. If not marked: either Job No. or Account No. can be specified on an invoice allocation line or general journal line, not both. When posting, based on what was specified on the line, either job entries or finance entries will be created. ▪ Allow Posting of Own Journals — Use this system parameter to specify whether users should be able to post journals that they submitted themselves. If you do not mark the parameter, a submitted journal can only be posted by another user than the one who submitted it. This functionality supports a workflow where users can submit journals when they are ready to be posted, and a posting responsible can subsequently post the journals. However, using the field “Post Own Journals” in the workspace Actions, you can grant specific users access to posting journals submitted by themselves. **Note:** This functionality is no longer supported for general journals as part of the approval hierarchy for general journals (introduced with version 2.5). ▪ Automatic Posting of Asset Journals — If enabled, Maconomy will automatically post asset journals when asset adjustments are approved. ▪ Automatic posting of automatic customer payments — If this parameter is marked, customer payments imported in the Banking module are automatically posted upon import. However, the automatic posting only takes place if the payment agent used in the import is set up for creation of a separate journal for error entries.

Field	Description
	▪ Automatic posting of customer reconciliations — If this parameter is marked, Maconomy will automatically post, but not print, customer reconciliation journals when a reconciliation is approved in the workspace Customer Open Entry Reconciliation. In the same way, if a reconciliation is removed in the workspace Show Customer Reconciliation, the resulting customer reconciliation journal is posted automatically. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic posting of debtor provisions — If this parameter is marked, Maconomy will automatically post, but not print, debtor provision journals when they are approved. A debtor provision journal is created when a provision for an invoice is approved in the workspace Debtor Provisions By Invoice in the A/R module. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic posting of expense sheets — If this parameter is marked, Maconomy will automatically post, but not print, expense sheet journals when expense sheets are approved in the workspace Expense Sheets. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic posting of fixed price inclusion — If enabled, Maconomy will automatically post fixed price inclusion journals. ▪ Automatic Posting of Gross Pay — Enable this system parameter if you want gross pay journals to be automatically posted when compensation calculations are approved. ▪ Automatic posting of Intercompany Vendor Invoices — If this parameter is marked, Maconomy will automatically post, but not print, intercompany vendor invoice journals when they are created as a result of intercompany settling in the workspace Intercompany Invoicing. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. This parameter is company-specific. ▪ Automatic Posting of Interest Charge Notice — Select this parameter to automatically post interest charge notice journals.

Field	Description
	▪ Automatic posting of invoice reallocations — If this parameter is marked, Maconomy will automatically post, but not print, invoice reallocation journals when approved in the workspace Reallocate Invoices. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic posting of invoices — If this parameter is marked, Maconomy will automatically post, but not print, invoice journals when they are approved. An invoice journal is created when an invoice is printed, for example, in the workspace Invoice Selection in the Job Cost module or the workspace Sales Orders in the Sales Orders module. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic posting of job accruals — If this parameter is marked, Maconomy will automatically post, but not print, job accrual journals when they are created in the workspaces Job Accruals and Batch Job Accrual. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic Posting of Job Invoice Allocation — When this parameter is ticked, journals of type “Job Invoice Allocation” are posted automatically by Maconomy immediately after having been created. ▪ Automatic posting of job reallocations — If this parameter is marked, Maconomy will automatically post, but not print, job reallocation journals when they are approved in the workspaces Job Reallocation by Job, Job Reallocation, or Batch Job Reallocation. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic posting of job revenue recognition — If enabled, Maconomy will automatically post job revenue recognition journals. ▪ Automatic posting of job transfers — If this parameter is marked, Maconomy will automatically post, but not print, job transfer journals when they are approved in the workspace Job Transfer. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal.

Field	Description
	▪ Automatic posting of mileage sheets — If this parameter is marked, Maconomy will automatically post, but not print, mileage sheet journals when mileage sheets are approved in the workspaces Mileage Sheets or Approve Mileage Sheet. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic Posting of Payment Journals — If this parameter is marked, Maconomy will automatically post payment journals created in the Banking module. Automatic posting takes place in the following situations: ▪ When approving a payment selection, causing a payment to be closed ▪ When printing a payment list or check, causing a payment to be closed ▪ When creating a payment file, causing a payment selection to be closed ▪ When importing payment statuses, causing a payment to be closed ▪ When approving a bank reconciliation ▪ When approving entries in payment reports If the parameter is not marked, payment journals must be posted manually in the workspaces Payment Journal in the Banking module. ▪ Automatic posting of time sheets — If this parameter is marked, Maconomy will automatically post, but not print, time sheet journals when time sheets are approved in the workspaces Time Sheets or Approve Time Sheets. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal. ▪ Automatic posting of Vendor Reconciliations — If this parameter is marked, Maconomy will automatically post, but not print, vendor reconciliation journals when reconciliations are approved in the workspace A/P Open Entry Reconciliation. In the same way, if a reconciliation is removed in the workspace Show Vendor Reconciliation, the resulting vendor reconciliation journal is posted automatically. If the parameter is not marked, such journals must be posted manually in the workspaces Posting or Print Posting Journal in the G/L module. Automatically posted journals can be printed in the workspace Print Posting Journal.

Field	Description
	▪ Create intercompany entries for companies with same parent company — If this parameter is marked, Maconomy will always create intercompany balancings (entries to the intercompany accounts) when posting entries that affect two different companies. However, if some companies in the company dimension represent entities which are not legal units, you may not wish to create intercompany postings between companies in Maconomy, if they have the same parent company. For instance, if you run your Sales department as a company in Maconomy, you may subdivide it into, for example, Export and Domestic sales, both with the company representing the Sales department as the parent company. This could, for example, be relevant if you wish to run company access control between the departments. However, as the two departments are not legal entities, you do not want Maconomy to create intercompany balancings between the two companies as a result of for instance cross-department utilization of employees. To achieve this, unmark this parameter. Please note that in cases where no intercompany balancings are made, no intercompany invoicing basis entries are created either, even if the parameter “Create Intercompany Invoicing Basis” is marked. ▪ Delay for Restarting Posting of Journal (Seconds) — Enter a delay in seconds to indicate how much time has to pass before you can attempt to restart the posting of a journal. ▪ Join Accrual Finance Entries — If enabled, Maconomy will join accrual finance entries into one finance entry when posting, if all dimensions on the entries are identical. ▪ Max Number of Entries in Other Journals — Specify the maximum number of entries for a time sheet journal. Enter 0 if there is no limit. The following journals are affected by this parameter: ▪ Vendor Invoice ▪ Invoice Reallocation ▪ Job ▪ Customer Reconciliation ▪ Vendor ▪ Payment ▪ Invoice ▪ Job Reallocation

Field	Description
	▪ Job Accrual ▪ Job Revenue Recognition ▪ Job Transfer ▪ Interest Charge Notice ▪ Reminder ▪ Collection ▪ Intercompany Settlement Vendor Invoice ▪ Debtor Provisions ▪ Intercompany Interest Note ▪ Intercompany Grouping ▪ Job Invoice Allocation ▪ Fixed Price Inclusion ▪ Max Number of Entries in Timesheet Journals — Specify the maximum number of entries for a time sheet journal. Enter 0 if there is no limit. ▪ Max Number of Entries in Vendor Invoice Journals — Enter the maximum number of vendor invoices in a vendor invoice journal. By default, the value in this field is zero. The vendor invoices you create group in a single journal. If the value in this field is one, only one vendor invoice saves in a journal. If the value in this field is two or higher, Maconomy automatically uses the value as reference for the number of vendor invoice entries grouped in a journal. ▪ Post Intercompany Sale for External Expenses — If this company-specific parameter is marked (and the existing Intercompany Tax Balancing system parameter is not marked), Maconomy posts the cost price on the cost account and the intercompany sales account of the executing company. ▪ Post Invoice Exchange Rate — Use this parameter to indicate whether the Job exchange rate variance is calculated and posted. ▪ Post Unrealized Job Exchange Rate Variance — Maconomy will calculate the job fixed exchange rate variance when the vendor invoice is posted and post it as realized or unrealized job exchange rate variances. The variance is only unrealized if this parameter is marked, and the vendor invoices are not closed when the invoice allocation is posted. ▪ Submission of Customer Payment Journal Required — The functionality of this parameter corresponds to that of the system

Field	Description
	parameter “Submission of General Journal required” but pertains to customer payment journals created in the workspace Customer Payment Journal. ▪ Submission of Job Journal Required — The functionality of this parameter corresponds to that of the system parameter “Submission of General Journal required” but pertains to job journals created in the workspace Job Journals. ▪ Use Sub Jobs Dimensions — If this parameter is marked, Maconomy will use sub job dimensions for deriving dimensions when updating job cost. ▪ User Specific Project Revenue Recognition Journals — If this parameter is not marked, Maconomy maintains one revenue recognition journal at a time in the General Ledger system, adding new revenue recognitions approved by any user to the same journal until it is posted, after which the next revenue recognition approval results in a new journal to which subsequent approved recognitions are added, and so on. If you mark this parameter, Maconomy will maintain separate journals for each user approving revenue recognitions. ▪ User Specific Job Reallocation Journals — If marked, the system will maintain separate journals for each user approving job reallocations. If not marked, the system maintains one journal, adding new job reallocations approved by any user to the same journal (old functionality). ▪ User Specific Job Invoice Allocation Journals — If marked, the system will maintain separate journals for each user. If not marked, the system maintains one journal, adding new job invoice allocations by any user to the same journal (old functionality). ▪ Use Balance Account Dimensions on Customer Entries — This company-specific parameter allows you to choose to use the existing functionality, or to use the dimension from the original voucher (before account derivation). ▪ Use Balance Account Dimensions on Vendor Entries — This company-specific parameter allows you to choose to use the existing functionality, or to use the dimension from the original voucher (before account derivation). ▪ User Specific Customer Reconciliation Journals — If marked, the system will maintain separate journals for each user. If not marked, the system maintains one journal, adding customer reconciliations created by any user to the same journal (old functionality).

Field	Description
	▪ User Specific Debtor Provision Journals — If marked, the system will maintain separate journals for each user. If not marked, the system maintains one journal, adding new Debtor Provisions created by any user to the same journal (old functionality). ▪ User Specific Fixed Price Inclusion Journals — If enabled, fixed price inclusion journals will be user specific. ▪ User Specific G/L Reallocation Journals — If enabled, G/L reallocation journals will be user specific. ▪ User Specific Invoice Journals — If marked, the system will maintain separate journals for each user. If not marked, the system maintains one journal, adding new invoice approved by any user to the same journal (old functionality). ▪ User Specific Invoice Reallocation Journals — If marked, the system will maintain separate journals for each user. If not marked, the system maintains one journal, adding new invoice reallocations approved by any user to the same journal (old functionality). ▪ User Specific Job Accrual Journals — If marked, the system will maintain separate journals for each user. If not marked, the system maintains one journal, adding new job accrual approved by any user to the same journal (old functionality). ▪ User Specific Job Transfer Journals — If marked, the system will maintain separate journals for each user approving job transfers. If not marked, the system maintains one journal, adding new job transfers approved by any user to the same journal (old functionality). ▪ User Specific Payment Journals — If marked, the system will maintain separate journals for each user. If not marked, the system maintains one journal, adding new payments approved by any user to the same journal (old functionality). ▪ User Specific Vendor Journals — If marked, the system will maintain separate journals for each user. If not marked, the system maintains one journal, adding new vendors created by any user to the same journal (old functionality). ▪ Post Job Cost Intercompany Entries as Accrued until Invoiced — Use this company-specific system parameter to set up Maconomy so that unbilled revenue is not posted as revenue until invoiced. **Item** ▪ Extended serial number control — Copy to come. ▪ Allow Items without Inventory Control in Negative Production — If this system parameter is selected, you can have negative production of a BOM that has elements without inventory control.

Field	Description
	▪ Allow Production of BOMs without Inventory Control — If this system parameter is selected, you can have production lines for BOMs without inventory control. Both negative and positive production are allowed. ▪ Allow Production of BOMs without Inventory Control — If selected, you can have production lines for BOMs without inventory control. Both negative and positive production are allowed. ▪ Allow Items without Inventory Control in Negative Production — If this system parameter is selected, you can have negative production of a BOM that has elements without inventory control. **Sales Orders** ▪ Approve order when conv. quote — If you mark this parameter, orders created as a result of converting a quote are automatically approved. However, the order is only approved if the user who converts the quote has access to approving orders. If this parameter is not marked, or if the conversion is done by a user who does not have access to approving orders, the quote will be converted to a non-approved order. ▪ Approve packing list in two steps — Using this system parameter, you can specify whether the approval of a packing list should result in the creation of a packing slip and thus a delivery. If the parameter is not marked, the approval of a packing list in the workspace Packing Lists will result in the creation of a packing slip and the delivery of the packed items. If you mark the parameter, the approval of a packing list will not cause the delivery of items as the packing slip must be created separately by selecting the action “Print Packing Slip,” “Release for Invoicing,” or “Print Invoice.” The parameter can, for example, be used if you use destination control and you wish to print out a complete packing slip for all orders included in a consignment. Marking this parameter will ensure that last minute order changes and creation of orders will be included in a packing slip printed just before the shipping of a consignment. ▪ Automatically assign order line to consignment — Using this parameter, you can define whether Maconomy should automatically assign quote and order lines to consignments upon creation. The parameter only applies to orders with partial delivery, and on which a destination has been specified. If you mark the parameter, the creation of a quote or order line will cause Maconomy to attempt to assign the new line to a suitable consignment even if the line itself was created automatically by Maconomy, for instance as a split-up of an existing line.

Field	Description
	To assign the line to a consignment, Maconomy uses the method described in Appendix B: Assign Quote/Sales Order to Consignment. The system parameter also functions as a default value for the field “Assign to Consignment” in the workspace Update Item Reservations in the Inventory module. ▪ Check Price List Currency — Using this parameter, you can select whether Maconomy should issue a warning if the currency on a quote, sales order, credit order, invoice, credit memo, subscription order, item purchase order, or job does not correspond to the currency in the selected price list. ▪ Fix exchange rate at order creation — In this parameter, you can specify whether the date used for determining the valid exchange rates should be fixed at the creation of quotes, sales orders, and credit orders, so that the same exchange rates are used for the calculation of currency amounts throughout the order process. If you mark the parameter, Maconomy will automatically enter today’s date in the field “Currency Date” when you create a quote, sales order or credit order. This way, you ensure that, for example, the quote price or the order confirmation price matches the price calculated in connection with invoicing later in the process, as the same exchange rate is used. If you do not mark this parameter, Maconomy will suggest a blank currency date when quotes, orders, and credit orders are created, and currency prices are thus calculated using the exchange rates valid on the date upon which the calculation takes place. Please note that the currency date can be changed at any point in the order process, whether the field is blank, completed manually or completed by Maconomy as a result of a mark in this parameter. For a further description of the field “Currency Date,” please see the workspaces Quote, Sales Orders, and Credit Orders in the Sales Orders module. ▪ Include zero amount lines on printouts — If you mark this parameter, the printouts of quotes, order confirmations, packing slips, draft invoices, invoices, main order invoices, draft credit memos, and credit memos will also show lines where the ordered/credited quantity of the item in question is zero. If the parameter is not marked, lines with an ordered/credited quantity of zero are not included on the printouts mentioned above. ▪ Invoice Orders with Job Numbers in Job Cost — If you mark this parameter, specifying a job number in the field “Job No.” in the tab of a quote, a sales order or a purchase order also causes the field “Invoice in Job Cost” to be marked automatically. Similarly, removing the job number from a quote, sales order or credit order will cause the field “Invoice in Job Cost” to be unmarked.

Field	Description

	▪ Reset Quantity to Pack to Zero — In this field, you can specify that the number for packing should be set at zero when sales order lines are created, either as a result of converting a quote or by adding order lines in the sub-tab of the workspace Sales Orders.
	▪ Set Quantity Returned to Zero — In this parameter, you can specify whether the default value suggested by Maconomy in the field “Return” on credit order and credit memo lines should be zero or the quantity credited. If you mark the field, Maconomy always suggests a returned quantity of zero. If you do not mark the field, Maconomy suggests the value specified in the field “Credited” on the credit order or credit memo line in question.
	▪ Split Order Lines Automatically — This parameter is used for specifying whether the field “Split Lines Automatically” should be marked by default when a quote or order is created. If you mark the parameter, the field is also marked on quotes and orders created manually in the Sales Orders module. Similarly, the system parameter also functions as a default value for the Split Order Lines field in the Update Item Reservations workspace in the Inventory module.
	▪ Take Delivery Date On Invoice Lines Directly From Order Line — When this system parameter is marked, the delivery date on invoice lines is taken directly from the order line. Note that this is not normally recommended, and that the standard functionality is to set the date to the last delivery date from the order line.
	Service
	▪ Index Linking of Service Contracts — If this parameter is marked, price indexing will be used in the calculation of service contract prices.
	Web Client
	▪ URL for Web Client — Select this parameter and specify the link to your web client application as part of setup for the following:
	  ▪ Email Alerts - If you have web client notifications or to-dos, enter the URL to the web client login page. Maconomy will include this link in the emails that it distributes to employees about their current notifications.
	  If you do not enter a URL, an error message displays on any email alerts template that is set to include a link to the web client.
	  ▪ Launching Web Analyzer links from the Workspace Client
	Base
	▪ Allow Change of Approver — Select this parameter to allow manual changes to the approver and substitute.

Field	Description
	▪ Allow Document Archives with no Company — Select this parameter to create a document archive without a company. ▪ Allow multiple levels to be approved by same user — In this parameter, you can specify whether the same user should be able to approve the same vendor invoice, general journal, purchase order, or expense sheet more than once if he or she is specified on more than one approval hierarchy line through which the vendor invoice, purchase order or expense sheet is to be approved. For further information about approval hierarchies, see the workspace Approval Hierarchies. As a vendor invoice, general journal, purchase order or expense sheet can fall within more than one selection criterion specification in the same approval hierarchy, it must be approved by the holder of approval or substitute assigned to each of the approval hierarchy lines containing the overlapping criteria. If the same employee is specified as holder of approval or substitute (either directly or through a reference or employee group) on more than one line, this parameter determines whether the employee should be able to approve more than once. If you do not mark the parameter, the same employee can only approve the same vendor invoice, purchase order or expense sheet at one level, thus ensuring that transactions requiring approval by more than one person are approved by a different person at each level. If you mark the parameter, the same employee can approve vendor invoices, purchase orders and expense sheets at any number of levels. Please note that if you disallow multiple approvals by the same user but your approval hierarchies contain multiple lines with the same employee, it is recommended that you always specify both a holder of approval and a substitute on each approval hierarchy line. This is to avoid situations where approval is required twice by the same person but no substitute is specified to make the second approval, causing a deadlock. ▪ Allow Permanent Blocking of Employees — Select this parameter to enable the **Permanently Blocked** field on employee records in the Employees workspace. When this parameter is enabled, any blocked employee records remain permanently blocked and cannot be edited. **Note:** When you enable this parameter, a warning displays stating that permanently blocking employees is irreversible. Deselect this parameter to hide the **Permanently Blocked** field on employee records. ▪ Allow User Masking for Company — Set the value of this system parameter to enable employee masking.

Field	Description
	▪ Aut. creation of contact person— In this parameter, you can specify that when an employee is created in the workspace Employees, Maconomy should automatically create a contact person in the Contact Management module, and assign it to the new employee. This causes the new employee to be assigned the same number as the automatically created contact person. The parameter can only be marked if you have installed add-on 83: CRM and/or 106: Human Resources Module. For information on how the contact person number is derived, see the description of the **Contact Person No.** field in the workspace Contact Persons in the Contact Management module. The parameter must be marked if you wish to use the Contact Management module's event flow functionality to register, for example, historical information or keep track of information such as the projects in which the employee has been involved or courses he or she has taken. ▪ Automatic Update of Reporting Structure Table — If enabled, Maconomy will automatically update grouping and sorting fields on reporting structure lines when adding, changing, or removing them. If the reporting structure has many lines, then making changes can take some time, since the system has to keep all the lines in sync. Therefore, disabling this system parameter can speed up the system. However, the grouping and sorting fields will no longer be updated as soon as you add, remove, or update the line. This has to be done via the Update Table action in the Reporting Structures dialog after you make changes to the reporting structure. ▪ Block Unapproved Employees — When this system parameter is selected, all unapproved employees are marked as blocked, and you cannot unblock an employee unless the employee has been approved. If the approval of an employee is rejected or removed, the employee is automatically blocked. ▪ Block Unapproved Users — When this system parameter is selected, all unapproved users are marked as password-blocked, and you cannot unblock the password for a user unless the user has been approved. If the approval of a user is rejected or removed, the user's password is automatically blocked. ▪ Consider Portal Role Access When Assigning Window Groups — Enable this system parameter to ensure users with limited administration rights cannot assign a window group to another user, unless they have access to the group itself. By default, this parameter is disabled. ▪ Employee Mandatory for User — In this parameter, you can specify whether an employee number is mandatory when creating a user in the Users workspace.

Field	Description
	▪ Enable Employee-Vendor Linking — Use this system parameter to enable the use of linking rules between employees and outlay settlement vendors. When this system parameter is enabled, the link between employee and outlay settlement vendor is specified on the vendor card, where you can enter a linking rule. This also enables the vendor creation wizard in the employee home. You can only enable employee-vendor linking if there is a one-to-one relationship between employees and outlay settlement vendors. ▪ Price Index — This index is used for calculating the price of service contracts in the service module. ▪ Prevent Archiving of Previous Fiscal Years — This system parameter specifies for how many fiscal years finance entries must be kept. This is used to prevent the new archiving functionality from marking too many finance entries for archiving. E.g. if the system parameter is set to 5, then the system will not mark any finance entries having an entry date within any of the 5 latest full fiscal years prior to the date of running the Mark for Arching action. For example: If the date of running the action is February 20th 2014 and the fiscal years run from January 1st to December 31st then the archiving functionality can only mark finance entries having an entry date earlier than January 1st 2009. The system parameter prevents finance entries of 2009, 2010, 2011, 2012 and 2013 from being deleted and the fiscal year 2014 has not yet ended). ▪ Standard Days Week Calendar No. — Enter the calendar number to be used as a default calendar for fixed employee working time. The calendar must use "days" as the time unit. ▪ Get on account tax code from tax table — In this parameter, you can specify that Maconomy is to use tax tables for selection of the tax code assigned to the invoice or credit memo at job invoicing on account and job crediting on account. This parameter can only be marked if the **Use Tax Tables** field in the System Information workspace is marked. If you mark the parameter, Maconomy will use tax tables to find the tax code used for invoicing on account and crediting on account in the Job Cost module. The tax code is selected in the tax table in the same way as at normal invoicing, that is, on the basis of a combination of responsible company, country, company tax code, and item tax code. As the tax code is used in connection with invoicing on account, the item tax code cannot be selected on the basis of a given activity, item, employee, and so on. Therefore, the item tax code specified in the field “On Account Tax Code” in the workspace system Information is used by Maconomy for selecting the relevant line in the tax table.

Field	Description
	If the parameter has not been marked, Maconomy always uses the standard tax code from the workspace System Information for invoicing on account. See the description of the field “On Account Tax Code” in the workspace System Information for further information. ▪ Length of System Numbers — Using this parameter, you can specify the number of figures to be used in the system numbers transferred from a system number series in the workspace System Numbers. When a system number is transferred, Maconomy automatically adds the number of zeroes necessary for the number length to comply with this parameter. The zeroes are placed in front of the system number. ▪ Allow change of approver — Use this parameter to enable system change between approver, substitute and super approver. ▪ Allow change of approver — Select this parameter to change the approver, the substitute, and the super approver. The substitute and the super approver can only be changed if the employee reference field is not selected. This is a bug, as it should be possible to change if the employee reference field is different from all and employee type. ▪ Standard Days Week Calendar No. — Enter the calendar number to be used as a default calendar for fixed employee working time. The calendar must use "days" as the time unit. ▪ Standard Week Calendar No. — Using this parameter, you can specify the number of a week calendar. For each employee, this calendar will be used in periods covered by an employee revision on which no week calendar has been specified. For further information about employee revisions, see the section “Date dependent employee revisions” in the introduction to the workspace Employees. ▪ Mail Port and Server — This parameter specifies server name and port number to be used when sending mails from Maconomy, for instance from the Express Purchase Orders workspace. ▪ Note Line Width % — Similar to the way that the Default Invoice Line Width % is used in connection with automatic line wrapping on invoice lines, this parameter is used for setting how lines wrap on note lines. Maconomy has an internal line width value of 100%. You can change that value by changing this field so that the note line width fits the note layout used in your company. If you enter, for example, **120** in this field, Maconomy makes the invoice lines wider; if you enter, for example, **80** in this field, Maconomy makes the invoice lines narrower. If you enter **0** in this field, the automatic word wrapping on invoice lines is disabled. ▪ Show Todo's for Other Roles — Select this parameter for users to see todos for all of their roles. otherwise they will only be able to see todos for current role.

Field	Description
	▪ Use Calendar Day Table — Select this parameter to populate the CalendarDay database table. ▪ Block Users When Blocking Employee — This parameter sets the field **Password Blocked** on a user account when an employee tied to that user is blocked. When an employee is blocked, any user accounts belonging to that employee are blocked immediately as well. **Note:** Employees who are tied to an administrator account are not blocked. Instead, a warning message is displayed indicating that the user is an administrator and cannot be blocked. ▪ Use Both Formal and Preferred Name On Employees and Contact Persons —This parameter enables formal names on employees and contact persons. When the parameter is enabled, Maconomy calculates F/M/L names from the existing name on the employee. Because both first and last name are mandatory, it is required that all employee names consist of at least two names. The name fields are calculated so that if fields contain two names, it will be split on first and last name. If fields contain three names, it is split into first, middle, and last names. If fields contain more than three names, all but the two last names are added to the first name field. ▪ Use First/Middle/Last Names On Employees and Contact Persons — This parameter enables F/M/L names on employees and contact persons. When the parameter is enabled, Maconomy calculates F/M/L names from the existing name on the employee. Because both first and last name are mandatory, it is required that all employee names consist of at least two names. The name fields are calculated so that if fields contain two names, it is split on first and last name. If fields contain three names, it is split into first, middle, and last names. If fields contain more than three names, all but the two last names are added to the first name field. ▪ Use Approve Compensation Agreement — Select this parameter to require approval on Compensation Agreements. Deselect the parameter to approve all Compensation Agreements by default. ▪ Use Internal Names in Import Dialogs — Select this parameter to automatically include internal field names and line types when importing information to Maconomy. **Standard Dimensions** ▪ Standard Company — In this parameter, you can specify the standard value for the dimension Company. In those cases where the field “Company” has not been completed manually, by derivation or by a

Field	Description
	registration code, Maconomy transfers the standard company from this parameter. ▪ Standard < Entity / Executing Department > — The functionality of this parameter is similar to that of the parameter “Standard Company” above. ▪ Standard < Location / Responsible Department > — The functionality of this parameter is similar to that of the parameter “Standard Company” above. ▪ Standard Project — The functionality of this parameter is similar to that of the parameter “Standard Company” above. ▪ Standard Purpose — The functionality of this parameter is similar to that of the parameter “Standard Company” above. ▪ Standard < Spec. 1-10 / Business Area > — The functionality of this parameter is similar to that of the parameter “Standard Company” above. **Vendor** ▪ Allow fully received purchase orders only — If this parameter is marked, vendor invoice allocations on which a purchase order has been specified can only be submitted if the purchase order in question has been fully received. A purchase order is fully received when the quantity of received items/services corresponds to the number of items/services on all non-closed lines on the purchase order. ▪ Allow Negative Purchase Orders — If you enable this parameter, you can enter a purchase order with a negative amount. ▪ Allow purchase for multiple jobs — If this parameter is not marked, you can only enter purchase order lines that pertain to the same job on a purchase order. The job is specified in the tab of the workspace Purchase Orders. If you mark the parameter, you can enter different job numbers on the individual purchase order lines. ▪ Allow Reconciliation of Non Approved Vendor Entries — This company-specific parameter enables you to reconcile non-approved vendor entries. ▪ Allow Users to Manually Set Allow Fields on Vendors to Yes — If this parameter is not set, a user does not have the ability to change an Allow field to **Yes**. If the submitter would like to use the company vendor in a certain area, they can change an Allow field to **Requested**. The system can be set up so that, after approval during a specified step in the workflow, that Allow field changes from **Requested** to **Yes**.

Field	Description
	For example, you may have set up approval hierarchy to change the **Allow Payments** field value from **Yes** to **Requested** if the payment information for a company-specific vendor is changed after the company vendor has been approved. This prevents payments from being made to the vendor until the new information has been approved. You can then set up the system to change the **Allow Payments** field value back to **Yes** after the new information is approved. ▪ Approve vend. inv. at submission — If this parameter is marked, vendor invoices are automatically approved for posting when they are submitted. If you do not mark the parameter, vendor invoices must be approved manually once they have been submitted. This parameter cannot be used in combination with approval hierarchies for vendor invoices. ▪ Aut. Appr. of Purchase Transactions — If this parameter is marked, vendor invoices are automatically reconciled against the corresponding purchase transactions. If the parameter is not marked, this reconciliation must take place manually in the workspace Invoice Reconciliation in the A/P module. In the system parameter “Margin, Appr. of Purchase Transactions” you can specify the maximum difference permitted for the purchase transaction and the vendor invoice to be reconciled automatically. See also the system parameter “Copy Payment Information From Reference Invoice.” ▪ Aut. company specific vendor creation — With this parameter, you can specify that Maconomy is to automatically create a company-specific vendor when registrations are attempted on a non-existent company-specific vendor. If you mark the parameter, Maconomy will automatically create company-specific vendors when you try to make entries on a non-existent company-specific vendor, for example, in the workspaces General Journal, Vendor Invoices, and Item Purchase Orders. If the parameter is not marked, Maconomy shows an error message saying that you are attempting to register information for a company-specific vendor which does not exist in the system and that the company-specific vendor must therefore be created manually in the workspace Company Specific Vendor Information Card before the entry can be made. ▪ Automatically approve expense sheets for payment — If you mark this parameter, vendor entries created as a result of posting expense sheet lines to be settled through a vendor are automatically approved for payment. When posting expense sheet lines to be settled through a vendor, Maconomy creates one or more vendor entries covering the expense

Field	Description
	sheet lines in question. The vendor entries created in this process must be approved for payment before reimbursement can take place. However, as the approval of both expense sheet lines and vendor entries can be considered redundant, you can mark this parameter to have Maconomy automatically approve the vendor entries for payment. ▪ Automatically approve fully invoice allocated entry for payment — If you mark this parameter, vendor entries assigned to invoices fully allocated in the workspace Invoice Allocation are automatically approved for payment. ▪ Automatically approve fully invoice reallocated entry for payment — If you mark this parameter, vendor entries assigned to invoices fully reallocated in the workspace Reallocate Invoices are automatically approved for payment. ▪ Automatically approve fully reallocated entry for payment — If enabled, fully reallocated vendor entries are automatically approved for payment. ▪ Automatically approve mileage sheets for payment — If you mark this parameter, vendor entries created as a result of posting mileage sheet lines to be settled through a vendor are automatically approved for payment. When posting mileage sheet lines to be settled through a vendor, Maconomy creates one or more vendor entries covering the mileage sheet lines in question. The vendor entries created in this process must be approved for payment before reimbursement can take place. However, as the approval of both mileage sheet lines and vendor entries can be considered redundant, you can mark this parameter to have Maconomy automatically approve the vendor entries for payment. ▪ Automatically submit vendor invoices when posting — If you select this company-specific system parameter, Maconomy automatically tries to submit and approve all vendor invoices when the posting action is selected. ▪ Block for repeated vendor inv. no. — If enabled, Maconomy will disallow multiple vendor invoices to have the same invoice number. ▪ Block for reuse of vendor inv. no. — By means of this system parameter you can specify whether it should be possible to enter two vendor invoices with the same invoice number for a given vendor. If you do not mark the parameter, you can use the same invoice number several times.

Field	Description
	▪ Close unreceived purchase order lines — The default of this system parameter is enabled / selected, which keeps the current behavior. If needed, disable / deselect this parameter and Maconomy will only mark Close Purchase Order Line on invoice allocation lines if the PO line is fully received ▪ Check for reused vendor inv. no. only this year — If enabled, Maconomy will disallow multiple vendor invoices to have the same invoice number in the same year. Vendor invoices with the same invoice number will be allowed as long as they were created in different years. ▪ Close unreceived purchase order lines — Copy to come. ▪ Consecutive check numbers required — Using this parameter, you can specify that when printing checks, the user can only enter a check number corresponding to the next check number according to the check book setup in the workspace Popup Fields. ▪ Control of reused vendor inv. no. only this year — If you mark this system parameter, the check on blocking of reuse of vendor invoice numbers specified in the system parameter “Block for reuse of vendor inv. no.” will only be made on vendor invoices registered within the current calendar year. If you do not mark the parameter, the check will be made on all vendor invoices. ▪ Control of reused vendor inv. no. only this year — If you mark this system parameter, the check on blocking of reuse of vendor invoice numbers specified in the system parameter “Block for reuse of vendor inv. no.” will only be made on vendor invoices registered within the current calendar year. If you do not mark the parameter, the check will be made on all vendor invoices. ▪ Copy Payment Information From Reference Invoice — If this parameter is marked, payment information will be copied completely from the reference invoice and it cannot be changed afterwards. If not, payment information will only be copied when the field is blank on the new invoice. ▪ Cost Adjustment at posting of vendor invoice — If enabled, the cost price on item movement is adjusted at the posting of the vendor invoice. ▪ Centralized vendor creation only — By marking this parameter, you specify that vendors may only be created centrally, that is, in the workspace Vendor Information Card. If the parameter is marked, a company-specific vendor cannot be created in the workspace Company Specific Vendor Information Card unless the vendor has already been assigned to a previously created vendor. Maconomy

Field	Description
	shows an error message, if you attempt to create a company-specific vendor with no associated vendor. If the parameter is not marked, you can freely create company-specific vendors in the workspace Company Specific Vendor Information Card. ▪ Default Company Vendor State — This system parameter specifies the default state that should be assigned to newly created company vendors. ▪ Default Vendor Aging Principle — This system parameter specifies the initial aging principle to be set when opening the Print A/P Aging Report window. This can be changed by the user before printing the report. ▪ Default Vendor State — This system parameter specifies the default state that should be assigned to newly created vendors. . ▪ Derive Vendor Allocation Code At Posting — Maconomy will create the allocation lines when the vendor invoice is created, if the system parameter is not selected (old functionality), or when the vendor invoice is posted. The allocation lines will only be created if the vendor invoice is not allocated before posting. ▪ Derive Vendor Allocation Code At Posting — Select this parameter to derive vendor allocation at posting. If this parameter is not selected, Maconomy will create the allocation lines when the vendor invoice is created (old functionality). The allocation lines will only be created if the vendor invoice is not allocated before posting. ▪ Include non due credit memos in payment selections — If enabled, non due credit memos are included when doing payment selections. ▪ Manual Release of Vend. Inv. — If this parameter is marked, vendor invoices must be released manually before they can be posted. If the parameter is not marked, vendor invoices are automatically submitted for approval and approved for posting once they are created. If the parameter is not marked, reconciling a vendor invoice against a purchase order the amount of which matches that of the invoice within the margin specified in the parameter “Margin for purchase order reconciliation” will cause the invoice to be automatically released for posting. ▪ Manual Purchase Order Numbers — If this parameter is marked, you are allowed to manually enter a purchase order number when creating a purchase order. ▪ Margin for automatic correction of tax — This parameter is used for making it easier to allocate invoices on which the tax amount (as specified by the vendor) is incorrect.

Field	Description
	On lines created in the sub-tab of the workspaces Invoice Allocation and Reallocate Invoices, the tax amount is calculated from the amount including or excluding tax. This means that if a tax amount remains when the full amount excl. tax has been allocated (for instance, because you changed the tax amount on the invoice because the vendor stated an incorrect tax amount), you must manually change the tax amount on one of the allocation lines before the allocation can be approved. However, if the amount excl. tax entered on a line causes the remainder excl. tax to be fully allocated, and the difference between the tax remainder and the calculated tax for the line in question is within the margin specified in this system parameter, the tax remainder is automatically allocated to the line (rather than calculated from the amount excluding tax on the line), regardless of whether this tax amount is correct according to the amount and tax code on the line. The margin can be expressed as an amount, a percentage or both. If you specify an amount, the tax remainder is allocated in the situation described above if the difference between the calculated tax amount and the tax remainder is lower than or equal to the amount specified in the parameter. If you specify a percentage, the tax remainder is allocated in the situation described above if the difference between the calculated tax amount and the tax remainder represents this percentage or less of the calculated tax. If you specify both an amount and a percentage, the remainder is only allocated if it is within both margins. This parameter allows you to set a company-specific value in the sub-tab. ▪ Margin for Purchase Order Reconciliation — This parameter is used in connection with automatic purchase order reconciliation in the workspaces Vendor Invoices, Invoice Allocation and Reallocate Invoices. If you enter a value in this parameter, Maconomy will automatically check whether reconciliation of vendor invoices and assigned purchase orders can be carried out in accordance with the value entered in the parameter. In this parameter, you can enter the highest deviation allowed in order for Maconomy to perform automatic reconciliation. The margin can be specified as an amount or a percentage. In this way, you can specify a margin allowing a difference of, for example, plus USD 3.00 to minus USD 3.00, or a given percentage. If you specify an amount, it should be specified in the enterprise currency of the system. When checking remainders, the amounts specified in the parameter will be converted into the currency registered on the current vendor invoice. This currency conversion is made on the basis of the exchange rate table for purchase.

Field	Description
	If you enter an amount or a percentage in the parameter, Maconomy will automatically reconcile purchase order lines against a registered vendor invoice at the time of posting and close the purchase order if the difference between the amount on the vendor invoice and the amount on the purchase order is within the margin specified in the parameter. Maconomy automatically uses the margin (amount or percentage) resulting in the lowest amount. If you do not specify a margin, and the current difference between a vendor invoice and a purchase order is greater than the margin, or if the difference cannot be allocated, the allocation and closing of the purchase order must be done manually. Automatic purchase order reconciliation can only be used if you not have marked the system parameter “Manual Release of Vend. Inv.” See also the system parameter “Copy Payment Information From Reference Invoice.” This parameter allows you to set a company-specific value in the sub-tab. ▪ Use Vendor Invoice Entry Text as Invoice Allocation Entry Text — If enabled, the Entry Text on Vendor Invoice will be transferred to invoice allocation lines. ▪ Margin, Appr. of Purchase Transactions — In this parameter, you can specify the maximum difference allowed between the amount on a purchase transaction and a vendor invoice to allow the automatic approval of the reconciliation. The margin can be specified either as an amount or a percentage. Maconomy will then use the tightest margin to determine whether a reconciliation can be approved. Any deviation will be posted to the account specified by means of a dimension combination in the field “Balance” in the Warehouse Information Card in the Inventory module. Automatic approval of purchase transactions is selected in the system parameter “Aut. Appr. of Purchase Transactions.” Specify an amount of 0 if you do not wish to apply a specific amount as the margin, and a percentage of 100 if you do not wish to apply a specific percentage as the margin. This parameter allows you to set a company-specific value in the sub-tab. ▪ Margin, Remainder on Vendor Invoices — In this parameter, you can specify the maximum remainder allowed on vendor invoices to allow the selection of the action “Allocate Remainder” in the workspace Invoice Allocation in the A/P module. The margin can be specified either as an amount or a percentage. Maconomy will use the tightest margin to determine whether any remainder on the current invoice can be allocated using the action. Specify an amount of 0 if you do not wish to apply a specific amount as the margin, and a percentage

Field	Description
	of 100 if you do not wish to apply a specific percentage as the margin. Set the percentage to a larger amount, if needed, to avoid generating errors. This parameter allows you to set a company-specific value in the sub-tab. ▪ Partial Re-approval of Vendor Invoices — With this parameter, you can specify how much must be reapproved when an invoice allocation is re-submitted after changing one or more allocation lines. When an invoice allocation is re-submitted, it must be approved according to the approval hierarchy. If the parameter is marked, only allocation lines that have been changed since last approval must be re-approved. If the parameter is not marked, all allocation lines must be re-approved. ▪ Recalculate Tax Amount from Amount Including Tax — With this parameter, you can specify how Maconomy is to calculate tax amounts in the workspace Invoice Allocation. The parameter influences tax calculation behavior in two situations: When creating an allocation line and when changing the tax code on an existing allocation line. Creation of new allocation line: The parameter affects how amounts are suggested on allocation lines based on the amounts on the invoice. If you do not mark the parameter, creating an allocation line will cause the invoice amount excl. tax to be transferred to the field “Amount Excl. Tax” on the new line, and the tax amount and amount including tax to be calculated on the basis of this amount and the selected/derived tax code. If the parameter is marked, the invoice amount including tax will be suggested in the field “Amount Incl. Tax,” on the line and the tax amount and amount excluding tax will be calculated on the basis of this amount and the selected/derived tax code. Changing tax code on existing allocation line: If you do not mark the parameter, changing the tax code on an invoice allocation line will cause the tax amount on the line to be recalculated according to the new tax code and the amount excluding tax, while the amount including tax will be recalculated from the amount excluding tax and the updated tax amount. This may cause a mismatch between the invoice amount and the total amount including tax. If you mark the parameter, changing the tax code on an existing allocation line will cause the tax amount and amount excluding tax to be recalculated based on the amount including tax and the new tax code, thus keeping the allocated amount including tax in line with the invoice amount.

Field	Description
	▪ Standard Note for Purchase Lines — In this parameter, you can specify the standard note to be assigned to purchase lines created in the sub-tab of the workspaces Requisitions, Requests for Quote and Purchase Orders in the A/P module. If you specify a note, Maconomy will automatically create a copy of the specified note each time a purchase line is created, and assign the new note to the purchase line. This functionality is used for adding a number of extra fields in which the user can enter information about the individual purchase lines. In the workspaces Activities and Tasks, you can also assign a standard note to each activity or task, and specifying an activity or task with a standard note on a purchase line will cause the note from the activity or task in question to be assigned to the line instead of the note specified in this parameter. If a standard note has been specified for both the activity and the task, the system parameter “Standard note is derived from Activity before Task” determines whether to use the note from the activity or from the task. If a standard note has been specified neither here nor on the activity and task entered on a given purchase line being created, no note is automatically assigned to the purchase line. The following method is used for setting up additional fields for further specification of purchase lines: ▪ Create a note type with the headings to be used as field names — In the workspace Note Types, create a note type. In the sub-tab of the note type, create a line for each additional field desired. In the field “Heading,” specify the desired field name. In the field “Format,” specify the data type of the field in question, thus ensuring that the correct type of data is always entered. See the description of the field “Format” in the sub-tab of the workspace Note Types in the Set-Up module for further information. ▪ Create a note containing the headings to be used as field names — In the workspace Notes, create a note of the type you created earlier in the process. In the sub-tab of this note, create a line for each of the headings in the note type. If you want the fields to contain default values, specify these values in the **Value** field. To make this note the standard note to be used on purchase lines, specify the number of the note in the **Standard note for purchase lines** system parameter. ▪ Suggest Quantity Received on Vendor Invoice — In this parameter, you can specify how Maconomy should interpret a quantity received of zero on purchase order lines when automatically creating invoice allocation lines based on purchase orders.

Field	Description
	The parameter comes into play when a purchase order number (but no packing slip number) is specified in the Vendor Invoices workspace or the Invoice Allocation workspace, and allocation lines are automatically created from the lines on this purchase order. If the quantity received is zero on a given line on the specified purchase order, the quantity on the allocation line created from this purchase order line will also be set to zero if this parameter is marked. If the parameter is not marked, the quantity on the allocation line will be set to the quantity remaining to be invoiced on the purchase order line, as Maconomy will then assume that the purchase receipt functionality is not used and that the vendor invoice is for all units of the purchased items. ▪ Submit Only Fully Allocated Vendor Invoices — This parameter prevents the submission of vendor invoices that are not fully allocated. ▪ Suggest Company Vendor Name as Entry Text — If enabled, Maconomy will automatically fill the Entry Text with the chosen vendor's name when creating general journal lines. ▪ Use Company Vendor Name as Entry Text — If enabled, Company Vendor Name will be transferred to Entry Text field on finance entries when posting vendor invoices. ▪ Use Context Tax Codes on Vendor Invoices — This company-specific system parameter controls where the tax code is derived from when creating invoice allocation lines on a vendor invoice. The tax code on the invoice allocation line is always derived from the G/L tax table based on the information on the invoice allocation line. Maconomy will always use an already entered tax code or a derived tax code, but if no tax code is entered or derived, and this system parameter is marked, Maconomy will use the tax code from the vendor invoice on the invoice allocation line. This parameter allows you to set a company-specific value in the sub-tab. ▪ Use Invoice Date as Exchange Rate Date on Vendor Invoices — Select this parameter to use the invoice date as the exchange rate date. Deselect this parameter to use the entry date as the exchange rate date. ▪ Use Invoice Date as Reference Date — In this parameter, you can specify whether Maconomy should suggest the entry date/reallocation date or the invoice date in the field “Reference Date” on vendor invoice allocation and invoice reallocation lines in those cases where no reference date has been specified manually and no reference date can be found on the vendor invoice itself. If you mark the parameter,

Field	Description
	the invoice date will be suggested as the reference date on such lines. If you do not mark the parameter, the entry date (in the case of invoice allocation) or reallocation date (in the case of reallocation) is used. ▪ Transfer payer identification from invoice to intercompany vendor invoice — Select this parameter to enable the transfer of the payer identification number from the invoice to the corresponding intercompany vendor invoice. **Extensions** ▪ Block Employee Off-boarded in Deltek Talent Management — If this parameter is selected and the user is off-boarded in Deltek Talent Management (such as if the user has left the company), then the linked employee is blocked in Maconomy. Select this parameter so that an off-boarded field is mapped to a blocked field for the Maconomy employee. Off-boarding a user in Talent Management results in blocking a corresponding employee in Maconomy. If a company is updated for a user and that user becomes off-boarded at the same time, then the blocked field is updated only if this system parameter is enabled for the new company. If the off-boarding date is in the future, then a new employee revision is created blocking the employee on that date. ▪ Bottom Align Text In Purchase Prints — This parameter controls alignment of multiline text emulation in purchase prints. The background for this system parameter is that the long text emulation in the portal for purchase process-related prints was aligned so that the block of text came first, followed by the last text in the block. The last line then carried the amount related to the block of text. This did not match the way the text was aligned in the draft invoice in Job Cost, where the first line in the block carries the amounts, followed by the other lines of text below. If you set the system parameter to true and you enable the long text emulation functionality, the text now bottom aligns so that the last line carries the amounts in these windows. ▪ Enable Deltek Talent Management Integration — Select this field to enable Talent Management in Workspace Client for the selected company. Only the employees that are in the selected company can be linked with Talent Management users. Only Deltek Talent Management users that are in the selected company can be linked with Maconomy employees. Any Talent Management users that are not in the selected company are not imported to Maconomy. If a company is changed for the employee or for the user and that company is not set to "Enable Deltek Talent Management Integration," then the link between the employee and the user is removed.

Field	Description
	▪ Enable Deltek Talent Management Skills Integration — Select this field to enable Talent Management Skills Integration in Workspace Client for the selected company. This company-specific, system parameter enables the synchronization of Deltek Talent Management skills with Maconomy skills. ▪ Enable E-Invoicing — Select this parameter to enable the workspaces, panes, and fields related to electronic invoicing. If e-invoicing is enabled on any companies or customers, you cannot disable this parameter. ▪ Enable Long Text Emulation in Workspaces — Select this company-specific system parameter to allow users to enter long text (that is, more than 255 characters long) in time sheet description fields. When you enter long text in time sheets, Maconomy copies this over to the relevant job entries and standard description fields. By default, this parameter is disabled. If you select this parameter, you enable long text descriptions in the Workspace Client, the web client, and Touch. ▪ Enable Standard Extensions — Select this parameter to enable the standard extensions in the workspaces and layouts after the standard extensions are installed on the system, via Mconfig. Standard extensions you can enable with this parameter include Credit Control and Expense Justification. ▪ Enable CRM Integration — Select this parameter to enable the integration between Maconomy and Deltek CRM. If selected, the CRM Integration workspace displays in Maconomy. ▪ Use Deltek CRM Client ID as Customer No. — Select this parameter to use the Deltek CRM Client ID as the Maconomy Customer No. De-select this parameter if you want to define the Maconomy customer number by the number series in Maconomy. ▪ Use Entry/Period Dates for Statutory Reports — Select this parameter to use entry dates for VAT calculations in Tax Submission reports. Deselect this parameter to use tax settlements for VAT calculations. ▪ Enable TrafficLIVE Integration — Select this parameter to enable the integration between Maconomy and Deltek TrafficLIVE. **Integration** ▪ Remark Field Number for Job Budget Merging — This parameter can be used to configure which remark field to use when matching source lines with target lines in Job Budget Merging.

Business Performance Management

- BPM Server URL — Set up this parameter to use BPM in the Workspace Client. If you do not use BPM, leave this parameter blank.

- Enable Silent Sign In — Select this parameter to enable Silent Sign In for BPM.
- Prefer BPM Reports — If you only want to view the BPM version of a report (even though the standard/client version is also available), set this parameter to **True**. If you want to view both versions, set this parameter to **False**. By default, this parameter is set to **True**.
- Show Standard Reports — If you want to make standard (client) reports available in the Workspace Client, set this parameter to **True**. If you only want to view BPM reports, set this parameter to **False**. By default, this parameter is set to **True**.
- BPM Server REST API URL — Select this system parameter to specify an IP and port for BPM RESTful web service. You must select this parameter to enable the Open PDF Report action in reporting workspaces. Enter the IP and not DOMAIN address. Do not copy the "/biprws" part.

People Planner

- URL for Resource Management — Enter the URL of the People Planner Capacity Overview page. The general form is:

  ```
  http://<server>:<port> /PeoplePlannerWebComponents /
  AssignResourcePage.aspx
  ```

  If the **URL for Resource Management** is left blank, the **Resource Management** workspace is hidden.
- Always Allow Send Action — If selected, the **Send to People Planner** button in the Portal and actions in the clients are always enabled. If it is not selected and Integration Status Notes are used, you can only push the job from Maconomy to People Planner once after creation. After this, you can only import it from People Planner.
- Create New Budget Revision on Updates — If selected, a new revision of the budget is created. The budget is updated using the **Import Working Budget from People Planner** action in the Job Budgets workspace, or if it is updated, from the People Planner client.
- Default Forecast Budget Type — Use this budget type when sending a Forecast from the Portal to People Planner.
- Default Job Budget Type — Use this budget type when sending a job from the Maconomy Client or Portal to People Planner. Possible values are an explicit budget type, for example, **Working Budget** or **@planning**. If you enter a value, that value is the budget type sent. If you do not enter a value, the budget type currently shown in Job Budgets is sent. If you enter **@planning**, the budget type set as Planning Budget for the job is used.
- Default Opportunity Budget Type — Use this budget type when sending an Opportunity from the Portal to People Planner. Possible values are an explicit budget type, for example, **Sales Estimate** or **@standard**. If you select **@standard**, the budget type sent is the one marked as Standard Opportunity Budget type for the Job Budget Types popup field. If you do not set a value, the **@standard** type is used.
- Enable People Planner Web — Select this company-specific parameter to enable People Planner-related components and functionality in your web client application.

  By default, this parameter is deselected.

> **Note:** Before you can enable People Planner on the web client, you must enable the integration between People Planner and your Maconomy system.

- Enable Custom People Planner Actions — If selected, the following actions are enabled:
  - **Send Job to People Planner** in the Jobs, Job Budgets and Job Overview workspaces
  - **Send Opportunity to People Planner** in the Opportunities and Opportunity Budgets workspaces
  - **Import Working Budget from People Planner** in the Job Budgets workspace
  - **Update ETC from People Planner** in the Job Progress workspace
- Enable Silent Sign In — Select this parameter to enable Silent Sign In for People Planner portal components.
- Include Subjobs When Sending Job to People Planner — If selected, subjobs are included when the job is sent to People Planner from the Maconomy Client or Portal.
- Integration Status Note Type — This is the note type used for Integration Status Notes. It shows when jobs integrated with People Planner were last updated successfully. The standard value is **Integration Status**.
- Update Total Cost (Base) in Budget — If selected, the values in the **Total Cost, Base** column are overwritten with cost values from People Planner when using the **Import Working Budget from People Planner** action in the Job Budgets workspace.
- URL for MyPlan WSC — Use this URL when showing My Plan in the Workspace Client. The template value is **http://SERVERNAME:20002/MyPlan/**.
- URL for MyPlan Portal — The web access of the people planner 'My plan portal' must be entered here to make My Plan available in the Maconomy portal.
- Web Service API Namespace — Use this namespace when logging in to the People Planner API.
- Web Service API Password — Use this password if you are entered as the Web Service API User.
- Web Service API SOAP Address — Use this URL for the People Planner API.
- Web Service API User — Use to enter a user to be used by the People Planner web service.
- URL for Planning Assistant — Use this parameter to specify the URL to the People Planner planning assistant. When a URL is specified, the planning assistant is shown as an assistant to job budget lines on the Budgets tab in the Jobs module (Jobs » Budgeting » Budgets tab).
- Show Planning Assistant in Periodic Job Budgets — Select this parameter to show the Planning sliding panel in the Periodic Job Budgets workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.
- Show Planning Assistant in Job Budgets — Select this parameter to show the Planning assistant extension in the Job Budgets workspace. This only shows if this parameter is

enabled, the URL for the tab is completed, and the current user role is People Planner-related.

- Show Planning Assistant in Progress Evaluation — Select this parameter to show the Planning sliding panel in the Progress Evaluation workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.
- Show Resourcing Overview — Select this parameter to show the Resourcing Overview workspace. This only shows if this parameter is enabled, the URL for the tab is completed, and the current user role is People Planner-related.
- Submit Periodic Job Budget on Update from People Planner — Select this parameter to automatically submit the budget after clicking the **Update Periodic Job Budget from People Planner** or **Send Job to People Planner** actions. This parameter is enabled by default.
- Update Periodic Job Budget Planned Dates on Update from People Planner — Select this parameter to update the job budget planned dates after clicking the **Update Periodic Job Budget from People Planner** or **Send Job to People Planner** actions. This parameter is enabled by default.

Purchase Orders

- Warning of Receipt without Price — If this parameter is marked, Maconomy gives a warning for each line in the Item Receipt workspace related to an item purchase order line with the price 0.

Workspace Client

- Enable Dark Theme in the Workspace Client — Select this parameter to enable the dark theme for all users. If company-specific values are applied, this enables the dark theme for all users in a given company.

  Deselect this parameter to enable the classic theme for all users. If company-specific values are applied, this enables the classic theme for all users in a given company.
- Enable Custom Fonts in the Workspace Client — Select this parameter to enable custom fonts, such as Lato and Source Sans Pro. If company-specific values are applied, this enables custom fonts for all users in a given company.

  Deselect this parameter to enable the operating system's default fonts. If company-specific values are applied, this enables the default fonts for all users in a given company.

Remarks Island

In this island, you can enter information about the current system parameter.

User Island

See the Getting Started topic for a description of the fields in the island User.

Company Specific Values Sub-Tab

This section includes only data for company specific system parameters.

Copy to come

Company Parameters Single Dialogs Workspace

Use this workspace to review company-specific values for system parameters.

You can also change the company-specific values in this workspace.

This workspace displays a column that contains the company-specific values as well as a column with the global system value for comparison. This is useful if you need an overview of the parameters for a specific company.

If a system parameter allows company-specific values, you can enter these in the Company Specific Values sub-tab of the System Parameters workspace, with one row per company. If you enter any values here you can use the Company Parameters workspace to look these up by searching for company or parameter. This workspace displays a column with the company-specific values as well as a column with the global system values for comparison.

You can only change the company-specific parameter setup in this workspace. You define new parameter setups in the System Parameters workspace.

Company Parameters Tab

This section includes the fields and descriptions for the Company Parameters tab.

Company Island

Field	Description
Company	This field shows the number and name of company for which the parameter setting apply.

Remarks Island

In this island, you can enter company-specific information about the current system parameter.

User Island

See the Getting Started topic for a description of the fields in the island User.

System Numbers Single Dialogs Workspace

Use this workspace to maintain each company's system-assigned transaction numbers.

Maconomy assigns these numbers, in consecutive order, to transactions such as invoices, journals, and sales orders. For example, when you create a sales order, Maconomy assigns to it the next number in the Sales Order number series.

Maconomy determines the number series that you can use and the name of each series. A number in a number series must consist of a prefix, a "next number," which Maconomy automatically updates, and a "suffix."

You specify the starting number in each series, and Maconomy updates the current number each time that a number is used. Before assigning a transaction number, Maconomy checks that the number is not already in use by another company.

Maconomy's number series are fixed, and you cannot change their names.

The maximum length of a system number is nine characters. A transaction number cannot be 0. You specify the number of characters in a transaction number in the System Parameters workspace.

This workspace only displays companies to which you have been assigned separate system numbers, that is, you selected the **Separate System Numbers** field in the Company Information workspace. When you create a company with separate system numbers, Maconomy transfers the current system numbers from the standard company to the system numbers of the new company. If you have not specified a standard company in the System Information workspace, Maconomy sets all of the system numbers to zero.

System Numbers Tab

This section includes the fields and descriptions for the System Numbers tab.

Company Island

Field	Description
Company No.	This field shows the number of the current company. The sub-tab only shows the system numbers applying to the company shown in this field.
Name	This field shows the name of the company shown in the field “Company No.” above.

Prefix Specification Island

Field	Description
System Numbers	This field shows the prefix used on system numbers in the current company. The prefix is transferred from the workspace Company Information, and it cannot be changed here. Whenever a system number is used on a transaction, this prefix will be added in front of the system number.

System Numbers Sub-Tab

This section includes the fields and descriptions for the System numbers sub-tab.

Field	Description
Name	This is the name of the number series. The name cannot be changed. Below is a list of Maconomy’s number series, with a description of where they are used.
Prefix	In this field, you can specify the text for the first part of the compound number in the current system number series. If a prefix has been specified for the current company in the field “System Numbers” in the workspace Company Information, the company prefix will be placed in front of the prefix in this field.
Next Number	This field shows the next number in the series. This is where you specify starting numbers for the individual number series. Maconomy updates the series every time a number is drawn. The number can be changed manually, but Maconomy verifies that the number has not been used before in the same series.

Field	Description
	Note that the following groups of number series cannot have numbers that overlap: ▪ Invoice, Credit Memo, 0-Credit Memo, and 0-Invoice ▪ Quote, Sales Order and Subscription Order ▪ Automatic Payment and Automatic Collection ▪ A/P Open Entry Reconciliation and Vendor Payment ▪ 0-Invoice — The next zero-invoice number. The number is used in connection with the creation of job invoices if the invoice amount is 0.00 (except blanket invoices). If the field “Next Number” is set to zero for zero-invoices, the next invoice number is taken from the system number series “Invoice.” If the zero-invoice has been created as a consequence of a reconciliation of a previously printed invoice on account, Maconomy will use the system number series “Invoice.” However, system numbers from this series are also used for printouts of zero-invoices created on the basis of a reconciliation of an invoice on account, if the system parameter “Extended use of 0-invoice system numbers” has been marked. This might, for example, be in connection with the closing of fixed-price jobs, for which the job parameter attribute “Create invoice upon job closing” has been assigned the value “Yes.” ▪ 0-Credit Memo — The next zero-credit memo number. Similar functionality as 0-Invoice. ▪ A/P Open Entry Reconciliation— The next number for A/P open entry reconciliations. ▪ Advertising Order — The next advertising order number. ▪ Approval — The next number for approval lines. Approval lines are created when purchase orders and expense sheets are submitted, if approval hierarchies are used for purchase orders and expense sheets, respectively. ▪ Asset Adjustment— The next asset adjustment number. ▪ Automatic Collection — The next number for collections automatically created in the workspace Collection Selection in the Banking module. ▪ Automatic Payment — The next number for payment files in the workspace Automatic Payment in the Banking module. ▪ Bar Code Entry — The next bar code entry number. Bar code entries are created in the workspace Bar Code Entries in the sales orders module. ▪ Budget Journal — The next budget journal number. Budget journals are created in the workspace Budget Journals in the Budget module. ▪ Check — The next check number. ▪ Client Account Adjustment — The next transaction number used for client account adjustments. These are only used in Maconomy Lawyer.

Field	Description
	▪ Credit Memo — The next credit memo number. ▪ Customer Payment — The next system number for import of customer payment files in the workspace Read Payments in the Banking module. ▪ Expense Sheet — The next expense sheet number used in the workspace ExpenseSheets in the Job Cost module. ▪ Follow-up Selection — The next number used in the printout of a follow-up selection in the G/L module. ▪ G/L Report — The next G/L report number. ▪ Intercompany Grouping — The next number for entries created as a result of grouping intercompany entries in the workspace Open Entry Intercompany Statement. ▪ Interest Notice — The next interest notice/reminder number. Reminders and interest notices use the same number series. ▪ Intrastat Report— The next report number for Intrastat reports for the tax authorities. ▪ Inventory Change Transaction — The next transaction number used for registering an item in the workspace Inventory Change. ▪ Inventory Count — The next list number for stock listings made in the workspace Inventory Count Listing the Inventory module. ▪ Invoice — The next invoice number. ▪ Item Purchase Orders — The next item purchase order number. ▪ Job — The next job number. Jobs are created in the workspace Jobs in the Job Cost module. ▪ Job Accruals — The next transaction number for job accruals. The transaction number is assigned to job accrual journals when created in the workspace Job Accruals and Batch Job Accruals. ▪ Job Revenue Recognition — The number of the next job revenue recognition journal. These journals are created when a job overrun occurs or when revenue recognition is performed on a job in the Job Cost module. ▪ Journal — The next journal number. The number is used for general journals and journals from Maconomy's other modules (customer journals, invoice journals, and so on). ▪ Packing Slip — The next packing slip number. ▪ Picking List— The next number for picking lists. Picking lists are created manually in the workspace Picking Lists in the Inventory module or as a result of various registrations in the Sales Orders and Inventory modules.

Field	Description
	▪ Production Transaction — The next production number. Production transactions are created in the workspace BOM Production in the Inventory module and are part of Maconomy Bill of Materials. ▪ Purchase Order — The next purchase order number. ▪ Requisition — The next requisition number. ▪ Request for Quote — The next request for quote number. ▪ Quote — The next quote number. ▪ Royalty Billing— The next royalty billing number. ▪ Sales List System Report — The next report number for sales list system reports to the tax authorities. ▪ Sales Orders — The next sales order number. ▪ Service Contract — The next service contract number used when creating service contracts in the workspace Service Contracts in the service module. ▪ Service Inventory Journal — The next journal number used in a service inventory journal printed out at the approval of inventory changes in the workspace Service Warehouses. ▪ Service Job — The next service job number used when creating a service job in the workspace Service Jobs in the service module. ▪ Subscription Order — The next subscription order number. ▪ Subscription Sales Order — The next sales order number for sales orders in the sales orders module, which have been created in the subscription module. The number series is only used if the field “Separate Sales Order Numbers” in the workspace System Information in the set-up module has been marked. ▪ Tax Settlement — The next transaction number for Tax settlement. ▪ Time Sheet — The next time sheet number. Time sheets are created in the workspace Time Sheets in the Job Cost module. ▪ Vendor Invoice Reconciliation — The next transaction number for reconciled vendor invoices. ▪ Vendor Payment — The next transaction number for vendor payments. ▪ Warehouse Transaction — The next number for warehouse transactions. Warehouse transactions are created manually in the workspace Warehouse Transactions in the Inventory module or as a result of various registrations in the Sales Orders, Item Purchase Orders, and Inventory modules.
Suffix	In this field, you can specify the last part of the compound number in the current system number series.

Field	Description
Last Number	In this field, you can specify the highest number that the current system number series may reach. If you select 0 as the last number, there will be no upper limit.
No. of Digits	In this field, you enter the number of digits of which numbers in the current series should consist, not including prefix and suffix. If the number in the field “Next Number” contains fewer digits, Maconomy will add the necessary number of zeroes between the prefix and the number in the field “Next Number” to make the next number reach this number of digits. The zeroes are not added in this workspace, but will appear on the actual system numbers assigned to entries in Maconomy. If you select 0 as “Last Number,” the number of digits in “Next Number” is allowed to surpass the number of digits specified in the field “No. of Digits.”

System Number Providers Single Dialogs Workspace

Use this workspace to enable the system number providers functionality and monitor or make changes to the number of providers.

This feature is supported for invoices, credit memos, zero-invoices, and zero-credit-memos.

System numbers provide unique system-assigned numbers for company records such as jobs, journals, or invoices. A system number is a shared resource that is locked by Maconomy when you obtain a new number. Until you finish the process, no other user can obtain a number of the same type.

The system number providers feature resolves this issue by introducing multiple records, called system number providers, each of which contains one system number of a given type. Each of these records can be locked independently, which allows multiple users of the same process to obtain system numbers simultaneously. For example, multiple users can print invoices simultaneously, without blocking each other.

To activate the system number providers feature, you configure two parameters by setting the **Number of Providers** and **Bound** fields in the System Number Providers island in the System Number tab. See the field descriptions for more information.

After you enable the system number providers feature the behavior of the **Next Number** field in the System Setup workspace changes. Rather than displaying the next number to be assigned, it displays one of the numbers that will be assigned in the future.

In addition, changes to the values of either the **Next Number** field or the **Number of Providers** field do not always take effect immediately. They take effect gradually as users obtain new numbers. As a result, you might have a period of time during which Maconomy assigns numbers from both the old sequence (before the value for either of these fields changed) and the new sequence (after the change). If you changed the value of either of these fields recently, and not enough invoices (for example) have been printed for that change to be fully in effect, Maconomy does not allow you to make another change; instead, it displays an error message.

Number of providers - Enter a number of providers. This should take into account the number of users and the amount of time they normally take to print an invoice. The number you choose should be high enough to accommodate all your users so that they do not waste any time waiting to be assigned a number, but low enough so that not too many providers are left unused too often.

Note: Entering a value of 0 or 1 in this field disables the functionality. Maconomy then uses the former method of obtaining system numbers.

Bound - This field controls the difference between the smallest and largest system number that can be printed at a given time

Number Series Single Dialogs Workspace

Use this workspace to maintain each company's consecutive number series for identifying customers, vendors, and other entities.

Maconomy determines the number series that you can use and the name of each series. A number in a number series must consist of a prefix, a "next number," which Maconomy automatically updates, and a "suffix."

The "prefix" and "suffix" can be two random texts. You use this workspace only to maintain existing number series. In addition, Maconomy automatically updates the value in the **Next Number** field when the series is in use.

This workspace only displays companies to which you assigned separate system numbers, that is, you selected the **Separate System Numbers** field in the Company Information workspace in the G/L module.

Number Series Tab

This section includes the fields and descriptions for the Number Series tab.

Company Island

Field	Description
Company No.	This field shows the number of the current company. The sub-tab only shows the number series applying to the company shown in this field.
Name	This field shows the name of the company shown in the field “Company No.” above.

Prefix Specification Island

Field	Description
Number Series	This field shows the company prefix used on number series in the current company. The prefix is transferred from the workspace Company Information, and it cannot be changed here. Whenever a number from a number series is used, this prefix will be added in front of the number. If a prefix has been specified for the number series in question, the company prefix shown in this field will be added in front of the prefix transferred from the sub-tab of this workspace.

Number Series Sub-Tab

This section includes the fields and descriptions for the Number Series sub-tab.

Field	Description
Number Series	This field shows the name of the number series. When you use a number in the number series, Maconomy checks that it has not already been used in that series. The name cannot be changed. ▪ Asset Series — The next fixed asset number. When an asset is created in the workspace Assets, it is assigned the next available number unless the user enters an asset number manually. ▪ Compensation Agreement Series — Contains the next available compensation agreement number. When you create a compensation agreement in the sub-tab of the workspace Compensation Agreements in the HR module, the number will automatically be assigned to the new compensation agreement. ▪ Compensation Type Series — Contains the next available compensation type number. When you create a compensation type in the workspace Compensation Types in the HR module, the number will automatically be assigned to the new compensation type. ▪ Consignment Series — Contains the next consignment number. When a consignment is created, the number will automatically be assigned to the consignment, unless you enter a consignment number manually in the workspace Consignments. ▪ Contact Person Series — Contains the next contact person number. For more information about contact person numbers assignment, please see the description of the system parameter “Use company-specific contact companies.” ▪ Contact Company Series — Contains the next contact company number. For more information about contact company numbers assignment, please see the description of the system parameter “Use company-specific contact companies.” ▪ Course Series — Contains the next course number. When you create a course in the workspace Course Information Card, the number will automatically be assigned to the course, unless you enter a number manually. ▪ Customer Series — Contains the next customer number. When you create a customer, the number will automatically be assigned to the customer, unless you enter a customer number manually in the workspace Customer Information Card. ▪ Customs Document Series — Contains the next customs document number. When a customs document is printed in the workspace Print

Field	Description
	Customs Document, the number will automatically be assigned to the document. ▪ Document Archive Series — Contains the next document archive number. When a document archive is created in the workspace Document Archives, the number will automatically be assigned to the document archive. ▪ Event Series — Contains the next event number. When you create an event, the number will automatically be assigned to the event, unless you enter an event number manually in the workspace Events. ▪ Event Flow Series — Contains the next event flow number. When you create an event flow, the number will automatically be assigned to the event flow, unless you enter an event number manually in the workspace Event Flows. ▪ Note Series — Contains the next note number. When a note is created, the number will automatically be assigned to the note, unless you enter a number manually in the workspace Notes. ▪ Opportunity Series — Contains the next opportunity number. When you create an opportunity in the workspace Opportunities, the number will automatically be assigned to the opportunity, unless you enter a number manually. ▪ Personnel Requisition Series — Contains the next personnel requisition number. When you create a personnel requisition, the number will automatically be assigned to the requisition, unless you enter a number manually in the workspace Personnel Requisitions. ▪ Purchase Process Series — Contains the next purchase process number. When a purchase process is created, the number will automatically be assigned to the process. For information about the creation of purchase processes, see the section “Purchase Processes.” ▪ Stock Option Agreement Series — Contains the next stock option agreement number. When you create a stock option agreement in the sub-tab of the workspace Stock Option Agreements, the number will automatically be assigned to the agreement, unless you enter a number manually. ▪ Target Group Series — Contains the next selection criterion specification number. When you create a selection criterion specification, the number will automatically be assigned to the specification, unless you enter a number manually in the workspace Selection Criterion Specification. ▪ Vendor Series — Contains the next vendor number. When you create a vendor, the number will automatically be assigned to the vendor, unless you enter a vendor number manually in the workspace Vendor Information Card.
Prefix	This field shows the text for the first part of the compound number in the current number series. If a prefix has been specified for the current company in the field

Field	Description
	“Number Series” in the workspace Company Information, the company prefix will be placed in front of the prefix in this field.
Next Number	This field shows the next number in the current series. “Next Number” must be an integer. If you select 0 as the number, the current number series will not be used. When the number series has been in use, Maconomy automatically updates “Next Number.”
Suffix	This field shows the last part of the compound number in the current number series.
Last Number	In this field, you select the highest number that the number in the current number series may reach. If you select 0 as “Last Number,” there will be no upper limit to the numbers in the current number series.
No. of Digits	In this field, you enter the number of digits of which numbers in the current series should consist, not including prefix and suffix. If the number in the field “Next Number” contains fewer digits, Maconomy will add the necessary number of zeroes between the prefix and the number in the field “Next Number” to make the next number reach this number of digits. The zeroes are not added in this workspace, but will appear on the actual numbers assigned to entries in Maconomy. If you select 0 as “Last Number,” the number of digits in “Next Number” is allowed to surpass the number of digits specified in the field “No. of Digits.”

Popup Fields Single Dialogs Workspace

Use this workspace to maintain the options in pop-up lists, which are lists of possible values that you can use to populate fields in workspaces.

For example, for the Check Book field, you enter a value for each of your check books.

This workspace allows you to maintain the options in Maconomy's pop-up fields, for example, the customer and vendor pop-up fields in the customer and vendor information cards, currency codes, payment terms, budget types, and customer groups.

Maconomy has a fixed set of pop-up fields, and you define and maintain most of the options in these menus yourself.

You can create any number of options in a pop-up field. For example, consider Check Book and Payment Terms:

- In the **Check Book** pop-up field, you can enter information about the check numbers in your check books. You must create a pop-up value for each check book.
- In the **Payment Terms** pop-up field, you can create any number of payment terms. You must create an option for each payment term that you create.

You cannot delete existing options. This is a precaution against inconsistencies such as deleting an item type when that item type is already assigned to a number of items. However, you can change the name and information for an existing option, effectively allowing you to change its application.

The information that you enter for each pop-up option is evident from the fields in the Values sub-tab in this workspace. Maconomy verifies this information.

For auditing purposes, it is recommended that you print and file the Popup Fields workspace every time that you change an option. To print the information, use the **Print Popup Field** button.

Popup Field Tab

This section includes the fields and descriptions for the Popup Field tab.

Popup Field Island

Field	Description
Name	This is the pop-up field on which you are working.
Group	This field shows the group that the pop-up field belongs to.

User Island

See the Getting Started topic for a description of the fields in the island User.

Amount, Extension Titles Island

Field	Description
Amount 1-5, Extension Title	Enter the extension titles to assign to the **Amount** fields with Amount 1 to 5 names.

Boolean, Extension Titles Island

Field	Description
Boolean 1-5, Extension Title	Enter the extension titles to assign to the **Boolean** fields with Boolean 1 to 5 names.

Date, Extension Titles Island

Field	Description
Date 1-5, Extension Title	Enter the extension titles to assign to the **Date** fields with Date 1 to 5 names.

Integer, Extension Titles Island

Field	Description
Integer 1-5, Extension Title	Enter the extension titles to assign to the **Integer** fields with Integer 1 to 5 names.

Real, Extension Titles Island

Field	Description
Real 1-5, Extension Title	Enter the extension titles to assign to the **Real** fields with Real 1 to 5 names.

String, Extension Titles Island

Field	Description
String 1-5, Extension Title	Enter the extension titles to assign to the **String** fields with String 1 to 5 names.

Time, Extension Titles Island

Field	Description
Time 1-5, Extension Title	Enter the extension titles to assign to the **Time** fields with Time 1 to 5 names.

Values Sub-Tab

This section includes the fields and descriptions for the Values sub-tab.

Field	Description
Name	In this field, you enter the name of the option. The name specified in this field will appear in Maconomy's pop-up fields. If you change the name, Maconomy immediately registers the new name in all the Maconomy workspaces in which the pop-up field in question appears. ▪ **Absence Type** — This pop-up field is used for further specification of an employee's absence registered in the workspace Employee Absence Calendars in the Resource Planning module. ▪ **Accrual Type** — In this pop-up type, you can set up different accrual types. Accrual types are used in various registration workspaces such as invoice allocation, general journals, and job journals. When an accrual type is selected on a registration, Maconomy automatically accrues the entry across the period specified on the entry. For each accrual type, you can specify posting references for costs as well as sales, and these accounts will be used for offset entries created as a result of posting entries for which the current accrual type has been selected. You can also specify a posting description to be used for the accrual entries.

Field	Description
	If "Pro Rata" field is marked, it means that the entries will always be distributed taking into account the number of days in the accrual period. If “Pro Rata” is not marked, them if the accrual period covers strict financial months, the entries will be distributed evenly over the number of months in the accrual period. If the accrual period does not cover strict financial months, the entries will be distributed on daily basis, based on the company fiscal calendar. (This corresponds to the old functionality.) ▪ **A/P Control Accounts** — Used as posting references to A/P control accounts and as posting reference for non-balanced entries (or A/P suspense). These pertain to entering of item receipts in the Item Purchase module and entering of vendor invoices in the Accounts Payable module. Using the control account specification, you can group vendors in different G/L posting accounts. The sum of the balances of vendor control accounts corresponds to the total accounts payable balance for the Accounts Payable module. In the field “A/P Suspense Entries” you enter a dimension combination. The specified dimension combination can also contain dimension values to be used in this connection. Enter a dimension combination in the field “Control Account.” The specified dimension combination can also contain dimension values to be used in this connection. The posting reference for non-reconciled vendor entries is used for pointing out a G/L account (and potentially other relevant dimension values) used in the event that a vendor invoice or credit memo is not entered directly to G/L accounts or to jobs in the workspace Invoice Allocation before posting. For the sake of clarity, the term “account” in the following description is used about posting references where an account number and any other dimension values are found by means of a dimension combination. For example, if you mark “Inventory Control” on an invoice allocation, Maconomy interprets the invoice allocation line as an allocation for warehouse (or item) purchases that are to balance against an item receipt in the Item Purchase module. In this case, the account for unreconciled vendor entries works as a balancing account, assuming the physical delivery of goods (item receipt) occurs and is recorded before the vendor invoice arrives. When you enter and approve the item receipt, the account for inventory value is debited and the account for unreconciled vendor entries (suspense) is credited for the value of the delivery. When you later record the

Field	Description
	vendor invoice, the invoice amount is credited to the Vendor Control Account and debited to the account for unreconciled vendor entries. This prevents posting imbalances when items arrive in one period and the invoice in another. Another example occurs if you post the Vendor Invoice Journal before allocating G/L expense accounts to the invoice. The invoice will then be reallocated later in the workspace Reallocate Invoices. In this case, the Account for Unreconciled Vendor Entries serves as a suspense account for the value of vendor invoices that have not been finally allocated to G/L accounts or jobs. In the field “Being Paid” you enter a dimension combination. This account is an offset account to the dimension combination specified in the field “Post. ref., being paid” in the sub-tab of the workspace External Accounts in the Banking module. The account can be considered a “waiting account” on which amounts being paid are posted until the bank has completed the payments in question. When the payments are completed and approved, the amounts are transferred to the control account. The specified dimension combination can also contain other dimension values to be used in this connection. ▪ **A/R Control Accounts** — These are G/L posting references to customer control accounts (or A/R control accounts). These are normally balance sheet accounts. Using these control accounts, you can group customers in various G/L accounts receivable accounts. The sum of the balances for customer control accounts corresponds to the total balance for the accounts receivable module (or A/R subledger). In Maconomy Lawyer, the individual client’s balance is posted to various different accounts, depending on whether the client is paying or receiving money. The sum of these account balances correspond to the client account balances and outstanding balances with your clients. Client account balances can be printed. Enter a dimension combination containing the G/L account to be used for the control account in the field “Control Account.” The dimension combination can also contain other dimension values to be used in connection with the control account. In Maconomy Lawyer, the account number corresponds to the dimension combination to the account for outstanding debts from all clients with the given control account. In the “Client Balance Account” you enter a G/L account number that must also be a control account. This field is only used in Maconomy Lawyer and points to the client account balance account for clients with the given control account.

Field	Description
	In the field “Being Collected” you enter a dimension combination. The account is an offset account to the account specified in the field “Account, being collected” in the sub-tab of the workspace External Accounts in the Banking module. The account can be considered a “waiting account” on which amounts being collected are posted until the bank has completed the collections in question. When the collections are completed and approved, the amounts are transferred to the control account. The specified dimension combination can also contain other dimension values to be used for other purposes. In the field “Debtor Provisions” you enter a dimension combination. Provisions created in the workspace Debtor Provisions By Invoice in the A/R module are credited to this balance account. The offset account to this account is specified in the workspace Posting References in the G/L module. This account is primarily used by reports showing invoices with amounts and provisions made on the invoices. When an invoice is fully reconciled with a payment (whether or not the full amount was paid), the amount posted on this account is reversed. ▪ **Account Group** — Used for grouping G/L accounts, allowing the printout of information about the accounts in one specific group or all groups. ▪ **Areas** — Used for the creation of options in the field “Area” in the workspace Campaigns in the contact management module. ▪ **Budget Type** — Used for describing a budget model in the Budget module. A given fiscal year can only contain one budget model of a given type. The budget type is assigned to a new budget model in the workspace Create Budget Model or later in the workspace Budget Models. The budget type can, for example, be used for specifying the nature of the budget model, for example, “Internal Budget,” “External Budget,” “Anchor,” or “First Draft Year.” In reporting, you can use the budget type to extract data about a given budget. The field “Current” can be marked for no more than one budget type. Certain Portal reports displaying budget figures are based on the current budget type, meaning that the reports will display figures from the budget model whose budget type is marked as the current one. ▪ **Budget Version Type** — Used for describing a version of a budget model in the Budget module. A given fiscal year can only contain one version of a budget model of a given version type. The budget version type is assigned to a budget model at the creation of a budget version in the workspace Budget Models. The budget version

Field	Description
	type can, for example, be used for specifying the nature of the version, for example, a “Preliminary” and an “Approved” version. In reporting, you can use the budget type to extract data about a given budget. ▪ **Carriers** — Carriers are methods of delivery to customers. If the carrier has been created as a vendor, you can enter the number of the vendor in question. This way, you can add the name and address of the carrier to a number of printouts using Maconomy’s layout editing tools. ▪ **Cash Discount Codes** — Cash discount codes are among other things used for specifying how much discount should be granted when a customer pays an invoice within a certain period. The codes apply to invoices reconciled in the workspace Customer Open Entry Reconciliation in the Accounts Receivable module. You specify the desired discount percentage in the field “Discount %.” In the field “Max Discount Percentage,” you can specify the upper limit to discounts granted on entries with the current cash discount code. This means you cannot approve the reconciliation of a payment against an entry pertaining to a customer with a given cash discount code if a discount greater than the upper limit of the discount code in question has been granted. The pop-up field can furthermore be used in connection with cash discounts on vendor invoices. An example of delivery terms might be “Net 10 Days, 2%.” In this case, you enter “2” in the field “Discount %,” “10” in the field “No. of Days,” and “Net” in the field “Net/EOM/Week.” You can then specify in the field “Tax Adjustment” if any tax amount should be adjusted according to a cash discount, or if the tax should remain as first indicated despite any cash discount. If you choose to adjust the tax amount according to the cash discount, then the cash discounts subsequently shown in the workspaces Payment Selection and Change Payment Selection in the Banking module will include tax. If you do not choose to adjust for tax, the cash discount amounts shown in the workspaces mentioned will exclude tax. When posting a payment journal which gave rise to a cash discount, the cash discount is posted excluding tax on a cash discount account, whereas the tax part of the cash discount is posted on an account for cash discount tax. Such an account is found by means of a dimension combination in the workspace Intercompany Accounts in the G/L module. The terms for achieving cash discount are specified on the individual vendor in the workspaces Payment Control and Company Specific Payment Control.

Field	Description
	Please note that adjusted cash discount tax when paying vendor invoices only works if the current vendor invoice is created in the workspace Vendor Invoices, and not General Journal. ▪ **Check Book** — Used for specifying name and number on check books. In the field “First Check No.,” you specify the check number to be used for the first check book that is created. In the field “Next Check No.,” you specify the number to be used as the next check number. The number must be equal to or greater than the number specified in the field “First Check No.” By marking the field “Spaces in Written Amounts,” you can specify that amount texts are to be printed with spaces between the words. For instance, an amount such as “USD 100.00” will be printed out as “One hundred” if the field is marked, while it will be printed out as “Onehundred” if the field is not marked. ▪ **Company Customer State Type** — These are used to specify the state of the company customer when it is in the approval process. When a new customer is created, the *Default Customer State* system parameter sets the **Customer State** field default value to the name listed in this table. ▪ **Company Popup 1-5** — Used for the creation of options to be used in the fields “Popup 1-5” in the workspace Company Information in the G/L module. ▪ **Company Tax Codes** — This pop-up field is used for selecting the correct tax code on sales orders, credit orders, and vendor invoices, and for grouping customers and vendors in connection with extended tax reporting. In the first case, you distinguish between the registration of items on, for example, a sales order and the registration of amounts on G/L accounts in, for example, the workspace General Journal. However, the tax code is only determined from a tax table or G/L tax table if country dependent tax has been selected in the workspace System Information. When registering items, the company tax code is part of the selection criteria in the workspace Tax Tables in the G/L module. If the tax table does not contain any lines with the company tax code in question, Maconomy uses the tax code from the item. When you enter amounts on a G/L account, Maconomy checks if a G/L tax table has been selected for the company responsible for the entry in question. If it has, the company tax code is part of the selection criteria in the company’s G/L tax table. If no G/L tax table has been specified for the company or if no G/L tax table line contains the

Field	Description
	company tax code in question, Maconomy uses the tax code from the G/L account's information card. In the second case, the company tax code is used for determining the tax report field in which the tax and/or tax basis for the entry in question is to be included. Tax report fields are created in the workspace Tax Report Fields, and defined in the workspace Tax Report Specification. You can thus define where on a tax form to put the different types of tax entries with which you work. The latter functionality is, however, only available if you have selected extended tax reporting in the workspace System Information. ▪ **Company Vendor State Type** — These are used to specify the state of the company vendor when it is in the approval process. When a new vendor is created, the *Default Vendor State* system parameter sets the **Vendor State** field default value to the name listed in this table. ▪ **Consignment Type** — Used for further specification of the handling of an order. The pop-up is for instance used for specifying the course of the order (for instance "Via Terminal") or the type of items to be included in a consignment (for instance "Chilled Goods"). ▪ **Contact Company Popup 1-5**— Used for the creation of options to be used in the fields "Popup 1-5" in the workspace Contact Companies in the Contact Management module. ▪ **Contact Mode** — Used for the creation of options to be used in the field "Contact Mode" in the workspaces Campaigns, Events, Events per Contact Company, and Events per Employee in the Contact Management module. ▪ **Contact Person Popup 1-20** — Used for the creation of options to be used in the fields "Popup 1-5" in the workspace Contact Persons in the Contact Management module. ▪ **Currencies** — Specify the currencies to be used in Maconomy here. Enter a name only. In the field "ISO Code" you can enter the currency's ISO code, which is used for automatic payments. In the fields "Monetary Unit 1" and "Monetary Unit 2," you can enter the monetary units of the currency in question, for example dollars and cents. ▪ **Customer Groups** — These are used for grouping customers for statistical purposes. Enter a name only. ▪ **Customer Popup 1-5** — These are used in the workspace Customer Information Card for specifying additional information about customers. The pop-up values on a customer are transferred to quotes, orders, invoices, and so on, in the Sales Orders module.

Field	Description
	▪ **Customer State Type** — Use this column to enter names for the state of the customer when it is in the approval process. When a new customer is created, the *Default Customer State* system parameter sets the **Customer State** field default value. ▪ **Customer Types** — These are used for grouping customers for statistical purposes. Enter a name only. ▪ **Day of Month** — In this field, specify a date to use as due date for the "Day of Month" method. ▪ **Days** — Select this check box to assign the unit value you created to "days". You can select this check box for only one unit value. ▪ **Deferment Causes** — Used for specifying the reason why a line in the workspace Approval Lists has not been approved. Enter a name only. ▪ **Delivery Modes** — Delivery modes are used when entering item purchase orders. Enter the name of the code. In the field “EU Shipment code,” enter the one-digit official EU code to describe how the delivery is made. This code is only used for Intrastat reports and is issued by the EU. ▪ **Delivery Terms** — Delivery terms are used when entering item purchase orders. Enter a name only. ▪ **Departure Types** — This pop-up type is not used in the current version of Maconomy. ▪ **Depreciation Methods** — There are two different depreciation methods, both linear: Straight Line and Straight Line, By month. The first one does the calculation on a daily basis, the second one on a monthly. ▪ **Duty Code** — These are used for specifying the duty code to be used in connection with the workspaces Item Purchase Orders, Item Receipt, and Item Information Card. A duty code consists of a name and a duty rate. The duty rate must be larger than or equal to zero. ▪ **E-Form Popup 1-10** - This pop-up field is used to create options for pop-up fields in an e-form type or e-form. ▪ **Employee Popup 1-5** — Used for the creation of options to be used in the fields “Popup 1-5” in the workspace Employee Information Card. ▪ **Employee Types** — These are used for grouping employees. Enter a name only. ▪ **Enterprises** — Enterprise is used for grouping customers to make statistics. Enter a name only.

Field	Description
	▪ **Event Type** — Used for the creation of options to be used in the field “Event Type” in the workspaces Campaigns, Events, Events per Contact Company, and Events per Employee in the Contact Management module. In the field “Note Type,” specify the note type whose heading options should be available as headings in the sub-tab of the workspace Events. For more information, see the description of the field “Heading” in the workspace Events. When assigning a note to a given event, it will only be possible to assign a note of the type specified in the definition of the event type in question. When you have specified a note type, you can also mark the field “Create Aut. Note.” When this field is marked for an event type, creating an event of the type in question will cause Maconomy to automatically create a note of the type specified for that event type and assign it to the new event. This means that it is not necessary to manually create and assign a note to the event or select the action “Create Note” in the workspace Events. ▪ **Forecast Popup 1-5** — Used for the creation of options to be used in the fields “Forecast Popup 1-5” in the workspace Opportunity Budgets in the Contact Management module. ▪ **Hours** — Select this check box to assign the unit value you created to "hours". You can select this check box for only one unit value. ▪ **Invoicing Form** — Specifies the desired invoicing forms in connection with subscriptions. For each invoicing form, it is possible to specify whether invoicing is to take place periodically or per delivery. If you choose to deliver periodically, the period must be specified. It is also possible to specify that deliveries must be paid in advance. If you choose to invoice periodically, you must specify a period by marking either the field “No. of Days” or the field “Number of months.” The field “Per delivery” must be marked if the current invoicing form is used for standing orders in the subscription module. For standing orders, it applies that invoicing is done concurrently with delivery and not periodically. If you choose periodic invoicing and prefer invoicing and payment to take place prior to delivery, the field “To be paid in advance” must be marked. ▪ **Item Popup 1-5** — These are used in the workspace Item Information Card for specifying additional information about items. The pop-up values on an item are transferred to, for example, order lines in the Sales Orders module.

Field	Description
	▪ **Item Types** — Item types are used for classifying items. They are distinct from item groups. Item types are used for statistics and to limit the scope of customer discount agreements. Enter a name only. ▪ **Item Tax Codes** — Used for group items, charges and activities. The item tax code is only used when you select “Extended Tax Reporting” in the workspace System Information. ▪ **Job Budget Types** — These are used for grouping different types of job budgets in the field “Budget Type” in the workspace Job Budgets in the Job Cost module. The job budget type in Maconomy’s standard set-up is called “Original.” In the field “Change only for quotes,” you can mark the jobs for which it is allowed to change the budget. If you mark the field, budgets of the current type can only be changed for jobs on quote, whereas budgets for jobs, which are on order, cannot be changed. If, on the other hand, you have not marked the field, budgets of the current type can be changed for jobs on order. The field “Standard opportunity budget type” can only be marked for one budget type. The field is used in relation to the workspace Opportunity Budgets. In the workspace Opportunity Budgets, you can select a template job, and preview the different budgets of this job using the field “Show Budget.” If no budget type is selected there, the budget type for which the field “Standard opportunity budget type” is marked is displayed. If the field is not marked on any budget type, the baseline budget of the template job is shown. ▪ **Job State Type** - Use this column to enter names for the job when it is in the approval process. When a new job is created, the **Default Job State** system parameter sets the **Job State** field's default value. ▪ **Job Popup 1-5** — These are used when you create various options for the fields “Popup 1-5” in the workspace Jobs in the Job Cost module. ▪ **Language** — Languages are used for specifying customers’ and vendors’ languages, generally for issuance of various external documents. Enter a name only. You can use languages to specify external printouts, such as invoices and account statements. By adding various language printouts using Maconomy’s layout editing tools, you can print external documents in these languages. Furthermore, in the workspace Language Texts, you can translate specific texts, such as activity texts, into the languages created in this pop-up type. See the workspace Language Texts for a further description of this functionality.

Field	Description
	Languages are also used for retrieving item texts of various languages for item lines in the sales orders module. For item texts, it is only necessary to create three language versions, in that the first three languages in the pop-up field menu correspond to the three item texts in the workspace Item Information Card in the Inventory module. ▪ **Minimum No. of Days** — In this field, you can specify a value for the minimum length of a payment term in days. ▪ **Nature of Transaction** — These are used for specifying which Nature of Transaction you are reporting in Intrastat Reports to the tax authorities. The nature of transaction is entered on the sales order or item purchase order. In the field “EU Type,” you enter the official transaction types that are issued by your tax authorities. ▪ **Net/EOM/Week/Day of Month** — An existing field. Renamed to include the "Day of Month" method. ▪ **Notification Category** — This pop-up field is not used after version 9.0 Service Pack 5. For this pop-up field, you can define notification categories and their priority types. Notifications are used in the Maconomy Portal, and each notification belongs to a category. The categories are referenced in the workspace Notification Types. In the **Name** field, specify the name of the notification category you want to create, for example, “Alert” or “Message.” In the **Priority Type** field, select an option list which contains priority options. The selected option list will be suggested as default in the workspace Notification Types. For more information, please see the description of the workspace Notification Types. ▪ **Offset Accounts** — These are used for simplifying data entries in the general journal. The field “Posting Reference” must be filled in with a dimension combination containing the G/L account number for the specified offset, for example, the bank account. The dimension combination can also contain other dimension values to be used in this connection. ▪ **Order Modes**— These are used for grouping orders for statistical purposes. Mark the **End User Required** field if you want to require the entry of an end customer number on orders of the given mode. ▪ **Overtime Type** - These fields are used to create different overtime types to use in time sheets. Select the **Include in Regular Time** check box to include the selected overtime type in an employee's regular time. Note that the

Field	Description
	Exclude Overtime from Time Sheets functionality must also be enabled in the Employees workspace to utilize this feature. When this check box is selected, regular time is equal to all registrations except for the ones with deselected overtime types. If the Exclude Overtime from Time Sheets functionality is disabled, this field does not affect calculation of time sheets. ▪ **Payment Terms** — This information is used for calculating the date on which invoices become due for payment. In the field “Net/EOM/Week,” you type Net, EOM, or Week. Net indicates that the invoice is due a specified number of days after the invoice date. EOM (end of month) means the invoice is due a specified number of days after the last day of the current month. Week means that the invoice is due a specified number of days after the last day of the current week. In the field “No. of Days,” you specify the number of days to be added in the above three calculations, Net, EOM, or Week. If the number of days is zero, and the calculation method is Net, the terms of payment are thus Net Cash (or COD). If you specify days as 30, 60, 90 and so on, Maconomy interprets them as one month, two months, and so on. However, if the calculation method is EOM, 30, 60, 90 days, and so on, is interpreted as the last day in the following month, the month after that, and so on. However, you can also enter a “No. of Months,” If you also fill out this field, the above functionality is by-passed, that is: 30 days will be 30 days and not one month. Mark the field “Payment when Paid” if the current payment term is for payment when paid. If you mark the field, the corresponding field will automatically be marked on vendor invoices where the current payment term is used. However, the field can be unmarked on the individual vendor invoices. For further information about the Payment when Paid functionality, see the description of the system parameter “Enable Payment when Paid,” which must be marked to be able to mark this field. If the field “Business Days” is marked, then the due date calculated using the payment terms must be a business day (according to the holiday calendar in use.) If it is not marked, the due date can be any day. If the field “A/R, Next Business Day” is marked, then if the invoice due date that is calculated using the payment terms must be a business day and it is not, the due date will be changed to the next business day. If not marked, and if the invoice due date calculated using the payment terms must be a business day and it is not, it will

Field	Description
	change the due date to the previous business day. It will be applied only if “Business Days” is marked. If the field “A/P, Next Business Day” is marked, then if the vendor invoice due date that is calculated using the payment terms must be a business day and it is not, the due date will be changed to the next business day. If not marked, and if the vendor invoice due date calculated using the payment terms must be a business day and it is not, it will change the due date to the previous business day. It will be applied only if “Business Days” is marked. ▪ **Primary Dates** — Primary dates are used for supplying a common set of dates for traffic plans in the Job Cost module. Primary dates make it possible to compare traffic plans across jobs and to use similar criteria in traffic status reports. The primary dates are selectable in the sub-tab of the workspace Timing Plans in the Job Cost module and are shown as table column headings in the workspace. ▪ **Prior Periods** — Prior periods are used when posting to closed periods, for instance in connection with an old fiscal year. You can specify a period and a fiscal year for a prior period. If you do so, the prior period will be open in the specified period only. It is optional whether you wish to use a specific period or fiscal year in connection with prior periods. In the field “Sub-Total Account,” you can specify a dimension combination containing the account number to be used on period end transfers between two financial periods. The specified dimension combination can also contain other dimension values to be used for other purposes. A period end transfer will automatically be made if you specify a prior period in the sub-tab of the workspace General Journal without specifying that the journal is a prior period journal. When the journal is posted, three entries will be made for each line causing a period end transfer. One entry on the account specified on the line in question and two entries on the sub-total account which is found by means of the dimension combination specified in this field. If, for example, a journal line contains a debit amount of $1,000 on account number 2130 with the posting date of 10/1-98, and the field “Prior-Period” contains a prior period with the ending date 31/12-97, Maconomy will automatically create the following entries: On account number 2130, $1.000 is debited with the posting date 31/12-97, that is, the last day in the specified prior period. On the sub-total account, $1,000 is credited with the posting date 10/1-98. Finally, $1,000 is debited on the period end transfer account with the posting date 10/1-98. The functionality is similar when the prior-period is after the current period. However, the

Field	Description
	entries in the prior-period are assigned a posting date corresponding to the first day of the prior-period instead of the last. In the fields “Period” and “Fiscal Year,” you can specify either a period or a fiscal year for a prior period. In the field “Open For Registration,” you can specify whether the post-entry is open for registering data. In the field “Open For Import,” you can specify whether the post-entry is open for the import of data. In the workspace Import Journals in the enterprise module, you can import a financial entry that belongs to the open posting interval and has an entry date that falls within the post-entry period. If you do so, Maconomy creates an extra journal indicating the post-entry period in question. ▪ **Property Types** — Used for grouping properties in the workspace Property Information Card in the Inventory module. For instance, properties such as 110 volts and 220 volts can be grouped in a property type called “Potential Difference.” ▪ **Provision Cause** — Used for providing the user with a number of predefined reasons for creating provisions in the workspace Debtor Provisions By Invoice in the A/R module. The user can select from the provision causes specified in this workspace, which can subsequently be used as selection criteria in reports. ▪ **Report Formats** — Used for specifying the format of printed G/L Reports. In the fields “Style Type,” “Style Format,” and “Style Size,” you can specify information about the appearance of the font. The standard formats in Maconomy are: “Normal,” “Bold,” “Underline,” “Italic,” and “Small.” You cannot create additional options, but if you wish to use other formats, you can redefine the standard formats using Maconomy’s layout editing tools. In the field “Overrun Text,” you can specify whether text should overrun when exceeding the column width. ▪ **Purchase Order Status** — On a purchase order, you can specify a status code which can, for example, be used when closing a purchase order manually. This way, you can easily find manually closed purchase orders using the Find menu. ▪ **Segments** — Segment is used for grouping customers to make statistics. Enter a name only. ▪ **Service Contract Status Codes** — Service contract status codes are used for grouping service contracts for statistical purposes. Enter a name only.

Field	Description
	▪ **Service Job Types** — Service job types are used for grouping service jobs for statistical purposes. Enter a name only. ▪ **Skill Type** — This pop-up type defines the skill types to be used in the field “Type” in the workspace Skills and is used to describe certain skills and other employee properties of interest for job planning purposes. ▪ **Standard Descriptions** — Standard Descriptions are used with entries in general journals and vendor invoices. You can enter any number of frequently used entry descriptions, eliminating the need to type these each time they are used. ▪ **Style** — In this pop-up type, you can create the options to be available in the fields of the island Style Selection in the workspace Line Styles in the G/L module. The line style functionality is used when printing G/L report output to RTF files. The options created here only represent style names, and not the formats implied in these styles, as the actual formats of the styles whose names you create here should be defined in one or several template RTF files to which you can then refer when printing G/L reports to RTF files. As the options created here are used for applying the relevant styles to the output data lines, it is very important that the style names here are identical to those used in the relevant template RTF documents. For a detailed description of the use of styles when creating RTF files in connection with G/L reports, see the workspace Line Styles. ▪ **Subscription Group** — Subscription groups are used for dividing subscriptions into different groups in the workspace Subscription Information Card in the add-on module Subscription. ▪ **Subscription Status** — Subscription status is used in connection with subscription order lines in the add-on module Subscription. The field is described in detail in the workspace Subscription Order Lines. ▪ **Tax Account References** — Tax code references are used in the workspace Tax Reporting Units for specifying which G/L accounts are to be used in tax reporting. In the field “Name,” you can enter the name of the tax reporting item. ▪ **Tax Popup 1-10** — Use the pop-up fields for reporting purposes. They are available in Tax Codes and G/L Tax Codes, and they are shown in the VAT Settlement Entries sub-tab of the Show G/L Entries single dialog workspace. ▪ **Tax Type** — Tax types are used in the workspace Finance Tax Codes in the G/L module for grouping entries used in the calculation of tax settlement. In the field “Include on Printout,” you can specify

Field	Description
	for each tax type whether it is to appear on tax settlement printouts sorted by tax type. This allows you to ensure that tax types that are no longer in used are not included on printouts. For further information, see the description of the action “Print Settlement” in the General Ledger module. ▪ **Time Sheet Popup 1** — In combination with the registration of work time intervals in time sheets (see the island “Fixed Working Hours” in the workspace Employees), you can specify that the field “Time Sheet Popup 1” must be completed in case there is a difference between an employee’s expected working hours and the actual working hours for a day. This is done by marking the system parameter “Popup 1 required if difference between exp. and act. work hours.” If the system parameter is marked, you must choose among the pop-up options specified for this pop-up field. This could, for example, be “Overtime” and “Flextime.” This way, the user could specify that the difference should be paid out (“Overtime”) or added to/subtracted from his or her Flextime account (“Flextime”). Note that the fields are for information only. ▪ **Time Unit** — Time units are used for specifying the time unit to be used in connection with the pricing of subscriptions that are settled according to their duration. It is possible to define an arbitrary number of time units, and a time unit can be defined as a number of months or a number of days or a number of hours. If the time unit is less than a month, you must enter a number of days in the field “No. of Days” or a number of hours in the field “No. of Hours.” If the time unit goes beyond 24 hours, you must specify a number of days or a number of hours. Similarly, if the time unit goes beyond a month, you must enter a number of months. It is not possible to enter a number in more than one column. ▪ **Traffic Status Flag** — Traffic status flags are used for assigning a status to primary dates of traffic plans in the Job Cost module. ▪ **Transaction Mode** — Used in the workspace Inventory Change for further description of each inventory change transaction. If, for instance, you wish to register shrinkage in an inventory movement, the transaction mode can be used for specifying whether the shrinkage was caused by breakage or discarding. Transaction modes are also used in the workspace Print Inventory Journal, where you can choose to print inventory journals for a given transaction mode. ▪ **Transaction No. Series** — This pop-up type is used for creating the names of the transaction number series which are defined for each company in the workspace Transaction No. Series. This functionality can, for instance, be used for keeping entries of different nature

Field	Description
	separated. For example, it can be practical to have a separate number series for entries regarding fixed assets. ▪ **Units** — This is used for defining the units in which an item is recorded in a warehouse. Examples are piece, pound, box, tube, and so on. Enter the name of the unit only. ▪ **Vehicle Type** — This is used for defining vehicle types. At least one vehicle type must be defined to use mileage sheets and mileage rules. ▪ **Vendor Groups** — These are used for group vendors for statistical purposes. Enter a name only. ▪ **Vendor Popup 1-5** — These are used in the workspace Vendor Information Card for specifying additional information about vendors. The pop-up values on a vendor are transferred to a number of vendor related transactions in the A/P module, for instance Vendor Invoices. ▪ **Vendor State Type** — These are used to specify the state of the vendor when it is in the approval process. When a new vendor is created, the *Default Vendor State* system parameter sets the **Vendor State** field default value to the name listed in this table. For further information, see Related Topics.
Amount 1-4	Enter amounts related to the current popup field.
Boolean 1-4	Select the checkbox to assign attributes to the current popup field.
Code Number	This field displays the code number of the current popup field.
Code Type	This field displays the code type selected for the field that contains a reference to the popup field.
Date 1-4	Enter or select a number of dates related to the current popup field.
Instance Key	This field shows the current popup field's unique identity in the Maconomy database.
Integer 1-4	Enter integer information related to the current popup field.
Real 1-4	Enter information related to the current popup field in the form of real numbers, that is, decimal numbers.
String 1-4	Enter string values related to the current popup field.

Field	Description
Time 1-4	Enter certain key times related to the current popup field.
Transaction Timestamp	This field shows the date and time of creation or the latest revision of the current line.
Amount 1-5, Extension	Enter information related to the titles assigned to the **Amount 1-5, Extension Title** fields. **Note:** Maconomy dynamically derives the field names of the columns in the Values sub-tab from the titles that you define in the Popup Field tab .The fields display only when there are entries in any of the corresponding fields in the Popup Field sub-tab.
Boolean 1-5, Extension	Enter information related to the titles assigned to the **Boolean 1-5, Extension Title** fields. **Note:** Maconomy dynamically derives the field names of the columns in the Values sub-tab from the titles that you define in the Popup Field tab. The fields display only when there are entries in any of the corresponding fields in the Popup Field sub-tab.
Date 1-5, Extension	Enter information related to the titles assigned to the **Date 1-5, Extension Title** fields. **Note:** Maconomy dynamically derives the field names of the columns in the Values sub-tab from the titles that you define in the Popup Field tab. The fields display only when there are entries in any of the corresponding fields in the Popup Field sub-tab.
Integer 1-5, Extension	Enter information related to the titles assigned to the **Integer 1-5, Extension Title** fields. **Note:** Maconomy dynamically derives the field names of the columns in the Values sub-tab from the titles that you define in the Popup Field tab. The fields display only when there are entries in any of the corresponding fields in the Popup Field sub-tab.
Real 1-5, Extension	Enter information related to the titles assigned to the **Real 1-5, Extension Title** fields. **Note:** Maconomy dynamically derives the field names of the columns in the Values sub-tab from the titles that you define in the Popup Field tab. The fields display only when there are entries in any of the corresponding fields in the Popup Field sub-tab.
String 1-5, Extension	Enter information related to the titles assigned to the **String 1-5, Extension Title** fields. **Note:** Maconomy dynamically derives the field names of the columns in the Values sub-tab from the titles that you define in the Popup Field tab. The fields display only when there are entries in any of the corresponding fields in the Popup Field sub-tab.

Field	Description
Time 1-5, Extension	Enter information related to the titles assigned to the **Time 1-5, Extension Title** fields. **Note:** Maconomy dynamically derives the field names of the columns in the Values sub-tab from the titles that you define in the Popup Field tab. The fields display only when there are entries in any of the corresponding fields in the Popup Field sub-tab.

Option Lists Workspace

Use this workspace to maintain option lists, which are lists of possible values that you can use to populate fields in workspaces.

For example, you can set up a list called "Customer Satisfaction," with the values "Very satisfied," "Satisfied," and "Not satisfied."

In the workspaces wherein you can use option lists, you first specify the option list from which you can select an option, and then in another field you can specify one of the options from the list. This functionality is useful in connection with a marketing campaign, for example, where each event represents a telephone call to a customer. You could create a number of events and assign an option list with all likely responses to those events. After each telephone call, you can select the option that represents the customer's reaction to the call.

The Option Lists tab in this workspace displays an option list, including a number and a description. In the Options sub-tab, you can add the appropriate options for the option list. Note that you can limit the access to using options in the option lists via Maconomy's extended access control system.

Option Lists Tab

This section includes the fields and descriptions for the Option Lists tab.

Option List Island

Field	Description
Option List No.	In this field, you enter the number of the current option list. The number cannot be changed on existing option lists.
Description	In this field, you can enter a description of the option list. The description can also be changed on existing option lists.

Remarks Island

In these fields, you can enter additional remarks regarding the current option list.

Access Level Island

Field	Description
Access Level	In this field, you can assign an access level to the option list. A user only has access to the current option list (and thereby using the options in the option list) if he has been assigned to this level or a level above this in the workspace User Access Levels. This access control ensures that when working with for instance a job entry, you can only enter an option from an option list to which you have access, and in this workspace you can only see and edit the option lists to which you have access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to options and option lists may depend on other factors. For further information about the standard access control configuration, please see the section “Introduction to the Access Control System” in the Set-Up module. You can only specify an access level to which you have access yourself. This field also shows a description of the access level.

User Island

See the Getting Started topic for a description of the fields in the island User.

Options Sub-Tab

This section includes the fields and descriptions for the Options sub-tab. The fields, except for **Name**, **Description**, and **Remarks 1-3**, do not display by default. Use the Customize Columns wizard for the fields to display.

Field	Description
Name	In this field, you enter an option for the current option list.
Description	In this field, you enter a description of the current option.
Remarks 1-3	In these fields, you can enter additional remarks regarding the current option list.
Line No.	This field shows the line number of the option.
Option List No.	This field shows the number of the current option list.
Amount 1-5	Enter amounts related to the current option list.
Boolean 1-5	Select the checkbox to assign attributes to the current option list.
Date 1-5	Enter or select a number of dates related to the current option list.

Field	Description
Integer 1-5	Enter integer information related to the current option list.
Real 1-5	Enter information related to the current option list in the form of real numbers, that is, decimal numbers.
String 1-5	Enter string values related to the current option list.
Time 1-5	Enter certain key times related to the current option list.
Transaction Timestamp	This field shows the date and time of creation or the latest revision of the current line.

Actions

This section includes the actions available in the E-Forms tab.

Option Lists Tab

Field	Description
Delete Option List	Use this action to delete an option list. **Note:** An error message displays if you attempt to delete an option list that is currently being used in an e-form or e-form type.

Options Sub-tab

Field	Description
Delete Option	Use this action to delete an option list value from an option list. **Note:** An error message displays if you attempt to delete an option list value that is currently being used in an e-form or e-form type.

Countries Single Dialogs Workspace

Use this workspace to identify the countries that you use in Maconomy for tax calculation and other purposes.

The countries that you identify here are listed as pop-up values for the country fields in workspaces.

For each country code, you can specify an ISO code, an EU country code, and an address format.

After you enter a country in this workspace, you cannot delete it anywhere.

For example, you can use countries to split up tax calculation and reporting to tax authorities.

When you create a country in this workspace, Maconomy creates a pop-up value that contains the name of that country. You can then select the countries as pop-up values in workspaces where a specification of country may be relevant, for example, on information cards and transactions.

In addition to an ISO code and an EU country code, you can specify an address format. The selected format determines the order of the address fields of such as for customers and vendors on printouts from Maconomy.

Countries Tab

This section includes the fields and descriptions for the Countries tab.

Country Island

Field	Description
Name	In this field, you can specify the name of the country.
ISO code	In this field, you can specify the ISO code of the current country. The code is used in connection with automatic payment.
Country Code	If the current country is an EU country, you can specify the country code to be used on Intrastat reports in this field.
Member of EU	In this field, you can specify whether the country is a member of the European Union. The value in this field affects the reporting of EU sales to tax authorities.
EU Country Code	If the current country is an EU country, you can specify the 2 character country code to be used on Intrastat reports in this field.
Address Format	In this field, you can choose between three address format standards. When printing the address of, for example, customers and vendors from a number of workspaces in Maconomy, the address format of the country to which the customer, vendor and so on, is assigned determines the order in which the address fields are printed.

Remarks Island

Field	Description
Remarks	In these fields, you can enter various information about the current country.

Validation Island

Field	Description
Validate Zip Codes	Mark this field if Maconomy should automatically validate zip codes entered in addresses pertaining to the current country. This means that when a user enters a zip code, for example, when entering the address of a customer, employee, vendor, and so on, assigned to the current country, Maconomy checks that the zip code is included in the list defined for the current country in this workspace.

User Island

See the Getting Started topic for a description of the fields in the island User.

Address Formats Single Dialogs Workspace

Use this workspace to specify standard address formats for the countries and regions with which you do business.

Address Format Tab

This section includes the fields and descriptions for the Address Format tab.

Address Format Island

Field	Description
Address Format Name	Enter the name of the address format.
Description	In this field, you enter a description of the address in the “Address Format Name.”

User Island

See the Getting Started topic for a description of the fields in the island User.

Address Format Lines Sub-Tab

This section includes the fields and descriptions for the Address Format Lines tab.

Field	Description
Prefix	Enter a text which will be put in front of an address format field. The text entered in this field is printed each time the table line is printed. For example, if the current line is of the type “Header,” the prefix entered in this field could be “Invoice No.” or “Amount.”. For the Attention field you can use the prefix @Att to indicate that the prefix on prints should be calculated according to the language text @Att.

Field	Description
Field 1–5	In these fields you can select the Maconomy fields to be included in the address format. The fields are included in the order you add them here. For example, if you indicate Field 1: Postal District; Field 2: Country; Field 3: Zip Code =>, then on this address line, the Postal District, Country, and Zip Code will show, in this order.
Separator 1-5	In this field you can specify which separator to use between Fields 1- 5. For example, comma or space.
Suffix	In this field, you can enter a text which will be appended to the address format field.

Postal Districts Single Dialogs Workspace

Use this workspace to identify the individual postal districts for the countries and regions with which you do business.

For consistency and brevity, the term "zip code" is used in the following descriptions; however, the same information applies to other types of postal codes that countries use.

After you establish a list of valid postal districts and their zip codes, you can use this information to automatically populate fields in workspaces and to check that the zip codes that you enter manually are valid.

For each country, you can create a list of the postal districts within that country, specifying the zip code and name that pertain to each postal district. The Postal Districts tab displays the name of the current country. In the Postal Districts sub-tab you can create a line for each postal district existing in that country.

By creating a list of postal districts for a given country you make it possible to search for a zip code in that country when you enter addresses in, for example, customer information cards, orders, and so on. For instance, if you are creating a customer and you need to enter an address, you can place the cursor in the zip code field and press Ctrl+G (or Apple+G on Macintosh) to look up the zip codes in the country of the customer in question. In addition, when you enter a zip code in another workspace, Maconomy automatically inserts the relevant postal district name, provided that you created the zip code in the zip code list for the country in question.

For each country you can also specify whether Maconomy should automatically validate the zip codes used in entries and information cards. You do this by selecting the **Validate Zip Codes** field. If you select this field for a given country, only zip codes that you created in the list of postal districts for the country in question are accepted when you enter zip codes in other workspaces, such as customer information cards and orders. If you do not use validation for a given country, you can still look up zip codes for that country, but you can enter any zip code, even if does not appear in the list of postal districts.

Post Districts Tab

This section includes the fields and descriptions for the Post Districts tab.

Country Island

Field	Description
Name	This field shows the name of the currently selected country.
Validate Zip Codes	Mark this field if Maconomy should automatically validate zip codes entered in addresses pertaining to the current country. This means that when a user enters a zip code, for example, when entering the address of a customer, employee, vendor, and so on, assigned to the current country, Maconomy checks that the zip code is included in the list defined for the current country in this workspace.

User Island

See the Getting Started topic for a description of the fields in the island User.

Postal Districts Sub-Tab

This section includes the fields and descriptions for the Postal Districts sub-tab.

Field	Description
Zip Code	In this field, specify the zip code of the postal district entered on the current line.
Postal District	In this field, specify the name of the current postal district.

Language Texts Single Dialogs Workspace

Use this workspace to specify that certain words and phrases that are used in Maconomy should be translated to different languages.

You can translate some general terms, and some phrases used in workspaces, reports, and invoices.

Maconomy uses the language that is relevant in a particular circumstance. For example, on job invoices, Maconomy uses the language of the job that is being billed. If text has not been translated into the relevant language, Maconomy uses the standard language for your Maconomy implementation.

In the Language Texts tab, you can browse the translatable texts, and in the Language Text Lines sub-tab you can create a line with a translation of the current text for each language. You create languages in the **Language** pop-up type in the Popup Fields workspace.

Maconomy uses the texts that are translated in this workspace on various printouts such as invoices and credit memos. In addition, some workspaces, such as the Item Information Card in

the Inventory module, contain a number of fields to display information in several languages. You can also translate a number of general terms used across all Maconomy modules.

When printing out information, Maconomy uses the translation in the language that is relevant in the context. For instance, when printing a job invoice, Maconomy uses the translations in the language of the job in question, and when printing a sales order, Maconomy uses the translations in the language of the customer. However, with for activity descriptions, the text from this workspace is only used if the related job uses an invoice layout rule that has specification per activity or sum activity. If the invoice layout rule uses a specification per entry, Maconomy uses the entry description that you provided for the current entry at the time of entry.

If a text has not been translated into the language in question, Maconomy uses the text in the standard language.

Language Texts Tab

This section includes the fields and descriptions for the Language Texts tab.

Language Text Island

Field	Description
Language Text Group	This field displays whether the current text is a system text (for example, a fixed text on a printout), an option in a pop-up field or an activity description. Furthermore, the field displays the identification of the system text, activity, pop-up type, item, and so on, whose text is to be translated (for example, activity number, item number or the name of a pop-up type).
Description	This field displays the current text in Maconomy's standard language. For a number of the language text groups, you can change the standard language text in this field, whereas the standard language text for other groups can only be changed in the workspaces in which information of the current type is usually maintained, that is, in the workspace Activities, if the current language text is an activity description.

User Island

See the Getting Started topic for a description of the fields in the island User.

Language Text Lines Sub-Tab

This section includes the fields and descriptions for the Language Text Lines sub-tab.

Field	Description
Language	In this field, you can enter the language into which you want the current text translated. The text in the field "Text" on the current line will thus be used in various contexts where this language is relevant. For instance, when printing a job invoice, Maconomy uses the translations in the language of the job in question, and when printing a sales order, Maconomy uses the translations in the language of the customer. If a text has not been translated into the language used in a given

Field	Description
	context, Maconomy will use the text as it appears in the standard language in the tab of the workspace.
Description	In this field, you can enter the translation of the text in the language specified in the field “Language” on the current line.

Exchange Rate Tables Single Dialogs Workspace

Use this workspace to maintain rate tables for currency exchange.

You can create any number of exchange rate tables. In the System Information workspace, you specify the exchange rate tables to be used in different circumstances (for example, for sales, purchases, and duty).

For each exchange rate table, you define a reference currency, such as the Euro. Then you list other countries and specify how their currencies are converted from the reference currency.

You can create exchange rates by adding new lines in the Exchange Rates sub-tab. An exchange rate is valid from the specified date until the next date that has an exchange rate of the current currency. If you delete an exchange rate, and you have entered an exchange rate of the same currency with an earlier date, that rate is valid instead. For example, if you entered an exchange rate of GBP on May 1, June 1, and July 1, the May 1 rate is valid until June 30 if you delete the June 1 rate. If you want to create lines for all of the currencies that you entered into Maconomy in a new exchange rate table, you can use the **Create All Exchange Rates** action.

There is no limit on the quantity of currencies in an exchange rate table.

Exchange Rate Tables Tab

This section includes the fields and descriptions for the Exchange Rate Tables tab.

Exchange Rate Table Island

Field	Description
Name	Here you specify a name. You cannot create two exchange rate tables with the same name. You can change the name of an existing exchange rate table.
Reference Currency	In this field, you can specify the currency to be the reference currency in the current exchange rate table. The reference currency is the currency whose relation to other currencies is specified in the sub-tab. You can choose between the enterprise currency and the Euro.

Selection Criteria Island

Field	Description
Currency	Here, you select the currency if you wish to see exchange rates for a single currency.

Field	Description
Date	In these fields, you can specify a range of dates. The sub-tab of the workspace will only show currencies valid in the specified range of dates. When you create an exchange rate table, it is necessary to enter a date in the first date field. Maconomy then creates a line with this date for each currency in the sub-tab of the workspace.

User Island

See the Getting Started topic for a description of the fields in the island User.

Exchange Rates Sub-Tab

This section includes the fields and descriptions for the Exchange Rates sub-tab.

Field	Description
Date	Here, you enter the date of the exchange rate. The exchange rate is valid from the specified date until the next date with an exchange rate for the current currency. The date in this field cannot be changed.
Currency	Here you select from existing currency codes (for example, GBP, SEK). Currency codes are maintained in the workspace Popup Fields.
Exchange Rate	Here you enter the exchange rate between the currency on the line and the reference currency of the exchange rate table. You can enter it as the price of the foreign currency in base or the other way round, depending on whether the field “Exchange Rate in Reference Currency” in the workspace System Information has been marked. You use the unit entered in the field “Standard Unit” in the workspace System Information.

Actions

This section shows the Actions available in the Exchange Rate Tables workspace.

Top Tab

Field	Description
Create All Exchange Rates	When you select this action, Maconomy creates lines for all currencies registered in the system, leaving out the reference currency and currencies included in the Euro on the starting date of the period in question. The values shown in the column “Exchange Rate” are transferred from the field “Standard Unit” in the island Currency in the workspace System Information in the Set-Up module, but can be changed manually.

Currency Rounding Single Dialogs Workspace

Use this workspace to identify the currencies for which rounding is permitted during the exchange process, and how Maconomy should perform rounding for each of these currencies.

In the Currency Rounding Lines sub-tab, you can create a line for each of the currencies to be rounded. In the **Round to** field, you can specify how amounts should be rounded when Maconomy performs amount calculations and converts currencies. Maconomy rounds the amounts to the unit that you specify for the current currency in this workspace. Maconomy only performs rounding of amounts in a current currency if you create a line for the current currency in this workspace, and you select the **Round off amounts** field in the System Information workspace. When Maconomy performs the currency conversion, it only rounds off an amount in the currency to which the amount is converted.

You can also define an external rounding unit for each currency, which causes Maconomy to automatically round invoice, interest note, and credit memo totals so that the total printed on invoices in the currency in question is rounded to the specified unit.

Currency Rounding Tab

This section includes the fields and descriptions for the Currency Rounding tab.

User Island

See the Getting Started topic for a description of the fields in the island User.

Currency Rounding Lines Sub-Tab

This section includes the fields and descriptions for the Currency Rounding Lines sub-tab.

Field	Description
Currency	In this field, you can enter the currency for which rounding is to be performed. Amount rounding in the current currency will thus be done to the unit specified in the field “Round to” on the current line.
Round to	In this field, you can specify to which unit you want amounts to be rounded in the current currency. This can, for example, be to USD 10.00, USD 1.00, or USD 0.25. Rounding off the current currency will thus result in the amount being rounded to the specified unit. Maconomy performs rounding of amounts at calculations in the currency in question, for example, at calculation of prices and discounts or conversions to the currency in question. No rounding is performed if you enter an amount manually.
External Rounding Unit	In this field, you can specify the unit in the current currency to which totals on invoices, interest notes and credit memos should be rounded. If you specify an external rounding unit, invoice, interest note and credit memo totals are rounded to the specified unit. However, rounding only takes place if the currency of the invoice, interest note or credit memo in question is the same as the base currency of the company responsible for the transaction in question. Any

Field	Description
	difference between the amount before and after this type of rounding is posted on the account for rounding specified in the workspace Posting References.

Selection Criterion Specification Single Dialogs Workspace

Use this workspace to set up sets of selection criteria, or queries, that you can use to locate records in the Maconomy database.

For example, assume that you want a monitor to find only those purchase orders for amounts under USD 10,000 that belong to Company 1. You can create selection criteria to find all of the entries in the Requisition table that are associated with Company 1 and have a value of less than USD 10,000 in the **Line Total, Currency** field.

For example, assume that you want a monitor to find only those purchase orders for amounts under USD 10,000 that belong to Company 1. You can create selection criteria to find all of the entries in the Requisition table that are associated with Company 1 and have a value of less than USD 10,000 in the "Line Total, Currency field."

Each set of selection criteria can contain multiple lines. On each line, you identify the table that contains the data, the field that you are searching on, an operator such as "equal to" or "more than," and a target value. In the preceding example, one line would find all purchase orders under USD 10,000, and a second line would narrow the selection to purchase orders that belong to Company 1.

Note that when you set up selection criterion specifications, it is an advantage to have a basic knowledge of database terminology.

A selection criterion specification consists of a number of criteria that are grouped under a selection criterion specification number. In the Selection Criterion Specification tab you enter the number and name of the current criterion specification. In the Selection Criterion Specification Lines sub-tab you select the criteria that different types of information must meet to match the selection criteria that you define in the selection criterion specification. On each line you can indicate which table and which field in that table in Maconomy's database should form the basis of the delimitation. You also select an operator, such as "equal to," "more than," and so on, and a value that the operator should compare to, to see which entries in the table meet each criterion. For example, you can specify that the criterion specification should obtain the entries in the Requisition table that have a value of less than USD 10,000 in the **Line Total, Currency** field. In this way you create a selection criterion specification that obtains only purchase orders that amount to less than USD 10,000.

A selection criterion specification can contain several lines, so that you can, for example, define that the specification should obtain purchase orders that have a value of more than 10,000 in the **Line total, currency** field and that relate to a certain vendor. You do this by creating the necessary number of lines with criteria that should all be matched to meet the selection criterion specification.

Example 1

You want to create a selection criterion specification that obtains the purchase orders in company 1 that amount to less than USD 10,000. In the selection criterion specification you should create the following lines:

Outer Logical Operator	Table Section	Field Name	Operator	Value 1
	Purchase Order	Line total, currency	Less than	10,000
	Purchase Order	Company no.	Equal to	1

All consecutive lines for which you have not specified an outer logical operator represent a group of criteria called a criterion series. A value must match the criteria for all lines within a criterion series to match this criterion series. An expense sheet, purchase order, and so on, matches a selection criterion specification if it matches one or more criterion series in the selection criterion specification. The term "outer logical operator" is explained later in this introduction.

In this example, the two lines constitute a criterion series; a value must meet both criteria to match the criterion series and thus match the selection criterion specification.

You can create several criterion series in the same selection criterion specification. A purchase order, expense sheet, and so on, matches a selection criterion specification if it meets just one of the criterion series of the selection criterion specification.

You separate criterion series by using a line that contains the outer logical operator "OR."

Example 2

You want to create a selection criterion specification that obtains the purchase orders in company 1 that amount to less than USD 10,000. The selection criterion specification should also obtain the purchase orders that relate to vendor number 31201918, regardless of the total amount of the purchase order, and to which company the purchase order relates. In the selection criterion specification you should create the following lines:

Outer Logical Operator	Table Section	Field Name	Operator	Value 1
	Purchase Order	Line total, currency	Less than	10,000
	Purchase Order	Company no.	Equal to	1
OR				
	Purchase Order	Vendor no.	Equal to	31201918

The first two lines represent a criterion series, and a value must meet both criteria of this series for a purchase order to match the criterion series. The last line is also a criterion series in itself, because the outer logical operator "OR" separates this line from the first criterion series.

As a purchase order matches the selection criterion specification if it meets one or several of the criterion series of the selection criterion specification. Thus a purchase order matches the selection criterion specification if it either relates to company 1 and amounts to less than USD 10,000 or it is assigned to vendor no. 31201918.

When you use the outer logical operator "OR," none of the criteria of the lines above the "OR" operator apply to those criterion series that are below the "OR" operator. It is therefore necessary to repeat the criteria that apply to the criteria on both sides of the "OR" operator. The following example illustrates this requirement.

Example 3

You want to create a selection criterion specification that obtains the purchase orders in company 1 that amount to less than USD 10,000. The criterion specification should also obtain the purchase orders that relate to vendor no. 31201918, regardless of the total of the purchase order, but the company number should still be 1. In the selection criterion specification you create the following lines:

Outer Logical Operator	Table Section	Field Name	Operator	Value 1
	Purchase Order	Line total, currency	Less than	10,000
	Purchase Order	Company no.	Equal to	1
OR				
	Purchase Order	Vendor no.	Equal to	31201918
	Purchase Order	Company no.	Equal to	1

Note that Maconomy performs a delimitation twice on the company number because the first line that contains the company number delimitation only applies above the "OR" operator. If the last line that has company number delimitation had not been created in the selection criterion specification, this criterion specification would only obtain all purchase orders that have vendor number 31201918 regardless of company number, in addition to the purchase orders that meet the criteria in the first two lines.

You can specify as a criterion that a purchase order, expense sheet, and so on, should match another selection criterion specification to match the current selection criterion specification. You do this by creating a line that has the operator "Matches" and entering the number of the selection criterion specification in question in the **Value 1** field. Using the operator "Does Not Match" you can specify that a purchase order, expense sheet, and so on, must not match a certain selection criterion specification, to match the current selection criterion specification.

If you want to perform more delimitations on the same field within the same criterion series, you use an inner logical operator. For example, you might want a criterion series to obtain all of the purchase orders that relate to company 1 and that also represent an amount of USD 10,000 or less.

If you do not use an inner logical operator, you would in this case need to create two criterion series of two lines each, that is, a criterion series that obtains purchase orders in company 1 that amount to USD 10,000 and another series that obtains purchase orders in company 1 that amount to less than USD 10,000.

By using an inner logical operator you can, however, couple the two criteria that relate to the purchase order amount in the same criterion series. When you use an inner logical operator, you do not enter a table section and a field name because Maconomy uses the table section and the field name that apply to the previous line. You can create a selection criterion specification similar to the preceding scenario by entering the following lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1

	Purchase Order	Company no.		Equal to	1
	Purchase Order	Line total, currency		Equal to	10,000
			Or	Less than	10,000

Because this uses no outer logical operator, all of these lines are considered one criterion series. In line 3 the selection criterion specification includes the inner logical operator "Or," which means that the table section and field name on this line correspond to the ones on line 2. Because the lines belong to the same criterion series, this selection criterion specification obtains purchase orders in company 1 that amount to USD 10,000 or less.

The inner logical operator can be either "And" or "Or." The following example illustrates the function of the "And" operator.

Example 4

You want to create a selection criterion specification that obtains the jobs that belong to company 1, and in which the words "urgent" and "support" form part of the texts that you entered for the job in the Job Descriptions workspace. In the selection criterion specification you enter the following lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job	Company no.		Equal to	1
	Job text line	Text		Contains	urgent
			And	Contains	support

In this case, the inner logical operator "And" means that the conditions in both lines 2 and 3 must be met for a job to match the selection criterion specification. This specification thus does not obtain jobs for which only one of the words is included in the job text lines.

You can create several consecutive lines with an inner logical operator. You use the "And" operator to link to the closest preceding line; however, "Or" does not link to any lines above.

The following examples illustrate this functionality.

Example 5

You want to create a selection criterion specification that identifies the jobs for which the words "urgent" and "support" are included in the texts that you entered for the job in the Job Descriptions workspace. If the text lines do not include these two words, a job should still match the selection criterion specification if a text line for the job contains the word "priority." In the selection criterion specification you create the following lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job Text Line	Text		Contains	urgent
			And	Contains	support

			Or	Contains	priority

In this example the "And" operator in line 2 means that line 2 links to line 1. The "Or" operator does not link to any of the lines above it. The result is that the conditions in lines 1 and 2 must either both be met, or the condition in line 3 must be met.

Example 6

The following selection criterion specification generates the same result as for example 5:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job text line	Text		Contains	priority
			Or	Contains	urgent
			And	Contains	support

In this example, the "And" operator in line 3 means that line 3 links to line 2. The "Or" operator in line 2 does not link to any of the lines above it. The result is that either the conditions in lines 2 and 3 must both be met, or the conditions in line 1 must be met.

Example 7

You want to create a selection criterion specification that obtains the jobs for which the words "urgent" and "support" are contained in the texts that you entered for the job in the Job Descriptions workspace. If the text lines do not contain these two words, a job should, however, match the selection criterion specification if a text line for the job contains either the word "priority" or the word "important." In the selection criterion specification you enter the following lines:

Outer Logical Op.	Table Section	Field Name	Inner Logical Op.	Operator	Value 1
	Job text line	Text		Contains	priority
			Or	Contains	important
			Or	Contains	urgent
			And	Contains	support

In this example the "And" operator on line 4 means that line 4 links to line 3. The "Or" operator on lines 2 and 3 does not link to any of the lines above it. The result is that either the conditions in lines 3 and 4 must both be met or the conditions in one of the lines 1 and 2 must be met.

A selection criterion specification type indicates what kind of information you can set up delimitation on in a given selection criterion specification. Each selection criterion specification type identifies one or more database tables or database table sections whose fields are available for setting up selection criteria. At the same time, the selection criterion specification type of a given selection criterion specification determines the contexts in which you can use the criterion specification. There are two kinds of selection criterion specification type:

- **Manually created selection criterion specification types** — In the Selection Criterion Specification Types workspace you can manually create your own selection criterion

specification types, indicating for each type the database table for which you can set up selection criteria on selection criterion specifications of the type in question. For instance, if you specify the "NoteLine" table on a selection criterion specification type, selection criterion specifications of that type can define criteria for the fields in that table.

For manually created types, you cannot create lines in the Selection Criterion Specification Lines sub-tab. Instead, you define the selection criteria with an SQL expression in a text file that you import using the **Import SQL File** action. For more information about this, see the description of the **Import SQL File** action.

You can only use manually created types in connection with monitors where they determine the criteria that the individual entries in the database table indicated by the type must meet for a certain action to be executed. For more information about this, see the description of the Monitors workspace.

- **Predetermined selection criterion specification types** — Maconomy comes with a number of predefined types that you cannot change. Each of the predefined types has a predefined area of usage; you can only use them in that context. This means that you can only select for use in certain workspaces the selection criterion specifications of a given predefined type. Because the use of each predefined type is fixed, a number of tables and table sections (parts of tables) that are relevant in this context are preassigned to each type, allowing you to set up criteria on information in those tables.

  On selection criterion specifications of predefined types, you set up criteria in the Selection Criterion Specification Lines sub-tab of this workspace.

  You can use predefined selection criterion specifications in the following contexts. For information about the options that are available for the individual contexts, see the description of the **Type** field.

  - **Approval Hierarchy Selection** — In connection with approval hierarchy selection, you use selection criterion specifications to determine the approval hierarchy to be used for the approval of each purchase order, expense sheet, or vendor invoice allocation line. You do this in the Approval Hierarchy Selection workspace, where you create a number of hierarchy lines, each of which contains its own selection criterion specification. On each line you also select the approval hierarchy to be used on purchase orders/expense sheets/allocation lines that match the selection criterion specifications of the line in question. This way you can, for example, ensure that purchase orders that are assigned to different companies are approved through company-specific approval routines.

    Note that you must create separate approval hierarchy selections for purchase orders, expense sheets, and allocation lines, respectively. In approval hierarchy selections for purchase orders, you use selection criterion specifications of the **Requisition** type. You use criterion specifications of the **Expense Sheet** type in the approval hierarchy selection for expense sheets. You use selection criterion specifications of the **Vendor Invoice** type in the approval hierarchy selection for vendor invoice allocation lines.

  - **Approval hierarchies** — In connection with approval hierarchies, you use selection criterion specifications to decide who should approve each purchase order, expense sheet, or vendor invoice allocation line. You select the hierarchy to be used for the approval of each entry in the Approval Hierarchy Selection workspace, as described previously. You define each approval hierarchy by creating a number of hierarchy

lines, each of which has its own selection criterion specification, and a person who approves purchase orders/expense sheets/allocation lines that match the selection criterion specification of the line in question. This way you can, for example, ensure that as long as a purchase order does not amount to more than a certain amount, it should only be approved by the person who submits the purchase order, whereas purchase orders for larger amounts should also be approved by the supervisor of the person who submits the purchase order.

Note that you should create a number of separate approval hierarchies for purchase orders, expense sheets, and allocation lines, respectively. In approval hierarchies for purchase orders, you use selection criterion specifications of the **Requisition** type. You use selection criterion specifications of the **Expense Sheet** type in the approval hierarchies for expense sheets. You use selection criterion specifications of the **Vendor Invoice** type in the approval hierarchies for vendor invoice allocation lines.

- **Campaigns** — In connection with campaigns, you use selection criterion specifications to determine which contact companies and contact persons should be included in each campaign. In the sub-tab of the Campaigns workspace you can create any number of lines, each of which contains its own selection criterion specification. When you initiate the campaign, Maconomy thus creates events for all of the contact companies and contact persons that match the selection criterion specifications in the sub-tab. This way you can, for example, focus the campaign on all of the contact companies within a certain postal code area.
- **Job Searches** — In connection with job searches you use selection criterion specifications to find certain jobs in the Job Search workspace. In the Job Search workspace you can switch between existing selection criterion specifications of this type; the sub-tab displays the jobs that match the current selection criterion specification. This enables you to easily find jobs with, for example, a certain job processing status or jobs for which you are the project manager.

Selection Criterion Specification Tab

This section includes the fields and descriptions for the Selection Criterion Specification tab.

Selection Criterion Specification Island

Field	Description
Selection Criterion Specification No.	In this field you can enter an identification number when creating a selection criterion specification. If you do not specify a number, Maconomy assigns the next available number from the Target Group Series in the workspace Event Series.
Description	In this field you can enter a short description of the current selection criterion specification.
Type	In this field you can specify a selection criterion specification type. The type indicates the use of the selection criterion specification as well as the information on which criteria can be made. This is described in further detail in the introduction to this workspace. The field “Definition Format” indicates

Field	Description
	whether the selected type is a manually created one or one of the predefined options. “SQL Expression” indicates that the type was created manually, whereas “Selection Criterion Specification Lines” indicates a predefined option. The following options are predefined in the system: ▪ Contact company — The selection criterion specification can be used in connection with campaigns in the Contact Management module for the selection of the contact companies that should be included in a campaign. ▪ Contact person — The selection criterion specification can be used in connection with campaigns in the Contact Management module for the selection of the contact persons that should be included in a campaign. ▪ Purchase Order — The selection criterion specification can be used in the workspaces Approval Hierarchy Selection and Approval Hierarchies. In the workspace Approval Hierarchy Selection, selection criterion specifications of this type can be used to determine which approval hierarchy for purchase orders should be used for the approval of purchase orders that match each selection criterion specification. In the workspace Approval Hierarchies, selection criterion specifications of this type are used to define who should approve purchase orders that match each selection criterion specification. However, as mentioned above, the definition of the hierarchy to be used for the approval of each purchase order is determined in the workspace Approval Hierarchy Selection. ▪ Expense sheet — The selection criterion specification can be used in the workspaces Approval Hierarchy Selection and Approval Hierarchies. In the workspace Approval Hierarchy Selection, selection criterion specifications of this type are used to determine the approval hierarchy for expense sheets to be used for the approval of expense sheets that match each selection criterion specification. In the workspace Approval Hierarchies, selection criterion specifications of this type are used to define who should approve expense sheets that match each selection criterion specification. However, as mentioned above, the definition of the hierarchy to be used for approval of each expense sheet is determined in the workspace Approval Hierarchy Selection. ▪ Vendor Invoice — The selection criterion specification can be used in the workspaces Approval Hierarchy Selection and Approval Hierarchies. In the workspace Approval Hierarchy Selection, selection criterion specifications of this type are used to determine the approval hierarchy for vendor invoice allocation lines to be used for the approval of vendor invoice allocation lines that match each selection

Field	Description
	criterion specification. In the workspace Approval Hierarchies, selection criterion specifications of this type are used to define who should approve vendor invoice allocation lines that match each selection criterion specification. However, as mentioned above, the definition of the hierarchy to be used for approval of allocation lines is determined in the workspace Approval Hierarchy Selection. ▪ Job — This selection criterion specification can be used in the workspace Job Search where, in the tab, you can switch between the existing selection criterion specifications of this type, and the sub-tab shows which jobs match the current selection criterion specification. Moreover, this selection criterion specification can be used in connection with job parameter selection rules. Job parameter selection rules are used when setting-up various parameters, such as revenue recognition and pricing methods for jobs. By means of assigning selection criterion specifications to job parameter selection rules, you can define that one certain set of job parameter selection rules should be valid for, for example, all jobs belonging to one certain company whereas another set of job parameter selection rules should be valid for jobs belonging to another company. See the description of the workspaces Job Parameters and Job parameter Selection Rules in the Job Cost module for further information. ▪ Customer — This selection criterion specification can be used in the workspace User Types where it is used for pointing out the customers on the basis of which users should be created. For further information on this process, see the description of the workspace User Types.
Definition Format	This field shows whether the selection criteria of the current selection criterion specification are defined by means of lines in the sub-tab or an imported SQL expression. If you have selected a manually created selection criterion specification type in the field “Type” above, the value is always “SQL File.” If you have selected a predefined type, the value is always “Selection Criterion Specification Lines.”
Public	In this field you can specify if the current selection criterion specification should be available for other users. If the field is not marked, the selection criterion specification will only be displayed in this workspace for the user that has created it and only this person has the possibility of using it in the workspace Job Search. Only users for whom the field “Change Public Selection Criterion Specifications” is marked in the workspace Actions can change selection criterion specifications which are marked as public.
Blocked	In this field you can block the selection criterion specification for changes. If the field is marked, it is not possible to change the existing table lines, just as it is not possible to add or delete lines. The selection criterion specification can, however, be reopened for changes by removing the mark.

Field	Description
Validated	This field shows if the selection criterion specification has been validated successfully when you use the **Validate** action.
Project Manager	If you create a new selection criterion specification with the Job type, you can reference fields in the sub-tab to the employee that is specified in the **Project Manager** field on the job.

User Island

See the Introduction topic for a description of the fields in the island User.

Selection Criterion Specification Lines Sub-Tab

This section includes the fields and descriptions for the Selection Criterion Specification Lines sub-tab.

Field	Description
Outer Logical Op.	In this field you can use the outer logical operator “OR” to separate criterion series in the selection criterion specification. When the sub-tab comprises several consecutive lines, it means that the criteria of all of these lines should be met in order for an entry to match the selection criterion specification. By creating a line with the outer logical operator “OR” you can define, however, that an entry needs only to meet the criteria above or below the “OR” operator to match the selection criterion specification. For further details on the functionality of this operator, see the examples in the introduction to this workspace. When this operator is used, none of the other fields on the line can be completed.
Table Section	In this field you can select which table section in Maconomy’s database the current selection criterion line should use for delimitation. A table section is a section of the entries in a table in Maconomy’s database. The table Contact, for example, has an entry for each event created in Maconomy, whereas the table section Personal Contact is a section of the table Contact and only contains the events on which a contact person number has been entered. In a table section you can delimit by exactly the same fields as the ones available in the table that forms the basis of the section in question. Table sections provide the possibility of creating more precise selection criterion specifications because by selecting a certain table section you have already excluded part of the irrelevant entries in the table. By, for example, using the table section Personal Contact, you have already excluded all the events on which a contact person has not been entered, as mentioned in the above example. It is predetermined within Maconomy which table sections are available for each selection criterion specification type. Below is a list of the table sections available for each of the predefined selection criterion specification types and an explanation of the function of the individual sections.

Field	Description

	▪ Contact Company — This selection criterion specification group is used for selecting contact companies that meet certain criteria. The following table sections can be used:
	  ▪ Customer — This table section comprises the entries in the table Customer that are assigned to a contact company. A contact company thus matches the selection criterion specification if it is assigned to a customer which meets the criterion of the line. A contact company only matches the selection criterion specification, however, if it also meets any other criteria created in the sub-tab.
	  ▪ Company Customer — This table section comprises the entries in the table CompanyCustomer which through their parent customer are assigned to a contact company. A contact company thus matches the selection criterion specification if it is assigned to a company-specific customer that meets the criteria of the line. A contact company only matches the selection criterion specification, however, if it also meets any other criteria created in the sub-tab.
	  ▪ Contact — This table section comprises all entries in the table ContactHeader, that is, all events in the workspace Events. A contact company thus matches the selection criterion specification if it is stated in one or more events that meet the criterion of the line. A contact company only matches the selection criterion specification, however, if it also meets any other criteria created in the sub-tab.
	  ▪ Contact Company — This table section comprises all entries in the table ContactCompanies, that is, all contact companies in the workspace Contact Companies. A contact company thus matches the selection criterion specification if its information meets the criterion of the line. A contact company only matches the selection criterion specification, however, if it also meets any other criteria created in the sub-tab.
	  ▪ Contact Person — This table section comprises all entries in the table ContactPerson, that is, all contact persons in the workspace Contact Persons. A contact company thus matches the selection criterion specification if it has a contact person assigned to it which meets the criterion of the line. A contact company only matches the selection criterion specification, however, if it also meets any other criteria created in the sub-tab.
	  ▪ Contact Text — This table section comprises all entries in the table NoteLine, that is, all lines in the sub-tab of the workspace Notes. A contact company thus matches the selection criterion specification if it is assigned to one or several events for which there is a description

Field	Description
	line that meets the criterion of the line. A contact company only matches the selection criterion specification, however, if it also meets any other criteria created in the sub-tab. ▪ Personal Contact — This table section comprises all entries in the table ContactHeader where the field “Contact Person No.” has been completed, that is, all events in the workspace Events that relate to a certain contact person. A contact company thus matches the selection criterion specification if it is assigned to one or several events that meet the criterion of the line and for which a contact person has been specified. A contact company will, however, only match the selection criterion specification if it also meets any other criteria created in the sub-tab. ▪ Personal Contact Text — This table section comprises the entries in the table NoteLine to which a reference is made on an event where the field “Contact Person No.” has been completed. This means that the table section comprises those lines in the sub-tab of the workspace Events which are assigned to an event with a contact person number. A contact person thus matches the selection criterion specification if it is stated in one or more contact person related events that have a description line that meets the criterion of the line. A contact company will, however, only match the selection criterion specification if it also meets any other criteria created in the sub-tab. ▪ Vendor Invoice — This selection criterion specification type is used for selecting vendor invoice allocation lines that meet certain criteria. The following table sections can be used: ▪ LawyerJobInformation — This table section comprises the entries in the table LawyerJobInformation, that is, information about the committed funds of each client in the Maconomy Lawyer add-on system (only available in Danish versions). An invoice allocation line thus matches the selection criterion specification if the committed funds of the client to which the job specified on the allocation line pertains meet the criterion of the line. An allocation line only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Invoice Allocation Line — This table section comprises the entries in the table InvoiceAllocationLine which have not yet been posted, that is, all allocation lines in the sub-tab of the workspace Invoice Allocation. An allocation line thus matches the selection criterion specification if it has not been posted and meets the criterion of the line. An allocation line only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab.

Field	Description
	▪ Vendor — This table section comprises all global vendors, that is, vendors in the workspace Vendor Information Card. An allocation line thus matches the selection criterion specification if it regards a vendor who meets the criterion of the line. An allocation line only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Vendor Invoice — This table section comprises the entries in the table VendorInvoiceJournal, that is, vendor invoices entered in the sub-tab of the workspace Vendor Invoices or the tab of the workspace Invoice Allocation. An allocation line thus matches the selection criterion specification if it concerns a vendor invoice that meets the criterion of the line. An allocation line only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Employee — This table section comprises the entries in the table Employee, that is, information entered in the workspace Employees. An allocation line thus matches the selection criterion specification if an employee that meets the criterion of the line has been specified on the allocation line. An allocation line only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Job — This table section comprises the entries in the table JobHeader, that is, information entered in the workspace Jobs. An allocation line thus matches the selection criterion specification if it contains a reference to a job that meets the criterion of the line. An allocation line only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Job Invoicing — This table section comprises the entries in the table JobInvoicing, that is, information about the cost and sales prices used in connection with the invoicing of a given job. An allocation line thus matches the selection criterion specification if it contains a reference to a job whose invoicing cost and sales price information meets the criterion of the line. An allocation line only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Job Registration — This table section comprises the entries in the table JobRegistration, that is, information about the open cost and sales prices of a given job. An allocation line thus matches the selection criterion specification if it contains a reference to a job whose open cost and sales price information meets the criterion of the line. An allocation line only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab.

Field	Description

	▪ Job — This selection criterion specification type is used for selecting jobs that meet certain criteria. The following table sections can be used:
	  ▪ Event — This table section comprises the entries in the table ContactHeader which have been assigned to a job, that is, all events in the workspace Events for which a job number has been specified. A job thus matches the selection criterion specification if it has been assigned to an event which meets the criterion of the line. A job only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab.
	  ▪ Event Line — This table section comprises all entries in the table NoteLine pertaining to notes that have been assigned to an event, that is, all lines in the sub-tab of the workspace Events. A job thus matches the selection criterion specification if there are one or several events referring to the job in question whose sub-tab contains a description line that meets the criterion of the line. A job only matches the selection criterion specification, however, if it also meets any other criteria created in the sub-tab.
	  ▪ Job — This table section comprises all entries in the table JobHeader, that is, jobs in the workspace Jobs. A job thus matches the selection criterion specification if its information meets the criterion of the line. A job will, however, only match the selection criterion specification if it also meets any other criteria created in the sub-tab.
	  ▪ Job Invoicing — This table section comprises the entries in the table JobInvoicing, that is, information about the invoicing that has taken place for the jobs in the system. This type of information is, for example, shown in the workspace Job Card. A job thus matches the selection criterion specification if its invoicing information meets the criterion of the line. A job only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab.
	  ▪ Job Registration — This table section comprises the entries in the table JobRegistration, that is, information about current open cost and sales prices of each job in the system. This type of information is, for example, shown in the workspace Job Card. A job thus matches the selection criterion specification if its open cost and sales price information meets the criterion of the line. A job only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab.
	  ▪ Job Text Line — This table section comprises all entries in the table NoteLine pertaining to notes that have been assigned to a job, that is, all lines in the sub-tab of the workspace Job Descriptions. A job thus

Field	Description
	matches the selection criterion specification if the job in question has one or more job description lines that meet the criterion of the line. A job only matches the selection criterion specification if it also meets any other criteria created in the sub-tab. ▪ LawyerJobInformation — This table section comprises the entries in the table LawyerJobInformation, that is, information about the committed funds of each client in the Maconomy Lawyer add-on system (only available in Danish versions). A job thus matches the selection criterion specification if the committed funds of the client to which the job pertains meet the criterion of the line. A job only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Purchase Order — This selection criterion specification type is used for selecting purchase orders that meet certain criteria. The following table sections can be used: ▪ Vendor — This table section comprises the vendors in the workspace Vendor Information Card for which there are non-approved purchase orders. A purchase order thus matches the selection criterion specification if it relates to a vendor whose information meets the criterion of the line. A purchase order will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Purchase Order — This table section comprises all entries in the table RequisitionHeader where the field “Approved” has not been completed, that is, all non-approved purchase orders in the workspace Purchase Orders. A purchase order thus matches the selection criterion specification if it has not been approved, and the information in the workspace Purchase Orders meets the criterion of the line. A purchase order only matches the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Job — This table section comprises all entries in the table JobHeader, that is, all jobs in the workspace Jobs. A purchase order thus matches the selection criterion specification if it relates to a job whose information meets the criterion of the line. A purchase order will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Job Invoicing — This table section comprises the entries in the table JobInvoicing, that is, information about the invoicing that has taken place for the jobs in the system. This type of information is, for

Field	Description
	example, shown in the workspace Job Card. A purchase order thus matches the selection criterion specification if it relates to a job whose invoicing information meets the criterion of the line. A purchase order will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Job Registration — This table section comprises the entries in the table JobRegistration, that is, information about current open cost and sales prices of each job in the system. This type of information is, for example, shown in the workspace Job Card. A purchase order thus matches the selection criterion specification if it relates to a job whose open cost and sales price information meets the criterion of the line. A purchase order will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ LawyerJobInformation — This table section comprises the entries in the table LawyerJobInformation, that is, information about the committed funds of each client in the Maconomy Lawyer add-on system (only available in Danish versions). A purchase order thus matches the selection criterion specification if the committed funds of the client to which the job pertains meet the criterion of the line. A purchase order only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Expense Sheet — This selection criterion specification type is used for selecting expense sheets that meet certain criteria. The following table sections can be used: ▪ Employee — This table section comprises all the entries in the table Employee for which expense sheets have been created. An expense sheet thus matches the selection criterion specification if relates to an employee whose information meets the criterion of the line. An expense sheet will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Job — This table section comprises all entries in the table JobHeader for which expense sheets have been created. An expense sheet thus matches the selection criterion specification if it relates to a job whose information meets the criterion of the line. An expense sheet will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Job Invoicing — This table section comprises the entries in the table JobInvoicing, that is, information about the invoicing that has taken

Field	Description
	place for the jobs in the system. This type of information is, for example, shown in the workspace Job Card. An expense sheet thus matches the selection criterion specification if it relates to a job whose invoicing information meets the criterion of the line. An expense sheet will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Job Registration — This table section comprises the entries in the table JobRegistration, that is, information about current open cost and sales prices of each job in the system. This type of information is, for example, shown in the workspace Job Card. An expense sheet thus matches the selection criterion specification if it relates to a job whose open cost and sales price information meets the criterion of the line. An expense sheet will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Expense Sheet — This table section comprises all entries in the table ExpenseSheetHeader where the field “Approved” has not been completed, that is, all non-approved expense sheets in the workspace Expense Sheets. An expense sheet thus matches the selection criterion specification if the information in the workspace Expense Sheets meets the criterion of the line. An expense sheet will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ LawyerJobInformation — This table section comprises the entries in the table LawyerJobInformation, that is, information about the committed funds of each client in the Maconomy Lawyer add-on system (only available in Danish versions). An expense sheet thus matches the selection criterion specification if the committed funds of the client to which the job pertains meet the criterion of the line. A job only matches the selection criterion specification, however, if it meets any other criteria in the sub-tab. ▪ Contact Person — This selection criterion specification type is used to select contact persons that meet certain criteria. The following table sections can be used: ▪ Customer — This table section comprises the entries in the table Customer assigned to a contact customer. A contact person thus matches the selection criterion specification if this person is assigned to a contact company which in turn is assigned to a customer that meets the criterion of the line. A contact person will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab.

Field	Description
	▪ Company Specific Customer — This table section comprises the entries in the table CompanySpecificCustomer that are assigned to a contact company through their parent customer. A contact person thus matches the selection criterion specification if this person is assigned to a contact company which in turn is assigned to a company-specific customer that meets the criterion of the line. A contact person will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Contact — This table section comprises all entries in the table ContactHeader, that is, all events in the workspace Events. A contact person thus matches the selection criterion specification if this person is assigned to a contact company stated in one or more events that meet the criterion of the line even if the contact person is not stated on the events in question. A contact person will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Contact Company — This table section comprises all entries in the table ContactCompany, that is, all contact companies in the workspace Contact Companies. A contact person thus matches the selection criterion specification if this person is assigned to a contact company whose information meets the criterion of the line. A contact person will, however, only match the selection criterion specification if this person also meets any other criteria that may have been created in the sub-tab. ▪ Contact Person — This table section comprises all entries in the table ContactPerson, that is, all events in the workspace Contact Persons. A contact person thus matches the selection criterion specification if this person's information meets the criterion of the line. A contact person will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. ▪ Contact Text — This table section comprises all entries in the table NoteLine pertaining to notes assigned to an event for which a contact company with an assigned contact person is registered. This means that the table section comprises lines in the sub-tab of the workspace Events that relate to events for which a contact company has been registered with an assigned contact person — even if the contact person is not stated on the individual event. A contact person thus matches the selection criterion specification if this person is assigned to a contact company stated in one or more events for which there is a description line that meets the criterion of the line. A contact person will, however, only match the selection criterion specification if this

Field	Description
	person also meets any other criteria that may have been created in the sub-tab. ▪ Personal Contact — This table section comprises all entries in the table ContactHeader where the field “Contact Person No.” has been completed, that is, all events in the workspace Events that relate to a certain contact person. A contact person thus matches the selection criterion specification if this person is stated on one or more events that meet the criterion of the line. A contact person will, however, only match the selection criterion specification if this person also meets any other criteria that may have been created in the table. ▪ Personal Contact Text — This table section comprises the entries in the table NoteLine pertaining to notes to which a reference is made on an entry in the table Contacts where the field “Contact Person No.” is completed. This means that the table section comprises the lines in the sub-tab of the workspace Events that are related to events with a contact person number. A contact person thus matches the selection criterion specification if this person is stated on one or more events for which there is a description line that meets the criterion of the line. A contact person will only match the selection criterion specification, however, if this person also meets any other criteria that may have been created in the sub-tab. ▪ Customer — This selection criterion specification type is used for selecting customers that meet certain criteria. The following table sections can be used: ▪ Customer — This table section comprises the customers in the workspace Customer Information Card. A customer thus matches the selection criterion specification if its static information meets the criterion of the line. A customer will, however, only match the selection criterion specification if it also meets any other criteria that may have been created in the sub-tab. If you select a time/expense sheet in the filter list, the drop-down list for this field is updated with the following options: ▪ Purchase Order ▪ Purchase Order Line ▪ Subcontractor Vendor All fields for the specified table section then become available as options in the **Field Name** field.
Field Name	In this field you can define which field in the selected table section on which you want to make a delimitation on the current line. When the current selection criterion specification is used (for example, when contact companies for a marketing campaign are selected), Maconomy will run through the entries of the selected table section, and for each entry Maconomy will compare the value of this

Field	Description
	field with the criterion consisting of the operator of the line and the values in the field “Value 1” and “Value 2.” The entries that meet this criterion match the selection criterion specification if they also meet any other criterion of the remaining lines of the sub-tab. For further details of the correlation between criteria in several lines of the same selection criterion specification, see the introduction to this workspace.
Inner Logical Op.	In this field you can define an inner logical operator if you want to make several delimitations to the same field within a given criterion series. You can choose between the operators “Or” and “And.” The functions of these two inner logical operators are described in further detail in the introduction to this workspace. When you create an inner logical operator on a line, you cannot define a table section and a field name on that line, as Maconomy will use the table section and field name which applies to the previous line.
Operator	In this field you can select the operator to be used for comparing the values of the selected data base field and the values entered in the fields “Value 1” and “Value 2.” The operator could, for example, be “Less Than” which means that the criterion of the line can only be met by the entries in the table section whose value in the selected data base field is less than the value entered in the field “Value 1.” The field type of the field selected in the field “Field Name” decides which operators are used. The operators “More Than” and “Less Than” can, for example, not be used in connection with check boxes. In short, the different field types represent the following fields in Maconomy’s workspaces: ▪ Amount Value — Amount fields. Only numbers with a maximum of two decimals can be specified. ▪ Boolean Value — Checkboxes. The fields can have the value “Yes” or “No.” ▪ Date Value — Date fields. The date is specified as normally in Maconomy. ▪ Integer Value — Fields that can only have numbers without decimals. ▪ Pop-Up Value — Options in Maconomy’s pop-up fields. The value can be both text and numbers. ▪ Real Value — Numbers with a maximum number of decimals which is specified in the workspace Preferences in Maconomy’s Edit menu. ▪ String Values — Text fields. The value can be both text and numbers, however, the field has a maximum limit of 255 characters. You can choose from the following operators: ▪ Less Than — The value in the specified data base field must be less than the value in the field “Value 1” to meet the criterion of the line. You cannot use this operator if you have selected a field of the type “Boolean Value” in the field “Field Name.”

Field	Description
	▪ Greater Than — The value in the specified data base field must be greater than the value in the field “Value 1” to meet the criterion of the line. You cannot use this operator if you have selected a field of the type “Boolean Value” in the field “Field Name.” ▪ Equal to — The value in the specified data base field must be identical to the value in the field “Value 1” to meet the criterion of the line. By using this operator and leaving the field “Value 1” blank you can specify that the specified data base field only meets the criterion of the line if it has not been completed. ▪ Different From— The value in the specified data base field only meets the criterion of the line if it is not identical to the value in the field “Value 1.” ▪ Between — The value in the specified data base field only meets the criterion of the line if it is between the values defined in the fields “Value 1” and “Value 2.” You cannot use this operator if you have selected a field of the type “Boolean Value” in the field “Field Name.” ▪ Contains — The value in the specified data base field only meets the criterion of the line if it contains a word starting with the value defined in “Value 1” - even though the field may contain characters after the first string. In this connection a word is considered a number of characters between two spaces or the characters which run from the beginning of the field to the first spacing. If, for example, “Little” has been entered in the field “Value 1,” the field values “Little John” and “James Little” will meet the criterion because the string “Little” either occurs in the beginning of the field or immediately after a spacing. But the field value “Doolittle” will not meet the criterion as in this case the string “Little” does not occur after a spacing. This operator can only be used if the specified data base field is of the type “String Value.” ▪ Matches — When you use this operator, you must specify in the field “Value 1” a number of another selection criterion specification created in this workspace, whereas you cannot specify a table section with a relating field name. A purchase order, expense sheet, and so on, thus meets the criterion of the line if it matches the selection criterion specification specified. ▪ Does Not Match — When you use this operator, you must specify in the field “Value 1” a number of another selection criterion specification created in this workspace, whereas you cannot specify a table section with a relating field name.

Field	Description
	A purchase order, expense sheet, and so on, thus meets the criterion of the line if it does not match the specified selection criterion specification. ▪ Less Than or Equal to — The value in the specified data base field must be less than or equal to the value in the field “Value 1” to meet the criterion of the line. You cannot use this operator if you have selected a field of the type “Boolean Value” in the field “Field Name.” This makes it possible to, for example, have one approval hierarchy for vendor invoices where the amount of the vendor invoice is higher than the amount of the related purchase order, and another hierarchy if the amount of the vendor invoice is less than or equal to the amount of the related purchase order. ▪ Greater Than or Equal to — The value in the specified data base field must be greater than or equal to the value in the field “Value 1” to meet the criterion of the line. You cannot use this operator if you have selected a field of the type “Boolean Value” in the field “Field Name.” The functionality of this line matches that of “Less than or Equal to” above. ▪ Within Margin — Use this operator to check if fields are within the specified margin (either fixed value or percentage). If you choose this, Maconomy performs two-way validation. For example, if you select this option and specify a fixed margin of '5', the expression is evaluated as true if and only if the value resulting from applying the math operations to the specified fields falls within the (-5; 5) range. ▪ Outside Margin — Use this operator to check if fields are outside the specified margin (either fixed value or percentage). If you choose this, Maconomy performs two-way validation. For example, if you select this option and specify a fixed margin of '5', the expression is evaluated as true if and only if the value resulting from applying the math operations to the specified fields falls outside the (-5; 5) range. ▪ Above or Equal to Margin — Use this operator to check if fields are above or equal to the specified margin (either fixed value or percentage). If you choose this, Maconomy performs one-way validation. For example, if you select this option and specify a fixed margin of '5', the expression is evaluated as true if and only if the value resulting from applying the math operations to the specified fields is greater than or equal to 5.

Field	Description
	▪ Below or Equal to Margin — Use this operator to check if fields are below or equal to the specified margin (either fixed value or percentage). If you choose this, Maconomy performs one-way validation. For example, if you select this option and specify a fixed margin of '5', the expression is evaluated as true if and only if the value resulting from applying the math operations to the specified fields is lower than or equal to 5.
Value 1	In this field you can specify the value to which each entry in the selected table section should be compared in the field specified in the field “Field Name.” When the current selection criterion specification is used (for example, when contact companies are selected for a marketing campaign), Maconomy will run through all entries in the selected table section, and for each entry Maconomy will compare the value in the specified field with the criterion consisting of the operator on the line and the values in the fields “Value 1” and “Value 2.” The entries that meet this criterion match the selection criterion specification if they meet any other criteria on the remaining lines in the sub-tab. If you have specified the operators “Matches” or “Does Not Match,” the field “Operator” must, however, include the number of another selection criterion specification created in this workspace, and the criterion in the line is thus met by the entries that match or do not match the specified selection criterion specification. For further details on the correlation between criteria in several lines in the same selection criterion specification, see the introduction to this workspace.
Value 2	If the operator in the current line is “Between,” you can specify in this field the upper value of the interval in which a value should range to meet the criterion of the line. When the current selection criterion specification is used (for example, when contact companies are selected for marketing campaigns), Maconomy will run through all entries in the selected table section, and for each entry Maconomy will check if the value is within the interval which is contained by the values in the fields “Value 1” and “Value 2.” The entries that are within this interval match the selection criterion specification if they meet any other criteria of the remaining lines in the sub-tab. For further details on the correlation between criteria in more lines in the same selection criterion specification, see the introduction to this workspace.
Math Operator	Select a mathematical operator from the drop-down list. Use this field to perform addition/subtraction/multiplication/division between two or more fields.
Table Section, Operand	In this field you can select a table section in Maconomy’s database. Which table section that can be used is depending of the type of the Selection Criterion Specification see the description of the field “Table Section” to see which tables that belongs to which types.

Field	Description
	This field can be used together with the field “Field Name, Operand” to select a database value that should be used instead of Value 1. For example, it is possible to compare if the amount on the vendor invoice is less than or equal to the amount of the related purchase order.
Field Name, Operand	In this field you can select a field name form the relation selected in the field “Table Section, Operand.” The field must be of same type as the field selected in the filed “Field Name.” See the description of the functionality for the field “Table Section, Operand.”

Actions

This section shows the Actions available in the Selection Criterion Specification workspace.

Top Tab

Field	Description
Export Statement	Use this action to create a file with the saved SQL-statements.
Validate	Use this action to validate the selection criterion specification.
Import SQL File	This action is only available for selection criterion specifications where the type specified in the field “Type” is a manually created option. See the field “Type” for further information on manually created options. When you select the action, Maconomy prompts you for a text file containing the SQL expression that makes up the selection criteria of the selection criterion specification. The SQL expression must only contain selection criteria (queries) on fields in the database table indicated by the selection criterion type specified in the field “Type.” The SQL expression is then stored in Maconomy overwriting any previously stored SQL expression and applied whenever the selection criterion specification is used.
Export SQL File	When you select this action, Maconomy exports the SQL expression file that makes up the selection criteria of the selection criterion specification to a text file. Maconomy prompts you for a file name and location in which to store the file. This allows you to edit the SQL expression and re-import it using the action “Import SQL File.”

Selection Criterion Statements Workspace

Use this workspace to view the interpreted SQL-statement for a target group.

Maconomy creates and stores the interpreted SQL-statement for a target group in the Selection Criterion Statements single dialog workspace. You can create the SQL-statement manually from the Selection Criterion Specification single dialog workspace when you run the **Validate** and **Export Statements** action. Note that Maconomy also creates the SQL-statements automatically

the first time you run these actions. Thus, you cannot create, change, or delete the data in this workspace manually.

The Selection Criteria Statement Section tab shows information related to the primary relation, and optionally displays information about secondary relations. For each of the secondary relations, Maconomy shows the internal relation name and the join between the primary and secondary relations. Additionally, the Selection Criteria Statement Lines sub-tab shows the SQL-sub-statement that corresponds to the restrictions that you specified in the Selection Criterion Specification Lines sub-tab of the Selection Criterion Specification single dialog workspace. Maconomy creates one section for each group of target group lines separated by the outer logical operation "OR".

Selection Criteria Statement Section Tab

This section includes the fields and descriptions for the Selection Criteria Statement Section tab.

Selection Criterion Statement Section island

Field	Description
Selection Criterion Specification No.	This field shows the identification number of the current selection criterion specification.
Type	This field shows the type of the current selection criterion specification.
Section No.	This field shows the section number of the current selection criterion specification. Maconomy creates one section for each group of lines separated by the outer logical operation "OR".
Line No.	This field shows the interval of line numbers from the selection criterion specification tables covered by the selection criterion statement section.
Internal Relation Name	This field shows the internal relation name of the primary relation.
Relation Alias	This field shows the relation alias of the primary relation.

Joins island

Field	Description
Join 1-10	This field shows the internal relation name and the relation alias for the join relation.
Fixed Condition, Join 1-10	This field shows the fixed condition of the join to the join relation.

Selection Criteria Statement Lines Sub-Tab

This section includes the fields and descriptions for the Selection Criteria Statement Lines sub-tab.

Field	Description
Line No.	This field shows the line number. Maconomy sorts the SQL-statements by line number.
SQL Sub Expression	This field shows the SQL sub expression.

Selection Criterion Statement Lines Workspace

Use this workspace to view the selection criterion statement lines that you created.

You can also access the selection criterion statement lines in the Selection Criteria Statement Lines sub-tab of the Selection Criterion Statements single dialog workspace. Similarly, you cannot create, change, or delete the data in this workspace manually.

Selection Criteria Statement Line Tab

This section includes the fields and descriptions for the Selection Criteria Statement Line tab.

Selection Criterion Statement Section island

Field	Description
Selection Criterion Specification No.	This field shows the identification number of the selection criterion specification.
Type	This field shows the type of the selection criterion specification.
Section No.	This field shows the section number. Maconomy creates one section for each group of lines separated by the outer logical operation "OR".
Line No.	This field shows the line number. Maconomy sorts the SQL-statements by line number.

Statement island

Field	Description
SQL Sub Expression	This field shows the SQL sub expression.

Selection Criterion Specification Types Single Dialogs Workspace

Use this workspace to create the options that are to be available in the **Type** field in the Selection Criterion Specification workspace.

In the Selection Criterion Specification workspace you create sets of selection criteria, or queries, that you can use to locate records in the Maconomy database. Use the Selection Criterion Specification Types workspace to establish the specification types that are available for use.

The selection criterion specification type that you select on a selection criterion specification indicates the database relation to which the selection criterion specification in question should apply. For instance, if you create a selection criterion specification type in this workspace, specifying that it pertains to the **NoteLine** relation, selecting this type in the Selection Criterion Specification workspace means that the criteria on the specification in question apply to the contents of the fields in the relation **NoteLine**.

Note that in the current Maconomy version, you can only use selection criterion specifications that have types that you created in this workspace in connection with monitors. For more information about monitors, see the description of the Monitors workspace.

In addition to the selection criterion specification types that you can create manually in this workspace, Maconomy provides a number of predefined selection criterion specification types that you cannot change. These are described in the section about the Selection Criterion Specification workspace.

Selection Criterion Specification Types Tab

This section includes the fields and descriptions for the Selection Criterion Specification Types tab.

Selection Criterion Specification Type Header Island

Field	Description
Name	When creating a selection criterion specification type, you can specify a name for the new type here. Once the type has been created, the field is closed, and the name can no longer be changed.
Database Relation	When creating a selection criterion specification type, you can specify the database relation to which the type should apply. For instance, if you create a selection criterion specification type in this workspace, specifying that it pertains to the relation “NoteLine,” selecting this type in the workspace Selection Criterion Specification means that the criteria on the specification in question apply to the contents of the fields in the relation “NoteLine.” Once the type has been created, the field is closed, and the database relation can no longer be changed.
Definition Format	This field shows whether selection criteria of the current selection criterion specification type should be defined by means of lines in the sub-tab or an imported SQL expression. On manually created selection criterion specification types, the value is always “SQL File.” On predefined types, the value is always “Selection Criterion Specification Lines.”

User Island

See the Getting Started topic for a description of the fields in the island User.

Week Calendars Single Dialogs Workspace

Use this workspace to set up a calendar of work weeks.

For each week, you enter a week number and name, the entry date used when posting time sheets for the week, and the fixed working hours for each day.

In the Employees workspace, you can specify a week calendar for each revision of each employee. The fixed working hours depend on the employee who enters hours and the date for which he or she enters hours. However, the fixed hours of an employee also depend on the fixed working hours that you defined in the Employees workspace, because the lower number of hours is used. For more information about how an employee's fixed hours are determined for a given date, see the description of the Fixed Working Hours island in the Employees workspace.

If you change the number of fixed hours for an employee, either in this workspace or the Employees workspace, it also affects time sheets that are created, submitted, or approved before the change was made. In other words, the overtime calculation for an employee is also affected for past weeks when you change the employee's number of fixed hours. For more information, see the description of the **Submit Time Sheet** action in the Time Sheets workspace in the Job Cost module.

In the Week Calendars tab of the Week Calendars workspace, you can specify the number and name of the week calendar. You can also set up selection criteria to limit the number of lines that the Weeks sub-tab displays. On each line in the Weeks sub-tab you can specify a week number, an entry date, and the fixed working hours for each day.

Week Calendars Tab

This section includes the fields and descriptions for the Week Calendars tab.

Week Calendar Island

Field	Description
Week Calendar	In this field, you can specify the number of the week calendar if you are creating a calendar. Once the calendar has been created, the field is closed for editing. You can also specify a name for the current week calendar in this field.
Time Unit	I Use this field to specify the unit for time (Hour or Day) for the weekly calendar. You can only use the weekly calendar for employees with the same time unit.

Remarks Island

Field	Description
Remarks	In these fields, you can enter various information about the current week calendar.

User Island

See the Getting Started topic for a description of the fields in the island User.

Selection Criteria Island

Field	Description
Show	In these fields, you can specify a range of weeks if you wish to limit the number of lines shown in the sub-tab.

Copying Island

Field	Description
From	If you wish to copy the fixed hours from one week in the current week calendar to a range of other weeks, you can specify the week to be copied in this field. If you complete the field and specify a range of weeks in the field “To,” Maconomy will create a line for each of the weeks in the field “To” when you select the function “Copy Week Calendar,” and the hours from the week in this field will be transferred to the new lines.
To	In this field, you can specify a range of weeks to be created as copies of an existing line in the week calendar. If you specify a range in this field and enter a week to be copied in the field “From,” Maconomy will create a line for each week in this range when you select the function “Copy Week Calendar.” The hours from the week in the field “From” will be transferred to the new lines.

Weeks Sub-Tab

This section includes the fields and descriptions for the Weeks sub-tab.

Field	Description
Week No.	In this field, you enter the week number to which the current line applies.
Year	In this field, you enter the year to which the current line applies.
Entry Date	In this field, you enter a date if all time sheet entries for the current week are to be posted to this date. This field is only valid if “One Entry per Week” or “One Entry per Month” has been selected in the field “Allocation Method” in the workspace System Information.
Date, Monday	This field shows the date of the Monday in the current week.
Total	This field shows the total fixed working time for the current week, in hours or days, depending on the Time Unit. The field is calculated by the sum of the time specified in the fields Monday–Sunday.
Monday-Sunday	In these fields, you can enter the fixed working time for each day in the current week, in hours or days, depending on the Time Unit.

Field	Description
Check-in, Monday-Sunday	In these fields, you can enter the expected check-in time for each day in the current week. For more information, see the island “Fixed Working Hours.”
Check-out, Monday-Sunday	The functionality of these fields is similar to that of the field “Check-in, Monday–Sunday” above, but concerns the expected check-out time.
Absence, Monday-Sunday	The functionality of these fields is similar to that of the field “Check-in, Monday–Sunday” above, but concerns expected regular absence time.
Remarks, Monday-Sunday	In these fields, you can enter remarks about the number of hours on the days in question.

Actions

This section shows the Actions available in the Week Calendars workspace.

Top Tab

Field	Description
Copy Week	When you select this function, Maconomy creates a line for each week in the range specified in the field “To” in the island Copying. The hours from the week in the field “From” will be transferred to the new lines. If an entry date has been specified on the week line being copied, the entry dates on the new lines are set at the same week day.

Holiday Calendars Single Dialogs Workspace

Use this workspace to set up one or more calendars of non-business days (weekends and public holidays).

You can create separate calendars for different regions, countries, vendors, and so on.

In the Holiday Calendars tab, you can specify which weekdays should be considered business days. In the Holidays sub-tab, you can specify which dates are considered holidays.

You can create any number of holiday calendars, as needed. You can, for example, create calendars for various regions and countries, and you can also create calendars that are specific for a particular vendor, for example.

Holiday Calendars Tab

This section includes the fields and descriptions for the Holiday Calendars tab.

Holiday Calendar Island

Field	Description
Holiday Calendar Name	In this field, you can specify the name of the holiday calendar if you are creating a calendar. Once the calendar has been created, the field is closed for editing.
Description	In this field, you can enter a description of the holiday calendar.
Valid Until	In this field you must enter a date that the holiday calendar is valid until. The date can be changed after the calendar has been created.

Selection Criteria Island

Field	Description
Date	In these fields, you can specify a range of dates if you wish to limit the number of lines shown in the sub-tab.

Business Days Island

Mark the days of the week that should be considered normal business days.

User Island

See the Getting Started topic for a description of the fields in the island User.

Holidays Sub-Tab

This section includes the fields and descriptions for the Holidays sub-tab.

Field	Description
Holiday Date	In this field, you enter the week number to which the current line applies.
Name	In this field, you enter the name of the holiday.
Description	In this field, you enter a description of the holiday.

Talent Management Countries Workspace

Use up this workspace to enter Talent Management information.

You can use Deltek Talent Management to manage recruitment and other HR processes while you use Maconomy to manage other company processes. Employee data is required in both applications, which is entered on the tab and sub-tab here within Maconomy, and enables the Talent Management and Maconomy one-way integration from Talent Management.

Talent Management Countries Tab

Use up to this workspace to map Talent Management countries to Maconomy countries.

Talent Management Island

Field	Description
Talent Mgmt. Country	Select the country associated with the employee in Talent Management. The country displays and the related ID auto-populates.
Abbrev.	This field shows the abbreviation of this country, derived from Talent Management.

Maconomy Island

Field	Description
Maconomy Country	Select the country in Maconomy that corresponds to the Talent Management country. **Note:** If you want the Talent Management country to map to the Employee Country field, then select its value here.
Maconomy Name 5	Enter a Maconomy country name as a free text. It is saved in Employee Name 5 field. **Note:** If you want the Talent Management country to map to the Employee Name 5 field, then select its value here.

User Island

Field	Description
Created	This field shows the name of the user who initially created the information in this workspace.
Changed	This field shows the date on which the information was last updated.

Field	Description
Version	This field shows the number of versions for country mapping. Maconomy automatically increases the version number by one every time the information on the line is changed. It is not possible to retrieve previous versions.

Talent Management States Sub-Tab

Use this workspace to map Talent Management states to Maconomy states.

Field	Description
State Id. Talent Management	This fields shows the identification code of the state in which the employee resides, as it derived from Talent Management.
State Name	This field shows the name of the state.
State Abbrev.	This field shows the abbreviation of this state.
Maconomy Country	Select the state in Maconomy that corresponds to the Talent Management state. **Note:** If you want the Talent Management state to map to the Employee Country field, then select its value here.
Maconomy Name 5	In this field you can enter the Maconomy state name as a free text. **Note:** If you want the Talent Management state to map to an Employee Name 5 field, then select its value here.

Talent Management Integration Setup Workspace

Use up to workspace to set up information to enable the Talent Management and Maconomy integration.

See the *Deltek Maconomy Integration with Talent Management* document for integration procedures.

Talent Management Integration Setup Tab

Use this tab to set up Talent Management integration information.

Background Job User Island

Field	Description
Background Job User Created by	This field shows the name of the user who has entered user data for the background job.
Background Job User Created on	This field shows the date on which user data was entered for the background job.
Background Job User Changed by	This field shows the name of the user who last updated the user data for the background job.
Background Job User Changed on	This field shows the date on which the user data for the background job was last updated.
Background Job User Removed by	This field shows the name of the user who has removed the user data for the background job.
Background Job User Removed on	This field shows the date on which the user data for the background job was removed.
Version	This field shows the version of the user data for the background job.

REST Service Island

Field	Description
REST Service URL	Enter a Maconomy RESTful service URL to for monitors to use when scheduled synchronizations run.

Monitors Island

Field	Description
Import New Hires Monitor Interval	Enter the frequency with which new hire information should be imported from Talent Management, in number of minutes. The default value is 60 minutes. If this field is set to 0, then the import runs once a day and the execution time is between 00:00 and 00:59 minutes.

Field	Description
Sync All Emp. with Talent Management Monitor Interval	Enter the frequency with which all employee information should be synchronized with Talent Management, in number of minutes. The default value is 0. If this field is set to 0, then the monitor runs once a day and the execution time is between 00:00 and 00:59 minutes.

Actions

This section shows the Actions available in the Talent Management Integration Setup workspace.

Field	Description
Set Background Job User	Use this action to open a wizard for entering data for a user that will be used specifically for running the background job. This background user enables the scheduled imports of Talent Management and Maconomy data synchronization.
Remove Background Job User	Use this action to delete the background job user.
Import New Hires from Talent Management	Use this action to import new hire data from Talent Management, create a linked employee in Maconomy, and assign an employee number in Maconomy to each new hire. If an employee already exists with a Talent Management User ID, then the employee is updated with linked user data and the user is marked as exported.
Sync All Empl. with Talent Management	Use this action to update employees with the latest Talent Management user data. Employees are updated only if they are linked with a Talent Management user (and have a Talent Management User ID), and the linked Talent Management user has been updated since the last synchronization. **Note:** You can parameterize this action (via MDML) so that the synchronization is forced even if the user information in Talent Management has not been updated since the last synchronization.
Import Skill Types from Talent Management	Use this action to import skill types from Talent Management to Maconomy, and create a background task to add, update, or select a skill type as deleted when removed from Talent Management.
Import Skills from Talent Management	Use this action to import skills from Talent Management, and create a background task to add, update, or remove skills in Maconomy. You must use this action only after skill types have been imported from Talent Management.

Employees Single Dialogs Workspace

Use this workspace to enter and maintain information about employees, including each employee's basic information (name, position, work hours, and so on) and the job cost and billing prices applied to the employee's labor.

This workspace is used for information about company employees. This includes basic personal information, as well as various employment information such as supervisor, secretary, salaries, and working hours. You can also specify cost and billing prices to be used in relation to job cost entries pertaining to the employee.

This workspace consists of the Employees tab, where you can maintain the information about the employee, and the Employee Revisions sub-tab, where you can create and maintain revisions of the employee information that is accurate in specific periods. These revisions are known as date-dependent employee revisions.

Date Dependent Employee Revisions

Using date dependent employee revisions, you can keep a history of employee information, so that you can always go back and review previous salaries, titles, working hours, and so on.

You can also set up revisions to this information to be applied on specific future dates (for example, if a person's billing price will go up on January 1 of the new year).

Each line in the Employee Revisions sub-tab represents an employee revision with a set of employee information applying to a specific period indicated using the **From Date** and **To Date** fields. The period may have an open starting and/or ending date. When you create a new employee, Maconomy automatically creates a revision on which the starting and ending date are both blank, indicating that this revision applies on all dates.

The employee revision applied on today’s date is called the current revision. In the sub-tab, the **Is Current** field is automatically marked on the line containing the current revision. Changing information in the Employees tab causes the information on the current revision to be updated accordingly, and vice versa. Changing the information in the tab (or the current revision in the sub-tab) does not cause a new revision to be created automatically. To keep track of changed employee data, you must create new revisions manually in the sub-tab.

Most of the information in each employee revision is for information only, and is not used in other areas of the system. For instance, the name displayed in the **Employee Name** field in a large number of workspaces is always taken from current revision of the employee, not from the revision applying to data such as the selected entry date. Therefore, unless otherwise specified in the field description of each employee related field in other workspaces, the information shown is retrieved from the current employee revision.

However, on time sheets (both daily and weekly), Maconomy uses the employee revision applying to each date covered by the time sheet to find the right week calendar and calculate fixed working hours.

Example: Hugo Rune's current employee revision

Hugo Rune specifies that his fixed working hours on Monday to Friday is eight hours a day. However, on Wednesday, November 7 2007, this changes to four hours a day. To ensure that this change is automatically reflected in his time sheets, you can create a new revision in the Employee Revisions sub-tab, specifying a starting date of November 7 2007, and entering four hours as the fixed working hours for Monday to Friday. When Hugo Rune creates a weekly time

sheet for the week starting on November 5 2007, Maconomy uses eight hours for November 5 and 6, and four hours from the new revision for November 7 and future working days.

When calculating prices on entries in the Job Cost module, Maconomy may also retrieve pricing information from the following fields:

- Cost
- Intercompany Price
- Billing Price
- Standard Billing Price
- Item No.

Maconomy uses the prices for these fields from the revision applying on the specified entry date.

Information about dimension values derived from the employee is not stored in employee revisions, as date dependent dimension derivation is set up in the Derived Dimensions workspace in the G/L module.

To add a new employee revision, add a line in the sub-tab. Information from the revision covering the previous period is automatically copied to the new revision so that you only need to change the information which differs from the current revision.

For each line, you must also specify the period in which the revision should be valid. The period is specified by entering the desired starting date of the period. Maconomy then automatically assigns an ending date in accordance with the nearest starting dates on the other lines in the sub-tab. If you enter a date which lies within the period covered by another line, the new line is assigned the ending date of the line whose period the current line overlaps, and the ending date of that line is changed accordingly.

If you delete a revision, the period of the revision above the deleted revision is prolonged, as it is assigned the ending date of the deleted line. If you delete the first revision, the following revision receives an open starting date.

The line with the latest starting date always has an open ending date, and the line with the earliest ending date always has an open starting date. This ensures that there is an employee revision applying to every date.

Employees Tab

This section includes the fields and descriptions for the Employees tab.

Employee Island

Field	Description
Employee No.	Enter the number of the new employee. Maconomy verifies that the number does not already exist. The number is the sole and absolute identification of the employee. To retrieve existing employees, you can use the search functions in the Find menu.
Formal First Name	Use this field to enter the person's formal first name. The field is only available if formal names are enabled, in which case it is mandatory.

Field	Description
	If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Formal Middle Name	Use this field to enter the person's formal middle name. The field is only available if formal names are enabled.
Formal Last Name	Use this field to enter the person's formal last name. The field is only available if formal names are enabled, in which case it is mandatory.
Preferred First Name	Use this field to enter the person's preferred first name. The field is only available if F/M/L names are enabled, in which case it is mandatory. If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Preferred Middle Name	Use this field to enter the person's preferred middle name. The field is only available if F/M/L names are enabled. If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Preferred Last Name	se this field to enter the person's preferred last name. The field is only available if F/M/L names are enabled, in which case it is mandatory. If formal names are enabled, Maconomy will keep the preferred name in sync with the formal name until the preferred name is changed manually.
Initials	In this field, you can specify the initials by which the employee is known in your company. Maconomy checks that the initials are not used by other employees in the system.
Maiden Name	Use this field to enter the person's maiden name.
Name in Local Alphabet	Use this field to enter the person's name in their local alphabet.
Gender	In this field, you can specify the gender of the employee. The field is for reference only.
Date of Birth	In this field, you can specify the employee’s date of birth.
Age	This field shows the age of the current employee, calculated on the basis of the date of birth specified above.
Soc. Security No.	Enter the employee’s social security number. This field is for reference only. If you have entered social security number validation rules for the employee’s country in the workspace Rules of Validation in the Set-Up module, Maconomy will verify that the social security number complies with these validation rules.

Field	Description
Sales Employee	In this field, you can mark the employee as sales employee. You can only create commission agreements (in the workspace Employee Commission Agreements) for sales employees, and only sales employees can be entered in the “Sales Rep. No.” fields in other workspaces in Maconomy.
Account Manager	In this field, you can mark the employee as account manager.
Profession	Enter the employee’s profession. This is for reference only.
Education	Enter the employee’s education. This is for reference only.
Department	Here you can enter to which department the employee belongs. If you have marked the field “Department from Employee” in the workspace System Information, Maconomy uses the department to select posting references from the workspace Activities when posting time activity entries in the Job Cost module. This makes it possible to post income and costs of time activities to two different departments. Departments are created in the workspace Posting References in the G/L module.
Primary Category	In this field, you can assign the employee in question to a primary employee category to be used for planning of the employee’s time in the resource planning module. See also the description of the workspace Employee Categories.
Employee Type	Here you can select the employee type. Employee types are created in the workspace Popup Fields.
Willing to Relocate	Use this field to note if the employee is willing to relocate.
Transfer To People Planner	If this field is marked, the employee will be included in the scheduled import to People Planner. Setting the Transfer To People Planner field will only have an effect if the field is included in the relevant queries in the .I files on the web server.

Employment Island

Field	Description
Position	Enter the employee's position. This is for reference only.
Alternative Job Title	Use this field to register a job title with a different classification level than Position field. The field corresponds to a similar field in Talent Management.
EEO Classification	Use this field for equal employment opportunity tracking. The field corresponds to a similar field in Talent Management.

Field	Description
Date Employed	Enter the date when the employee started working for you. This is for reference only.
Termination Date	Enter the date the employment was terminated. The date is used in connection with time sheets entered in the Job Cost module, where Maconomy verifies that the employee is actually employed in the period covered by the time sheets.
Time Sheet Start Date	Use this field to enter the date the employee starts using timesheets. Maconomy automatically keeps the field synchronized with the **Date Employed**field unless you manually enter a different value.
Time Sheet End Date	Use this field to enter the date the employee stops using timesheets. Maconomy automatically keeps the field synchronized with the **Termination Date** field unless you manually enter a different value.
Blocked	If you mark this field, the employee is blocked. This means the employee cannot be used in any other workspaces in the Job Cost module or as sales representative in a sales order, credit order, invoice, or credit memo.
Permanently Blocked	Select this check box to permanently block the employee record from modification. When you select this check box, a warning message displays stating you can no longer make changes to the employee record.
Notice Date	If the employee has been terminated or has resigned, you can enter the date on which the employee was given or gave notice in this field.
Retirement Date	In this field, you can specify the date on which the employee has retired or is expected to retire. If you specify a date in this field, Maconomy automatically calculates the employee's retirement age in the field below on the basis of the employee's birthday and the retirement date. If you specify a retirement age manually, the retirement date is calculated as the day on which the employee reaches the specified retirement age.
Retirement Age	In this field, you can specify the age at which the employee has retired or is expected to retire. If you specify an age in this field, Maconomy automatically calculates the retirement date in the field above. The retirement date is calculated as the day on which the employee reaches the age specified in this field. If you specify a retirement date manually, the retirement age is calculated on the basis of the employee's birthday and the retirement date.
Length of Service Date	Select the date the person was employed to determine the length of service.
Length of Service	This field displays the number of years the person is employed. This field is automatically computed based on the date entered in the **Length of Service Date** field.

Field	Description
Previous Employee No.	Use this field to add an employee number from a previous position. Maconomy issues a warning if you enter the number of an existing employee.

Address island

Field	Description
Title	Use this field to enter a personal title (for example, Mr., Ms., Dr.) for the person. Maconomy suggests values for the option list 'Personal Titles' but it is possible to enter any value.
Country	Copy to come.

Contact Information Island

Field	Description
Phone	In this field, you can specify the primary phone number of the current employee. The field is for reference only.
Phone 2	In this field, you can specify the secondary phone number of the current employee. The field is for reference only.
Private Phone	In this field, you can enter the employees personal phone number.
Mobile	In this field, you can specify the primary mobile phone number of the current employee. The field is for reference only.
Mobile 2	In this field, you can specify the secondary mobile phone number of the current employee. The field is for reference only.
E-mail	In this field, you can specify the e-mail address of the employee. The field is for reference only.
Personal E-mail	Use this field to enter the contact person's personal e-mail address.

Related Employees Island

Field	Description
Supervisor	Here you can enter the number of a senior employee. You can enter an employee number for a user in the workspace Users to establish a connection between users and employees. Unless the user has been given access to all time sheets in the workspace Actions, the user will only have access to changing, creating and printing his or her own time sheets and those of junior employees. Furthermore, the user can only approve time sheets for junior employees. This field also shows the name of the supervisor. You cannot change it here.

Field	Description
	If the supervisor has left/is leaving the company before the employee, Maconomy issues an alert.
Secretary	In this field you can enter the number of a secretary to whom an employee has been assigned. Among the tasks of a secretary can be entering the employee's time sheets and transferring them for further editing in the workspace Job Journal. In the workspace Users, it is possible to enter the employee number of a user by which you create a link between users and employees. Unless the user has been granted access to all time sheets in the workspace Actions, he only has access to editing, creating, and printing out his own and junior employees' time sheets. This field also shows the name of the secretary. The name cannot be changed here.
Mentor	In this field you can enter the number of a mentor assigned to the employee, for instance to help training the employee. The mentor assigned in this field is automatically granted read-only access to the time and expense sheets of the employee in question. This field also shows the name of the mentor. The name cannot be changed here.
Absence Approver	In this field, you can specify the number of the employee responsible for approving absence for the current employee. The specified employee will then be able to submit, approve, reject and reopen absence for the current employee using the actions in the workspaces Employee Absence Calendars, Absence Calendar Lines, and Employee Calendars in the Resource Planning module. Furthermore, the secretary of the specified employee will be able to submit absence for the current employee. If the system parameter "Approval of Absence" has not been marked, the field has no effect. This field shows the name of the absence approver. The name cannot be changed here.

Substitutes Island

Field	Description
Substitute 1–5	These fields can be used to support the handling of substitute approvals for the absence management module. Each line will show the substitute approver as determined in the "Substitute" fields in the tab of the workspace.

Outlay Settlement Island

Field	Description
Vendor	In this field, you can specify the number of a vendor, thus associating the employee with a vendor in the A/P module. This way, outlay reimbursements to a given employee

Field	Description
	can be handled through the A/P module. In the workspace Activities in the Job Cost module, you can mark the field “Settle Through Vendor” if outlays made by an employee in connection with a given activity should be reimbursed through a vendor. The reimbursement will then take place through the vendor specified in this field for the employee in question. This field also shows the name of the specified vendor.

Fixed Working Time Island

Field	Description
Week Calendar No.	Enter or select a week calendar to assign to the current employee. The functionality of this field is date-dependent. This means that for each date covered by a given time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet. Example: Two employee revisions exist for employee Hugo Rune. Revision 1 covers the period up to Tuesday November 6 2007. Revision 2 covers the period from Wednesday November 7 2007 and on. Revision 1 specifies week calendar W1 and Revision 2 specifies week calendar W2. When Hugo Rune creates a time sheet for the week starting Monday November 5, Maconomy uses the employee revisions to identify the week calendar to use for determining work hours, absence, and so on, on each of the days in this time sheet. As a result, week calendar W1 is used for November 5 and 6, and week calendar W2 is used for November 7, 8, and 9. If no week calendar is specified for the employee on a given revision, the employee is assigned the standard week calendar specified by the **Standard Week Calendar No.** parameter in the System Setup workspace during the period covered by the revision. If you do not specify a week calendar in a given revision and you have not specified a week calendar in the system parameter, the fixed hours of the employee during the period of the revision in question corresponds to the hours specified in the **Working Time Monday** to **Working Time Sunday** fields in the revision. For a further description of this functionality, refer to the **Working Time** field below. If a different week calendar is selected, a warning message displays stating that absence registrations using allowance already exist for the period (employee revision), and changing the value may require allowance adjustment. For the current employee revision, the week calendar number in this field may be updated as a result of entering a week calendar on a line in the workspace Employee Positions in the Human Resources module. For further information on this, see the description of the **Week Calendar No.** field in the workspace Employee Positions.
Working Time (Monday - Friday)	Enter the employee's working hours for each day. If you change an existing working time, a warning message displays stating that absence registrations using allowance already exist for the period (employee revision), and changing the value may require allowance adjustment.

Field	Description
	You cannot enter a value higher than the one specified in the **Maximum Time** field in the Job Cost island. The fields in the column correspond to the **Working Time Monday** to **Working Time Sunday** fields in the sub-tab. This column with the fixed working time for each weekday is in hours or days, depending on the time unit. The functionality of this field is date-dependent. This means that for each date covered by a given time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet. If the employee uses hours, the fixed hours of a given employee on a given day is determined by the hours specified here and in the week calendar which applies to the employee on the date in question, Maconomy using the lower number of hours. You can specify a week calendar for each employee revision. The week calendar can either be specified directly in the **Week Calendar No.** field on the employee revision, or it can be the standard week calendar specified in the workspace System Parameters. Similar to the fields in this island, a week calendar contains a fixed number of working time for each day. If you do not specify a week calendar in a given revision and you have not specified a week calendar in the workspace System Parameters, the fixed hours of the employee during the period of the revision in question will correspond to the hours specified in the fields “Working Time Monday”–”Working Time Sunday” in the revision (corresponding to the fields in the tab). If the employee should, for example, work part-time for a period, you can therefore enter four hours for each working day in the revision covering the period in question, and let the employee use the standard week calendar. If the in the standard calendar are eight hours, the fixed hours of the part-time employee will still be four hours, as the hours in the employee revision are, in this case, lower than in the week calendar. However, holidays for which no working time has been specified in the standard week calendar will also apply to the part time employee as the number of hours in the week calendar in this case is lower than in the employee revision. If the number of fixed hours is changed for a given employee, either by changing the information on an existing employee revision, by creating or deleting a revision or by editing the week calendar specified for the employee, it also affects time sheets pertaining to the period of the revision created, submitted, or approved after the change is made. In other words, the overtime calculation for an employee is also affected for past weeks when you change the employee’s number of fixed hours. For more information, please see the description of the action “Submit Time Sheet” in the workspace Time Sheets in the Job Cost module. If you also complete the fields “Check-in,” “Check-out,” and “Absence” below, the amount of working time in this field must correspond with the work time interval less the specified absence. When these fields are completed, the calculated working time is transferred to this field automatically.

Field	Description
Check in	In the fields in this column, you can enter the time when the current employee is expected to check in for work. As for working hours, this information can be specified in the week calendar as well, and the same rules apply: in case of differences between the week calendar and the information in this workspace, the shorter working time amount prevails. This column cannot be used with employees with Time Unit "Day". The check-in, check-out, and absence may be used in the workspace Time Sheets as a help to ensure that all actual work hours are registered, and that overtime or flex hours are registered correctly as such. For more information, see the description of the field “Registration.” The functionality of the fields in this column is date-dependent. This means that for each date covered by a time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet. Maconomy tries to assist you in the entry of times in the fields in this island. The fields “Working Time,” “Check-in,” “Check-out,” and “Absence” are all interdependent in the following ways: If: ▪ Check-in, check-out, or absence have been changed, ▪ and Working Hours has not been changed, ▪ and check-in and check-out have been completed, then the field “Working Time” is calculated as check-out time less check-in time less absence and completed. If: ▪ Check-out has not been completed, ▪ and check-in or absence or Working Time have been changed, ▪ and check-in has been completed, then the field “Check-out” is calculated as check-in time plus working time and absence and completed. If: ▪ Check-in has not been completed, ▪ and check-out or absence or Working Hours have been changed, ▪ and check-out has been completed, then the field “Check-in” is calculated as check-out time less Working Hours less absence and completed. The table below gives examples of the short form of entries and the results when you press Tab or Enter. Note that if you specify a work time interval, you cannot change the field “Working Time” manually. Check-In | Result | Check-Out | Result | Absence | Hours

Field	Description
	<table><tr><td>7</td><td>07:00:00</td><td>16</td><td>16:00:00</td><td>0.5</td><td>8.5</td></tr><tr><td>0830</td><td>08:30:00</td><td>1615</td><td>16:15:00</td><td>0.5</td><td>7.3</td></tr><tr><td>22</td><td>22:00:00</td><td>5</td><td>05:00:00</td><td>1</td><td>6.0</td></tr></table> Note also (line 3 in the table above) that it is possible to specify an interval which spans midnight. In this case, the working time is considered to belong to the date on which work was begun.
Check out	The functionality of this field is similar to that of the field “Check-in” above.
Absence	In this field, you can enter how many hours the current employee is expected to be absent for each day in the week. For instance, a half-hour lunch break can be specified as regular absence. Thus, a regular working day of 7.5 hours can be entered like this: Check-in: 9:00; Check-out: 17:00; Absence: 0.5. Result: 7.5 working time, which is transferred to the field “Working Time.” The functionality of this field is date-dependent. This means that for each date covered by a time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet. This column cannot be used for employees with Time Unit "Day".

Dimension Combination Island

Field	Description
Dim. Comb. No.	In this field, you can enter the number of a dimension combination of the type “Dimension Derivation” created in the workspace Dimension Combinations. If you specify a dimension combination, Maconomy will use the values in this dimension combination when deriving dimensions from the current employee. However, any dimension derivation values specified in this island will be used instead of those specified for the same dimensions in the dimension combination. This means that the dimension combination only applies to the dimensions for which no value has been entered on the employee information card. The functionality on period specific sets of derived dimension values in the workspace Derived Dimensions, which is described in the field “Account” below, also applies to this field.

Commission Island

Field	Description
Posting Reference	In this field, you enter the number of a dimension combination that contains the G/L account to be used when posting general journals from commission calculations in the Commission Calculation workspace in the Sales Orders module. The dimension combination can also contain other dimension values to be used in this connection. When these general journals are posted, the

Field	Description
	employee's commission amount is debited this account and the other dimension values in this dimension combination. This field should only be filled in if the employee is a sales representative.
Posting Reference, Offset	In this field, you enter the number of a dimension combination that contains the G/L account to be used when posting general journals from commission calculations in the Commission Calculation workspace in the Sales Orders module. The dimension combination can also contain other dimension values to be used in this connection. When these general journals are posted, the employee's commission amount is credited this account and the other dimension values in this dimension combination. This field should only be filled in if the employee is a sales representative.

Derived Account Island

Field	Description
Account	In this field, you can enter a value for the dimension Account if you want a value to be derived from the current employee. If you also want the specified value to overwrite existing values for the dimension, complete the field "Overwrite." If you do not choose overwriting, the dimension value will only be derived if the dimension field for which derivation is taking place has neither been completed manually nor by entering a registration code. Even if you have specified a dimension combination in the field "Dim. Comb. No." above, a value entered in this field will be used rather than the value (if any) found for this dimension in the dimension combination in question. This means that the dimension combination only applies to this dimension if you have not entered a value in this field. Please note that if a dimension combination has been specified in the field "Dim. Comb. No.," a mark in the field "Overwrite" will only have effect if you have also entered a dimension value. If you mark the field "Overwrite" but you do not enter a dimension value in this field, the "Overwrite" field is ignored, as dimension values and overwriting specification are always retrieved together from the same dimension derivation island, dimension combination or dimension combination line. In the workspace Derived Dimensions, you can create period specific sets of derived dimensions if the dimension values to be derived from the current employee should vary, depending on the entry date of the registrations to which dimension values are derived from the current employee. In this context, the value in this field is always reflected in the corresponding field on the dimension derivation line that has a blank ending date, and changing the dimension values in this field will cause the corresponding information on that dimension derivation line to be updated accordingly, and vice-versa. When you create an employee, Maconomy automatically creates a line in the workspace Derived Dimensions with the information specified in this island, and a blank starting and ending date, indicating that this line applies on all registrations regardless of entry date. In effect, as long as you do not need the dimension

Field	Description
	values derived from the employee to change on a given date, you only need to enter dimension derivation information in this island. Please note, however, that if you have added period specific set of derived dimensions in the workspace Derived Dimensions, the dimension derivation line that has a blank ending date is not necessarily the dimension derivation line valid on today's date. You should therefore be aware that if period specific sets of derived dimensions have been created for the employee, the dimension values derived from the current employee are not necessarily those appearing in this island. See the section on dimension derivation in the chapter "Introduction to the G/L Module" as well as the description of the workspaces Dimension Derivation and Dimension Combinations in the G/L module for further information about dimension derivation. For information on period specific sets of derived dimensions, see the workspace Derived Dimensions in the G/L module.
Local Account	Copy to come.

Derived Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field "Account" above.
Entity	The functionality of this field is similar to that of the field "Account" above.
Project	The functionality of this field is similar to that of the field "Account" above.
Purpose	The functionality of this field is similar to that of the field "Account" above.
Spec. 2-3	The functionality of these fields is similar to that of the field "Account" above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field "Account" above.

Tax Island

Field	Description
Withholding Rate	Enter the employee's withholding rate. This field is for reference only.
Allowance per Month	Enter the employee's monthly tax allowance, if applicable. The amount is entered in the base currency of the company specified in the field "Company No." This field is for reference only.

Field	Description
Allowance per Fortnight	Enter the employee's fortnightly tax allowance, if applicable. This field is for reference only. The amount is entered in the base currency of the company specified in the field "Company No."
Allowance per Week	Enter the employee's weekly tax allowance, if applicable. This field is for reference only. The amount is entered in the base currency of the company specified in the field "Company No."
Allowance per Day	Enter the employee's daily tax allowance, if applicable. This field is for reference only. The amount is entered in the base currency of the company specified in the field "Company No."
Tax Allowance Card	You can mark this field if the employee has a valid tax allowance card. This field is for reference only.
Tax Allowance	Here you can enter the employee's total tax allowance. This field is for reference only. The amount is entered in the base currency of the company specified in the field "Company No."

Planning Time Island

Field	Description
Reduction %	In this field, you can enter a reduction percentage of the employee's available time, "planning time," as part of the fixed amount of working time. This percentage specifies that the employee in question will not be at the company's disposal when planning tasks in the workspace Detailed Planning in the Resource Planning module. This might, for example, be the case if an employee often has to take on urgent matters, attend weekly recurring meetings, and so on. In such cases, it might be a disadvantage to make plans for the employee's entire available time. An employee's planning time for a given date is calculated as the registered for the day in question divided by the percentage specified in this field. If the value in this field is for example 25% and the fixed working time in a week is 40 hours, the planning time for this week will be 40 (25% of 40) = 40 – 10 = 30. See the description of the workspace Detailed Planning in the resource planning module for more information about employees' planning time.

User Island

See the Getting Started topic for a description of the fields in the island User.

Company Island

Field	Description
Company	In this field, you can specify the number of the company in which the employee is employed. This field shows the name of the specified company.
Base Currency	This field shows the base currency used in the company specified in the field "Company No." above. Amounts entered in the island Price Information should

Field	Description
	be entered in this currency. If you do not enter a currency, Maconomy will automatically use the enterprise currency of the system.

Personnel Requisition Island

Field	Description
Requisition	If the current employee was created on the basis of a contact person associated with a personnel requisition, for instance because he or she was created as a contact person as a result of applying for a position on a personnel requisition, this field shows the number of the requisition in question. When an employee is created from a contact person associated with a personnel requisition, certain information is transferred from the specified requisition to the new employee. This information includes the requisition number, supervisor, and derived dimensions. This field shows a description of the requisition.

Creation Island

Field	Description
Template Empl.	If you enter the number of an existing employee here, information from this employee will be copied when you create an employee. Fields where you have already entered a value are not overwritten. The employee name and number appear.
Linking Rule	Use this field to enter a linking rule that describes the linking from the template employee to the new employee. If no value is entered, the standard linking rule will be inserted. It is mandatory to have a linking rule if you have entered a template employee.

Create User Island

Field	Description
Copy Users From Template	Select this field when creating a new employee to copy the user from the template employee to the new employee.
Create User	Select this field when creating a new employee to create a user attached to the employee. The field is only open when you create a new employee.
User Type	When **Create User** is selected, you can user this field to select a user type for the new employee.
User Name	Use this field to enter a user name for the new user. If you do not enter a name, the system will generate the name according to setup of user type.
Validity Period	In this field you can enter the new user's validity period.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current employee if you have been assigned to the same of a higher level in the workspace User Access Levels. This means that you can only specify employees (for example, on a job budget line) to which you have access. Furthermore, a given user can only see the employee card for employees to which the user has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to employees may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, all users have access to the current employee. This field shows the description of the selected access level, as entered in the workspace Access Levels.

Bank Island

Field	Description
Bank Name	Here you can enter the name of the employee’s bank. This field is for reference only.
Reg. No.	Here you can enter the registration number of the employee’s bank. This field is for reference only.
Account No.	Here you can enter the employee’s bank account number. This field is for reference only.

Vendor Island

Field	Description
Last Approval List	This field shows the number of the last approval list printed out in the A/P module, on which the current employee has been specified as responsible.

Job Cost Island

Field	Description
Time Unit	Use this field to specify the unit of time for the employee, as either Hour or Day. This field affects the interpretation of every field that represents time on the employee and will also be the Time Unit on new time sheets created by (or for) the employee in the period covered by the current employee revision.
Base Salary Rate	This is the base salary rate for the employee. If you change this field, Maconomy will update the Cost with the sum of this field and the overhead rate. The base salary rate is per hour or day, depending on the Time Unit.
Overhead Rate	This is the overhead cost rate allocated to the employee. If you change this field, Maconomy will update the Cost with the sum of this field and the base

Field	Description
	salary rate. The overhead rate is per hour or day, depending on the Time Unit.
Overhead Rate %	Copy to come.
Overheard Rate as &	Copy to come.
Cost	In this field, you can enter the employee's cost per hour or day (depending on Time Unit). This cost is suggested in job budgeting and job journals in the Job Cost module. However, the calculation of cost prices may also depend on other factors. Enter the amount in the base currency of the company specified in the field "Company No." If you leave the field blank, Maconomy will use the cost of the item in the field "Item No." If you leave both fields blank, the cost for time activities for this employee is considered to be zero. The functionality of this field is date-dependent. This means that when creating job entries pertaining to the current employee, Maconomy looks up the value in this field in the employee revision covering the entry date in question, and applies the cost found in that revision.
Intercompany Price	In this field, you can enter a price to be used as the cost when the employee registers hours on a job assigned to another company than the one in which the employee is employed. However, the calculation of cost prices may also depend on other factors, as described in "Appendix A: Price Calculation in the Job Cost Module." Enter the amount in the base currency of the company specified in the field "Company No." The intercompany price is per hour or day, depending on the Time Unit.
Billing Price	Enter the billing price per hour for entries registered by the current employee. This billing price is suggested in job budgeting and job journals in the Job Cost module if you have specified in the field "Hourly Rate" in the workspace System Information that hourly costs are determined by employee. If it is not, Maconomy alerts you if you enter a price here anyway. However, the calculation of billing prices may also depend on other factors. The billing price is per hour or day, depending on the Time Unit. If you do not enter a price here and hourly costs are by employee, Maconomy will use the billing price of the item in the field "Item No." (see below). If both fields are blank, the billing price for time activities for this employee is considered to be zero. Enter the amount in the base currency of the company specified in the field "Company No." The functionality of this field is date-dependent. This means that when creating job entries pertaining to the current employee, Maconomy looks up the value in this field in the employee revision covering the entry date in question, and applies the billing price found in that revision.

Field	Description
Standard Billing Price	In this field, you can enter the standard billing price per hour for entries registered by the current employee. The standard billing price will be used if the system parameter “Use standard billing price for time activities” is marked, otherwise the standard billing price is set to equal the registered billing price. However, the calculation of standard billing prices may also depend on other factors, as described in “Appendix A: Price Calculation in the Job Cost Module.” The standard billing price is per hour or day, depending on the Time Unit. A standard billing price can be used as a measuring point for performance analyses in which you compare the actual, registered billing price with the standard billing price. In this way, the standard billing price acts as a target price which should be achieved for this activity. The standard billing price is derived in the same way as the regular billing price, except that the item price list system is not used. The functionality of this field is date-dependent. This means that when creating job entries pertaining to the current employee, Maconomy looks up the value in this field in the employee revision covering the entry date in question, and applies the standard billing price found in that revision.
Item No.	Here you can enter a warehouse item, from which the sales price and cost will be suggested in budgeting, and which will be used in job journal entries for this employee. You can use such an item price to simplify the assignment of billing prices for billable hours. Rather than entering a billing price for each individual employee, you need only create a warehouse item that can be assigned to one or more employees. Different levels of billing rates can be set up as separate items. An item number in this field will not be used if you enter price in the field “Cost,” and if you either enter a price in the field “Billing Price” or mark in the workspace System Information that hourly costs are to be determined by activity. Maconomy will alert you if this is the case. Maconomy verifies that the item you enter here exists in the system and is not discontinued. The functionality of this field is date-dependent. This means that when creating job entries pertaining to the current employee, Maconomy looks up the value in this field in the employee revision covering the entry date in question, and applies the item number found in that revision.
Job Price Group No.	In this field you can assign the current employee to a job price group. When you refer to this job price group on a line in a job price list, the price on that price list line is used on job entries where ▪ The current employee is specified. ▪ The job which the entry concerns uses the job price list in question. ▪ The information in the job entry also matches any other selection criteria on the job price list line.

Field	Description
	For further information about job price groups, please see the description of the workspace Job Price Groups in the Job Cost module. The functionality of this field is date-dependent. This means that when creating job entries pertaining to the current employee, Maconomy looks up the value in this field in the employee revision covering the entry date in question, and applies the job price group found in that revision.

Time Registration Island

Field	Description
Maximum Working Time	Here you can enter the maximum number of time per day that can be entered for the employee in the workspace Time Sheets in the Job Cost module. This field is per hour or day, depending on the Time Unit. The functionality of this field is date-dependent. This means that for each date covered by a time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet.
Use Fixed Working Time as Maximum	Copy to come.
Minimum Working Time	In this field, you can specify whether a minimum amount of working time is to be calculated for the employee. If you mark the field, a minimum amount of working time is calculated for each week day. The minimum number of time corresponds to the fixed time less the number specified in the field “Deviation Allowed.” When the employee submits a time sheet, Maconomy checks if the minimum number of time has been registered. If not, the time sheet cannot be submitted. For a further description of fixed working time, please see the description of the fields in the island Fixed Working Time and the workspace Week Calendars. This field is per hour or day, depending on the Time Unit. The functionality of this field is date-dependent. This means that for each date covered by a time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet.
Deviation Allowed	If you have marked the field “Minimum Hours,” you can specify a number of hours in this field. Along with the fixed working time, the amount in this field is used for calculating the minimum amount of time which the employee must specify for each day in a time sheet. The minimum number of hours is calculated as the fixed working time less the number in this field. When the employee submits a time sheet, Maconomy checks if the minimum number of hours has been registered for each day. If not, the time sheet cannot be submitted. For a further description of this, please see the description of the fields in the island and the workspace Week Calendars.

Field	Description
	The functionality of this field is date-dependent. This means that for each date covered by a time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet.
Exclude Overtime from Balance	Select this check box to enable the Exclude Overtime functionality. The time sheet header start date defines the employee revision that defines the Exclude Overtime state of the period (week or split week). When this check box is selected, the system calculates time sheets using the following: ▪ Regular time is calculated as Total Time minus Overtime. ▪ Overtime is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected. ▪ Balance is calculated as Regular Time minus Fixed Time. When this check box is deselected, the minimum and maximum time validations in overtime calculation uses the employee's total time for comparison during the period.
Must Use Time Sheets	If this field is marked, the current employee is forced to create time sheets. The usual time sheet workflows apply with regard to submission and approval and so on, and the time sheets will appear in reports such as Print Time Sheet Overview. In the Portal, the Time Sheet Status component will color code the weeks for which no time sheet has been created, thus prompting for the creation of a time sheet. This is standard Maconomy behavior. If the field is not marked, the employee is not forced to create time sheets. If he does so anyway, the usual time sheet workflow applies, and they will appear in reports. In the Portal, the Time Sheet Status component will not color code the weeks for which no time sheet has been created. The functionality of this field is date-dependent. This means that for each date, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question to determine whether a time sheet must be created. ▪ Regular time is calculated as Total Time minus Overtime. ▪ Overtime is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected. ▪ Balance is calculated as Regular Time minus Fixed Time. When this check box is deselected, the minimum and maximum time validations in overtime calculation uses the employee's total time for comparison during the period.

Field	Description
Absence Hours per Day	Enter the maximum number of absence hours per day. By default, the value in this field is zero. You must enter a value other than zero if the time unit on an invoked vacation period has been or is **Hours**. You must also enter a value other than zero if employees are to receive allowance in hours. An error message displays if the functionality invokes this conversion value and the value is still zero. If you change the value in this field, the current employee revision is also updated. If you change the value in this field, a warning message displays stating that absence registrations using allowance already exist for the the period (employee revision), and changing the value may require allowance adjustment. An error message displays if the value is set to a negative number or more than 24 hours.

Check-in Island

Field	Description
Check-in	Select one of the following options to enable or disable multiple check-in entries for the employee: ▪ **Disabled** — Select this option to disable multiple check-ins for the employee. ▪ **Optional** — Select this option to enable multiple check-in entries per day. However, the employee is not required to submit check-in entries on any work day. When the employee submits the time sheet, Maconomy does not validate the check-in balance. ▪ **Required** — If the work day has fixed hours, selecting this option requires the employee to register at least one check-in entry for the day. ▪ **Required To Match Or Exceed Time Sheet** — Select this option to require the employee to enter checked-in time that is equal or greater than the registered work hours in the timesheet prior to submission. ▪ **Required To Match Time Sheet** — Select this option to require the employee to enter checked-in time that is equal to the registered work hours in the timesheet prior to submission.

Check-in/out Time Entry Island

Field	Description
Registration	In this field you can specify if the current employee should be required to specify actual check-in and check-out times as well as absence on his or her time sheet.

Field	Description
	In the time sheet, the employee can enter the time of his or her check-in (coming) and check-out (leaving). Furthermore, any extraordinary absence can be registered, such as, for example, private appointments. These times are used to calculate the actual working time for each day in the time sheet. The actual working time is compared with the hours registered on tasks in the sub-tab of the time sheet. In case of differences, Maconomy can prompt the user for corrective entries or additional registrations. Furthermore, in case of a deviation between the expected working time (defined in this workspace or in the week calendar) and the actual working time as calculated in the time sheet, Maconomy may require the user to enter a value in a pop-up field, for example, to specify if the difference should count as overtime or flextime. The options for this pop-up field are entered in the pop-up “Time Sheet Popup 1” in the workspace Popup Fields. This way, the check-in, check-out, and absence times may be used in the workspace Time Sheets as a help to ensure that all actual work hours are registered, and that overtime or flextime is registered correctly as such. The field can have one of three values: ▪ **Optional** — If this value is selected, the employee may register actual check-in and check-out times and absence (work time intervals) in the time sheet. ▪ **Mandatory** — If this value is selected, the employee is required to register actual work time intervals in the time sheet before the time sheet can be submitted. ▪ **At Overtime** — If this value is selected, the employee is required to register actual work time intervals in the time sheet if the sub-tab entries amount to more hours than the employee’s. ▪ **Not Allowed** — For employees with Time Unit "Day," the value "Not Allowed" must be selected.
Deviation Allowed	The allowed deviation specified in this field refers to the maximum permitted difference between actual working hours and the number of registered hours. The difference is shown in the field “Balance” in the time sheet. This field cannot be completed for employees with Time Unit "Day." If registration of actual work hours intervals is required (“Mandatory” is selected in the field “Registration” above), it will only be possible to submit a time sheet if the balance is zero. In order to allow for a small balance, you can set this field to, for example, a half-hour. Furthermore, it will be possible to configure Maconomy to require the employee to enter actual work time intervals, but still submit time sheets even though the balance is different from zero: Set the field “Registration” above to “Mandatory,” and set the allowed deviation for the employee to a high value, for example, 24 hours. The functionality of this field is date-dependent. This means that for each date covered by a time sheet, Maconomy looks up the value in this field in the

Field	Description
	employee revision covering the date in question, and applies this value to the date in question in the time sheet.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the employee in question. The document archive assigned to an employee can, for example, contain files such as the CV and the employment contract of the employee or other documents relevant to the employee in question. You can only specify a document archive to which you have been granted access. Document archives are created in the workspace Document Archives in the Set-Up module. See the description of that workspace for further information on the use of document archives. This field also shows the description of the specified document archive.

Contact Person Island

Field	Description
Contact Person No.	If the current employee is assigned to a contact person, this field shows the number of the contact person in question. When creating an employee, you can assign the employee to an existing contact person by specifying the number of the contact person in question in this field. However, if the system parameter “Aut. creation of contact person” is marked, you cannot specify a contact person when creating an employee, as Maconomy will then automatically create a contact person and assign it to the new employee. Assigning an employee to a contact person is necessary if you wish to use the Contact Management module’s event flow functionality to register, for example, historical employee information or keep track of information such as the projects in which the employee has been involved or courses he or she has taken.

Subcontractor Island

Field	Description
Subcontractor	In this field you can select a subcontractor vendor number (if any) for the employee. Job entries posted for the employee will have the reconciliation subcontractor number assigned accordingly. This serves as a base to match them against Vendor Invoices when approving Invoice Allocation/Reallocation in “Invoice Allocation” or “Reallocate Invoices” dialogs. This field also shows the name of the specified subcontractor.

Salary Island

Field	Description
Base Salary	Here you can enter the employee's base salary. The amount must be entered in the base currency of the company specified in the field "Company No." You can also add a code next to the salary amount. The code can denote a salary group, and so on. The fields are for reference only.
Salary Supplement	Here you can enter the employee's salary supplement, if applicable. The amount must be entered in the base currency of the company specified in the field "Company No." You can also add a salary code in the text field. The fields are for reference only.
Overtime Rate	Here you can enter the employee's hourly rate for overtime work. The amount must be entered in the base currency of the company specified in the field "Company No." You can also add a salary code in the text field. The fields are for reference only.

Pension Island

Field	Description
Pension Plan	These two fields are used for marking whether the employee has a private pension plan or has joined the company pension plan or both. The fields are for reference only.
Pension Type	These two fields are used for describing the employee's pension plans. The fields are for reference only.
Amount	Here you can enter the amounts to be paid towards the employee's pension. The amounts must be entered in the base currency of the company specified in the field "Company No.," and the fields are for reference only.

Absence Management Island

Field	Description
Vacation Calendar	Enter or select the vacation calendar of the employee.

Notify Employee When Island

Field	Description
Specified as Responsible for Invoice Allocation	In this field, you can specify whether the employee prefers to be notified when specified as responsible for allocating an invoice. The field is for information only, as Maconomy does not automatically notify the employee.
Specified as Responsible for Approval	In this field, you can specify whether the employee prefers to be notified when specified as responsible for approving, for example, a purchase order or an expense sheet. The field is for information only, as Maconomy does not automatically notify the employee.

Remarks Island

You can use these text fields for any notes or comments on the employee.

Print Control Island

Field	Description
Statistics 1-4	In these fields, you can enter a number of statistics codes for further specification of the employee. The statistics codes can, for example, be used as selection criteria in a number of printouts.

Option List Fields Island

Field	Description
List	In these fields, you can select a number of option lists containing values that you wish to use for further specification of the employee. In the fields “Value” in this island, you can then select values from these lists. If you do not enter an option list in one of the option list fields, you can enter any value in the corresponding value field.
Value	In these fields, you can specify values available in the respective option lists specified in this island. If you have not entered an option list in one of the option list fields, you can enter any value in the corresponding value field.

Extra Fields Island

Field	Description
Popup 1-5	In these fields, you can select various information about the employee. These are pop-up fields, which means that you can choose from the options created for each field. They are created as values Employee Popup 1 – Employee Popup 5 in the Popup Fields workspace.

Talent Management Island

Field	Description
User Id.	In this field you can enter an ID of a Talent Management user to map to this employee. Once the Talent Management user is linked with the employee, the data is copied from the user to the employee. You cannot update mapped fields manually when this field has a value. If this field is left blank, then the employee is not linked with any Talent Management user and all mandatory fields have to be entered manually. If you change a value of this field, then the employee is re-linked with the corresponding Talent Management user. All mapped fields are overwritten with linked Deltek Talent Management user data. If this field has value that is deleted later, then the employee is unlinked from the Talent Management user, and all fields can only be updated manually. Notice that the supervisor is not overridden if no supervisor is specified in Talent Management OR if the specified Talent Management user is not linked to a Maconomy employee. If Talent Management is used where the supervisor relationship is not managed in Talent Management, the layout of the Employees workspace must be modified to allow this information to be entered in Maconomy.

Contact Person island

Field	Description
Title	Use this field to enter a personal title (for example, Mr., Ms., Dr.) for the person. Maconomy suggests values for the option list 'Personal Titles' but it is possible to enter any value.
Maiden Name	Use this field to enter the contact person's maiden name.
Name in Local Alphabet	Use this field to enter the contact person's name in his local alphabet.
Personal E-mail	Use this field to enter the contact person's personal e-mail address.
Previous Employee No.	Use this field to add an employee number from a previous position. Maconomy issues a warning if you enter the number of an existing employee.

Employees island

Field	Description
Maiden Name	Use this field to enter the contact person's maiden name.
Name in Local Alphabet	Use this field to enter the contact person's name in their local alphabet.
Willing to Relocate	Use this field to note if the employee is willing to relocate.
Alternative Job Title	Use this field to register a job title with a different classification level than Position field. The field corresponds to a similar field in Talent Management.
EEO Classification	Use this field for equal employment opportunity tracking. The field corresponds to a similar field in Talent Management.
Date Employed	The functionality of this existing field is changed so that time sheet registrations are no longer validated against this field. Instead, they are validated against the **Time Sheet Start Date** field. Likewise, calculation of missing time sheet notifications is based on **Time Sheet Start Date** field.
Termination Date	The functionality of this existing field is changed so that time sheet registrations are no longer validated against this field. Instead, they are validated against the new **Time Sheet Start Date** field.
Time Sheet Start Date	Use this field to enter the date the employee starts using timesheets. Maconomy will automatically keep the field synchronized with the **Date Employed**field unless you manually enter a different value.

Field	Description
Time Sheet End Date	Use this field to enter the date the employee stops using timesheets. Maconomy will automatically keep the field synchronized with the **Termination Date**field unless you manually enter a different value.
Previous Employee No.	Use this field to enter an employee number for a previous employment. Maconomy issues a warning if you enter the number of an existing employee.
Title	You can use this field to enter a personal title (for example, Mr., Ms., Dr.) for the employee. Maconomy suggests values from the **Personal Titles** option list but it is possible to enter any value.
Personal E-mail	Use this field to enter the employee's personal email address.
Personnel Requisition	When Talent Management integration is enabled, this field displays the requisition no. from Talent Management. When Talent Management integration is disabled, the functionality is unchanged. The Maconomy personnel requisition is displayed.
Maiden Name	Use this field to enter the contact person's maiden name.
Name in Local Alphabet	Use this field to enter the contact person's name in their local alphabet.
Willing to Relocate	Use this field to note if the employee is willing to relocate.
Alternative Job Title	Use this field to enter a job title with a different classification level than Position field. The field corresponds to a similar field in Talent Management.
EEO Classification	Use this field for equal employment opportunity tracking. The field corresponds to a similar field in Talent Management.
Time Sheet Start Date	Use this field to enter the date the employee starts using timesheets. Maconomy automatically keeps the field synchronized with the **Date Employed**field unless you manually enter a different value.
Time Sheet End Date	Use this field to enter the date the employee stops using timesheets. Maconomy automatically keeps the field synchronized with the **Termination Date** field unless you manually enter a different value.
Title	Use this field to enter a personal title (for example, Mr., Ms., Dr.) for the employee. Maconomy suggests values from the **Personal Titles** option list but it is possible to enter any value.
Personal E-mail	Use this field to enter the employee's personal email address.

Employee Revisions Sub-Tab

The functionality of each field in the sub-tab of this workspace is similar to the one described for the corresponding field in the tab.

However, the fields in the island Derived Dimensions are not included in the sub-tab, as date-dependent dimension derivations are set up in the workspace “Derived Dimensions” in the G/L module. In the Minimum Hours, the value specified here only takes effect within the period specified on the Employee Revision line. In addition to the fields in the tab, the sub-tab contains the fields “From Date” and “To Date” whose functionality is described in the introduction to date-dependent employee revisions.

Field	Description
From Date	Copy to come.
To Date	Copy to come.
Is Current	Copy to come.
Change Description	Copy to come.
Name 1	Copy to come.
Title	Copy to come.
Name 2-5	Copy to come.
Phone	Copy to come.
Social Security Number	Copy to come.
Country	Copy to come.
Blocked	Copy to come.
Time Unit	Copy to come.
Cost	Copy to come.
Base Salary Rate	Copy to come.

Field	Description
Overhead Rate	Copy to come.
Overhead Rate as %	Copy to come.
Overhead Maintenance	Copy to come.
Intercompany Price	Copy to come.
Billing Price	Copy to come.
Item Number	Copy to come.
Sales Employee	Copy to come.
Account Manager	Copy to come.
Zip Code	Copy to come.
Postal District	Copy to come.
Profession	Copy to come.
Education	Copy to come.
Position	Copy to come.
Alternative Job Title	Copy to come.
EEO Classification	Copy to come.
Bank Account Number	Copy to come.
Date Employed	Copy to come.
Termination Date	Copy to come.
Time Sheet Start Date	Copy to come.

Field	Description
Time Sheet End Date	Copy to come.
Check-in	Select one of the following options to enable or disable multiple check-in entries for the employee: ▪ **Disabled** — Select this option to disable multiple check-ins for the employee. ▪ **Optional** — Select this option to enable multiple check-in entries per day. However, the employee is not required to submit check-in entries on any work day. When the employee submits the time sheet, Maconomy does not validate the check-in balance. ▪ **Required** — If the work day has fixed hours, selecting this option requires the employee to register at least one check-in entry for the day. ▪ **Required To Match Or Exceed Time Sheet** — Select this option to require the employee to enter checked-in time that is equal or greater than the registered work hours in the timesheet prior to submission. ▪ **Required To Match Time Sheet** — Select this option to require the employee to enter checked-in time that is equal to the registered work hours in the timesheet prior to submission.
Base Salary, Code	Copy to come.
Base Salary	Copy to come.
Salary Supplement, Code	Copy to come.
Salary Supplement	Copy to come.
Overtime Rate, Code	Copy to come.
Overtime Rate	Copy to come.
Withholding Rate	Copy to come.
Allowance per Month	Copy to come.

Field	Description
Allowance per Fortnight	Copy to come.
Allowance per Week	Copy to come.
Allowance per Day	Copy to come.
Tax Allowance Card	Copy to come.
Tax Allowance	Copy to come.
Pension Plan, Company	Copy to come.
Pension Type, Company	Copy to come.
Pension Amount, Company	Copy to come.
Pension Plan, Personal	Copy to come.
Pension Type, Personal	Copy to come.
Pension Amount, Personal	Copy to come.
Remarks 1-5	Copy to come.
Supervisor, Number	Copy to come.
Maximum Working Time	Copy to come.
Absence Hours per Day	Enter the maximum number of absence hours per day. By default, the value in this field is zero. You must enter a value other than zero if the time unit on an invoked vacation period has been or is **Hours**. You must also enter a value other than zero if employees are to receive allowance in hours. An error message displays if the functionality invokes this conversion value and the value is still zero. If you change the value in this field, the current employee revision is also updated.

Field	Description
	If you change the value in this field, a warning message displays stating that absence registrations using allowance already exist for the the period (employee revision), and changing the value may require allowance adjustment. An error message displays if the value is set to a negative number or more than 24 hours.
Use Fixed Working Time as Maximum	Copy to come.
Employee Type	Copy to come.
Willing to Relocate	Copy to come.
Employment Number	Copy to come.
Subcontractor Vendor, Number	Copy to come.
Department	Copy to come.
Secretary, Number	Copy to come.
Fixed Working Time (Monday-Sunday)	Enter the employee's working hours for each day. If you change an existing working time, a warning message displays stating that absence registrations using allowance already exist for the period (employee revision), and changing the value may require allowance adjustment. You cannot enter a value higher than the one specified in the **Maximum Time** field in the Job Cost island. The fields in the column correspond to the **Working Time Monday** to **Working Time Sunday** fields in the sub-tab. This column with the fixed working time for each weekday is in hours or days, depending on the time unit. The functionality of this field is date-dependent. This means that for each date covered by a given time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet. If the employee uses hours, the fixed hours of a given employee on a given day is determined by the hours specified here and in the week calendar which applies to the employee on the date in question, Maconomy using the lower number of hours.

Field	Description
	You can specify a week calendar for each employee revision. The week calendar can either be specified directly in the **Week Calendar No.** field on the employee revision, or it can be the standard week calendar specified in the workspace System Parameters. Similar to the fields in this island, a week calendar contains a fixed number of working time for each day. If you do not specify a week calendar in a given revision and you have not specified a week calendar in the workspace System Parameters, the fixed hours of the employee during the period of the revision in question will correspond to the hours specified in the fields “Working Time Monday”–”Working Time Sunday” in the revision (corresponding to the fields in the tab). If the employee should, for example, work part-time for a period, you can therefore enter four hours for each working day in the revision covering the period in question, and let the employee use the standard week calendar. If the in the standard calendar are eight hours, the fixed hours of the part-time employee will still be four hours, as the hours in the employee revision are, in this case, lower than in the week calendar. However, holidays for which no working time has been specified in the standard week calendar will also apply to the part time employee as the number of hours in the week calendar in this case is lower than in the employee revision. If the number of fixed hours is changed for a given employee, either by changing the information on an existing employee revision, by creating or deleting a revision or by editing the week calendar specified for the employee, it also affects time sheets pertaining to the period of the revision created, submitted, or approved after the change is made. In other words, the overtime calculation for an employee is also affected for past weeks when you change the employee’s number of fixed hours. For more information, please see the description of the action “Submit Time Sheet” in the workspace Time Sheets in the Job Cost module. If you also complete the fields “Check-in,” “Check-out,” and “Absence” below, the amount of working time in this field must correspond with the work time interval less the specified absence. When these fields are completed, the calculated working time is transferred to this field automatically.
Minimum Working Time	Copy to come.

Field	Description
Deviation Allowed	Copy to come.
Week Calendar No.	Enter or select a week calendar to assign to the current employee. The functionality of this field is date-dependent. This means that for each date covered by a given time sheet, Maconomy looks up the value in this field in the employee revision covering the date in question, and applies this value to the date in question in the time sheet. Example: Two employee revisions exist for employee Hugo Rune. Revision 1 covers the period up to Tuesday November 6 2007. Revision 2 covers the period from Wednesday November 7 2007 and on. Revision 1 specifies week calendar W1 and Revision 2 specifies week calendar W2. When Hugo Rune creates a time sheet for the week starting Monday November 5, Maconomy uses the employee revisions to identify the week calendar to use for determining work hours, absence, and so on, on each of the days in this time sheet. As a result, week calendar W1 is used for November 5 and 6, and week calendar W2 is used for November 7, 8, and 9. If no week calendar is specified for the employee on a given revision, the employee is assigned the standard week calendar specified by the **Standard Week Calendar No.** parameter in the System Setup workspace during the period covered by the revision. If you do not specify a week calendar in a given revision and you have not specified a week calendar in the system parameter, the fixed hours of the employee during the period of the revision in question corresponds to the hours specified in the **Working Time Monday** to **Working Time Sunday** fields in the revision. For a further description of this functionality, refer to the **Working Time** field below. If a different week calendar is selected, a warning message displays stating that absence registrations using allowance already exist for the period (employee revision), and changing the value may require allowance adjustment. For the current employee revision, the week calendar number in this field may be updated as a result of entering a week calendar on a line in the workspace Employee Positions in the Human Resources module. For further information on this, see the description of the **Week Calendar No.** field in the workspace Employee Positions.
Job Price Group Number	Copy to come.

Field	Description
Popup 1-5	Copy to come.
Statistics 1-4	Copy to come.
Vendor Number	Copy to come.
Primary Employee Category Number	Copy to come.
Reduction %	Copy to come.
Document Archive Number	Copy to come.
E-mail	Copy to come.
Personal Email Address	Copy to come.
E-mail when responsible for approval	Copy to come.
E-mail when responsible for invoice allocation	Copy to come.
Standard Billing Price	Copy to come.
Initials	Copy to come.
Maiden Name	Copy to come.
Name in Local Alphabet	Copy to come.
Gender	Copy to come.
Date of Birth	Copy to come.
Mobile	Copy to come.
Mobile 2	Copy to come.

Field	Description
Phone 2	Copy to come.
Notice Date	Copy to come.
Retirement Date	Copy to come.
Date 1-5	Copy to come.
Amount 1-5	Copy to come.
Option List 1-10	Copy to come.
Selected Value 1-10	Copy to come.
Text 1-5	Copy to come.
Real 1-5	Copy to come.
Boolean 1-5	Copy to come.
Absence Approver, Number	Copy to come.
Fixed Number of Absence Hours, Monday-Sunday	Copy to come.
Working Hours Range	Copy to come.
Permitted Deviation, Work Hours	Copy to come.
Checked in, Expected Time, Monday-Sunday	Copy to come.
Checked out, Expected Time, Monday-Sunday	Copy to come.
Mentor, Number	Copy to come.

Field	Description
Substitute 1-5	Copy to come.
Exclude Overtime from Balance	Select this check box to enable the Exclude Overtime from Time Sheets functionality. The time sheet header start date defines the employee revision that defines the Exclude Overtime state of the period (week or split week). When this check box is selected, the system calculates time sheets using the following: ▪ Regular time is calculated as Total Time minus Overtime. ▪ Overtime is calculated as the sum of all time sheet lines that have a selected **Overtime Spec.** where the **Include in Regular Time** field is deselected. ▪ Balance is calculated as Regular Time minus Fixed Time. When this check box is deselected, the minimum and maximum time validations in overtime calculation uses the employee's total time for comparison during the period.
Must Use Time Sheets	Copy to come.
Posting Reference, Commission	Copy to come.
Posting Reference, Commission Offset	Copy to come.
Transfer Location	Copy to come.
Transfer Entity	Copy to come.
Transfer Project	Copy to come.
Transfer Specification 1	Copy to come.
Description	Copy to come.
Selected Value	Copy to come.

Field	Description
Dimension Combination Number	Copy to come.
Dimension Combination, Description	Copy to come.
Account Number	Copy to come.
Account Name	Copy to come.
Overwrite Account	Copy to come.
Local Account Number	Copy to come.
Local Account, Description	Copy to come.
Overwrite Local Account	Copy to come.
Location	Copy to come.
Location, Description	Copy to come.
Overwrite Location	Copy to come.
Entity	Copy to come.
Entity, Description	Copy to come.
Overwrite Entity	Copy to come.
Project	Copy to come.
Project, Description	Copy to come.
Overwrite Project	Copy to come.
Specification 1	Copy to come.

Field	Description
Specification 1, Description	Copy to come.
Overwrite Specification 1	Copy to come.

Actions

This section shows the Actions in the Employees workspace.

Top Tab

Field	Description
Attach Document	This action enables you to attach a document to the employee record.
Sync. with Talent Management	This action updates the employee with the latest user data from Talent Management. Employees are updated only if they have a Talent Management user ID and the user has changed since the last synchronization.

Employee Categories Single Dialogs Workspace

Use this workspace to set up employee categories, which are groups of people who share common features (for example, employees from the same department or in the same position).

Each employee category has its own price information, including cost price, intercompany price, sales price, and a price group, if applicable. This enables you to calculate costs in a job budget based on employee categories, rather than specific employees.

Each employee can have one primary category and an unlimited number of secondary categories.

An employee category is a certain group of employees who have specific common features. They can, for instance, have common technical or educational skills, belong to the same department, or work in the same physical location. An employee can belong to several categories, if, for example, he or she performs different work tasks. Each employee who belongs to a category always belongs to one primary category.

Employee Categories Tab

This section includes the fields and descriptions for the Employee Categories tab.

Employee Category Island

Field	Description
Employee Category	In this field, you enter the number of the employee category. The number cannot be changed, when you have pressed Return.

Field	Description
	In this field, you also enter the name of the employee category.
Transfer to People Planner	If this field, is marked the employee category will be included in the scheduled import to People Planner. Setting the Transfer To People Planner field will only have an effect if the field is included in the relevant queries in the .I files on the web server.
Generic Resource	Select this check box to set an employee as a budget planning resource. If selected, People Planner identifies the employee as a dummy employee. If deselected, the employee is identified as a real employee and, subsequently, impacts the People Planner license count. By default, this field is not selected.
Export or Update Employee in Deltek CRM	Use this action to export or update a specific employee from Maconomy, and create a background task to create or update the selected employee in Deltek CRM.

Company Island

Field	Description
Company	If you enter a company number in this field, all employees in the current category must belong to the specified company. If you do not enter a company number, employees from any company can be assigned to the current employee category. This field also shows the name of the specified company.
Base Currency	This field shows the base currency used in the company specified in the field “Company No.” above. Amounts entered in the island Price Information should be entered in this currency. If you do not enter a currency, Maconomy will automatically use the enterprise currency of the system.

Price Information Island

Field	Description
Time Unit for Prices	In this field you can enter the time unit for the prices on the employee category.

Field	Description
Cost	This is the sum of the base salary rate and the overhead rate. If you change this field directly and the overhead rate is zero, then the base salary rate will be updated to the same amount; otherwise, the overhead rate will be updated. This cost price will be used in cases where an employee category has been specified instead of a specific employee on a line in a job budget in the workspace Job Budgets. However, the cost price from the employee category is only used if you have selected one of the values “By Employee” or “Employee Priority” in the field “Hourly Rate” in the workspace System Information in the Set-Up module.

Field	Description
	If you select the action “Calculate Average Prices,” the fields in this island are filled in with the average of the prices specified for the members of the current employee category converted into the base currency shown in the island Company. See the description of the action “Calculate Average Prices” for further information on this action.
Base Salary Rate	This is the base salary rate per hour or day (depending on the time unit) for the employee category. If you change this field, Maconomy updates the Cost with the sum of this field and the overhead rate.
Overhead Rate	This is the overhead cost rate per hour or day (depending on the time unit) allocated to the employee category. If you change this field, Maconomy will update the Cost with the sum of this field and the base salary rate.
Intercompany Price	The value of this field is the intercompany price per hour or day (depending on the time unit). The functionality of this field is similar to that of the **Cost** field.
Billing Price	The value of this field is the billing price per hour or day (depending on the time unit). The functionality of this field is similar to that of the **Cost** field.
Standard Billing Price	The value of this field is the standard billing price per hour or day (depending on the time unit). The functionality of this field is similar to that of the **Cost** field.
Job Price Group No.	In this field, you can assign a job price group to the current employee category. If you specify an employee category but no specific employee on a job budget line, Maconomy automatically checks the field “Price Group, Empl.” on each line of the job price list assigned to the job, if any, to find the job price group number in this field and, in this way, to find the correct price. The number in this field is thus used instead of the job price group which can be defined for each single employee in those cases where a budget line contains an employee category but no employee number.

Selection Criteria Island

Field	Description
Show Lines	In this field, you can mark whether the sub-tab should display information about the employees in the current employee category who meet the criteria specified in this island. If you do not mark the field, no lines are displayed in the sub-tab of this workspace.
Employee No.	In these fields, you can enter a range of employee numbers. The sub-tab will only show employees in the current employee category with numbers within the specified range.
Company No.	In these fields, you can enter a range of company numbers. The sub-tab will only display employees in the employee category who have been assigned to a company whose number is within the specified range.

Field	Description
Department	The functionality of this field is similar to that of the field “Location.”
Employee Type	The functionality of this field is similar to that of the field “Location.”

Remarks Island

In these fields, you can assign remarks to the current employee category.

Access Level Island

Field	Description
Access Level	In this field, you can enter the name of an access level created in the workspace Access Levels in the Set-Up module. If you enter an access level, only users, who in the workspace User Access Levels have been given access to the level in question or a level above the specified level, can see and change information about the current employee category in this workspace. Moreover, when entering information such as planning lines and job budget lines, a given user will only be able to enter employee categories with access levels to which the user himself has access. A user does not need access to the employee category to which a given employee is assigned to specify the employee on, for example, planning lines and job budget lines. Instead, when entering an employee number, Maconomy checks whether the user has access to the access level specified for the employee in question in the tab of the workspace Employees. This field also shows the description of the specified access level.

Membership Criteria Island

Field	Description
Department	The functionality of this field is similar to that of the field “Location.”
Employee Type	The functionality of this field is similar to that of the field “Location.”

Membership Criteria, Dimensions Island

Field	Description
Location	In this field, you can enter the name of a location. If you enter a location, only employees assigned to the location in question can be members of the employee category.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”

Field	Description
Purpose	The functionality of this field is similar to that of the field “Location.”
Specification 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Copy Employee List Island

Field	Description
Copy From Category	In this field, you can enter an employee category number. When you select the action “Copy Employee List,” the employees in the specified category will be included in the copied employee category. This field also shows the name of the specified employee category.

User Island

See the Getting Started topic for a description of the fields in the island User.

Selection Criteria, Dimensions Island

Field	Description
Location	In these fields, you can enter a range of locations. The sub-tab will only display employees in the current employee category who in have been assigned to a location within the specified range.
Entity	The functionality of this field is similar to that of the field “Location.”
Project	The functionality of this field is similar to that of the field “Location.”
Purpose	The functionality of this field is similar to that of the field “Location.”
Specification 1-3	The functionality of these fields is similar to that of the field “Location.”
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Location.”

Employee Category Members Sub-Tab

This section includes the fields and descriptions for the Employee Category Members sub-tab.

Field	Description
Employee No.	In this field, you can enter the number of an employee to be assigned to the employee category. You can remove an employee from the category by deleting the table line, but only if the employee category in question is not assigned to a job budget line for an open job.
Name	This field shows the name of the employee specified in the field “Employee No.” above.
Primary Category	If you mark this field, the current employee category will be the primary category of the employee specified on the line. This category will thus be the category which is the best fitting selection for the employee in question. A senior consultant can, for example, belong to both the category “Senior Consultant” and the category “Consultant,” but his primary category will be “Senior Consultant.” If an employee belongs to several employee categories, you always have to assign the employee a primary category. If you mark this field for an employee who is already assigned to another primary category, the mark in the field “Primary Category” on the other employee category will automatically be removed. When an employee is assigned to an employee category for the first time, this field is automatically marked. The selection of a primary category can have influence when resolving exceeding task allocation. See the description of the island Resource Planning in the workspace System Information for further information on this topic.
Cost	This field displays the cost price of the employee specified in the field “Employee No.” The amount is displayed in the base currency of the company to which the employee is assigned.
Base Salary Rate	This is the base salary rate for the employee category. If you change this field, Maconomy will update the Cost with the sum of this field and the overhead rate.
Overhead Rate	This is the overhead cost rate allocated to the employee category. If you change this field, Maconomy will update the Cost with the sum of this field and the base salary rate.
Intercompany Price	This field displays the intercompany price of the employee specified in the field “Employee No.” The amount is displayed in the base currency of the company to which the employee is assigned.
Billing Price	This field displays the billing price of the employee specified in the field “Employee No.” The amount is displayed in the base currency of the company to which the employee is assigned.

Field	Description
Standard Billing Price	The functionality of this field is similar to that of the field “Cost.”
Time Unit	This field displays the time unit for the employee (member of the employee category). The prices in the sub-tab are displayed per hour or day, depending on this unit.
Base Currency	This field displays the base currency of the company to which the employee is assigned.
Company	This field displays the company to which the employee has been assigned.
Position	The functionality of this field is similar to that of the field “Company.”
Profession	The functionality of this field is similar to that of the field “Company.”
Education	The functionality of this field is similar to that of the field “Company.”
Department	The functionality of this field is similar to that of the field “Company.”
Employee Type	The functionality of this field is similar to that of the field “Company.”
Remarks 1-5	These fields displays the remarks assigned to the employee in the current employee revision in the workspace Employees. The contents of the fields can be changed, if, for example, you want the fields to display specific information on the employee’s assignment to the category in question.

Actions

This section shows the Actions available in the Employee Categories workspace.

Top Tab

Field	Description
Delete Employee List	If you use this action, all employees who belong to the current employee category, and who are within the specified selection criteria, are deleted from the list. These employees will thus no longer belong to the current category. However, if an employee is directly specified on a planning line or a job budget line and specified by means of an employee category to which he belongs, that employee is not deleted from the list.
Copy Employee List	When you use this action, all employees who are assigned to the employee category specified in the Copy Employee List island are copied to and thus included in the current category. If one or more employees who belong to this

Field	Description
	copied category are not covered by the membership criteria of the current category, or if they are already members of the current category, those employees are not copied, and Maconomy issues a message on this matter.
Calculate Average Prices	When you use this action, Maconomy calculates average prices for the employee category in the unit specified in the **Time Unit** field in the tab. For employees with another (the other) time unit, their prices are converted based on the number of hours per man day specified in the **Hours per Man Day** system parameter.

Employee Commission Agreements Single Dialogs Workspace

Use this workspace to assign commission agreements to sales employees and to identify the date range for each commission agreement.

You use commission agreements to calculate sales commissions that are payable to your company's employees.

The concept of commissions is described in more detail in the section about the Commission Agreements workspace. See that section for more information about the use of commission agreements and how commission is calculated.

In the Employee Commission Agreements tab, you can browse through the sales employees, who are employees for whom the **Sales Rep.** field is selected in the current employee revision for that employee in the Employees workspace. In the Employee Agreements sub-tab, you can create a line for each commission agreement to be assigned to the current employee.

For each commission agreement, you must specify the period to which the commission agreement applies. The period on a given line cannot overlap the period of another line for the same employee.

Employee Commission Agreements Tab

This section includes the fields and descriptions for the Employee Commission Agreements tab.

Employee Information Island

Field	Description
Employee No.	This field shows the name of the current employee.
Employee Name	This field shows the number of the current employee.
Blocked	This field shows if the current employee has been blocked.
Sales Employee	This field shows if the current employee is a sales representative.
Department	This field shows the name of the department to which the current employee belongs.

User Island

See the Getting Started topic for a description of the fields in the island User.

Commission Calculation Island

Field	Description
Posting Ref., Commission	In this field, you enter the number of a dimension combination containing the G/L account to be used when posting general journals from commission calculations in the workspace Commission Calculation in the Sales Orders module. The dimension combination can also contain other dimension values to be used in this connection. When these general journals are posted, the employee's commission amount is debited this account and the other dimension values in this dimension combination. This field should only be filled in if the employee is a sales representative.
Posting Ref., Offset	In this field, you enter the number of a dimension combination containing the G/L account to be used when posting general journals from commission calculations in the workspace Commission Calculation in the Sales Orders module. The dimension combination can also contain other dimension values to be used in this connection. When these general journals are posted, the employee's commission amount is credited this account and the other dimension values in this dimension combination. This field should only be filled in if the employee is a sales representative.

Commission Calculation, Dimensions Island

Field	Description
Transfer Location	You can mark this field to automatically transfer any location dimension from invoices and credit memo lines to the employee's commission entries. If, for example, you use the location dimension for departments or divisions, the commission calculation will produce a commission entry for every location proportionate to the commission part involving the department or division.
Transfer Entity	The functionality of this field is similar to that of the field "Transfer Location" above.
Transfer Project	The functionality of this field is similar to that of the field "Transfer Location" above.
Transfer Purpose	The functionality of this field is similar to that of the field "Transfer Location" above.
Transfer Spec. 1-3	The functionality of these fields is similar to that of the field "Transfer Location" above.
Transfer Local Spec. 1-3	The functionality of these fields is similar to that of the field "Transfer Location" above.

Employee Agreements Sub-Tab

This section includes the fields and descriptions for the Employee Agreements sub-tab.

Field	Description
From Date	Here you can enter the date the employee's commission agreement is valid from.
To Date	Here you can enter to what date the employee's commission agreement is valid.
Commission Agreement	In this field, enter the commission agreement valid in the period defined in the fields "From Date" and "To Date." The commission agreement must be created in the workspace Commission Agreements in the Sales Orders module.

Show Employees Single Dialog Workspace

This workspace displays employee records according to the access levels setup.

All employee fields are available, however, if you set up the Employee Field Access single dialog to exclude certain fields, the data for those fields will be blank. All fields in this workspace are read-only.

Employee Tab

This section includes the fields and descriptions for the Employee Information tab.

Employee Information island

Field	Description
Employee No.	The field displays the employee number.
Name 1	This field displays the employee's name.
Initials	This field displays the employee's initials.
Position	This field displays the job position of the selected employee.
Phone	This field displays the phone number of the selected employee.
E-mail	This field displays the e-mail address of the selected employee.

Employee Field Access Single Dialog Workspace

Use this workspace to set up which employee information are accessible in search windows, employee filters, and HR-related workspaces and prints.

You can select the fields you want to be displayed, and then repeat or update the selection for each company. In addition, you can show or hide all the fields and copy the selection to a company or all companies.

Any changes you make in the Employee Field Access single dialog will not affect BPM reports, and all the fields you exclude will not be displayed in the Analyzer reports in the CTRL-G employee searches.

Employee Field Access Tab

This section includes the fields and descriptions for the Employee Field Access tab.

Actions

Field	Description
Show all fields	Use this action to select all the employee fields. All selected fields become available in searches and assistants. Select or deselect a field as needed.
Hide all fields	Use this action to deselect all the employee fields. All deselected fields become hidden in searches and assistants. Select or deselect a field as needed.
Copy to company	When you have selected all the employee fields you want to become available, you can use this action to copy all the selected fields from one company to another.
Copy to all Companies	When you have selected all the employee fields you want to become available, you can use this action to copy all the selected fields to all your companies.

Company island

Field	Description
Company	This field displays the company name.

User island

Field	Description
Created	This field displays the date when the employee data selection was created and the name of the user who created the selection.
Changed	This field displays the date when the employee data selection was changed and the name of the user who made modifications to the selection.

Field	Description
Version	This field displays the number of times changes were applied to the employee data selection.

Employee Information island

Field	Description
Formal First Name	Select this check box to display the **Formal First Name** field in employee searches and assistants.
Formal Middle Name	Select this check box to display the **Formal Middle Name** field in employee searches and assistants.
Formal Last Name	Select this check box to display the **Formal Last Name** field in employee searches and assistants.
First Name	Select this check box to display the **First Name** field in employee searches and assistants.
Middle Name	Select this check box to display the **Middle Name** field in employee searches and assistants.
Last Name	Select this check box to display the **Last Name** field in employee searches and assistants.
Initials	Select this check box to display the **Initials** field in employee searches and assistants.
Maiden Name	Select this check box to display the **Maiden Name** field in employee searches and assistants.
Name in Local Alphabet	Select this check box to display the **Name in Local Alphabet** field in employee searches and assistants.
Gender	Select this check box to display the **Gender** field in employee searches and assistants.
Date of Birth	Select this check box to display the **Date of Birth** field in employee searches and assistants.
Soc. Security No.	Select this check box to display the **Soc. Security No.** field in employee searches and assistants.
Sales Employee	Select this check box to display the **Sales Employee** field in employee searches and assistants.
Profession	Select this check box to display the **Profession** field in employee searches and assistants.
Education	Select this check box to display the **Education** field in employee searches and assistants.
Department	Select this check box to display the **Department** field in employee searches and assistants.

Field	Description
Employee No.	Select this check box to display the **Employee No.** field in employee searches and assistants.
Employee Type	Select this check box to display the **Employee Type** field in employee searches and assistants.
Willing to Relocate	Select this check box to display the **Willing to Relocate** field in employee searches and assistants.
Transfer to People Planner	Select this check box to display the **Transfer to People Planner** field in employee searches and assistants.
Generic Resource	Select this check box to display the **Generic Resource** field in employee searches and assistants.
Present	Select this check box to display the **Present** field in employee searches and assistants.

Employment island

Field	Description
Position	Select this check box to display the **Position** field in employee searches and assistants.
Alternative Job Title	Select this check box to display the **Alternative Job Title** field in employee searches and assistants.
EEO Classification	Select this check box to display the **EEO Classification** field in employee searches and assistants.
Date Employed	Select this check box to display the **Date Employed** field in employee searches and assistants.
Termination Date	Select this check box to display the **Termination Date** field in employee searches and assistants.
Time Sheet Start Date	Select this check box to display the **Time Sheet Start Date** field in employee searches and assistants.
Time Sheet End Date	Select this check box to display the **Time Sheet End Date** field in employee searches and assistants.
Permanently Blocked	Select this check box to display the **Permanently Blocked** field in employee searches and assistants.
Notice Date	Select this check box to display the **Notice Date** field in employee searches and assistants.
Retirement Date	Select this check box to display the **Retirement Date** field in employee searches and assistants.
Length of Service Date	Select this check box to display the **Length of Service Date** field in employee searches and assistants.

Field	Description
Previous Employee No.	Select this check box to display the **Previous Employee No.** field in employee searches and assistants.

Address island

Field	Description
Title	Select this check box to display the **Title** field in employee searches and assistants.
Name 2-5	Select this check box to display the **Name 2-5** fields in employee searches and assistants.
Zip Code	Select this check box to display the **Zip Code** field in employee searches and assistants.
Postal District	Select this check box to display the **Postal District** field in employee searches and assistants.
Country	Select this check box to display the **Country** field in employee searches and assistants.

Contact Information island

Field	Description
Phone	Select this check box to display the **Phone** field in employee searches and assistants.
Phone 2	Select this check box to display the **Phone 2** field in employee searches and assistants.
Mobile	Select this check box to display the **Mobile** field in employee searches and assistants.
Mobile 2	Select this check box to display the **Mobile 2** field in employee searches and assistants.
Private Phone	Select this check box to display the **Private Phone** field in employee searches and assistants.
E-mail	Select this check box to display the **E-mail** field in employee searches and assistants.
Personal E-mail	Select this check box to display the **Personal E-mail** field in employee searches and assistants.

Substitutes island

Field	Description
Substitute 1-5	Select this check box to display the **Substitute 1-5** fields in employee searches and assistants.

Outlay Settlement island

Field	Description
Vendor No.	Select this check box to display the **Vendor No.** field in employee searches and assistants.

Fixed Working Time island

Field	Description
Week Calendar No.	Select this check box to display the **Week Calendar No.** field in employee searches and assistants.
Fixed Working Time Monday-Sunday	Select this check box to display the **Fixed Working Time Monday-Sunday** fields in employee searches and assistants.
Checked in, Expected Time, Monday-Sunday	Select this check box to display the **Checked in, Expected Time, Monday-Sunday** fields in employee searches and assistants.
Checked Out, Expected Time, Monday-Sunday	Select this check box to display the **Checked Out, Expected Time, Monday-Sunday** fields in employee searches and assistants.
Fixed Number of Absence Hours, Monday-Sunday	Select this check box to display the **Fixed Number of Absence Hours, Monday-Sunday** fields in employee searches and assistants.

Dimension Combination island

Field	Description
Dimension Comb. No.	Select this check box to display the **Dimension Comb. No.** field in employee searches and assistants.

Commission island

Field	Description
Posting Reference, Commission	Select this check box to display the **osting Reference, Commission** field in employee searches and assistants.
Posting Reference, Commission Offset	Select this check box to display the **Posting Reference, Commission Offset** field in employee searches and assistants.
Transfer Location	Select this check box to display the **Transfer Location** field in employee searches and assistants.
Transfer Entity	Select this check box to display the **Transfer Entity** field in employee searches and assistants.

Field	Description
Transfer Project	Select this check box to display the **Transfer Project** field in employee searches and assistants.
Transfer Purpose	Select this check box to display the **Transfer Purpose** field in employee searches and assistants.
Transfer Spec. 1-10	Select this check box to display the **Transfer Spec. 1-10** fields in employee searches and assistants.
Transfer Local Spec. 1-10	Select this check box to display the **Transfer Local Spec. 1-10** fields in employee searches and assistants.

Derived Account island

Field	Description
Account No.	Select this check box to display the **Account No.** field in employee searches and assistants.
Overwrite Account	Select this check box to display the **Overwrite Account** field in employee searches and assistants.
Local Account No.	Select this check box to display the **Local Account No.** field in employee searches and assistants.
Overwrite Local Account	Select this check box to display the **Overwrite Local Account** field in employee searches and assistants.

Derived Dimensions island

Field	Description
Location	Select this check box to display the **Location** field in employee searches and assistants.
Entity	Select this check box to display the **Entity** field in employee searches and assistants.
Project	Select this check box to display the **Project** field in employee searches and assistants.
Purpose	Select this check box to display the **Purpose** field in employee searches and assistants.
Spec. 1-10	Select this check box to display the **Spec. 1-10** fields in employee searches and assistants.
Local Spec. 1-10	Select this check box to display the **Local Spec. 1-10** fields in employee searches and assistants.
Overwrite Location	Select this check box to display the **Overwrite Location** field in employee searches and assistants.

Field	Description
Overwrite Entity	Select this check box to display the **Overwrite Entity** field in employee searches and assistants..
Overwrite Project	Select this check box to display the **Overwrite Project** field in employee searches and assistants.
Overwrite Purpose	Select this check box to display the **Overwrite Purpose** field in employee searches and assistants.
Overwrite Spec. 1-10	Select this check box to display the **Overwrite Spec. 1-10** fields in employee searches and assistants.
Overwrite Local Spec. 1-10	Select this check box to display the **Overwrite Local Spec. 1-10** fields in employee searches and assistants.

Tax island

Field	Description
Withholding Rate	Select this check box to display the **Withholding Rate** field in employee searches and assistants.
Allowance per Month	Select this check box to display the **Allowance per Month** field in employee searches and assistants.
Allowance per Fortnight	Select this check box to display the **Allowance per Fortnight** field in employee searches and assistants.
Allowance per Week	Select this check box to display the **Allowance per Week** field in employee searches and assistants.
Allowance per Day	Select this check box to display the **Allowance per Day** field in employee searches and assistants.
Tax Allowance Card	Select this check box to display the **Tax Allowance Card** field in employee searches and assistants.
Tax Allowance	Select this check box to display the **Tax Allowance** field in employee searches and assistants.

Planning Time island

Field	Description
Planning Time	Select this check box to display the **Planning Time** field in employee searches and assistants.

User island

Field	Description
Created by	Select this check box to display the **Created by** field in employee searches and assistants.
Created on	Select this check box to display the **Created on** field in employee searches and assistants.
Changed by	Select this check box to display the **Changed by** field in employee searches and assistants.
Changed on	Select this check box to display the **Changed on** field in employee searches and assistants.
Version	Select this check box to display the **Version** field in employee searches and assistants.

Personnel Requisition island

Field	Description
Personnel Requisition	Select this check box to display the **Personnel Requisition** field in employee searches and assistants.
Requisition No.	Select this check box to display the **Requisition No.** field in employee searches and assistants.

Creation island

Field	Description
Template Empl. No.	Select this check box to display the **Template Empl. No.** field in employee searches and assistants.
Linking Rule	Select this check box to display the **Linking Rule** field in employee searches and assistants.

Access Level island

Field	Description
Access Level	Select this check box to display the **Access Level** field in employee searches and assistants.

Bank island

Field	Description
Bank Name	Select this check box to display the **Bank Name** field in employee searches and assistants.
Reg. No.	Select this check box to display the **Reg. No.** field in employee searches and assistants.

Field	Description
Bank Acc. No.	Select this check box to display the **Bank Acc. No.** field in employee searches and assistants.

Vendor island

Field	Description
Approval List No.	Select this check box to display the **Approval List No.** field in employee searches and assistants.

Job Cost island

Field	Description
Time Unit	Select this check box to display the **Time Unit** field in employee searches and assistants.
Base Salary Rate	Select this check box to display the **Base Salary Rate** field in employee searches and assistants.
Overhead Maintenance	Select this check box to display the **Overhead Maintenance** field in employee searches and assistants.
Overhead Rate	Select this check box to display the **Overhead Rate** field in employee searches and assistants.
Overhead Rate %	Select this check box to display the **Overhead Rate %** field in employee searches and assistants.
Overhead Rate as %	Select this check box to display the **Overhead Rate as %** field in employee searches and assistants.
Cost	Select this check box to display the **Cost** field in employee searches and assistants.
Intercompany Price	Select this check box to display the **Intercompany Price** field in employee searches and assistants.
Billing Price	Select this check box to display the **Billing Price** field in employee searches and assistants.
Standard Billing Price	Select this check box to display the **Standard Billing Price** field in employee searches and assistants.
Item No.	Select this check box to display the **Item No.** field in employee searches and assistants.
Job Price Group No.	Select this check box to display the **Job Price Group No.** field in employee searches and assistants.

Time Registration island

Field	Description
Maximum Working Time	Select this check box to display the **Maximum Working Time** field in employee searches and assistants.
Use Fixed Working Time as Maximum	Select this check box to display the **Use Fixed Working Time as Maximum** field in employee searches and assistants.
Minimum Working Time	Select this check box to display the **Minimum Working Time** field in employee searches and assistants.
Deviation Allowed	Select this check box to display the **Deviation Allowed** field in employee searches and assistants.
Exclude Overtime from Balance	Select this check box to display the **Exclude Overtime from Balance** field in employee searches and assistants.
Must Use Time Sheets	Select this check box to display the **Must Use Time Sheets** field in employee searches and assistants.

Check-in island

Field	Description
Check-in	Select this check box to display the **Check-in** field in employee searches and assistants.

Check-in/out Time Entry island

Field	Description
Working Hours Range	Select this check box to display the **Working Hours Range** field in employee searches and assistants.
Permitted Deviation, Work Hours	Select this check box to display the **Permitted Deviation, Work Hours** field in employee searches and assistants.

Document Archive island

Field	Description
Document Archive No.	Select this check box to display the **Document Archive No.** field in employee searches and assistants.

Subcontractor island

Field	Description
Subcontractor Vendor, No.	Select this check box to display the **Subcontractor Vendor, No.** field in employee searches and assistants.

Salary island

Field	Description
Base Salary, Code	Select this check box to display the **Base Salary, Code** field in employee searches and assistants.
Base Salary	Select this check box to display the **Base Salary** field in employee searches and assistants.
Salary Supplement, Code	Select this check box to display the **Salary Supplement, Code** field in employee searches and assistants.
Salary Supplement	Select this check box to display the **Salary Supplement** field in employee searches and assistants.
Overtime Rate, Code	Select this check box to display the **Overtime Rate, Code** field in employee searches and assistants.
Overtime Rate	Select this check box to display the **Overtime Rate** field in employee searches and assistants.

Pension island

Field	Description
Pension Plan, Company	Select this check box to display the **Pension Plan, Company** field in employee searches and assistants.
Pension Type, Company	Select this check box to display the **Pension Type, Company** field in employee searches and assistants.
Pension Amount, Company	Select this check box to display the **Pension Amount, Company** field in employee searches and assistants.
Pension Plan, Personal	Select this check box to display the **Pension Plan, Personal** field in employee searches and assistants.
Pension Type, Personal	Select this check box to display the **Pension Type, Personal** field in employee searches and assistants.
Pension Amount, Personal	Select this check box to display the **Pension Amount, Personal** field in employee searches and assistants.

Absence Management island

Field	Description
Absence Hours per Day	Select this check box to display the **Absence Hours per Day** field in employee searches and assistants.

Compensation Management island

Field	Description
Compensation Model	Select this check box to display the **Compensation Model** field in employee searches and assistants.

Notify Employee When island

Field	Description
E-mail when responsible for approval	Select this check box to display the **E-mail when responsible for approval** field in employee searches and assistants.
E-mail when responsible for invoice allocation	Select this check box to display the **E-mail when responsible for invoice allocation** field in employee searches and assistants.

Remarks island

Field	Description
Remarks 1-5	Select this check box to display the **Remarks 1-5** field in employee searches and assistants.

Print Control island

Field	Description
Statistics 1-4	Select this check box to display the **Statistics 1-4** fields in employee searches and assistants.

Option List Fields island

Field	Description
Option List 1-10	Select this check box to display the **Option List 1-10** fields in employee searches and assistants.
Selected Value 1-10	Select this check box to display the **Selected Value 1-10** fields in employee searches and assistants.

Extra Fields island

Field	Description
Popup 1-5	Select this check box to display the **Popup 1-5** fields in employee searches and assistants.

Extra Boolean Fields island

Field	Description
Boolean 1-5	Select this check box to display the **Boolean 1-5** fields in employee searches and assistants.

Talent Management island

Field	Description
Talent Management User ID	Select this check box to display the **Talent Management User ID** field in employee searches and assistants.
Talent Management Position Code	Select this check box to display the **Talent Management Position Code** field in employee searches and assistants.
Talent Management Sync Timestamp	Select this check box to display the **Talent Management Sync Timestamp** field in employee searches and assistants.

Approval Hierarchy island

Field	Description
Approval Group Instance Key	Select this check box to display the **Approval Group Instance Key** field in employee searches and assistants.
Submitted	Select this check box to display the **Submitted** field in employee searches and assistants.
Approved	Select this check box to display the **Approved** field in employee searches and assistants.
Approver Access Instance Key	Select this check box to display the **Approver Access Instance Key** field in employee searches and assistants.

Extra Text Fields island

Field	Description
Text 1-10	Select this check box to display the **Text 1-10** fields in employee searches and assistants.

Extra Amount Fields island

Field	Description
Amount 1-10	Select this check box to display the **Amount 1-10** fields in employee searches and assistants.

Extra Real Fields island

Field	Description
Real 1-5	Select this check box to display the **Real 1-5** fields in employee searches and assistants.

Extra Date Fields island

Field	Description
Date 1-5	Select this check box to display the **Date 1-5** fields in employee searches and assistants.

Teams Single Dialogs Workspace

Use this workspace to set up teams of employees.

A team is a multi-disciplinary group of employees who work together on jobs, such as a creative person, an art director, and a copywriter who work together on ad campaigns.

You can use teams in traffic management, where you can specify the teams to be assigned to the individual tasks in the timing plan. For more information about teams, see the information about the Timing Plans and Job Traffic Status workspaces in the Job Cost module.

If your employees often work together in the same groups—for instance a group that consists of a creative person, an art director, and a copywriter—you can set up those groups as teams in this workspace.

In the Teams tab, you can specify the team number and name of the current team. In the Team Members sub-tab, you can create a line for each of the employees who is part of the team.

Teams Tab

This section includes the fields and descriptions for the Teams tab.

Team Island

Field	Description
Team No.	This field shows the number of the current team. When creating a team, you must specify the number of the team in this field.
Team Name	In this field, you can specify a name for the current team.

Field	Description
Blocked	If you mark this field, the team is blocked. This means that the team cannot be assigned to timing plan lines or job budget lines in other workspaces. You can unblock a team by removing the mark in this field.
Block when Unused	If you mark this field, the field “Blocked” above is automatically marked for the current team when all jobs to which the team is assigned have been closed. However, reopening a job to which the team is assigned will cause the team to be unblocked. The functionality only applies when the team is assigned to one or more jobs, meaning that the team is not automatically blocked if the team is not assigned to any jobs.
Transfer to Employee Control	If you mark this field, the members of the current team will automatically be transferred to the employee control list of the jobs to which the team is assigned. If a given team member is already on the employee control list of a given job, the value in the field “Standard Task” in the sub-tab may overwrite the value in the corresponding field on the employee control list. For further information, see the description of the field “Standard Task.”

Access Level Island

Field	Description
Access Level	In this field, you can specify an access level if you wish to limit the access to using the current team. If you specify an access level, a user can only use the current team if he or she has been granted access to the access level in question or a superior level in the access level hierarchy. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to teams may depend on other factors. You can grant users access to access levels in the workspace User Access Levels. If you do not specify an access level in this field, all users will have access to using the current team. This field shows the description of the specified access level.

User Island

See the Getting Started topic for a description of the fields in the island User.

Team Members Sub-Tab

This section includes the fields and descriptions for the Team Members sub-tab.

Field	Description
Team Member	When creating a line, enter the number of the employee to be assigned to the current team in this field. It is possible to assign the same employee to more than one team.

Field	Description
Employee Name	This field shows the name of the employee specified in the field “Team Member” on the line.
Primary Employee Category No.	This field shows the number of the primary employee category of the employee specified in the field “Team Member” on the line.
Primary Employee Category Name	This field shows the name of the employee category shown in the field “Primary Employee Category No.” on the line.
Standard Task	This field only applies if the field “Transfer to Employee Control” is marked in the tab. When that field is marked, assigning the current team to a job causes the members of the team to automatically be added to the job’s employee list in the workspace Employee Control. In this field, you can specify the value to be applied to the field “Standard Task” on the employee control line created (or updated, if the employee is already in the list) for the employee on the line. Please note that if an employee control line already exists for the employee in question when the team is assigned to a job, the value in this field will overwrite any existing value in the employee control list. However, a blank value in this field will not overwrite the value in the employee control list.

Team Generators Single Dialogs Workspace

Use this workspace to set up team generators.

A team generator is a set of rules that automatically creates teams for a job, based on information about the job and about the employees associated with it, and assigns the teams to the job.

You can assign up to six teams to a job, with each team generated from a different set of rules.

To run a team generator, use the **Create Teams** action in the Timing Plans workspace.

You can assign up to six teams to each job, in the **Team 1-6** fields in the Timing Plans workspace. There is a team generator for each of these six fields. This means that when you create teams for a given job, the team that a particular generator creates is assigned to the team field to which the generator in question pertains. The **Job Team Reference** field indicates the team field to which the current team generator pertains. In other words, when you create teams for a job, the team that the generator creates that has job reference number 1 creates a team that Maconomy automatically assigns to the **Team 1** field, and so on.

The teams that you create using generators can consist of any combination of the employees who are referenced on a job. This includes the project manager, sales representative, and the employees specified in the **Employee 1-10** fields. In the Members island, you specify how the teams that the current generator creates should be put together. If, for instance, you select the **Include** field for the project manager and employee 3, creating teams for a given job results in the creation of a team where the members are the employee specified as project manager for the job, and the employee specified in the **Employee 3** field for the job.

If you do not select any of the fields in the Members island for a given generator, that generator does not create any teams.

Team Generators Tab

This section includes the fields and descriptions for the Team Generators tab.

Team Island

Field	Description
Job Team Reference	This field shows the team reference number to which the current generator applies. This means that if the value in this field is, for example, 3, selecting the action “Create Teams” in the workspace Timing Plans will cause the team generated from this generator to be assigned as team 3 (in the field Team 3 in the workspace Timing Plans) on the job.

Members Island

In this island you can specify which employees referenced on jobs should be included in the teams created by the current generator. The island consists of a number of rows, each representing an employee reference on jobs. For instance, you can specify whether the project manager of a given job should be a member of the team generated for the job in question, based on the current generator.

Field	Description
Project Manager	If you mark the field “Include,” the employee specified as project manager on the job in question will be included in the team generated as a result of selecting the action “Create Teams” in the workspace Timing Plans. If you mark the field “Required,” the action “Create Teams” will fail if no employee has been specified in the field “Project Manager” on the job. In the field “Std. Task,” you can specify the task to be assigned as standard task on the team member line created for the employee in question. This may only be relevant if all jobs are associated with identically named tasks. For further information about the standard task, see the field “Standard Task.”
Job Sales Rep.	The functionality of this field is similar to that of the field “Project Manager” above.
Job Employee 1-10	The functionality of these fields is similar to that of the field “Project Manager” above.

Remarks Island

Field	Description
Remarks	In these fields, you can enter various remarks about the current team generator.

Employee Group Blocking Island

Field	Description
Block Team when Unused	In this field, you can specify whether the corresponding field should be marked for the teams created based on the current generator. For further information about this functionality, see the description of the field “Block Team when Unused” in the workspace Teams.
Transfer to Employee Control	In this field, you can specify whether the corresponding field should be marked for the teams created based on the current generator. For further information about this functionality, see the description of the field “Transfer to Employee Control” in the workspace Teams.

Employee Group Naming Island

Field	Description
Team Number	In this field, you can specify how a team number should be derived or put together when a team is created from the current generator. The following options are available: ▪ Number Series — If you select this value, team numbers will be picked from the number series “Team Numbers” in the workspace Number Series. ▪ Initials — If you select this value, the team number will consist of the initials of the employee members, separated by a slash. If, for instance, a team is generated, consisting of the employees Hugo Rune and Martin Walkyier, the team number will be HR/MW. If a team with this number already exists, a similar number suffixed by a dash and a number will be used (for instance HR/MW-1). The initials are placed in the order in which the employee references appear in the island Members. This means that in the team number, the initials of the project manager (if included) comes before the initials of the sales rep. (if any), and so on. ▪ First Name Letters — If you select this value, the team number will consist of the first letter of the first name of each member. For instance, if the members are named “Hugo Rune” and “Martin Walkyier,” the team number will be “HM.” If a team with this number already exists, a similar number suffixed by a dash and a number will be used (for example, HM-1). The letters are placed in the order in which the employee references appear in the island Members. This means that in the team number, the letter from the project manager (if included) comes before the letter from the sales rep. (if any), and so on. ▪ Surname Letters — If you select this value, the team number will consist of the first letter of the last names of the employee members without separation. For instance, if the members are named “Hugo Rune” and “Martin Walkyier,” the team number will be “RW.” If a team with this number already exists, a similar number suffixed by a dash and a number will be used (for example, “RW-1”). The letters are placed in the order in which the

Field	Description
	employee references appear in the island Members. This means that in the team number, the letter from the project manager (if included) comes before the letter from the sales rep. (if any), and so on.
Team Name	In this field, you can specify how a team name should be put together when a team is created from the current generator. The following options are available: ▪ First Names — If you select this value, the team name will be put together from the first names of the members, separated by an ampersand. For example, if the employee names are “Hugo Rune” and “Martin Walkyier.” the generated team name will be “Hugo & Martin.” ▪ Last Names — If you select this value, the team name will be put together from the last names of the members, separated by an ampersand. For example, if the employee names are “Hugo Rune” and “Martin Walkyier,” the generated team name will be "Rune & Walkyier.” If an employee name consists of more than two names, only the last name will be used. For example, if the employee names are "George L. Newman" and "Stanley K. Spadowski," the generated team name will be "Newman & Spadowski.” ▪ Entire Names — If you select this value, the team name will be put together from the full names of the members, separated by an ampersand. For example, if the employee names are “Hugo Rune” and “Martin Walkyier,” the generated team name will be "Hugo Rune & Martin Walkyier.”

Calculate Working Time Single Dialog Workspace

Use this workspace to manage accumulated planning data, which the Resource Planning Portal uses.

This is the data Maconomy uses in the process of booking employees for projects, including the employees' fixed working hours, absence calendars, and number of hours already allocated to other efforts.

To improve system performance, Maconomy stores this information and automatically updates it only when certain events take place. Use this workspace to set up a range of dates within which Maconomy accumulates planning data.

You use this workspace to manage accumulated planning data. "Planning data" means the data that is used in the process of booking employees for projects, that is:

1. The fixed working hours specified for the employee, either in the week calendar to which the employee is assigned, or directly in the workspace Employees
2. Effective employee absence, as specified in the Employee Absence Calendars workspace
3. The number of planned hours per day and week, that is, the number of hours already allocated to the employee

Accumulating planning data is a requirement for using the Resource Planning Portal. For more information about effective absence calendar lines, see the "Calendar lines entering into effect" in the Resource Planning module.

In the Resource Manager Dashboard, the Employee Load report, and elsewhere in the Resource Planning Portal, a system of "traffic lighting" is used. When allocating planning hours to employees, Maconomy displays a time line for each employee. The time line is divided into slots of, for example, one week. The color of each slot depends on the booking level of the employee, for example, red (overbooked), light green (free), dark green (partially booked), and so on. In the Resource Manager Dashboard and the Employee Load report, a text in each slot shows the number of hours for which the employee is booked and the employee's available hours, for example, "12/37." For more information, see the description of the Portal module Resource Planning.

To accomplish this, Maconomy needs to know for how many hours each employee is potentially available (the employee's fixed working hours), and for how many hours the employee has already been booked. If Maconomy calculates these figures every time that a resource manager changes a planning line, performance would suffer. For this reason, Maconomy accumulates and stores this information in the database for easy and fast access:

1. Fixed working hours
2. Effective employee absence
3. Number of planned hours per day and week

In this workspace, you can control the amount of data that Maconomy should manage by setting up a range of dates within which Maconomy accumulates planning data. For performance reasons, you should limit this range of dates to the probable planning span of your company, that is, the range of dates within which planning is performed in the Resource Management Portal. A typical span could be three months before today's date and one year ahead in time. Maconomy updates the amount of accumulated data when you use the **Calculate** and **Delete** actions. The date range applies to the employees whom you select in the Employee Selection Criteria island.

The calculated data is not static, however. Maconomy dynamically updates the calculated data when certain events take place:

1. If you change a week calendar. For instance, if you assign an employee to a different week calendar with fewer work hours, with a weekly day off, Maconomy automatically adjusts the accumulated planning data for that employee.
2. If you change the fixed hours in the Employees workspace. Maconomy adjusts the affected weekdays for the employee in question, but only for the period for which the change was made.
3. If you change the reduction percentage of an employee in the Employees workspace. Maconomy updates the number of the employee's available hours.
4. If you change the effective absence calendar lines for an employee, if new lines become effective, and if effective lines lose their status as effective.

Even though Maconomy recalculates the data automatically, you have the option to force a recalculation if, for example, you want a change in the fixed hours of an employee to take effect as of a date prior to today's date.

Note that if you have used planning before installing a version of Maconomy that supports the accumulation of planning data (introduced in Maconomy 8.0 Service Pack 11), you need to initialize planning data. For more information, see the description of the **Initialize Data** action.

The description of this workspace assumes that you perform the actions that it describes manually. However, you can import a monitor and set it up to perform the actions automatically at

regular intervals. A Maconomy consultant typically imports and sets up monitors. Contact Maconomy staff for more information.

Calculate Working Time Tab

This section includes the fields and descriptions for the Calculate Working Time tab.

Date Range Island

Field	Description
Start Date	In this field, you enter the starting date of the date range for which accumulated planning data should be calculated or deleted for the employees selected in the Employee Selection Criteria island when you select the actions “Calculate” or “Delete.” The date entered will automatically be adjusted back to the Monday immediately preceding the date entered (unless you enter a Monday).
Closing Date	In this field, you enter the ending date of the date range. The date entered will automatically be adjusted forward to the Sunday immediately following the date entered (unless you enter a Sunday).

Employee Selection Criteria Island

Field	Description
Employee No.	In these fields, you can specify a range of employees. The actions in this workspace only apply to the selected range of employees.
Company No.	In these fields, you can specify a range of companies. The actions in this workspace only apply to employees assigned to companies within the selected range.
Supervisor No.	In this field, you can specify an employee number. The actions in this workspace only apply to employees for whom the employee selected in this field is supervisor.
Primary Empl. Cat.	In this field, you can specify the number of an employee category. The actions in this workspace only apply to employees for whom the category selected in this field is the primary category.

Employee Selection Criteria, Dimensions Island

Field	Description
Location	The functionality of this field is similar to that of the field “Company No.” above.
Entity	The functionality of this field is similar to that of the field “Company No.” above.
Project	The functionality of this field is similar to that of the field “Company No.” above.

Field	Description
Purpose	The functionality of this field is similar to that of the field “Company No.” above.
Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Local Spec. 1-3	The functionality of these fields is similar to that of the field “Company No.” above.
Employee Type	The functionality of this field is similar to that of the field “Supervisor No.” above.
Department	The functionality of this field is similar to that of the field “Supervisor No.” above

Calculate Island

Field	Description
Force Recalculation	Maconomy recalculates the accumulated data automatically as described in the introduction to this workspace. However, you can mark this field to force a recalculation, for example, if you want a change in the fixed hours of an employee to take effect as of a date prior to today’s date.

Actions

This section shows the Actions available in the Calculate Work Hours workspace.

Top Tab

Field	Description
Calculate	When you select this action, fixed hours, planning time and information regarding absence are calculated for the employees and dates within the specified ranges. This enables “traffic lighting” (color-coded resource planning in the Portal) for the specified ranges of dates and employees.
Delete	When you select this action, the calculated values related to planning are deleted for the specified ranges of dates and employees. You can use this to clear the database of calculations pertaining to old dates, for example, dates more than three months back in time, to keep the amount of historic data down. You can always recreate the data by setting a date range and selecting the action “Calculate.”

Linking Rules Single Dialogs Workspace

Use this workspace to set up rules for copying field information from "parent" customers, vendors and contact companies to their "children."

You can link customers, vendors, or contacts to parent tables, so that changes that you make to the parent automatically flow to the children. The rules that you set up in this workspace determine which data flows from the parent to the child.

Because the general functionality of linking rules is identical for customers, vendors, and contact companies, the term following examples use "customer."

Copying field information means that you can copy the information that you entered on a certain customer's information card to one or more customers' or company-specific customers' information cards. You can place customers in a kind of hierarchy, where one customer is placed as parent customer, and one or more customers are then placed as subordinate customers in relation to the parent customer. You assign a subordinate customer to a parent customer on the subordinate customer's information card in the Parent Customer island, where you specify the parent customer and the linking rule.

If you have defined a template customer in the System Information or Company Information workspace, Maconomy uses this customer as the template customer when you create customers. However, to have Maconomy automatically inherit information from the template customer, you must set up at least one linking rule for the relevant database tables (Customer and Company Customer).

Using linking rules enables you to quickly and safely fill in standard customers' or company-specific customers' information because the information that you enter on a parent customer's information card can be copied to subordinate customers' information cards automatically. The amount of information copied from a parent customer to one or more subordinate customers depends on the linking rule that you use in each case.

In a linking rule, you specify the standard linking method that you want to use in the current rule, as well as which exceptions you want to apply to the rule. For example, you can create a rule that uses the standard linking method "Full," which means that all of the information specified on a given parent customer's information card is always copied to the assigned subordinate customers' information cards. In the Linking Rule Lines sub-tab of the Linking Rules workspace, you can then add a number of exceptions to this linking method. Example exceptions could be that you assign the **None** linking method to the **Name1**, **Name2**, **Attn.**, **Phone**, and **E-mail** fields. Specifying these exceptions results in Maconomy not copying information from these specific fields from the parent customer to the subordinate customers, because the content of these fields is meant to be unique for each customer.

In the Linking Rules tab, you can enter the name of the current linking rule and identify the database tables to be linked, as specified by the **Parent Table** and **Subordinate Table** fields. You can also choose the standard linking method to be used in the current linking rule. In addition, you can indicate whether the linking rule should be used as the standard linking rule for the selected database tables. You use a standard linking rule, for example, in those cases where you created a company-specific customer without specifying a linking rule on this company-specific information card. In the Linking Rule Lines sub-tab, you can create a number of specific field rules with assigned linking methods. With these specific field rules, you can thus specify a number of exceptions to the current standard linking method that you specified in the Standard Linking island.

Linking Rules Tab

This section includes the fields and descriptions for the Linking Rules tab.

Linking Rule Island

Field	Description
Name	In this field, you can enter the name of the linking rule. The name is used in the workspace Customer Information Card or the workspace Company Specific Customer Information Card in the island Parent Customer for assigning the current rule to the current customer in such a way that the rule is used for copying information from the parent customer to the subordinate customer. Similar functionality applies to vendors. If you create a linking rule to be used between contact companies and contact persons, the name of the linking rule is used in the island Contact Company in the workspace Contact Persons in the Marketing module for assigning the current rule to the current contact person. This means that the rule is used for copying information from the contact company specified in the island Contact Company to the current contact person. See the introduction to the workspace Contact Persons in the Contact Management module for further information about using linking rules for the creation of contact persons.
Description	In this field, you can enter a description of the linking rule.
Parent Table	In this field, you select or enter the name of one of the tables “Customer,” “Creditor” or “ContactCompany.” The field is used for assigning the relevant table to the current linking rule. By using the function “Find Database Relation” in the Find menu, you can choose between those tables which can be used in connection with linking rules in the current version of Maconomy.
External Name	This field shows the external name of the table specified in the field “Main Table” above.
Subordinate Table	In this field, you can choose between the tables “CompanyCustomer” and “Customer” or the corresponding tables for Creditor. If you want to create a linking rule to apply to contact persons, you must enter the name of the table “ContactPerson” in this field. By using the function “Find Database Relation” in the Find menu, you can choose between those tables which can be used in connection with linking rules in the current version of Maconomy. The table “CompanyCustomer” contains information about the customers created as company-specific customers in the workspace Company Specific Customer Information Card. If you specify the table “CompanyCustomer,” you therefore create a linking rule where enterprise wide customers are superior to company-specific customers, and information will thus flow from standard customers to company-specific customers in accordance with the specified linking method. For further information on creating and using company-specific customers, please see the workspace Company Specific Customer Information Card in the A/R module.

Field	Description
	The table “Customer” contains information about all customers created in the workspace Customer Information Card. If you specify the table “Customer,” you therefore create a linking rule where enterprise wide customers are arranged in a sort of hierarchy where one or several customers are superior to other customers. The information flowing to subordinate customers and the extent to which this information can be changed on the subordinate customers depends on the standard linking method and any exceptions specified for the linking rule. Similar functionality applies to vendors and company specified vendors.
External Name	This field shows the external name of the table specified in the field “Subordinate Table” above.
Standard Linking Rule	In this field, you can choose whether the current linking rule should be used as the standard linking rule. A standard linking rule is automatically used by Maconomy when no specific linking rule is specified in the island Parent Customer for “regular” or company-specific customers, but only the number of the customer from which you want to inherit information. You can thus save time using a standard linking rule, as you do not have to manually specify a linking rule on new or existing company-specific or “regular” customers. If you want new customers to inherit information from the standard customer specified in the workspace System Information or Company Information, then you have to specify that the standard customer is the parent customer in one of the two workspaces mentioned above. For information to be inherited from the standard customer to new customers, a standard linking rule must be created for this purpose in this workspace between the tables “Customer” and “Customer.” The linking rule is created using “Customer” in the main table and “Customer” in the subordinate table. Furthermore, the linking rule must specify the fields that you want to be inherited from the standard customer to the new customers. By marking this linking rule as the “Standard Linking Rule,” the linking rule can automatically be applied when creating customers, if you do not specify another linking rule when creating the customer. Similar functionality applies to linking rules created for vendors and linking rules created between contact companies and contact persons. If you do not mark the field, linking rules must be specified manually in the island Parent Customer on the information cards in the A/R and A/P modules and in the island Contact company in the workspace Contact Persons in the Contact Management module.

Standard Linking Island

Field	Description
Linking Method	In this pop-up field, you can choose between the four linking methods “Full,” “Partial,” “At Creation,” and “None.” If you select the linking method “Full,” all information and all changes from the parent customer’s information card will be copied to the information cards of the subordinate customers using the current linking rule. This applies at creation of customers as well as when changing

Field	Description
	information on the parent customer's information card. When selecting this linking method, you cannot manually change copied values on subordinate customers' information cards, as these values always have to be identical to the values specified on the parent customer's information card. Similar functionality applies to linking rules created for vendors. If you select the linking method "Full" for a linking rule applying to contact companies and contact persons, all information and all changes from a contact company's information card will be copied to the information cards of the contact persons being assigned to the contact company in question. If you select the linking method "Partial," all information and all changes from the parent customer's information card will be copied to the information cards of the subordinate customers using the current linking rule, unless you have actively entered values in the current fields on the subordinate customer's information card. When creating a customer, this means that field values from the parent customer will only be copied to the subordinate customer if you have not already entered values in the current fields on the new customer's information card. When changing a value on the parent customer's information card, this value will only be copied to the subordinate customer's information card if the fields had identical values on the parent customer's information card and on the subordinate customer's information card before the change was made. If the values were different before the change was made, the new value will not be copied to the subordinate customer's information card. Similar functionality applies to linking rules created for vendors and contact persons. If you select the linking method "At Creation," values will only be copied from the parent customer's information card to the information cards of the subordinate customers using the current linking rule at the creation of customers. Upon creation, the copied values can hence be changed manually. Similar functionality applies to linking rules created for vendors and contact persons. If you select the linking method "None," no values will be copied to subordinate customers' information cards. Please note that when using the linking methods "Partial" and "At Creation," the content of certain pop-up fields will not be copied to subordinate customers' information cards. Similar information applies to linking rules created for vendors and contact persons.

User Island

See the Getting Started topic for a description of the fields in the island User.

Linking Rule Lines Sub-Tab

This section includes the fields and descriptions for the Linking Rule Lines sub-tab.

Field	Description
Internal Field Name	In this field, you can enter the name of a field to which you want to assign a specific linking method. Using the action "Find Database Field" in the Find menu, you can choose between all database fields in the table selected in the tab. By

Field	Description
	entering a field name in this field, you can thus include exceptions to the standard linking method specified above in the island Linking Method. By assigning specific linking methods to the individual field names, you can, for example, create a rule with the standard linking method “Full,” and make exceptions to the fields “Name1,” “Name2,” ”Contact Person,” and “Payment Terms,” all being assigned with the linking method “None.” In this way, you can create a linking rule ensuring full accordance between the connected customers’ information cards except from specific fields whose values are to be independent of the parent customer’s values.
External Field Name	This field shows the external field name of the database field specified in the field “Internal Field Name” above. The name cannot be changed here.
Linking Method	In this field, you can select the specific linking method to be used for the current field name.

Rules of Validation Single Dialogs Workspace

Use this workspace to set up the rules that Maconomy uses to validate employee Social Security numbers and customer and vendor CNR, company registration, and tax numbers, to ensure that these numbers comply with local legislation in different countries.

You can set up different rules for different countries.

To set up a rule of validation, in the Rules of Validation tab select the field for which you want to define the rule. On each line in the Validation Rules sub-tab, you can then set up the validation rule for this field in a given country. Using this method, you can set up different validation rules for tax numbers in different countries, for example. When you enter information for a customer, vendor, or employee, Maconomy runs a validation check to see whether the specified tax number, CNR number, company registration number, and social security number comply with the rules that you set up for the respective fields in the country to which the customer, vendor, or employee is assigned. Note that validation rules for "CNR No." apply to CNR numbers for customers and social security numbers for employees.

Maconomy only runs a validation check on a given field if you created a rule of validation for that field for the country in question.

Rules of Validation Tab

This section includes the fields and descriptions for the Rules of Validation tab.

Validation Field Island

Field	Description
Field Name	This field shows the name of the field on which the validation check will be applied. It is possible to create rules of validation for the fields “CNR No.,” “Company Registration No.,” “Tax No.,” and “Company Location No.” Please note that

Field	Description
	validation rules for “CNR No.” apply to CNR numbers for customers and social security numbers for employees.

User Island

See the Getting Started topic for a description of the fields in the island User.

Validation Rules Sub-Tab

This section includes the fields and descriptions for the Validation Rules sub-tab.

Field	Description
Country	In this field, you can select the country for which the rule of validation is to be applied.
Minimum Number Of Characters	In this field, you can enter the minimum number of characters a number in the country above must contain.
Maximum Number Of Characters	In this field, you can enter the maximum number of characters a number in the country above may contain.
Modulus Principle	In this field, you can select a modulus principle. It is only possible to choose a modulus principle if the field “Allow Only Figures” has been marked.
Allow Only Figures	If you mark this field, you specify that a number can only consist of figures.

Modulus Calculation Single Dialogs Workspace

Use this workspace to maintain information needed to apply the modulus calculation method to validate tax numbers, civil registration numbers, Giro numbers, payment identification, and so on.

This workspace is for internal Deltek use only.

Use this workspace to maintain information used in the modulus calculation method, which is used in the Rules of Validation workspace or in connection with electronic payment.

If you want to create modulus calculation methods, contact your Maconomy consultant for assistance.

When importing incoming and outgoing payment formats, Maconomy automatically creates modulus calculation methods that are used for outgoing electronic payments and electronic reading of incoming payments. You can also use these methods in the Rules of Validation workspace. You should not change these methods because that could cause Maconomy's Banking module to malfunction.

Modulus Calculation Tab

This section includes the fields and descriptions for the Modulus Calculation tab.

Modulus Calculation Island

Field	Description
Name	Here, you enter the name of the current modulus calculation method. The modulus figure should normally be part of the name.
Modulus Chars.	Here, you enter the number of modulus characters in the current calculation method.
Modulus Number	Here, you enter the modulus number.
Include Length	If you mark this field, the length control of the identification part of the current number will be carried out as described in section 2 above.
Calculate Weight Figure	If you mark this field, a sequence of weight figures must be specified in the field “Weighting.” If you do not mark the field, the fields “Weighting” and “Calculate Sum of Digits” will have no importance.
Weighting	Here, you specify a list of weight figures. The sequence of figures must be separated by blank characters.
Calculate Sum of Digits	If you mark this field, Maconomy calculates the sum of digits of the control sum that is calculated from the weight figure and the identification part as described above.
Calculate Remainder	If you mark this field, the control part will be calculated as described in section 4 above.
Prefix	In this field, you can specify a prefix to be used in the modulus calculation. The prefix is placed before the number for which modulus calculation is being made. This means that the prefix is also placed before any number of zeroes added to the calculation number to reach the correct number of digits. However, the prefix is also included in the total number of digits, meaning that the number of modulus characters, the number of digits in the calculation number, the number of zeroes, and the number of digits in the prefix make up the correct number of digits. Furthermore, the prefix is placed before the calculated modulus figure.
Suffix	In this field, you can specify a suffix to be used in the modulus calculation.
Calculate Recursively	If you mark this field, the calculation is made by a modulus 10 recursive method. The calculation is based on a fixed matrix, and the fields “Modulus Chars.,” “Modulus Number,” “Include Length,” “Calculate Weight Figure,” “Weighting,” “Calculate Sum of Digits,” and “Calculate Remainder” are therefore ignored for the current calculation method.

Field	Description
Validation of IBAN no.	This field is marked if the validation rule is used to validate IBAN account numbers.

Test Calculation Island

Field	Description
Number	Here, you enter the identification part of the number of which you wish to make a test calculation. The test calculation will tell you whether the algorithm is correct.
Total No. Of Char.	Here, you enter the number of characters in the number. Number of characters includes both the identification part and the control part.
Calculated Value	This field shows the calculated value of the current calculation method when the control part is calculated from the specified text calculation number.

User Island

See the Getting Started topic for a description of the fields in the island User.

Installation Information Single Dialogs Workspace

Use this workspace to record where and from whom you bought the Maconomy product and to print the registration letter.

When you send the registration letter to your Maconomy dealer, you receive a unique control number for your company that gives you access to the Maconomy modules that you purchased. These modules are listed in this workspace.

Enter the control number in the **Control No.** field in this workspace.

If you do not enter the control number within 100 days of installing the program, Maconomy blocks access to all modules. However, you can still enter your company information and print the registration letter.

You then send the registration letter to your Maconomy dealer. The address and telephone number are printed on the registration letter. When they receive your letter, they send a control number to the person whose information you entered as the contact with your company.

The registration letter includes a questionnaire that Deltek asks you to complete. Your answers will help to improve service and support.

Note that you must send in a new registration letter every time that you buy one or more new Maconomy products.

Installation Information Tab

This section includes the fields and descriptions for the Installation Information tab.

Address Island

This island shows your company's name and address. They cannot be changed here, but you can change them in the workspace Company Information.

Information Island

Field	Description
Phone	This shows your company's telephone number.
Fax	This shows your company's fax number.
Contact Person	Here you can enter your contact person in PPU Maconomy. PPU Maconomy will address the control number to this person.
Dealer	Enter the name of your Maconomy dealer. You must enter a name.
Sales Rep.	Here you can enter the name of the sales representative who sold you Maconomy.

Version Island

Field	Description
Installation No.	This field shows the installation number for your installation of Maconomy. It was entered when Maconomy was installed and cannot be changed.
Reg. No.	This is the registration number for your version of Maconomy. It was entered when Maconomy was installed. It cannot be changed.
Control No.	This field shows the control number for your installation of Maconomy. It was entered when Maconomy was installed and cannot be changed.
Named Users	This field displays the allowed number of named users for this Maconomy installation.
Named Users Code	In this field, enter the license key provided by your account manager. Once you save your edit, Maconomy immediately updates the value displayed in the **Named Users** field.

Installation Lines Sub-Tab

This section includes the fields and descriptions for the Installation Lines sub-tab.

Field	Description
Product	This shows to which Maconomy products you have access.
Package No.	This is the product's package number.
Installation Date	This is the date Maconomy was installed. If you do not enter your control number, you only have access to Maconomy for 100 days after this date.
Permanent Access	This field shows whether you have permanent access to your Maconomy product. You will have permanent access when you enter your control number. You receive your control number when your Maconomy dealer has received your registration letter. Note that you must send in a new registration letter every time you buy a new Maconomy product.

Actions

This section shows the Actions available in the Installation Information workspace.

Top Tab

Field	Description
Print Registration Letter	Select this function to print a registration letter. The registration letter contains a questionnaire that we ask you to complete. Your answers will help us and our dealers improve service and support. You can send the letter by mail or fax. Our address and telephone number is printed on the registration letter. When we receive your letter, we will send a control number to the person you have entered as our contact with your company. This control number is unique for your company and gives you permanent access to the functions in Maconomy that you have bought. If you do not enter the control number within 100 days of installing the program, Maconomy blocks access to all modules. However, you can still enter your company information and print the registration letter. When you receive your control number, enter it in the field "Control No." in this workspace. You must send in a new registration letter every time you buy one or more new Maconomy products.

Support Documentation Single Dialogs Workspace

Use this workspace to retrieve information that can help you to solve routine support cases.

This enables you to look up standard support case types and, if applicable, document them internally, thus saving valuable time.

This workspace displays a description of the currently selected support type ID. The Target Group island displays specific technical support information. Finally, the Export Control island lets you specify length restrictions and a file name for subsequent export of the currently selected support type.

Support Documentation Tab

This section includes the fields and descriptions for the Support Documentation tab.

Description Island

Field	Description
Identification	This field shows the name of the currently selected support type ID. The identification name describes the functionality to which the associated support type pertains.
Description 1-5	These fields may be used to describe the actions that should be performed to allow you to document the currently shown support type.

Target Group Island

This island contains a list of case-dependent value fields, allowing you to specify the technical details relevant to the current support type.

The list can be used to pinpoint the values that may need to be changed to solve issues pertaining to the current support type. Please note that you must enter a valid value in each of the case-dependent value fields to export the support documentation file. The empty fields in this island have no effect.

Field	Description
Import File Name	Location of the file containing the SQL statements to import. If this field is left empty, running the **Create Documentation** action prompts you to select a file.
Statement No.	Enter the statement number to verify that the encrypted code in the imported file is valid.
Omit Standard Information	If this field is selected, standard information (such as the companies you have in the system, system parameters and their values, and information on installed addons) is not included in the output file.
Fixed Length	If this field is selected, you can specify the width of the columns in the output file using the **Min. Length** and **Max. Length** fields.
Min. Length	Enter the minimum length of the columns in the output file.
Max. Length	Enter the maximum length of the columns in the output file.
File Name	Enter the name of the output file after clicking the **Create Documentation**action. If no file name is specified, the file is named "outputfile.txt".

Field	Description
Create Documentation	Use this action to run the selected support type. The result of running this action is an output file with information relevant to the selected support type.

Export Control Island

Field	Description
Fixed Length	If you mark this field, a fixed length will be applied to the current support type if it is exported to a different file format.
Min. Length	This field allows you to specify a minimum length for the current support type if it is exported to a different file format.
Max. Length	This field allows you to specify a maximum length for the current support type if it is exported to a different file format.
File Name	In this field you can enter a name for the export file that will be generated if you select the Create Documentation action. This file name is for reference only as the name of the actual export file can be changed at any time without updating the file name entered in this field.

Actions

This section shows the Actions available in the Support Documentation workspace.

Top Tab

Field	Description
Create Documentation	When you select this action, the documentation for the current support type will be updated and exported to a support documentation file for internal use and easy sharing with the Maconomy support team. If you try to perform the action on a support type that does not contain any errors, an error message will appear to inform you that no errors were found in the support type. Consequently, no documentation will be created.

Conversation Types Single Dialog Workspace

Use this workspace to enable or disable the conversations functionality.

When you disable a conversation type, the unread messages, and notifications are removed from the workspaces where the conversation type is linked. Existing conversations are still available, however, you cannot add or send new ones.

Conversation Type Tab

This section includes the fields and descriptions for the Conversation Type tab.

Conversation Type island

Field	Description
Name	Use this field to enter a unique conversation type name. You cannot modify this field once you save the information. **Note:** You can apply conversations to other areas in Maconomy by creating new conversation types, and adding these to the workspace layouts.
Database Relation	Use this field to select the database relation for the conversation type. You cannot modify this field once you save the information.
Description	Enter a description of the conversation type.
Enabled	Select this check box to enable a conversation type. If deselected, you cannot use the conversation type for new conversations, and you cannot modify existing conversations classified under the conversation type. Furthermore, all unread messages will be marked as read and the corresponding notifications will be removed.
Standard Type	This field shows whether the conversation type is a standard type. Standard types are included in the Maconomy setup. You cannot create new standard types, or delete existing ones.

Action

This section shows the actions available in the Conversation Types workspace.

Field	Description
New Conversation Type	Use this action to create a new conversation type.
Delete Conversation Type	Use this action to delete conversation types. You cannot delete standard conversation types, or other types with existing conversations.

Conversations Single Dialog Workspace

Use this workspace to create and respond to messages about specific transactions in Maconomy

Conversation Tab

This section includes the fields and descriptions for the Conversation tab.

Conversation island

Field	Description
Conversation Type	In this field, you can select a conversation type. This is particularly useful to distinguish conversations belonging to the same object. For example, you have one conversation type for job information, and another for invoice selection.
Database Relation	This field is read-only, and is based on the conversation type.
Object Instance Key	Use this field to enter an instance key in order to link a conversation to a specific object. Alternatively, you can fill in the key fields and Maconomy automatically fills in the instance key. For each type, you can have only one conversation for an object.
Key Field 1-3	Use these fields to select which row the conversation is linked to. When you select a conversation type, these fields become available which then show the first key field for the specified table. For example, if you select JobHeader, the field shows JobNumber.
Conversation Title	This field shows the conversation title.

Actions

This section shows the actions available in the Conversations workspace.

Field	Description
New Conversation	Use this action to create a new conversation.
Delete Conversation	Use this action to create a new conversation.
Mark All as Read	Use this action to mark all your messages as read.
Mark All as Unread	Use this action to mark all your messages as unread.
Mark as Normal	By default, all conversations are tagged as Normal priority for all users. Click this action to update the current conversation's priority status from Pinned or Muted, to Normal. Priority settings are always employee-specific, so any priority you specify for a conversation will apply to you only.
Mark as Pinned	Click this action to set or update the current conversation's priority status to Pinned.

Field	Description
	Priority settings are always employee-specific, so any priority you specify for a conversation will apply to you only.
Mark as Muted	Click this action to set or update the current conversation's priority status to Muted. If you mute a conversation, you will no longer receive unread message notifications for that conversation, unless you are mentioned in a message. You still retain full access to that conversation. Priority settings are always employee-specific, so any priority you specify for a conversation will apply to you only.
Unsubscribe	Click this action to unsubscribe from the current conversation. If you click this action, Maconomy displays a warning message to confirm if you want to proceed with unsubscribing. Once you unsubscribe, Maconomy automatically removes that conversation from your list.

Message Tab

This section includes the fields and descriptions for the Message tab.

Field	Description
Created by	This field shows the name of the employee who sent the specific message.
Send Date	This field shows the date the message is sent.
Send Time	This field shows the time the message is sent.
Text	In this field, enter the message you want to send. When you send the message, every member of the conversation receives the message about the specific job invoice.
Sent	Use this field to identify sent messages.
Read	Use this field to identify the read messages.

Actions

This section shows the actions available in the Conversations workspace.

Field	Description
Add Message	Use this action to add a new message.

Field	Description
Delete	Use this action to delete a message. You cannot delete sent messages.
Send Message	Use this action to send a message.
Mark as Read	Use this action to mark a message as read.
Mark as Unread	When you review your unread messages, use this action to mark a message as unread.

Conversation Employees Single Dialog Workspace

Copy to come.

Copy to come.

Conversation Tab

This section includes the fields and descriptions for the Conversation tab.

Conversation island

Field	Description
Database Relation	This read-only field shows the database relation for the conversation type.
Object Instance Key	This read-only field shows what conversation is selected.

Conversation Employee Tab

This section includes the fields and descriptions for the Conversation Employee tab.

Field	Description
Employee Number	This field shows the employee numbers of the employees who are already included in the conversation. You are automatically included in all the conversations you create.
Employee Name	This field shows a list of employees who are already included in the conversation. You are automatically included in all conversations you create.

Actions

This section shows the actions available in the Conversation Employees workspace.

Field	Description
Add Conversation Employee	Use this field to add an employee to the conversation.
Delete Conversation Employee	Use this field to remove an employee from the conversation.

Message Employees Single Dialog Workspace

Copy to come.

Copy to come.

Message Tab

This section includes the fields and descriptions for the Message tab.

Message island

Field	Description
Created by Employee	This field shows the name of the employee who created the conversation.
Send Date	This field shows the date the message is sent.
Send Time	This field shows the time the message is sent.
Text	This field shows the message.
Sent	This field shows when a message is sent.

Message Employee Tab

This section includes the fields and descriptions for the Message Employee tab.

Field	Description
Employee Number	Use this field to enter the employee number of the employee whom you want to add to the conversation before sending the message.
Employee Name	This field shows the name of the employee.

Actions

This section shows the actions available in the Message Employees workspace.

Field	Description
Add Conversation Employee	Use this field to add an employee to the conversation.
Delete Conversation Employee	Use this field to remove an employee from the conversation.

My Conversations Single Dialog Workspace

The filter list includes all the conversations in which you are a participant. Use any of the columns in the filter list to search for a conversation. You can then select a conversation to view its details and messages in the card and table parts of this single dialog.

My Conversations Tab

This section includes the fields and descriptions for the My Conversations tab.

Conversation island

This island displays details about the conversation you selected from the filter list.

Field	Description
Conversation Type	Examples are job, invoice, vendor invoice, and so on.
Database Relation	This field displays the database relation of the current conversation.
Priority	This field displays the priority you set for the current conversation. Possible values are **Pinned**, **Muted**, or **Normal**. Priority settings are always employee-specific, so any priority you specified for a conversation applies to you only.
Text	This field displays the text of the latest message in the current conversation.
Send Date	This field displays the date when the latest message in the current conversation was sent.
Send Time	This field displays the time when the latest message in the current conversation was sent.
Conversation Title	This field displays the title of the current conversation.
Unread Count	This field indicates how many unread messages you have for the current conversation.
Unread	This field indicates whether you have unread messages for the current conversation. Possible values are **Yes** or **No**.
Mentioned	This field indicates whether you are mentioned in at least one message in the current conversation. Possible values are **Yes** or **No**.

Field	Description
	If the employee is mentioned in one or more unread messages for a conversation, the field value is **Yes**.

Messages Sub-Tab

This sub-tab lists all the messages in the conversation you selected from the filter list. Note that Maconomy can only list up to 5,000 messages per conversation, with the latest message at the top. This is a general limitation of the application.

Field	Description
Text	This field displays the text of the current message.
Sent	This field is checked if the current message has been sent. Otherwise, it remains blank.
Send Date	This field displays the date when the current message was sent.
Send Time	This field displays the time when the current message was sent.
Important	This field is checked if the current message was sent as **Important**. Otherwise, it remains blank.

My Messages Single Dialog Workspace

The filter list includes all the messages in all conversations in which you are a participant. Use any of the columns in the filter list to search through your entire message history. You can then select a message to view its details in the card part of this single dialog.

Message Tab

This section includes the fields and descriptions for the Message tab.

Message island

Field	Description
Created by Employee No.	This field displays the employee number of the user who sent the current message.
Send Date	This field displays the date when the current message was sent.
Send Time	This field displays the time when the current message was sent.

Field	Description
Text	This field displays the text of the current message.
Important	If the current message was sent as Important, this field displays the value **Yes**. Otherwise, it displays the value **No**.

My Unread Messages Single Dialog Workspace

Copy to come.

Copy to come.

Employee Tab

This section includes the fields and descriptions for the Employee tab.

Employee island

Field	Description
Employee No.	This field shows the employee number.
Employee Name	This field shows the name of the employee.

Action

This section shows the actions available in the My Unread Messages workspace.

Field	Description
Mark all as read	Use this action to mark all messages as read.

Unread Message Tab

This section includes the fields and descriptions for the Unread Message tab.

Field	Description
Text	This field shows any unread messages.

Action

This section shows the actions available in the My Unread Messages workspace.

Field	Description
Mark as read	Use this action to mark a message as read.

Workflow Section

Use this section to learn about Workflow workspaces.

The workspaces that this section describes constitute the runtime interface to workflow specifications. Workflows are defined using the MWL specification language-the Maconomy Workflow Language.

As of Maconomy version 9.0 Service Pack 5, the workspaces in the Workflow module are for reference and viewing only, and most of the workspaces are read-only, meaning that you cannot change them. However, you can revert the workspaces to their pre-Service Pack 5 state by changing the MDL layouts, if this is required to maintain old-style workflows.

Using the Maconomy Workflow Language (MWL), workflows can be defined in Maconomy. A workflow is a chain of actions and events that bring entities through a series of states. MWL automates the process of pushing business entities through a number of well-defined states. For instance, you can define a workflow for a purchase process-the workflow evaluates a purchase order (PO), creates to-dos for the appropriate people that they should approve the PO, makes sure that the items are received correctly, and so on-constructed exactly to suit your specific needs. For more information about MWL, contact your Maconomy Account Manager.

The Workflow module includes the following workspaces. The specification workspaces display the MWL workflow data that is installed in Maconomy. The workspaces are basically read-only with no actions. However, you can modify a few titles at run time, and you can enable and disable lifecycle definitions and asynchronous monitors:

- Life Cycle Definitions - The life cycle and stage definitions
- Life Cycle Transition Definitions - The transition definitions and how they are connected with stages
- Notification Categories - The definition of various kinds of notifications, such as to-dos, alerts, and so on
- Notification Types - The definition of notification types
- General Monitors - The groups of monitors
- Monitors - The definitions of synchronous and asynchronous monitoring actions

You use the following runtime workspaces in the Workflow module to debug and view lifecycles and notifications:

- Life Cycles - View instances of lifecycles that exist in Maconomy
- Life Cycle Transitions - View instances of transitions that have occurred in Maconomy and manually execute a transition
- Notifications - View current instances of notifications

For more information about the specifics of setting up workflows, see the descriptions of these workspaces

Life Cycle Definitions Single Dialogs Workspace

Use this workspace to view, enable, or disable lifecycles, which define how an entity progresses from one stage to another (for example, how a job progresses from being created to being closed, and all of the stages in between). For each entity, you see the individual stages in the lifecycle.

This workspace is for internal Deltek use only.

Note that if you have installed workflows from an earlier Maconomy version before 9.0 Service Pack 5, you can open the fields in this workspace to edit them as described in "Introduction to Workflows."

Note that the information that this workspace displays is for internal use in Maconomy only. The Maconomy Workflow functionality is not yet fully released.

In this workspace, you can view and enable or disable lifecycle definitions. A lifecycle defines the progression of one object in Maconomy (for example, a customer or a job) from one point in its existence (for example, from a job being created) to any other point (for example, when a job is closed). Each of these points is called a stage. The progression of an object from one stage to another is called a transition. For instance, when someone submits a time sheet, it progresses from the "Created" stage to the "Submitted" stage. You can view the specifications of transitions in the Life Cycle Transition Definitions workspace.

In the Life Cycle Definitions tab, you can see the type of object to which a lifecycle definition is assigned, such as time sheets. In the Life Cycle Stage definitions sub-tab, you can see the individual stages.

You enter and edit all of the information in this workspace in the Maconomy Workflow Language. For more information about the functionality of workflows, see "Introduction to Workflows."

Life Cycle Definitions Tab

This section includes the fields and descriptions for the Life Cycle Definitions tab.

Definition Island

Field	Description
Life Cycle Definition No.	In this field, you can see the number of the current life cycle definition.
Name	In this field, you can see and edit a descriptive name of the current life cycle definition.
Internal Relation Name	This field shows the internal name of a Maconomy database relation. This is the relation to which a workflow is attached. Whenever an object is created in this relation, a workflow is initiated as defined in MWL. For instance: If JobHeader is specified as the relation, a workflow will be initialized for every job created in Maconomy. Note that instance keys must be created for the relation in this field for workflows to take effect. For more information, please see the description of the workspace Database Relations.

Field	Description
Active for New Life Cycles	If this field is marked, the current life cycle definition is active. From the moment the life cycle definition is active, every new instance of the relation referenced in the field “Internal Relation Name” above will be part of a workflow.
Starting Stage	This field shows the starting stage of the current life cycle definition. For more information about stages, please see the introduction to this workspace.
MWL Version	These fields show the major and minor version numbers of the MWL script used for defining the current workflow specification. If the content of the fields is “0 0,” the current workflow was not specified using MWL, but is a pre-Service Pack 5 workflow.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current life cycle definition if you have been assigned to the same or a higher level in the workspace User Access Levels. This means that you can only specify life cycle definitions to which you have access. Furthermore, a given user can only see the life cycle definitions to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to life cycle definitions may depend on other factors. For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, this field has no influence on user access to the current life cycle definition. This field also shows a description of the specified access level.

User Island

See the Getting Started topic for a description of the fields in the island User.

Life Cycle Stage Definitions Sub-Tab

This section includes the fields and descriptions for the Life Cycle Stage Definitions sub-tab.

Field	Description
Stage No.	In this field, you can enter a distinctive name or number of a life cycle stage when creating a life cycle stage. The name or number cannot be changed later. This is the name to be used when referring to the life cycle stage in other workspaces or in the Portal. For instance, if the current definition concerns time sheets, you could enter “Submitted” in this field.
Name	In this field, you can enter a descriptive name of the current life cycle stage. The name can be changed later. This is the external name of the life cycle stage and

Field	Description
	is, for example, viewed in status fields in Portal components. For instance, if the current definition concerns time sheets, you could enter “Time Sheet Submitted” in this field.
Perspective	In this field, you can specify the name of a perspective. This is used when the current life cycle is split into threads parallel processes originating from the same life cycle stage. In the Portal, you can change the .I files of certain components to specify which perspectives of a life cycle should be shown. For instance, when Maconomy performs life cycle transitions automatically, it is not relevant for the users to see all life cycle stages in a portal component. To exclude automatic life cycles from view, you can, for example, give them the name “Automatic” in this field and adjust the .I file of the component to exclude life cycles of this type from view.
Created by	This field shows the name of the user who originally created the current life cycle stage definition.
Created on	This field shows when the current life cycle stage definition was created.
Changed by	This field shows the name of the last user to change the current life cycle stage definition.
Changed on	This field shows when the current life cycle stage definition was last changed.
Version	This field shows the version number of the current life cycle stage definition every time the definition is changed, this number is increased by one.

Life Cycle Transition Definitions Single Dialogs Workspace

Use this workspace to define the transitions or actions that make an entity progress in a workflow. For example, submitting a time sheet is an action that advances the time sheet from the Created stage to the Submitted stage.

This workspace is for internal Deltek use only.

Users perform some transitions manually, but others occur automatically. For example, a monitor can detect that some time sheets have been submitted but not approved by the end of the month and can proceed to approve the time sheets automatically.

The Maconomy Workflow functionality is not yet fully released.

In the Life Cycle Transition Definitions tab of this workspace, you can view the transition definition and see its link to a specific lifecycle definition. You can also see which actions in Maconomy cause the transition and the requirements for the action to occur.

In the Life Cycle Rule Definitions sub-tab, you can view and define the stage or stages in which the current transition can be selected (the incoming stage/stages) and the stage to which the object is progressed after the transition is made (the outgoing stage).

You define and edit all of the information in this workspace in the Maconomy Workflow Language. For more information about the functionality of workflows, see "Introduction to Workflows."

Life Cycle Transition Definitions Tab

This section includes the fields and descriptions for the Life Cycle Transition Definitions tab.

Definition Island

Field	Description
Life Cycle Definition No.	This field shows the number or name of a life cycle definition previously created in MWL. This is the life cycle to which the current life cycle transition definition is attached. Among other things, the life cycle defines which type of object the life cycle and associated transitions concern, for example, time sheets.
Transition No.	This field shows a distinctive number or name for the current life cycle transition.
Name	In this field, you can enter a descriptive name of the current transition, for example, “Approve Customer Creation.”
Internal Action Name	This is the name of the action associated with the current transition. The action can be either custom or built-in. For instance, in the case of a time sheet, the initial stage of “Created” can be reached by selecting “Create” in the workspace Time Sheets. Other internal actions are “Update” (occurs when a user presses the Enter key in a field), “Approve” (occurs in several workspaces when the user selects “Approve” in the Action menu), or “Delete” (when the user deletes the current object by selecting “Delete” in the Index menu). Custom actions are added to dialogs using the Maconomy extension languages MEXL and MDXL.
Perspective	This field shows the name of a perspective. This is not used in MWL workflows.
Transition Condition, Procedure	This field shows if an M-Script procedure is specified to check whether the criteria for carrying out the transition are fulfilled. For instance: if the current transition definition causes a time sheet to progress to the stage Approved, a procedure may check if the time sheet has in fact been submitted. If it has, the M-Script procedure associated with the condition is executed.
Before Transition, Procedure	This field shows if an M-Script procedure is specified to run when the transition is attempted. The procedure may check various criteria for the transition. If the transition is initiated by a time sheet changing its stage from “Created” to “Submitted” as in the example above, the “Before Transition” procedure might check whether the current user is in fact a supervisor or secretary to the employee whose time sheet was submitted. If these criteria fail (that is, the current user is not the supervisor or secretary of the time sheet employee), the transition name as specified in the field “Name” above (for example, “Approve Time Sheets”) is not selectable. If the criteria are fulfilled, the transition can be attempted.

Field	Description
After Transition, Procedure	This field shows if an M-Script procedure is specified to check various criteria after the transition is attempted. If the transition, for example, concerns the approval of purchase orders, an “After Transition” procedure might calculate the effect of the approval and compare with information specified for the current user. If the current user is, for example, not permitted to approve purchase orders exceeding USD 10,000, the transition will fail with an error message. In this case, the entire transition will be rolled back (undone), and no database transactions will have taken place.

User Island

See the Getting Started topic for a description of the fields in the island User.

Life Cycle Rule Definitions Island

Field	Description
Stage No.	In this field, add the name or number of a stage as defined in the workspace Life Cycle Definitions. As the name implies, a transition marks the action of a progression of an object between stages. For example, the approval of a time sheet involves a transition between (at least) two stages, for example, “Submitted” and “Approved.” A transition definition must contain at least one stage specification.
Direction	In this field you specify the direction of the current transition in relation to the stage specified in the field “Stage No.” A stage can be either “Incoming” or “Outgoing” in relation to the current transition. In the time sheet example above, the stage “Submitted” is “Incoming,” because the time sheet object enters the transition procedure in submitted condition. The stage “Approved” is “Outgoing,” because the object leaves the transition in approved condition. In case of parallel processing, a transition can have multiple ingoing or outgoing stages. If a transition has only an incoming stage, then that stage is by definition the ending stage, as no further actions can be performed on the object.

Notification Categories Single Dialogs Workspace

Use this workspace to set up notification categories and their priority types, both of which are used in sending notifications via workflows.

This workspace is for internal Deltek use only.

The two standard notification categories are To-dos and Alerts, but you can set up additional categories.

You use categories to categorize notifications. You can use the priority type to specify an option list with priorities for the notifications in a given category.

The Maconomy Workflow functionality is not yet fully released.

Each notification belongs to a category. The categories are referenced by workflows defined using MWL, and can be assigned to notification types in the Notification Types workspace.

In the standard Maconomy system there are two basic categories, To-dos and Alerts, that Maconomy recognizes and uses.

Before Maconomy version 8.0, Service Pack 16, you created the information that appears in this workspace in the **Notification Category** pop-up field in the Popup Fields workspace. The information in the pop-up field does not apply to workflows subsequent to version 8.0, Service Pack 16.

For more information about the functionality of workflows, see "Introduction to Workflows."

Notification Categories Tab

This section includes the fields and descriptions for the Notification Categories tab.

Notification Category Island

Field	Description
Notification Category	In this field, you can enter the name of a new notification category.
Name	In this field, you can see or edit a descriptive name of the current notification category, for example, “Alert” or “Message.”
Priority Type	In this field, you can select an option list which contains priority options. The selected option list will be suggested as default in the workspace Notification Types. For more information, please see the description of the workspace Notification Types.

Remarks Island

Field	Description
Remarks	In these fields, you can enter additional information about the current notification category.

User Island

See the Getting Started topic for a description of the fields in the island User.

Notification Types Single Dialog Workspace

Use this workspace to set up notification types, which act as templates for notifications that are sent via workflows.

This workspace is for internal Deltek use only.

The Maconomy Workflow functionality is not yet fully released.

Notifications are generated by pieces of M-Script code or general monitors that you can invoke in various ways. For instance, a general monitor may discover that a certain job has exceeded its budget, and the M-Script procedure assigned to that monitor then brings up an alert in the Portal for the project manager of the job in question. For more information, see the description of the Monitors workspace. You can view and edit notifications in the Notifications workspace.

For more information about the functionality of workflows, see "Introduction to Workflows."

Notification Types Tab

This section includes the fields and descriptions for the Notification Types tab.

Notification Type Island

Field	Description
Notification Type	If you are creating a notification type, you can enter a name in this field. The type name cannot be changed.
Name	In this field, you can enter or change a description of the current notification type.
Internal Relation Name	This field displays the internal name of a Maconomy database relation. The relation must correspond to the internal relation name to which it is linked.
Synchronous Notification	Select this check box to enable synchronous calculation of approval notifications in Maconomy. Note that there are additional setup steps required to enable this functionality. For more information, refer to the *Deltek Maconomy System Admin Guide*.

User Island

See the Getting Started topic for a description of the fields in the User island.

Category Island

Field	Description
Notification Category	In this pop-up field, you can select a notification category defined in the Notification Categories workspace. For more information, please see the description of the Notification Categories workspace.
Name	This field shows the external name assigned to notifications of the category selected in the **Notification Category** field.
Life Cycle Definition No.	This field shows the number of the life cycle definition associated with the current notification type.
General Monitor No.	This field shows the number of the general monitor associated with the current notification type.
Duplicate management	In this pop-up field, you can see how Maconomy handles a situation in which a monitor generates two or more identical notifications of the current

Field	Description
	type. If this situation arises, four options are available for each notification type: ▪ Allow Duplicates — With this option, Maconomy permits the same notification to be generated and displayed multiple times. ▪ Keep First — With this option, Maconomy keeps the first notification generated and deletes any subsequent, identical notifications. ▪ Keep Last — With this option, Maconomy keeps the last notification generated and deletes any previous, identical notifications. ▪ Error when Encountering Duplicate — With this option, Maconomy will report an error if a notification is generated which is identical to previous notifications.
Notifications can be closed	Select the checkbox to specify if the notification can be closed by default. A notification can only be closed, if the notification type allows this. Maconomy uses this value as the default, when you create a new notification type.
Priority Type	In this field, you can select an option list. The option list should contain priority values. For instance, a notification category called “Alert” could refer to an option list with three values: “Green,” “Amber,” and “Red.” This way, an M-Script procedure can issue alerts of varying degrees of severity, for example, depending on the degree by which a job budget is exceeded. Please note that a default priority type may have been defined for the notification category in question in the workspace Notification Categories (or, for pre-Service Pack 5 workflows, in the workspace Popup Fields).
Standard Priority	In this field, you can enter the value of an option in the option list specified in the field “Priority Type” above. This value will be used as priority value when the notification of this type is raised, unless an M-Script procedure specifies otherwise.

Show as Island

In the fields in this island, you can specify how the notifications using the current notification type should be displayed in the Portal. You can only complete one of the fields below.

Field	Description
Presentation Report	In this field, you specify the ID of a report written in MRL (“Maconomy Reporting Language”). By means of this report, you can specify which information you want to display in the notification, based on the relation supplied by the monitor which generated the notification. For instance, if the monitor has raised a notification to a supervisor because some time sheets for employees under his supervision have not been submitted, then a number of fields in the relation TimeSheets are available for display. The MRL report specified in this field selects the fields that should be displayed in the notification, for example, employee name, employee number,

Field	Description
	and time sheet week number. For more information, please refer to the manuals “MRL Language Reference” and “Printout Design Using MPL.”
Presentation Component	In this field, you specify the ID of a Portal component. If an MRL report is not sufficient for displaying the notification, for example if you need to include an action button, you can write a Portal component to contain the notification, and specify it in this field.
Presentation Dialog	In this field you can select a Java Client workspace that the notification should link to. This will make the notification available from the Java Client. It is only possible to link a notification type to a dialog that shows the relation in the field “Internal Relation Name” in the tab.

Link, Workspace Client Island

Field	Description
Workspace	This field is added in 2.5.1, but will be utilized in a future release.

Notification View, Workspace Client Island

Field	Description
Description Template	This field is added in 2.5.1, but will be utilized in a future release.

Waypoints, Workspace Client Island

Field	Description
Waypoints 1-4	These fields are added in 2.5.1, but will be utilized in a future release. For each waypoint, specify the following: ▪ **Pane** - Copy to come. ▪ **Title** - Copy to come. ▪ **Fields 1-4** - Copy to come.

Field	Description
Target	This field is added in 2.5.1, but will be utilized in a future release. Specify the following: ▪ **Pane** - Copy to come. ▪ **Title** - Copy to come. ▪ **Fields 1-4** - Copy to come.

Group Notification Types Sub-Tab

This section includes the fields and descriptions for the Group Notification Types sub-tab.

Field	Description
Group Name	This field shows the group name for those members who will be able to receive notifications of the Notification Type that the tab shows.
Role Number	This field shows the number of the role that was assigned to this group. For all roles that are created as a result of creating a group, the role number corresponds to that group name. This number might vary from the group name if the role was assigned to the group in an upgrade from a previous version of Maconomy.
Role Name	This field shows the Portal role name that was automatically created and assigned to the group when the group was created.
Standard Component	This field shows the ID of the standard component for the role that was assigned to this group. The standard component is displayed in the Portal immediately after login, unless another standard component was specified for the user who logged in. In that case, that user-specific standard component is displayed. If a particular user has several assigned roles, Maconomy chooses the standard component to show randomly from those roles.

Actions

This section shows the Actions available in the Notification Types workspace.

Top Tab

Field	Description
Add All Groups	Use this action to add to the sub-tab all groups that exist in Maconomy.
Remove All Groups	Use this action to remove all groups from the sub-tab.
Recalculate Notifications	Use this action to recalculate notifications of this type.
Recalculate All Notifications	Use this action to recalculate notifications of all types.

Synchronous Notification Types Single Dialog Workspace

Use this workspace to set up synchronous notification types.

Notification Types Tab

This section includes the fields and descriptions for the Notification Types tab.

Notification Type Island

Field	Description
Notification Type	If you are creating a notification type, you can enter a name in this field. The type name cannot be changed.
Name	In this field, you can enter or change a description of the current notification type.
Internal Relation Name	This field displays the internal name of a Maconomy database relation. The relation must correspond to the internal relation name to which it is linked.

Category Island

Field	Description
Notification Category	In this pop-up field, you can select a notification category defined in the Notification Categories workspace. For more information, please see the description of the Notification Categories workspace.
Name	This field shows the external name assigned to notifications of the category selected in the **Notification Category** field.

User Island

See the Getting Started topic for a description of the fields in the User island.

Link, Workspace Client Island

Field	Description
Workspace	This field is added in 2.5.1, but will be utilized in a future release.

Notification View, Workspace Client Island

Field	Description
Description Template	This field is added in 2.5.1, but will be utilized in a future release.

Waypoints, Workspace Client Island

Field	Description
Waypoints 1-4	These fields are added in 2.5.1, but will be utilized in a future release. For each waypoint, specify the following: ▪ **Pane** - Copy to come. ▪ **Title** - Copy to come. ▪ **Fields 1-4** - Copy to come.

Field	Description
Target	This field is added in 2.5.1, but will be utilized in a future release. Specify the following: ▪ **Pane** - Copy to come. ▪ **Title** - Copy to come. ▪ **Fields 1-4** - Copy to come.

References Sub-Tab

This section includes the fields and descriptions for the References sub-tab.

Field	Description
Field Type	Select a field type from the drop-down list. Available options are: ▪ **Argument 1-5** - Select this field type to specify information to display when the notification is listed in the To-Do menu of the Workspace Client. ▪ **Waypoints 1-4** - Select this field type to specify a pane or a step in the navigation path that a notification follows through the various single dialogs and workspaces of the Workspace Client. You can specify up to four waypoints. For each waypoint, use Keys 1-4 to further restrict the records in that pane so that the approver is led to the correct record. ▪ **Target Keys 1-4** - Select this field type to specify the final pane or step in the navigation path of a notification. Use Keys 1-4 to further restrict the records in that pane so that the approver is led to the correct record.
Reference Relation 1-5	Use these optional fields to specify rules for instances when certain fields you want to display or use for an argument, waypoint, or target are not available directly in the relation specified in the **Target Internal Relation Name** field.

Field	Description
Target Internal Relation Name	After you fill out **Field Type** and the **Reference Relation 1-5** fields, the Workspace Client automatically populates this field with the applicable internal name of a Maconomy database relation. This relation limits the fields available for you to specify in the **Target Internal Field Name** field.
Target Internal Field Name	Use this field to specify a field (from the relation specified in the **Target Internal Relation Name** field) from which Maconomy derives a value that it then transfers to/displays on the notification.

Group Notification Types Single Dialogs Workspace

Use this workspace to add notification types to a group.

This workspace is for internal Deltek use only.

The Group Notification Types tab displays the name of the group and the associated portal role.

You can add notification types to the list in the Group Notification Types sub-tab.

Group Notification Types Tab

This section includes the fields and descriptions for the Group Notification Types tab.

Group Island

Field	Description
Name	This field shows the name of the group.
Access with Expired Password	This check box is selected if a user who has access to this group can activate the workspaces in this group, even if his or her password has expired. If this check box is not selected, a user who has access to this group cannot activate the workspaces in this group if his or her password has expired.

Portal Island

Field	Description
Role No.	This field shows the number of the role that was assigned to this group. For all roles that are created as a result of creating a group, the role number corresponds to that group name. This number might vary from the group name if the role was assigned to the group in an upgrade from a previous version of Maconomy.
Role Name	This field shows the Portal role name that was automatically created and assigned to the group when the group was created.

Field	Description
Standard Component	This field shows the ID of the standard component for the role that was assigned to this group. The standard component is shown in the Portal immediately after login, unless another standard component was specified for the user who logged in. In that case, that user-specific standard component is displayed. If a particular user has several assigned roles, Maconomy chooses the standard component to show randomly from those roles.

User Island

See the Getting Started topic for a description of the fields in the island User.

Group Notification Types Sub-Tab

This section includes the fields and descriptions for the Group Notification Types sub-tab.

Field	Description
Notification Type	Select the notification type.
Belongs to Workflow	This field shows whether the notification type belongs to a workflow.
Definition Key No.	This field shows the notification type's definition key number.
Name	This field shows the notification type's name.
Internal Relation Name	This field shows the notification type's internal relation name.
Priority Type	This field shows the notification type's priority type.
Standard Priority	This field shows the notification type's standard priority type.
Life Cycle Definition No.	This field shows the number of the life cycle definition that is associated with this notification type.
General Monitor No.	This field shows the number of the general monitor that is associated with this notification type.
Duplicate management	This field indicates whether this group notification type can be used to generate and show notifications multiple times.
Notification Category	This field shows the notification category.
Notification Category Name	This field shows the notification category name, such as ToDo.

Actions

This section shows the Actions available in the Group Notification Types workspace.

Top Tab

Field	Description
Add All Notification Types	Use this action to add to the sub-tab all notification types that exist in Maconomy.
Remove All Notification Types	Use this action to remove all notification types from the sub-tab.

User Notification Types Single Dialogs Workspace

Use this workspace to see which notification types are associated with a user.

This workspace is for internal Deltek use only.

Users Tab

This section includes the fields and descriptions for the Users tab.

Username Island

Field	Description
Name	This field shows the name of the user. You can browse through all of the users in the system.
Employee No.	This field shows the employee number assigned to the user.

Company Island

Field	Description
Company No.	Enter the company number assigned to the user.
Name	This field shows the company name that is associated with the company number.

Selection Criteria Island

Field	Description
Show for Invalid User	Select this check box to enable the display of existing notifications for users whose credentials are not valid. For example, if you browse to a user whose validity period has ended, and this field is selected, Maconomy will still show any existing notifications.

User Type Island

Field	Description
Type	This field shows the user type.
Administrator	Select this check box to indicate that the user is an administrator user.
Template	This check box is selected if the user is a template user.

Validity Island

Field	Description
Period	Enter beginning and ending dates for the user validity period.
Password Expiry Date	Enter the date on which the user's password expires.
Password Blocked	Select this check box to indicate that the user's password is blocked.

User Notification Types Sub-Tab

This section includes the fields and descriptions for the User Notification Types sub-tab.

Field	Description
Notification Type	This field shows the notification types that are included in the groups of which the user is a member.
Belongs to Workflow	This field indicates whether the notification type belongs to a workflow.
Definition Key No.	This field shows the definition key number of the notification type.
Notification Type Name	This field shows the name of the selected notification type.
Notification Category	This field shows the notification category of the selected notification type.
Internal Relation Name	This field shows the internal relation name of the selected notification type.

Actions

This section shows the Actions available in the User Notification Types workspace.

Top Tab

Field	Description
Recalculate Notifications	Use this action to recalculate all notifications for the user in question.

General Monitors Single Dialogs Workspace

A general monitor is a collection of notification types and monitors that are not associated with any lifecycle. You install all general monitors in separate namespaces.

This workspace is for internal Deltek use only.

General Monitors Tab

This section includes the fields and descriptions for the General Monitors tab.

General Monitor Island

Field	Description
General Monitor No.	This field shows the name of the current general monitor.
Name	In this field, you can enter or change a short description of the current general monitor.
Internal Relation Name	This field shows the name of a relation in the Maconomy database. A general monitor is limited to watching items in one relation only. Only relations for which object instance keys have been initialized can be selected in this field. For more information about instance keys, please see the description of the workspace “Database Relations.”
MWL Version	These fields show the major and minor version numbers of the MWL script used for defining the current general monitor. If the content of the fields is “0 0,” the current workflow was not specified using MWL, but is a pre-Service Pack 5 workflow.

User Island

See the Getting Started topic for a description of the fields in the island User.

Monitors Single Dialogs Workspace

Use this workspace to set up monitors and specify the actions that each monitor triggers. You can also view monitors in this workspace.

This workspace is part of the Maconomy Workflow module and is for internal Deltek use only.

A monitor is a device that watches fields in the Maconomy database for specific changes, then performs one or more actions when a change occurs. For example, a monitor can send an email to a project manager when a job exceeds its budget, or notify a supervisor if an employee does not submit a time sheet when it is due.

You create monitors using the M-Script programming language.

The Maconomy Workflow functionality is not yet fully released.

Before Maconomy 9.0 Service Pack 5, you defined monitors in this workspace.

If the change occurs in a monitored object, the monitor automatically performs an action or series of actions. You also define these actions in this workspace.

You can use this functionality for a wide range of purposes such as the following:

- Send an email to a project manager if one of his or her jobs exceeds its budget.
- Notify a supervisor in the Portal if one or more employees has not submitted his or her time sheet by the Tuesday following the end of the time sheet week.
- Automatically approve time sheets for a company in Maconomy if they have not been approved four days after submission.
- Raise an alert in the Portal if an amount is committed through a purchase order that exceeds half of the budgeted revenue for a month.

The actions that a monitor performs are M-Script procedures. This makes the use of monitors very flexible—the limits of what can be done are set by M-Script, not Maconomy. M-Script is a full programming language with a direct interface with Maconomy.

The database is monitored at regular intervals. The developer who creates a workflow defines intervals by M-Script procedures.

You define and edit all of the information in this workspace in the Maconomy Workflow Language. For more information about the functionality of workflows, see "Introduction to Workflows."

Monitors Tab

This section includes the fields and descriptions for the Monitors tab.

Monitor Island

Field	Description
Monitor No.	This field shows the name of the current monitor.
Name	In this field, you can enter or change a short description of the current monitor.

Field	Description
Owner	In this field, you can enter the name of a user in Maconomy. By default, your own user name is entered in the field, but you can change it. However, the specified user must have been given access to approve monitors in the workspace Actions. When activated, the monitor will run with this user as “owner,” that is, with the access rights of the user in question. This means that when monitoring the database as specified in the island Condition, the access rights of the user in this field are used. Furthermore, the actions specified in MWL are carried out with respect to the access rights of the user specified in this field. See also the description of the field “Action Run By, Procedure.” Please note that this field can only be completed by a user who has been given access to approve monitors in the workspace Actions.
Approved	This field shows if the current monitor has been approved using the action “Approve” in this workspace.

Scheduling Island

The fields in this island show when and how often the current monitor should evaluate if the conditions shown in the island Condition are fulfilled.

For instance, using an M-Script you can specify that the database should be checked every Tuesday at noon. If Tuesday is a holiday, the check should be performed Wednesday noon.

Field	Description
Scheduled Execution, Package	This field shows if an M-Script package containing the procedure to calculate the next execution of the monitor has been specified.
Next Monitoring	These two fields show the date and time of the next time Maconomy should perform a monitoring as shown in the island Condition. If these fields are blank, the current monitor is not activated. The M-Script procedure specified above should update this field automatically.
Enabled	This field shows if the current monitor has been enabled using the action “Enable” in this workspace. A monitor can be disabled by using the action “Disable” in this workspace.

Notification Island

Field	Description
Notification Type	In this field, you can specify the name of a notification type. If you complete this field, a notification of the specified type (for example, a To Do or an Alert) is raised for each item matched by the selection criteria specified for the current monitor. For instance, if the Maconomy database is monitored for time sheets which are two days overdue, a notification line will be created for each such time sheet. See also the field “Notification Recipient” below.

Field	Description
	Notification types are created in the workspace Notification Types.
Notification Recipient	This field shows if a procedure has been specified which can select the recipient of the notifications raised when the database is monitored as described in the island Condition, and the field “Notification Type” above is completed.

User Island

See the Getting Started topic for a description of the fields in the island User.

Condition Island

The fields in this island show which entry or entries in the database are monitored by the current monitor.

For instance, it may have been specified that only entries in the JobHeader relation should be monitored, and only jobs that are part of a selection criterion specification which selects fixed-price jobs managed by a specific employee. An M-Script procedure can then specify that an action should be triggered if any of the budgets of those jobs are exceeded.

Field	Description
Internal Relation Name	This field shows the name of a relation in the Maconomy database. The monitor is limited to watching items in one relation only, and object instance keys must have been initialized for the relation in question. For more information about instance keys, please see the description of the workspace “Database Relations.”
Life Cycle Definition No.	This field shows the number of a life cycle definition. Together with the field “Life Cycle Stage No.” below, the field shows that only those entries which are in a certain life cycle stage are selected for monitoring. This could, for example, be time sheets which have been submitted, but not approved. Note that the life cycle definition constitutes the scope, or namespace, of the monitor. If a monitor has not yet been assigned to a life cycle, the monitor must be assigned to a general monitor in the field “General Monitor No.” below.
Life Cycle Stage No.	This field shows the number of a life cycle stage. The stage must be defined in the life cycle definition shown in the field above. For more information, see the description of the field “Life Cycle Definition No.” above.
General Monitor No.	This field shows the number of a general monitor, if the monitor is not yet part of a life cycle. The general monitor acts as a name space which groups a set of monitors and notification types. A monitor must be assigned to either a life cycle definition or a general monitor. For more information, please see the description of the workspace General Monitors.
Target Group, Procedure	If this field is marked, an M-Script has been specified in MWL to select a group of entries for monitoring. This could, for example, be jobs with a certain group of customers.

Action Island

Field	Description
Action, Procedure	This field shows if an Action procedure has been specified. This procedure should contain instructions on which actions should be performed if the monitoring as defined in the island Condition returns true. For instance, the M-Script procedure could be used to send a notification to the supervisor of users who have failed to submit their time sheets on time.
Action Run by, Procedure	This field shows if an Action Run By procedure has been specified. This procedure should contain instructions on which user should be specified as responsible for the actions performed by the procedure specified as Action procedure. For instance, if the M-Script Action procedure automatically approves a purchase order, the procedure in this field should be used for returning the user who approves the purchase order. If this is not done, then the owner of the current monitor (as specified in the island Monitor) will be assigned as the user responsible for approving the purchase order. It would usually be more relevant to specify another user, for example, the purchase responsible for the company which is responsible for the purchase order, on the approval.
On Startup, Procedure	This field shows if an On Startup procedure has been specified. This procedure should contain instructions on which actions should be performed before the Action procedure, if the monitoring as defined in the island Condition returns true. The action is performed with respect to the access rights assigned to the user specified in the field “Owner” in the island Monitor.
On Close, Procedure	This field shows if an On Close procedure has been specified. This procedure should contain instructions on which actions should be performed after the Action procedure, if the monitoring as defined in the island Condition returns true. The action is performed limited by the access rights assigned to the user specified in the field “Owner” in the island Monitor. For example, you could use this procedure to send an e-mail to a supervisor, specifying the number of time sheets which have not been submitted on time by employees for which he is supervisor.

Access Level Island

Field	Description
Access Level	In this field, you can specify the name of an access level. You only have access to the current monitor if you have been assigned to the same or a higher level in the workspace User Access Levels. This means that you can only specify monitors to which you have access. Furthermore, a given user can only see the monitor to which he or she has access. Please note that this access control model only applies if the standard access control configuration has not been changed in your Maconomy system. If it has, the access to monitors may depend on other factors.

Field	Description
	For more information about this, please see the section “Introduction to the Access Control System.” If no access level is specified, this field has no influence on user access to the current monitor. This field also shows a description of the specified access level.

Life Cycles Single Dialogs Workspace

Use this workspace to review your workflows and see the lifecycle stages that are a part of each workflow, primarily for debugging and testing purposes.

This workspace is for internal Deltek use only.

This workspace displays the lifecycle history of every object in Maconomy that is part of a workflow. An object is identified by its object instance key.

A workflow is initiated for an object when the object fulfills the criteria specified for an active lifecycle transition definition.

Viewing the life cycle of an object can be useful for debugging and testing purposes, but is rarely necessary after a workflow is running as designed.

The Life Cycles tab displays information about the lifecycle definition to which the current object is assigned. The Life Cycle Stages sub-tab displays a history of the stages through which the object has passed in its lifecycle, and which stage the object is currently in.

Life Cycles Tab

This section includes the fields and descriptions for the Life Cycles tab.

Definition Island

Field	Description
Life Cycle Definition No.	This field shows the number of the life cycle definition to which the current object is assigned. An object’s life cycle definition, including transitions, define the object’s workflow.
Object Instance Key	This field shows the current object’s unique identity in the Maconomy database. In order to create workflows for objects of a certain type, instance keys must be activated in the workspace Database Relations for the database relation to which the object belongs. This is done automatically when installing an MWL workflow.
Internal Relation Name	This field shows the name of the database relation in which the current object is stored.
Object Synchronization	If this field is marked, the workflow is active and is synchronized with the stages of the object. Furthermore, you cannot delete the current life cycle. The fact that you must unmark this field to delete a life cycle is an extra precaution against deleting life cycles. Deleting a life cycle can

Field	Description
	create an imbalance in the database if the database keeps trying to synchronize an object which does not exist. If the field is unmarked, the object can freely be changed and moved through stages without regarding the workflow. It should only be unmarked if you want to delete a workflow or if you need to resolve a deadlock situation.

User Island

See the Getting Started topic for a description of the fields in the island User.

Life Cycle Stages Sub-Tab

This section includes the fields and descriptions for the Life Cycle Stages sub-tab.

Field	Description
Stage No.	This field shows the name of a stage. Every time an object enters a new stage, the stage is listed on a new line in this workspace. As the object passes through stages, a complete history is built. The current stage is marked in the field “Active” below.
Created on	This field shows the date on which the object entered the current stage.
Time of Creation	This field shows the time on which the object entered the current stage.
Active	If this field is marked, the current stage is active, that is, that the stage on the current line is the object’s current stage. You can change this field. If you mark this field, the current stage becomes active. This way you may override a workflow. You should only do this during a workflow debugging phase, not in a setting using live data. It is possible for multiple stages to be active. If you unmark this field, the current stage is no longer active. Transitions with this stage as incoming stage will no longer be available.
Created by User	This field shows the name of the user who caused the object to enter into the current stage, for instance by selecting an action.
Created by Transition	This field shows the name of the transition action which caused the object to enter into the current stage.

Life Cycle Transitions Single Dialogs Workspace

Use this workspace to review your workflows and see the lifecycle transitions that are a part of each workflow, primarily for debugging and testing purposes.

This workspace is for internal Deltek use only.

This workspace displays the lifecycle transitions of every object in Maconomy that is part of a workflow. An object is identified by its object instance key.

A workflow is initiated for an object when the object fulfills the criteria specified for an active lifecycle transition definition. The workspace gives you a history of the transitions performed on an object throughout the object's lifecycle in Maconomy.

Viewing the life cycle transitions for an object can be useful for debugging and testing purposes, but is rarely necessary after a workflow is running as designed.

The Life Cycle Transitions tab displays information about the lifecycle definition to which the current object is assigned. The Life Cycle Transition Definitions sub-tab displays a history of the transitions through which the object has passed in its lifecycle, and which transition is currently active for the object.

Life Cycle Transitions Tab

This section includes the fields and descriptions for the Life Cycle Transitions tab.

Definition Island

Field	Description
Life Cycle Definition No.	This field shows the number of the life cycle definition to which the current object is assigned. An object's life cycle definition, including transitions, define the object's workflow.
Object Instance Key	This field shows the current object's unique identity in the Maconomy database. In order to create workflows for objects of a certain type, instance keys must be activated in the workspace Database Relations for the database relation to which the object belongs.
Internal Relation Name	This field shows the name of the database relation in which the current object is stored.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field and press Enter, the sub-tab will show the lifecycle transitions for the current life cycle definition. If the field is not marked, no lines are shown.
Show Active Only	If you mark this field, the sub-tab only shows active lifecycle transitions for the current life cycle definition, and only if the field "Show Lines" above is marked.
Transition No.	Here you can enter a Transition No. The sub-tab will only show the transition with this number. The table will only show the transition if the field "Shows lines" is marked.
Perspective 1-5	In these fields, you can enter a perspective name. If one or more perspective names are entered, the table will only show transitions that are assigned to the perspective(s) in question.

Life Cycle Transition Definitions Sub-Tab

This section includes the fields and descriptions for the Life Cycle Transition Definitions sub-tab.

Field	Description
Transition No.	This field shows the number (internal name) of a life cycle transition.
Name	This field shows the external name of the transition as shown in the Portal.
Active	If this field is marked, the current transition is active, that is, it can be executed.
Status	This field shows the status message of the current transition, either “Transition is active” or a text returned by the MWL workflow.
Internal Action Name	This field shows the internal action name defined for the current transition in the workspace Life Cycle Transition Definitions.

Notifications Single Dialogs Workspace

Use this workspace to view or create notifications, which are alerts that Maconomy sends as part of a workflow. For example, if an employee does not submit a time sheet when it is due, the employee's supervisor receives a notification.

For example, if an employee does not submit a timesheet when it is due, the employee's supervisor receives a notification.

This workspace is for internal Deltek use only.

The two standard notification categories are To-dos and Alerts, but you can define additional categories.

For instance, a notification might be shown to a supervisor indicating that a user for whom the supervisor is responsible has not submitted his or her time sheet. The notification can be a To Do, an Alert, or any other notification category that you define. For more information, see the description of the Notification Types workspace.

You do not typically create notifications manually. Notifications are generated by the workflow engine or by M-Script code, which can be invoked in various ways.

Notifications Tab

This section includes the fields and descriptions for the Notifications tab.

Notification Island

Field	Description
Notification Type	This field shows the type of the current notification. The notification type defines how the notification is displayed.

Field	Description
Notification Type Name	This field shows the name of the current notification displayed on the “Notification Type.”
Created	These two fields show the date and time of the creation of the current notification. The notification is typically created automatically by a monitor.
Instance Key	This field shows the key of the current notification. Instance keys are enabled by default for the relation Notification. The instance key provides a single, unique key for the current notification item. The regular database key consists of a combination of the values in four fields in this workspace: “Notification Type,” “Created” (both date and time), and “Instance Key.” Using the unique instance keys makes it easier to identify and use the current notification programmatically.
User	This field shows the name of the user for whom the notification was raised.
Internal Relation Name	This field shows the internal relation name of the objects to which the current notification refers. This information derives from the notification type. If the current notification type is used in connection with a job issue (for example, if a job exceeds budget), the internal relation name is JobHeader.
Object Instance Key	If an internal relation name is specified in the field “Internal Relation Name” above, this field shows the instance key of the object that generated the current notification.
Monitor No.	This field shows the number of a monitor, if the current notification was generated by a monitor. Monitors can be inspected in the workspace Monitors.
Confirmed	When a notification has been confirmed, that is, it has been checked that the notification applies, this field is completed with the date and time when the notification was confirmed.

Extra Fields Island

Field	Description
Text 1-10	In these fields, you can enter additional text to apply to the notification in question. One way to use these fields is to enter parameters for the MScript procedures displaying the current notification. For instance, the M-Script procedure might be programmed to look in the field “Text 3” for a help text for the current notification.

Remarks Island

In these fields, you can enter a number of remarks to apply to the notification in question.

Show As Island

Field	Description
Current	These two fields show a date and a time which indicate when the current notification was shown in the Portal. If the date and time are in the future, the current notification has not yet been shown in the Portal. The date and time can be set by an MScript procedure, or you can specify a date and time manually in this workspace.
Closed	If this field is marked, the notification has been closed. A notification can be closed if it is no longer relevant, for example, if the notification concerns exceeded budgets of jobs which have subsequently been closed.
Closed Time	This field shows the date and time the user closed the notification.
Closed By	This field shows the user who closed the notification.
Notification Text	An M-Script procedure can generate any text about a notification. For instance, instead of simply specifying that a job exceeds budget, the M-Script can calculate the percentage by which the budget is exceeded and display it in this field. The text is inserted in this field and displayed in the Portal to the notification recipient.
Priority	This field shows the priority assigned to the current notification. The priority must be member of an option list which is assigned to the current notification type in the workspace Notification Types.

User Island

See the Getting Started topic for a description of the fields in the island User.

Actions

This section shows the actions available in the Notifications workspace.

Top Tab

Field	Description
Confirm Notification	If you select this action, the current notification is confirmed manually.
Close Notification	Use this action to close the notification. This action marks the **Closed** field, and sets the values in the **Closed By** and **Closed Time** fields.
Reopen Notification	Use this action to reopen the closed notification. This action automatically deselects the **Closed** field, and resets the values in the **Closed By** and **Closed Time** fields.

User Notifications Single Dialogs Workspace

Use this workspace to review all notifications created for a specific user.

This workspace is for internal Deltek use only.

User Notifications Tab

This section includes the fields and descriptions for the User Notifications tab.

Username Island

Field	Description
Name	This field shows the user name.
Employee No.	This field shows the user's employee number.

Company Island

Field	Description
Company No.	This field shows the employee's company number.
Name	This field shows the company name.

Selection Criteria Island

Field	Description
Effective Date	Enter beginning and ending dates for the effective period. Maconomy uses these date fields to select which notifications are shown in the sub-tab of the workspace. Maconomy only shows notifications whose Effective From Date and Effective From Time are in the past or contain no values in the clients.
Notification Type	Enter a notification type to restrict the display in the sub-tab to only notifications of the selected type.
Instance Key	Enter the exact notification to be displayed in the sub-tab. Maconomy uses this criterion internally.
Include Closed	Select this check box to indicate whether closed notifications are to be shown in the sub-tab.

User Type Island

Field	Description
Type	This field shows the user type.
Administrator	This check box indicates whether the user is an administrator.
Template	This check box indicates whether the user is a template.

Validity Island

Field	Description
Period	This field shows the beginning and ending dates for the user's validity period.
Password Expiry Date	This field shows the date on which the user's password expires.
Password Blocked	This check box indicates whether the user's password is blocked.

Notifications Sub-Tab

This section includes the fields and descriptions for the Notifications sub-tab.

Field	Description
Notification Type	This field shows the notification type.
Notification Type Name	This field shows the name of the notification type.
Notification Text	This field shows the notification text. (Maconomy does not use this text.)
Effective From, Date	This field shows the starting date that the notification is effective. (Maconomy does not use this date.)
Effective From, Time	This field shows the starting time that the notification is effective. (Maconomy does not use this date).
Priority Type	This field shows the priority type for this notification, such as green, amber, or red.

Field	Description
Priority	This field shows the notification's priority. The priority must be a member of an option list that is assigned to this notification type in the Notification Types workspace.
Created on	This field shows the date on which the user notification was created.
Time of Creation	This field shows the time when the user notification was created.
Confirmed, Date	This field shows the date on which the notification was checked to ensure that it applies.
Confirmed, Time	This field shows the time at which the notification was checked to ensure that it applies.
Closed	This check box is selected if the notification has been closed. A notification might be closed if it is no longer relevantfor example, it concerns exceeded budgets of jobs that have subsequently been closed.
Internal Relation Name	This field shows the internal relation name of the objects to which this notification refers. This information derives from the notification type. If this notification type is used in connection with a job issue—for example, if a job exceeds its budgetthe internal relation name is JobHeader.
Object Instance Key	If the Internal Relation Name contains a value, the Object Instance Key field shows the instance key of the object that generated the current notification.
Allow No Notification Receiver	This check box is selected if you can leave the Name field in the tab blank.
Monitor No.	This field shows the number of a monitor, if a monitor generated this notification. You can inspect monitors in the Monitors workspace.
Created by	This field shows the user name of the person who created this notification.
Changed by	This field shows the user name of the person who last changed this notification.
Changed on	This field shows the date on which this notification was last changed.
Version	This field shows this notification's version number.
Workspace Name	This field shows the workspace that will be opened when the user clicks the notification in the ToDo menu.
Icon	This fileds shows the names of the the icon associated with the notification.

Field	Description
Notification Description	This field contains the text description of the notification displayed in the ToDo menu. The string may contain references to Argument 1-5 written as ^1-^5.
Argument 1-5	These fields show additional details that might be included in a textual description of the notifications when a user views them. For example, for a missing daily time sheet notification, these fields might show the date and the day name.
Target	This field shows the name of the pane that will be opened when the user clicks the notification in the todo menu .
Target Restriction Title	This field shows the title of the filter restriction to the target pane.
Target Focus Key 1-4	Each of these fields shows the unique key that identifies the entity that is being shown in the target pane.
Waypoint 1-4	If the target pane is a sub pane. These fields specifies the waypoint panes.
Waypoint Restriction Title 1-4	This field shows the title of the filter restriction to the waypoint panes. Waypoint Focus Key 1-1, 1-2, 1-3, 1-4 through Waypoint Focus Key 4-1, 4-2, 4-3, 4-4 Each of these fields shows the unique key that identifies the super-entity for the target entity. For example, one of these fields might show the instance key for a SumFinanceBudgetHeader, which covers the Financeheader, which is the target entity.

Show My Notifications Single Dialogs Workspace

Use this workspace to review all notifications that you are set up to receive.

This workspace is for internal Deltek use only.

My Notifications Tab

This section includes the fields and descriptions for the My Notifications tab.

Username Island

Field	Description
Name	This field shows the name of the current user.

Current Role Island

Field	Description
Role Name	This field displays the role name the notification belongs to.

Notifications Sub-Tab

This section includes the fields and descriptions for the Notifications sub-tab.

Field	Description
Role Name	This field displays the role name to which the notification belongs.
Notification Type	This field shows the notification type.
Notification Type Name	This field shows the name of the notification type.
Notification Text	This field shows the notification text. (Maconomy does not use this text.)
Effective From, Date	This field shows the starting date that the notification is effective. (Maconomy does not use this date.)
Effective From, Time	This field shows the starting time that the notification is effective. (Maconomy does not use this date).
Priority Type	This field shows the priority type for this notification, such as green, amber, or red.
Priority	This field shows the notification's priority. The priority must be a member of an option list that is assigned to this notification type in the Notification Types workspace.
Created on	This field shows the date on which the user notification was created.
Time of Creation	This field shows the time when the user notification was created.
Confirmed, Date	This field shows the date on which the notification was checked to ensure that it applies.
Confirmed, Time	This field shows the time at which the notification was checked to ensure that it applies.
Closed	This check box is selected if the notification has been closed. A notification might be closed if it is no longer relevantfor example, it concerns exceeded budgets of jobs that have subsequently been closed.

Field	Description
Internal Relation Name	This field shows the internal relation name of the objects to which this notification refers. This information derives from the notification type. If this notification type is used in connection with a job issue, for example, if a job exceeds its budget, the internal relation name is JobHeader.
Object Instance Key	If the Internal Relation Name contains a value, the Object Instance Key field shows the instance key of the object that generated the current notification.
Allow No Notification Receiver	This check box is selected if you can leave the Name field in the tab blank.
Monitor No.	This field shows the number of a monitor, if a monitor generated this notification. You can inspect monitors in the Monitors workspace.
Created by	This field shows the user name of the person who created this notification.
Changed by	This field shows the user name of the person who last changed this notification.
Changed on	This field shows the date on which this notification was last changed.
Version	This field shows this notification's version number.
Remarks 1-3	These fields show additional remarks.
Text 1-10	These fields show additional text for the notification.
Argument 1-5	These fields show additional details that might be included in a textual description of the notifications when a user views them. For example, for a missing daily time sheet notification, these fields might show the date and the day name.
Target Focus Key 1-4	Each of these fields shows the unique key that identifies the entity that is being shown in the target pane. Waypoint Focus Key 1-1, 1-2, 1-3, 1-4 through Waypoint Focus Key 4-1, 4-2, 4-3, 4-4 Each of these fields shows the unique key that identifies the super-entity for the target entity. For example, one of these fields might show the instance key for a SumFinanceBudgetHeader, which covers the Financeheader, which is the target entity.

Email Alerts Setup Single Dialogs Workspace

Use this workspace to perform the basic setup that is required to send email alerts via a workflow and to maintain a list of email alerts and notifications that have been set up in Maconomy.

This workspace also allows you to update a list of installed/customized portal alerts and ToDos and Maconomy notifications.

You can use email alerts functionality to:

- Generate email alerts based on selection criteria that use employee relation fields (from-to value ranges).
- Send Email Alerts in test mode action to run email alerts without actually sending out emails. This mode results in a list of users and of the notifications to be sent.
- Link directly to Workspace Client.
- Assign access levels to control access to email alerts templates.
- Log email distribution events sent to an email address when a distribution finishes.
- Log email distribution errors sent to an email address when a distribution finishes.

Email Alerts Setup Tab

This section includes the fields and descriptions for the Email Alerts Setup tab.

Mail Server Island

Field	Description
SMTP Server Name	Enter the SMTP server name as the administrator provided it, for example, “smtp.companyname.com” for sending emails. You must obtain this value from the administrator.
SMTP Server Port No.	Enter the SMTP server port number for sending emails. You must obtain this value from the administrator. The standard port number is 25.

Email Alerts Notification Types Sub-Tab

This section includes the fields and descriptions for the Email Alerts Notification Types sub-tab.

Field	Description
Description	This field shows the description for the notification type, for example, “Approve Time as Project Manager” or “Inv. Due.”
Category	This field shows the category for the notification type. Valid values are Alert or ToDo.
Shortlisted for Templates	Select this check box if this notification type should be shortlisted for selection in mail templates.

Field	Description
Notification Type	This field shows the name for the notification type, for example, “ApproveTimeSheetLines.”
Portal or Client Notification	This field shows Portal or Client to indicate whether this notification type refers to portal alerts and to-dos, or to client notifications, respectively.

Actions

This section shows the Actions available in the Email Alerts Setup workspace.

Top Tab

Field	Description
Update Type List	Run this action to create the list of all notification types available for email alerts. This list contains notification types defined in the Notification Types window and notifications (ToDos and alerts) defined in the portal and custom notifications.

Email Alerts Templates Single Dialogs Workspace

Use this workspace to create email templates for notifications that are to be sent to specific distribution groups.

This workspace is for internal Deltek use only.

Email Alerts Templates Tab

This section includes the fields and descriptions for the Email Alerts Templates tab.

Template Island

Field	Description
Name	Enter a name for the template. You cannot change this name after you create the template.
Description	Enter a description of the purpose for the template, for example, “Company 1 employees missing time sheet submission.”

Email Details Island

Field	Description
Email Subject	Enter text to be used as the subject line of every email, for example, “Actions Due in Maconomy.” Maconomy automatically substitutes each employee’s name for the token <%employeename%>.

Field	Description
Email Subject, Supervisor	Enter text to be used as the subject line of every email to the employee's supervisor, for example, "Your employee <%employeename%> Due Actions in Maconomy." Maconomy automatically substitutes the employee's name for the token <%employeename%>.
Email Opening Paragraph	Enter text to be used as the first paragraph of every email to the employee, for example, "Hello <%employeename%>. Please attend to the following due actions:" This text can include newlines. Maconomy automatically substitutes the employee's name for the token <%employeename%>.
Email Opening Paragraph, Supervisor	Enter text to be used as the first paragraph of every email to the employee's supervisor, for example, "Employee <%employeename%> is asked to attend to the following due actions:" This text can include newlines. Maconomy automatically substitutes the employee's name for the token <%employeename%>.
Email Closing Paragraph	Enter text to be used for the last part of the email body after the list of notifications, for example, "Thank you." This text can include newlines. Maconomy automatically substitutes the employee's name for the token <%employeename%>.
Reply-to Name	Enter the name to appear next to the reply-to address in the email.
Reply-to Email Address	Enter the email address to appear as the reply-to address in the email.
Portal Login URL	Enter the HTTP URL to the portal login page if a portal todo or alert is included among the notifications that you selected in the sub-tab of the workspace. This link is then included appropriately in the emails list of notifications.
Workspace Client Link	Select a value from the drop-down field to determine whether to include links to the workspace client in your email template.
iAccess Link	Select a value from the drop-down field to determine whether to add an iAccess link in your email template. If you do not specify a URL in the **URL for iAccess** system parameter, an error message displays if you choose to include an iAccess link in an email template.

Employee Selection Island

Field	Description
Employee No.	In the first box, enter the first number in the range of employee numbers for employees who are to receive email alerts. In the second box, enter the ending number in the range of employee numbers for the employees who are to receive email alerts. The administrator might select a particular employee.
Company No.	In the first box, enter the first number in the range of company numbers for employees who are to receive email alerts. In the second box, enter the ending number in the range of company numbers for the employees who are to receive email alerts. The administrator might select a particular company and then adjust the email paragraphs to that company's language.

Email Alerts Selections Sub-Tab

This section includes the fields and descriptions for the Email Alerts Selections sub-tab.

Field	Description
Description	This field shows the description for the notification type.
Category	This field shows the category for the notification type. Values are Alert or ToDo.
Include in Send	Select this check box if this notification type must be included in the email alerts that Maconomy sends to employees selected by this template.
Include Notification Details	Select this check box to display a link to each notification, and to display detailed information for each notification listed in the email. Clicking the link will redirect you to the specific notification in the Workspace Client. **Note:** If there are more than three notifications available, the email displays the remaining number of other notifications that require attention.
Send to Supervisor	Select this check box if the supervisor of each employee who receives an email must also receive an email.
Notification Type	This field shows the notification type's ID.
Portal or Client Notification	This field indicates whether the notification type refers to portal alerts and todos or to client notifications.

Actions

This section shows the Actions available in the Email Alerts Templates workspace.

Top Tab

Field	Description
Copy Email Details	Use this action to copy the email details from a selected template, and add these details to your current email template.

Email Alerts Distributions Single Dialogs Workspace

Use this workspace to create distribution groups for email notifications.

In the Email Alerts Templates workspace, you can create separate email templates for different distribution groups.

This workspace is for internal Deltek use only.

The Email Alerts Distributions workspace allows you to keep a number of distributions for execution upon request. Each distribution sends out emails according to the email templates assigned to the distribution.

Email Alerts Distributions Tab

This section includes the fields and descriptions for the Email Alerts Distributions tab.

Distribution Island

Field	Description
Name	Enter a name for the distribution. You cannot change this name after you create the distribution.
Description	Enter a description for the distribution, for example, “Everyone who forgot to submit a time sheet. This should be executed every Monday morning.”

Email Alerts Mail Group Definitions Sub-Tab

This section includes the fields and descriptions for the Email Alerts Mail Group Definitions sub-tab.

Field	Description
Template Name	This field shows the email template name. Maconomy uses this template when it sends out notifications for this distribution.
Include in Send	If the administrator has selected this check box, the action Send Email Alerts sends emails to employees who are included by the mail template.

Format Specification Overview

This chapter contains a description of the Format Specification module. This module enables you to create and edit formats that you can use for the import and export of data, for example, as payment formats for payments and customer payments.

You use a payment format in connection with the Banking module in Maconomy. For more information about setting up payment modes, payment agents, and so on, see the description of the Banking module.

Using import and export formats, you can import financial data from Maconomy from a file of a certain format or export it to other systems in a given format.

Output Data Format Section

This section includes the fields and descriptions for the Output Data Format workspaces.

Specification of Output Data Formats Single Dialog Workspace

Use this workspace to enter general information about the output data format that it displays.

When you create an output data format, you need access to the documentation that specifies the contents of the output data format. You typically obtain this documentation from the company or person who is going to use the format, for example, a bank if you are specifying a payment format.

This workspace is general. You can use it to create all types of formats. You might not need to fill in all of the fields, depending on what type of format you are creating.

- If you plan to use the output data format in connection with a vendor payment format, select the output data format name in the Specification of Outgoing Payment Formats workspace.
- If you plan to use the output data format in connection with a customer payment format, select the output data format name in the Specification of Customer Payment Formats workspace.
- If you plan to use the output data format in connection with an export of financial data, select the output data format name in the Specification of Export Formats workspace.

Specification of Output Data Formats Tab

This section includes the fields and descriptions for the Specification of Output Data Formats tab.

Output Data Format Island

Field	Description
Name	When creating an output data format, you can enter its name in this field. This is the name by which it will be known in this module. You cannot change the name of existing output data formats.

Field	Description
Field Delimiter	In this field, you can enter a character to be used as a divider between fields in the output data format. You typically enter a comma (“,”) or Tab. The Tab character is entered like this: “#TAB.”
Record End	In this field, you can enter a character or code to be used as a divider between records in the output data format. You typically enter a Carriage Return/Line Feed as a divider. This is entered like this: “13 10.”
Yes	In this field, you can enter the way a “Yes” is represented in an output data format. A “Yes” can, for example, be represented by “1” or “Y,” depending on the specifications for the output data format.
No	In this field, you can enter the way a “No” is represented in an output data format. A “No” can, for example, be represented by “0” or “N,” depending on the specifications for the output data format.
Decimal	In this field, you can enter a character to be used as a decimal in amount fields in the output data format. Certain formats do not use a decimal but assume that all amounts are entered in cents or pence.
Text Encloser	In this field, you enter a “text enclosing character,” that is, a character used to enclose fields of the “Text” type in the format. Typically, the double quotation mark (“ " ”) is used.
General Encloser	In this field, you enter a “general enclosing character,” that is, a character used to enclose fields of all types in the format, not just text fields.
Fixed Length	This field is not used in the current version of Maconomy.
Character Encoding	In this field, you enter the encoding that is used by the bank. The file will be in UTF-8 if no character encoding has been specified.

Access Level Island

Field	Description
Access Level Name	Enter the name of the access level required to access the format and its forms.
Access Level Description	Enter the description of the access level required to access the format and its forms.

Document Header 1-3 Islands

Field	Description
Header	These fields are used to generate XML-based payment formats, for example, the EU SEPA format.

Field	Description
Attribute 1-3 Identification	These fields are used to generate XML-based payment formats, for example, the EU SEPA format.
Attribute 1-3 Value	These fields are used to generate XML-based payment formats, for example, the EU SEPA format.

Document Tag 1-3 Islands

Field	Description
Tag	These fields are used to generate XML-based payment formats, for example, the EU SEPA format.
Attribute 1-3 Identification	These fields are used to generate XML-based payment formats, for example, the EU SEPA format.
Attribute 1-3 Value	These fields are used to generate XML-based payment formats, for example, the EU SEPA format.

Grouping Island

In this island you can specify whether the format should divide the file into groups (sections). In this way, the payment file can attain the structure as discussed in the introduction to this module, which specified the general format of the file like this:

FileStartRecord, (SectorStartRecord, PaymentRecord+, SectorEndRecord)+, FileEndRecord

Field	Description
No.	This field shows the number of the sector. The number is not used elsewhere in the format specification.
Fixed Text	In this field, you can enter a description of the field to be used as a sector divider in the field “Reference.” The description is only seen in this window.
Reference	In this field, you enter the reference to be used as divider between the sectors. When the payment file is created, Maconomy will create a section every time this field appears. For example, you can create a section in the file for every vendor to be paid by entering the following reference in this field: #VENDOR.BANKACCOUNT The text before the dot specifies the relation in the database from which the field is taken, and the rest specifies the name of the field. "Appendix D: Reference Fields in Format Specifications" in the Reference Manual contains a list of all the fields to which you can make a reference.

Variable Island

In this island you can define a number of variables. The specified variables are used elsewhere in the format specification. You can, for example, define that variable 3 contains the total number of records in the file. In the window Specification of Output Data Records you can specify that

variable 3 should be increased by 1 for each record. In the file's end record, you can then write the content of the variable, which at that point in time will contain the total number of entries in the file.

Field	Description
No.	This field shows the number of the variable. The number is used when a reference is made to the variable from elsewhere in the format specification. The numbers 1-10 are shown, but a variable with the number 0 also exists. This variable always holds the value of the current field, that is, the value currently being written to the payment file. It is also possible to refer to this variable.
Type	In this pop-up field, you can select the type of the variable. The type determines the possible actions with the variable, and determines how the format evaluates the content of the variable. For instance, variables of the type "Text Field" are perceived to contain text, and consequently they cannot, for example, be added to other fields, even if the happen to contain a number. At the same time, you cannot, for example, assign a text string to a variable of the type "Integer Field." The following types exist: **Type** — **Content** Integer Field — Integer Amount Field — Amount Text Field — Text Boolean Field — "TRUE" or "FALSE" Date Field — Date Time Field — Time Decimal Field — Real Number
Description	In this field, you can enter a description of the current variable. The text is only displayed in this window.

Print Control Island

In this island you can specify information to be used if you have chosen to print a control list. A control list is a paper document which can be sent to the bank along with the payment file. The printing of a control list is selected in the island Print Control in the window Specification of Outgoing Payment Formats.

The specifications in the fields of this island refer to the variables specified in the island Variables in this window. The control list will contain the content of the variables you select in this island. The variables are assigned values for each record or field. See the description of the island Variables below and the windows Specification of Output Data Records and Specification of Output Data Fields.

Field	Description
Transaction No.	In this field, you can specify which variable contains the transaction number. In certain formats, the transaction number can be split by multiple records pertaining to the same payment (for example, the amount and four remittance lines of a check can have the same transaction number).
Entries	In this field, you can specify which variable contains the sum of the number of records contained in the current payment file.
Amount Entries	In this field, you can specify which variable contains the sum of the number of amount records contained in the current payment file.
Amount	In this field, you can specify which variable contains the sum of the amounts contained in the current payment file.
Account No.	In this field, you can specify which variable contains the sum of the account numbers contained in the current payment file. The sum may be needed as a checksum.
Create File per Grouping	In this field, you can specify if you want to create a payment file per grouping. Groupings (sectors) in a file are defined in the island Grouping.

Description Island

Field	Description
Capital Letters Only	If this field is marked, all letters are changed to capital letters in the format.
Substitute Text	If this field is marked, the list in the table part of the window is used. The character in the field “Local Character” replaces the character in the field “External Character List” in the format. This feature is often used for languages which contain international characters, such as “æ,” “ø,” and “å,” and the current output data format does not support these. See the description of the table part of this window for more information.
UTF-8 Character Set	You can use this field if the bank expects a file in UTF-8. It is highly recommended that you enter the needed character encoding in the “Character Encoding” field instead.

User Island

Field	Description
Created	This field shows the date and name of the user who created the format.
Changed	This field shows the date and name of the user who recently made changes to the format.

Field	Description
Version	This field shows the latest version number of the format. The number is incremented by one each time a change is made to the format.

Substitution Tables Sub-Tab

This section includes the fields and descriptions for the Substitution Tables sub-tab.

Field	Description
LocalCharacter	If the field “Substitute Text” in the island Description in the card part is marked, Maconomy will replace occurrences of the character in this field with the character in the field “External Character List” on the current line in the table part.
External Character List	Maconomy will replace the character in the field “Local Character” on the current line in the table part with the character specified by an ASCII value in this field. In certain formats, the letter “æ,” for example, has to be replaced by ASCII value 35 – which is the character “#.”

Specification of Output Data Forms Single Dialog Workspace

Use this workspace to enter the forms that an output data format can contain.

As an example of output data forms, a BACS payment format might include several forms, corresponding to the various ways of transferring money via BACS.

Specification of Output Data Forms Tab

This section includes the fields and descriptions for the Specification of Output Data Forms tab.

Output Data Form island

Field	Description
Output Data Format	This field shows the output data format to which the current output data form belongs. When you create an output data form, enter the name of the output data format to which the form should belong in this field. You cannot change the format assignment of existing output data forms.
Output Data Form	When creating an output data form, you can enter the name by which it should be known in this field. You cannot change the name of existing output data forms.
Description	In this field, you can enter a description of the current output data form. The description is only shown in this window.

Fields Island

The fields in this island reflect the fields in the island Electronic Payment Control in the window Payment Modes in the Banking module. The ten rows of fields in that island get their values from

this window. In the table part of this window, you can further specify the values of the pop-up fields shown in the window Payment Modes.

The fields are unrelated to the fields defined in the window Specification of Output Data Fields.

Field	Description
No.	This field shows the number of the field. The number is used when a reference is made to the field from the table part of this window. Furthermore, the number in this field reflects the number of the row in the island Electronic Payment Control in the window Payment Modes with which you are working.
Fixed Text	In this field, you can enter the name of the current field. This text is displayed as a label in the field “Description” in the island Electronic Payment Control in the window Payment Modes. If you are using payment formats from several different banks in Maconomy, it is good practice to always use the same field for similar information. For instance, field 1 is always used for "Remittance Mode," field 2 for "Check Type," and so on. This is not mandatory, but important as Maconomy in the pop-up field in the window Payment Modes will display all the values defined for the current field (for example, field 1) in all payment forms in Maconomy. Some will not be applicable and cannot be selected, but it may confuse the user to have an option of selecting, for example, a check type in a field called "Remittance Mode."
Type	In this pop-up field, you can specify the type of values to be selected in this field. For a description of the different options in this field, please refer to the description of the field “Type” in the window Specification of Output Data Formats. When the payment format is generated, the content of the fields is validated by the selected type, if a type is selected.
Complete	If this field is marked, you can only use the field values specified in the table part of this window in the window Payment Modes. If the field is not marked, the user can enter a value himself/herself in the field “Value” in the island Electronic Payment Control in the window Payment Modes.

Remittance Island

In this island, you can enter labels for the pop-up fields at the bottom of the island Remittance in the window Payment Modes.

In those pop-up fields, you can select a field to be inserted in the remittance, for example, invoice number, transaction number, or due date.

Field	Description
No.	This field shows the number of the label, which reflects the number of the field in the island Remittance in the window Payment Modes, the label of which is specified here.
Fixed Text	In this field, you can enter the label for the pop-up field to which the number in the field “No.” above refers.
Length	In this field, you can specify the maximum length of the current field. If the remittance field is longer than this, it is truncated.

Form Tag Island

Field	Description
Tag	The fields in this island are used to generate XML-based payment formats, for example, the EU SEPA format. Maconomy will, if specified, create a tag in the XML payment file with the given name and the three attributes.
Attribute 1-3 Identification	See the description of the “Tag Identification” field.
Attribute 1-3 Value	See the description of the “Tag Identification” field.

User Island

Field	Description
Created	This field shows the date and name of the user who created the form.
Changed	This field shows the date and name of the user who recently made changes to the form.
Version	This field shows the latest version number of the form. The number is incremented by one each time a change is made to the form.

Output Data Form Fields Sub-Tab

This section includes the fields and descriptions for the Output Data Form Fields sub-tab.

Sometimes, the only difference between two output data forms may be the value of a single field. The bank may, for example, differentiate between payment files where “Remittance by Statement of Account” has been selected and where “Remittance by Letter” has been selected, as there may be a price difference between the two remittance modes. Instead of creating a separate output data form, where the only difference is the value of this remittance field, you can create one or several entries in the table part of this output data form within the payment format assigned to a payment mode in Maconomy. You can create references to the value in these fields in the records by which the output data format is built.

Field	Description
Field No.	The number in this field refers to the fields in the island Fields in the card part. For each line referring to the same field, an option is created in the pop-up field to which the field refers in the window Payment Modes in the Banking module.
Description	In this field, you can enter a description of the current option. This is the text displayed in the corresponding pop-up field in the window Payment Modes.

Field	Description
Transfer Value	The value in this field is transferred to the payment file when the file is created. The value is transferred if a reference is made from the window Specification of Output Data Fields to the field in the window Payment Modes.
Standard Value	If you mark this field, the value on this line is used as the default value if nothing else is specified in the corresponding pop-up field in the window Payment Modes.

Specification of Output Data Records Single Dialog Workspace

Use this workspace to define the records that belong to each output data format.

The Output Data Record island shows the format and form to which the current record is assigned.

Maconomy writes the contents of these records to the file you create when you use a format. The file could be from the Payment Files workspace if you create a payment file, or from the Collection File workspace if you create a collection file (used for customer payments). All of the information in the file is contained in records.

Specification of Output Data Records Tab

This section includes the fields and descriptions for the Specification of Output Data Records sub-tab.

Output Data Record Island

Field	Description
Output Data Format	This field shows the output data format to which the current output data record pertains. When you create an output data record, enter the name of the output data format to which the record should belong in this field. You cannot change the format assignment of existing output data records.
Output Data Form	This field shows the output data form to which the current output data record belongs. When creating an output data record, you can enter the name of the output data form to which the record should belong. If you enter “#STANDARD,” this record pertains to all output data forms within the current output data format. You cannot change the form assignment of existing output data records.
Record Type	This field shows the type of the current record. When you create a record, you can choose between the following types in this field: “File Start Record”, “Sector Start Record”, “Payment Record”, “Sector End Record”, and “File End Record”. The type cannot be changed later.
System No.	If two records belong to the same output data format and form and have the same record type, the system number is used for telling them apart. Such

Field	Description
	identical records are written to the payment file sequentially by system number.
Record ID	In this field, you enter a name to identify a record. This ID can be assigned to a whole group of fields which are them displayed in the table part. If the ID is changed, no fields are shown in the table part, or another group of fields are displayed. When creating a field in the window Specification of Output Data Fields, you specify the group (record ID) to which the field should belong. There are several effects of this. It makes it possible to use the same fields in the table part of other records when the action "Copy Record" is used. It is also important to note that if you select "Delete Output Data Record" in the Index menu, and an ID is displayed in this field, all fields in the specified group are deleted. If you only want to delete the record, but not the assigned fields (which may also be assigned to other records), you must remember to remove the record ID from this field before deleting the record.
Cancellation	This field is not used in the current version of Maconomy.

Variable Operations Island

Field	Description
1-10	In these fields, you can enter calculation formulas for the variables defined in the window Specification of Output Data Formats for the current format. The number refers to the variable with the corresponding number in the window Specification of Output Data Formats; variable 1 = variable 1, variable 2 = variable 2, and so on. The variable operation takes place every time the current record is written to the file. In the table part of this window, you can enter more variable operations to be performed for each field in the current record when it is written to the file. As an example of a calculation, you can increase the variable specifying the total number of entries by one for each payment record. If it is specified in the window Specification of Output Data Formats that variable 3 is of the type “Integer Field,” you can specify the following in field no. 3 in this island: #VARIABLE.3 + 1 This assigns the value of variable 3 plus 1 to variable 3. If variable 5 has been specified as having the type “Amount Field,” you can specify the following in field no. 5 in this island: #VARIABLE.5 + #PAYMENTLINE.PAYMENTCURRENCY This means that variable 5 is assigned the value of variable 5 plus the amount from the current payment record. In this way, the total payment is summed up, so it can be written, for example, in the end record of the payment file. You can also refer to the special variable #VARIABLE.0, which contains the value currently being written to the payment file. “Appendix D: Reference Fields in Format Specifications” in the Reference Manual contains a list of all the fields to which you can refer.

Field	Description
	You can use the following expression operators: + | - | > | < | = | >= | <= | <> | * | / | % On a Macintosh, the operators >=, <=, and <> can also be written like this: Š | ð | ¦ The operator / means division and returns a real number, also when dividing two integers. The operator % returns a percentage – #VARIABLE3 % VARIABLE4 thus shows variable 3 less variable 4, divided by variable 4 and multiplied by 100. If variable 4 is 0, the result will also be 0.

Copying Island

You can copy records to save typing time. In this island, you can specify which elements should be updated when copying. The copying takes place when you select the action “Copy Record.”

Field	Description
New Output Data Format	In this field, you enter the name of an existing output data format. The copied record is assigned to this output data format.
New Output Data Form	In this field, you enter the name of an existing output data form. The copied record is assigned to this output data form. If you do not enter an output data form in this field, the new record is assigned to the same form as the record from which you copy.
New Record Type	In this pop-up field, you select the record type of the new record.
New No. Series	In this field, you can enter a serial number. The copied record is assigned to this serial number.
New Record ID	In this field, you can enter a record ID. The copied record is assigned to this record ID.

Print Condition Island

In this island, you can specify conditions which must be fulfilled for the current record to be written to the payment file when it is created.

A condition consists of a Boolean (logic) expression, for example:

#VARIABLE.7 > 0.00

You can enter conditions in both fields in this island or only one, or you can choose not to enter any conditions.

Field	Description
Before	If the expression in this field evaluates to “True,” the current record is written to the file.
After	If the expression in this field evaluates to “True,” the current record is written to the file. The record is evaluated after it has been created, but before it is written to the file.

Print Control Island

Field	Description
Print record	The current record is only written to the file if this field is marked.
Max. Repeats	In this field you can enter the number of times the current record can be repeated. Repetitions may occur with records which write remittance lines to the file. The record will (if blanket payment is used) be repeated for each remittance line which belongs to a payment order, up to the number of times specified in this field.

User Island

Field	Description
Created	This field shows the date and name of the user who created the record.
Changed	This field shows the date and name of the user who recently made changes to the record.
Version	This field shows the latest version number of the record. The number is incremented by one each time a change is made to the record.

Output Data Fields Sub-Tab

This section includes the fields and descriptions for the Output Data Fields sub-tab.

The common denominator for all the fields in the table part of this window is that they have been assigned the record ID shown in the field “Record ID” in the card part.

You can create, change, and delete output data fields in this window. Since all fields in the table part also exist in the window Specification of Output Data Fields, they are discussed further in the description of that window.

Field	Description
Description	This field contains the description of the output data field from the window Specification of Output Data Fields.
Field No.	This field shows the number of the current field on the line. All fields are given a number in the window Specification of Output Data Fields. No two fields can exist with the same number, alternative number, and record ID.
Alt. Field No.	This field shows the alternative field number of the current field on the line.
Type	This field shows the type of the output data field.
Table Reference	If the field on the current line is a reference field, this field displays to which table in the Maconomy database the field refers.

Field	Description
Contents	This field shows the contents of the output data field. If the field is a reference field, this field will contain the reference to the database field which will populate the field. “Appendix D: Reference Fields in Format Specifications” in the Reference Manual contains a list of valid reference fields.
Contents Type	This pop-up field specifies of which type the contents of the field should be.
Format	This field displays how the contents of the field should be formatted.
Code Type	This field displays the code type selected for the field if the field contains a reference to a pop-up field.
Fixed Length	This field displays whether the field has a fixed length and if so it’s maximum length. If a value has been specified in this field, the fields “Min. Length” and “Max. Length” must contain identical values.
Min. Length	This field displays whether the field contains a defined minimum length and if so its minimum length.
Max. Length	This field displays whether the field contains a defined maximum length and if so it’s maximum length.
Verify Field Length	If this field is marked Maconomy verifies the length of the field. When the verification takes place, depends on the contents of the field.
Modulus Principle	This field displays which modulus principle that has been selected to verify the validity of the current field, if any.
Alignment	This field displays how the current field should be aligned in the payment file.
Fill Character	This field displays which fill character is used in the current field, if a fixed length has been specified for the field.
Multiple Descriptions	If this field is marked, there are fields with the same field number, but another alternative field number.
No. of Repeats	This field displays whether the current output data field should be repeated when printing to the payment file, and in that case how many times.
Conditional Expression	This field contains a possible condition that needs to be fulfilled before the field is printed to the payment file.
Variable Operations	If this field is marked, the variable operations specified in the fields “Operation 1-10” on the current line in the table part must be executed. If the field is not marked, the operations are not executed.
Operation 1-10	These fields contain information about the operations that need to executed with the variable of the output data format.

Field	Description
Field Tag, Identification	These fields are used to generate XML based payment formats, for example, the EU SEPA format.
Field Tag, Attribute 1-3 Identification	These fields are used to generate XML based payment formats, for example, the EU SEPA format.
Field Tag, Attribute 1-3 Value	These fields are used to generate XML based payment formats, for example, the EU SEPA format.

Attention: For further information about these fields, see the description of the island Variable Operations in this window.

Actions

This section shows the Actions available in the Specification of Output Data Records workspace.

Top Tab

Field	Description
Copy Record	When you select this action, the current record including the conditions specified in the island Copying is copied.

Specification of Output Data Fields Single Dialog Workspace

Use this workspace to define the fields that are assigned to each output data record.

The fields make up the contents of the records that Maconomy writes to the output data file.
The **Record ID** field shows the records to which the current field is assigned.

Specification of Output Data Fields Tab

This section includes the fields and descriptions for the Specification of Output Data Fields tab.

Field Description Island

Field	Description
Record ID	This field displays the record ID that the current output data field is assigned to. When you create an output data field, you write the name of the record ID that the field should be assigned to in this field. It is not possible to change the record ID assignment for existing output data records. By specifying a record ID you split up the fields in groups. It is possible to assign a record ID to any given record, which means that all fields with the specified ID are assigned to the record and displayed in the table part of the record in

Field	Description
	question. All fields with the specified record ID are printed to the payment file along with the assigned record when creating the payment file.
Field No.	In this field you can specify a field number. The field number defines the sort order of fields printed to the payment file that are from the same record. The field number can later be changed by using one of the actions in the Action menu.
Alt. Field No.	In this field you can specify an alternative or secondary field number, that is, a subordinate field number. By specifying such a number you create a series of coherent fields. This can be, for example, to fields with the number 46, only the fields are subordinated as alternative field numbers. The contents of alternative fields assigned to the same field are combined in a single string. This function is also useful in connection with specification of conditions. It is possible to create a conditional construction by specifying a condition for the alternative field #1. If the condition is fulfilled, field #1 and #2 are printed, otherwise only field #2 is printed. If at the same time a condition has been specified for field #2, this corresponds to a construction of the type IF-ELSEIF. For further information about conditional sentences, see the description of the island Conditional Expression.
Description	In this field you can write a short description of the current output data field's role in the payment format.

Special Island

Field	Description
Multiple Fields	If this field is marked, there are one or more fields with the same field number, but with a higher alternative field number. All fields in such a series of fields are marked in this field with the exception of the last field in the series.
No. of Repeats	In this field, you can specify how many times the current field should be repeated, that is, the number of times the field's value should be printed to the payment file. Certain formats can be used to specify that specific (identical) fields should be printed. This is done by specifying that the field should be repeated x number of times. This function is typically used for printing remittance line in connection with a collective vendor settlement. You can, for example, specify that the payment file should include one line per invoice to be settled. Also, empty fields are printed.

Field Handling Island

Field	Description
Record ID	In this field, you can specify a record ID in connection with copying and transfer of fields. For further information about record IDs, see the description of the actions in the Action menu.

Field	Description
Field No.	In this field, you can specify a field number in connection with copying and moving fields. For further information about field numbers, see the description of the actions in the Action menu.
Alt. Field No.	In this field, you can specify an alternative field number in connection with copying and moving fields. For further information about alternative field numbers, see the description of the actions in the Action menu.
Insert Quantity	In connection with insertion of fields you should specify the number of fields to be inserted in this field. For further information about insertion of fields, see the description of the action “Enter Field” in the Action menu.

Field Tag Island

Field	Description
Tag	These fields are used to generate XML-based payment formats, for example, the EU SEPA format. Maconomy will, if specified, create a tag in the XML payment file with the given name and the three attributes.
Attribute 1-3 Identification	See the description of the “Tag Identification” field.
Attribute 1-3 Value	See the description of the “Tag Identification” field.

Conditional Expression Island

In this island, you can specify a condition that should be fulfilled before the current field is printed to the payment file when creating the file. A condition consists of a Boolean (logical) expression, for example:

#VARIABLE.7 > 0,00

Variable Operations Island

Field	Description
Variable Operations	If this field is marked, the variable operations specified in the fields “1-10” below are executed. If the field is not marked, the operations are not executed.
1-10	In these fields, you can specify calculation formulas for the variables specified for the current format in the window Specification of Output Data Formats. The number refers to the variable with the corresponding number in the window Specification of Output Data Formats - variable 1 = variable 1, variable 2 = variable 2, and so on. The variable operation takes place right before the actual field is written to the file. Fields are written to the file after the record to which they are assigned.

Field	Description
	As an example of a calculation you can add the amount from the current payment order to the variable which specifies the total amount for the entire payment file. If you have specified that variable 5 is of the type “Amount Field” in the window Specification of Output Data Formats, you can write the following in no. 5 in this island: #VARIABLE.5 + #PAYMENTLINE.PAYMENTCURRENCY The result is that variable 5 is assigned the value of variable 5 plus the amount from the current payment order. You can also refer to the special variable #VARIABLE.0, which contains the value currently written to the payment file.

Note: In “Appendix D: Reference Fields in Format Specifications” of the Reference Manual you can find a list of all fields that can be referred to.

Field Contents Island

In this island, you specify information about the field’s format and contents.

Field	Description
Field Type	In this field, you specify the field type. The type is validated upon printing to the payment file. The following options are available: ▪ Constant — Specifies the constant value in the field “Contents.” The field “Table” should be left empty. ▪ Not Used — Inserts an empty field in the payment file. Other fields in this island are ignored. Use this option if the definition of the payment file allows specification of information in the payment file that you do not want specified or that is not supported by Maconomy. This corresponds to the specification of a constant with no contents, but this is more accurate label. ▪ Reference Field — This field type allows you to print a field value in Maconomy’s database. The table from which the field is copied is specified in the below field “Table,” and the field name is specified in the field “Contents.” You can find a list of valid field names in “Appendix D: Reference Fields in Format Specifications” in the Reference Manual. ▪ New Remittance Field — This field type specifies that the field is a remittance field. The remittance text is copied from the table part of the window Payment Modes in the Banking module and is subject to the selection made in the window. The field will be a bundle of all fields in the table part combined in one string (concatenation). ▪ Remittance Field — If you specify this type, you can have the current field display various information from the vendor entry. This is done by referring to the desired information in the field “Content.” If you do not

Field	Description
	specify a reference in the field “Content,” the field will show the amount paid in the currency of the entry in question. The following references can be made: #REMITTANCETEXT@ #AMOUNTCURRENCY #AMOUNTBASE #AMOUNTENTERPRISE #DISCOUNTCURRENCY #DISCOUNTBASE #DISCOUNTENTERPRISE #INVOICEAMOUNTCURRENCY #REMAINDERAMOUNTCURRENCY #VOUCHERNUMBER #INVOICENUMBER #INVOICEDATE #ENTRYTEXT #SUPPLIERNUMBER
Table	If the field has the type “Reference Field,” the table of the reference field is specified in this field.
Code Type	If the contents of the field are a reference to a pop-up field, you must specify the pop-up field type in this field. You can choose between the code types CurrencyType and CountryType. The last mentioned type, however, was made obsolete from Maconomy version 5.0. To refer to the values in a pop-up field you must specify the field in which the desired value is specified in the window Popup Fields in the Set-Up module. You can, for example, refer to a currency’s ISO code by specifying the following in this field: CurrencyType.#String1 This requires that the field is a reference field and that you refer to a field of the type CurrencyType in the field “Contents,” for example: #PAYMENTLINE.CURRENCY Pop-up fields contain the following fields (the top field is the key value and is not listed below): #String 1-4 #Amount 1-2 #Real 1-3 #Integer 1-2 #Boolean 1-2

Field	Description
Contents	In this field, you specify the contents of the field. The contents depend on the value specified in the field “Field Type” above.
Contents Type	In this field, you can specify which field type you are referring to. The type is verified upon printout of the payment file. The following types exist: **Type** — **Content** Integer Field — Integer Amount Field — Amount Text Field — Text Boolean Field — “TRUE” or “FALSE” Date Field — Date Time Field — Time Decimal Field — Real number
Format	In this field, you can specify the format of the field. The contents of this field depend on the field contents type specified in the field “Contents Type.” **Field Type** — **Format** — **Description** Integer field — <empty> — Integer. Amount field — #DELETESIGN — Removes signs from negative amounts. #DOLLARAMOUNT — Displays the dollar part of the amount. #CENTAMOUNT — Displays the cent part of the amount. Can be used in formats where the dollar and cent part of the amount should be displayed in separate fields. #FORMATS or: <empty> — Formats the amount like this: Dollar part + the sign specified as decimal separator in the window Specification of Output Data Formats + Cent part. Text field — #REMOVEBLANKS — Removes all blank characters.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>
<table>
<tr><td></td><td>#UPPERCASE</td><td>Converts the string to capitals.</td></tr>
<tr><td></td><td>#SUBSTITUTETEXT</td><td>Substitutes characters according to the conversion table in the window Specification of Output Data Formats.</td></tr>
<tr><td></td><td>#FORMATS</td><td>Transfers the string only.</td></tr>
<tr><td>Boolean field</td><td><empty></td><td>The value is converted in accordance with the selection made in the fields "Yes" and "No" in the window Specification of Output Data Formats.</td></tr>
<tr><td>Date field</td><td>Combinations of:
D2
M2
Y2
Y4
T</td><td>The date elements specified can be entered in any order. Separators are specified as "T" followed by the desired character/sign.</td></tr>
<tr><td>Time field</td><td>Combinations of:
S2
M2
H2</td><td>The specified time elements can be specified in any order. You cannot use separators.</td></tr>
<tr><td>Decimal field</td><td><empty></td><td>Real value.</td></tr>
</table>
Text fields: You can only combine more format definitions using a space, for example:
#UPPERCASE #SUBSTITUTETEXT
</td></tr>
<tr><td>Fixed Length</td><td>In this field, you can specify the maximum number of characters allowed in the field. If the value in the field is shorter than the specified fixed length, the value in the field “Fill Character” is copied to this field. If the value is longer, an error message is displayed when you create the payment file.</td></tr>
<tr><td>Min. Length</td><td>In this field, you can specify a minimum length for the current output data field. A specification in this field also indicates that the field should be completed.</td></tr>
<tr><td>Max. Length</td><td>In this field, you can specify a maximal length for the current output data field. If the value is longer, an error message is displayed when you create the payment file.</td></tr>
</table>

Field	Description
Verify Field Length	The field length is only verified if this field is marked. When the verification takes place depends on the contents of the field. The verification often takes place when you create the payment file, but may also take place when, for example, entering an account number in the window Vendor Information Card.
Modulus Principle	In this field, you can specify a modulus verification of the field's value. The modulus verification often has to be carried out for account numbers. You can choose between the modulus calculation methods available in the window Modulus Calculation in the Set-Up module.
Alignment	In this field, you can specify how the contents of the field should be aligned in the payment file: "Right justified" or "Left justified."
Fill Character	In this field, you can specify a fill character that is used in fields with a fixed length. If you do not specify a fill character in this field, a blank character (space) will be used.

User Island

Field	Description
Created	This field shows the date and name of the user who created the data field.
Changed	This field shows the date and name of the user who recently made changes to the data field.
Version	This field shows the latest version number of the data field. The number is incremented by one each time a change is made to the data field.

Input Data Format Section

This section includes the fields and descriptions for the Input Data Format section workspaces.

Specification of Input Data Forms Single Dialog Workspace

Use this workspace to create input data forms that users can select in the Customer Payment Modes workspace.

Specification of Input Data Forms Tab

This section includes the fields and descriptions for the Specification of Input Data Forms tab.

Input Data Form Island

Field	Description
Input Data Format	This field displays which input data format to which the current input data form is assigned. The name of existing formats cannot be changed. When creating an input data form, you write the name of an existing input data form in this field.

Field	Description
Input Data Form	This field displays the name of the current input data form. Names of existing forms cannot be changed. When creating an input data form, you write the name of an existing input data form in this field. The name is displayed in the pop-up field “Customer Payment Form” in the window Customer Payment Modes in the Banking module.

Specification of Input Data Formats Single Dialog Workspace

Use this workspace to enter general information that should apply to the input data format that it displays.

When you create an input data format you must have access to the documentation that describes the structure of the input data format. You typically obtain this documentation from the company or person who is going to use the format, for example, a bank in connection with a format that specifies which payments you have received, who has made the payments, and what they cover.

When you import an input data file, such as a payment receipt file from a bank, Maconomy verifies that the imported file complies with the specified format. The format ensures that the imported payments are posted correctly in Maconomy.

This workspace is general. You can use it to create all types of formats. You might not need to fill in all of the fields, depending on what type of format you are creating.

Specification of Input Data Formats Tab

This section includes the fields and descriptions for the Specification of Input Data Formats tab.

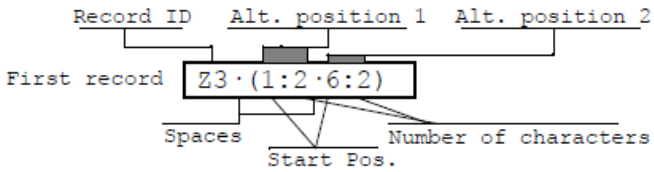
Input Data Format Island

Field	Description
Name	Upon creation of an input data format you can write the name of the format in this field. The name of existing input data formats cannot be changed.
Field Delimiter	In this field, you can specify a character that is used as a delimiter between fields in the input data format. Typically, a comma (“,”) or a tab would be used as a delimiter. The tab character is written as follows: “#TAB.” If no delimiter is used between fields, the fields have a fixed length. In that case, the length is specified in the field “Fixed Length” below.
Record End	In this field, you can specify a character or a code that is used as delimiter between records in the input data format. Typically, a line break (carriage return/line feed) would be used as delimiter. This is specified as follows: “13 10.” If a record end code is not used, then all records have the same length. The length is specified in the field “Fixed Length” below.
Yes	In this field, you can specify which character in the imported file should be interpreted as “Yes.” Possible ways of specifying “Yes” could be “Y” or “1,” but it depends on the specifications in the input data format.

Field	Description
No	In this field, you can specify which character in the imported file should be interpreted as “No.” Possible ways of specifying “No” could be “N” or “0,” but it depends on the specifications in the input data format.
Decimal	In this field, you can specify a character that is used as decimal in amount fields in the input data format. Certain formats do not use a decimal, but assumes that all amounts are specified in cents (for US currency).
Text Encloser	In this field, you specify a “text enclose,” that is, a character used around fields of the type “Text” in the format. Typically, a quotation mark (“ " “).
General Encloser	In this field, you specify a “general enclose,” that is, a character used around all types of fields in the format, that is, not only text fields.
Fixed Length	If no character or code is specified in the field “Record End,” and all records have the same length, you can specify the fixed length of all records in the input data format in this field. If the value entered in this field is “0,” the function is not used.
Fixed No. of Fields	If a delimiter or code is specified in the field “Field Delimiter,” but no character or code is specified in the field “Record End,” then you can specify in this field how many fields every record in the input data format must contain. If the value entered in this field is “0,” the function is not used.
Number of Lines per Record	In this field, you can specify the number of lines into which the record is split. Some input formats split long records into several lines, and you can specify the number of lines in this field. Records of this type are typically fixed-length records as well.
Character Encoding	In this field, you enter the encoding that is used by the bank. Maconomy will use the default encoding if no character encoding has been specified.

Input Data Records Island

Field	Description
First Record	In this field, you must specify the identification of the first record in the input data file. This identification must be in the first position specified in the two fields below in order for the file to be correctly imported in Maconomy using this format. The identification is specified in the format description issued by the bank (when dealing with a payment receipt format). In certain cases, the position of the first record can be variable. In such cases, you can specify one or more alternative position(s) for the first record according to the following syntax: <id> (<pos>:<length> [<pos>:<length>]) The syntax is shown in the graphic below. The illustration depicts the field “First Record,” in which the text “Z3 (1:2 6.2)” has been specified.

Field	Description
	 If the first record (identified by “Z3”) does not exist in the position specified in the fields “Start Identification” and “Id. Chars” below, the format specification searches for the field “Z3” in position 1 and the next two characters. If this does not produce the result “Z3” either, the format specification searches from position 6 and the next two characters. If the identification does not exist here either, the reading of the format produces an error.
Start Identification	In this field, you must specify in which position the record identification specified in the field “First Record” above starts. Maconomy checks the first record in the file and reads from the specified position.
Id. Chars.	In this field, you must specify the number of characters occupied by the identification specified in the field “First Record” above. Maconomy starts the import from the position in the first record in the file as specified in the field “Start Identification” above and the number of characters that you enter in this field.

Access Level Island

Field	Description
Access Level Name	Enter the name of the access level required to access the format and its forms.
Access Level Description	Enter the description of the access level required to access the format and its forms.

Variable Island

In this island, you can define a number of variables. The specified variable is used in other places in the format specification. For example, you can define that variable #3 contains the total number of records in the file. In the window Specification of Input Data Records, you can specify that variable #3 should be increased by 1 for each record. You can then inspect the contents of the variable in the end record of the file, which at that time contains the total number of records.

Field	Description
No.	This field displays the variable number. The number is used when you refer to the variable from other windows/fields in the format specification.
Type	In this pop-up field, you can select the variable type. The type determines which actions the variable should execute, and how the format interprets the contents. Variables of, for example, the type “Text Field” are considered as text and therefore cannot be multiplied, even though they contain figures. At the same

Field	Description
	time, you can therefore, for example, assign text to a variable of the type “Integer Field.” The following types are available: **Type** / **Contents** Integer Field / Integer Amount Field / Field Text Field / Text Boolean Field / “TRUE” or “FALSE” Date Field / Date Time Field / Time Decimal Field / Real value
Description	In this field, you can write a description of the current variable. The description is only shown in this window.

Delivery No. Island

Field	Description
Verify Delivery No.	If this field is marked, Maconomy verifies that the file has not been imported before. This is done by checking the delivery number in the import file. The delivery number is located using the positional indicators in the two fields below.
Start	In this field, you can specify in which position the delivery number in the file starts. Maconomy checks the first record in the file and reads from the specified position.
Length	In this field, you can specify the number of characters occupied by the delivery number. Maconomy reads the identification from the position in the first record specified in the field “Start” above and the number of characters specified in this field.

User Island

Field	Description
Created	This field shows the date and name of the user who created the format.
Changed	This field shows the date and name of the user who recently made changes to the format.
Version	This field shows the latest version number of the format. The number is incremented by one each time a change is made to the format.

Input Data Substitution Tables Sub-Tab

This section includes the fields and descriptions for the Input Data Substitution Tables sub-tab.

Field	Description
Local Character	When importing the file, Maconomy replaces occurrences of the character in the field “External Character List” on the current line with the character in this field.
External Character List	When importing the file, Maconomy replaces occurrences of the character specified using the ASCII value specified in this field with the character in the field “Local Character” on the current line in the table part. For instance, in some formats the letter “æ” is represented by the associated ASCII value, which is 145.

Specification of Input Data Records Single Dialog Workspace

Use this workspace to define the records that are assigned to each input data record.

The Input Data Record island contains information about the format and form to which the current record is assigned.

You can also use this workspace to specify that Maconomy should perform calculations or other operations on the variable. Maconomy performs the variable operations in the following order:

1. The fields that are defined in the Specification of Input Data Records sub-tab.
2. The operations that are specified in the Variable Operations island.
3. The operations that are specified in the Calculation island.

Specification of Input Data Records Tab

This section includes the fields and descriptions for the Specification of Input Data Records tab.

Input Data Record Island

Field	Description
Input Data Format	This field displays the input data format assigned to the current input data record. When you create an input data record, you can write the name of the input data format, which should be assigned to the record, in this field. You cannot change the assigned input data format of an existing record.
Input Data Form	This field displays the input data form assigned to the current input data record. When you create an input data record, you can write the name of the input data form, which should be assigned to the record, in this field. If you write “#STANDARD,” this record applies to all input data forms within the current input data format. You cannot change the assigned input data form of an existing record.
Record Type	This field displays the current record’s type. When you create a record, you can choose between the following record types: “File Start Record,” “Sector

Field	Description
	Start Record," "Payment Record," "Sector End Record," and "File End Record." You cannot change an existing record type.
System No.	This field is not used in the current version of Maconomy.
Record ID	In this field, you can write a name that identifies the record. This ID can be assigned to a whole group of fields which are then displayed in the table part. If the ID is changed, no fields are displayed in the table part, or another group of fields are displayed. When creating a field in the window Specification of Input Data Records, the group (record ID) assigned to the field is specified. Please note that if you select the action "Delete Input Data Record" from the File menu and a record ID is displayed in this field, all fields in the current group of fields will be deleted. If you only want to delete the record, but not the fields (which might be assigned to other records), remove the record ID from this field before you delete the record.
Identification	In this field, you must specify the current record's identification. Contrary to the field "Record ID" above, you have the freedom to choose an ID in this field, but you must specify the identification specified for the current record in the received format specification.
Fixed Record Length	In this field, you can specify the length that should be applied to the current records. Certain formats specify that a fixed length should be applied to all records; this is specified in the window Specification of Input Data Formats. The specification in this field only applies to the current record.
No. of Fields	In this field, you can specify the number of fields the current record should consist of, if the window Specification of Input Data Formats specifies a character or a code in the field "Field Delimiter," but no character or code in the field "Record End" in the same window. Please note that if the field "Fixed No. of Fields" in the window Specification of Input Data Formats contains a number, you do not need to specify a number in this field.
Next Record	In this field, you can specify which records can follow the current record. This is specified by referring to the identification entered for the record in question in the field "Identification." This way you can be sure that the structure of the input data file is correct. If the current record has the type "File Start Record," and the payment format specifies that this record must be followed by a record of the type "Sector Start Record," then in this field you can enter the identification of the record in question. If the format allows several types of records to follow the current one, you can enter several record identifications, separated by a space, for example, like this: "01•10•15." If the current record is the last record (of the type "File End Record," you can enter "EOF" (End of File) in this field. Maconomy searches for the identification of the next record from the position(s) specified in the island Input Data Records in the window Specification of Input Data Formats.

Calculation Island

Field	Description
1-10	In these fields, you can specify calculation formulas for variables defined for the current format in the window Specification of Input Data Formats. The number refers to the variable with the corresponding number in the window Specification of Input Data Formats - variable 1 = variable 1, variable 2 = variable 2, and so on. The fields can either be used as a calculation or as a control of the customer payment file. The calculation or control takes place after all fields and variable operations of the current record have been processed. In the following, some examples of usage of these fields are shown. Example 1 In one field, Maconomy checks the value of the field using variable operations. Depending of the value of the field, the variables 1-4 are set to “true” or “false.” In this example, variable 1 has been set to “true,” and variables 2-4 have been set to “false.” In the field in this island which refers to variable 1, the value “#COMPLETED” is specified. This value is the name of a field of the type Boolean. You can find the field names to which you can refer in the list in “Appendix D: Reference Fields in Format Specifications” of the Reference Manual. In the fields 2-4 other field references to Boolean fields are specified. When the calculations in this island are carried out (as the last calculations in the current record), the value of the field #COMPLETED is set to “true.” After the payment file has been read in Maconomy, this is displayed in the window Show Collection Orders in the Banking module as a mark in the field “Completed” in the table part for the customer payment record in question. Example 2 In a variable of the type “Amount,” the amount of each customer payment record can be added up. In the end record of the file, the total amount can then be compared with the amount specified in the start record of the file to make sure that the amounts are identical. If they are not the same, it may be an indication that the file has been tampered with manually.

Variable Operations Island

Field	Description
1-10	In these fields, you can specify calculation formulas for variables defined for the current format in the window Specification of Input Data Formats. The number refers to the variable with the corresponding number in the window Specification of Input Data Formats - variable 1 = variable 1, variable 2 = variable 2, and so on. The variable operation is carried out each time the current record is written to the file. In the table part of this window, you can specify further variable operations that should be carried out for each field in the current record when the record is written to the file. The variable operations in the table part are performed before the variable operations in the card part. As an example of a calculation, you can increase the variable for a customer payment record that specifies the total number of records by one. If you have specified in the

Field	Description
	window Specification of Input Data Formats that variable 3 is of the type “Integer,” you can write the following in front of line no. 3 in this island #VARIABLE.3 + 1 The result is that variable 3 is assigned the value of variable 3 plus one. If variable 5 has been specified as being of the type “Amount Field,” you can write the following in front of line no. 5 in this island: #VARIABLE.5 + #INPUTDATALINE.AMOUNTCURRENCY The result is that variable 5 is assigned the value of variable 5 plus the amount from the current customer payment record. This way, the total customer payment is summarized. You can also refer to the special variable #VARIABLE.0, which contains the value currently read from the customer payment file. In “Appendix D: Reference Fields in Format Specifications” in the Reference Manual you can find a list of all elements that you can refer to. You can use the following operators in the expressions: + | - | > | < | = | >= | <= | <> | * | / | % On a Macintosh, you can also write >=, <= and <> as follows: Š | ð | ¦ The operator / indicates division and returns a real value, also when dividing two integers. The operator % returns a percentage – #VARIABLE3 % VARIABLE4 thus shows variable 3 less variable 4, divided by variable 4 and multiplied by 100. If variable 4 is 0, the result will also be 0.

User Island

Field	Description
Created	This field shows the date and name of the user who created the record.
Changed	This field shows the date and name of the user who recently made changes to the record.
Version	This field shows the latest version number of the record. The number is incremented by one each time a change is made to the record.

Input Data Fields Sub-Tab

This section includes the fields and descriptions for the Input Data Fields sub-tab.

It is common for all fields in the table part of this window that they are assigned the record ID displayed in the field “Record ID” in the card part.

In this window, you can create, change and delete input data fields. As all fields are also found in the window Specification of Input Data Fields, please refer to the description of this window for more information about these actions.

Field	Description
Field No.	This field displays the number of the current field on the line. All fields are assigned a number in the window Specification of Input Data Fields. Two fields cannot be assigned the same number, alternative field number, and/or record ID.
Description	This field displays the input data field description from the window Specification of Input Data Fields.
Field Type	This field displayed the type of the input data field.
Contents	This field displays the contents of the field. If the field is a reference field, it displays the reference to the database field to which the contents of the file's field should be written. In "Appendix D: Reference Fields in Format Specifications" in the Reference Manual you can find a list of available reference fields.
Contents Type	This pop-up field specifies the field type contents.
Format	This field displays the format of the contents of the field.
Fixed Length	This field displays whether the field has been assigned a fixed length and if so the specified length. If a value is displayed in this field, the value in the field "Max. Length" is the same value.
Min. Length	This field displays whether the field has been assigned a minimum length and if so the specified length.
Max. Length	This field displays whether the field has been assigned a maximum length and if so the specified length.
Field Identification	This field displays the identification assigned to the current field in accordance with the format specification.
Mandatory Completion	If this field is marked, the current field must contain a value.
Variable Operations	If this field is marked, the variable operations specified in the fields "Operation 1-10" on the current line in the table part will be executed. If the field is not marked, the operations will not be executed.
Operation 1-10	These fields contain the operations that should be executed along with the variable of the output data format. For further information about variable operations, please refer to the description of the island Variable Operations in this window.

Specification of Input Data Fields Single Dialog Workspace

Use this workspace to define the fields that are assigned to each input data record.

You specify the association with a record by entering a record ID in the **Record ID** field in the Field Description island.

Specification of Input Data Fields Tab

This section includes the fields and descriptions for the Specification of Input Data Fields tab.

Field Description Island

Field	Description
Record ID	This field displays the record ID assigned to the current input data field. When you create an input data field, you must write the name of the record ID that should be assigned to the field. You cannot change record IDs assigned to existing input data fields. By specifying a record ID, you split up fields in groups. On any given record it is possible to assign a record meaning that all fields with the specified ID are assigned to the field and displayed in the table part of the record in question. Maconomy presupposes that all fields with the specified record ID exist in the specified record in the file to be imported.
Field No.	In this field, you can specify a field number. The field number decides the order in which fields from the same record are read.
Description	In this field, you can enter a short description of the role of the current input data field in the input data format.

Field Condition Island

Field	Description
Field Identification	In this field you can specify the ID of the correct field according to the format specifications. When the customer payment file is read, Maconomy checks if the current field has the ID specified in this field. If this is not the case, Maconomy checks if the field with the ID specified in this field must be completed (that is, if the field “Mandatory Completion” below is marked). If the field “Mandatory Completion” is marked, Maconomy will report an error, and the reading will be aborted. If the field “Mandatory Completion” is not marked, Maconomy will repeat this routine for the next record in the row (as specified in the field “Next Record”). This way you can allow formats which permit a variable number of fields for each record. Example: A payment record in a file contains the fields “&03,” “&05,” “&06,” “&23,” and “&24.” The next record contains the fields “&03,” “&05,” “&23,” and “&24.” Since the field with the field ID “&06” does not have a mark in the field “Mandatory Completion,” reading the customer payment file will not result in an error when reading the second record where the field “&06” is missing.

Field	Description
Mandatory Completion	If this field is marked, the field whose ID is specified in the field “Field Identification” above must be completed. See the description of that field above.

Variable Operations Island

Field	Description
1-10	In these fields, you can specify calculation formulas for the variables specified for the current format in the window Specification of Input Data Formats. The number refers to the variable with the corresponding number in the window Specification of Input Data Formats; variable 1 = variable 1, variable 2 = variable 2, and so on. The variable operation takes place right before the actual field is imported. Fields are imported from the record to which they are assigned. As an example of a calculation you can add the amount from the current customer payment file to the variable which specifies the total amount for the entire payment file. If you have specified that variable 5 is of the type “Amount Field” in the window Specification of Input Data Formats, you can write the following in no. 5 in this island: #VARIABLE.5 + #INPUTDATALINE.AMOUNTCURRENCY The result is that variable 5 is assigned the value of variable 5 plus the amount from the current customer payment record. In this way, the total payment sum for all records in summed up in all sections. It is also possible to refer to the special variable #VARIABLE.0, which contains the value currently being imported from the payment file. In “Appendix D: Reference Fields in Format Specifications” in the Reference Manual you can find a list of all fields that can be referred to.

Field Contents Island

In this island, you specify information about the field’s format and contents.

Field	Description
Field Type	In this field, you must specify the field type. The type is validated when you import the file. The following options are available: ▪ Constant — You specify the value of the constant in the field “Contents.” ▪ Not Used — Specifies an empty field in the field. This option is used if the specifications in the file result in the specification of information that you do not want to import or which Maconomy do not support. Choosing this option corresponds to specification of a constant with no contents but this is more accurate. ▪ Reference Field — With this field type you can import a value from the file and as- sign it to a field in the Maconomy database. The relation into which the field is copied is either #REMITTANCEHEADER or

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td></td><td>#CUSTOMERPAYMENTLINE, but the relation selection is done automatically in Maconomy. The field name is specified in the field “Contents.” A list of valid field names can be found in “Appendix D: Reference Fields in Format Specifications” in the Reference Manual.
▪ New Remittance Field — This field type is not used in input data formats.
▪ Remittance Field — This field type is not used in input data formats.</td></tr>
<tr><td>Contents</td><td>In this field, you specify the contents of the field. The contents depend on the value specified in the field “Field Type” below.</td></tr>
<tr><td>Contents Type</td><td>In this field, you can specify which field type you are referring to. The type is verified when the file is imported.
The following types exist:
<table>
<tr><th>Type</th><th>Content</th></tr>
<tr><td>Integer Field</td><td>Integer</td></tr>
<tr><td>Amount Field</td><td>Amount</td></tr>
<tr><td>Text Field</td><td>Text</td></tr>
<tr><td>Boolean Field</td><td>“TRUE” or “FALSE”</td></tr>
<tr><td>Date Field</td><td>Date</td></tr>
<tr><td>Time Field</td><td>Time</td></tr>
<tr><td>Decimal Field</td><td>Real number</td></tr>
</table></td></tr>
<tr><td>Format</td><td>In this field, you can specify the format of the field. The contents of this field depend on the field contents type specified in the field “Contents Type.”
<table>
<tr><th>Field Type</th><th>Format</th><th>Description</th></tr>
<tr><td>Integer field</td><td><empty></td><td>Integer.</td></tr>
<tr><td>Amount field</td><td>#DOLLARAMOUNT</td><td>Displays the dollar part of the amount.</td></tr>
<tr><td></td><td>#CENTAMOUNT</td><td>Displays the cent part of the amount. Can be used in formats where the dollar and cent part of the amount should be displayed in separate fields.</td></tr>
<tr><td></td><td><empty></td><td>Formats the amount like this: Dollar part + the sign specified as decimal separator in the window</td></tr>
</table></td></tr>
</table>

Field	Description
	<table><tr><td></td><td></td><td>Specification of Input Data Formats + Cent part.</td></tr><tr><td>Text field</td><td>#REMOVEBLANKS</td><td>Removes all blank characters.</td></tr><tr><td></td><td>#REMOVEPRECEDINGZEROS</td><td>Removes zeroes from the left of the text string, unless this results in a shorter string than defined in the field "Min. Length."</td></tr><tr><td></td><td>#SUBSTITUTETEXT</td><td>Substitutes characters according to the conversion table in the window Specification of Input Data Formats.</td></tr><tr><td></td><td><empty></td><td>Transfers the string only.</td></tr><tr><td>Boolean field</td><td><empty></td><td>The value is converted according to the selection made in the fields "Yes" and "No" in the window Specification of Input Data Formats.</td></tr><tr><td>Date field</td><td>Combinations of: D2 M2 Y2 Y4 T</td><td>The date elements specified can be entered in any order. Separators are specified as "T" followed by the desired character/sign.</td></tr><tr><td>Time field</td><td>Combinations of: S2 M2 H2</td><td>The specified time elements can be specified in any order. You cannot use separators.</td></tr><tr><td>Decimal field</td><td><empty></td><td>Real value.</td></tr></table> For text fields, you can combine multiple format definitions using a space, for example: #REMOVEBLANKS #SUBSTITUTETEXT
Fixed Length	If no character or code has been specified as a field delimiter in the window Specification of Input Data Formats, you can specify the fixed number of characters of the data field in this field. If a field delimiter has been specified, for example, “#TAB” for tab-separated files, then the length of the field is defined as

Field	Description
	the number of character between one tab character to the next or to EOF (End of File).
Min. Length	In this field, you can specify a minimum length of the current input data field, if the field uses a character or code as a field delimiter. A specification in this field also indicates that the field must be completed. If no field delimiter is used, the field may, for example, be used in connection with the reading of a bank account number. Such a field has the type “Text Field,” and in the field “Format” the format specification “#REMOVEPRECEDINGZEROS” will be specified. In order not to remove zeroes from bank account numbers that actually begin with a “0,” the minimum length is set to “7” in this field, which would permit a bank account number such as this: “0123456.”
Max. Length	In this field, you can specify a maximum length of the current input data field. Maconomy automatically sets the value in this field to equal the field “Fixed Length,” if no character or code is used as field delimiter. If the value in the import file is longer, an error message is displayed when you read the file.

User Island

Field	Description
Created	This field shows the date and name of the user who created the data field.
Changed	This field shows the date and name of the user who recently made changes to the data field.
Version	This field shows the latest version number of the data field. The number is incremented by one each time a change is made to the data field.

Outgoing Payment Format Section

This section includes the fields and descriptions for the Outgoing Payment Format section workspaces.

Specification of Outgoing Payment Format Single Dialog Workspace

Use this workspace to enter specific information about outgoing payment formats that do not apply to the export of financial data.

You can view the outgoing payment formats that you create in this workspace in the **Payment Format** pop-up field in the Payment Agents workspace in the Banking module.

Specification of Outgoing Payment Format Tab

This section includes the fields and descriptions for the Specification of Outgoing Payment Format tab.

Outgoing Payment Format Island

Field	Description
Name	In this field, you can specify the name of the current outgoing payment format. Names of existing outgoing payment formats are displayed in the pop-up field “Payment Format” in the window Payment Agents in the Banking module.
Output Data Format	In this field, you can specify the name of the output data format that you want to use in the current outgoing payment format. Output data formats are created in the window Specification of Output Data Formats. The format must already exist. Payment files are created on the basis of this format in the Banking module.
Input Data Format	In this field, you can specify the name of the input data format that you want to use in the current outgoing payment format. Input data format are created in the window Specification of Input Data Formats. The format must already exist. This format is used when importing payment status files in the window Read Payment Status in the Banking module.

Print Control Island

Field	Description
Show Control Listing	If you mark this field, a control listing is printed after the payment file has been created. This listing can be attached to the payment file when sending it to the bank.
Show Extended Control Listing	The functionality of this field is similar to that of the field “Show Control Listing” above. However, the printed listing contains more information, including payment numbers and the vendors’ company registration numbers.

Access Level Island

Field	Description
Access Level Name	Enter the name of the access level required to access the format and its forms.
Access Level Description	Enter the description of the access level required to access the format and its forms.

System Numbers Island

Field	Description
System Number 1-3	Maconomy can manage concurrent numbering of payment orders. In these fields, you can specify whether the three system numbers should be reset every day, month, year, or never. You can, for example, specify a system number that is reset once a year in one field, and a system number that is reset every day. In the fields “Next System No. 1-3” in the island Payment Information in the window Payment Agents in the Banking module, you can change the current system number value, for example, to specify an initial value. You can refer to these fields in an output data field be referring to the fields #PAYMENT.SYSTEMNUMBER1-3. System numbers are unique per payment agent.

User Island

Field	Description
Created	This field shows the date and name of the user who created the format.
Changed	This field shows the date and name of the user who recently made changes to the format.
Version	This field shows the latest version number of the format. The number is incremented by one each time a change is made to the format.

Specification of Outgoing Payment Form Single Dialog Workspace

Use this workspace to enter specific information about individual outgoing payment forms.

You can view the outgoing payment forms that you create in this workspace in the **Payment Form** pop-up field in the Payment Modes workspace in the Banking module.

Specification of Outgoing Payment Form Tab

This section includes the fields and descriptions for the Specification of Outgoing Payment Form tab.

Outgoing Payment Format Island

Field	Description
Outgoing Payment Format	Select the name of an existing output data format that you want to specify an outgoing payment form for in this pop-up field.

Field	Description
Outgoing Payment Form	In this field, you can specify a name for the outgoing payment form that you want to create for the current outgoing payment format. This is the name displayed in the pop-up field “Payment Form” in the window Payment Modes in the Banking module.
Output Data Form	In this field, you can specify the name of the output data form that you want to use as output data form for the current outgoing payment form. Output Data Forms are created in the window Specification of Output Data Forms. You can only specify existing forms.
Input Data Form	In this field, you can specify the name of the input data form that you want to use as input data form for the current outgoing payment for. Input data forms are created in the Specification of Input Data Forms. You can only specify existing forms. The form is used when you import payment status files in the window Read Payment Status in the Banking module.

User Island

Field	Description
Created	This field shows the date and name of the user who created the form.
Changed	This field shows the date and name of the user who recently made changes to the form.
Version	This field shows the latest version number of the form. The number is incremented by one each time a change is made to the form.

Payment Island

Field	Description
Allow Blanket Payment	In this pop-up field, you can specify whether it should be specified for the current outgoing payment form that payments should be combined, that is, that all payments to the same vendor are combined in one collective payment. If you select “Yes” in this field, you cannot remove the mark in the field “Blanket Payment” in the window Payment Modes in the Banking module. If you select “No,” however, you cannot mark the field. If you select “Partial” in this field, the payment mode can be used with or without blanket payment. The field must be completed. For more information, please see the description of the window Payment Modes.
Currency Payment	If you mark this field, the current payment is made in foreign currency. This means that a warning message is displayed if the format is used for payments to domestic vendor (that is, in national currency).
Allow Zero Entries	If you mark this field, payment orders with a zero balance are included in the payment file. This happens if the field “Include Payment Ord. with 0 Balance” in the window Payment Modes is marked.

Remittance Island

Field	Description
Allow Remittance	In this pop-up field, you can specify whether the current outgoing payment form should allow for remittance of the vendor. If you select “Yes” in this field, you cannot remove the marking of the field “Notify Payment Recipient” in the window Payment Modes in the Banking module. If you select “No,” however, you cannot mark the field. If you select “Partial” in this field, the payment mode can be used with or without remittance. The field must be completed.
Length on Lines	This field corresponds to the field “Max characters per line” in the window Payment Modes and specifies the maximum length on a remittance line.
Maximum Number of Lines	This field corresponds to the field “No. of Lines Per Paym. Order” in the window Payment Modes and specifies the maximum number of lines allowed in remittance per payment order.

Export Payment Forms Single Dialog Workspace

Use this workspace to create a file to be used as a payment format.

In the Export Payment Forms tab you identify for which outgoing payment format you want to view outgoing payment forms. In the Outgoing Payment Forms sub-tab you identify which outgoing payment forms Maconomy should write to the file.

When you use the **Export** action, Maconomy creates a file that contains a payment format with the specified payment forms. Maconomy prints the specification of the format, forms, records, and fields as text that you can reimport into Maconomy.

Export Payment Forms Tab

This section includes the fields and descriptions for the Export Payment Forms tab.

Selection Criteria Island

Field	Description
Outgoing Payment Format	This pop-up field displays the outgoing payment formats created in the window Specification of Outgoing Payment Format. When you have selected a format and press Return, the table part displays the outgoing payment forms assigned to the selected outgoing payment format.

Outgoing Payment Forms Sub-Tab

This section includes the fields and descriptions for the Outgoing Payment Forms sub-tab.

Field	Description
Outgoing Payment Form	This field displays the outgoing payment forms assigned to the outgoing payment format (in the window Specification of Outgoing Payment Form) selected in this window.
Export	If you mark this field, the marked outgoing payment form is included in the file created when you select the action “Export.”

Actions

This section shows the Actions available in the Export Payment Forms workspace

Top Tab

Field	Description
Export	When you select this action, the outgoing payment forms marked in the table part of the window are exported to a file. The file created is placed in the specified Maconomy folder. The file name is a combination of the word “Payment,” the name of the selected outgoing payment format, and the current version of Maconomy, for example, “Payment - BankOfBoston (X).” You can later import the export file into Maconomy using an import program resulting in the inclusion/creation of the imported outgoing payment format and its payment forms in Maconomy. These can, for example, be inspected in the windows Payment Agents and Payment Modes in the Banking module. Please note that names of database fields, and so on, are converted to the database kernel language on export in order to facilitate moving formats between different language versions of the Maconomy system.

Customer Payment Format Section

This section includes the fields and descriptions for the Customer Payment Format section workspaces.

Specification of Customer Payment Formats Single Dialog Workspace

Use this workspace to enter specific information about individual customer payment formats.

You can select the customer payment formats that you create in this workspace in the **Customer Payment Format** pop-up field in the Payment Agents workspace in the Banking module.

Specification of Customer Payment Formats Tab

This section includes the fields and descriptions for the Specification of Customer Payment Formats tab.

Customer Payment Format Island

Field	Description
Name	In this field, you can specify the name of the current customer payment format. This name can be selected in the pop-up field “Customer Payment Format” in the window Payment Agents in the Banking module.
Output Data Format	In this field, you can specify the name of the output data format that you want to use for the current customer payment format. Output data formats are created in the window Specification of Output Data Formats. You can only select an existing format. This is the format from which you create customer collection files in the window Collection Files in the Banking module. These files are sent to the bank in connection with customer collection.
Input Data Format	In this field, you can specify the name of the input data format that you want to use for the current customer payment format. Input data formats are created in the window Specification of Input Data Formats. You can only select an existing format. This is the format which is used when customer payment files are read in the window Read Customer Payments in the Banking module

Posting Island

Field	Description
Enter Trans. No.	This field is used when reading customer payments into Maconomy. If the field is marked, you must either specify a transaction number series in the island Customer Payment Control in the window Payment Agents or specify a transaction number in the window Read Customer Payments when reading a customer payment file using this format. If the field “Consecutive Trans. No.” is marked in the window Payment Agents, Maconomy will increase the specified transaction number by one for every customer payment read.

Access Level Island

Field	Description
Access Level Name	Enter the name of the access level required to access the format and its forms.
Access Level Description	Enter the description of the access level required to access the format and its forms.

System Numbers Island

Field	Description
System Number 1-3	Maconomy can keep track of the number of collection orders that are dispatched. In these fields, you can specify whether the three system numbers should be reset per day, month, year, or never. For instance, you can specify a system number which is reset once a year in one field, and a system number which is reset every day in another field. In the fields “Next System Number 1-3” in the island Customer Payment Information in the window Payment Agents in the Banking module, you can change the current value of the system number, for example, to set an initial value. You can refer to these fields in an output data field by referring to the fields #PAYMENT.SYSTEMNUMBERS1-3. The system numbers are unique per payment agent.

User Island

Field	Description
Created	This field shows the date and name of the user who created the format.
Changed	This field shows the date and name of the user who recently made changes to the format.
Version	This field shows the latest version number of the format. The number is incremented by one each time a change is made to the format.

Specification of Customer Payment Forms Single Dialog Workspace

Use this workspace to enter specific information about individual customer payment forms.

You can select the customer payment forms that you create in this workspace in the **Customer Payment Form** pop-up field in the Customer Payment Modes workspace in the Banking module.

Specification of Customer Payment Forms Tab

This section includes the fields and descriptions for the Specification of Customer Payment Forms tab.

Cust. Payment Form Island

Field	Description
Customer Payment Format	In this pop-up field, you must select the name of the existing output data format for which you want to specify a customer payment form.

Field	Description
Cust. Payment Form	In this field, you can specify the name of the customer payment form that you want to create for the current customer payment format. This is the name displayed in the pop-up field “Customer Payment Form” in the window Customer Payment Modes in the Banking module.
Input Data Form	In this field, you can specify the name of the input data form that you want use for the current customer payment form. You can only specify an existing form. The form is used when you import customer payment files in the window Read Customer Payments in the Banking module.
Output Data Form	In this field, you can specify the name of output data form that you want to use for the current customer payment form. Output data forms are created in the window Specification of Output Data Forms. You can only specify an existing form. The form is used when you create collection files in the window Collection Files in the Banking module.

Remittance Island

Field	Description
Allow Remittance	In this pop-up field, you can select whether the current customer payment form should allow for remittance of the customer. If you select “Yes” in this field, is will not be possible to remove the marking of the field “Notify Recipient” in the window Customer Payment Modes in the Banking module. If, on the other hand, you select “No,” you cannot mark the field. If you select “Partial” in this field, the customer payment mode is used with or without remittance. The field must be completed.
Length on Lines	This field corresponds to the field “Max. Number of Characters per Line” in the window Customer Payment Modes and specifies the maximum length of a remittance line.
Maximum Number of Lines	This field corresponds to the field “Number of Lines per Collection Order” in the window Customer Payment Modes and specifies the maximum number of lines allowed as remittance per collection order.

Validation Island

Field	Description
Payer Identification	Maconomy calculates a payer ID when creating invoices, interest charge notices, reminder letters, and so on. This payer ID will adhere to the validation rules specified in this island. It is possible to specify a minimum length, a maximum length, and a modulus principle for the payer ID. You can choose between the modulus calculation principles that exist in the window Modulus Calculation in the Set-Up module.
Amount	If a modulus principle has been specified on this line, Maconomy will calculate a control digit when creating invoices, interest charge notices,

Field	Description
	reminder letters, and so on. The concatenation of the amount and the control digit will adhere to the validation rules specified in the modulus principle. It is possible to specify a minimum length, a maximum length, and a modulus principle for the payer ID. You can choose between the modulus calculation principles that exist in the window Modulus Calculation in the Set-Up module.
Global Location No.	In the window Payment Information, you can specify a global location number for each customer. The current customer payment form can only be used for customers whose global location number matches the criteria set up in this row.
Agreement No.	The functionality of this field corresponds to that of the field “Global Location No.” above, but refers to the field “Collection Agreement” in the window Payment Information.
Group No.	The functionality of this field corresponds to that of the field “Global Location No.” above, but refers to the field “Collection Group No.” in the window Payment Information.

Collection Island

Field	Description
Allow Blanket Collection	In this pop-up field, you can select whether collections should be handled collectively for the current customer payment form, that is, all collections to the same customer are combined. If you select “Yes” in this field, is will not be possible to remove the marking of the field “Blanket Collection” in the window Customer Payment Modes in the Banking module. If, on the other hand, you select “No,” the field cannot be marked. If you select “Partial” in this field, the customer payment mode can be used with or without blanket collection. The field must be completed.
Currency Collection	This field is not used in the current version of Maconomy.
Collection Total	This field is used in connection with certain automatic payment service format. For Danish customers with “PBS” (Danish payment service agent) who have a “BS-Total” subscription, the payment agent (PBS) will send a manual payment form to the customer, if the customer in question does not have a payment agreement with PBS. If this field is not marked, a collection agreement number must be specified in the island Payment Control in the window Payment Information for the customer, for the customer to be collected. If the field is marked, this check is not performed, and the customer can be collected regardless of the presence of a collection agreement number.

Field	Description
Allow Zero Entries	If you mark this field, collections with zero balances are included in the import. This will happen if the field “Include Collections with Balance = 0” in the window Customer Payment Modes in the Banking module is marked.
Include only Invoices and Credit Memos	If you mark this field, collections for invoices and credit memos only are included in the import.
Allow Negative Collections	Maconomy can join a number of customer entries in one collection. The total amount is the total of all debit entries (such as invoices) minus the total of all credit entries (such as credit notes). If you mark this field, the total amount for the collection can be negative.

User Island

Field	Description
Created	This field shows the date and name of the user who created the form.
Changed	This field shows the date and name of the user who recently made changes to the form.
Version	This field shows the latest version number of the form. The number is incremented by one each time a change is made to the form.

Export Customer Payment Forms Single Dialog Workspace

Use this workspace to create a file which can be used as a customer payment format.

In the tab, select the customer payment format for which you want to view customer payment forms. In the sub-tab, specify which customer payment formats should be written to the file.

When you click the **Export** action, a file containing a customer payment format with the specified customer payment forms is created. The specifications of the format, forms, records, and fields are printed to the file in text format, and the file can then be imported into Maconomy. The customer payment format and forms can now be inspected in the Banking module.

Export Customer Payment Forms Tab

This section includes the fields and descriptions for the Export Customer Payment Forms tab.

Selection Criteria Island

Field	Description
Customer Payment Format	This field displays customer payment formats created in the Specification of Customer Payment Formats workspace. When you select a format from the drop-down list and press ENTER, Maconomy displays the customer

Field	Description
	payment forms assigned to the chosen customer payment format in the sub-tab.

Customer Payment Form Informations Sub-Tab

This section includes the fields and descriptions for the Customer Payment Form Informations Sub-Tab.

Field	Description
Cust. Payment Form	This field displays the customer payment forms assigned to the customer payment format (in the Specification of Customer Payment Formats workspace) selected in the tab of this workspace.
Export	If you select this check box, the corresponding customer payment form is included in the file created using the **Export** action.

Actions

This section shows the Actions available in the Export Customer Payment Forms workspace.

Top Tab

Field	Description
Export	When you select this action, the customer payment forms marked in the sub-tab are exported to a file. The file created is placed in the specified Maconomy folder. The file name is a combination of the word “Customer Payment”, the name of the selected customer payment format, and the current version of Maconomy, for example, “Customer Payment - BankOfBoston (X).” You can later import the export file into Maconomy using an import program. The imported customer payment format and its payment forms can, for example, be inspected in the Payment Agents and Customer Payment Modes workspaces in the Banking module.

Note: Names of database fields, and so on, are converted to the database kernel language on export to facilitate moving formats between different language versions of the Maconomy system.

Import Format Section

This section includes the fields and descriptions for the Import Format Section workspaces.

Specification of Import Formats Single Dialog Workspace

Use this workspace to enter specific information about individual import formats.

You can select the import formats that you create in this workspace in the **Import Format** pop-up field in the Data Agents workspace in the G/L module.

Specification of Import Formats Tab

This section includes the fields and descriptions for the Specification of Import Formats tab.

Import Format Island

Field	Description
Name	In this field, you can specify the name of the current import format. This name can be selected in the pop-up field “Import Format” in the window Data Agents in the G/L module.
Output Data Format	This field is not used in the current version of Maconomy.
Input Data Format	In this field, you can specify the name of the input data format that you want to use for the current import format. Input data formats are created in the window Specification of Input Data Formats. You can only select an existing format. This is the format which is used when data files are read in the window Import Data in the G/L module.

Access Level Island

Field	Description
Access Level Name	Enter the name of the access level required to access the format and its forms.
Access Level Description	Enter the description of the access level required to access the format and its forms.

System Numbers Island

Field	Description
System Number 1-3	These fields are not used in the current version of Maconomy.

User Island

Field	Description
Created	This field shows the date and name of the user who created the format.
Changed	This field shows the date and name of the user who recently made changes to the format.
Version	This field shows the latest version number of the format. The number is incremented by one each time a change is made to the format.

Specification of Import Forms Single Dialog Workspace

Use this workspace to enter specific information about individual import forms.

Import forms created in this workspace can be selected in the **Import Form** field in the Import Modes workspace of the G/L module.

Specification of Import Forms Tab

This section includes the fields and descriptions for the Specification of Import Forms tab.

Import Form Island

Field	Description
Import Format	In this field, you must select the name of the existing import format for which you want to specify an import form.
Import Form	In this field, you can specify the name of the import form that you want to create for the current import format. This is the name displayed in the **Import Form** field in the Import Modes workspace of the G/L module.
Input Data Form	In this field, you can specify the name of the input data form that you want use for the current import form. You can only specify an existing form. The form is used when you import data files in the Import Data workspace of the G/L module.
Output Data Form	This field is not used in the current version of Maconomy.
Entry Type	In this field, you can select the entry type to be assigned to data imported using the current import form. You can choose between “G” (General Ledger entry), “R” (Accounts Receivable entry), and “P” (Accounts Payable entry), corresponding to the available selections in the General Journal workspace of the G/L module.

User Island

Field	Description
Created	This field shows the date and name of the user who created the form.
Changed	This field shows the date and name of the user who recently made changes to the form.
Version	This field shows the latest version number of the form. The number is incremented by one each time a change is made to the form.

Export Import Forms Single Dialog Workspace

Use this workspace to create a file that you can import and use as an import format in the G/L module.

In the Export Import Forms tab you select the import format for which you want to view import forms. In the Data Import Forms sub-tab you specify which import forms Maconomy should write to the file.

When you use the **Export** action, Maconomy creates a file that contains an import format with the specified import forms. Maconomy prints the specifications of the format, forms, records, and fields to the file in text format; you can then import the file into Maconomy. You can view and select the import format and forms in the Data Agents and Import Modes workspaces in the G/L module.

Export Import Forms Tab

This section includes the fields and descriptions for the Export Import Forms Tab tab.

Selection Criteria Island

Field	Description
Import Format	This pop-up field displays the import formats created in the window Specification of Import Formats. When you have selected a format and press Return, the import forms assigned to the chosen import format are displayed in the table part.

Data Import Forms Sub-Tab

This section includes the fields and descriptions for the Data Import Forms Sub-Tab.

Field	Description
Import Form	This field displays the import forms assigned to the import format (in the window Specification of Import Forms) selected in the card part of this window.
Export	If you mark this field, the marked import form is included in the file created using the action “Export.”

Actions

This section shows the Actions available in the Export Import Forms workspace.

Top Tab

Field	Description
Export	When you select this action, the import forms marked in the table part of the window are exported to a file. The file created is placed in the Maconomy folder. The file name is a combination of the word “Import,” the name of the selected import format, and the current version of Maconomy, for example, “Import - Import from BankOfBoston (X).” You can later import the exported file into Maconomy using an import program. The imported import format and its forms can, for example, be inspected in the windows Data Agents and Import Modes in the G/L module.

Note: Names of database fields, and so on, are converted to the database kernel language on export to facilitate moving formats between different language versions of the Maconomy system.

Export Format Section

This section includes the fields and descriptions for the Export Format section workspaces.

Specification of Export Formats Single Dialog Workspace

Use this workspace to enter specific information about individual export formats.

You can select the export formats that you create in this workspace in the **Export Format** pop-up field in the Data Agents workspace in the G/L module.

Specification of Export Formats Tab

This section includes the fields and descriptions for the Specification of Export Formats tab.

Export Format Island

Field	Description
Name	In this field, you can specify the name of the current export format. This name can be selected in the pop-up field “Export Format” in the window Data Agents in the G/L module.
Output Data Format	In this field, you can specify the name of the output data format that you want to use for the current export format. Output data formats are created in the window Specification of Output Data Formats. You can only select an existing format. This is the format which is used when data files are exported in the window Export Data in the G/L module.

Field	Description
Input Data Format	This field is not used in the current version of Maconomy.

Access Level Island

Field	Description
Access Level Name	Enter the name of the access level required to access the format and its forms.
Access Level Description	Enter the description of the access level required to access the format and its forms.

User Island

Field	Description
Created	This field shows the date and name of the user who created the format.
Changed	This field shows the date and name of the user who recently made changes to the format.
Version	This field shows the latest version number of the format. The number is incremented by one each time a change is made to the format.

Specification of Export Forms Single Dialog Workspace

Use this workspace to enter specific information about individual export forms.

You can select the export forms that you create in this workspace in the **Export Form** pop-up field in the Conversion Rules workspace in the G/L module.

Specification of Export Forms Tab

This section includes the fields and descriptions for the Specification of Export Forms tab.

Export Form Island

Field	Description
Export Format	In this pop-up field, you must select the name of the existing export format for which you want to specify an export form.
Export Form	In this field, you can specify the name of the export form that you want to create for the current export format. This is the name displayed in the pop-up field “Export Form” in the window Conversion Rules in the G/L module.
Input Data Form	This field is not used in the current version of Maconomy.

Field	Description
Output Data Form	In this field, you can specify the name of the output data form that you want use for the current export form. You can only specify an existing form.

User Island

Field	Description
Created	This field shows the date and name of the user who created the form.
Changed	This field shows the date and name of the user who recently made changes to the form.
Version	This field shows the latest version number of the form. The number is incremented by one each time a change is made to the form.

Export Export Forms Single Dialog Workspace

Use this workspace to create a file that you can import and use as an export format in the G/L module.

In the Export Export Forms tab, you select the export format for which you want to view export forms. In the Data Export Forms sub-tab, you specify the export forms that Maconomy should write to the file.

When you use the **Export** action, Maconomy creates a file that contains an export format with the specified export forms. Maconomy prints the specifications of the format, forms, records, and fields to the file in text format; you can then import the file into Maconomy. You can view and select the export format and forms in the Data Agents and Conversion Rules workspaces in the G/L module.

Export Export Forms Tab

This section includes the fields and descriptions for the Export Export Forms tab.

Selection Criteria Island

Field	Description
Export Format	This pop-up field displays the export formats created in the window Specification of Export Formats. When you have selected a format and press Return, the export forms assigned to the chosen export format are displayed in the table part.

Data Export Forms Sub-Tab

This section includes the fields and descriptions for the Data Export Forms sub-tab.

Field	Description
Export Form	This field displays the export forms assigned to the export format (in the window Specification of Export Forms) selected in the card part of this window.
Export	If you mark this field, the marked export form is included in the file created using the action “Export.”

Actions

This section shows the Actions available in the Export Export Forms workspace.

Top Tab

Field	Description
Export	When you select this action, the export forms marked in the table part of the window are exported to a file. The file created is placed in the Maconomy folder. The file name is a combination of the word “Export,” the name of the selected export format, and the current version of Maconomy, for example, “Export - Export from BankOfBoston (X).” You can later import the exported file into Maconomy using an import program. The imported export format and its forms can, for example, be inspected in the windows Data Agents and Conversion Rules in the G/L module. Please note that names of database fields, and so on, are converted to the database kernel language on export in order to facilitate moving formats between different language versions of the Maconomy system.

API Overview

This chapter describes a number of windows in Maconomy that have one thing in common: They are rarely, if ever, opened directly in a client.

The functionality in the workspaces in this module is intended for use by other Maconomy processes. For instance, you can use the information and the actions for building custom workflows in the Maconomy Portal using M-Script.

Accounts Payable – Lookup

This section includes the fields and descriptions for the Accounts Payable – Lookup workspaces.

Requisition Lines API Single Dialogs Workspace

Use this workspace to search for and view information about a specific requisition line.

Requisition Lines Tab

This section includes the fields and descriptions for the Requisition Lines tab.

Requisition Line Island

Field	Description
Line No.	This field shows the line number that is related to the requisition line.
Line Remarks	This field shows text for the requisition line.
Text Line	This field shows whether a text line is assigned to the current requisition line.
Job No.	This field shows the number of the job that is related to the requisition line.
Task	For lines with a job number, this field may show a related task.
Activity No.	This field shows the activity number that is related to the requisition line.
Closed	This field shows whether the requisition is closed.
Empl. No.	This field shows the number of the employee assigned to the requisition line.
Account No.	This field shows the account number of the customer that is relevant to the requisition line.

Field	Description
Acct./Account Name	This field shows the name of the account that is related to the requisition line.
Company No.	This field shows the number of the company that is related to the requisition line.

Requisition Island

Field	Description
Requisition No.	This field shows the requisition number that is related to the requisition line.
Requisition Job Number	This field shows the number of a job in the Job Cost module, if the requisition concerns a job.

Purchase Process Island

Field	Description
Purchase Process Number	This field shows the purchase process number that is related to the requisition line.
Purchase Process Job Number	This field shows the project job number of the requisition.

Registration Island

Field	Description
Quantity	This field show the quantity of services/items that have been ordered.

Delivery Island

Field	Description
Delivery Date	This field shows the delivery date on which you want the items or services to be delivered.

Dimensions Island

Field	Description
Location	This field shows the location dimension value which is assigned to the requisition line.
Entity	This field shows the entity dimension value which is assigned to the requisition line.

Field	Description
Project	This field shows the project dimension value which is assigned to the requisition line.
Purpose	This field shows the purpose dimension value which is assigned to the requisition line.
Spec. 1–3	These fields show the values in the dimensions Specification 1-3 assigned to the requisition line.
Local Spec. 1–3	This field shows up to three local specified dimensions for the requisition line.

Request for Quote Lines API Single Dialogs Workspace

Use this workspace to search for and view information about a specific request for quote line.

Request for Quote Lines Tab

This section includes the fields and descriptions for the Request for Quote Lines tab.

Request for Quote Line Island

Field	Description
Line No.	This field shows the line number that is related to the request for quote line.
Line Remarks	This field shows text that has been assigned to the request for quote line. It is printed on the request for quote.
Text Line	This field shows whether a text line is assigned to the current request for quote line.
Job No.	This field shows the number of the job in the Job Cost module if the current line concerns a job.
Task	For lines with a job number, this field may show the task to which the request for quote pertains.
Activity No.	This field shows the number of the activity in the Job Cost module that represents the item or service that you wish to order.
Closed	This field shows whether the current line is closed. The field cannot be changed on a closed request for quote. When you select the action “Close Request for Quote,” this field will be marked on all lines on the request for quote. If the action “Reopen Request for Quote” is selected, this field will remain marked, regardless of its status before the request was closed. You can then unmark the field individually as needed.
Empl. No.	This field shows the number of the employee assigned to the request for quote line.

Field	Description
Account No.	This field shows the account number if the current line is for items for services that you are posting directly to profit and loss, and which do not pertain to a job in the Job Cost module. This field has no effect on the request for quote, but if a purchase order is created from the request for quote, the purchase is debited to the account when you enter the vendor invoice.
Acct./Account Name	This field shows either the account text of the G/L account specified in the “Account No.” field or the text assigned to the activity entered in the “Act No.” field. The text cannot be changed here.
Company No.	This field shows the number of the company that is related to the request for quote line.

Request for Quote Island

Field	Description
Request for Quote No.	This field shows the requisition number that is related to the request for quote line.
Request for Quote Job Number	This field shows the number of a job in the Job Cost module, if the request for quote line concerns a job.

Purchase Process Island

Field	Description
Purchase Process Number	This field shows the purchase process number that is related to the request for quote line.
Purchase Process Job Number	This field shows the project job number of the request for quote line.

Registration Island

Field	Description
Quantity	This field shows the quantity of services/items that you wish to order.
Unit Price	This field shows the unit price when you have received a quote from the vendor. The total quoted price for the line is then calculated as quantity times unit price less any discount. If you manually entered an amount in the “Price, Currency” field, Maconomy recalculates the unit price based on the total amount in that field. The amount should be specified in the currency specified in the card part of the request for quote.
Price	This field shows the total quoted price less tax of the current line in the currency of the request for quote. If you specify a quantity and a unit price, the amount is

Field	Description
	calculated as quantity times unit price less any discount. If you manually entered an amount in this field, Maconomy recalculates the unit price based on the total amount in this field. The amount should be specified in the currency specified in the card part of the request for quote.
Tax Code 1	This field shows a G/L tax code for tax receivable to be used for calculation of tax on the current quote line. Maconomy suggests a tax code on the basis of the following procedure: If a G/L tax table has been specified in the Company Information window, a G/L tax code is transferred from the G/L tax table on the basis of the information registered on the current invoice. When searching for a line in the G/L tax table, Maconomy searches for a match between the value of the tax table line in the “Account No.” field and a reference account that depends on whether an account or an activity has been specified on the current line. If no line is found in the G/L tax table that corresponds to the current line’s registrations and the reference account, or if no G/L tax table has been specified for the current company, Maconomy suggests the G/L tax code specified for the reference account in question in the Account Information Card window. As mentioned, the reference account depends on whether the current line contains an account number or an activity number. If the line contains an account number, the reference account is the account in question. If the line contains an activity, the reference account is the account specified as the P&L account in the information card of the activity in question. You can add up to three different tax codes if necessary. To enable multiple tax codes, the system parameters “Show Three Tax Levels” and/or “Show Two Tax Levels” must be marked in the System Parameters window. When multiple tax codes are enabled, the “Tax Code” field is replaced by the “Tax Code 1,” “Tax Code 2,” and, if enabled, “Tax Code 3” fields.
Tax Amount	This field shows the tax amount for the current request for quote line. If multiple tax codes are enabled, the Tax Amount” field is replaced by the “Tax Amount Total,” “Tax Amount 1,” “Tax Amount 2,” and, if enabled, “Tax Amount 3” fields. The “Tax Amount Total” field calculates the sum of the other individual tax fields.

Delivery Island

Field	Description
Delivery Date	This field shows the date on which you want the items or services to be delivered.

Dimensions Island

Field	Description
Location	This field shows the location dimension value which is assigned to the request for quote line.

Field	Description
	If you did not manually enter a value, Maconomy attempts to derive a value, using the order of priority set up in the Dimension Derivation window in the G/L module. However, any manually entered value is overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, Maconomy transfers the value from the “Location” field in the card part of the window. See the section on dimension derivation in “Introduction to the G/L Module,” as well as the description of the Dimension Derivation window, for further information about dimension derivation.
Entity	The functionality of this field is similar to the functionality of the “Location” field above.
Project	The functionality of this field is similar to the functionality of the “Location” field above.
Purpose	The functionality of this field is similar to the functionality of the “Location” field above.
Spec. 1-3	The functionality of these fields is similar to the functionality of the “Location” field above.
Local Spec. 1-3	The functionality of these fields is similar to the functionality of the “Location” field above.

Purchase Order Lines API Single Dialogs Workspace

Use this workspace to search for and view information about a specific purchase order line.

Purchase Order Lines Tab

This section includes the fields and descriptions for the Purchase Order Lines tab.

Purchase Order Line Island

Field	Description
Purchase Line Type	This field shows supplementary text for a further description of the purchase order line.
Line No.	This field shows the line number that is related to the purchase order line.
Line Remarks	This field shows text for the request for quote line, which prints on the purchase order line.
Job No.	This field shows the number of the job that is related to the purchase order line.

Field	Description
Task	For lines with a job number, this field may show a related task.
Activity No.	This field shows the activity number that is related to the purchase order line.
Closed	This field shows whether the purchase order is closed.
Empl. No.	This field shows the number of the employee assigned to the purchase order line.
Account No.	This field shows the account number of the customer that is relevant to the purchase order line.
Acct./Account Name	This field shows the name of the account that is related to the purchase order line.
Company No.	This field shows the number of the company that is related to the purchase order line.

Purchase Order Island

Field	Description
Purch. Order No.	This field shows the purchase order number that is related to the purchase order line.
Purchase Order Job Number	This field shows the number of a job in the Job Cost module, if the purchase order concerns a job.

Purchase Process Island

Field	Description
Purchase Process Number	This field shows the purchase process number that is related to the purchase order line.
Purchase Process Job Number	This field shows the project job number of the purchase process.

Registration Island

Field	Description
Quantity	This field show the quantity of services/items that have been ordered.
Unit Price	This field shows the unit price in the currency of the current vendor. This price excludes tax.

Field	Description
Price	This field show the quoted price for the items or services on the current line.
Tax Code 1	This field shows a G/L tax code for tax receivable to be used for calculation of tax on the current quote.
Tax Amount	This field shows the tax amount for the current request for quote line.

Delivery Island

Field	Description
Delivery Date	This field shows the delivery date on which you want the items or services to be delivered.
Deliv. Remarks	This field shows delivery remarks to be used in connection with the delivery of the items.
Date Received	This field shows the date on which the delivery was received.
Quantity Received	This field shows the quantity received.

Dimensions Island

Field	Description
Location	This field shows the location dimension value which is assigned to the purchase order line.
Entity	This field shows the entity dimension value which is assigned to the purchase order line.
Project	This field shows the project dimension value which is assigned to the purchase order line.
Purpose	This field shows the purpose dimension value which is assigned to the purchase order line.
Spec. 1-3	These fields show the values in the dimensions Specification 1-3 assigned to the purchase order line.
Local Spec. 1-3	This field shows up to three local specified dimensions for the purchase order line.

Job Cost – Creation Section

This section includes the fields and descriptions for the Job Cost – Creation workspaces.

Employee Control Lines Single Dialogs Workspace

Use this workspace to view employee control list lines, one employee and job at a time.

You can also approve an employee or revoke that approval.

The approval functionality in this workspace is also intended for use by other Maconomy processes. For instance, you can use the information and the approval actions in this workspace to build custom workflows in the Maconomy Portal using M-Script.

Use this workspace to manage employee control lists. An employee control list exists for every job; if appropriate, you can use employee control lists to restrict the access to make entries on a job. This helps to prevent accidental, incorrect entries. For more information, see the description of the Employee Control workspace in the Job Cost module.

Employee Control Lines Tab

This section includes the fields and descriptions for the Employee Control Lines tab.

Employee Information Island

Field	Description
Employee No.	This field shows the number of the employee in the employee control list for the job shown in the Employee Control island. If employee control is enabled for the job, this employee may register entries on the job.
Name	This field shows the name of the employee.

Employee Control Island

Field	Description
Job No.	This field shows the number of the job to which the current employee control line applies.
Employee Control Activated	If this field is marked, employee control has been activated for the current job in the windows Jobs or Employee Control.
Task List	This field shows the task list of the current job.
Standard Task	In this field you can specify a task name from the task list of the current job. If you specify a task, the task will be used as the standard task for registration whenever the current employee makes registrations on the job. This way you can overrule the standard task for registration specified for the task list for the current job, on a per-employee basis. If you do not specify a

Field	Description
	task in this field, the task specified as standard task for registration in the task list will be used as standard task. Note that the task specified here will be considered the standard task for the employee, even if the employee control list is not enabled. If the task entered in this field is deleted in the window Task Lists, or if the task list for the job is changed to one which does not include the task entered in this field, then this field is cleared. Maconomy shows a message first.
Task Description	This field shows the description of the selected standard task.
Approved	This field shows if the current employee has been approved in the employee control list. An employee must be approved to be able to register on a job. You can manually change the approval status of an employee by selecting the action “Approve Employee Control” in this window. For more information, please see the description of the window Employee Control in the Job Cost module. Note that if you do not wish to use the approval functionality, you can assign the value “Yes” to the job parameter attribute “Automatically approve employee control lines at creation” of the type “Registration” in the window Job Parameters. This way, any employee added to the job employee control list is automatically approved.
Approved by	This field shows the name of the user who approved the current employee, if the field “Approved” above is marked.
Approval Date	This field shows the date on which the current employee was approved, if the field “Approved” above is marked.

Actions

This section shows the actions available in the Employee Control Lines workspace.

Top Tab

Field	Description
Approve Employee Control	When you select this action, the employee in this window is approved for registration on the current job. This corresponds to marking the field “Approved” in the table part of the window Employee Control.
Remove Approval	When you select this action, approval of the employee in this window for registration on the current job is revoked. This corresponds to unmarking the field “Approved” in the table part of the window Employee Control.

Job Cost – Budgeting Section

This section includes the fields and descriptions for the Job Cost – Budgeting workspaces.

Job Budgets API Single Dialogs Workspace

The People Planner web service integration uses this workspace to retrieve job and job budget data for use in People Planner.

Job Budgets API Tab

This section includes the fields and descriptions for the Job Budgets API tab.

Job Island

Field	Description
Job No.	This is the number of the job to which the budget applies. The value cannot be changed manually, but you can retrieve other jobs using the search functions in the Find menu.
Job Name	This is the job's name. It cannot be changed here. The name is entered and can be changed in the Jobs window.
Start Date	In this field, you can enter the date on which the job is scheduled to start. It is purely for reference.
Estimated Ending Date	In this field, you can enter the date on which the job is expected to be finished. This date is for information only.

Revision Island

Field	Description
Job Budget Revision	This field shows revision number for the job budget type.
Submitted	This field shows if the job budget has been submitted.
Approved	This field shows if the job budget has been approved.
Reopened	This field shows if the job budget has been reopened.

Remarks Island

Field	Description
Remarks	These fields show comments related to the job budget revision.

Job Budget Type Island

Field	Description
Show Budget	In this field, you choose the budget you wish to view.
Current Budget	This field shows the Current Budget for the job.
Forecast Budget	This field shows the Forecast Budget for the job.
Planning Budget	This field shows the Planning Budget for the job.
Baseline Budget	This field shows the Baseline Budget for the job.

Line Creation Island

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in new job budget lines added to the job budget.

Job Progress Island

Field	Description
Latest Estimate Date	This field shows the latest date of job progress evaluation.
Completed (Original)	This field shows how many budgeted hours have been completed.
Estimated Time To Compl. (Original)	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the number of hours/quantity or the expected costs required to complete the planning budget line as of the date specified in the “Date” field. The field thus shows the suggested estimate to completion.
ETC Deviation (Original)	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the deviation of the “Total” field compared to the same field of the previous row. If no previous row exists, this field will have the value “0.” In other words, this field shows the difference between the current and the previous job progress evaluation with respect to the total number of hours or costs as planned in the planning budget.
Total (Original)	This field shows the sum of used and estimate to completion quantity, also for amount activities marked for progress by quantity.

Field	Description
	This field shows the new estimated total as of the estimate date. This field equals the sum of the values of the “Actual” and “Estimate to Completion” fields. The field corresponds to the total estimate of the “Quantity” field in the Job Budgets window.
Completed (Updated)	This field shows the updated value of budgeted hours completed.
Estimated Time To Compl. (Updated)	This field shows the updated value of time estimated to job completion.
Total (Updated)	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the resulting total number of hours/quantity or costs estimated for the job. The number is calculated as the sum of the “Actual” and “Estimate to Compl.” fields, and the sum total corresponds to the value of the “Quantity” field (if you are currently showing Hours) or the “Total Cost, Base” field (if you are currently showing Cost Price) in the Job Budgets window.

Job Budget Resource Allocation island

Field	Description
Resource Allocation Complete	Select this check box to update the budgeted number of hours in the latest revision of the planning budget to the sum of the allocated hours sent from People Planner. For budget lines on amount activities, the total cost price is similarly updated to the sum of the allocated cost sent from People Planner. However, if you have performed job progress evaluation on the latest budget revision when selecting this check box, the budgeted number of hours is updated to the sum of the actual hours registered as of the progress evaluation date and the hours allocated to future periods. For budget lines on amount activities, the budgeted cost is updated to the actual cost plus the cost of hours allocated to future periods. When you select this check box, the **Update Job Budget** action in the Update Job Budget Resource Allocations single dialog workspace updates budget quantity and budgeted cost as described above. If you select this check box when you perform a progress evaluation, the estimated hours/cost to completion is found as the hours/cost from resource allocations after the estimate date. With this setup, any estimated hours to completion on time sheets are ignored during progress evaluation.

Field	Description
Copy Resource Allocations	When you select this check box, the **Copy Budget** action also copies any resource allocations assigned to the job budget.

Job Budgets Lines Sub-Tab

This section includes the fields and descriptions for the Job Budgets Lines sub-tab.

Field	Description
Description	In this field, you enter a text, which is attached to the activity on quotes and order confirmations. If you enter an activity, Maconomy suggests either the activity text from the “Description” field in the Activities window or the description of the entered task (if any) in the Job Tasks window, but you can change it on the budget line. In the Activities window, you can set up which text to derive as budget line description for each activity. The original activity text is displayed in the field “Activity Name.”
Line Type	In this pop-up field, you select the type of the current job budget line. Selecting a value is mandatory. In the card part, the field “Default Line Type” in the island Line Creation defines the default value of this field, that is the value which is automatically suggested when you create the line. You may then select something else. You can choose from the following values: ▪ Sum/Text — If you select this value, the current line can be used as a text line, simply adding a line of text to the budget, or as a sum line. A sum line is used as a grouping level when you use a work breakdown structure as described in “Getting Started with the Java Client.” In both cases, no reference to activity or task may be specified on the line, and the line cannot be marked as a milestone. ▪ Time — If you select this value, the current line is used for specifying a time activity. The activity number will change to the activity specified in the job parameter attribute “Default Time Activity” of the type “Budgeting.” ▪ Outlay — If you select this value, the current line is used for specifying an outlay activity. The activity number will change to the activity specified in the job parameter attribute “Default Outlay Activity” of the type “Budgeting.” ▪ Amount — If you select this value, the current line is used for specifying an amount activity. The activity number will change to the activity specified in the job parameter attribute “Default Amount Activity” of the type “Budgeting.” ▪ Milestone — If you select this value, the current line is used for specifying a milestone. Any existing activity number will be removed, and the field “Milestone” will be marked (this field is not shown in the standard layout of the Job Budgets window).

Field	Description
	Note that by changing the line type, you change the activity number. See the description of the “Act. No.” field for considerations with regard to changing the activity number. If you specify an activity in the “Act. No.” field, this field will change to reflect the type of activity that you entered, that is, “Time,” “Amount,” or “Outlay.”
Task	In this field, you can specify the task to which the job budget line is to be assigned. Specifying a task list is mandatory, if a task list has been specified for the job, typically via the template based on which the job was created, or if the action “Require Tasks” has been selected in the Job Tasks window. If neither of the system parameters “Create Tasks from Job Budgets” nor “Extended Task Creation from Budgets” (see below) has been marked, you must enter a task that exists in the task list in question. If both this field and the “Act. No.” field are left blank, the line can be used as a text line for a more detailed budget description or as a grouping level in a work breakdown structure. If either of the system parameters “Create Tasks from Job Budgets” or “Extended Task Creation from Budgets” has been marked, you can enter a task that does not already exist in the job’s task list. When you do, Maconomy will create the task in the job’s private task list, using the activity entered on the line as derived activity. If a job-specific task list does not already exist, the shared task list assigned to the job will be copied and made job-specific. For more information, see the description of the Job Tasks window. If the system parameter “Mark ‘Overwrite Activity’ On Tasks” is marked, the “Overwrite Activity” field is marked in the new task. The description entered in the “Description” field is transferred to the new task and used as task description according to the rules outlined in the description of the two system parameters that concern task creation. Be aware that the specified activity can be set up to derive either the activity text or the task description in the “Description” field. The way the new task is named is defined by and described in the system parameters “Number of Trailing Characters for Task Names” and “Extended Task Creation from Budgets.” Tasks may need to be approved (see the Approve Tasks window). If this is the case, you cannot use the actions “Submit Budget” or “Transfer to Sales Order” until all tasks in the budget have been approved. If dimension values have been specified for the task, these dimensions are automatically suggested on new budget lines unless other values have been entered manually. If the Job Tasks or Task Lists window specifies that derived dimension values should overwrite existing dimensions values, any manually entered dimensions will be overwritten.
Activity No.	In this field, you enter the number of the activity for which you wish to make a budget estimate. If both this field and the field “Task” are blank, the line is a text line. If this field shows “*,” the line is a summary line which creates a subtotal when the budget is printed using the “Standard” layout.

Field	Description
Quantity	If the job is for several similar units, for example, two advertisements, three houses, or ten meters of cable, the quantity of these units can be given here. You can then use the Budget island in this window and the Summary island in the Job Card window to see the “Total” values per unit.
Employee Category No.	In this field, you can assign a certain employee category to the job budget. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany, or billing price for the specified employee category for price calculations if the “Hourly Rate” field in the System Information window in the Set-Up module has been set to “By Employee” or “Employee Priority.” If the current job is set up for price control from budgets (see “Price control from budgets”), the employee category is added to the Employee Category Prices island in the card part when you add or change the employee category, if it is not already present in that island. If you specify or change an employee category on an existing line, prices are only recalculated if the system parameter “Update prices upon dimension change” has been marked. For further information about price calculations, see “Appendix A” Price Calculation in the Job Cost Module” and the system parameter “Update prices upon dimension change” in the Set-Up module. If the system parameter “Empl. cat. on job budgets required” is marked, it will not be possible to leave out an employee category number in this field, unless the “Empl.” field is also blank.
Planned Start Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However,

Field	Description
	you should note that a date in this field does not influence the possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned End Date	Enter the date on which you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	Enter the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Baseline Budget Quantity	This field shows the quantity in baseline budget.
Latest Estimate Date (Task Progress)	This field shows the latest date of task progress evaluation.
Completed (Task Progress)	This field shows how many budgeted hours have been completed.
Estimated Time to Completion (Task Progress)	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the number of hours/quantity or the expected costs required to complete the planning budget line as of the date specified in the “Date”

Field	Description
	field. The field thus shows the suggested estimate to completion, but you can change the value if you want to modify the suggested estimate.
ETC Deviation (Task Progress)	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the deviation of the “Total” field compared to the same field of the previous row. If no previous row exists, this field will have the value “0.” In other words, this field shows the difference between the current and the previous job progress evaluation with respect to the total number of hours or costs as planned in the planning budget.
Total (Task Progress)	This field shows the sum of used and estimate to completion quantity, also for amount activities marked for progress by quantity. This field shows the new estimated total as of the estimate date. This field equals the sum of the values of the “Actual” and “Estimate to Completion” fields. The field corresponds to the total estimate of the “Quantity” field in the Job Budgets window.
Completed, Updated (Task Progress)	In this field, you can enter the updated date the activity is completed.
Total, Updated (Task Progress)	This field is applicable for time activities and amount activities for progress by quantity only when the unit of measure is Hours. This field shows the resulting total number of hours/quantity or costs estimated for the job. The number is calculated as the sum of the “Actual” and “Estimate to Compl.” fields, and the sum total corresponds to the value of the “Quantity” field (if you are currently showing Hours) or the “Total Cost, Base” field (if you are currently showing Cost Price) in the Job Budgets window.
Line Path	This field shows the line path. For top level budget lines this is the line number. For indented lines it shows the parent line number “dot” sub line number. For example, the line path of subline 1 of parent line 2 would be “2.1.”
Line No.	This field shows the budget line number. Note this may not be unique. For indented lines numbering restarts so several indented lines may have, for example, line number 1.
Instance Key	This field shows the instance key of the budget line.
Parent Job Budget Line	For indented budget lines this field shows the instance key of the parent budget line. For a top level budget line it is blank.
Approved as Instance Key	This field shows the instance key of the budget line in the latest approved revision.

Field	Description
First Instance Key	This field shows the instance key of the first revision of this budget line.
Job Budget Line Reference	If job budget merging functionality is used this field may hold a reference to the first instance key of another budget type.

Actions

This section shows the actions available in the Job Budgets API workspace.

Top Tab

Field	Description
Submit Budget	Use this action to submit the budget.
Approve Budget	Use this action to approve the budget.
Reopen Budget	Use this action to reopen the selected budget. When you reopen an approved budget, Maconomy creates a new revision, which also provides a new revision of the resource allocations that have been imported to the budget.
New Revision	Use this action to create another revision of the current job budget and the assigned periodic job budget, if any. If you have set up a job to use imported resource allocations, data regarding them is also saved in the revision. You cannot create another revision of an approved budget; it must be reopened first. The previous revision is locked, and except for revision remarks and revision code, it can no longer be changed. All previous revisions of the job budgets to which you have access can be viewed in the Job Budget Revisions workspace.
Delete Budget	Use this action to delete the budget. If you have set up the job to use imported resource allocations, this also deletes any resource allocations that have been imported to the budget.
Remove Zero Lines	Use this action to remove any lines in the current budget that have a total cost and billing price of zero. Generally, Sum/Text and Milestone lines are not deleted. However, depending on the structure of the budget in question, some lines may be deleted if they are included in the same level as zero lines. For example, if you have a number of text lines together with regular lines in a subtree, and all of the regular lines are zero, all of the text lines in that subtree are also deleted.

Field	Description
	If you have set up a job to use imported resource allocations, this action also deletes resources allocated to the budget lines. Maconomy displays a warning message to confirm the deletion of budget lines.
Recalculate Budget	Use this action to recalculate the budget. Note that a large batch of tasks/employees/dimensions on a budget may impact performance. Consider running this as a Scheduled Background Task so that it instead updates periodically. For budget lines with imported resource allocations, when the action is invoked, prices are calculated in two steps. The first step recalculates prices for the resource allocations. The second step updates prices on budget lines to the weighted average of the prices on the resource allocations. If the job has a progress evaluation on the latest budget revision, the price recalculation covers only the imported resource allocations for periods after the progress evaluation date. Moreover, the budgeted cost is updated to the weighted average of the actual cost and the cost allocated to future periods. The budgeted billing price is updated to a similar weighted average for billing prices. On a job set up to use job budget resource allocations, a warning displays if progress evaluation has been performed previously on a past revision, even if the current revision of the planning budget does not have a progress evaluation.
Update Baseline Information	Use this action to refresh the data shown.
Copy Budget	Use this action to copy the selected budget. **Note:** If the specified job is set up to use imported budget resources, using this action also enables you to copy resource allocations from the selected budget. When copying a budget on a job that is set up to use resource allocations, you can choose to either copy only new lines from the budget, or overwrite any duplicate lines. A job budget may have existing job budget lines prior to receiving copies of job budget lines from an original job budget. These existing job budget lines will remain and keep their resource allocations. However, existing but duplicate job budget lines, including resources, are replaced by a copy of the original job budget line and resources.
Transfer from Budget	Use this action to create a quote or order confirmation selection, depending on whether the job status is quote or order. If a previous selection is available, Maconomy displays a warning message that the new selection will replace the previous one.

Field	Description
	Quotes are created in accordance with the invoice layout rule specified for the job in the Jobs workspace. If you have entered dimensions in the **Transfer from Budget** field on an invoice layout rule, Maconomy transfers the selected dimensions from budget lines to the quote.
Print Order Confirmation	Use this action to print a job order confirmation based on the existing quote revision. This action is available only when the job status is **Order**. If you have not yet created a quote revision and the **Approval of Quote Required** job parameter is disabled, this action transfers budget lines to the quote in the same way as the **Transfer to Quote** action, and prints the quote as an order confirmation.
Print Quote	If you have not yet created a quote revision, this action transfers budget lines to the quote in the same way as the **Transfer to Quote** action, and prints the quote.

Periodic Job Budgets API Single Dialogs Workspace

Use this workspace as an interface to some of the functionality in Periodic Job Budgets.

Periodic Job Budgets API Tab

This section includes the fields and descriptions for the Periodic Job Budgets tab.

Job Information Island

Field	Description
Job No.	This field shows the number of the job to which the current budget applies. The value cannot be changed manually.
Customer No.	This field shows number of the customer associated with the job (the ship-to customer).

Properties Island

Field	Description
Job Budget Follows Periodic Job Budget	If you mark this field, the figures on the budget lines will be linked to the figures entered for the periods in this window; that is, the quantities, cost, and sales prices displayed on the regular budget lines will be equal to the sum of the quantities, cost, and sales prices specified for the corresponding fields in the periods in this window. In this connection you should note that Maconomy does not issue a warning before changing the amounts and quantities on the budget lines when this field is marked. Therefore, you should use this function with caution. The mark in this field is automatically removed when a budget line is created or if a figure in a field related to the regular budget is changed.

Field	Description
	By not marking this field, you can allocate quantities and prices to periods without having these changes reflected on the regular budget lines.

Periods Island

Field	Description
Show	In these fields, you can specify a range of periods to be displayed in the Budget island and in the table part of the window. If, for example, you specify the period “1/2002 – 6/2002,” the leftmost column in the Budget island will display six lines, one for each month from January to June, 2002. The periods displayed are determined by the way in which periods are set up in the Fiscal Year window in the G/L module.

Budget Type Island

Field	Description
Show Budget	In this field, you choose the budget that you wish to see. The budget lines are shown in the table, and the sums of the defined periods are displayed in the Budget island. When you open this window or browse through the different jobs in this window, you will see the budget of the type that you looked at last.
Current Budget	In this field, you choose which budget you are currently using for the job. It can be changed as long as you have not made any purchase orders or requisitions. The budget chosen here is regarded as the job’s overall budget elsewhere in Maconomy. Budget types are created in the Popup Fields window in the Set-Up module.
Forecast Budget	In this field, you choose the budget to be used as the current job’s forecast budget. In the forecast budget you can enter, for example, activities, cost, billing prices, and dates, and use these to evaluate potential jobs. Forecast budgets can be analyzed using the Analyzer report/report template Job Forecasts.
Planning Budget	In this field, you choose the budget to be used as the current job’s planning budget. The planning budget is used to register dates, employees, and items to give an overview of the expected use of these resources. Planning budgets can be analyzed using the Analyzer report/report template Planning Budgets. If the value in this field is changed, Maconomy checks the existence of any planning lines in the Detailed Planning window in the Resource Planning module that have been created on the basis of the previous planning budget. If there are no such lines, the planning budget for the job in question will be changed. If such planning lines exist, however, Maconomy will issue a warning indicating that all planning lines assigned to the current budget will be removed from the detailed planning. If the current planning budget belongs to a job for which one or both of the job parameter attributes “Duplicate lines (amount) on planning budget” or “Duplicate lines (time) on planning budget” have the value “No,” you can only change the budget type if the selected type does not contain more than one line with the same combination of activity and task. If you change the budget type, Maconomy

Field	Description
	will issue a warning, and any job progress entries and task progress entries are deleted for the job. The table part of the Job Planning window shows budget lines from the planning budget of the current job.

Actions

This section shows the actions available in the Periodic Job Budgets API workspace.

Top Tab

Field	Description
Reset Prior Period Figures	Select this action to reset all period figures on all the lines for the periods that lie before the current start period. The result will be that Prior Periods rows in the window Periodic Job Budgets will be zero. Depending on whether the periodic budget is in sync (the field "Job Budget Follows Periodic Job Budget" is ticked) with the non-periodic budget, running the action will either influence the non-allocated figures or bring down the non-periodic budget figures.
Allocate Un-allocated Budget Figures	Select this action to allocate the un-allocated quantity, cost and billing prince on job budget lines. The un-allocated figures will be placed in the first period in the current view of the periodic job budget. The unit cost and unit billing prices of all the periods in the periodic job budget will be changed to the unit prices of the corresponding job budget line. Furthermore, the action will tick the field "Job Budget Follows Periodic Job Budget" to true.
Submit Budget	When you select this action, the job budget currently displayed changes status to “Submitted.” This is a way of indicating that the budget is ready for approval. A job budget cannot be approved until it has been submitted. For more information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Can Change Job Budget” field in the Actions window in the Set-Up module is marked can submit job budgets.
Approve Budget	When you select this action, the job budget currently displayed is approved. You can only approve a budget if it has been submitted. On approval, Maconomy takes a “snapshot” of the budget, which can then be viewed in the Job Budget Revisions window. The job budget can then no longer be changed, except for the following fields: “Planned Starting Date,” “Planned Ending Date,” “Deliv. Remarks,” “Vendor,” “Your Reference,” “Create Sales Order,” “Selected,” “Purchase Order Currency,” and “Remarks 1-10.” These fields all have in common the fact that they are of no financial consequence for the job. If you want to change any other fields, you must first reopen the budget and edit the revision created as a result of the reopening. For further information about approving multiple job budgets at a time, please see the description of the Approve Job Budgets window.

Field	Description
	Only users for whom the “Approve Job Budgets” field in the Actions window in the Set-Up module is marked can approve job budgets. If the budget is of the type specified as the job’s planning budget, all new/changed skill requirements created in the Job Planning window or the Skill Requirements window in the Resource Planning module for budget lines on the current planning budget will be checked. If the employee specified on the planning line does not fulfill the new/changed skill requirements specified for the job budget line in question, a warning will be issued for each violation. In addition, the booking type specified on the lines of the planning budget will be copied to the detailed planning upon approval, so that the allocation type of each budget line will be transferred to its related detailed planning line. If the current job is a fixed-price job with overrun handling, and if “Budget” is selected as the basis for the fixed price on the job parameter attribute “Fixed-Price Budget,” a new fixed price can result in the creation, reduction, or increase of an overrun on the job when the budget is approved. This happens if already registered postings on the job before or after the approval of the budget have exceeded the fixed price. In this case, a job revenue recognition journal is created to be posted in the G/L module. For more information, see the description of the job parameter attribute “Handling of Overruns.” For this attribute, you can specify whether a job assigned this job parameter should handle overruns. An overrun occurs when the costs registered on a job exceed the agreed-to fixed price of the job. The “fixed price” of a time-and-material job can either be the budgeted billing price of the latest approved job budget or the approved quote price of the time-and-material job.
Reopen Budget	When you select this action, the job budget currently displayed is reopened. At the same time, Maconomy creates a revision. A “snapshot” of the budget as it looked in the previous revision can be seen in the Job Budget Revisions window. If fixed exchange rate information has been specified for the job in the Job Price Information window, and the information has changed since the budget was last submitted, Maconomy will recalculate the budget on the basis of the new currency information when the budget is reopened. The job budget must then be submitted before it can be approved again. For further information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Reopen Job Budgets” field in the Actions window in the Set-Up module is marked can reopen budgets.
Copy Budget From Template	Select this action to copy budget from job template.

Job Budget Type Selection API Single Dialogs Workspace

Use this workspace to change the budget type that Maconomy displays when you open workspaces that display job budgets.

If another user is viewing the same job, Maconomy shows its information to you in read-only mode—for example, in the Job Budgets and Job Budgets API workspaces. The People Planner integration uses this workspace.

Job Budget Type Selection API Tab

This section includes the fields and descriptions for the Job Budget Type Selection API tab.

Field	Description
User	This field shows the user name to change the default budget type to view for.
Job No.	This field shows the job number to change the default budget type to view for
Budget Type	In this field you can set the budget type to be shown next time the user opens a window showing the budget for the selected job.

Job Budgets Card API Single Dialogs Workspace

Use this workspace to use some of the same functionality that is available in the Job Budgets workspace's tab.

Job Budgets Card API Tab

This section includes the fields and descriptions for the Job Budgets Card API tab.

Job Island

Field	Description
Job No.	This field shows the job number and name.
Job Group	This is shows the job group of the job.
Status	This field shows the status of the current job.
Template	This check box is selected if the job is a template job.
Responsible	This field shows the name of the person responsible for the job. Maconomy suggests the name of the user.

Field	Description
Closed	This check box is selected if the current job is closed.

Budget Type Island

Field	Description
Show Budget	In this field, you choose the budget you wish to preview.
Current Budget	This field shows the job budget type selected as the Current Budget for the job.
Forecast Budget	This field shows the job budget type currently selected as the Forecast Budget for the job.
Planning Budget	This field shows the job budget type currently selected as the Planning Budget for the job.

Quote Price, Curr. Island

Field	Description
Effective Quote Price	This field shows the effective quote price of the job.

Customer Island

Field	Description
Customer No.	This field shows the customer number and name.

Limit Island

Field	Description
Hours	This field shows the amount of employee hours you estimate will be spent on the job. This figure can either be compared to the total budgeted hours in the field “Time” in the islands Budget, Base and Budget, Currency where the figure is also shown, or you can use it in a subsequent budget control calculation, in which you compare the customer budget with the job’s actual figures. Cost, Base In this field, you enter
Cost, Base	This field shows the budgeted cost of the job you estimate will be spent on the job. The limit amount can either be compared to the total of budgeted costs in the field “Total” in the island Budget, Base and Budget, Currency, or you can use it in a subsequent budget control calculation, in which you compare the costs with the job’s actual figures.

Field	Description
Billing Price, Curr.	This field shows the budgeted billing price of the job you estimate. The amount here is the same as the amount given in the field “Max. Billing Price” in the window Jobs. The limit amount can either be compared to the total of the budgeted billing prices in the field “Total” in the islands Budget, Base and Budget, Currency, or you can use it in a subsequent budget control calculation, in which you compare the billing price with the job’s actual figures.

Budgeted Realization Island

Field	Description
Contracted Billing Price for Time	This field shows the price that was agreed on with the customer for time, usually reflected in a job price list.
Total Billing Price for Time	This field displays the total billing price budgeted for time activities.
Calculated Realization Rate	This field displays the realization rate calculated from Contract Billing Price and Total Time.
Budgeted Realization Rate	This field displays a weighted average of the approved budgeted realization for the selected jobs. OR This field displays the approved budgeted realization for the job. OR This field shows the budgeted realization rate. This is the revenue recognized as a percentage of the invoiced work in progress (WIP). This is based on the Billing Price and the WIP for Invoicing fields of time. OR This field displays the same value as Calculated Realization Rate but allows you to change the value if you want to. When the budget is submitted and approved, the value is locked.

Forecast Island

Field	Description
Probability %	This field shows the probability percentage rating for whether the current job, which is on quote, will result in an order. When the job is converted to an order, Maconomy will automatically change the value of this field to “100.” The value in this field is used in the Analyzer report/report template Job Forecasts to determine, for example, the expected profit on current jobs on quote.

Status Island

Field	Description
Submitted	This field displays if the job budget has been submitted. The field is automatically marked when the action “Submit Budget” is selected. Note that as this window and the window Job Budgets are linked, this field will be selected if the current job budget has been submitted in the window Job Budgets, and vice versa.
Submitted by	This field shows the name of the user who submitted the job budget.
Date	This field shows the date on which the job budget was submitted.
Approved	This field shows if the job budget has been approved. The field is automatically marked when the action “Approve Budget” is selected, and the mark is removed when the budget is reopened to a new revision.
Approved by	This field shows the name of the user who approved the job budget.
Date	This field shows the date on which the job budget was approved.
Reopened	This field shows if the job budget has been reopened. The field is automatically marked when the action “Reopen Budget” is selected
Reopened by	This field shows the name of the user who reopened the job budget.
Date	If the job budget has been reopened, this field shows the date that it was reopened.
Sent to People Planner	This field shows the date and time stamp for when the budget type was last sent to People Planner.

Budget, Base Island

Field	Description
Time	This field shows the total of the budgeted hours, costs, billing prices and gross margin, which have been entered in the table part for time activities. It also shows the average gross margin percent for the budget’s time activities.
Amount	This field shows the total of the budgeted costs and billing prices entered for amount activities in the table part. It also shows the average gross margin for all amount activities. Since the budgeted amount for amount activities does not correspond to a number of hours, the “Time” field is empty.
Total	This is the total of all the budgeted costs and billing prices entered in the table part of the window. Since it is not possible to enter hour estimates for amount activities, the “Hours” field is empty. The total of budgeted hours is shown in the “Time” field.

Field	Description
Hereof Outlays	This field shows the budgeted costs for all amount activities, for which the cost type has been set to “Outlays.” This field shows only the cost part of the relevant outlays.
Excluding Outlays	This field shows the budgeted costs for all amount activities, for which the cost type has not been set to “Outlays,” as well as the gross margin from the outlay. For more information about outlay activities, please see the description of the window Activities.
Total Per	This field shows the unit given in the window Unit Analysis, as well as the values in the “Total” row, divided by the quantity given in the Unit Analysis island. If, for example, the job is for 2 advertisements, 3 houses or 10 meters of cable, you can use this row to check cost and billing prices per unit.
Quote Price	This field shows a quote for the entire job, as the amount entered in the “Quote Price” field in the window Jobs. The amount can be printed on a quote or order confirmation to the customer in the window Quote Editing. you create a quote from the job budget by choosing “Transfer to Quote” in the Action menu, or if you change the quote in the window Quote Editing, the amount here will automatically be changed to the total of the budget lines. You cannot then change it. When you create invoice selections in the window Invoice Selection, you can transfer the quote price to the invoice.

Budget, Currency Island

Field	Description
Time	The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job.
Amount	The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job.
Total	The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job.
Hereof Outlays	The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job.
Excluding Outlays	The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job.
Total Per	The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job.

Field	Description
Limit	▪ Limit, Hours — This field displays the amount from the Hours field in the Limit island. It is the amount of employee hours you estimate will be spent on the job. ▪ Limit, Cost — This field displays the cost from the Cost, Base field in the Limit island. It is the budgeted cost of the job in the job's base currency. ▪ Limit, Billing Price — This field displays the amount from the Billing Price, Curr. field in the Limit island. It is the budgeted cost of the job in the job's currency
Quote Price	The fields in this island correspond to the fields in the island Budget, Base. The only difference is that here the amounts are shown in the currency used on the job.

Unit Analysis Island

Field	Description
Quantity	If the job is for several similar units, for example, 2 advertisements, 3 houses or 10 meters of cable, the quantity of these units can be given here. You can then use the Budget island in this window and the Summary island in the window Job Card to see the "Total" values per unit.
Unit	If there is a value in the "Quantity" field, this field shows the unit.

Daily Descriptions Island

Field	Description
Use Daily Descriptions	A daily description is a descriptive text that you can add to any combination of task, activity, and day in the time sheet. For more information, see the corresponding field in the Job Tasks window. The setting of this field acts as a default value for tasks created in the current budget (if task creation in job budgets is permitted).

Billing Price Deviations Island

Field	Description
Standard Billing Prices, Base	This field shows the standard billing price per unit in the base currency of the company.
Billing Price, Base	This field shows the amount from the field "Billing Price, Currency" on the current budget line converted into the base currency.

Field	Description
Budgeted Up/ Down	This field shows the difference between the budgeted billing price and the standard billing price. The amount in this field is the write-up or write-down of the budgeted billing price compared to the standard billing price. For more information about standard billing price, please see “Appendix A: Price Calculation in the Job Cost Module.”

Line Creation Island

Field	Description
Default Line Type	In this pop-up field, you can select a default value for the field “Line Type” in new job budget lines added to the job budget.

Transfer Job Dates Island

Field	Description
Activity Type	This field displays the type of the current activity.
Overwrite Existing Dates	With this check box, you can decide whether the “Transfer Job Dates” action should overwrite any dates already entered by the user in the job budget line “Planned Starting Date” and “Planned Ending Date” fields.

Revision Island

Field	Description
Revision No.	This field shows the job budget revision number.
Remarks	In these fields, you can enter information about the current revision of the job budget.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Actions

This section shows the actions available in the Job Budgets Card API workspace.

Top Tab

Field	Description
Calculate Job Surcharge	When you select this action, Maconomy will calculate surcharges for those lines in the table part that match the criteria for surcharge calculation. The surcharges are calculated form the job surcharge rule specified in the “Job

Field	Description
	Surcharge Rule” field in the Price island. If no job surcharge rule has been specified for the job, you cannot select this action. Existing surcharge lines are deleted, and additional surcharge lines are created. If the calculation of job surcharges results in the creation of several lines with the same combination of activity, employee, and dimensions, the lines will be summarized on one line. The functionality of job surcharge rules is described in further detail in the Job Surcharge Rules window.
Transfer to Quote	When you select this action, Maconomy creates a quote or order confirmation selection, depending on whether the job status is quote or order. Both types can be edited, approved, and printed in the Quote Editing window. If you have created a selection earlier, Maconomy warns you that the new selection will replace the previous one, which may have been edited. If the system parameter “Automatic creation of quote revisions” has been marked, another revision of the quote is automatically created when you select this action. If the parameter is not marked, any existing quote is overwritten with the new quote. If the existing quote was already approved, it is automatically reopened first. You can only choose this action if the budget shown in the window is the current one. Selections are made according to your specifications in the Quote island in the Invoice Layout Rules window. If you only want the printout to show a total, the suggestion will not show lines, and the total price will be the one shown in the “Quote Price” field in the Budget island. If the job is a fixed-price job, or if the quote was previously approved in the Quote Editing window, Maconomy shows a warning, and the “Effective Quote Price” field is not updated until the quote has once again been approved in the Quote Editing window. For further information, please see the description of the Quote Editing window. A quote is created in accordance with the invoice layout rule specified for the job in the Jobs window. If the “Show Markup Separately” field is marked for the invoice layout rule in question, the use of this action will lead to the creation of a quote in which the costs of all amount activities will be shown in the table part, with an extra line showing the markup. If different activities have different tax codes, a separate markup line for each tax code is created. If printouts are to be shown with a total only, the quote will not include individual lines, and the total price will thus be equal to the price in the “Quote Price” field in the Budget, Currency and Budget, Base islands. If printouts are to show more than the total, and if they are to show time and amount activities by entry, one budget line in this window will create one quote line in the table part of the Quote Editing window, provided that the budget line has a billing price. If time and amount activities are shown by summary activity, all budget lines for the same summary activity will create one quote line. Quote lines are sorted by activity number. Note that in the latter case, the quote lines will carry the same tax as the tax rate chosen for the sum activity. If you apply differentiated taxes or activities

Field	Description
	both subject and not subject to tax, the activities for the same summary activity should have the same tax code as the summary activity. The quote lines will have the same prices as those entered for the budget lines, provided that it is specified on the invoice layout rule that amounts are to be shown on lines. If amounts are not to be shown on lines, the field will show “0.00.” When budgets are transferred to quotes, Maconomy changes the amount in the “Effective Quote Price” field in the card part of this window to the sum of the budget lines, if printouts are to show more than the total. Maconomy alerts you if the quote price is changed. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if “Include Text Lines” is marked on the invoice layout rule, the texts will be transferred to the quote. However, they will not be transferred if the printout is only showing totals, or if the level of detail is By Summary Activity or By Activity. If the quote layout is set to be created directly from the budget, and the budget is arranged hierarchically—that is, you have applied a work breakdown structure—the only group headers that are transferred to the quote are the ones at the top level. However, non-header lines in groups at lower levels in the structure are transferred to the quote as if they belonged to the header at the top level. Furthermore, instead of appearing as headers above the individual lines within their group, top-level group headers appear below their subordinate lines. If the last line or lines in a group at level 3 or lower are text lines, these lines are not transferred to the quote, as they would otherwise appear to concern the header at the top level, instead of their actual group header (which is not transferred). As a result, if the job budget looks as follows: **Analysis** Initiation Site Inspection **Analysis Report** Information Gathering Layout <text line> Transferring the quote to the budget will result in the following lines in the Quote Editing window: Description | Sum Line Initiation | No Site Inspection | No Information Gathering | No

Field	Description
	<table><tr><td>Layout</td><td>No</td></tr><tr><td>Analysis</td><td>Yes</td></tr></table> In the example above, amounts have been disregarded. However, the sum lines created in the quote will sum up amounts from the relevant quote lines. If a job surcharge rule has been specified for the job, and a line in the table part of this window activates the surcharge rule in question, Maconomy will warn you that job surcharges should be calculated before you transfer the budget to a quote. A user can only carry out this action if the “Change Job Budgets” and “Transfer to Quote” fields in the Actions window in the Set-Up module are marked for the user in question. Also, if the transfer results in the reopening of a quote because the previous quote was already approved, the “Reopen Job Quotes” field must also be marked for the user in the Actions window.
Print Quote	When you select this action, you print a job quote to the customer. You can only choose this action if there is a quote for the job, that is, if the job status is “Quote.” A job quote must be approved before the quote can be printed. The exception to this is if the job parameter attribute “Approval of Quote Required” of the type “Budgeting” has the value “No.” If that is the case, a quote can be printed before approval, but only from this window. If you have not previously edited or created the job quote in the Quote Editing window, Maconomy will create and print a job quote on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the “Quote Price” field in the card part of this window to the sum of the budget lines. If there is an existing quote selection that is either entered directly in the Quote Editing window or created using the action “Transfer Quote” in this window, Maconomy will print the existing quote. Note that you can also print a quote for a job that has been closed. However, if you do so, you cannot make any changes to the quote related to the job. It is also possible to print job quotes in the Quote Editing window. In the Print Job Quote window you can print quotes in batches. Only users for whom the “Can Change Job Budget” field in the Actions window in the Set-Up module is marked can perform this action.
Print Order Confirmation	When you select this action, you print a job order confirmation to the customer for the job in the window. This is only possible if the job status is “Order.” A job quote must be approved before the order confirmation can be printed. The exception to this is if the job parameter attribute “Approval of Quote Required” of the type “Budgeting” has the value “No.” If that is the case, an order confirmation can be printed before approval, but only from this window.

Field	Description
	If you have not previously edited or created a job quote or a job order confirmation in the Quote Editing window, Maconomy will create and print a job order confirmation on the basis of the budget lines in this window and in accordance with the information specified in the invoice layout rule assigned to the current job. Maconomy will also change the amount in the “Quote Price” field in the card part of this window to the sum of the order confirmation lines. If there are existing quote or order confirmation selections that are either entered directly in the Quote Editing window or that are created in this window using the action “Transfer Quote,” Maconomy will print the existing selection. Note that you can also print an order confirmation for a job that has been closed. It is also possible to print job order confirmations in the Quote Editing window. In the Print Job Order Confirmation window you can print order confirmations in batches. Only users for whom the “Can Change Job Budget” field in the Actions window in the Set-Up module is marked can perform this action.
Create Requisitions	When you select this action, Maconomy automatically creates requisitions for those amount activities in the job budget that have a vendor number and a mark in the “Selected” field. A requisition is an internal request for the approval of the purchase of services. This means that you can use this action to create requisitions that the person or department responsible for approving purchases can evaluate and approve, and this person or department can then, based on the input from the requisition, place the necessary orders with the relevant suppliers by means of a purchase order. You can only use this action if the budget shown in the window is the current one and if the job in question has not been blocked. Maconomy creates a requisition for each combination of vendor and purchase order currency specified on the marked lines, and each of the requisitions is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting requisition. If there is no planned date, Maconomy uses today’s date. Requisitions can be edited in the Requisitions window in the Accounts Payable module. When you create requisitions, Maconomy updates the “Number of Requisitions” field on the budget lines. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module. The currency of each requisition is taken from the “Currency, Purchase Creation” field on the budget lines that result in the requisition in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked.

Field	Description
	If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.
Create Purchase Orders	When you select this action, Maconomy automatically creates purchase orders for those amount activities in the job budget that have a vendor number and a mark in the ”Selected” field. A purchase order is an order for the vendor service described by the budget line’s amount activity. The amount on the purchase order line will be the cost sum on the budget line less the sum of previously created purchase order lines. If this amount is negative, the amount on the purchase order line will be 0. You can only use this action if the budget shown in the window is the current one, and if the job in question has not been blocked. Maconomy checks that none of the lines selected for purchase order creation will cause budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin,” and “Limit Purchase, Percentage Margin” for the job. If even one line causes a budget violation, the action is cancelled for all lines, including lines that do not cause any budget violations. Budget violations can, for example, take place if purchase orders already exist for the lines, and the new purchases, combined with existing purchases, will cause the budgeted amount to be exceeded. For further information, see the descriptions of these attributes in the job parameter “Budgeting.” Maconomy creates a purchase order for each combination of vendor and purchase order currency specified on the marked lines, and each of the purchase orders is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting purchase order. If there is no planned date, Maconomy uses today’s date. Purchase orders can be edited in the Purchase Orders window in the Accounts Payable module. When you create purchase orders, Maconomy updates the “Number of Purchase Orders” and “Purchase Order Total” fields on the budget lines. The purchase order number is then shown in the “Last Purchase Order No.” field on every budget line. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module. The currency of each purchase order is taken from the “Currency, Purchase Creation” field on the budget lines that result in the purchase order in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked.

Field	Description
	If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.
Transfer to Sales Order	When you select this action, Maconomy automatically creates sales order lines for job budget item lines, which are assigned to job budget lines marked in the “Create Sales Order” field. Text lines created in the Job Budget Item Lines window are also transferred. If you have previously created a sales order line for a job budget item line, it will not be processed again. The order lines are added to a sales order for the job. If such an order does not exist, Maconomy automatically creates a sales order for the job with a mark in the “Invoice in Job Cost” field. If there is more than one order assigned to the job, Maconomy chooses the order with the highest order number. If the “New Order when Transf. to Sales” field in the System Information window in the Set-Up module has been marked, another order will always be created when the action “Transfer to Sales Order” is selected. When you create sales order lines on the basis of job budget item lines, Maconomy copies the budgeted billing price to the order line. If you wish this price to be recalculated before it is transferred, use the “Recalculate Prices” action in the Job Budget Item Lines window. You cannot select this action if the current job has been closed. However, you can reopen a job using the “Reopen Job” action in the Jobs window.
Transfer Job Dates	When you select this action, Maconomy transfers the starting date and the expected ending date of the job to the “Planned Starting Date” and “Planned Ending Date” fields in the job budget lines. The dates are transferred from the “Start Date” and “Estimated Ending Date” fields in the Jobs window.
Delete Budget	When you select this action, Maconomy deletes the budget in the window. Approved budgets and the budget for a closed job cannot be deleted.
Remove Zero Lines	When you select this action, Maconomy removes any lines in the current budget that have a total cost and billing price of zero. Generally, “Sum/Text” and “Milestone” lines will not be deleted. However, depending on the structure of the budget in question, some lines may be deleted if they are included in the same level as zero lines. For example, if you have a number of text lines together with regular lines in a subtree, and all of the regular lines are zero, all of the text lines in that subtree will also be deleted. Maconomy will issue a warning before deleting any budget lines.
Copy Budget	When you select this action, Maconomy copies the budget shown in the Copy Budget island, meaning that an existing budget with a certain revision number is either copied from another job or from the job that is currently shown in the window. If the system parameter “Recalculate Job Budget when Copying” in the System Parameters window in the Set-Up module is not marked, a simple line-by-line copying of the budget is performed. However, currency amounts will be recalculated to the new job’s currency. If “Recalculate Job Budget

Field	Description
	When Copying” is marked, Maconomy will recalculate the budget when it is copied. This means that the price fields (costs, billing prices, and standard billing prices in base and currency plus “Net Cost, Base”), the “Markup %” field, and the fields concerning purchase orders and requisitions are not copied, but are recalculated on the basis of information of the job concerning the customer, the employees, and the job price list. That is why the new budget does not necessarily show the same amounts as the budget that it was copied from. If fixed exchange rate information has been specified in the Job Price Information window for the job to which information is copied, Maconomy recalculates currency amounts in the budget on the basis of the specified fixed exchange rate information. If a periodic job budget has been created for the job that is being copied, the periods of that budget are also copied to the new budget. The periodic job budget can be seen and edited in the Periodic Job Budgets window. If lines exist in the budget that is to be overwritten, it is not possible to copy. Furthermore, it is only possible to copy from one budget to another if both budgets are created in advance. In addition, it is not possible to copy the lines of another budget to a planning budget if this implies that two identical lines are created on the planning budget, and one or both of the job parameter attributes “Duplicate lines (amount) on planning budget” or “Duplicate lines (time) on planning budgets” has the value “No” for the job in question. If the task on a budget line to be copied does not exist in the task list for the current job, the line will not be copied, unless the system parameter “Extended Task Creation from Budgets” is marked. If it is marked, the task will be created in the job-specific task list of the current job.
Recalculate Budget	When you select this action, Maconomy recalculates prices on the job budget lines currently displayed. Maconomy uses the price lists that are valid as of the date specified in the “Planned Starting Date” field on each job budget line, or, if no such date has been specified, today’s date. If the recalculated price is 0, any price specified on a budget line will not be overwritten. You should be aware that Maconomy will also recalculate prices on lines where the “Line Specific Billing Price” field is marked and update the job-specific prices list lines underlying the budget lines. This applies when you are recalculating the baseline budget, and the job uses price control from budgets (see “Price control from budgets”). When recalculating, Maconomy looks up prices in much the same way as if another line was created. If a price list determines a price that is different from the price that is specified for the relevant employee category, that price will be applied (and the line will be marked as having a line-specific billing price). Moreover, you should note that if the “Job Budget Follows Periodic Job Budget” field has been marked on the budget in question in the Periodic Job Budgets window, the figures specified in the periods on the relevant budget lines will also be recalculated when using this action. However, if the “Job Budget Follows Periodic Job Budgets” field has not been marked, regular figures and periodic figures are also recalculated, but the recalculation of the

Field	Description
	periodic figures is carried out independently of the recalculation of the regular budget figures. The job parameter attributes “Keep Purchase Billing Price Upon Recalculation” and “Keep Purchase Cost Price Upon Recalculation” control how Maconomy should act when you recalculate the budget, and the purchase currency differs from the base currency. For more information, see the description of the job parameter attribute type “Budgeting.”
Rederive Tax Codes on Job Budget	This action will derive tax codes on all job budget lines according to the tax code setup, thus reverting any user settings on this job budget.
New Revision	When you select this action, Maconomy creates another revision of the current job budget and the assigned periodic job budget, if any. You cannot create a revision of an approved budget; it must be reopened first. The previous revision is locked, and except for revision remarks and revision code, it can no longer be changed. All previous revisions of the job budgets to which you have access can be viewed in the Job Budget Revisions window.
Submit Budget	When you select this action, the job budget currently displayed changes status to “Submitted.” This is a way of indicating that the budget is ready for approval. A job budget cannot be approved until it has been submitted. For more information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Can Change Job Budget” field in the Actions window in the Set-Up module is marked can submit budgets.
Approve Budget	When you select this action, the job budget currently displayed is approved. You can only approve a budget if it has been submitted. On approval, Maconomy takes a “snapshot” of the budget, which can then be viewed in the Job Budget Revisions window. The job budget can then no longer be changed except for the following fields: “Planned Starting Date,” “Planned Ending Date,” “Deliv. Remarks,” “Vendor,” “Your Reference,” “Create Sales Order,” “Selected,” “Purchase Order Currency,” and “Remarks 1-10.” These fields all have in common that they are of no financial consequence for the job. If you want to change any other fields, you must first reopen the budget and edit the revision that is created as a result of the reopening. For further information about approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Approve Job Budget” field in the Actions window in the Set-Up module is marked can approve budgets. If the budget contains lines with tasks that are not included in the job’s task list, you must correct the error before approving the budget. If approval of tasks is mandatory, all tasks on which budgeting has been done must be approved before you can approve the budget. If the budget is of the type specified as the job’s planning budget, all new/changed skill requirements created in the Job Planning window or the Skill

Field	Description
	Requirements window in the Resource Planning module for budget lines on the current planning budget will be checked. If the employee specified on the planning line does not fulfill the new/changed skill requirements specified for the job budget line in question, a warning will be issued for each violation. In addition, the booking type specified on the lines of the planning budget will be copied to the detailed plan upon approval, so that the booking type of each budget line will be transferred to its related detailed planning line. If the current job is a fixed-price job with overrun handling, and if “Budget” is selected as the basis for the fixed price on the job parameter attribute “Fixed-Price Budget,” a new fixed price can result in the creation, reduction, or increase of an overrun on the job when the budget is approved This happens if already registered postings on the job before or after the approval of the budget have exceeded the fixed price. In this case, a job revenue recognition journal is created to be posted in the G/L module. For more information, see the description of the job parameter attribute “Handling of Overruns” of the job parameter type “Revenue Recognition” in the Job Parameters window.
Reopen Budget	When you select this action, the job budget currently displayed is reopened. At the same time, Maconomy creates a revision. A “snapshot” of the budget as it looked in the previous revision can be seen in the Job Budget Revisions window. If fixed exchange rate information has been specified for the job in the Job Price Information window, and the information has changed since the budget was last submitted, Maconomy will recalculate the budget on the basis of the new currency information when the budget is reopened. The job budget must then be submitted before it can be approved again. For further information about submitting and approving multiple job budgets at a time, please see the description of the Approve Job Budgets window. Only users for whom the “Reopen Job Budget” field in the Actions window in the Set-Up module is marked can reopen budgets.
Copy Budget from Template	This action copies the budget from the template job.
Update Prices to Realization Rate	This action adjusts the billing prices on all budget lines with time activities so that the calculated realization rate will equal the realization rate entered in the Budgeted Realization Rate field.
Import Working Budget from People Planner	This action allows you to import a working budget from People Planner. When invoked, the “Quantity” values on the budget lines will be updated with budgeted hours from corresponding budget lines in People Planner. If the “Update Total Cost (Base) in Budget” system parameter is enabled, the values in the “Total Cost, Base” fields will also be updated with cost values from People Planner. It is enabled by the system parameter “Enable Custom People Planner Actions.”

Field	Description
	This action will connect to People Planner and import the changes that have been made to the working budget since the action “Send Job to People Planner” was carried out. See also the “Send Job to People Planner” action below.
Send Job to People Planner	This action will send the job, including budget, to People Planner. The following system parameters affect this functionality: ▪ Always Allow Send Action — If this is false, and Integration Status Notes are used, you can only push the job from Maconomy to People Planner once. After that, it will only be possible to import it from People Planner. ▪ Include Subjobs When Sending Job to People Planner — Allows you to include subjobs when sending jobs to People Planner. ▪ Default Job Budget Type — If a value is entered, this will be the budget type that is sent. If a value is not entered, the budget type currently shown in Job Budgets will be sent. There is an exception if the job has been sent to People Planner previously using another budget type. In that case, this budget type will be used again. This action is only available if the add-ons for People Planner and Custom Actions are installed and the Enable Customer People Planner Actions system parameter is set to “true.”

Job Budgets Table API Single Dialogs Workspace

Use this workspace to use some of the same functionality that is available in the Job Budgets workspace.

For embedded use this workspace provides better performance for updating budget lines than the regular Job Budgets workspace because the calculated fields are not included in the Job Budgets tab, so they do not require recalculation after table updates.

Job Budgets Tab

This section includes the fields and descriptions for the Job Budgets tab.

Job Island

Field	Description
Job No.	This field shows the job number and name.
Closed	This check box is selected if the job is closed.

Budget Island

Field	Description
Budget Type	This field shows the budget type of the job budget currently showing.
Revision No.	This field shows the job budget revision number.

Status Island

Field	Description
Submitted	This field shows if the job budget has been submitted.
Approved	This field shows if the job budget has been approved.
Reopened	This field shows if the job budget has been reopened.

Job Budgets Lines Sub-Tab

This section includes the fields and descriptions for the Job Budgets Lines sub-tab.

Field	Description
Description	In this field, you enter a text, which is attached to the activity on quotes and order confirmations.
Line Type	In this pop-up field, you select the type of the current job budget line. Selecting a value is mandatory.
Employee Category No.	In this field, you can assign a certain employee category to the job budget. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany or billing price for the specified employee category for price calculations, if the field “Hourly Rate” in the window System Information in the Set-Up module has been set to “By Employee” or “Employee Priority.”
Employee Category Name	This field shows the name of the current employee category.
Employee No.	In this field, you can enter the number of the employee to be associated with the given activity. If you enter a value, and the activity is a time activity, Maconomy will suggest a cost based on the employee. Similarly, if you have specified in the “Hourly Rate” field in the System Information window that hourly rates are determined by employees, Maconomy will suggest a billing price based on the employee. However, if you specify or change an employee on an existing line, prices are only recalculated if the system parameter

Field	Description
	“Update prices upon dimension change” has been marked. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost Module.” If an employee category has been specified in the “Empl. Cat. No.” field, this field must either be blank or the employee specified must be a member of the employee category. If an employee is specified in this field, it will not be possible to specify that other employees than the one specified in this field should work on the job in the Detailed Planning window in the Resource Planning module. If, on the other hand, this field is blank, it is possible to plan for one or more employees who belong to the specified category (or all employees if no category has been specified). If the system parameter “Empl. cat. on job budgets required” is marked, it is not possible to specify an employee unless an employee category is also specified. If the current job uses Traffic Control, and one or more teams have been selected for the job in the Timing Plans or Job Traffic Status windows, the employee specified here must be a member of that team. For more information, see the windows mentioned and the Teams window in the Set-Up module. Please note that if employee control of the type “Employee List” has been selected for the job, the employee must exist in the job’s employee control list. For more information, please see the description of the “Employee Control” field in the Jobs window.
Employee Name	This field shows the name of the employee entered in the “Employee No.” field above.
Task	In this field, you can specify the task to which the job budget line is to be assigned.
Quantity	In this field, you enter the budgeted quantity for the line.
Activity No.	In this field, you enter the number of the activity for which you wish to make a budget estimate. If both this field and the field “Task” are blank, the line is a text line. If this field shows “*,” the line is a summary line which creates a subtotal when the budget is printed using the “Standard” layout.
Cost, Base	In this field, you enter the budgeted cost in the base currency for one unit of the activity on the budget line. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost module.”
Billing Price, Curr.	In this field, you enter the budgeted billing price in the job’s currency of one unit of the activity on the budget line. If the activity is non-invoiceable, you cannot enter a price here, and the value must be “0.00.

Field	Description
Markup %	In this field, you enter the budgeted gross margin % for the activity on the budget line.
Line Specific Billing Price	If the current job is set up for price control from budgets (see “Price control from budgets”), this field indicates if the billing price differs from the price originally derived from the employee category on the current line. If the line is not marked, the price is the original price.
Total Cost, Base	This field shows the total estimated cost in base currency for the budget line. The total cost is found by multiplying the number in the “Quantity” field by the cost per piece in the “Cost” field.
Total Billing Price, Currency	This field shows the budget lines total budgeted billing price in the job currency. The total billing price is calculated by multiplying the number in the “Quantity” field by the billing price per piece in the “Billing Price, Currency” field.
Purchase Currency	In this field, you can select a currency. Depending on whether you have entered the cost in base currency or in another currency, the value is calculated in the “Cost, Base” field or the “Cost, Purchase Currency” field by means of this currency. If another currency is subsequently selected, the value in the “Cost, Purchase Currency” field is then recalculated. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost Module.” If the job budget is structured hierarchically, selecting a purchase currency on a group header line makes it possible to see the total purchase amount for the subordinate lines in a specific currency.
Cost, Purchase Currency	In this field, you can enter or see the cost in the currency selected in the field “Purchase Currency.” If you enter a value here, the value in the field “Cost, Base” will be calculated.
Total Cost, Purchase Currency	In this field, you can see the total budgeted cost in the current job’s currency. The total cost price is calculated by multiplying the figure in the field “Quantity” by the cost per unit in the field “Cost, Purchase Currency.”
Billing Price, Purchase Currency	If you want to enter the billing price in another currency than the job’s currency, you can use this field.
Total Billing Price, Purchase Currency	Copy to come.
Cost Type	This field shows the cost type selected for the current activity in the window Activities: “Turnover” or “Outlays.”
Inc. in Fixed Price	In this field, you can mark whether or not the entry applying to the line should be included in the fixed price of a job. The set-up of the job in question determines whether or not this field is automatically marked when a line is created. The field can be marked/unmarked manually.

Field	Description
Deliv. Remarks	In this field, you can enter delivery remarks to be used in connection with the delivery of the items.
Billing Price, Base	This field shows the amount from the field “Billing Price, Currency” on the current budget line converted into the base currency.
Total Billing Price, Base	This field shows the amount from the field “Billing Price Total, Currency” on the current budget line converted into the base currency.
Standard Billing Price, Base	This field shows the standard billing price per unit in the base currency of the company.
Total Standard Billing Price, Base	This field shows the total standard billing price of the current budget entry in the currency of the job.
Vendor	In this field, you can enter the number of a vendor, if the activity on the budget line is an amount activity. Maconomy verifies that the vendor exists in the Accounts Payable module.
Vendor Name	This is the first line of the name of the vendor whose number is entered in the “Vendor” field. You cannot change the name here.
Your Reference	In this field, you enter the reference person used on purchase orders that are created from the current budget line. It is only possible to enter a reference person if the field “Cust. No.” is completed.
Create Sales Order	If you mark this field, Maconomy will create sales order lines for items and text lines assigned to the budget line in the window Job Budget Item Lines when you select “Transfer to Sales Order.”
Selected	If you mark this field, Maconomy will create a requisition or purchase order line for the budget line when you select “Create Requisitions” or “Create Purchase Orders,” respectively, in the Action menu.
Currency, Purchase Creation	In this field, you can select the currency which should be transferred to requisitions and purchase orders created on the basis of the budget line. If you specify a blank value, the currency specified on the vendor’s information card is used.
Number of Purchase Orders	This field shows how many purchase orders have been made on the basis of this budget line.
Number of Requisitions	This field shows how many requisitions have been made on the basis of this budget line.
Last Purchase Order No.	This field shows the number of the last purchase order created on the basis of the current line.

Field	Description
Purchase Order Total	This field shows the sum of the purchase order lines created on the basis of the budget line.
Exec. Company No.	This field shows the name of the company carrying out the specified activity. The field cannot be changed.
Exec. Company Name	This field shows the name of the executing company.
Number of Requisitions	This field shows how many requisitions have been made on the basis of this budget line.
Last Purchase Order No.	This field shows the number of the last purchase order created on the basis of the current line.
Purchase Order Total	This field shows the sum of the purchase order lines created on the basis of the budget line.
Exec. Company No.	This field shows the name of the company carrying out the specified activity. The field cannot be changed.
Location	This field shows the value of the location dimension specified on the current job budget.
Entity	This field shows the value of the entity dimension specified on the current job budget.
Project	This field shows the value of the purpose dimension specified on the current job budget.
Purpose	This field shows the value of the purpose dimension specified on the current job budget
Spec. 1–3	This field shows the value of the spec. 1 - spec. 3 dimension specified on the current job budget.
Local Spec. 1–3	This field shows the value of the local spec. 1 – local spec. 3 dimension specified on the current job budget.
Net Cost, Base	This field shows the budgeted net cost of the job in the job's base currency.
Tax Code	This field shows a G/L tax receivable code if the activity on the line is an amount activity.
Activity Name	This field displays the text defined for the current activity.
Task Description	This field shows the text defined for the current task, if a description has been entered in the field "Task."

Field	Description
Job Budget Text	In the window Job Budget Texts, it is possible to assign text lines to a job budget line. This field, which cannot be changed, displays whether such text lines are assigned to the current line.
Standard Billing Price, Currency	This field only applies to time activities. The field shows the value in the field “Standard Billing Price, Currency” converted into a standard billing price per day.
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current budget entry in the currency of the job. If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity, employee, or dimension values. For further information on this and for a complete list of the fields that cause the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked, and you wish to ensure that all prices reflect the current setup of the budget lines, use the “Recalculate Job Budget” action.
Remarks 1–10	In these fields, you can assign remarks to the current job budget line. The remarks are for information only and can be used in reports.
Planned Start Date	Enter the date on which you plan to begin the activity. Maconomy uses the prices valid as of this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices. If you later change the value in this field, Maconomy will recalculate prices on job budget lines only if the budget has not been approved, and if the system is set up to update prices upon dimension change in the System Parameters workspace. You can also choose to have Maconomy recalculate prices by using the Recalculate Job Budget action. When you use this action, Maconomy will also use the price lists valid as of the date specified in this field, if any, for the recalculation. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Start Date** field in the Jobs workspace for the current job. At the same time, the **Planned Ending Date** field is populated with the value of the **Estimated Ending Date** field in the Jobs workspace. When you create requisitions or purchase orders from the current line, the date in this field is transferred to the **Pref. Deliv. Date** field in the tab of the requisition or purchase order and the **Delivery Date** field in the sub-tab. In addition, the specified date can be used in reports. If you copy a budget with a planned starting date to a new budget with the same job number, this field will also be copied to the new budget. However, you should note that a date in this field does not influence the

Field	Description
	possibility of assigning periods to the budget line in the Periodic Job Budgets workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned starting date is displayed only when all the sublevel lines have a date.
Planned End Date	Enter the date on which you plan to end the activity. The date specified will be of importance in the Detailed Planning workspace in the Resource Planning module; the date specified in this field will be copied to planning lines created based on the budget in question. By using the **Transfer Job Dates** action, you can prepopulate this field with the value of the **Estimated Ending Date** field in the Jobs workspace for the current job. At the same time, the **Planned Starting Date** field is populated with the value of the **Start Date** field in the Jobs workspace. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the planned ending date is displayed only when all the sublevel lines have a date.
First Possible Starting Date	Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. Enter the first possible starting date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the first possible starting date is displayed only when all the sublevel lines have a date.
Last Possible Ending Date	Enter the last possible ending date of the activity. The specified date is for reference only, for example, for use in reports. When the **Calculate Dates on Budget Sum Lines Only When All Sublevels Have a Date** system parameter is enabled, the last possible ending date is displayed only when all the sublevel lines have a date.
Quantity Planned	This field shows how many hours have so far been planned for the job budget line in question in the window Detailed Planning in the Resource Planning module.
Changed in Revision No.	This field shows the number of the job budget revision in which the current line was last changed.

Actions

This section shows the actions available in the Job Budgets Table API workspace.

Top Tab

Field	Description
Create Requisitions	When you select this action, Maconomy automatically creates requisitions for those amount activities in the job budget that have a vendor number and a mark in the “Selected” field. A requisition is an internal request for the approval of the purchase of services. This means that you can use this action to create requisitions that the person or department responsible for approving purchases can evaluate and approve, and this person or department can then, based on the input from the requisition, place the necessary orders with the relevant suppliers by means of a purchase order. You can only use this action if the budget shown in the window is the current one, and if the job in question has not been blocked. Maconomy creates a requisition for each combination of vendor and purchase order currency specified on the marked lines, and each of the requisitions is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting requisition. If there is no planned date, Maconomy uses today’s date. Requisitions can be edited in the Requisitions window in the Accounts Payable module. When you create requisitions, Maconomy updates the “Number of Requisitions” field on the budget lines. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module. The currency of each requisition is taken from the “Currency, Purchase Creation” field on the budget lines that result in the requisition in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.
Create Purchase Orders	When you select this action, Maconomy automatically creates purchase orders for those amount activities in the job budget that have a vendor number and a mark in the “Selected” field. A purchase order is an order for the vendor service described by the budget line’s amount activity. The amount on the purchase order line will be the cost sum on the budget line less the sum of previously created purchase order lines. If this amount is negative, the amount on the purchase order line will be 0. You can only use this action if the budget

Field	Description
	shown in the window is the current one, and if the job in question has not been blocked. Maconomy checks that none of the lines selected for purchase order creation will cause budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase Sum or Line Level,” “Limit Purchase, Currency Margin,” and “Limit Purchase, Percentage Margin” for the job. If even one line causes a budget violation, the action is cancelled for all lines, including lines that do not cause any budget violations. Budget violations can, for example, take place if purchase orders already exist for the lines, and the new purchases, combined with existing purchases, will cause the budgeted amount to be exceeded. For further information, see the descriptions of these attributes in the job parameter “Budgeting.” Maconomy creates a purchase order for each combination of vendor and purchase order currency specified on the marked lines, and each of the purchase orders is assigned to a separate, new purchase process (see “Purchase Processes” in the A/P module). The earliest date in the “Planned Starting Date” field on lines with the same combination of vendor and currency is used as the preferred delivery date in the card part of the resulting purchase order. If there is no planned date, Maconomy uses today’s date. Purchase orders can be edited in the Purchase Orders window in the Accounts Payable module. When you create purchase orders, Maconomy updates the “Number of Purchase Orders” and “Purchase Order Total” fields on the budget lines. The purchase order number is then shown in the “Last Purchase Order No.” field on every budget line. Information such as payment terms and delivery mode is retrieved from the vendor information card in the A/P module. The currency of each purchase order is taken from the “Currency, Purchase Creation” field on the budget lines that result in the purchase order in question. If this field is blank, the currency is taken from the vendor’s information card. If fixed exchange rate information has been specified for the job in the Job Price Information window, the specified fixed exchange rate information is applied, but only if the system parameter “Fixed exchange rates in budgets only” has not been marked. If you have assigned texts to the job budget lines in the Job Budget Texts window, and if the “Text Lines for Purchase” field in the Job Information window is marked, the texts will be transferred to the relevant purchase orders.
Transfer to Sales Order	When you select this action, Maconomy automatically creates sales order lines for job budget item lines, which are assigned to job budget lines marked in the “Create Sales Order” field. Text lines created in the Job Budget Item Lines window are also transferred. If you have previously created a sales order line for a job budget item line, it will not be processed again. The order lines are added to a sales order for the job. If such an order does not exist, Maconomy automatically creates a sales order for the job with a mark in the

Field	Description
	“Invoice in Job Cost” field. If there is more than one order assigned to the job, Maconomy chooses the order with the highest order number. If the “New Order when Transf. To Sales” field in the System Information window in the Set-Up module has been marked, an order will always be created when the action “Transfer to Sales Order” is selected. When you create sales order lines on the basis of job budget item lines, Maconomy copies the budgeted billing price to the order line. If you wish this price to be recalculated before it is transferred, use the “Recalculate Prices” action in the Job Budget Item Lines window. You cannot select this action if the current job has been closed. However, you can reopen a job using the “Reopen Job” action in the Jobs window.

Update Job Budget Resource Allocations Workspace

Use this workspace as an interface to some of the functionality in Job Budgets.

This is the start of your concept.

This workspace is used as a standard Java extension for integrating job budgets with People Planner. The Update Job Budget Resource Allocations single dialog workspace allows you to create, update, and delete job budget resource allocations. It only has an update state. Four fields are used to make up the key of the resource allocation:

- instance key of the budget line
- employee number
- calendar year
- calendar month

If a job budget resource allocation with the entered values already exists, the quantity is updated. Otherwise, the resource allocation is created.

Note: The resource allocations in Maconomy allow you to create reports on the job budget lines based on the resource allocations sent from People Planner. The underlying data structure allows you to report by employee number, calendar year and month, as well as by fields on the budget line. Resource allocation does not have fields with the fiscal year or fiscal period.

Update Job Budget Resource Allocations Tab

This section includes the fields and descriptions for the Update Job Budget Resource Allocations tab.

Key island

Field	Description
Job Budget Line Instance Key	Select a job budget line in the planning budget for the job that you wish to update.
Employee No.	If you are updating a budget line for a time activity, select an employee. For budget line on amount activities, leave this field blank.
Year	Enter the year of the resource allocation.

Month Frequency island

Field	Description
Twelve Months	Select this check box to update allocations for up to a year. When selected, you can enter cost or quantity from January to December, corresponding to the year entered in the **Year** field. When deselected, the system considers cost or quantity allocations for one month only, depending on the value entered in the **Month** field. By default, this check box is deselected.

Values island

Field	Description
Month	Enter a value from 1 to 12 in this field to indicate which month should be updated with allocations. When the **Twelve Months** check box is deselected, the system considers cost or quantity allocations for one month only, depending on the value entered in this field.
Quantity	Enter the allocated quantity for the line. If you are updating a budget line for an amount activity, leave this field blank. If you enter a value of **0** in this field, Maconomy does not create the resource allocation. If you enter a value of **zero** for an existing resource allocation, Maconomy deletes it. For time activities, the cost price, billing price, and standard billing price on the resource allocation is calculated based on the general price setup in Maconomy. If the **Twelve Months** check box is deselected, the value entered in this field is considered for the month indicated in the **Month** field.

Field	Description
Cost	Enter the allocated total cost price for the line. If you are updating a budget line for a time activity, leave this field blank. If you enter a value of **zero** in this field, Maconomy does not create the resource allocation. If you enter a value of **zero** for an existing resource allocation, Maconomy deletes it. For amount activities, the total cost price is as entered in this field. The billing and standard billing prices are calculated based on the given total cost price and the general price setup (such as a markup % in a price list). By default, the resource quantity in this field is set to **one**. If the **Twelve Months** check box is deselected, the value entered in this field is considered for the month indicated in the **Month** field.

Values for Twelve Months island

Field	Description
Quantity, January-December	Enter the allocated quantity for each month. If you are updating a budget line for an amount activity, leave these fields blank. If you enter a value of zero in these fields, Maconomy does not create the resource allocation. If you enter a value of zero for an existing resource allocation, Maconomy deletes it. For time activities, the cost price, billing price, and standard billing price on the resource allocation is calculated based on the general price setup in Maconomy. To allow the system to use the values entered in these fields. the **Twelve Months** check box must be selected. **Note:** Values entered for each month correspond to the months of the year entered in the **Year** field found under the Key island.

Field	Description
Cost, January-December	Enter the allocated total cost price for each month. If you are updating a budget line for a time activity, leave these fields blank. If you enter a value of zero in these fields, Maconomy does not create the resource allocation. If you enter a value of zero for an existing resource allocation, Maconomy deletes it. For amount activities, the total cost price is as entered in these fields. The billing and standard billing prices are calculated based on the given total cost price and the general price setup (such as a markup % in a price list). By default, the resource quantity in these fields is set to one. To allow the system to use the values entered in these fields. the **Twelve Months** check box must be selected.

Field	Description
	Note: Values entered for each month correspond to the months of the year entered in the **Year** field found under the Key island.
Keep Current Allocation	Copy to come.

Control island

Field	Description
Delete Allocations	Select this check to box to delete all resource allocations and the assigned employee for the specified budget line.

Update Job Budget island

Field	Description
Job No.	Enter or select a job number if you wish to update all lines for a specific job when you use the **Update Job Budget** action.
Progress Evaluation Date	This field shows the progress evaluation date of a current, ongoing progress evaluation on the job specified in the **Job No.** field. A warning message displays if past progress evaluations exist on the job, but there is no current, ongoing progress evaluation.

Actions

This section shows the actions available in the Update Job Budget Resource Allocations workspace.

Top Tab

Note that with a batch set of allocations in People Planner, the performance of this action is impacted. However, it is possible to set up a Scheduled Background Task to recalculate job budgets periodically and therefore reduce the need to manually choose this action.

Field	Description
Update Job Budget	Use this action to update all lines on the latest revision of the planning budget on the job specified in the **Job No.** field. For budget lines with a time activity, the unit cost price, unit billing price, and unit standard billing prices are updated to the weighted average of these unit prices on the job budget resource allocations. If you have performed progress evaluation on the latest revision of the budget, these unit prices are updated to the weighted average for actual cost as of the progress evaluation date and the cost of allocated hours for future periods.

Field	Description
	For budget lines with an amount activity, the unit prices are not updated. Additionally, you can see the allocated and unallocated quantity and cost in the Job Budgets sub-tab. For budget lines with a time activity, the unit prices on a job budget resource allocation are calculated based on the employee of the resource allocation, the other dimensions of the budget line, and are calculated as of the current date. If the budget line already has job budget resource allocations for the given employee, then the prices will be taken from the resource allocation with the latest price calculation. If the **Use Estimate Date when Updating Resource Allocations** system parameter is enabled, this action uses the estimate date, if one has been specified. If you have started a progress evaluation, this action does not update the resource allocations in Maconomy for any months before the estimate date. Moreover, it updates the resource allocation in Maconomy for the month that contains the estimate date, based on the resource allocations within that month after the estimate date.

Job Cost – Registration Section

This section includes the fields and descriptions for the Job Cost – Registration workspaces.

Time Sheet Lines API Single Dialogs Workspace

Use this workspace to view user-submitted time sheet lines, one at a time, and to transfer those time sheet lines for posting, provided that the time sheet lines meet the criteria for transfer.

You only use this workspace if you selected the **Disable automatic transferal of time sheet lines** system parameter. If you did not select that parameter, Maconomy transfers time sheet lines as soon as the conditions for transfer are met, so you need not use the transfer action in this workspace.

Note: The functionality in this workspace is intended for use by other Maconomy processes. For instance, you can use the information and the transfer action in this workspace to build custom workflows in the Maconomy Portal using M-Script. It is rarely necessary to use this workspace to transfer time sheet lines.

Time Sheet Lines API Tab

This section includes the fields and descriptions for the Time Sheet Lines API tab.

Time Sheet Line Information Island

Field	Description
Employee No.	This field shows the number and name of the employee who submitted the current time sheet line.

Field	Description
Line No.	This field shows the line number of the current time sheet line.
Start Date	This field shows the date of the first day in the week covered by the time sheet of the current time sheet line.
Job No.	This field shows the job number of the current time sheet line.
Activity No.	This field shows the activity number of the current time sheet line.
Time Unit	This field shows the time unit of the time sheet line.
Monday – Sunday	These fields show the time entered for every day of the week covered by the time sheet of the current time sheet line.
Description	This field shows the description entered for the current time sheet line.
Task	This field shows the task name of the current time sheet line.
Total	This field shows the total number of hours entered for the current time sheet line.
Approval, Project Manager	This field shows the status which the project manager of the job on the current line has assigned to the current time sheet line in the window Approve Time Sheet Lines.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the field “Approval, Project Manager”) to the current time sheet line.
Approval Date	This field shows the date on which the project manager assigned the current approval status (shown in the field “Approval, Project Manager”) to the current time sheet line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release or rejection of the current time sheet line.
Approved by Superior	This field shows if the current time sheet line has been approved by the time sheet user’s superior.
Released by Superior	This field shows if the current time sheet line has been released by the time sheet user’s superior.
Fully Transferred	This field shows if the current time sheet line has been fully transferred, in which case the transfer action does not apply.

Actions

This section shows the actions available in the Time Sheet Lines API workspace.

Top Tab

Field	Description
Transfer Time Sheet Line for Posting	When you select this action, Maconomy attempts to transfer the current time sheet line for posting. The line will only be transferred if all approval criteria have been fulfilled with respect to project manager and superior, depending on setup.

Transfer Time Sheet Lines Single Dialogs Workspace

Use this workspace to view time sheet lines that users submit, and to transfer those time sheet lines for posting, provided that the time sheet lines meet the criteria for transfer.

Use the Transfer Time Sheet Lines tab to enter the dates, jobs, activities, tasks, and employees for which you want to view time sheet lines in the Time Sheet Lines sub-tab.

The first time that you open this workspace, press **Return** to make Maconomy remember your search criteria between sessions.

You only use this workspace if you selected the **Disable automatic transferal of time sheet lines** system parameter. If you did not select that parameter, Maconomy transfers time sheet lines as soon as the conditions for transfer are met, so you need not use the transfer action in this workspace.

> **Note:** The functionality in this workspace is intended for use by other Maconomy processes. For instance, you can use the information and the transfer action in this workspace to build custom workflows in the Maconomy Portal using M-Script. It is rarely necessary to use this workspace to transfer time sheet lines.

Transfer Time Sheet Lines Tab

This section includes the fields and descriptions for the Transfer Time Sheet Lines tab.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field, Maconomy will show the lines selected by the criteria in this island when you press Return. This field is by default not marked, as the table part may contain a great number of lines. Note that the action “Transfer Time Sheet Lines” works on all lines identified by the selection criteria, regardless of whether this field is marked.
Date	In these fields you can enter a range of dates. The table part will show lines from time sheets with a starting date within this range, and the action

Field	Description
	“Transfer Time Sheet Lines” will transfer time sheet lines with a starting date within this range.
Week/Year	The functionality of these fields is similar to that of the field “Date” above, but concerns a range of the combination of a week number and a year.
Employee No.	The functionality of these fields is similar to that of the field “Date” above, but concerns the number of the employee who submitted the time sheet line.
Job No.	The functionality of these fields is similar to that of the field “Date” above, but concerns the job number of the time sheet line.
Activity No.	The functionality of these fields is similar to that of the field “Date” above, but concerns the activity number of the time sheet line.
Task	The functionality of these fields is similar to that of the field “Date” above, but concerns the task of the time sheet line.
Show Fully Transferred	If you mark this field, Maconomy will include lines which have been fully transferred already.

Time Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Time Sheet Lines sub-tab.

Field	Description
Employee No.	This field shows the number of the employee who submitted the current time sheet line.
Employee Name	This field shows the name of the employee who submitted the current time sheet line.
Line No.	This field shows the line number of the current time sheet line.
Start Date	This field shows the date of the first day in the week covered by the time sheet of the current time sheet line.
Job No.	This field shows the job number of the current time sheet line.
Activity No	This field shows the activity number of the current time sheet line.
Task	This field shows the task name of the current time sheet line.
Time Unit	This field shows the time unit of the time sheet line.

Field	Description
Monday-Sunday	These fields show the time entered for every day of the week covered by the time sheet of the current time sheet line.
Description	This field shows the description entered for the current time sheet line.
Approval, Project Manager	This field shows the status which the project manager of the job on the current line has assigned to the current time sheet line in the window Approve Time Sheet Lines.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the field “Approval, Project Manager”) to the current time sheet line.
Approval Date	This field shows the date on which the project manager assigned the current approval status (shown in the field “Approval, Project Manager”) to the current time sheet line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release or rejection of the current time sheet line.
Approved by Superior	This field shows if the current time sheet line has been approved by the time sheet user’s superior.
Released by Superior	This field shows if the current time sheet line has been released by the time sheet user’s superior.

Actions

This section shows the actions available in the Transfer Time Sheet Lines workspace.

Top Tab

Field	Description
Transfer Time Sheet Lines	When you select this action, Maconomy attempts to transfer the time sheet lines identified by the selection criteria in the card part for posting. A line will only be transferred if all approval criteria have been fulfilled with respect to project manager and superior, depending on setup.

Daily Time Sheet Lines API Single Dialogs Workspace

Use this workspace to view user-submitted daily time sheet lines, one at a time, and to transfer those daily time sheet lines for posting, provided that the lines meet the criteria for transfer.

You only use this workspace if you select the **Disable automatic transferal of time sheet lines** system parameter. If you do not select that parameter, Maconomy transfers the daily time sheet lines as soon as the conditions for transfer are met, so you need not use the transfer action in this workspace.

Note: The functionality in this workspace is intended for use by other Maconomy processes. For instance, you can use the information and the transfer action in this workspace to build custom workflows in the Maconomy Portal using M-Script. It is rarely necessary to use this workspace to transfer daily time sheet lines.

Daily Time Sheet Lines API Tab

This section includes the fields and descriptions for the Daily Time Sheet Lines tab.

Time Sheet Line Information Island

Field	Description
Employee No.	This field shows the number and name of the employee who submitted the current daily time sheet line.
Line No.	This field shows the line number of the current daily time sheet line.
Date	This field shows the date of the current daily time sheet line.
Job No.	This field shows the job number of the current daily time sheet line.
Activity No.	This field shows the activity number of the current daily time sheet line.
Quantity	This field shows the number of hours entered for the current daily time sheet line.
Time Unit	This field shows the time unit of the time sheet line.
Description	This field shows the description entered for the current time sheet line.
Task	This field shows the task name of the current daily time sheet line.
Approved by Superior	This field shows if the current daily time sheet line has been approved by the time sheet user's superior.
Released by Superior	This field shows if the current daily time sheet line has been released by the time sheet user's superior.
Fully Transferred	This field shows if the current daily time sheet line has been fully transferred, in which case the transfer action does not apply.

Actions

This section shows the actions available in the Daily Time Sheet Lines API workspace.

Top Tab

Field	Description
Transfer Time Sheet Line for Posting	When you select this action, Maconomy attempts to transfer the current daily time sheet line for posting. The line will only be transferred if all approval criteria have been fulfilled with respect to project manager and superior, depending on setup.

Job Time Registration Single Dialogs Workspace

Use this workspace to view and enter time entries for a specific job.

The Job tab displays a job, and the Registrations sub-tab displays the daily time sheet lines for the current employee for that job.

Job Tab

This section includes the fields and descriptions for the Job tab.

Your Task Island

Field	Description
Employee	This field shows the name of the employee.
Description	This field shows the description entered for the current job.
Expected Hours	This field shows the expected number of hours to complete the current job.
Total Entered Hours	This field shows the total number of hours entered for the current job.
Completed	This check box is selected if the current job is completed.

Job Island

Field	Description
Job No.	This field shows the number and name of the current job.
Customer	This field shows the customer selected on the job.

Field	Description
Project Manager	This field shows the name and number of the project manager.

Job Description Island

This island shows any description entered by the project manager in connection with the time registration of the current job.

Registrations Sub-Tab

This section includes the fields and descriptions for the Registrations sub-tab.

Field	Description
Date	This field shows the date of the current daily time registration line.
Weekday	This field shows the day of the week associated with the current daily time registration line.
Daily Description	This field provides description to the current daily time registration line.
Hours	This field shows the number of hours spent on the current daily time registration line.
Task	This field shows the task number associated with the current daily time registration line.
Task Description	This field shows the task description associated with the selected task.

Transfer Daily Time Sheet Lines Single Dialogs Workspace

Use this workspace to view user-submitted daily time sheet lines, and to transfer those daily time sheet lines for posting, provided that the lines meet the criteria for transfer.

Use the Transfer Daily Time Sheet Lines tab to enter the dates, jobs, activities, tasks, and employees for which you want to see daily time sheet lines in the Daily Time Sheet Lines sub-tab.

The first time that you open this workspace, press **Return** to make Maconomy remember your search criteria between sessions.

You only use this workspace if you selected the **Disable automatic transferal of time sheet lines** system parameter. If you did not select that parameter, Maconomy transfers the daily time sheet lines as soon as the conditions for transfer are met, so you need not use the transfer action in this workspace.

Note: The functionality in this workspace is intended for use by other Maconomy processes. For instance, you can use the information and the transfer action in this workspace to build custom workflows in the Maconomy Portal using M-Script. It is rarely necessary to use this workspace to transfer daily time sheet lines.

Transfer Daily Time Sheet Lines Tab

This section includes the fields and descriptions for the Transfer Daily Time Sheet Lines tab.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field, Maconomy will show the lines selected by the criteria in this island when you press Return. This field is by default not marked, as the table part may contain a great number of lines. Note that the action “Transfer Time Sheet Lines” works on all lines identified by the selection criteria, regardless of whether this field is marked.
Date	In these fields you can enter a range of dates. The table part will show lines from daily time sheets from a date within this range, and the action “Transfer Time Sheet Lines” will transfer daily time sheet lines from a date within this range.
Employee No.	The functionality of these fields is similar to that of the field “Date” above, but concerns the number of the employee who submitted the daily time sheet line.
Job No.	The functionality of these fields is similar to that of the field “Date” above, but concerns the job number of the daily time sheet line.
Activity No.	The functionality of these fields is similar to that of the field “Date” above, but concerns the activity number of the daily time sheet line.
Task	The functionality of these fields is similar to that of the field “Date” above, but concerns the task of the daily time sheet line.
Show Fully Transferred	If you mark this field, Maconomy will include lines which have been fully transferred already.

Daily Time Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Daily Time Sheet Lines sub-tab.

Field	Description
Employee No.	This field shows the number of the employee who submitted the current daily time sheet line.
Employee Name	This field shows the name of the employee who submitted the current daily time sheet line.
Line No.	This field shows the line number of the current daily time sheet line.
Date	This field shows the date of the current daily time sheet line.

Field	Description
Job No.	This field shows the job number of the current daily time sheet line.
Activity No.	This field shows the activity number of the current daily time sheet line.
Task	This field shows the task name of the current daily time sheet line.
Quantity	This field shows the number of hours entered for the current daily time sheet line.
Time Unit	This field shows the time unit of the time sheet line.
Description	This field shows if any description entered on the current daily time sheet line.
Approved by Superior	This field shows if the current daily time sheet line has been approved by the time sheet user's superior.
Released by Superior	This field shows if the current daily time sheet line has been released by the time sheet user's superior.

Actions

This section shows the actions available in the Transfer Daily Time Sheet Lines workspace.

Top Tab

Field	Description
Transfer Time Sheet Lines	When you select this action, Maconomy attempts to transfer the daily time sheet lines identified by the selection criteria in the card part for posting. A line will only be transferred if all approval criteria have been fulfilled with respect to project manager and superior, depending on setup.

Expense Sheet Lines Single Dialogs Workspace

Use this workspace to view user-submitted expense sheet lines, one at a time, and to transfer expense sheet lines for posting, provided that the lines meet the criteria for transfer.

You only use this workspace if you selected the **Disable automatic transferal of time sheet lines** system parameter. If you did not select that parameter, Maconomy transfers the expense sheet lines as soon as the conditions for transfer are met, so you need not use the transfer action in this workspace.

Note: The functionality in this workspace is intended for use by other Maconomy processes. For instance, you can use the information and the transfer action in this workspace to build custom workflows in the Maconomy Portal using M-Script. It is rarely necessary to use this workspace to transfer expense sheet lines.

Expense Sheet Lines Tab

This section includes the fields and descriptions for the Expense Sheet Lines tab.

Expense Sheet Line Information Island

Field	Description
Expense Sheet No.	This field shows the number of the expense sheet to which the current expense sheet line belongs.
Employee	This field shows the name and number of the employee who submitted the current expense sheet line.
Line No.	This field shows the line number of the current expense sheet line.
Entry Date	In these fields you can enter a range of dates. The table part will show expense sheet lines with an entry date within this range, and the action “Transfer Time Sheet Lines” will transfer time sheet lines with a starting date within this range.
Job No.	This field shows the job number related to the current expense sheet line
Activity No.	This field shows the activity number specified on the current expense sheet line.
Task	This field shows the task name of the current expense sheet line.
Description	This field shows the description entered for the current expense sheet line.
Amount, Currency	This field shows the total amount entered for the current expense sheet line, in currency.
Approval, Project Manager	This field shows the status which the project manager of the job on the current line has assigned to the current expense sheet line.
Approved by	This field shows the name of the user who assigned the approval status to the current expense sheet line.
Approval Date	This field shows the date the expense sheet was approved or rejected.
Comment	This field shows comments entered by the project manager who assigned the approval status to the current expense sheet line.
Approved by Superior	This field shows if the current expense sheet line has been approved by the expense sheet user’s superior.
Released by Superior	This field shows if the current expense sheet line has been released by the expense sheet user’s superior.

Field	Description
Fully Transferred	This field shows if the current expense sheet line has been fully transferred, in which case the transfer action does not apply.

Actions

This section shows the actions available in the Expense Sheet Lines workspace.

Top Tab

Field	Description
Transfer Expense Sheet Line for Posting	When you select this action, Maconomy attempts to transfer the current expense sheet line for posting. The line will only be transferred if all approval criteria have been fulfilled with respect to approval hierarchies, project manager, and superior, depending on setup.
Create favorite	This action allows you to create and edit your own personal favorites.

Transfer Expense Sheet Lines Single Dialogs Workspace

Use this workspace to view user-submitted expense sheet lines that users submit, and to transfer those expense sheet lines for posting, provided that the lines meet the criteria for transfer.

Use the Transfer Expense Sheet Lines tab to enter the dates, expense sheets, jobs, activities, tasks, and employees for which you want to see expense sheet lines in the Expense Sheet Lines sub-tab.

The first time that you open this workspace, press **Return** to make Maconomy remember your search criteria between sessions.

You only use this workspace if you selected the **Disable automatic transferal of time sheet lines** system parameter. If you did not select that parameter, Maconomy transfers the expense sheet lines as soon as the conditions for transfer are met, so you need not use the transfer action in this workspace.

Note: The functionality in this workspace is intended for use by other Maconomy processes. For instance, you can use the information and the transfer action in this workspace to build custom workflows in the Maconomy Portal using M-Script. It is rarely necessary to use this workspace to transfer daily time sheet lines.

Transfer Expense Sheet Lines Tab

This section includes the fields and descriptions for the Transfer Expense Sheet Lines tab.

Selection Criteria Island

Field	Description
Show Lines	If you mark this field, Maconomy will show the lines selected by the criteria in this island when you press Return. This field is by default not marked, as the table part may contain a great number of lines. Note that the action “Transfer Expense Sheet Lines” works on all lines identified by the selection criteria, regardless of whether this field is marked.
Entry Date	In these fields you can enter a range of dates. The table part will show expense sheet lines with an entry date within this range, and the action “Transfer Time Sheet Lines” will transfer time sheet lines with a starting date within this range.
Expense Sheet No.	The functionality of these fields is similar to that of the field “Entry Date” above, but concerns a range of expense sheet numbers.
Employee No.	The functionality of these fields is similar to that of the field “Entry Date” above, but concerns the number of the employee who submitted the expense sheet line.
Job No.	The functionality of these fields is similar to that of the field “Entry Date” above, but concerns the job number of the expense sheet line.
Activity No.	The functionality of these fields is similar to that of the field “Entry Date” above, but concerns the activity number of the expense sheet line.
Task	The functionality of these fields is similar to that of the field “Entry Date” above, but concerns the task of the expense sheet line.
Show Fully Transferred	If you mark this field, Maconomy will include lines which have been fully transferred already.

Transfer Expense Sheet Lines Sub-Tab

This section includes the fields and descriptions for the Transfer Expense Sheet Lines sub-tab.

Field	Description
Expense Sheet No.	This field shows the number of the expense sheet to which the current expense sheet line belongs.
Employee No.	This field shows the number of the employee who submitted the current expense sheet line.

Field	Description
Employee Name	This field shows the name of the employee who submitted the current expense sheet line.
Line No.	This field shows the line number of the current expense sheet line.
Entry Date	This field shows the entry date of the current expense sheet line.
Job No.	This field shows the job number specified on the current expense sheet line.
Activity No.	This field shows the activity number specified on the current expense sheet line.
Task	This field shows the task name of the current expense sheet line.
Description	This field shows the description entered for the current expense sheet line.
Currency	This field shows the currency of the amount entered for the current expense sheet line.
Amount, Currency	This field shows the total amount entered for the current expense sheet line, in currency.
Approval, Project Manager	This field shows the status which the project manager of the job on the current line has assigned to the current expense sheet line in the window Approve Expense Sheet Lines.
Approved by	This field shows the name of the project manager who assigned the current approval status (shown in the field “Approval, Project Manager”) to the current expense sheet line.
Approval Date	This field shows the date on which the project manager assigned the current approval status (shown in the field “Approval, Project Manager”) to the current expense sheet line.
Comment	This field shows any comments entered by the project manager in connection with the approval, release or rejection of the current expense sheet line.
Approved by Superior	This field shows if the current expense sheet line has been approved by the expense sheet user’s superior.
Released by Superior	This field shows if the current expense sheet line has been released by the expense sheet user’s superior.

Actions

This section shows the actions available in the Transfer Expense Sheet Lines workspace.

Top Tab

Field	Description
Transfer Expense Sheet Lines	When you select this action, Maconomy attempts to transfer the expense sheet lines identified by the selection criteria in the card part for posting. A line will only be transferred if all approval criteria have been fulfilled with respect to approval hierarchies, project manager, and superior, depending on setup.

Time Sheet Line Expenses Single Dialogs Workspace

Use this workspace to view expense sheet lines that are related to a time sheet line.

Time Sheet Line Tab

This section includes the fields and descriptions for the Time Sheet Line tab.

Information Island

Field	Description
Employee No.	This field shows the number of the employee who submitted the current time sheet line expenses.
Line No.	This field shows the line number of the current time sheet line expenses.
Start Date	This field shows the date of the first day in the week covered by the time sheet of the current time sheet line expenses.
Job No.	This field shows the job number of the current time sheet line expenses.
Activity No.	This field shows the activity number of the current time sheet line expenses.
Description	This field shows the description of the current time sheet line expenses.
Task	This field shows the task assigned to the current time sheet line expenses.

Registrations Island

Field	Description
Time Unit	This field shows the time unit of the time sheet line.
Monday-Sunday	These fields show the time entered for every day of the week covered by the time sheet of the current time sheet line expenses.

Expenses Sub-Tab

This section includes the fields and descriptions for the Expenses sub-tab.

Field	Description
Expense Sheet No.	Enter the number of the Expense Sheet to which this line belongs.
Entry Date	In this field, you enter an entry date. Maconomy suggests the current date, if it falls within the time sheet period, or the starting date of the period otherwise.
Description	In this field, you can enter a description of the current expense sheet.
Reference	In this field, you can enter a text as reference to the expense, such as a transaction number.
Quantity	In this field, you can specify the number of units of the current activity for which an expense is incurred.
Unit Price, Currency	In this field, you enter the expense amount in the currency selected in the field “Currency.” The amount should be entered including tax, if any.
Amount, Currency	This field shows the total expense amount for the current activity in the currency chosen in the field “Currency.” The amount is calculated as the value in the field “Quantity” multiplied by the value in the field “Unit Price, Currency.”
Favorite	In this field you can select a favorite. The favorites derive from the window Favorites. You can create and edit your own personal favorites, or other people, for instance a project manager, your department manager, or the finance department, can create favorites and distribute them to a selection of employees from the window Job Employees.
Task	In this field, you can enter the task assigned to the specified expense.
Currency	In this field, you can choose a currency. By also specifying an exchange rate for the selected currency in the below field “Exchange Rate,” the exchange rate specified will be used as default on expense sheet lines in the table part having the same currency as the one specified in this island.

Field	Description
Exchange Rate	In this field, you can enter an exchange rate for the currency specified in the above field “Currency.” If you do not enter an exchange rate, Maconomy suggests the exchange rate specified for the currency in question in the window Exchange Rates.
Document Name	In this field, you can enter the name of one of the documents in the document archive specified in the card part of the window.
Tax Code	This field shows a G/L tax receivable code if the activity on the line is an amount activity.
Tax, Currency	This field shows the tax amount in the job’s currency.
Submitted	This field shows whether the mileage sheet has been submitted.
Submitted by	This field shows the name of the user who submitted the current mileage sheet. The contents of this field cannot be changed.
Approved	This field shows whether the expense sheet is fully approved. If you use approval hierarchies, this field is marked when the last approver has approved the expense sheet. Otherwise, the field is automatically marked when the supervisor approves the expense sheet, and the mark is removed if the sheet is reopened.
Approved by	This field shows the name of the user whose approval resulted in the expense sheet being fully approved as described under the field “Approved.” If approval is not required, the name of the user who submitted the expense sheet is displayed.

Actions

This section shows the actions available in the Time Sheet Line Expenses workspace.

Top Tab

Field	Description
Expense	This action creates expense lines for days with registered time on the time sheet line. If no open expense sheet exists, or there is more than one open expense sheet, a wizard is shown that allows selection of an existing expense sheet or creation of another one.

Time Sheet Line Mileage Single Dialogs Workspace

Use this workspace to view mileage sheet lines that are related to a time sheet line.

Time Sheet Line Mileage Tab

This section includes the fields and descriptions for the Time Sheet Line Mileage tab.

Information Island

Field	Description
Employee No.	This field shows the number of the employee who submitted the current time sheet line mileage.
Line No.	This field shows the line number of the current time sheet line mileage.
Start Date	This field shows the date of the first day in the week covered by the time sheet of the current time sheet line mileage.
Job No.	This field shows the job number of the current time sheet line mileage.
Activity No.	This field shows the activity number of the current time sheet line mileage.
Description	This field shows the description of the current mileage sheet.
Task	This field shows the task assigned to the current mileage sheet.

Registrations Island

Field	Description
Time Unit	This field shows the time unit of the time sheet line.
Monday-Sunday	These fields show the time entered for every day of the week covered by the time sheet of the current time sheet line mileage.

Mileage Sub-Tab

This section includes the fields and descriptions for the Mileage sub-tab.

Field	Description
Mileage Sheet No.	Enter the number of the Mileage Sheet to which this line belongs.
Entry Date	In this field, you enter an entry date. Maconomy suggests the current date, if it falls within the time sheet period, or the starting date of the period otherwise.

Field	Description
Description	In this field, you can enter a description of the current mileage sheet.
Quantity	In this field, you can specify the number of units of the current activity for which an expense is incurred.
Unit Price, Currency	In this field, you enter the expense amount in the currency selected in the field “Currency.” The amount should be entered including tax, if any. Maconomy calculates the total amount based on information from job price lists and activity information cards.
Amount, Currency	This field shows the total expense amount for the current mileage in the currency selected in the field “Currency.” The amount is calculated as the value in the field “Quantity” multiplied by the value in the field “Unit Price, Currency.”
From	In this field, you enter the name of the location from where your journey starts.
To	In this field, you enter the destination of your journey.
Vehicle	In this field, you enter, for example, whether you use your own car or a company car. In some countries it is mandatory to enter this information for tax purposes.
Favorite	In this field you can select a favorite. The favorites derive from the window Favorites. You can create and edit your own personal favorites, or other people, for instance a project manager, your department manager, or the finance department, can create favorites and distribute them to a selection of employees from the window Job Employees.
Currency	In this field, you can select the currency of the expense. Maconomy suggest the enterprise currency. You cannot change the currency on a reopened mileage sheet line if the line has been transferred for posting.
Exchange Rate	This field shows the exchange rate between the currency on the line and the base currency of the employee assigned to the mileage sheet. The exchange rate shown in the field can either be the exchange rate specified in the “Exchange Rate” field in the card part of the window or a default exchange rate transferred from the relevant exchange rate table.
Submitted	This field shows whether the mileage sheet has been submitted. The field will be marked automatically if you select the action “Submit Mileage Sheet.” If changes are made in a mileage sheet that is not transferred or approved, the mark will be removed from this field again.
Submitted by	This field shows the name of the user who submitted the current mileage sheet. The contents of this field cannot be changed.
Approved	This field shows whether the mileage sheet is fully approved. If you use approval hierarchies, this field is marked when the last approver has approved the mileage sheet. Otherwise, the field is automatically marked

Field	Description
	when the supervisor approves the mileage sheet, and the mark is removed if the sheet is reopened.
Approved by	This field shows the name of the user whose approval resulted in the mileage sheet being fully approved as described under the field “Approved.” If approval is not required, the name of the user who submitted the mileage sheet is displayed.

Actions

This section shows the actions available in the Time Sheet Line Mileage workspace.

Top Tab

Field	Description
Mileage	This action creates mileage lines for days with registered time on the time sheet line. If no open mileage sheet exists, or there is more than one open mileage sheet, a wizard is shown that allows selection of an existing mileage sheet or creation of another one.

Daily Time Sheet Line Expenses Single Dialogs Workspace

Use this workspace to view expenses that are related to a daily time sheet line.

Daily Time Sheet Line Tab

This section includes the fields and descriptions for the Daily Time Sheet Line tab.

Information Island

Field	Description
Employee No.	This field shows the number of the employee on the daily time sheet line.
Line No.	This field shows the line number of the daily time sheet line.
Date	This field shows the date covered by the daily time sheet line.
Job No.	This field shows the job number of the daily time sheet line.
Activity No.	This field shows the activity number of the daily time sheet line.
Task	This field shows the task assigned to the daily time sheet line.
Quantity	This field shows the number of units entered on the daily time sheet line.

Field	Description
Time Unit	This field shows the time unit of the time sheet line.
Description	This field shows the description of the current daily time sheet line.
Remarks	This field shows additional information on the daily time sheet line
Job Description	Copy to come

Expenses Sub-Tab

This section includes the fields and descriptions for the Expenses sub-tab.

Field	Description
Expense Sheet No.	This field shows the number of the expense sheet to which the current expense sheet line belongs.
Entry Date	This field shows the entry date. Maconomy selects the date of the daily time sheet.
Description	In this field, you can enter a description of the current expense sheet line.
Reference	In this field, you can enter a text as reference to the expense, such as a transaction number.
Quantity	In this field, you can specify the number of units of the current activity for which an expense is incurred.
Unit Price, Currency	In this field, you enter the expense amount in the currency selected in the field “Currency.” The amount should be entered including tax, if any.
Amount, Currency	This field shows the total expense amount for the current activity in the currency chosen in the field “Currency.” The amount is calculated as the value in the field “Quantity” multiplied by the value in the field “Unit Price, Currency.”
Favorite	In this field you can select a favorite. The favorites derive from the window Favorites. You can create and edit your own personal favorites, or other people, for instance a project manager, your department manager, or the finance department, can create favorites and distribute them to a selection of employees from the window Job Employees.
Task	In this field, you can enter the task assigned to the specified expense.

Field	Description
Currency	This field shows the currency of the amount entered for the current expense sheet line.
Exchange Rate	In this field, you can enter an exchange rate for the currency specified in the above field “Currency.” If you do not enter an exchange rate, Maconomy suggests the exchange rate specified for the currency in question in the window Exchange Rates.
Document Name	In this field, you can enter the name of one of the documents in the document archive of the expense sheet.
Tax Code	This field shows a G/L tax receivable code if the activity on the line is an amount activity. OR In this field, you select the tax code to be used. You cannot change the tax code on a reopened expense sheet line if the line has been transferred for posting.
Tax, Currency	This field shows the tax amount in the currency selected in the field “Currency.” The tax can be calculated in two ways, depending on whether the system parameter “Tax from extended price in expense sheets” is marked. For further information about the functionality of this system parameter, see the description of the window System Parameters in the Set-Up module.
Submitted	This field shows whether the expense sheet line has been submitted.
Submitted by	This field shows the name of the user who submitted the expense sheet line.
Approved	This field shows whether the expense sheet line is fully approved.
Approved by	This field shows the name of the user whose approval resulted in the expense sheet line being fully approved as described under the field “Approved.”

Actions

This section shows the actions available in the Daily Time Sheet Line Expenses workspace.

Top Tab

Field	Description
Expense	This action creates expense lines for the selected daily time sheet line. If no open expense sheet exists, or there is more than one open expense sheet, a wizard is shown that allows selection of an existing expense sheet or creation of another one.

Daily Time Sheet Line Mileage Single Dialogs Workspace

Use this workspace to view the mileage that is related to a daily time sheet line.

Daily Time Sheet Line Tab

This section includes the fields and descriptions for the Daily Time Sheet Line tab.

Information Island

Field	Description
Employee No.	This field shows the number of the employee on the daily time sheet line.
Line No.	This field shows the line number of the daily time sheet line.
Date	This field shows the date covered by the daily time sheet line.
Job No.	This field shows the job number of the daily time sheet line.
Activity No.	This field shows the activity number of the daily time sheet line.
Task	This field shows the task assigned to the daily time sheet line.
Quantity	This field shows the number of units entered on the daily time sheet line.
Time Unit	This field shows the time unit of the time sheet line.
Description	This field shows the description of the daily time sheet line.
Remarks	This field shows additional information on the daily time sheet line
Job Description	Copy to come

Mileage Sub-Tab

This section includes the fields and descriptions for the Mileage sub-tab.

Field	Description
Mileage Sheet No.	This field shows the number of the mileage sheet to which the current mileage line belongs.

Field	Description
Entry Date	This field shows the entry date. Maconomy selects the date of the daily time sheet.
Description	In this field, you can enter a description of the current mileage line.
Quantity	In this field, you can specify the number of units of the current activity for which an expense is incurred.
Unit Price, Currency	In this field, you enter the expense amount in the currency selected in the field “Currency.” The amount should be entered including tax, if any. Maconomy calculates the total amount based on information from job price lists and activity information cards.
Amount, Currency	This field shows the total expense amount for the current mileage in the currency selected in the field “Currency.” The amount is calculated as the value in the field “Quantity” multiplied by the value in the field “Unit Price, Currency.”
From	In this field, you enter the name of the location from where your journey starts.
To	In this field, you enter the destination of your journey.
Vehicle	In this field, you enter, for example, whether you use your own car or a company car. In some countries it is mandatory to enter this information for tax purposes.
Favorite	In this field you can select a favorite. The favorites derive from the window Favorites. You can create and edit your own personal favorites, or other people, for instance a project manager, your department manager, or the finance department, can create favorites and distribute them to a selection of employees from the window Job Employees.
Currency	In this field, you can select the currency of the expense. Maconomy suggest the enterprise currency. You cannot change the currency on a reopened mileage sheet line if the line has been transferred for posting.
Exchange Rate	This field shows the exchange rate between the currency on the line and the base currency of the employee assigned to the mileage sheet. The exchange rate shown in the field can either be the exchange rate specified in the “Exchange Rate” field in the card part of the window or a default exchange rate transferred from the relevant exchange rate table.
Submitted	This field shows whether the mileage sheet has been submitted.
Submitted by	This field shows the name of the user who submitted the current mileage sheet.
Approved	This field shows whether the mileage sheet is fully approved. If you use approval hierarchies, this field is marked when the last approver has approved the mileage sheet. Otherwise, the field is automatically marked

Field	Description
	when the supervisor approves the mileage sheet, and the mark is removed if the sheet is reopened.
Approved by	This field shows the name of the user whose approval resulted in the mileage sheet being fully approved as described under the field “Approved.” If approval is not required, the name of the user who submitted the mileage sheet is displayed.

Actions

This section shows the actions available in the Daily Time Sheet Line Mileage workspace.

Top Tab

Field	Description
Mileage	This action creates a mileage line for the date of the daily time sheet line. If no open mileage sheet exists, or there is more than one open mileage sheet, a wizard is shown that allows selection of an existing mileage sheet or creation of another one.

Job Cost – Invoicing Section

This section includes the fields and descriptions for the Job Cost – Invoicing workspaces.

Draft Invoice Entry API Single Dialogs Workspace

Use this workspace to view draft invoice entries.

The standard layout includes very few fields; many more fields are available for inclusion in the layout.

Draft invoice entries capture information about entries that are approved for invoice selection. For time-and-material invoices this is information about the job entries. For on-account invoices this is information about on-account invoice selection entries.

This workspace is not currently used in any workspaces; however, Maconomy uses the search filter for the workspace to present the draft invoice entries that are associated with draft invoices. This enables you to see information about the foundation of the draft invoices—in particular, detailed information about any write up/down on a draft invoice.

Draft Invoice Entry API Tab

This section includes the fields and descriptions for the Draft Invoice Entry API tab.

Card Part Island

Field	Description
Instance Key	As noted above, the layout shows the three key fields.

Field	Description
Invoice Editing No.	This is the reference to the Invoice Editing Header.
Job No.	This field shows the number of the job to which the current draft invoice entry pertains.

Show Job Invoice On Account Reconciliations Single Dialogs Workspace

Use this workspace to view a job invoice and the on-account invoices that are reconciled—that is, a specification of the on-account reduction.

Job Invoice On Account Reconciliation Tab

This section includes the fields and descriptions for the Job Invoice On Account Reconciliation tab.

Information Island

Field	Description
Invoice No.	This is the number of the reconciled invoice on account.
Job No.	This field shows the number of the job to which the current job invoice on account pertains.
Reconciling Invoice No.	This field shows the number of the invoice which reconciles the on account invoice.
Debit/Credit	This field shows Debit for invoices and Credit for credit memos.
Amount Reconciled, Currency	This field shows the amount reconciled on the invoice on account, in the job's currency.
Amount Reconciled, Base	This field shows the amount which was reconciled by the invoice or credit memo on the current line, in the base currency of the company responsible for the job.
Tax Reconciled, Currency	This field shows the tax amount reconciled in the job's currency. If multiple tax codes are enabled, the "Tax, Currency" field will be replaced by the following fields: "Total Tax, Currency," "Tax 1, Currency," "Tax 2, Currency" and, if enabled, "Tax 3, Currency." The "Tax Total, Currency" field calculates the sum of the other individual tax fields. For further information on multiple tax codes, please see the description in "Tax Codes."

Field	Description
Tax Reconciled, Base	This field shows the tax amount which was reconciled by the invoice or credit memo on the current line, in the base currency of the company responsible for the job.
Amount Reconciled, Enterprise	This field shows the amount which was reconciled by the invoice or credit memo on the current line, in the enterprise currency.
Tax Reconciled, Enterprise	This field shows the tax amount which was reconciled by the invoice or credit memo on the current line, in the enterprise currency
Bill to Customer	This field shows the customer who was invoiced.
Appropriation	This field shows the bill-to customer appropriation.
Transaction Timestamp	If transaction time stamps are enabled on the installation, this fields shows the time of creation or, if the record has been updated, the time of the latest update of the record.
Reconciled Tax Spec. Entry Key	This field holds a reference to the “VAT Specification Entry.”
Invoice Allocation	This field shows the number of the invoice allocation.
Job Invoice Allocation No.	This field shows the number of the job invoice allocation.
Reconciling Job No.	This field shows the number of the job which reconciles the on account invoice.
Bill to Customer	This field shows the customer who was invoiced.
Appropriation	This field shows the bill-to customer appropriation.

Job Cost – Lookup Section

This section includes the fields and descriptions for the Job Cost – Lookup workspaces.

Show Job Subscription Orders Single Dialogs Workspace

Use this workspace to view all of the subscription orders for a selected job.

Show Job Subscription Orders Tab

This section includes the fields and descriptions for the Show Job Subscription Orders tab.

Job Island

Field	Description
Job	This field shows the number and name of the job.
Job Group	This field shows the name of the job group.
Status	This field shows the status of the current job.
Responsible	This field shows the role of the person responsible for the current job.
Closed	This check box is selected if the current job is closed.

Subscription Orders Sub-Tab

This section includes the fields and descriptions for the Subscription Orders sub-tab.

Field	Description
Subscr. Order No.	This field shows the number of the subscription order.
Activity No.	This field shows the activity set on the subscription order.
Task	This field shows the task name set on the subscription order.
Invoice in Job Cost	This field shows whether the subscription order will be invoiced in job cost or as a sales order.
Accrual Type	This field shows the accrual type of the subscription order.
Sales Rep. No.	This field shows the number assigned to the sales representative of the subscription order.
Sales Rep.	This field shows the name of the sales representative of the subscription order.
Attention	In this field you can specify the subscription's attention person.
Approved	This field indicates whether the subscription order has been approved.

Field	Description
Created by	This field shows the user name of the user who created the subscription order.
Created on	This field shows when the subscription order was created.

Reporting Section

This section describes the Reporting section.

Copy to Come

Field	Description

Report Criteria Single Dialogs Workspace

Use this workspace as a basis when creating BPM reports.

This workspace enables you to see all of the possible fields that you can use as prompts for a report.

SD_AI_Analytix InfoView Single Dialogs Workspace

Use this workspace to open the BPM web client.

This workspace has an integrated browser element so that you can use it as an internal browser.

Job Cost – Setup Section

This section includes the fields and descriptions for the Job Cost – Setup workspaces.

Tasks API Single Dialogs Workspace

Use this workspace to approve tasks that you created in Maconomy.

You can approve a task or revoke the approval of a task in this workspace, and you can edit the description, derived activity, and blocked status of each task.

You can view tasks, one task list and task at a time. You manage tasks in the Task Lists or Job Tasks workspaces in the Job Cost module. You can create tasks in the Job Budgets workspace. For more information, see the description of the Job Tasks workspace in the Job Cost module.

Use the **Task Approval** field in the System Information workspace in the Set-Up module to specify whether tasks must be approved.

> **Note:** The approval functionality in this workspace is intended for use by other Maconomy processes. For instance, you can use the information and the approval action in this workspace

to build custom workflows in the Maconomy Portal using M-Script. You can also approve tasks in the Approve Tasks workspace in the Job Cost module.

Tasks API Tab

This section includes the fields and descriptions for the Tasks API tab.

Task List Island

Field	Description
Task List	This field shows the name and description of the task list.

Tasks Island

Field	Description
Task Name	This field shows the name of the task to which the actions in this window will apply.
Description	In this field, you can edit the description of the current task.
Blocked	This field shows if the current task is blocked.
Activity	In this field you can edit the activity which the current task should derive. When a task is created automatically from a job budget, a default activity of the correct type is applied to it be means of a job parameter attribute of the type “Budgeting.” You can assign another activity here. This way you can overrule the standard application of activity to tasks created automatically, thus separating the financial aspects of job budgeting from the project management aspects.
Approved	This field shows if the current task has been approved. You can approve or revoke approval by marking or unmarking this field, or you can select the action “Approve” or “Remove Approval” in this window.
Approved by	This field shows the name of the user who approved the current task, if the field “Approved” above is marked.
Approval Date	This field shows the date on which the current task was approved, if the field “Approved” above is marked.

Actions

This section shows the actions available in the Tasks API workspace.

Top Tab

Field	Description
Approve	When you select this action, the task in this window is approved. This corresponds to marking the field “Approved” above or in the table part of the windows Job Tasks or Task Lists.
Remove Approval	When you select this action, approval of the task in this window is revoked. This corresponds to unmarking the field “Approved” above or in the table part of the windows Job Tasks or Task Lists.

Contact Management Section

This section includes the fields and descriptions for the Contact Management workspaces.

Contact Group Members Single Dialogs Workspace

Use this workspace to view, edit, and create contact group members.

This workspace displays one contact group member at a time, so that you can edit individual contact group members without having to view all of the group members in a table.

You can browse the individual members of the contact groups. When you edit a contact group member, Maconomy updates that member accordingly in the Contact Groups workspace.

To create a contact group member, specify the contact group and contact group type to which you want to add the member and enter the relevant contact person, contact company, and so on. The new member then appears in the specified group in the Contact Groups workspace.

Contact Group Members Tab

This section includes the fields and descriptions for the Contact Group Members tab.

Contact Group Member Island

Field	Description
Contact Group No.	This field shows the number of the contact group to which the current contact group member belongs. When creating a contact group member, specify the contact group to which the new member should be added in this field.
Contact Group Type	This field shows the contact group type of the contact group shown in the field “Contact Group No.” above. When creating a contact group member, specify the contact group type of the contact group to which the new member should be added in this field. When you create a contact group member, Maconomy suggests the option lists from the contact group type of the current contact group. The suggested option

Field	Description
	lists are retrieved from the respective fields “Option List 1-5” in the island Option Lists on Contact Group Members in the window Contact Group Types. However, you can change the option lists here.
Contact Comp. No.	This field shows the number of the contact company to which the current contact group member belongs.
Contact Person No.	This field shows the number of the contact person to which the current contact group member belongs.

Date Fields Island

Field	Description
Date 1-5	In these fields, you can enter a number of dates for further specification of the current contact group member.

Option Lists Fields Island

Field	Description
List	In these fields, you can specify the option lists containing the values you wish to use for further specification of the contact group member. In the fields “Value,” you can then select values from the corresponding lists. When you create a contact group member, Maconomy suggests the option lists from the contact group type of the current contact group. The suggested option lists are retrieved from the respective fields “Option List 1-5” in the island Option Lists on Contact Group Members in the window Contact Group Types. However, you can change the option lists here.
Value	In these fields, you can specify values available in the option lists specified in the fields “List” on the current contact group member. The fields can, for example, be used for further specification of the contact group member.

Text Fields Island

Field	Description
Text 1-10	In these fields, you can enter a number of texts for further specification of the current contact group member. The fields are for information only.

Contact Companies API Single Dialogs Workspace

Use this workspace to view information about contact companies.

This is an API workspace that is not intended for end users.

Contact Companies Tab

This section includes the fields and descriptions for the Contact Companies tab.

Contact Company Island

Field	Description
Company No.	This field shows the number assigned to the contact company.
Attn.	This field shows the name of the contact person
Country	This field shows the state or country where the contact company is located.
Phone	This field shows the phone number of the contact company.
Fax	This field shows the fax number of the contact company.
Telex	This field shows the telex number of the contact company.
E-mail	This field shows the e-mail address of the contact company.
Department	This field shows the department where the sales representative of the contact company belongs.
Sales Rep	This field shows the number assigned to the sales representative of the contact company.
Name	This field shows the name of the sales representative of the contact company.

Customer Island

Field	Description
New Cust. No.	If you want to register the current contact company as a customer, you can enter a new customer number here. For further information about the functionality of the field and the creation of customers from contact companies, please see the description of the corresponding field in the card part of the window Contact Companies.
Customer No.	If you want to register an existing customer as a contact company, you can enter the customer number in this field when you create a contact company. For further information about the functionality of the field and assigning customers to contact companies, please see the description of the corresponding field in the card part of the window Contact Companies.

Field	Description
Termination Date	If cooperation with the customer shown in the field “Customer No.” above has been terminated, this field shows the date at which the termination took place.

Company Island

Field	Description
Company No.	In this field, you can enter the number of a company to which the contact company is assigned. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Name	This field shows the name of the company shown in the field “Company No.” above.

Access Level Island

Field	Description
Name	In this field, you can enter the name of an access level. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Description	This field shows the description of the access level specified in the field above.

Document Archive Island

Field	Description
Document Archive	In this field, you can assign a document archive to the note in question. Document archives are created in the workspace Document Archives in the Set-Up module. See the description of that workspace for further information on the use of document archives. This field also shows a description of the specified document archive.
Document Count	This field shows the total number of documents in the Document Archive.

Print Control Island

Field	Description
Statistics 1-4	In these fields, you can enter various statistic codes. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Extra Fields Island

Field	Description
Date 1-5	In these fields, you can enter a number of dates relevant to the contact company. The fields are for information only.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Remarks Island

In these fields, you can enter additional remarks about the contact company.

Information Island

Field	Description
Enterprise	In this field, you can attach the company to an enterprise. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Segment	In this field, you can select a segment. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Area	In this field, you can select an area. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Industry Code	Here you can enter an industry code for the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Popup 1-20	In these fields, you can select information concerning the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Information 1-5	In these fields, you can enter general information concerning the current contact company. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.
Origin	In this field, you can register the place from which the current contact company originates. For further information about the functionality of the field, please see the description of the corresponding field in the card part of the window Contact Companies.

Option List Fields Island

Field	Description
List	In this field, you can specify the option lists containing the values you wish to use for further specification of the contact company. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Companies.
Value	In these fields, you can specify values available in the respective option lists specified in this island. For further information about the functionality of the fields, please see the description of the corresponding field in the card part of the window Contact Companies.

Actions

This section shows the actions available in the Contact Companies API workspace.

Top Tab

Field	Description
Create Customer	This action is used for creating a customer from the current contact company. For further information about the functionality of the action, please see the description of the action “Create Customer” in the window Contact Companies.

Opportunity Partners API Single Dialogs Workspace

Use this workspace to view contact companies that are partners on an opportunity.

Opportunity Partners Tab

This section includes the fields and descriptions for the Opportunity Partners tab.

Opportunity Partner Island

Field	Description
Opportunity No.	This field shows the opportunity number.
Contact Company No.	This field shows the number of the contact company that is partner on the opportunity.
Role	This field shows the partner’s role for the opportunity.

Contact Management – Registration Section

This section includes the fields and descriptions for the Contact Management – Registration workspaces.

Opportunity Budgets API Single Dialogs Workspace

The People Planner integration uses the Opportunity Budgets API workspace, which displays information about opportunity budgets.

Opportunity Budgets Tab

This section includes the fields and descriptions for the Opportunity Budgets tab.

Opportunity Island

Field	Description
Opportunity No.	This field shows the number of the current opportunity.
Description	In this field, you can enter a description of the current opportunity.
Status	This field shows the status of the current opportunity. The value is taken from the corresponding field in the Opportunities window.
Phase	This field shows the current phase of the current opportunity. The value is taken form the corresponding field in the Opportunities window.
Probability %	In this field, you can specify the success probability percentage of the current opportunity. For further information about the probability percentage, see the description of the corresponding field in the Opportunities window.
Currency	In this field, you can select the currency in which the figures in the opportunity budget are to be displayed and entered. If you change the currency after entering budget figures, the figures will be converted automatically. Please note that amounts are rounded when converted into a new currency. This means that changing the currency and subsequently returning to the original currency may cause the amounts to differ slightly from the original ones.
Budget Created	This field shows whether a budget has been created for the current opportunity. It is only possible to enter information in the table part if a budget has been created. Budgets are created using the “Create Budget” action.

Template Job Island

Field	Description
Template Job No.	In this field, you can select a template job. When you select a template job, you can preview the budget of the job in question to determine whether the budget of the template job matches the opportunity in question. Once you have selected a

Field	Description
	template job and pressed Return, you can view the different budgets of the template job using the “Show Budget” field in the Budget Type island. Maconomy suggests the budget type marked as the standard opportunity budget type (see “Job Budget Types” in the Set-Up module). If no budget type is marked as standard opportunity budget type, the baseline budget of the template job is suggested. When you select the “Create Budget” action, the budgets of all budget types for the template job are copied to the new opportunity budget. However, until the action is selected, the window shows budgets as a preview only.
Name	This field shows the name of the job specified in the “Template Job No.” field above.

Contact Company Island

Field	Description
Contact Comp. No.	This field shows the number of the contact company to which the current opportunity pertains.
Name	This field shows the name of the contact company to which the current opportunity pertains. You can change the name here, causing it to be updated accordingly in the Opportunities window.
Customer No.	This field shows the number of the customer assigned to the contact company of the current opportunity.

Budgeting Island

Field	Description
Hours Per Man Day	In this field, you can specify how many hours are in a man day. In the table part, quantities for time activities can be specified either as a number of hours or a number of days. There are separate fields for specifying hours and days. When you specify a number of days, the corresponding number of hours is automatically calculated by multiplying the number of days by the value in this field. Similarly, when you specify a number of hours, the corresponding number of days is calculated by dividing the number of hours by the value in this field. This field is also used for calculating prices per day from hour-based prices.
Start Date	This field shows the expected starting date of the job based on the opportunity.
Expected Closing Date	This field shows the expected ending date of the job based on the opportunity.

Budget, Base Island

The functionality of the fields in this island corresponds to that of the fields in the Budget, Base island in the Job Budgets window.

Budget, Currency Island

The fields in this island correspond to the fields in the Budget, Base island. The only difference is the fact that in this island, the amounts are shown in the currency selected for the opportunity.

Line Creation Island

The functionality of the field in this island corresponds to that of the field in the Line Creation island in the Job Budgets window.

Unit Analysis Island

The functionality of the fields in this island corresponds to that of the fields in the Unit Analysis island in the Job Budgets window.

Company Island

Field	Description
Company	This field shows the number and name of the company to which the opportunity is assigned.
Base Currency	This field shows the currency used as the base currency in the company shown in the “Company” field above.

User Island

See the chapter “Getting Started” for a description of the fields in the User island.

Budget Type Island

Field	Description
Show Budget	In this field, you choose the budget you wish to preview, if no budget has been created for the opportunity, or the budget you wish to work with if a budget has been created. Once you have selected a template job in the “Template Job No.” field and pressed Return, you can view the different budgets of the template job using this field. Maconomy suggests the budget type marked as standard opportunity budget type in the window Popup Fields. If no budget type is marked as standard opportunity budget type, the baseline budget of the template job is suggested.

Employee Category Prices Island

The functionality of the fields in this island corresponds to that of the fields in the Employee Category Prices island in the Job Budgets window.

Limit Island

The functionality of the fields in this island corresponds to that of the fields in the Limit island in the Job Budgets window.

Billing Price Deviations Island

The functionality of the fields in this island corresponds to that of the fields in the Billing Price Deviations island in the Job Budgets window.

Copy Budget Island

The functionality of the fields in this island corresponds to that of the fields in the Copy Budget island in the Job Budgets window.

Job Budget Lines Sub-Tab

This section includes the fields and descriptions for the Job Budget Lines sub-tab.

Field	Description
Description	In this field, you enter a text, which is attached to the activity on quotes and order confirmations.
Line Type	In this pop-up field, you select the type of the current job budget line. Selecting a value is mandatory.
Line No.	This field shows the budget line number. Note this may not be unique. For indented lines numbering restarts so several indented lines may have, for example, line number 1.
Instance Key	This field shows the instance key of the budget line.
Parent Job Budget Line	For indented budget lines this field shows the instance key of the parent budget line. For a top level budget line it is blank.
First Instance Key	This field shows the instance key of the first revision of this budget line.
Job Budget Line Reference	If job budget merging functionality is used this field may hold a reference to the first instance key of another budget type.
Approved as Instance Key	This field shows the instance key of the budget line in the latest approved revision.
Task	In this field, you can specify the task to which the job budget line is to be assigned.
Act. No.	In this field, you enter the number of the activity for which you wish to make a budget estimate. If both this field and the field “Task” are blank, the line is a text line. If this field shows “*,” the line is a summary line which creates a subtotal when the budget is printed using the “Standard” layout.

Field	Description
	Empl. Cat. No. In this field, you can assign a certain employee category to the job budget. If no specific employee has been specified for this line, Maconomy will instead use the cost, intercompany or billing price for the specified employee category for price calculations, if the field “Hourly Rate” in the window System Information in the Set-Up module has been set to “By Employee” or “Employee Priority.”
Quantity	In this field, you enter the budgeted quantity for the line.
Quantity, Days	The functionality of this field is similar to that of the field “Quantity” above. However, this field only applies to time activities, and you enter the budgeted quantity as a number of days instead of a number of hours.
Cost, Base	In this field, you enter the budgeted cost in the base currency for one unit of the activity on the budget line. For a further description of how Maconomy calculates these prices, please refer to “Appendix A: Price Calculation in the Job Cost module.”
Cost Per Day, Base	This field only applies to time activities. The field shows the value in the field “Cost, Base” converted into a cost per day.
Total Cost, Base	This field shows the total estimated cost in base currency for the budget line. The total cost is found by multiplying the number in the “Quantity” field by the cost per piece in the “Cost” field.
Billing Price, Curr.	In this field, you enter the budgeted billing price in the job’s currency of one unit of the activity on the budget line. If the activity is non-invoiceable, you cannot enter a price here, and the value must be “0.00.” Billing Price Per Day, Curr. This field only applies to time activities. The field shows the value in the field “Standard Billing Price, Currency” converted into a standard billing price per day.
Total Billing Price, Currency	This field shows the budget lines total budgeted billing price in the job currency. The total billing price is calculated by multiplying the number in the “Quantity” field by the billing price per piece in the “Billing Price, Currency” field.
Markup %	In this field, you enter the budgeted gross margin % for the activity on the budget line.
Line Specific Billing Price	If the current job is set up for price control from budgets (see “Price control from budgets”), this field indicates if the billing price differs from the price originally derived from the employee category on the current line. If the line is not marked, the price is the original price.
Cost Type	This field shows the cost type selected for the current activity in the window Activities: “Turnover” or “Outlays.”
Inc. in Fixed Price	In this field, you can mark whether or not the entry applying to the line should be included in the fixed price of a job. The set-up of the job in

Field	Description
	question determines whether or not this field is automatically marked when a line is created. The field can be marked/unmarked manually.
Planned Starting Date	In this field, you can enter the date you plan to begin the activity. Maconomy uses the prices valid per this date when deciding which version of the price list assigned to the job, if any, should be used for price calculation on job budget lines. If you do not specify a date in this field, Maconomy uses today's date for the calculation of prices.
Planned Duration	In this field, you can enter a planned duration of the activity. This duration will always be the number of days from the planned starting date to the planned ending date.
Planned Ending Date	In this field, you can enter the date you plan to end the activity. The date specified will be of importance in the window Detailed Planning in the Resource Planning module as the date specified in this field will be copied to planning lines created on the basis of the budget in question.
Milestone	This box is checked if the budget line is of type "Milestone."
Standard Billing Price, Currency	This field shows the standard billing price per unit in the currency of the job.
Standard Billing Price Per Day, Currency	This field only applies to time activities. The field shows the value in the field "Standard Billing Price, Currency" converted into a standard billing price per day.
Total Standard Billing Price, Currency	This field shows the total standard billing price of the current budget entry in the currency of the job. If the system parameter "Update prices upon dimension change" has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity, employee, or dimension values. For further information on this and for a complete list of the fields that cause the price to be updated, see the description of the system parameter "Update prices upon dimension change." If the system parameter is not marked, and you wish to ensure that all prices reflect the current set-up of the budget lines, use the "Recalculate Job Budget" action.
Purchase Currency	In this field, you can select a currency. Depending on whether you have entered the cost in base currency or in another currency, the value is calculated in the "Cost, Base" field or in the "Cost, Purchase Currency" field by means of this currency. If another currency is subsequently selected, the value in the "Cost, Purchase Currency" field is then recalculated. For a further description of how Maconomy calculates these prices, please refer to "Appendix A: Price Calculation in the Job Cost Module."

Field	Description
	If the job budget is structured hierarchically, selecting a purchase currency on a group header line makes it possible to see the total purchase amount for the subordinate lines in a specific currency.
Cost, Purchase Currency	In this field, you can enter or see the cost in the currency selected in the “Purchase Currency” field. If you enter a value here, the value in the “Cost, Base” field will be calculated. If a value is entered in the “Cost, Base” field, the calculated cost is displayed in the currency in this field. The two fields cannot be filled in at the same time. For a further description of how Maconomy calculates these prices, please refer to “Appendix A” Price Calculation in the Job Cost Module.” If the system parameter “Update prices upon dimension change” has been marked, the price in this field is updated when certain key information on the line is changed, for instance, the activity, employee, or dimension values. For further information on this and for a complete list of the fields that cause the price to be updated, see the description of the system parameter “Update prices upon dimension change.” If the system parameter is not marked, and you wish to ensure that all prices reflect the current setup of the budget lines, use the “Recalculate Job Budget” action. If the user does not have access to cost for time, as specified in the Actions window in the Set-Up module, the value here will be zero and cannot be changed. Maconomy multiplies the cost in this field with the figure in the “Quantity” field, so that the total cost is calculated in the “Total Cost, Purchase Currency” field. If purchase order lines have been created from the current line, and you decrease the amount in this field, Maconomy checks whether the new amount causes budget violations according to the rules set up in the job parameter attributes “Limit Purchase Amount to Budget,” “Limit Purchase on Sum or Line Level,” “Limit Purchase, Currency Margin,” and “Limit Purchase, Percentage Margin” for the job. If the change causes a budget violation, an error message is displayed.
Cost Per Day, Purchase Currency	This field only applies to time activities. The field shows the value in the field “Cost, Purchase Currency” converted into a cost per day.
Total Cost, Purchase Currency	In this field, you can see the total budgeted cost in the current job’s currency. The total cost price is calculated by multiplying the figure in the field “Quantity” by the cost per unit in the field “Cost, Purchase Currency.
Billing Price, Purchase Currency	If you want to enter the billing price in another currency than the job’s currency, you can use this field.

Field	Description
Billing Price Per Day, Purchase Currency	This field only applies to time activities. The field shows the value in the field “Billing Price, Purchase Currency” converted into a billing price per day.
Billing Price Total, Purchase Currency	This field shows the total billing price on the current budget line converted into the purchase currency.
Deliv. Remarks	In this field, you can enter delivery remarks to be used in connection with the delivery of the items.
Billing Price, Base	This field shows the amount from the field “Billing Price, Currency” on the current budget line converted into the base currency.
Billing Price Per Day, Base	This field only applies to time activities. The field shows the value in the field “Billing Price, Base” converted into a billing price per day.
Billing Price Total, Base	This field shows the amount from the field “Billing Price Total, Currency” on the current budget line converted into the base currency.
Standard Billing Price, Base	This field shows the standard billing price per unit in the base currency of the company.
Total Standard Billing Price, Base	This field shows the total standard billing price of the current budget entry in the currency of the job.
Exec. Company No.	This field shows the name of the company carrying out the specified activity. The field cannot be changed.
Name	This field shows the name of the executing company.
Location	In this field, you can enter a value for the dimension Location. If you do not manually enter a value, Maconomy will attempt to derive a value, using the order of priority set up in the Dimension Derivation window in the G/L module. However, any manually entered value will be overwritten if Maconomy can derive a value for which overwriting has been selected. If no value can be derived, the standard value is transferred from the System Parameters window in the Set-Up module. If the system parameter “Update prices upon dimension change” has been marked, changing the location on a line will cause the prices on the line to be recalculated according to the method described in “Appendix A: Price Calculation in the Job Cost Module.” If the current job is set up for price control from budgets (see “Price control from budgets”), and the “Line

Field	Description
	Specific Billing Price” field is marked for the current line, the billing price is not changed upon recalculation. If the budget controls prices, the function of the system parameter “Update prices upon dimension change” is different. Even if the parameter is set, changing dimensions does not affect the prices. Only changing the employee category on lines related to a time activity will cause a recalculation of the price, and the line will be considered line-specific. To recalculate the price after changing dimensions, use the “Recalculate Job Budget” action. See the section on dimension derivation in “Introduction to the G/L Module,” as well as the description of the Dimension Derivation window, for further information about dimension derivation.
Entity	The functionality of this field is similar to that of the “Location” field above.
Project	The functionality of this field is similar to that of the “Location” field above.
Purpose	The functionality of this field is similar to that of the “Location” field above.
Spec. 1-3	The functionality of these fields is similar to that of the “Location” field above.
Local Spec. 1-3	The functionality of these fields is similar to that of the “Location” field above.
Net Cost, Base	This field shows the budgeted net cost of the job in the job’s base currency.
Net Cost Per Day, Base	This field only applies to time activities. The field shows the net cost per day budgeted for the current job budget line. The value is based on the value in the field “Net Cost, Base” above and the number of hours per man day specified for the job in the field “Hours per Man Day” in the window “Jobs.”
Tax Code	This field shows a G/L tax receivable code if the activity on the line is an amount activity.
Activity Name	This field displays the text defined for the current activity.
Task Description	This field shows the text defined for the current task, if a description has been entered in the field “Task.”
Empl. Cat. Name	This field shows the name of the employee category specified in the field “Empl. Cat. No.” above.
Job Budget Text	In the window Job Budget Texts, it is possible to assign text lines to a job budget line. This field, which cannot be changed, displays whether such text lines are assigned to the current line.

Field	Description
Remarks 1-10	In these fields, you can assign remarks to the current job budget line. The remarks are for information only and can be used in reports.

Actions

This section shows the actions available in the Opportunity Budgets API workspace.

Top Tab

Field	Description
Copy Budget	The functionality of this action is similar to that of the “Copy Budget” action in the Jobs window.
Print Price Overview	The functionality of this action is similar to that of the “Print Price Overview” action in the Job Budgets window.
Recalculate Budget	The functionality of this action is similar to that of the “Recalculate Job Budget” action in the Job Budgets window.
Require Tasks	The functionality of this action is similar to that of the “Require Tasks” action in the Job Tasks window.
Disallow Tasks	The functionality of this action is similar to that of the “Disallow Tasks” action in the Job Tasks window.
Create Budget	When you select this action, Maconomy creates a job for the current opportunity and copies budget information from the selected template job to the new job. The job is created on the basis of the job that is specified in the field “Template Job No.,” meaning that both basic information and budget information is copied from this job. The new job is assigned a job number that corresponds to the number of the opportunity, prefixed by an underscore. For example, if the opportunity number is 10050, the number of the new job will be _10050. If another job with the generated job number already exists, Maconomy adds an extra underscore to the job number, for example, resulting in the number __10050. This procedure is repeated until a unique job number is found. Maconomy copies all information from all budget types. This means that even if you selected a given budget type in the “Show Budget” field, any budget figures that exist for the template job for other budget types are also copied. When a budget has been created, the sales estimate in the “Sales Estimate, currency” field in the Opportunities window can no longer be updated manually. Instead, it corresponds to the total billing price budgeted for the budget type marked as the standard opportunity budget type (see “Job Budget Types” in the Set-Up module). If no budget type is marked as

Field	Description
	standard opportunity budget type, the total billing price of the baseline budget of the template job is used instead.
Delete Budget	When you select this action, the job created for the opportunity is deleted, along with all lines in the table part. This means that to enter budget information for the opportunity, you must specify a template job and select the “Create Budget” action again.

SD_AI_Setup Section

Use up to 35 words to describe this conceptual topic. Write complete sentences.

This is the start of your concept.

SD_AI_Setup Set-up Section

This section includes the fields and descriptions for the Setup Set-up section.

SD_AI_Current Employee API Single Dialogs Workspace

Use this workspace to view data about a current employee.

This workspace is intended to be used whenever the workspace should show data for the current employee.

Setup – Workflow Section

This section includes the fields and descriptions for the Setup-Workflow workspaces.

Email Alerts Setup API Single Dialogs Workspace

Use this workspace to add and remove entries from the sub-tab of the Email Alerts Setup workspace.

Email Alerts Notification Types Tab

This section includes the fields and descriptions for the Email Alerts Notification Types tab.

Notification Type Island

Field	Description
Description	This field shows the description for the notification type, for example, “Approve Time as Project Manager” or “Inv. Due.”
Category	This field shows the category for the notification type. Valid values are Alert or ToDo.

Field	Description
Shortlisted for Templates	Select this check box if this notification type should be shortlisted for selection in mail templates.
Notification Type	This field shows the name for the notification type, for example, “ApproveTimeSheetLines” or “Portal::Standard::Portals::Vendor::VendorInvoiceDue””VendorInvoiceDue.”
Portal or Client Notification	This field shows Portal or Client to indicate whether this notification type refers to portal alerts and to-dos, or to client notifications, respectively.

Documentation Feedback

Your comments, questions, and suggestions about our documentation are important to us. You can email your feedback to MaconomyHelpFeedback@Deltek.com.

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